

Academic Staff Standing Committees

Annual Reports – 2010-11

Academic Staff Communications Committee Annual Report 2010-2011

Overview of the Committee

The Academic Staff Communications Committee (ASCC) collaborates and consults with Assembly standing committees, ASEC, Assembly Representatives, and academic staff at-large to help guide and facilitate communications amongst these constituencies. A goal is to aid with the effective delivery of communication to internal and external audiences. The committee focuses on and works with a number of communications tools to help foster this process, including web, print, email, video, and public relations. The committee also receives input and feedback, via surveys, from academic staff on various communications strategies and issues that affect academic staff, which in turn is shared amongst academic staff governance groups and other constituencies.

Committee Membership in 2010-2011

Alice Pulvermacher (ENGR), Bob Ash (DoIT), Bob Rettammel (SMPH) (co-chair), Brian Rust (DoIT), Dick Geier (EDUC), Greg Iaccarino (L&S) (co-chair), Mark Lilleht (International Studies), Renee Meiller (ENGR), Sonya Sedivy (EDUC)

Committee Tasks and Accomplishments in 2010-2011

*** Monitoring Academic Staff Communications processes during key moments of the 2010-2011 academic year**

Due to the special circumstances that occurred with Wisconsin State Government during the Spring Semester of 2011, there were many streamlined and organized communications messages from academic staff governance representatives to the at-large academic staff at UW-Madison. A few years ago, the Communications Committee recommended and proposed that listserves and other communications mechanisms be used to more efficiently communicate to the academic staff (i.e., the use of an “all academic staff e-mail”). The Communications Committee thanks and applauds the effective use of these systems that are in place currently.

*** Presentation of Results of Academic Staff Issues Survey at October 2010 Academic Staff Assembly Meeting**

Sonya Sedivy, Bob Rettammel, and Greg Iaccarino presented a summary of the results of the academic staff survey that was distributed to all academic staff. The purpose of the survey was to obtain a snapshot of current themes, topics and issues that impact academic staff, as well as obtain feedback about communication practices between the Academic Staff Assembly and at-large academic staff. Two goals of the survey were to aid with enhancing/improving communications practices and to help ASEC, the Assembly and its committees with prioritizing goals and initiatives to best aid the academic staff on various issues/concerns. The top five concerns of academic staff reflected in the survey

were: salary, job security, merit salary increases, furlough days and leave. If academic staff are interested in reviewing the Executive Summary and PowerPoint of the survey results, they are welcome to contact the co-chairs of the Communications Committee.

*** Academic Staff Branding Project**

The Communications Committee accepted the opportunity from ASEC to work on developing a focused communications strategy and branding campaign of the academic staff. The diverse background and experiences of academic staff, as well as the unique stories and contributions of the academic staff to UW-Madison would make this project a viable one to pursue. The project started with some informal initial consultation between Greg Iaccarino and students in the Public Relations Student Society of America (PRSSA) and the Advertising Club. The students reviewed existing text about academic staff (print and online copies), and generally said that the text served as a good baseline to expand upon the process of a formal branding and communications message. The students also thought that a survey should be sent to academic staff to initially get a snapshot of the current perceptions and awareness of academic staff of each other. A brochure about academic staff could then be developed that can be easily distributed that has focused points about academic staff, pictures and/or quotes/profiles of academic staff.

Due to the various events that occurred during the Spring Semester of 2011, continued efforts of the academic staff branding project were put on hold. The Communications Committee felt that timing was not ideal in the Spring of 2011 to move forward with a survey to academic staff, in light of the circumstances that prevailed in the Spring. The committee also felt that it was important to touch upon academic staff "identity" when it comes to an overall description of academic staff (before a branding process occurs). The branding/identity project will be proposed to be continued in the 2011-2012 academic year.

*** Consultant to the Transition and Implementation of New Academic Staff Website**

The Communications Committee's two co-chairs (Greg Iaccarino and Bob Rettammel) participated as consultants to the Secretary of the Academic Staff's office and DoIT's update of the Academic Staff website <http://acstaff.wisc.edu> (A content management system for the old site was developed and overseen by the Communications Committee.) Archival content of the website was streamlined/organized, and other new features of the site were implemented to make for a more organized and efficient experience for end-users of the site. DoIT will continue to provide technical support, while end-users will be able to use the WiscWeb Content Management System to provide updates and additions to the new site. The day-to-day operations of the website will reside in the Secretary of the Academic Staff's office.

