

## Communications Committee Annual Report 2020–2021

### Academic Staff Assembly

#### ACTIVITIES

##### Summer/Fall 2020

The committee's work continued to focus on evaluating the tools used to reach Academic Staff and ways to improve upon these efforts. Members decided to focus on the Academic Staff website ([acstaff.wisc.edu](http://acstaff.wisc.edu)) and the knowledge base (KB) as two of the primary modes of communication and agreed to pause email communication work until the website was further along.

The committee built on the previous year's examination and discussion of the academic staff website and conducted a content audit and inventory. Members each took a section of the website and went through every page evaluating what needed to be kept, edited, or deleted. The committee then shared the results with the Secretary of the Academic Staff's office for feedback and revisions.

The Secretary of the Academic Staff created a new website shell through the campus WiscWeb service and shared access with committee co-chairs, along with access to the former website's analytics. The committee used website data to inform decisions on information architecture and structure for the new website.

##### *Other projects:*

- N/A

##### Spring/Summer 2021

The committee spent the spring and summer creating the new Academic Staff website. Members split into groups helping to write copy, collect photos, test, and build the site. The committee shared progress with the Secretary of the Academic Staff's office throughout the process to receive feedback and guidance. Once the site was determined to be at a good point, the committee worked with campus partners to launch the new site in the summer and to provide training and access as needed.

This new website matches other campus resources, provides a user-friendly, visually pleasing interface, and improves accessibility. It also allows the Secretary's Office to move from an externally supported site to a campus-supported site that is free of charge.

##### *Other projects:*

- Assisted ASEC with ad hoc communications needs – reviewing and/or drafting language for timely emails to academic staff regarding Title and Total Compensation (TTC) project and COVID-19.
- Assisted in discovery and update to the look and feel of the Academic Staff knowledge base (KB) so it better aligns with the new website.
- Updated a one-page committee summary for the communications committee and the template for further use by other committees. This document can serve as an introduction

for new members, background for recruiting and a quick fact sheet for those not familiar with academic staff committees.

## **MEMBERSHIP**

- Linda Endlich (*through August 14, 2020*)
- Megan Flowers
- Mary Ellen Gabriel (*starting July 1, 2021*)
- Felipe Gacharna (co-chair)
- Kyle Henderson
- Sarina Lotlikar (*starting July 1, 2021*)
- Pamela O'Donnell
- Robyn Perrin
- Howard Veregin (*through June 30, 2021*)
- Ashley Voss, co-chair (*through June 30, 2021*)
- Karla Weber Wandel (*starting July 1, 2021*)
- Lori Wilson, co-chair

## **FUTURE ISSUES/PLANS**

- The Communications Committee continues to work on creating a quarterly Academic Staff e-newsletter and outlining a content calendar for the coming academic year.
  - The initial steps taken include conversations with the Secretary's Office and ASEC and creating an editorial statement to serve as a guiding document.
  - Goals include:
    - Serve academic staff.
    - Build awareness and appreciation for governance.
    - Inform academic staff about SOAS, ASEC and ASA activities and priorities.
    - Support ASEC's goal of providing interesting, timely, and relevant content that affirms the value and improves awareness of Shared Governance for each edition of the shared governance newsletter.
    - Is a unique voice in a glut of email communications targeted to UW employees (Inside UW, Working @ UW, department newsletters, etc.).
    - Is sustainable for SOAS and the current and future makeup of the committee.
- The committee will evaluate the new website to update and/or revise content and determine areas of improvement in collaboration with the Secretary's office.
- The committee will support the Secretary's Office with ongoing assistance on the website/newsletter and evaluate the effectiveness of the newsletter's content, timing and design using analytics.
- The committee also remains available to assist with future communications needs of ASEC and other standing committees, as time allows.

