

Minutes of the Academic Staff Spring General Assembly May 5, 2005

1965 Room, University Union

Presiding Officer: John Landrum, Chair, Academic Staff Committee

Parliamentarian: Kenneth Fleurant, Secretary of the Faculty and Academic Staff

Present: Brenda Amenson-Hill, Lucy Arendt, Sherri Arendt, Diana Borrero-Lowe, Marlys Brunsting, Eric Craver, Ginny Dell, Ann Deprey, Ken Fleurant, Paula Ganyard, Provost Sue Hammersmith, Jay Harris, Melissa Jackson, Trudy Jacobson, Sue Keihn, Shane Kohl, Bruce La Plante, John Landrum, Michael Marinetti, Jennie McNeill, Steve Newton, Mark Olkowski, Linda Peacock-Landrum, Jen Pfundtner, Brian Stahlkopf, Samantha Surowiec, Jane Swan, Lisa Tetzloff, Grant Winslow.

1. **Call to order** by Chair of the Academic Staff Committee, John Landrum at 3:05 pm.

2. **Information and Discussion Items.**

a. Chair Landrum offered an update on the Academic Staff Committee's recent activities: The Committee is keeping an eye on the status of the proposal to change class schedules. There is concern that those with limited appointments and no Academic Staff backup are unrepresented in campus governance, and the ASC has asked the Provost to see if there is a remedy. The ASC asked for—and was given—more input in the budgetary process than in the past. The Chair of the ASC has been invited to sit on the Chancellor's Cabinet on an experimental basis, and the Committee appreciates the opportunity. The Personnel Committee has been asked to put together a handbook in clear and user-friendly format for those on layoff. Landrum's announcement that Lucy Arendt will be the next ASC chair was greeted with applause.

b. The following **Committee Reports** were received.

- Academic Staff Committee (attached, see below). Committee chair John Landrum
- Personnel Committee (attached). Presented by Trudy Jacobson.
- Legislative Committee (attached). Presented by Bruce La Plante.
- Orientation Committee (attached). Presented by Trudy Jacobson.
- Nominating Committee (attached). Presented by Paula Ganyard.
- Professional Development Programming Committee (attached). Presented by Chair Marlys Brunsting.
- Professional Development Allocations Committee (attached). Presented by Brenda Amenson-Hill

c. Samantha Surowiec, campus representative on the System Academic Staff Representatives Committee reported that the committee is still discussing budget. Otherwise, nothing much has changed since the last report to the Fall General Assembly,

although the committee structure has changed with Cora Merritt, Vice President for Academic Affairs, taking over as meeting facilitator. The representatives have discussed campus climate (noting a “survey overload” on some campuses). Pay plan discussions speculate a 5% biennial raise with 2% coming in July 05, 2% in July 06 and 1% in April 07. The \$3 million System shortfall in utilities was also on the agenda.

d. Chair Landrum thanked those who are completing their terms on Academic Staff Committees.

e. The Chair also introduced new Academic Staff Committee members (Sue Bodilly, Ann Deprey, Grant Winslow) and the new chair, Lucy Arendt.

3. Open Forum. The discussion revolved mainly around the Campus Climate Committee. Chair Landrum invited CCC members Arendt and Winslow to begin the discussion. They reviewed the work of the committee, reminding the Assembly of the six dimensions it identified as elements of a positive climate: respect, communication, shared experiences and values, support, trust, recognition. The Committee considered the meaning of climate, the extent of climate problems on campus and how the committee could effect change. Some on campus apparently didn’t understand why the Committee’s recommendation for a schedule change played such a central role. Arendt said that the CCC viewed the change as an important opportunity to facilitate communication by enabling a common time for meetings, ceremonies, and other opportunities to talk, and, although there was considerable discussion about the other aspects of the problem, it decided to try to push for this one major change.

