

Minutes of the Academic Staff General Assembly
December 10, 2007
Alumni Room A&B, University Union

Presiding Officer: Dan McIver, Chair, Academic Staff Committee
Parliamentarian: Clifford Abbott, Secretary of the Faculty and Academic Staff
Present: 31 academic staff members

1. Call to order by the presiding officer at 3:05 p.m.

2. Chancellor's Report. Chancellor Shepard recognized the good work of the Academic Staff Committee and Chair McIver's role on the Cabinet in fostering communication. He mentioned a likely change in how we recognize employees for years of service by having a spring-semester convocation with a meal and perhaps gift certificates. He talked briefly about the budget and the importance of a now-mobilized community base. His own attention now is likely to be directed at finding areas of excellence that might lead to national recognition. He ended his remarks with comments on salaries. On this front optimism is a bit harder to muster and the message on behalf of staff is a bit harder to sell to decision makers.

3. Provost's Report. Provost Hammersmith offered congratulations to all involved in the two accreditation visits by the Higher Learning Commission and NCAA. She then turned to the Growth Agenda where the projection is for about 120 additional students next year. This growth will be supported by about \$1.1 million in new state funds and \$.6 million in tuition revenue. Decisions are not final but there will clearly be needs for more staff in admissions, recruiting, marketing, and some services for tutoring and disabilities. More growth and more resources are expected in future biennia. A consultant is advising that the growth be accompanied by some long term (ten year) planning and targeted ways to get national recognition. She also announced plans for websites to increase access and awareness for planning and for budget. When asked what the process is for giving input on the Growth Agenda, she listed: go through supervisory channels, use the website, and talk to reps on both the University Planning Committee and the Academic Affairs Planning Committee. When asked how to advocate on salary issues, she recommended direct contact with legislators and the Governor's office.

4. ASPRO information on collective bargaining. Jan Malchow began with the dismal facts: staff salaries lag 8% behind faculty and 20% behind peer institutions and some plans are recommending splitting instructional/research staff off from other staff members in salary considerations. Current proposals on collective bargaining provide for 30 different units, separating academic staff and faculty but allowing reciprocally agreed on grouping of units. The advantages and disadvantages of various possible groupings are not clear so the Legislative Committee will be doing some research of other states with experience in collective bargaining. (The Provost added that the research should look both at states where campuses bargain separately such as Michigan and states where they bargain as a system such as New York, California, and Pennsylvania.) When asked how individuals might best inform themselves about collective bargaining issues, Jan presented the dilemma – it's hard to organize information sessions, say from ASPRO, without first knowing there is some interest, and it's hard for staff to express interest without first having some information.

5. Academic Staff Committee Chair's report. Chair McIver listed the issues the ASC has been working on this semester:

- a. System rules on sick leave reporting. These have now been approved by the Regents.
- b. Evaluation of administrators. The policy has been supported by the ASC and we are moving to the implementation phase.
- c. Tuition assistance policy. The funds are very limited but improved access to them is now available.
- d. Emeritus status for academic staff. A routine process through Human Resources is now in place.
- e. Academic Staff blog. The blog has been launched. The URL was not available at the meeting but here it is: <https://blog.uwgb.edu/asc/>.
- f. Bylaw changes. An electronic vote is under way and should be completed by the end of the week.

6. Committee Reports. Reports were received from the following standing committees:

- a. Nominating Committee (given by Katrina Hrivnak) The Committee has been active in making nominations and recommendations for committee membership.
- b. Professional Development Programming Committee (given by Gloria Meyer) Six events had been planned. One on blogs has already occurred and more are scheduled: a motivational speaker (also an alumna) for January, an event on health and wellness for February, one on cultural diversity in March, and one on title changes and career progression in April. The Committee is also considering a service project.
- c. Professional Development Allocations Committee (given by Kristin Aoki) With the use of GBShare the Committee has been able to allocate funds to 14 academic staff so far this year.
- d. Orientation Committee (given by Lynn Niemi) The Committee has been working with Human Resources primarily to offer mentors to new employees. The report prompted a spontaneous set of self introductions by seven new employees in attendance. The Assembly welcomed Brigitte Derge, Ashley Moreno, Erica Tandy, Mary Kulenkamp, Rob Tracy, Kimberly Vlies, and Leif Nelson.
- e. Legislative Committee (given by Jan Malchow) The Committee had been monitoring the state budget through its tortuous approval. They will be working more closely with the faculty's legislative committee. They hope to sponsor a legislative forum later in the year and will continue to research issues surrounding collective bargaining.

