

Academic Staff Communications Committee Annual Report 2012-2013

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 will solicit for and receive input and feedback, via surveys, from academic staff at times, as well as conduct analysis of existing communication tools e.g. AS website. This information is used to inform the direction action the committee takes to support communication efforts for academic staff based on the annual priorities set by ASEC.

Committee Membership in 2012-2013

Alice Pulvermacher (ENGR) (co-chair), Bob Ash (DoIT), Diane Doering (CALs), Jennifer Dykema (L&S), Laura Gallagher (Continuing Studies), Laurie Silverberg (L & S), Mark Lilleleht (International Studies), Peter Kleppin (University Communications) (co-chair), and Sonya Sedivy (EDUC)

Committee Tasks and Accomplishments in 2012-2013

*** Improve relationships and communication internally and externally.**

The listserves that the Communications Committee recommended and proposed a few years ago are still being used effectively to communicate to academic staff e.g. the use of an “all academic staff email” in addition to other communication mechanisms. By having the ASEC leadership use the listserve individuals could be informed, even if they were located in districts that did not have an assembly rep for the academic year. However, there has been concern over the effectiveness of the Academic Staff website for a few years now, so the Communications Committee took this on as a priority this year in addition to some other communication efforts.

*** HR DESIGN ENGAGEMENT: Proactive, ongoing engagement with and formal response(s) to the UW-Madison HR Design Project and its implications for Academic Staff.**

The AdHoc Committee for HR Redesign managed the communication efforts via the listserve and Assembly meetings.

Academic Staff Profiles

The Communication Committees student interns continued the effort to develop and conduct interviews with a small representative sample of Academic Staff. From this profiles were created and reviewed by the Communications Committee.

Recruitment Flyer for the Academic Staff Nominating Committee

The Nominating Committee requested the assistance of the Communications Committee to design and create a recruitment flyer for academic staff committees. Diane Doering, from the Communications Committee, developed the flyer and vetted it with the Communication and Nomination Committees. The flyer was completed and widely distributed including at the annual Academic Staff Institute.

Academic Staff Website

The student interns and committee members engaged in conducting a complete evaluation of the existing academic staff website. The interns reviewed and tested the site identifying broken links, outdated information, links to similar but different pages, complexity and confusing sequences of information. The committee conducted two additional activities to evaluate the site. One the committee had an analysis of the website usage data completed for 2012 and second the committee evaluated the specific content of the site to understand what types of information were being provided. In addition the co-chairs, Peter Kleppin and Alice Pulvermacher met with the ASEC Chair, Jeff Shokler and the Interim Secretary of the Academic Staff, Jo Ann Carr to ask them to define the primary purpose of the AS website. The definition was defined as follows: To serve as a repository and portal for Academic Staff governance. With this in mind the communications committee then developed a site plan to propose as a structure for an updated website. Laurie Silverberg took the lead in this effort. The sitemap has been approved by ASEC and a subcontractor has been recommended for production. At the time of this report the Secretary of Academic Staff has hired the subcontractor, Tim Chatman of Chatman Designs and development of the site is underway with a target release of early September 2013. The office of the Secretary of Academic Staff is working with Chatman Designs to provide the content for the website and will conduct internal testing along with the communications committee before taking the site live. In addition Chatman Designs will train the office of the Secretary of Academic Staff on the basic operating structure of the website (Wordpress).

Engagement of Student Interns

The Communications Committee worked with two student interns in the first semester. The interns met routinely to work on CC projects and would attend the monthly CC meetings. By having more than one intern we observed a nice synergy and partnering on activities. They were able to play on each other's strengths and thus collectively made significant contributions as mentioned above.

Compensation and Economic Benefits Annual Report (2012-2013)

Members as of July 1, 2012

Jenny Dahlberg (co-chair), Maya Holtzman, Jason Jankoski, Mats Johansson, Kate Kowalski, Michele Mickelson, Karen Tusak (co-chair), Nola Walker and Denise Zhang

Members as of July 1, 2013

Jenny Dahlberg, Maya Holtzman, Jason Jankoski, Mats Johansson, Sharon Gehl, Michele Mickelson, Karen Tusak (retired 9/2013, replaced by Marc Turnes), Nola Walker and Denise Zhang