The Faculty Senate decided in May not to renew the Committee’s charge. Was the Committee worthwhile? It took its charge seriously and was at least as worthwhile as other committees. Ultimately, however, the Committee lacked the power to bring about change. We have to find a way to move good ideas more efficiently through the governance structure. For Committee members, this was an energizing experience. Issues remain in need of being addressed, and there is likely to be another effort. Was the Faculty Senate the best route for this effort? That remains unclear. One person suggested that there did not seem to be a great commitment on the part of the senate to the committee. Committee meetings proved to be a good and productive means of getting Faculty and Academic Staff together to discuss issues of mutual importance. Arendt continues to believe that the idea was a good one even if this wasn’t quite the time for change.

Following some discussion of why the Faculty Senate failed to continue the committee, and a call for finding ways for campus contingencies to meet together, several called for not letting the effort to improve campus climate die. The ASC was asked to explore ways to continue the work of the Campus Climate Committee.

4. Provost’s Report. Provost Hammersmith thanked the Assembly for a great year, by far the best since she arrived. Different campus groups got together to discuss and work on issues and the Academic Staff played a major role. The Chancellor’s decision to invite

the ASC Chair to sit on his Cabinet was a good idea and she looks forward to that. The ASC and the Senate Budget Committee met jointly, and everyone greatly appreciated the opportunity to work together. She saw the same dynamic at work on the Campus Climate Committee. She sensed that groups came together this past year more than they have since she arrived.

In particular, Provost Hammersmith wished to recognize the Chair of the Academic Staff Committee, John Landrum, who is finishing his term this year. She presented John with a token of our collective gratitude.

5. Adjournment. With thanks to all who participated, the meeting was adjourned at 4:30 pm.

Respectfully submitted,

Kenneth Fleurant
Secretary of the Faculty and Academic Staff

**2004-2005 Academic Staff
Committee Reports
Attached Below**

Academic Staff Committee Year End Report, May 5, 2005

The Academic Staff Committee is chaired by John Landrum. Lucy Arendt is the vice-chair, with Jane Lynch Swan as our secretary. Other members include: Ann Deprey, Mike Marinetti, Andy Speth, and Samantha Surowiec. The committee has met every other Thursday throughout the spring. Meetings are generally held in CL 825, from 1:30 to 3:00, and all are welcome.

Here are the highlights of our activities from this spring:

We moved our minutes onto the AS portion of the SOFAS web site in an attempt to make them more readily available.

Changes to the bylaws as voted on last December were forwarded to the Chancellor.

We closely monitored the activities of the Campus Climate Committee.

We asked the Provost to investigate the practice of hiring “limited” employees with no back up contracts. We urged her to have this practice discontinued across campus and to alter the status of those we currently have to grant them a back up appointment and, with it, the right to participate in a governance structure.

We spent considerable energy in January, February and March keeping abreast of budgetary developments that could lead to layoffs. We asked for and received a comprehensive list of the “operational areas” on campus as that was a key to understanding how the layoff process is designed to work. We were asked for our input at key moments during the budgetary process and can report that we believe our input was taken into consideration and believe it was valued. Still, we kept working with (along with the Provost, University counsel and the Director of Human Resources) at developing a better understanding of the processes that occur whenever someone is laid off. We finally called upon our Personnel Committee to complete the task of developing a guidebook for those laid off that might help them understand their rights and options at critical moments in time.

In April, the ASC received an invitation from the Chancellor to have the ASC chair seated as a member of his cabinet on a trial basis –as had been offered to the Chair of the University Committee for the faculty.

We also provided feedback to President Reilly as part of the chancellor’s performance evaluation.

Finally, we elected a new chair of the ASC as of July 1, Lucy Arendt.

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Academic Staff Personnel Committee

Year End Summary

May 4, 2005

2004 – 05 Committee Charge

Our charges were:

- A) To review annually and provide recommendations regarding existing institutional guidelines for the conversion of positions, in accordance with UPG7.
- B) To review annually all conversions of positions from Classified to Academic Staff, and Academic Staff to Classified.
- E) To review denials in the promotional process, as defined in the progression of Fixed-term appointments for Academic Staff.

