

# MINUTES OF THE ACADEMIC STAFF GENERAL ASSEMBLY

April 28, 2008

Kress Events Center

Presiding Officer: Dan McIver, Chair, Academic Staff Committee

Parliamentarian: Clifford Abbott, Secretary of the Faculty and Academic Staff

Present: 36 academic staff members

**1. Call to order** by the presiding officer at 1:30 p.m.

**2. Chancellor's Report.** The Chancellor had no news on the state budget repair efforts but was optimistic that an expected recession could be covered without dislocation and that the Growth Agenda would proceed. He thanked the Academic Staff Committee for its support of mandatory training in sexual ethics. He predicted the campus would welcome soon-to-be-named interim leadership and hoped a new chancellor could be in place by January 1, 2009. He also told the assembly to expect a media flurry over the 25,000<sup>th</sup> UW-Green Bay graduate expected at the next commencement. He then gave ASC Chair Dan McIver a token in gratitude for his work this year. The report ended with no questions but a standing ovation for the Chancellor.

**3. Provost's Report.** The Provost thanked the staff and then ticked off a number of initiatives that are bringing new faculty and staff, new majors, new graduate programs, a new way to earn a business degree, and a "spectacular" new campus website. Plans for the remodeling of Rose and Wood Halls and requests for additional resources are on track. The Higher Learning Commission's formal reaction to our accreditation efforts is soon to be released and there are task forces at work on general education, adult access, marketing, and graduate education.

**4. Mission Level Learning Objectives [MLLO] Project.** Debbie Furlong presented information on a four-year project UW-Green Bay has going with the Higher Learning Commission's Academy for the Assessment of Student Learning. A team is working on inventorying student experiences that contribute to five learning objectives that can be read directly off our institutional mission statement. Over the summer the group plans to construct a matrix of the student experiences against the learning objectives and then think about ways of assessing and improving.

**5. Academic Staff Committee Chair's report.** Chair McIver listed the goals the ASC set for this year and progress on each: to monitor effects of the Growth Agenda on academic staff (he urged staff involvement in planning before the budget gets set); to monitor salary issues (he pointed to the ASC's position on not discriminating between instructional and non-instructional positions and the ASC's advice to the Chancellor on helping those at the minimum levels in pay ranges); to monitor job descriptions (the ASC is expecting a report from HR soon); and to educate staff on career progressions, title changes, and governance (sessions have been held and more will be planned). He also introduced next year's chair, Lisa DeLeeuw; welcomed new members to the ASC; thanked this year's Committee; and recognized Sherri Arendt for her work as a System representative.

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

a. Personnel Committee (given by Katrina Hrivnak) The Committee has been active in updating job descriptions and is expecting a report from Human Resources soon.

b. Professional Development Allocations Committee (given by Kristin Aoki) With the use of GBShare the Committee has been able to allocate funds to 19 academic staff so far this year.

c. Professional Development Programming Committee (given by Gloria Meyer) Five events have been presented: one on blog technology; one on personal leadership; one on health and wellness; one on diversity; and one on title changes and career progression. 156 people attended these events. The Committee conducted a survey on a service project and will follow this up next fall.

e. Legislative Committee (given by Zach Voelz for Jan Malchow) The Committee had been meeting with the Faculty Legislative Committee to monitor the state budget, pay raise proposals, and legislation on collective bargaining. They hope to sponsor a legislative forum later in the year and will continue to research issues surrounding collective bargaining.

d. Nominating Committee (given by Jen Pfundtner) The Committee began meeting jointly with the Orientation Committee in preparation for their official merger as the Leadership and Involvement Committee next year. They performed their election magic and announced some of the results.

e. Orientation Committee (given by Lynn Niemi) The Committee has been using GB Share and working with Human Resources primarily to offer mentors to new employees. There is some resistance to mentoring that might be alleviated by renaming mentors as "campus connections."

**7. Other Issues.** Dan McIver mentioned that the ASC had offered some names for the search effort for a new chancellor.

**8. Adjournment.** The Chair adjourned the Assembly at 2:20 p.m.

Respectfully Submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

**Academic Staff Committee Reports  
Attached Below**

**2007-08 Academic Staff Committee Report**  
**Academic Staff Assembly**  
**April 28, 2008**

It was another good year for Academic Staff Governance. The Academic Staff Committee (ASC), along with our six subcommittees, worked on a variety of issues. I will address the accomplishments of the ASC and a representative from each of the subcommittees will address their committee's accomplishments.