Report for 2012-2013

CEBC scheduled monthly meetings to discuss a variety of issues including HR redesign, Critical compensation fund exercise, review of campus pay portfolio plans, final voting on the layoff informational document, review of particular campus units who have access to discounted services and various committee involvements outlined below:

- HR Redesign (Jankoski)
- Rate/title cross-walk for classified positions that may become academic staff under HR design changes (Dahlberg)
- Critical compensation fund review group (Johansson and Holtzman; Gehl before joining CEBC)
- Pay portfolio/pay plan discussions with Steve Stern and Steve Lund, including discussion of Category A maximums

The 2012-2013 leadership was structured under co-chairs Dahlberg and Tusak. Both individuals had significant family medical leave issues during the year, thankfully at times that did not coincide. The dual structure of chairs ensured the committee work could continue. Co-chairs alternated attending ASEC meetings when relevant agenda items were discussed. The ability to conduct work as a committee was hindered in part by the large number of campus committees established to review HR design and related issues. This left few concrete issues that the committee could review and discuss beyond updates from other bodies already doing work. Continuing discussions throughout the year have occurred that relate to the charge of CEBC and its relationship with/to the ad hoc budget advisory committee.

Looking ahead to 2013-2014, ASEC has identified compensation as a priority to review; therefore CEBC will be involved heavily in reviewing strategies to change compensation in the wake of HR design's delay. Are there things we can implement now that do not require state approval? Along these lines we will also be discussing a compensation portfolio creation to allow for as many tools as possible to provide compensation to Academic staff that wouldn't necessarily require state approval.

2013 – DRC Annual Report

The Districting and Representation Committee is charged with districting all Academic staff on a monthly basis and reviewing election and districting processes and rules to ensure that the academic staff members may exercise their institutional governance rights in the most effective, equitable, and efficient manner. This past year, we've taken a closer look at how we can make things more efficient.

We have transitioned how we do districting. Although the anticipated influx of new academic staff has been delayed, we have converted to an automated "rules based" structure of assigning districts. We believe this makes the districting process more reliable, and less ambiguous, as well as more efficient. It is our goal to be well positioned to handle the influx of staff when some of the members of current classified staff transition to academic staff. We began using the new system in March of 2013.

The data structure behind the new automated districting system also allowed us to automate many of the reports, web pages, and sharing of information with the secretary's office.

Still left to do is revisit the current district totals, and then modify our districting rules to ensure our totals are within the guidelines.

Finally, I must acknowledge the efforts of Mark Werner. Although Mark has stepped down from the committee he continued to work with us during this transition period to make sure that we transitioned as smoothly as possible.

Respectfully submitted,

- Gene Masters

Academic Staff Mentoring Committee Annual Report - Final 2012-2013

Committee Membership: Bryan Bowen, J. Scott Ferguson, Jeff Gehrke, Kristin Haakenson, Julie Klein, Amy Kuehn, Dija Selimi (co-chair), Brenda Spychalla (co-chair), and Justin Stolarik.

Overview of the Committee

In July of 2012, the Academic Staff Mentoring Committee began its second year as an official standing committee of the Academic Staff Assembly. The committee coordinates the Academic Staff Mentoring Program to promote professional and personal development among academic staff by matching mentor and mentee applicants around interests in administration, advising, assessment, budgeting, grant writing, instruction, management, policy development, research and technical support. The program runs on an annual cycle, supporting matched staff with activities and resources between September and May. It is designed to support both new and continuing academic staff, and encourages participants to develop their own goals for the year.

Committee Accomplishments

Mentor/Mentee Matches: 83

The committee updated a Qualtrics survey and shared the link with all academic staff, as well as, posting it online at <http://acstaff.wisc.edu/mentoring-committee.htm>. The committee members reviewed the survey data, assigned matches and communicated match information to applicants during the summer, to give pairs opportunities to meet prior to the Fall Kick-off event. The co-chairs and communication subcommittee members followed up on special mentor requests, including re-match requests, whenever possible.