7. Other Issues. The Chair invited other concerns and received only one – about the pay plan. The Chancellor will be taking his customary 10% to redistribute, but the rest will be distributed across the board, not partly by merit as is customary when the pay plan is more generous.

7. Adjournment. The Chair asked for any other concerns and hearing none, adjourned the Assembly at 4:15 p.m.

Respectfully Submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

**Academic Staff Committee Reports
Attached Below**

**Academic Staff Committee
Chair's Mid-Year Report
December 10, 2007**

1. Introduction of Academic Staff Members

- a. Sherri Arendt, System Academic Staff Rep
- b. Eric Craver
- c. Lisa Deleeuw, Vice-Chair
- d. Dave Dettman, Secretary
- e. Paula Ganyard
- f. Paul Pinkston

2. Leave Reporting Requirements

The Academic Staff Committee (ASC) has been monitoring the discussion on how sick leave is going to be reported in the future. UW System requested input from each institutions ASC as to how we felt sick leave should be reported. The ASC distributed a survey to AS members and asked for your feedback on preferred method of sick leave reporting; half-day increments (current method) or hour-by-hour. Results from survey were close but a majority of AS members preferred the half-day increment reporting method. The ASC responded to UW System with this information.

3. Administrator Review Process

The ASC and University Committee (UC) were presented with a final recommendation on the evaluation tool that will be used for the Administrator Review Process. After careful review of the evaluation tool and process the ASC voted to accept the recommendation. The Chancellor's Cabinet was informed of the acceptance. Currently the Chancellor has requested a few individuals to develop a plan for how this new review process will be implemented.

4. Tuition Assistance Policy

The ASC was asked to review changes to the Tuition Assistance Policy. The ASC discussed the limited resources that are available for AS members and that reimbursement varies from unit to unit. However, the ASC felt it was important to have a policy that provided the opportunity for AS members to be reimbursed as much as possible given the limited campus-wide and unit resources. After much discussion the ASC approved the policy.

5. Academic Staff Emeritus

The ASC was asked by Bob Skorzewski to find out why he had not yet receive his certificates of recognition that are due to him for his Academic Staff Emeritus status. The ASC looked into this and determined that a procedure had not been developed as to who would be responsible for procuring the necessary signatures for these certificates. After discussions with the SOFAS and Human Resource Office it was decided that HR will be responsible for procuring the signatures on these certificates. The process was new to all involved since Bob represented the first ever Academic Staff Emeriti at UW-Green Bay.

Launch of Academic Staff Blog

One of the ASC's goals was to find ways to distribute information and provide AS with a way to gain a better understanding of the importance of shared governance at UW-Green Bay. We determined that creating a blog would provide us the best opportunity to accomplish this goal. The AS Blog will provide the ASC with a way to post information that is important for academic staff members to know and allow Academic Staff members to provide input, express concerns or ask questions in regards to the information present. The AS Blog will also be used to educate Academic Staff on the importance of shared governance.

6. Proposed Bylaw Changes in the Academic Staff Handbook

The ASC discussion proposed changes in the four bylaws in the Academic Staff handbook. These changes are currently being voted on by the Academic Staff. Voting closes on Friday December 14, 2007. Results from the vote will be discussed at the ASC meeting on January 9, 2008.

Respectfully submitted,

Dan McIver, Chair

Legislative Committee Report
Academic Staff Assembly
12-10-07

The Academic Staff Legislative Committee membership for 2007-2008 includes Christina Trombley, Zach Voelz, and Jan Malchow (Chairperson). Ben Brecher is the Faculty Legislative Committee liaison; Sherri Arendt is the Academic Staff Committee liaison; Ricky Staley is the Student liaison; and Dan Spielmann is the Chancellor's and Government Relations liaison.

The committee has spent efforts monitoring the state biannual budget as it progressed through the legislature and was adopted. Members also have monitored the development of a new bill that Senator Dave Hansen plans to introduce which would extend collective bargaining rights to university faculty and academic staff. Jan Malchow reported on specifics of the bill to the assembly. The committee wishes feedback regarding the bill and collective bargaining from all academic staff and will be assembling information from other states that have collective bargaining.