The ASC set four goals for the year. I am happy to report that we made progress on each of them. Our first goal was to monitor the interests of the academic staff as it pertains to the Growth Agenda. As you are all probably aware the first wave of growth agenda funding is in place for the 2008-09 budget year. Planning for this influx of funding was done over the past two years. I am happy to report that new AS positions will be created in the 2008-09 fiscal year. The ASC encourages each of you to get involved in the planning process within your department/unit. The planning process of the next biennium budget has been on-going and we all need to take an active role in the process in our departments/units.

The second goal was to continue to voice our concerns alongside faculty regarding salaries and compensation. At one point through the budget process the Governor had discussed providing faculty and instructional academic staff with an additional merit increase above the approved pay plan. The ASC sent a letter to the Governor's office expressing our concern over this plan and the long term effects it would have if implemented. Similar letters were sent by academic staff governance groups throughout the System. To date the additional merit increase has not been implemented. The ASC will need to continue to monitor for similar plans in the future.

The ASC also worked with the Chancellor on the use of his 10% Discretionary Fund for 2008-09. The ASC recommended using this fund to help address concerns with funding of minimums for those academic staff at the bottom of their pay range. The ASC recommendation included a plan to would provide a cushion so these individuals would not continually be at the bottom of their pay range on an annual basis. The Chancellor expressed some concerns with this recommendation and agreed to provide funding to move individuals to the minimum in their pay range and return the remaining dollars from the 10% to the pay plan pool within each area.

The third goal was to continue to monitor position descriptions to make sure they are kept up-to-date. I have spoken to Sheryl Van Gruensven and she will be compiling a report for the ASC in May that will provide us with the number of position descriptions that have not yet been updated. This will need to continue to be monitored by the ASC over the next few months.

The last goal was to continue to educate academic staff concerning progressions and title changes and to generate greater awareness among academic staff concerning governance. The ASC set up a blog in the Fall that had information concerning progressions and title changes. The Human Resource Office also held information sessions on this topic. The ASC and Programming Committee will need to continue to work with the Human Resource Office to continuing offering information sessions in the future.

Participation in Academic Staff Governance is a valuable experience for all academic staff members. It is vital that we all continue to discuss the importance of governance with colleagues that have not yet been involved with it. The ASC and Leadership and Involvement Committee will continue to work on educating young academic staff members on the importance of governance and get them involved early in their careers at the university.

As we look forward to 2008-09 that Academic Staff Committee will have a number of things that they will need to focus on. I am very confident that we have a very good group of individuals that can tackle any issues that may arise. Next year's ASC will be chaired by Lisa Deleeuw. Joining Lisa will be Eric Craver, Paul Pinkston and myself, along with two new members; Katrina Hrivnak and Brent Blahnik.

I would like to thank everyone that served on a committee this past year. In recognition of your service, the Academic Staff Committee has certificates of appreciation for you. If you served on a committee, please pick up your certificate before you leave.

Finally, I would like to thank the members of this year's Academic Staff Committee: Sherri Arendt (UW System rep), Eric Craver, Lisa Deleeuw (Vice-Chair), David Dettman (Secretary), Paula Ganyard and Paul Pinkston. It was a pleasure working with you this past year.

Submitted by:

Dan McIver  
Academic Staff Committee Chair

**Legislative Committee Report**  
**Academic Staff Assembly**  
**4-28-08**

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. More recently, the committee has been meeting jointly with the Faculty Legislative Committee, including Ben Brecher, Kaoime Malloy and Steve Meyer.

The committee has spent efforts monitoring the state biannual budget as it progressed through the legislature and was adopted. They continue to monitor the Budget Repair Bill and have determined that any additional salary increment that was briefly discussed by the Governor is likely no longer under consideration. Members also have monitored the development of a new bill that Senator Dave Hansen has introduced which would extend collective bargaining rights to university faculty and academic staff. The committee wishes feedback regarding the bill and collective bargaining from all academic staff. Additionally, efforts are underway to have an Independent Study student assemble information from other states that have collective bargaining during the fall academic semester.

Plans to host a Legislative Forum to provide the campus community an opportunity to meet local legislators and dialogue about subjects of interest have been postponed to fall.