Meetings: 8+

The committee met eight times during the year on July 10, August 8, September 12, October 10, December 12, March 6, May 8 and June 12. Co-chairs and subcommittee members met informally, as needed, to coordinate on tasks. In addition to committee meetings, the co-chairs met with Jo Ann Carr, interim Secretary of the Academic and Jeff Shocker, Chair of ASEC, and participated in the Academic Staff Annual Planning Meeting, August 16, 2012. Brenda Spychalla served on the Ad Hoc Committee on HR Design. Dija Selimi met with Katherine Loving of Community Partnership and Outreach to discuss possibilities for coordinating our efforts and developing language around outreach for our annual application survey. Scott Ferguson met with Pat Kokotailo, Associate Dean of Faculty Development and Faculty Affairs in the School of Medicine and Public Health, to provide an overview of the Mentoring Program and discuss opportunities for a co-sponsored event in the future.

Subcommittees: 3

To clarify roles and better manage committee tasks, the committee designated subcommittees

for communications, event planning, and resource development.

Reports: 10

Committee representatives reported to ASEC at meetings in July, August, October, November and May, and presented updates at Academic Staff Assembly meetings in September, October, December, February, and March.

Events: 3

The committee sponsored two main events and a third, informal social event. The Fall Kick-off event was held on September 25 in Varsity Hall at Union South. The event included a panel presentation on mentoring, goal planning exercises for matched mentors and mentees, a preview on the Academic Staff Institute and an introduction to the Madison Academic Staff Association. Approximately 100 participants attended. The committee hosted a Spring networking event on February 7 in Varsity Hall at Union South. The event was facilitated by Harry Webne-Behrman and enabled the 42 participants to practice giving elevator speeches, listening and providing feedback, and networking. Finally, the committee coordinated an informal close-out social event on May 21 at the Sett in Union South. Turnout was unexpectedly low, but three participants attended and enjoyed time to catch up.

Surveys: 2

Dija Selimi, with input from committee members, redesigned the application survey focusing the selectable areas of interest to a maximum of three per applicant. Dija also developed and released a Satisfaction Survey to 2012 - 2013 participants. Results will be reviewed by the full committee in Fall 2013.

Resources: Growing

In addition to sharing out reading materials and forms for participants to plan, set goals and reflect on their experience in the program, the committee launched a formal LinkedIn group. The "UW-Madison Academic Staff Mentoring Program" group currently has 54 members.

Academic Staff Nominating Committee 2012-2013 Annual Report

Members: Tom Browne (CALs), Donna Cole, co-chair (SMPH), Steve Devoti, co-chair (DoIT), Barbara Gerloff (Education), Lisa Jansen, co-chair (L&S), Consuelo Lopez-Springfield (L&S), Jim Rogers (Wis. Union), Sheila Stoeckel (Libraries), Laura Van Toll (AG&LSC). Will Lipske served as consultant during fall semester when a member was on leave.

The Nominating Committee (NC) met 11 times during the fiscal year 2012-2013.

To recruit Academic Staff members to the candidate pool we:

- Convened a "pool growers" group to discuss marketing strategies
- Distributed an email to all academic staff via the Secretary of Academic Staff
- Designed a new "Get Involved" flyer and distributed it at various events with large numbers of Academic Staff

Co-chairs met with the Secretary of the Academic Staff to discuss improvements to procedures, updates to ASPP, and needs for managing committee and appointment data.

During the 2012-2013 term, the Nominating Committee identified individuals for appointment to 20 slots left open due to new committee, resignation, retirement or left the UW-Madison:

Academic Staff Appeals - 2
Area Review Committee: Physical Sciences/Engineering - 1
Area Review Committee: Administrative/Student Services/Library - 2
Area Review Committee: Biological/Medical Sciences - 1
Academic Staff Executive Committee - 1
Campus Diversity and Climate Committee - 1
Compensation and Economic Benefits Committee - 2
Committee on Women - 1
Distinguished Prefix - 2
Fraternities and Sororities - 1
Information Technology - 1
Labor Licensing - 1
Lakeshore Nature Preserve Committee - 1
Memorial Library - 1
Student Academic Misconduct Hearing Panel - 1
Student Hearing Examiners - 1

The Nominating Committee identified and forwarded the names of 34 candidates for the Academic Staff Assembly standing committee election slate. 11 were current committee members who agreed to run again. 23 were identified using the survey/candidate pool and/or from personal connections and searches.