## **Compensation and Economic Benefits Committee Annual Report 2020–2021**

### **Academic Staff Assembly**

#### **Synopsis**

Academic year 2020-2021 was challenging for a number of reasons resulting from the COVID-19 pandemic. In addition to the ongoing Title & Total Compensation (TTC) study, the UW transitioned to a single payroll system, faced lay-off challenges, and embraced the idea of staff working remotely. Throughout the year, the Compensation & Economic Benefits Committee (CEBC) saw opportunities to make a positive impact in many of these areas as summarized below:

1. **Title & Total Compensation (TTC)** – CEBC met with the new Director of Total Awards, Karen Massetti-Moran, where committee members asked a number of questions. Concerns were raised around the lack of transparency on salary and promotion/progression guidelines, the appeals process and Fair Labor Standards Act (FLSA) status changes. Though no new information was shared with CEBC, a notable result of the meeting was that a member of CEBC was asked to participate in the TTC Project Professional Outreach Network (PoN) group. Additionally, OHR indicated enthusiasm for engaging CEBC in future efforts and long-term strategies.
2. **Remote Work Survey** – CEBC reviewed results of the OHR survey and provided feedback to the Secretary of Academic Staff, particularly around areas related to inconsistencies between faculty and academic staff and the clear preference by staff for maximum flexibility.
3. **Remote Work Policy** – CEBC provided written feedback on the remote work policy put out by OHR.
4. **Single Payroll** – CEBC reviewed handouts and PowerPoint slides that were to be shared with faculty and staff. The committee did not recommend any documentation edits and felt that, overall, information about the transition was being handled adequately.
5. **Work Life Survey** – CEBC reviewed previous survey questions and offered feedback and suggested changes. CEBC co-chairs met with the Secretary of Academic Staff and other ASEC members to develop new questions for the future. Ultimately this survey was tabled for now since OHR sent out the Remote Work Survey.
6. **Layoff Documentation** – CEBC reviewed OHR documentation related to layoff notifications and provided feedback on various areas such as knowing how to file for unemployment, knowing one’s rights, and employee resources. The committee also identified numerous broken URL links to be fixed within the document. Additionally, CEBC drafted a companion piece titled “You’ve Absorbed Job Duties, Now What?” and shared that with OHR.
7. **Discretionary Merit Compensation (DMC) Review** – A review of DMC, by school/college, was done several years ago and it may be time to look at this again. CEBC to consider this review during the 2021-2022 academic year.

#### **Meeting Dates**

1. September 15, 2020
2. October 15, 2020
3. November 19, 2020

4. December 17, 2020
5. January 21, 2021
6. February 18, 2021
7. March 18, 2021
8. April 15, 2021
9. May 20, 2021

**Committee Members**

1. Cori Splain (Co-Chair)
2. Elizabeth Tuschen (Co-Chair)
3. Steven Anderson
4. Kayla Armstrong Alfstad
5. Craig Brabant
6. Corryn Cue
7. Alyson Kim (7/2020 – 2/2021)
8. Tori Richardson
9. Dagna Sheerar
10. Allison Zenke (3/2021 – 6/2021)

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## **Districting and Representation Committee Annual Report 2020–2021**

### **Academic Staff Assembly**

#### **Past Year's Activities**

Consulted on: new districting software build; incorporating anticipated TTC changes into development of new districting rules; planning for communication and contingencies based on anticipated TTC changes; updates for DRC website.

#### **Past Year's Committee Membership**

Megan Ackerman-Yost

Rebecca Beebe (term began July)

Taryn Conaway (term began July)

Ian Benton (term ended June)

Max Coller (term ended June)

Eileen Ewing (chair)

Karla Lemak

David Toland

#### **Future Issues/Plans for the Committee**

- Update table of district descriptions to accommodate TTC's update.
- Meeting semesterly to assess developing issues, with special attention paid to district updates prior to April elections.

## **Academic Staff Mentoring Committee Annual Report 2020-2021**

### **Academic Staff Assembly**

#### **Past Year's Activities**

- 2020-21 Academic Year Mentor/Mentee Match Program. We had 146 mentees and 82 mentors.
  - October 8, 2020 - Fall Kick-Off Event featuring panel of experienced Mentor Match Program participants
  - December 16, 2020 Event – Mentoring Conversations by panel of Mentor Match Program participants with experience navigating UW campus
  - Held monthly meetings and updated website and LinkedIn to provided resource ideas to program participants
  - March 9, 2021 event – Social Identity workshop by Samantha Becker
  - April 21, 2021 event – Wrapping Up Your Mentoring Relationship
  - May 7, 2021 - E-mailed matches Wrapping Up Your Mentoring Relationship worksheet and program evaluation
- Lost one member from the committee due to death