Human Resources has received nine title progression applications and four reclassifications. All were approved.

Two other charges dealt with vacant positions and hearing body issues. Neither of these charges was needed during this academic year.

Our final charge: F) To undertake special assignments at the request of the Academic Staff Committee.

In mid-March, the Academic Staff Committee charged our committee with developing a user-friendly document relating to the lay-off process that could be incorporated with our Academic Staff handouts. We have drafted a pamphlet in a manner that will allow a person involved in a lay-off process to follow a step-by-step guideline. The pamphlet is being reviewed by our committee for potential improvements and will be forwarded to the Academic Staff Committee prior to the end of the academic year.

Respectfully submitted,

Paul Pinkston(chair)
Deb Furlong
Trudy Jacobson
Anne Kasuboski
Linda Parins

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**Nominating Committee End of the Year Report
Presented at the Academic Staff Fall General Assembly
May 5, 2005**

Nominating Committee Members:

- Paula Ganyard, chair
- Kelly Kramp
- Lidia Nonn
- Mary Valitchka, secretary

Accomplishments since the mid-year report:

1. Updated and distributed the Academic Staff Preference Survey for elected and nominated committee appointments.
2. Solicited candidates for elected and nominated committee appointments.
3. Created and distributed the Official Academic Staff Ballot for 2005-06.
4. Tallied the election ballots.
5. Informed the Academic Staff Committee of the winners of the elected committee positions.
6. Submitted the list of nominated appointments to the Academic Staff Committee for their approval.
7. Submitted the list of people willing to serve on appointment committees by the Chancellor, Dean of Students, and the Assistant Chancellor for Business and Finance to The Secretary of the Faculty and Academic Staff.
8. Investigated a way to automate the Academic Staff elections.

Recommendations for 2005-2006:

1. Send out the preference survey online rather than in paper.
2. Automate the Academic Staff elections process.

Accomplishments reported mid-year:

1. Filled the vacancy left by Anne Buttke on the Student Affairs Committee with Linda Toonen
2. Filled the vacancy left by Anne Buttke on the Legislative Committee with Emily Rogers
3. Filled a vacancy on the Committee on Individuals with Disabilities with Bev Pleshek
4. Solicited nominations for the Academic Staff Regents Awards for Excellence
5. Forwarded four names to the ASC for the International Education Council, to which the Provost will appoint two Academic Staff members.

Respectfully submitted,
Paula M. Ganyard
Nominating Committee Chair

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Academic Staff Association

Orientation Committee

Year end - Annual Report

For

2004-2005

May 5, 2005

Committee Members: Trudy Jacobson; Kelly Kramp; Andy Speth; Amy Van Oss

Based upon a contact with the Human Resources office, no mid-year (February) orientation session was scheduled. Rationale for this was based upon lack of new/recent employees added after August 2004.

To date, ten of the academic staff participating in the August orientation had requested and been matched with mentors. Evaluation forms for mentors/mentees were sent out and gathered by end of year (May 2005). Summative data is not available yet.

Continuing discussions among Orientation Committee members led to these recommendations:

- Continuation of orientation separate from Convocation in mid August or mid September
- Review of hand out material for orientation folders
Request for inclusion of separate handouts from all offices?
- Inclusion of mentor/mentee sign-ups for all employees hired after orientation as soon as they are hired via committee or human resources.

Trudy M. Jacobson

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Academic Staff Professional Development Programming Committee

2004-05 End of Year Report

Committee Members: Brenda Amenson-Hill (Treasurer), Marlys Brunsting (Chair), Ann Deprey, Nora Kanzenbach (Secretary), Michael Stearney and Jane Swan (AS Liaison)

The committee surveyed academic staff in late September to determine their programming interests. We ranked the results and began planning for programs shortly thereafter. We sponsored or co-sponsored four programs during the academic year. The Classified Staff Advisory Council approached us to co-sponsor a theatre-based program that would promote campus climate issues (Mixed Company). This was the start of a mutually beneficial partnership. Each committee felt we could set up programs that would appeal to both academic and classified staff and pooling our resources would allow us to bring in better speakers and give us more “bang for the buck.” Attendees at the two co-sponsored programs voiced the same thought in the feedback surveys: “Would be great to do more of these with the academic staff and classified staff—we can all benefit from it in our daily operation” and, “It is nice to see the collaboration between the different committees.”