The committee has discussed and will be meeting jointly with the Faculty Legislative Committee to coordinate efforts. Spring plans include hosting a Legislative Forum to provide the campus community an opportunity to meet local legislators and dialogue about subjects of interest.

Respectfully Submitted,

Jan Malchow
Legislative Committee Chair

Nominating Committee Report Fall 2007

Members:

Jen Pfundtner (chair)

Katrina Hrivnak

Aubrey Schramm

Brenda Amenson-Hill

The nominating committee nominated four individuals for the Academic Affairs Planning Committee and also filled a vacancy on the Academic Staff Programming Committee. We also have been observing the Orientation Committee to better learn what their committee does in preparation for the potential merger of the two Committees next year.

The Committee is also very much looking forward to election time and encourages the entire academic staff to seriously consider how they might be more involved in committee work in the next year. Committee descriptions and ballots coming soon!

Respectfully submitted,

Jen Pfundtner

12/06/07

Academic Staff Orientation Committee Mid-Year Report for 2007-08

December 10, 2007

Committee Members: Pat Theyerl, Lynn Niemi, Melissa Jackson, Mark Olkowski

Committee goals as part of the charge for 2007-08:

- Develop a timeline when a new employee should start being informed or involved with academic governance.
- Identify additional opportunities for new employees to attend informal meet/greet gatherings on campus where they may interact with other faculty, staff and students that they may not necessarily have the opportunity to meet during their daily routine.

The Committee has met with Human Resources to:

- Review the activities/information provided to new employees from HR.
- Receive a list of newly hired Academic Staff Members.

Immediate goals include:

- Contacting newly hired Academic Staff to offer a mentor.
- Contacting Academic Staff to identify individuals who are interested in becoming a mentor.
- Continue to work with Human Resources to review their orientation process and receive newly hired Academic Staff members.

Respectively Submitted,

Lynn Niemi, Orientation Chair

Academic Staff Professional Development Allocations Committee

Mid – Year Report

December 10, 2007

Election of officers:

- Chair: Kristy Aoki
- Receiver: Zach Voelz
- Secretary: Andy Speth
- Treasurer: Amy Van Oss
- Promotions: Kelly Kramp

The Professional Development Allocations Committee has Allocated monies to 14 academic staff members

- 1 Erik Craver – Adult Degree
- 2 Poppy Grant - Union
- 3 Eileen Kolb - Registrar
- 4 Steve Newton – Career Services
- 5 Linda Peacock Landrum – Career Services
- 6 Zach Voelz – Adult Degree
- 7 Paul Pinkston – Facility Services
- 8 Anne Seidl – Counseling and Health
- 9 Brent Blahnik – International Education
- 10 Nora Kazenbach – Academic Advising
- 11 Jennifer Pfuntner – Admission
- 12 Karen Dalke – Social Change and Development
- 13 Paul Baumgart – Natural and Applied Sciences
- 14 Andy Speth – Learning Technology Center – CIT, IS - Tentative awaiting ASC approval

Total Money Allocated: \$5159

Approximate Money Remaining: \$5878 (TER's will come back with less money spent than requested)

Advertisement:

The committee had advertised available money in the September 4, 2007 Log and October 30, 2007 Log. We have plans to advertise again via. the Log in January and in March.

We also send out an e-mail via the Secretary of the Faculty and Academic Staff on Wednesday, September 19, 2007.

Remaining Meeting Dates:

January 4
February 1
March 7
April 4
May 2
June 6

**Academic Staff Professional Development Programming Committee
MID-YEAR REPORT**

**(Gloria Meyer-Chair, Poppy Grant-Treasurer, Susan Bodilly-Secretary, Linda Parins
and Sheila Carter-members
David Dettman-Academic Staff Committee Liaison**

November 29, 2007

Members of the committee met for the first time on Sept 21, 2007 to elect our officers and begin planning the programming for the coming year.

We discussed our purpose or mission as a committee was to find appropriate and timely programs to be offered throughout the year in accordance with the “Guidelines for Use of Professional Development Funds.” We reviewed the following additional charges sent to us by our Academic Staff Committee Liaison Dave Dettman :

- **Use results of last spring’s survey on staff interests to guide programming decisions.**
- **Contact Human Resources and request that they do a session that addresses the process involved in title changes and career progressions.**

We reviewed the interest survey done in the early spring of 2007 and outlined several programming topic areas including the following:

Conflict resolution-problem solving at work
Technology on campus
Grassroots leadership—getting involved in campus issues
Stress management
Cultural diversity.