#### **Past Year's Committee Membership**

Michelle Holland (Co-Chair)

Chris Logterman (Co-Chair) filled by Carmen Juniper Neimeko

Brian Asen

Simon Blaine-Sauer

Christy Lowney (Co-Chair)

Kelly Rupp

Justin Sena

Jessica Swenson

Alex Stark

#### **Future Issues/Plans for the Committee**

- Continue the Academic Staff Mentor/Mentee Match Program for 2021-22 academic year. We have 151 mentees and 78 mentors.
- October 26, 2021 - Fall Kick-Off Event featuring Fátima Sancheznieto discussing how to align expectations and set goals to have a successful relationship
- Develop and promote one event for fall in addition to the kick-off event and two events for spring
- Promote resources and events on our LinkedIn group
- Consider ways to incorporate DEI actions into committee offerings and communications.
- Consider ways to offer support and accommodate matches in new hybrid work environment
- Confirm matching process for use in future years
- Promote the committee interest survey in end of year communications:  
<https://committeetracker.wisc.edu/>

## **Academic Staff Nominating Committee Annual Report 2020-2021**

### **Academic Staff Assembly**

#### **Summary of Activities**

Overall, the Nominating Committee identified and forwarded the names of 87 academic staff for consideration for an estimated 76 University committee positions. The Nominating Committee met 14 times during the 2020-21 academic year to coordinate efforts.

To recruit Academic Staff members to the candidate pool we:

- Utilized Committee Tracker- Academic Staff Committee Interest Survey located on Secretary of Academic Staff website
- Recruitment email sent by the Secretary of the Academic Staff
- Included article regarding serving on campus committees in Work@UW email to all academic staff on campus

#### **Mid-Term Openings**

During the 2020-2021 term, the Nominating Committee identified individuals for appointment to 16 slots left open due to new committees, staff resignation, retirement or departure from the UW-Madison.

- Academic Staff Appeals Committee - 2
- Communications Committee - 2
- Compensation & Economic Benefits Committee - 1
- Distinguished Prefix Review Committee - 3
- Immigration and International Issues Committee - 1
- Mentoring Committee - 1
- Professional Development & Recognition Committee - 1
- Retirement Issues - 2
- University Curriculum Committee - 1
- University Research Council - 1
- Women in the University - 1

#### **Standing Committees of the Assembly**

The Nominating Committee identified and forwarded the names of 31 candidates for the Academic Staff Assembly standing committee election slates. Of the candidates, 7 were current committee members who agreed to run again and 24 were identified using the survey/candidate pool.

- Academic Staff Executive Committee – 5 total; 3 new, 2 renewal
- Communications Committee – 5 total; 4 new, 1 renewal
- Compensation and Economic Benefits Committee – 5 total; 3 new, 2 renewal
- Districting and Representation Committee – 3 total; 2 new, 1 renewal
- Mentoring Committee - 4 total; 4 new
- Professional Development and Recognition Committee – 5 total; 4 new, 1 renewal
- Personnel Policies & Procedures Committee – 4 total; 4 new

### **Personnel-Related Committees**

The Nominating Committee identified and forwarded the names of 4 candidates for appointment to the Appeals Committee, 4 candidates for appointment to the Distinguished Prefix Committee and 12 candidates for Academic Staff Area Review Committees (ARC).

- Appeals Committee - 4 total; 3 new, 1 renewal
- Distinguished Prefix Committee - 4 total; 3 renewals
- Administrative/Student Services Library ARC – 3 total; 1 new, 2 renewals
- Biological/Medical Sciences ARC – 3 total; 3 renewals
- Humanities/Social Studies ARC – 3 total; 1 new, 2 renewals
- Physical Sciences/Engineering ARC – 3 total; 3 renewals

### **Shared Governance Committees**

The Nominating Committee identified and forwarded the names of 20 candidates for appointment to campus shared governance committees. Of the candidates, 6 were current committee members who agreed to serve an additional term and the remainder were identified using the survey/candidate pool.