The programs presented during 2004-05 were:

1. Gadgets and Gizmos: Emerging Technologies for Home and Office — Camera Corner and Connecting Point staff

Date: December 10, 2004

Attendance: 24

Cost: \$57.25

2. Mixed Company: Managing InterGenerational Diversity — SST

Communications, Inc.

Date: January 12, 2005

Attendance: 95 total, 47 were academic staff

Cost: \$500 (co-sponsored with Classified Staff Advisory Council—they paid \$500 and the Provost paid \$1379)

3. Understanding our Students of Today – The Millennial Generation — Sandra Scott Duex, Assistant Director of Residence Live, UW-Whitewater

Date: February 24, 2005

Attendance: 31

Cost: \$622.58

4. Say What’s On Your Mind: Effective Assertion in the Workplace — Terri Luebke, President, Inspired Training Institute, LLC

Date: April 5, 2005

Attendance: 59 total, 21 were academic staff

Cost: \$1132.85 (co-sponsored with Classified Staff Advisory Council—they paid \$500)

Comments from attendees were very positive for all of the programs. We have formal evaluations for both the Mixed Company and Effective Assertion programs which were done via a web survey e-mailed to attendees. Formal evaluations have not been done in previous years, but we discussed the possibility of making this a part of every program.

As per our committee charge, we also began planning for a program for next fall. We have committed Mike Troyer, President, Strategic Management Associates and Emeritus Associate Professor of Business Administration (Management), to speak to us about Ethics in the Workplace. We have asked the Classified Staff if they are interested in co-sponsoring this as well.

The Academic Staff Committee asked that we approach people who have received professional development funds to see if they would be willing to present a program to staff. We discussed the advantages and disadvantages of doing this (free, but probably not of interest to a wide audience) and asked the Allocations Committee to add language to their award letters asking people to consider developing a program to present to the Academic Staff.

Submitted by Marlys Brunsting
5/4/2005

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Academic Staff Professional Development Allocations Committee
Final Report for 2004-05
May 4, 2005

Members of the Committee are: Brenda Amenson-Hill, Chair (1 year replacement term), Juliet Cole, Proposal Summaries (2 year term), Shane Kohl, Publicity (2 year term), Lidia Nonn, Secretary (1 year term), Robert Skorczewski, and Treasurer (1 year term)

We met in July to review the past charge, to get organized and elect officers. We met monthly to hear requests for funds August through April. We have allocated all professional development funds to Academic Staff. We also have permission to utilize gift funds for professional development if needed.

This year \$11, 711 was made available for professional development. One-third (\$3,904.00) was given to the Professional Development Committee, leaving (\$7,807.00) for Allocations. As of November 30, 2004, \$7, 236.00 has been allocated to 18 recipients leaving us with a balance of \$571. As of April 26, all funds were allocated. Each recipient and his or her supervisor along with the Director of Human Resources were notified via e-mail. A summary report detailing our allocations through April is attached.

The Office of the Secretary of the Faculty and Academic Staff distributes periodic announcements regarding the availability of funds, procedures and deadlines, via e-mail. The fund request form and related information is also linked to the Human Resources website at http://www.uwgb.edu/hr/UWGB_employ/professional_development.htm an announcement is also available in the LOG on a regular basis.

Since the demand for professional development funds was high this year and we allocated all funds budgeted, the committee would like to send the attached recommendations on to the Academic Staff Committee. The committee members think it is time to update the allocation guidelines.

