I. Call Assembly to Order (Jamee Haslam, ASC Chairperson)
   a. Determine minute taker (ASC member)
   b. Approval of agenda and introductions of ASC
   c. Academic Staff Excellence Nominees are due to Lynn Niemi by December 19, 2018 (email from SOFAS dated 11/26/18)

II. Provost's Report (Greg Davis, Provost)
   a. New Programs
   b. Strategic Planning Initiative
   c. State Budget News
   d. UW-Green Bay Budget update (all four campuses)

III. Associate Provost Clif Ganyard
   a. Project Coastal update
      • Where are we at with integration of systems and student records
      • Budget of two year campuses
      • Communication plan overview
      • Next steps

IV. New Business/Discussion
   a. Vote on change to AS Professional Development Allocations Charge (Page 2)
   b. Vote on changes to AS Professional Development Allocations Guidelines for Use of Professional Development Allocation Funds. (Pages 3-4)
   c. Reach out to any ASC member with any opinions, or attend a meeting. Future ASC agenda items include:
      • Review of ASC By Laws,
      • Integration of branch campus academic staff on the ASC and AS committees,
      • Roles on the ASC and frequency of meetings.
   d. Issues that anyone wishes the ASC to undertake in the spring

V. SOFAS Report (Holly Keener, SOFAS Office)
   a. Project Coastal – governance update

VI. Human Resources Report (Melissa Nash, Human Resources)
   a. Title & Total Compensation Project
   b. Project Coastal Updates related to Human Resources Services
   c. Compensation Adjustments (Performance-Based Funding and Pay Plan)

VII. AS Committee Reports (Committee Chairs and ASC Liaisons)
   a. Personnel Committee - Kerry Winkler, Chair (Page 5)
   b. Professional Development Allocations Committee - Jena Richter-Landers, Chair (Page 6)
   c. Professional Development Programming Committee - Laura Nolan, Chair (Page 7)
   d. Leadership and Involvement Committee -Jodi Pierre, Chair (Page 8)

VIII. Other Business
   a. Next regular ASC Meeting: Wednesday, Dec. 5, 2018 1:30 p.m. CL 735
   b. Spring AS Assembly: Thursday, May 9, 2019 3:00 p.m. Christie Theatre with Social gathering to follow

IX. Adjourn

X. All Academic Staff Social – 4:30 pm at the Phoenix Club.

Professional Development Allocation Committee Charge

According to Article IV, Section D of the Academic Staff Governance Bylaws, the duties of the Professional Development Allocations Committee are:

1. To notify academic staff of the availability of professional development funds, meet to review process funding requests, and inform applicants of the committee's decision in accordance with the "Guidelines for Use of Professional Development Funds."

2. To report on their activities as established in the "Guidelines for Use of Professional Development Funds."

3. To review the funding procedure and present recommendations to the Academic Staff Committee on an annual basis.

Consistent with the duties listed in the bylaws and in continued support of the Academic Staff governance goals, the Academic Staff Committee recommends the following be included in the goals of the Professional Development Allocations Committee:

1. Take the initiative to seek additional funding sources for the professional development of academic staff.

2. Oversee the allocation of monies in support of individual professional development activities and the Academic Staff Professional Development Committee following the "Guidelines for Use of Professional Development Funds."

3. Announce the availability of funds and distribute the "Application for Funding" in the fall and spring or as needed through the use of e-mail, flyers, LOG, postings, etc.

4. Survey those departments who have Academic Staff to determine if individuals have been denied professional development opportunities due to lack of matching departmental funds.

5. Work with the Professional Development Programming Committee; rReview and recommend to the Academic Staff Committee possible revisions regarding reporting and deadlines of the Professional Development Allocations Committee as stated in the "Guidelines for Professional Development Funds.", 3.A, "Source of Funds."

6. Report at the December and May Academic Staff assembly meeting the status of proposals received, funded, and fund balance.

7. Work with the Professional Development Programming Committee to Eencourage persons who receive funding from this committee to share the knowledge and experience gained via their professional development activities through events sponsored by the Professional Development Programming Committee.

8. Provide a brief listing in December and May of persons who received funding and for what events to the Professional Development Programming Committee.

GUIDELINES FOR USE OF ACADEMIC STAFF PROFESSIONAL DEVELOPMENT ALLOCATION FUNDS

Funds from UW System and from UW-Green Bay sources are available to support professional development for University of Wisconsin-Green Bay academic staff. The combined funds are placed in a single 102 (GPR) account but divided into 2two budgets for distribution by the Academic Staff Professional Development Allocations Committee and the Academic Staff Professional Development Committee. Both committees report to the Academic Staff Committee. The amount of funding available may vary from fiscal year to fiscal year.

All funded activities must take place in the fiscal year (July 1 – June 30) for which the funds were award.

Committee Purpose

The Allocations Committee distributes funds to individual academic staff members who submit proposals for Professional development activities.

Allocations Committee Guidelines

A. Eligibility for funding

Members of the academic staff with fixed term appointments of 50 percent time or more, or those with temporary academic staff appointments who are beyond one year of service, or on limited-term appointments with academic staff back-up appointments, are eligible to apply for professional development funds.

Eligibility is extended to both instructional and non-instructional academic staff. The Human Resources Office is the source for definitive lists of eligible staff but the Office of the Secretary of the Faculty and Academic Staff can be consulted on other eligibility questions.

