

Minutes of the Academic Staff General Assembly
December 16, 2004
Niagara Rooms, University Union

Presiding Officer: John Landrum, Chair, Academic Staff Committee

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

Present: 37 members of the Academic Staff, Provost Hammersmith

1. Call to order by Chair of the Academic Staff Committee, John Landrum at 3:07 p.m.

2. Information and Discussion Items.

a. Presentation by Bob Skorczewski on the Downtown Learning Center. See <http://www.uwgb.edu/downtown> for a virtual tour of the new facilities that can accommodate a wide variety of meeting and classroom needs. The Center has the same kinds of tech resources as the tech classrooms on campus. There is no charge for use (for any activity you would ordinarily do on campus, and, once a reservation is made, you will not be bumped). Although Outreach manages the Center, this is a University resource. However, you are free to make your own food arrangements. Contact Bob if you have questions.

b. Provost Hammersmith's report. What has been happening on campus? The Provost mentioned the new residence hall, the downtown center, the many political visitors, plans for expanding the Phoenix Sports Center and the University Union. Some of these building projects have been made possible by solid support from students and the local community. The campus has handled an increased demand for housing and classes (stemming from a larger freshman class) as well as a rather large number of student health emergencies recently. There are several new staff members in the International Education office. For the first time we will be offering a class in Hmong language and culture. The Provost offered updates on a variety of issues:

1) Budget. We are awaiting the Governor's budget proposal. The word is that he wants to see reductions in System's and Madison's administrative costs. The feeling on campuses is that "we already gave at the office" and further cuts should not be taken from the campuses. However, in the event the budgetary situation warrants, campus administration will meet with the Academic Staff Committee to be sure everyone understands procedures. They would like to avoid the dissatisfaction with the process expressed by AS the last time there were cuts. Regarding the ongoing budget development process, the Provost invited the input of the AS budget committee and the chair of the ASC before the budget is finalized.

2) Ongoing efforts: The Academic Affairs Planning Committee continues to meet. AS representatives on the Committee are Lucy Arendt, Diana Borrero-Lowe, Andy Speth and Mike Stearney. Visit <http://www.uwgb.edu/provost/updates.htm> for information. The campus technology plan is being updated. See <http://www.uwgb.edu/techcouncil/plan/index.htm> for information and a draft of the new plan. The campus diversity plan (plan 2008) is also undergoing revisions. A new draft will soon be circulated and made available on the Provost's web site. Some progress has been made in the area of campus diversity but there have been setbacks as well (such as fewer Native Americans).

3) Recent developments: Two years ago the state legislature--tired of paying for two systems of higher education, the UW and the tech colleges, and aware of statistics showing Wisconsin 33rd in the nation for citizens with baccalaureate degrees although 9th in associate degrees--formed a committee on transfer issues. The COBE initiative is trying to address this situation. The Provost asked Debbie Furlong to examine records for transfer students and compare them to those of students who started here. She found no difference in grades of transfers from the tech colleges and our own students. Green Bay--with our experience in Extended Degree and Outreach--has been invited to prepare a proposal for the funding needed to foster transfers. The Provost noted that our campus is not concerned with any of the job training areas of the tech colleges, only with traditional academic programs. In response to a question about why Wisconsin has such a poor record of baccalaureate completion, the Provost acknowledged the negative impact of recent campus enrollment caps necessitated by a series of poor budgets and said that the committee is seeking ways around this.

3. Information Items.

a. System Academic Staff Representative report by Samantha Surowiec. Discussion followed regarding the vulnerable position of non-instructional academic staff in potential budget cuts. State legislators are often not aware of the role of academic staff. Letters to them may help in that regard. If you send one, be sure to use your own resources, not state computers or supplies. Given the fact that the UW System response to threatened budget cuts was to suggest cutting enrollments and academic staff, some questioned whether it is the Legislature or UW System administration that needs educating.

b. Reports from University-wide Committees:

1) Strategic Budgeting presented by David Kieper. Nine separate area plans have been proposed. There is still a need to develop one integrated, campus plan.

2) Campus Climate presented by Lucy Arendt. The work of the committee can be followed via the minutes published at <http://www.uwgb.edu/sofas/ccc/>. Small steps have been suggested for achieving a more respectful campus atmosphere. Contact Lucy or other committee members if you would like to have input.

c. Reports from Academic Staff Committees were received as follows (**See attached reports**):

1) Personnel Committee presented by Paul Pinkston.

2) Legislative Committee by Bruce LaPlante.

3) Orientation Committee by Trudy Jacobson.