Members: Ana Araujo, Lea Aschenase, Cheryl Diermyer, Dennis Ray, Robert Purvis, Karen Tusack, Alec Widerski, Eliza Waters, Beth Ann Workmaster, and Miriam Simmons, chair

Much of the year was spent monitoring proposed changes to the Wisconsin Retirement System, health care benefits, the Budget Bill, and Domestic Partner Benefits. The FAQ's on Domestic Partner Benefits were updated on the academic staff website.

The November, 2010 Transportation Subcommittee report, "Comments on Options for Addressing Budget Deficits in Transportation Services" focused on the bus pass program and the evening permits. The subcommittee recommended several types of bus passes which would be paid via pre-tax payroll deduction. As bus service is limited in the evening, permits should be offered at no-cost or low-cost options and base lot permits should be valid 24/7. Transportation Services made no changes to the bus pass or evening permits for 2010-11.

Concern about layoff procedures in uncertain economic times resulted in our initiating a joint email from the CEBC and the PPPC (Personnel Policies and Procedures Committee), "Know Your Academic Staff Rights." The email, sent to all academic staff, highlighted the Frequently Asked Questions (FAQ's) on the academic staff website which addressed job performance, appointments and lay-offs or non-renewals.

The CEBC and the PPPC sent an email to ASEC indicating that both committees are very interested in serving in an advisory capacity on the development of a new HR system. Bob Lavigna, director of Human Resources, and Steve Lund, director Academic Personnel Office received copies.

In response to an inquiry from an academic staff, CEBC investigated the UW Systems' compensation policy for new employees. It found that for a partial first month salary, the salary paid was based on calendar days rather than working days. The policy disadvantages some employees and helps others. CEBC inquired about the basis for the policy from Human Resources and is awaiting a reply.

The Distinguished Prefix issue, a concern the CEBC has worked on for several years, was tabled last year when UW-System refused the recommendation of the Academic Staff Assembly. This May UW-System reversed its decision and delegated to UW-Madison and the other system campuses the authority to establish academic staff distinguished prefix guidelines. ASEC will be working with Steve Lund, director Academic Personnel Office, and Steve Stern, vice provost for Faculty and Staff, to make the distinguished title available to more academic staff on the Madison campus.

**Districting and Representation Committee
Annual Report for 2010-11**

Ongoing

For the year July 2010 to June 2011, the DRC districted an average of 146 new academic staff members each month, and reviewed district assignments for an average of 101 academic staff members with changes in title or department. This amounted to a total of 2,967 district placements and reviews for the year. These totals include changes that could be handled automatically, as there was little ambiguity as to the correct assignment. As of the end of the 2010-11 fiscal year, the total number of academic staff in the districting database was 7,950. The monthly total of academic staff ranged from a low of 7,651 for July 2010 to a high of 7,950 for June 2011. Note, however, that there was no data for the months of April 2011 and May 2011 due to the switch to a new HRS system.

Reviewed district profiles and district membership for logic and consistency, making corrections as needed. Responded to individual queries about districts and/or district placement.

Reviewed districts as needed to fit within required size limits (35 to 75 members per district); prioritized those districts in need of adjustment.

Provided Secretary's office with monthly lists of new and changed academic staff.

Updated the DRC database of district members on a monthly basis and posted to the DRC website - <http://drc.academic-staff.wisc.edu/>

Updated FAQ entries and Public District Profiles (PDP), both found on DRC web site.

Contacted representatives as needed regarding "grandparenting." This procedure allows a representative who typically would be moved to a new district due to title, department or location change to remain in their district for one year or the next district election, whichever is later.

Special Tasks

We had two special tasks we completed this year. The first, as alluded to above, was a changeover to the new HRS system. Mark Werner spearheaded the changeover. With the advent of the new Human Resources System (HRS) in April this year, the DRC had to create a set of new database queries to get the needed monthly data.

Working very closely with a DoIT programmer over the last couple of months, we were able to create some queries to allow us to obtain our monthly data sets.

While we have the capability of obtaining our generic data sets, work will be ongoing as we try to fine tune these HRS queries and the DRC database. We still need to create a new field in the HRS for the storage of the ASA district information. We will also need to create a method for receiving and updating this data field.