- Budget Committee - 0
- Campus Diversity & Climate - 2 total; 1 new, 1 renewal
- Campus Transportation – 1 total; 1 new
- Dean of Students Office Advisory – 0
- Disability Access & Inclusion - 1 total; 1 new
- GLBTQ People in the University - 1 total; 1 new
- Health Care Advisory – 1 total; 1 new
- Immigration & International Issues - 0
- Information Technology – 1 total; 1 new
- Labor Codes & Licensing Advisory Committee – 1 total; 1 new
- Lakeshore Nature Preserve Committee – 0
- Lectures - 1 total; 1 new
- Library - 1 total; 1 new
- Memorial Library – 0
- Recreation Sports Board – 0
- Retirement Issues – 1 total; 1 renewal
- Student Panels – 5 total; 4 new, 1 renewal
- Undergraduate Recruitment, Admissions & Financial Aid - 1 total; 1 new
- University Bookstore Board of Trustees - 0
- University Curriculum Committee - 1 total; 1 renewal
- University Research Council - 0
- Wisconsin Union Council – 0
- Women In The University – 2 total; 2 renewal

### **2019-2020 Nominating Committee Membership**

Rebecca Beebe (PHAR), Arturo Diaz (Division of Student Life), Jacob Hahn (General Services), Benjamin Heidke (LAW), Sharon Kahn (SMPH), Kelly Mallon (L&S), Darren Martin (DCS), Alissa Oleck, chair (DCS), Allison Rice (L&S)



**Future Issues/Plans for the Committee**

- Enhance resources and improve processes for committee members including email templates and FAQ documents
- Collaborate more closely with committee chairs to improve recruitment efforts to gain a better understanding of current committee projects, time commitment, and ask chairs/representatives to nominate or help with recruiting
- Improve communication with perspective committee members regarding shared governance and the election or appointment process and timeline
- Improve diversity, equity, and inclusion efforts in our recruitment of candidates

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**Personnel Policies and Procedures Committee Annual Report 2020-2021**  
**Academic Staff Assembly**

**Past Year's Activities**

1. Reviewed the draft of the Remote Policy Agreement
2. Submitted edited for ASPP Chapter 13 and 14
3. ALRA Proposal for banking of Vacation time due to Covid (denied)
4. Reviewed Probation Period and TTC impact

**Past Year's Committee Members**

1. Caitlin Cleary
2. Aaron Crandall
3. Jim Franzone
4. Pam Garcia-Rivera
5. Jennifer Hadley
6. Anita Herrick
7. Jason Jankoski
8. Anna Lewis
9. Nicole Senter

**Future Issues/Plans for Committee**

1. Title IX and impact on PPPC
2. Review Chapters in ASPP
3. TTC

## **Professional Development and Recognition Committee Annual Report 2020-2021**

### **Academic Staff Assembly**

#### **Academic Year 2020-2021 Activities and Awards**

For Fall 2020 activities, we awarded a total of \$25,682.85 to 24 academic staff recipients. A total of 61 applications were submitted to the program for Fall activities. For Spring 2021 activities, we awarded a total of \$10,125.67 to 12 academic staff recipients. 12 applications were submitted for Spring activities.

The Executive Education Grant Program is now offered in the fall instead of the spring. Because of this, we did not award Executive Education grants in Spring 2021.

Finally, the committee selected winners for nine UW-Madison Academic Staff Excellence Awards that were celebrated at the annual awards ceremony in April 2021:

Hilldale Award for Excellence in Teaching  
Janet McCray Batzli

Excellence in Service to the University  
Alberto M. Vargas

Excellence in Research - Independent Investigator  
Pelin Cengiz

Excellence in Research - Critical Research Support  
Steven T. Cook

Excellence in Leadership - Individual Unit  
Kim Marie Beld

Excellence in Leadership - College, School, or Larger University Community Level  
Manuela Romero

Heideman Award for Excellence in Public Service and Outreach  
Tom Zinnen

Martha Casey Award for Dedication to Excellence  
Jason Scholz

Ann Wallace Career Achievement Award  
Kevin J. Niemi

#### **2020-2021 Committee Membership**

Nicholas Ewoldt (Chair)  
Ilia Guzei  
Angela Kita

Nia Norris  
Kristina Penniston  
Martha Reck  
Mary Russell  
Bonnie Shucha  
Diane Stojanovich  
Andrew Turner  
Christopher Yue

**Future Issues/Plans for the Committee**

- Exploring expansion of Excellence Awards
- Clarifying nomination guidelines and scoring