4) Nominating Committee by Paula Ganyard.

5) Professional Development Programming by Marlys Brunsting.

6) Professional Development Allocations by Brenda Amenson-Hill. Committee member Bob Skorczewski asked whether people would prefer a monthly distribution of funds (at the risk of running out for requests later in the year) or a twice annual distribution. The Assembly offered no definitive answer but some suggested that planning well in advance and early requests are generally possible and should be encouraged. A question arose about year to year requests to attend the same conference. Paula Ganyard suggested that if someone needs to attend a conference each year, that expense should probably be built into the department budget and not come from development allocations.

7) Report from the Academic Staff Committee presented by John Landrum. John ended by asking opinions on reorganizing the Handbook, which separates governance bylaws (back of handbook) from policies and procedures (front of handbook). Should they be integrated? Melissa Jackson suggested that most of the policies and procedures in the front feed off System policies, so there is a substantive difference between the two sections. John also sought advice on a related issue. The Handbook (1.02) delegates the “Academic Staff Committee to advise the Chancellor in the development of policies and procedures.” Would people rather see policy changes come before the whole body rather than just the ASC, as was the case recently with changes in chapter 7? A number of opinions pro and con were heard but no definitive answer emerged.

4. Adjournment. With thanks to all who participated, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Kenneth Fleurant
Secretary of the Faculty and Academic Staff

Academic Staff Committee Mid Year Report, December 16, 2004

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 Monday throughout the fall. Meetings are generally held in CL 825, from 3:30 to 5:00, and all are welcome.

Activities so far this year.

We have reviewed various proposals that have developed during the year regarding major campus changes and initiatives including: a reorganization of the Extended Degree Program, the Campus Climate Committee, the Strategic Budgeting Committee, benefits structure available to Academic Staff, Technology Plan 2010, monitoring TABOR, and the Legislative Audit Bureau's report. We have also re-vamped the process for selecting a campus nominee for the Regent's Award for Excellence, and passed a resolution on the committee's views of the proposed Marriage Amendment. I know that several of you may be concerned about that resolution, but I also want to assure that the committee made it very clear that the resolution was expressing the committee's views, and not the views of the entire academic staff.

"Bylaws Revision" Results

As has been typical the past couple of years, we continue to monitor developments regarding possible layoffs, and we have continued to examine our policies and procedures about layoffs. We proposed changes to Chapter 7.11 of the Handbook, which deal primarily with process issues once an academic staff member has been laid off, and those changes were approved, by 94% of the voting Academic Staff. There was also a vote on the language used in describing our process for reporting outside activities (Handbook chapter 9.01). That proposal was accepted with a vote of about 95% in favor. Both these two revisions will be forwarded to the Chancellor for his approval, and then will be incorporated into the Handbook. Those changes, when made will be seen on line at the ASC web pages.

Future Directions

At this point I would like to remind all that we are open to serve your needs whatever they may be. We also would welcome any thoughts you have on issues you would like for us to address. Please let us know what your wishes are. year

**Nominating Committee Mid-Year Report
Presented at the Academic Staff Fall General Assembly
December 16, 2004**

Nominating Committee Members:

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

Accomplishments:

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

MEMORANDUM

TO: Academic Staff Committee,
John Landrum, Chairperson

FROM: 2004 – 2005 Academic Staff Legislative Committee
Bruce La Plante, Legislative Committee Representative

Cc: Emily Rogers, Linda Parins – the Legislative Committee members

SUBJECT: 2004 Fall Legislative Committee Report

This fall, the Academic Staff Legislative committee lost its convener to retirement, which caused some confusion and resulted in our committee not convening until October 5th 2004.

We requested the Academic Staff Committee to help fill the vacant position, and Emily Rogers was eventually identified as the replacement.

In October we contacted 8 local candidates and tried to arrange candidate forums, but all the candidates had schedule conflicts, and we were unable to arrange any forums. This was probably due to our late start during a busy election season.

Committee members are discussing other possible programs related to the Wisconsin Budget and proposed TBOR (Tax-payers Bill of Rights) legislation.

We welcome any suggestions for legislative related programs that might interest the Academic Staff.

Bruce La Plante
Legislative Committee

**Academic Staff Professional Development Allocations Committee
Mid-Year Report for 2004-05
December 16, 2004**

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, Jr.**, Treasurer (1 year term)

We met in July to review the past charge, to get organized and to elect officers. We met monthly to hear requests for funds. We will continue to meet until the funds are exhausted. If and when that happens we may tap into some gift money.