Our second project was the creation of automatically populated email lists. We used a new service available from DoIT, called WiscList Custom, to create these lists. This also meant changing our own software to populate the lists rather than emailing lists of constituents to the representatives. It is hoped that this will facilitate communication between representatives and their constituents.

2010-11 Committee Members

Brian Deith, Mark Werner, co-chairs
Anne Gunther
Tori Richardson

Erica Laughlin
Tom Wright

Members: Jennifer Sheridan, Chair (Engineering), Gale Barber (Nursing), Steve Devoti (DoIT), Barbara Gerloff (Education), Will Lipske (L&S), Donna Cole (SMPH), Lisa Jansen (CALs), Lance Rodenkirch (Medicine/Public Health), Laura Van Toll (CALs)

The Nominating Committee (NC) met 12 times during the fiscal year 2010-2011.

To recruit Academic Staff members to the candidate pool we:

- Contacted candidates who were not selected from the previous year and asked them to fill out the survey again.
- Asked Assembly Representatives to volunteer.
- Asked Assembly Representatives to send email messages to their districts, encouraging members to fill out the interest survey (twice).
- Identified and contacted Academic Staff with research scientist titles for recruitment to fill vacancies on PDRC.
- Emailed the MASA listserv encouraging participation.
- Emailed ASPRO with a request to communicate to, and encourage participation by UW-Madison ASPRO members.
- Used the Campus Communicators listserv to recruit for the Communications Committee.
- Continued to improve Nominating Committee processes and tools. In particular the wiki was enhanced eliminating the need to manage the sharing of work via email and greatly improving the documentation of Nominating Committee work.

During the 2010-2011 term, the Nominating Committee identified individuals for appointment to 13 slots left open due to resignation, retirement or left the UW-Madison on Information Technology, Campus Diversity and Climate, Undergraduate Recruitment, Professional Development and Recognition (3), Compensation and Economic Benefits, Academic Staff Executive (2), Access and Accommodation, Commission on Fraternities and Sororities, Lakeshore Nature Preserve and Academic Staff Appeals.

The Nominating Committee identified and forwarded the names of 42 candidates for the Academic Staff Assembly standing committee election slate. 13 were existing committee members who agreed to run again. 17 were identified using the survey/candidate pool. 12 were identified from personal connections and searches.

- Academic Staff Executive Committee - 7
- Communications Committee - 5
- Compensation and Economic Benefits Committee - 4
- Districting and Representation Committee - 3
- Mentoring Committee - 10
- Professional Development and Recognition Committee - 9
- Personnel Policies and Procedures Committee - 4

The Nominating Committee identified and forwarded the names of 16 candidates for appointment to Academic Staff Area Review Committees (ARC):

- Distinguished Prefix Committee - 4
- Administrative/Student Services Library ARC - 3
- Biological/Medical Sciences ARC - 3
- Physical Sciences/Engineering ARC - 3
- Humanities/Social Studies ARC - 3

The Nominating Committee identified and forwarded the names of 31 candidates for appointment to campus shared governance committees:

- Academic Staff Appeals - 4
- Advisory Committee to the Office of the Dean of Students - 1
- Council on Academic Advising - 1
- Committee on Access & Accommodation in Instruction - 1
- Bicycle-Pedestrian Subcommittee of the Campus Transportation Committee - 1
- Campus Diversity and Climate Committee - 2
- Advisory Committee for the Office for Equity and Diversity - 1
- Commission on Fraternities and Sororities - 1
- Gay, Lesbian, Bisexual and Transgender Issues Committee - 1
- Health Care Advisory Committee - 1
- Information Technology Committee - 1
- Labor Licensing Policy Committee - 1
- Lakeshore Nature Preserve Committee - 1
- Memorial Library Committee - 1
- Recreational Sports Board - 3
- Retirement Issues Committee - 2
- Student Misconduct/Student Hearing Examiners - 4
- Campus Transportation Committee - 1
- Committee on Undergraduate Recruitment, Admissions and Financial Aid - 1
- Committee on Women in the University - 2

Personnel Policies and Procedures Committee (PPPC)
2010-2011 Annual Report to the Academic Staff Assembly

Job Security:

In partnership with the Academic Personnel Office (APO), the PPPC initiated a revised campus-wide annual job security review and reporting process to streamline the exercise and allow for an extended reporting period for larger academic units. The PPPC will continue its review of the 2009-10 job security data and will post a summary of the findings on the website in fall 2011.