We also noted the session requested on title changes and career progressions for Academic Staff.

Budget numbers were reviewed with our allotted programming dollars noted to be \$5711.

At this midyear point, we are submitting the following program plan for the Academic Staff.

Technology on campus—A Tech Talk Session

November 20, 2007 we featured staff members Todd Sanders and Paula Ganyard as they presented information on BLOGS and how they can be a useful communication tool both for work and personal needs. This hands on workshop was cleverly advertised on a card designed by Todd and Paula inviting all Academic staff to see the BLOG—“coming to a computer lab near you!.” Since many students are familiar with blogs we felt it was time for staff to become comfortable with how these are used and learn their value in various projects.

About 24 academic staff attended the program which was well received according to the evaluations. Many of those attending also asked us to consider a follow-up session going into this topic in greater depth.

Cost for this program was less than \$5 for the advertising post cards.

There may be another “tech talk” session planned by these two presenters—time, date, and specific topic are all still tentative details at this time.

Motivational area—developing personal leadership.

January 17, 2008 is the date set for presenter Marty Stanley. She is a UW-Green Bay alumnus who has her own company called Dynamic Dialog Inc.

We are asking her to speak from her book “Get Out of BED”—(Blame-Excuses and Denial)—Change Your Outlook—Alter Your Outcomes.

She is also leading discussion about leadership and finding your own personal power to accomplish goals.

Costs for this program will be around \$2800.

We are hoping to have good attendance during this “break time” in January for this topic and speaker.

Health and Wellness

February 21, 2007 is the time set aside for 2 presenters to speak about wellness, and making healthy lifestyle choices including food selections. Jane Birr is a local speaker, UW-Green Bay alumnus and Life Coach presenting with Carmen Gorniak known as the “funny dietician”.

This workshop will cost about \$600 dollars with some additional monies contributed by the EAP committee whose members felt it also addressed their programming mission.

Cultural Diversity

March 4, 2008 is the day we will bring the SST group to UW-Green Bay to talk about Multicultural Diversity on a College Campus. This is an ensemble group from Chicago who present in a theatrical fashion by short vignettes that challenge beliefs and attitudes common in everyday life. We have arranged for the Jean Weidner Theater to be the setting for this program.

Our understanding was that the cost will be around \$2150. However when one of our

Committee members received the contract from the SST group, it was discovered that an additional \$300 will be needed for hotel rooms which were thought to be included.

So we are in need of some additional funding for this program in order to sponsor it.

I had attended one of the Diversity Task Force meetings in the fall to inquire if their members would be interested in this group for their student programming needs, either booking them in the morning or evening of that same day or for future events.

The Diversity Task Force decided not to offer programming with the SST group at this time but will consider them for the future.

We are currently seeking some other avenues for additional funding in order to bring this program to our campus.

Human Resource Issues

April 16, 2008 is the date chosen for our last program for the school year. Sheryl Van Gruensven from Human Resources will present on the topic of career progression and title changes for Academic Staff. The cost of this program will include just duplicating materials. Sheryl will be putting the program content together based on questions from Academic staff so the information will be pertinent and specific to the audience's needs.

We will be addressing how the questions or concerns of Academic Staff will be obtained for Sheryl at one of our next meetings.

We have done some advertising for the above programs in the LOG as a “heads up” so Academic Staff can begin to look at what they may be interested in attending during the spring semester. We are also looking at creating a “bookmark” that will come out ahead of our January event so staff can keep this as an additional reminder.

Other discussion topics for this committee include a look at possibly putting together a “service project” for Academic Staff to become involved in. While not a typical “program,” it was felt that service to the community is part of every person’s mission and would reflect our concern for the community in which we live and work.

We will keep the Academic Staff Committee updated on our ideas, plans, or questions as this idea is further examined.

One additional plan for this year’s committee will be to survey the current Academic Staff for their interests and suggestions for next years programming. Hopefully, this will be prepared and sent around February 2008.

Respectfully submitted

Gloria Meyer—Chair
Academic Staff Professional Development Programming Committee