This year \$11,711 was made available for professional development. One-third (\$3,904) was given to the Professional Development Committee, leaving (\$7,807) for Allocations. As of November 30, 2004, \$7,236 was allocated to 18 recipients leaving us a balance of \$571. Each recipient and his or her supervisor along with the Director of Human Resources were notified of the awards via e-mail. A summary report is attached detailing the allocations through November 2004.

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 is high this year, the committee is looking at new ways to allocate funds in the future. We are also working collaboratively with the Programming Committee to release funds back to Allocations earlier in the year so that staff can utilize leftover money via proposals. We continue to brainstorm ideas about the best process and procedure for distributing funds to the greatest number of staff. We plan to submit a formal proposal to the Academic Staff Committee at the end of the year. Ideas suggested thus far include:

- Limiting applications to two dates each year, one in the fall and another in the spring. (Exceptions may be granted by the Chair.)
If the committee moves to two proposal deadlines we could take a proactive approach allowing staff to plan ahead and submit on a level playing field with their colleagues. The committee currently has no way to know what ideas or proposals people hope to bring forward month to month. The committee would have more information at one time upon which to base its decisions. If the demand is high, the funds may be allocated more equitably.
- Limit support to one staff member per unit for the same activity
- Allocate funds to as many individuals as possible (We do this now, but the result would be more equitable with only two application dates.)

Academic Staff General Assembly

Programming Committee Report – December 2004

The Programming Committee members are: Brenda Amenson-Hill, Ann Deprey, Nora Kanzenbach, Mike Stearney and myself. Our ASC liaison is Jane Swan (nee Jane Lynch).

- I. In October we did an online survey and we've based our programming for this year on those results.
- II. Our first program was held last Friday—Gadgets & Gizmos. This program highlighted new and emerging technology to increase productivity and maybe spur some gift-giving ideas for the holidays.
- III. Our next program is one we are co-sponsoring with the Classified Staff Advisory Council and the Provost's Office. It will highlight the differences between people of different generations and how to deal with them in the workplace. It is scheduled for Wednesday, Jan. 12 at 9:00 and will be done by a theater-based training group from the Chicago area. Because the Provost's office is co-sponsoring this as one method to improve campus climate, it will be open to all faculty, academic staff and classified staff.
- IV. February: Understanding Today's College Millennial Students, presented by Sandra Scott Duex, assistant director of residence life at UW-Whitewater. She'll talk about what shapes their world view, their learning and their social context and what do we need to know about this population to be prepared to affect their learning and development.
- V. In April we're bringing back Terri Luebke of Inspired Training to talk to us about communication styles. Her topic will probably be either gender's role in communication or the effects of the different levels of assertiveness on communication.
- VI. We've also spoken with Mike Troyer, a retired UWGB faculty member in Business Administration about presenting a program on ethics in the workplace. We need to do some preliminary work so that he can tailor the program for us, so we may push that program to early next fall.

Submitted by Marlys Brunsting, Chair
Academic Staff Professional Development Programming Committee

Academic Staff Personnel Committee

Mid – Year Report

December 15, 2004

The Academic Staff Personnel Committee has been charged with five items related to conversions and progressions, as identified in the Unclassified Personnel Guidelines Chapter 7.

We have held two meetings during this semester. The major underlying themes from these meetings have revolved around improving the communication and awareness of our Academic Staff Handbook. Our committee has focused on how we may educate new and existing unclassified staff on the title progression process.

Respectfully,

Paul Pinkston, chair
Debbie Furlong
Trudy Jacobson
Anne Kasuboski
Linda Parins

Academic Staff Association

Orientation Committee

Sem1-Annual Report

For

2004-2005

December 16, 2004

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

Committee members met early (July 23, 2004) as a carry over motion from 2003-2004 since Academic Staff Orientation was separated from its previous schedule with convocation. Committee members elected officers, reviewed scheduled orientation outline and list of attendees. To maximize attendance at the orientation, all potential “attendees” (25) were contacted via email or telephone to encourage participation. Orientation on August 10, 2004 was attended by close to half the invited academic staff and clerical staff.

Evaluations of the presentations for academic staff participants indicated that participants felt the experience as worthwhile with few, if any, unanswered questions. To date, ten of the academic staff participating have requested and been matched with mentors.

Identified need to review and recommend changes or additions to materials included in the handout packet by Human Resources. Will be checking with Human Resources as to the “need” for additional Orientation session in February 2005 for personnel added after August 2004. Evaluation forms for mentors/mentees will be sent out and gathered by end of year (May 2005).