Recommendations for Academic Staff Committee from the 2004-05 Academic Staff Professional Development Allocations Committee

The demand for professional development funds was very high this year. The committee brainstormed several options that it thought would improve the allocation process in the future. The following alternatives are among those it felt would support the maximum number of staff members professional development plans.

- Limit applications to two dates each year, one in fall and the other in spring. With publicity and notice to all Academic Staff proposals could be submitted in advance. All staff members would have equal opportunity to submit proposals for funding. The committee could then make better decisions about use of funds for a given semester. The committee currently operates month to month with no opportunity for planning. The system is based on first come, first serve now.

- Limit funding to one staff member per department for the same conference/activity. The committee is defining department narrowly i.e.: Academic Advising is a department and Student Affairs is a Division, Student Life is a department versus Campus Life as an umbrella for a cluster of departments.
- Limit funding to an individual one time per fiscal year.
- Limit funding to an individual one time every other fiscal year.
- Split total annual budget in half and allocate 50% each semester. Staff could submit requests only a couple months in advance versus asking for funds in fall for a June conference.

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MEMORANDUM

DATE: Thursday, May 05, 2005

TO: Academic Staff Committee,
John Landrum, Chairperson

FROM: 2005 Spring Academic Staff Legislative Committee
Bruce La Plante, Legislative Committee Representative

Cc: Emily Rogers, Linda Parins, Kelly Kramp, Andy Speth
– the Legislative Committee members

SUBJECT: 2005 Spring Legislative Committee Report

First, We recognize and welcome the new legislative committee members, Kelly Kramp and Andy Speth.

The Academic Staff legislative committee held 3 joint meetings with the Faculty Legislative committee, and with Mr. Dan Spielmann, UWGB's Director of Government and Community Relations.

Most of our discussions centered around the effect of the State budget on UWGB. The impact of the budget was summarized by Chancellor Bruce Shepard at a Campus Budget Forum held on March 16. For the 2005-2007 budget proposed by Governor Doyle, UWGB is effectively taking an \$850,000 budget cut, which resulted in some tough decisions for our programs and services that will surely impact the student experience. More details can be found on our Chancellors website.

The Governor's budget has not yet been passed by the Wisconsin State legislature. The Legislative Joint Finance Committee has been making slow progress on their version of the budget, and details are not yet available. Dan Spielmann indicated that they have met with State Senate and Assembly Representatives, and they are hopeful that the state legislature will not impose additional cuts on the UW System. In their meetings with the State representatives, they stressed the need for competitive pay plans for faculty and staff.

Two areas of concern with the budget are whether the legislature will allow the transfer of funds from the Transportation budget and the Patients Compensation budget to the UW System budget. The State Legislative Joint Finance Committee are still in a decision mode, and are considering all factors, and welcome input from their constituents.

So the question is, what can Academic Staff do? The Academic Staff and Faculty Legislative committees encourage staff and faculty to contact their representatives, by phone or in writing. Note that you should only contact *your* state representative, as contacting other representatives constitutes illegal lobbying. Also, you should *not* use University resources to communicate with your legislator; i.e., use your own phone, your own Email, your own letterhead, etc. You can find out who are your state representatives by visiting the Wisconsin State Legislature website at <http://www.legis.state.wi.us/waml/> where you will find the "Who Are My Legislators" web-page where you can fill in your address and zip code and get a list of your legislators.

What might you communicate to your legislator? You can visit the Chancellors web page (<http://www.uwgb.edu/chancellor/index.htm>) for a source of information, but here are some of the points discussed at the Faculty and Staff Joint Legislative Committee meetings.

- UW System took extensive budget cuts in the 2003-05 biennium budget – the largest cuts in UW System history.
- The Governor's budget proposal is *still a cut* of \$850,000 to UWGB, and is impacting the student experience at UWGB.
- The UW System and UWGB needs a competitive pay plan if they are to retain qualified faculty and staff.
- We need to re-invest in Higher Education, especially UWGB, to adequately serve the education needs of our region.

Bruce La Plante
Legislative Committee

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