Respectfully Submitted,

Jan Malchow  
Legislative Committee Chair

## Nominating Committee 2007-2008 Report

### Members:

Jen Pfundtner, chair  
Brenda Amenson-Hill  
Aubrey Schramm  
Katrina Hrivnak

### Summary of Activities:

1. Met 12 times 07/30, 08/16, 10/01, 02/07, 02/13, 02/25, 03/06, 03/26, 03/31, 04/04, 04/21
2. Revised and merged the Nominating Committee Charge with the Orientation Committee to create a newly named, but merged committee called the Leadership and Involvement Committee for the 2008-2009 year. Met in conjunction with the Orientation Committee to better learn how the Orientation Committee works.
3. Forwarded four nominees to the Academic Affairs Planning Committee
4. Nominated one individual to the Academic Staff Programming Committee
5. Filled a vacancy on the Library and Technology Committee
6. Forwarded an individual and program nominee for the 2008 Academic Staff Regents Award for Excellence.
7. Updated the online home for Governance and Committee Opportunities and interest survey
8. Conducted an new online Academic Staff Governance Election
9. Filled all the positions for the 2008-2009 committees (elective and appointive)
10. Notified Academic Staff members of their elections/appointments

Academic Staff Orientation Committee  
Year-End Report for 2007-08  
April 28, 2008

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

Activities for the Second Half of the Year:

- Continued to contact New Employees to inform them of the Academic Staff Mentoring Program with receiving the names from the Human Resources Department.
- Set up GB Share to review orientation materials and minutes.
- Provided information to make sure we had enough committee members and appropriate numbers to our AS liaison for merging the Orientation and Nominating Committee.
- Met with Nominating Committee to review their processes since Orientation and Nominating Committee will merge into the Leadership and Involvement Committee in 08-09.

Suggestions for 2008-09

Based on the merging of the two committees, new ideas/charges may want to be developed for the Leadership and Involvement Committee. Changes to the AS Mentoring Program may want to be review and consider a name change similar to Campus Connection of the Classified Staff.

Respectively Submitted by Lynn Niemi, Orientation Chair

**2007-08 Academic Staff Personnel Committee Annual Report**  
May, 2008

The members of the 2007-2008 Committee were:

Joanie Dovekas  
Katrina Hrivnak (chair)  
Shane Kohl  
Deanne Kusserow  
Mary Valitchka

On March 26, 2008, the Personnel Committee was charged by the Academic Staff Committee to conduct a regional comparative salary survey of academic staff positions. The study is to be submitted to the Academic Staff Committee by December 2008.

The Personnel Committee met March 31, 2008, to discuss how to accomplish this task. As Shane Kohl will be a continuing committee member for the next year, he graciously agreed to serve as our task force chair. A request was submitted to HR by the Academic Staff Committee for campus based data to begin this study.

Respectfully submitted by,

Katrina Hrivnak

# ACADEMIC STAFF PROFESSIONAL DEVELOPMENT PROGRAMMING COMMITTEE

End of Year Report 2007-2008

April 28, 2008

As Chair of the Academic Staff Professional Development Programming Committee, I have been asked to provide a summary of our work and programs for this past year.

The committee consisted of the following individuals who made up the programming team:

Gloria Meyer—Chair  
Sue Bodilly ---Secretary  
Poppy Grant---Treasurer  
Sheila Carter  
Linda Parins  
Dave Dettman—AS Liaison

We experienced a very productive year as we set out with plans for 5 programs.

Academic staff members presented two programs and three others were presented by off campus individuals/resources.

We began work with a budget of \$5711.00.

At the present time we have \$19.28 cents remaining in our treasury. The final numbers have been verified by Treasurer Poppy Grant.

We were fortunate to be able to collaborate and pool monies with the Classified Staff and the EAP (Employee Assistance Program), receive some funding by way of a campus Diversity Grant and have some financial support from the Provost's office for the programming that was done this year.

More detailed budget information is available attached to this report if anyone is interested in that review.

A total of 156 individuals did attend our educational offerings. The five programs included attendees from the ranks of Academic Staff, Classified Staff, faculty and some students. We were happy to be able to offer topics that attracted interest among all these groups.

We began with the 2 charges given to us by the Academic Staff Committee.

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

Our programs reflecting staff interests included:

**Technology**—BLOGS presented by Paula Ganyard and Todd Sanders on November 20, 2007. About 24 staff attended and all seemed to agree that it was well done. Some evaluations indicated a follow-up or longer session would be appreciated so the material could be reviewed in greater depth. Next year's programming committee will consider this.

Our only costs were really our advertising postcards—less than \$5.

It was wonderful to tap into the talent of these 2 technologically gifted staff members for this program.