The PPPC presented a session on job security at the annual Academic Staff Institute and will continue its efforts to apprise ASEC and the Assembly on issues related to job security. Further, the PPPC will continue its work to better educate and communicate to academic staff as well as school and college leaders, human resource personnel, supervisors, CASIs, etc., on issues or changes to academic staff job security. Job security reports are available at:
<http://acstaff.wisc.edu/Employment/default.aspx>

Academic Staff Policies and Procedures (ASPP):

The PPPC submitted revisions to ASPP, Chapters 1-5 plus Chapter 14 to the Board of Regents in March 2011; the changes were provisionally in effect for 90 days. The Board of Regents took no action during this time, thus the changes became effective, 14 June 2011. The PPPC will continue to review and monitor ASPP during 2011-2012. ASPP can be found at
<http://acstaff.wisc.edu/policies/default.aspx>.

Area Review Committees (ARCs/Indefinite Appointment Review):

There were no annual activity reports submitted by the four Area Review Committees (Administrative/Student Services/Library, Biological/Medical, Humanities/Social Science, and Physical Sciences/Engineering).

Distinguished Prefix Review Committee (DPRC):

Activities for the DPRC between July 2010-June 2011 included the review of seven academic staff dossiers requesting the distinguished prefix. Of the seven submissions, six academic staff were granted the distinguished prefix. The DPRC also discussed revising their meeting procedures due to some difficulty organizing meeting times convenient for a majority of the committee. The DPRC consulted with the PPPC co-chairs and will explore options during the upcoming year.

Academic Staff Appeals Committee (ASAC):

In consultation with the PPPC, ASEC, the Secretary of the Academic Staff and other human resource and legal representative, ASAC will host an inaugural Appeals Orientation Meeting for committee members on 11 October 2011. The goal of the orientation is to provide clarity about the types of academic staff

appeals, policies and processes governing the appeals process, and the role and responsibilities of the committee. Submission of the 2010-2011 ASAC annual report to the PPPC is pending.

Consulting:

PPPC co-Chairs appeared before the Union CASI, the Committee on Women in the University, and others to discuss personnel policy matters. The co-Chairs and other members of the PPPC also consulted with individual members of the academic staff who had personnel policy questions.

Respectfully submitted to the Academic Staff Assembly.

Committee members:

Mo Noonan Bischof, co-chair

Deborah Brauer

Bruno Browning, co-chair

Kristi Hall

Jeanne Hendricks

Nancy Krattiger-Ziltener

Melissa Amos-Landsgraf

Marsha Mansfield

Rebecca Ryan

August, 2011

**ACADEMIC STAFF PROFESSIONAL DEVELOPMENT
AND RECOGNITION COMMITTEE (PDRC)
ANNUAL REPORT 2010-2011**

Committee members

Carol Hulland(co-chair), Jane Terpstra (co-chair),

Colleen Barrett, Nichelle Cobb, Maddy Covelli, Scott Mellor, Heidi Evans, Alison Rice, Elisabeth Foster, Sarah Schutt (partial year), Miranda Hawk (partial year)

Professional Development Grants

Two information sessions were held prior to each award deadlines, one on each end of campus. The Fall 2010 round of grants considered proposals for activities occurring from January 1 to June 30, 2011. Thirty-one (31) applications out of 49 received were funded with an average award of \$865. In Spring 2011, for activities July 1 to December 31, 2011, 27 out of 31 applications received an average of \$1,081. These funds are matched with departmental 101 funds. The funding rate for both rounds was 80.5%, with \$42,371 awarded for Spring 2011 and \$29,187 for Fall 2011. Below is a summary of academic staff PD grant applications and awards:

| Title / Type | FY11, Round 1 For Spring 2011 | | | FY11, Round 2 For Fall 2011 | | |
|--|----------------------------------|-------------|------------|--------------------------------|-------------|------------|
| | # of Apps | # of Awards | Award Rate | # of Apps | # of Awards | Award Rate |
| College of Agriculture & Life Sciences | 2 | 1 | 50% | 7 | 7 | 100% |
| College of Letters & Science | 11 | 7 | 64% | 4 | 2 | 50% |
| College of Engineering | 8 | 4 | 50% | 2 | 2 | 100% |
| School of Education | 3 | 2 | 67% | 0 | -- | -- |
| School of Medicine & Public Health | 14 | 10 | 71% | 8 | 7 | 88% |
| Law School | 1 | 1 | 100% | 1 | 1 | 100% |
| Graduate School | 3 | 3 | 100% | 2 | 1 | 50% |
| School of Human Ecology | 2 | 0 | 0% | 1 | 1 | 100% |
| School of Nursing | 0 | -- | -- | 0 | -- | -- |
| School of Business | 0 | -- | -- | 2 | 2 | 100% |
| School of Vet Med | 0 | -- | -- | 1 | 1 | 100% |
| Division of Continuing Studies | 0 | -- | -- | 1 | 1 | 100% |
| Division of Information Technology | 1 | 1 | 100% | 0 | -- | -- |
| Services | 4 | 2 | 50% | 2 | 2 | 100% |
| TOTALS | 49 | 31 | 63% | 31 | 27 | 87% |

The PDRC committee developed and approved a new program for distributing professional development funds to Academic Staff members. The PD Sponsored Programs is designed to promote cross-campus collaboration and to provide group training opportunities for academic staff since this has been a growing trend in the PD grant requests. Funding requests were considered along with PD grants in spring of 2011. As with the individual PD grants, funding guidelines must be met, and half of the costs

must be covered by the department hosting the professional development opportunity. This program approved funding for the following PD Sponsored Programs grants:

Big Learning Event \$5,000
Funding scholarships for academic staff to attend

Mobile Learning Lecture \$ 5,000
Funding scholarships for academic staff to attend

The other major goal for the 2010/11 year was to work toward an online application process for PD grants, Excellence Awards, and Executive Education Awards. Planning meetings were held over the summer. The PDRC is looking forward to the Spring 2012 completion of this online system to be developed by DoIT.

Excellence Awards

Each year the PDRC reviews nominations and selects recipients of UW-Madison academic staff excellence awards. A framed photo of Bascom Hill was presented to each award winner. The following awards were given to UW-Madison academic staff during a reception hosted by

Chancellor Martin at the Fluno Center:

Emuye Asfaw, Administrative Officer, Academic Personnel Office
Ann Wallace Career Achievement Award

Maureen Noonan Bischof, Assistant Vice Provost, Office of the Provost
Chancellor's Award for Excellence in Service to the University

Charles G. Fry, Director, Magnetic Resonance Facility, College of Letters & Science, Chemistry
Chancellor's Award for Excellence in Research: Critical Research Support

Paul Hanson, Scientist and Research Professor, College of Letters & Science, Center for Limnology
Chancellor's Award for Excellence in Research: Independent Investigator

Carla Love, Distinguished Lecturer, College of Letters & Science, German
Ann Wallace Career Achievement Award

Kay Reuter-Krohn, Associate Director, Division of University Housing
Wisconsin Alumni Association Award for Excellence in Leadership: Individual Unit Level

Nete Schmidt, Senior Lecturer, College of Letters & Science, Scandinavian Studies
Chancellor's Hilldale Award for Excellence in Teaching

Bette Sheehan, Senior Administrative Program Specialist, School of Medicine and Public Health
Martha Casey Award for Dedication to Excellence

Linda Sullivan, Clinical Instructor, School of Veterinary Medicine
Wisconsin Alumni Association Award for Excellence in Leadership: College

Linda Tuchman-Ginsberg, Outreach Program Manager III, Graduate School, Waisman Center
Robert and Carol Heideman Award for Excellence in Public Service and Outreach

In addition to UW-Madison excellence awards, the PDRC also reviews nominations for UW-System and Regent awards and selects nominations to forward to UW-System and Regent committees. The following academic staff received awards in 2011:

Katy Culver, Faculty Associate, School of Journalism and Mass Communication
Alliant Energy Underkofler Excellence in Teaching Award

Janet Branchaw, Faculty Associate & Interim Director of the Institute for Biology Education
Alliant Energy Underkofler Excellence in Teaching Award

Executive Education Grants

Through the generosity of the School of Business, all academic staff can take Executive Education courses at a 50% tuition rebate. In addition, the School of Business sponsored 5 free courses for 2011. Twenty-eight (28) applications were received, with 5 academic staff members receiving awards, an 18% award rate. This rate is a concern as 82% of applicants had to be denied. The PDRC will need to address ways to meet the needs of more applicants in the future.