B. Proposal criteria and review procedures

1. These criteria, in order of descending importance, will be applied to determine the appropriateness of proposals for funding:

   a) The proposal supports staff renewal and professional learning activities, participation in professional development conferences, seminars and workshops on-campus or off-campus, networking meetings and site visits with UW System staff colleagues, or other appropriate activities. (College and university credit-bearing course work is excluded; those making such proposals will be referred to UW System policies for educational assistance administered by the Human Resources Office.)

   b) The proposed activity supports the goals/mission/objectives of the department and/or institution and relates directly to the applicant's job description and responsibilities.

   c) The documentation provided from the department head or supervisor supports the activity as consistent with department/institution goals, mission and objectives. Supervisors should be able to document the credentials of the organization sponsoring the proposed activity.

   d) The proposal shows that the experience will be applied or the information shared.

2. Level of funding

An institutional, departmental, or individual commitment of match funding is required and must be submitted in writing with the proposal. The Allocations Committee typically funds eligible proposals at no more than 50 percent, but has discretion to allocate funding at a higher or lower percentage of projected costs. A maximum of $750 per staff person per fiscal year may be awarded.

In the event of restricted fund availability or increased competition for funds, multiple requests from individuals will not be considered in a given year.

3. Proposal review cycle

The Allocations Committee will consider requests submitted electronically to the email address of a designated Committee member listed on the funding application. That Committee member will then load the documentation onto a shared drive. All Allocation Committee members will have access to these electronic funding requests and will review and/or initial their approval to the applicant's file. If there is discussion or question about an application, then a face to face meeting may need to be scheduled for Allocation Committee members.

The Committee will allocate approximately 50 percent of the total available annual funds in each half of the fiscal year. The Committee is authorized to commit, but not expend, funds to be reimbursed in the succeeding fiscal year. for activities Because of TER processing deadlines and year-end cutoff dates, activities occurring in July and August June, so that staff members who wish to participate in professional development during those months can plan appropriately. would be reimbursed in the following fiscal year. Therefore, requests for June through August are tentatively approved until the next fiscal year's budget allocation occurs. Funds Requests must be approved made in advance of the event or activity for which support is sought. Please submit applications three weeks prior to the activity.

4. Requests by Allocations Committee members

Should a staff member serving on the Allocations Committee request funding support, the individual's request must be approved by the Academic Staff Committee.

C. Allocations Committee selection and communication expectations

1. The Allocations Committee will be elected according to the Bylaws of the Academic Staff. The Leadership and Involvement Committee will present a slate of candidates broadly representing the campus community.
2. The Allocations Committee will regularly publicize the availability of funds to all academic staff, regularly review funding requests made electronically, and report on the disposition of requests to applicants via email.
3. The Committee will submit an annual report to the Academic Staff Committee no later than the second week in June.
4. Changes to these guidelines must be proposed to the Academic Staff Committee for approval.

Revised 03/2016 12/2018

Academic Staff Personnel Committee Fall 2018 Report

The Academic Staff Personnel Committee had its first meeting of the semester on September 25th. At that meeting, a motion was made to select a new chair (Kerry Winkler) and secretary (Lauri Welhouse). The previous chair lead the review of the committee charge guidelines. At the time of the meeting, the committee had no known proposals or denials to review. The Committee is in the process of seeking clarification about the charge and has not had any reclassification referrals or other matters charged to the Committee at this time.

In reference to employee grievances, HR is developing a process to streamline the procedures. Once this process is finalized, the Academic Staff Personnel Committee will meet again to review.

2018-19 Academic Staff Personnel Committee Members

Kerry Winkler (Chair)
Lauri Welhouse
Lynn Rotter
Teri Zuege-Halvorsen
Jan Malchow (ASC Liaison)

Academic Staff Professional Development Allocations Committee Fall 2018 Report

Membership

- Nora Kanzenbach (Budget Manager)
- Joanie Dovekas
- Jena Richter Landers (Chair)
- Joe Schoenbeck (Minute Taker)
- Kay Voss (Share Point Manager)
- Parker Nadeau (ASC Liaison)

Budget

Total budget awarded: $9,000
Total budget remaining: $3843.39

Applications

Total applications: 12
Total amount requested: $7,036.59
Total amount awarded: $6,286.59
Total amount expended: $1,045.62
Pending amount: $5,156.61

Academic Staff Professional Development Programming Committee Fall 2018 Report

Members: Laura Nolan (Chair), Charles Guthrie, Stephanie Kaponya, Mary Sue Lavin, Gail Sims-Aubert, Bao Sengkhammee (ASC Liaison)

We started the year by reviewing the committee charge and conducting the annual professional development interest survey which was sent to academic and university staff on all four campuses. Based on the results of the survey, the committee developed a professional development-programming plan in conjunction with the University Staff Professional Development Committee. Our first program, Dealing with Disruptions was held on August 28th and then was repeated on October 17th. Trauma Informed Care I was held on November 14th and had a large turnout. Trauma Informed Care II will be held on November 30th and is a workshop style program that is a follow-up to the first program. In April we have Mark O'Connell coming to discuss the changing demographics in Wisconsin and how UW-Green Bay will be impacted by these changes. This program will be held in the morning and then repeated in the afternoon. Finally, we are working on a year-end half-day event to be held in May or June.

Leadership & Involvement Committee Mid-Year Report

November 2018

Committee Members: Jodi Pierre (Chair), Stephanie Murphy, Kelli Strickland, Allen Voelker, Jacob Depas, Lynn Niemi (ASC Liaison)

We have reviewed our committee charge and are currently working on updating the committee preference survey to include anticipated workloads. It will also include a question to help recruit mentors for new academic staff. The survey will be sent to all academic staff in late January.

To date, we have not had any mid-term vacancies.