### **Personal leadership—how to reach personal and professional goals.**

“Get out of BED (Blame, Excuses and Denial)-Change your Outlook-Alter your Outcomes” by Marty Stanley on January 17, 2008. Marty is a UWGB alumnus and nationally recognized speaker. This program also received very good comments by the 46 people who attended. Unfortunately, a snowstorm that morning plus a faculty program on the same day, may have kept our numbers down some. We did have expenses of about \$2815 for this program.

Classified Staff Council co-sponsored this event and the Provost’s Office provided some additional funding. A food drive was also connected to this event with donations of food given to Paul’s Pantry.

### **Health and Wellness**

“Don’t Worry—Be Happy” by Lifestyle Coach Jane Birr and Dietician Carmen Gorniak on February 21, 2008 asked 18 attendees to look at what is important in terms of setting achievable goals for making healthy lifestyle changes. Several food samples/recipe ideas were offered including granola and tofu items.

Costs for this program were around \$685.

The EAP co-sponsored this event.

### **Diversity**

“Synergy from Others and Cultural Diversity on Campus” was presented by the theater based training company called SST from Chicago on March 4, 2008.

About 53 people attended this program including of course Academic Staff but also Classified Staff, faculty and students from the Social Work program. Reviews noted the short dramatic vignettes kept the interest of the audience and was very thought provoking.

Our budget allowed about \$2570 to be spent on this program.

Linda Parins, one of our committee members worked on additional funding by applying for and receiving a Diversity Grant of \$500 from campus resources to put towards the cost of this program.

### **Human Resources**

Title Changes and Career Progression was our last program of the year and was ably presented by Amy Plotner of the Human Resources office on April 16, 2008.

The 15 people who attended felt the topic was quite complex but important and timely for Academic Staff to hear. Amy received high marks on her presentation from the participants. It was felt that this program should be repeated every 2-3yrs to keep new and experienced academic staff updated on this important information.

The Human Resource area covered duplicating costs so there were no expenses for this program.

Academic Staff completed a new survey of programming interest areas in early April 2008. Our last committee meeting on April 24<sup>th</sup> included a discussion of the ideas brought forth and will be further reviewed by the new committee convening in September 2008. Thanks to Paula Ganyard for helping me update the survey questions this year and restructure the changes needed.

A copy of the survey is being saved along with this summary. It will be passed on to the remaining committee members Sue Bodilly and Linda Parins so they will be able to build next years programming around those results.

One question included in the survey this time was whether or not Academic Staff was interested in being involved with a community service project and if so, what would some of those projects be. The results were close with 51% responding no and 49% responding yes, they would have interest in such a project.

The Committee meeting in September will determine how that idea will evolve.

Additional comments included the agreement that some collaboration between programming committees on campus should be continued.

Student Life, EAP, Classified Staff Council and the Dean of Students Office could work together on some joint programming topics for the coming year, sharing expenses while bringing a larger attendance to the programs presented.

It was an enjoyable year working with this Committee as all members took an active stand on “sharing the work.” That meant that there was always someone willing to work on advertising and marketing, introducing speakers, arranging for room reservations and food, putting together evaluations, coming up with ideas and sharing opinions for each program idea and presentation.

As Chair, I fully appreciated all the gifts they brought to the table.

As a committee, we also appreciated input from Academic Staff Committee member Dave Dettman who served as our liaison.

Respectfully submitted,

Gloria Meyer

**ACADEMIC STAFF PROGRAMMING DEVELOPMENT ALLOCATIONS COMMITTEE**

2007-08 Year-end Report

April 28, 2008

The Academic Staff Professional Development Allocations Committee allocated the following people money for professional development activities:

Grant, Poppy  
Newton, Steven  
Peacock-Landrum, Linda  
Seidl, Ann  
Voelz, Zach  
Blahnik, Brent  
Kazenbach, Nora  
Pfundner, Jen  
Pinkston, Paul  
Baumgart, Paul  
Dalke, Karen  
Speth, Andy  
Lo, Mai  
VanRemortel, Kassie  
Battaglia, Carl  
Craver, Eric  
Niemi, Lynn  
Roger, Emily  
Vlies, Kimberly

The following people have proposals that will be reviewed at the next meeting:

Karen Bircher  
Karen Dalke  
Adam Halfmann  
Aubrey Schramm

There is still money remaining that can be used for proposals. Our last scheduled meeting is June 6, 2008.

This year, the committee used GB share to save proposals supporting documentation and minutes.

Respectfully submitted,

Kristy Aoki  
ASPDAC Chair