- Academic Staff Executive Committee – 5
- Communications Committee – 5
- Compensation and Economic Benefits Committee – 4
- Districting and Representation Committee – 4
- Mentoring Committee - 5
- Professional Development and Recognition Committee – 5
- Personnel Policies and Procedures Committee – 6

The Nominating Committee identified and forwarded the names of 16 candidates for appointment to the Distinguished Prefix Committee and Academic Staff Area Review Committees (ARC) where a term was expiring:

- Distinguished Prefix Committee – 3
- 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 19 candidates for appointment to campus shared governance committees. 8 were current committee members who agreed to serve again. 11 were identified using the survey/candidate pool and/or from personal connections and searches.

Access and Accommodation in Instruction - 1
Advisory Committee to the Office of the Dean of Students - 1
Academic Staff Appeals Committee - 4
Campus Transportation - 1
Women in the University, Committee on - 2
Health Care Advisory Committee - 1
Information Technology - 1
Labor Licensing Policies - 1
Lakeshore Nature Preserve Committee - 1
Library - 1
Memorial Library - 1
Retirement Issues - 1
Student Academic Misconduct Hearing Panel - 2
Student Hearing Examiners - 1

ACADEMIC STAFF PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE (PDRC) ANNUAL REPORT 2012-2013

Committee members

Scott Mellor (co-chair), Curtis Ryals (co-chair), Bob Agasie, Colleen Barrett, Danielle Benden, Elisabeth Foster, Ralph Grunewald, Amy Hawley, John Klatt, Leah Ujda, Alison Rice, Nola Walker

Committee Meetings

The PDRC committee met monthly beginning in late August of 2012 and ending with a lunch meeting in May of 2013. For copies of the monthly agendas and minutes, please refer to the PDRC file in My WebSpace.

Professional Development Grants

Prior to each award deadline, two information sessions were held at varying locations on campus. The Fall 2012 round of grants considered proposals for activities occurring from January 1 to June 30, 2013. The total requested was \$83,847 with \$27,291 available. Twenty-nine (29) out of 84 proposals were funded with an average award of \$850. The Spring 2013 round of grants considered proposals for activities occurring from July 1 to December 31, 2013. The total requested was \$52,737.30 with \$27,769.18 available. Thirty (30) out of 55 proposals were funded with an average award of \$905. These funds are matched with departmental 101 funds. The funding rates for these rounds were 33% and 52%, respectively. Though there is a history of fewer grant requests for the second round, anecdotal evidence suggest a discouragement due to the low percentage from previous rounds. This is of some concern to the committee and is an issue in part addressed below in Additional Funding Request.

Sponsored Program Grants

The PD Sponsored Programs grant 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. 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. The PDRC awarded one PD Sponsored Programs grant for support of academic staff scholarships to attend the 2012 Academic Staff Institute.

Excellence Awards

Each year the PDRC reviews nominations and selects recipients of UW-Madison academic staff excellence awards. The following awards were given to UW-Madison academic staff during a reception hosted by Interim Chancellor Ward at the Fluno Center:

Chancellor's Hilldale Award for Excellence in Teaching – Mary Prosser
Chancellor's Award for Excellence in Research in the Arts, Humanities, and Social Sciences –
Danielle Benden
Chancellor's Award for Excellence in Service to the University – Rosa Garner
Chancellor's Award for Excellence in Research: Independent Investigator – Kumar Sridharan
Chancellor's Award for Excellence in Research: Critical Research Support – Iliia Guzei
WAA Award for Excellence in Leadership: Individual Unit Level – Cathy Trueba
WAA Alumni Association Award for Excellence in Leadership: College, School or the Larger
University Community Level – Ann Whitaker
Robert and Carroll Heideman Award for Excellence in Public Service and Outreach – John Pray
Martha Casey Award for Dedication to Excellence -- Darren Berger
Ann Wallace Career Achievement Award – Miriam Simmons

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 2013. 21 applications were submitted, with 5 academic staff members receiving awards, a 24% award rate. This rate is a concern as 76% of applicants had to be denied. Those receiving Executive Education Grants for 2013 are as follows:

Jennifer Ball-Sharpe, Associate Student Services Coordinator, Institute of Biology
Education to attend Project Management: Planning, Scheduling and Control, Aug. 5-7,
2013
Aygul Hoffman, Student Services Coordinator, College of Letters & Sciences to attend
Gaining Commitment: Coaching & Motivating, March 12-14, 2014
Sabrina Messer, Information Processing Consultant, School of Education to attend
Project Management: Planning, Scheduling and Control, July 15-17, 2013
Brendon Panke, Associate Research Specialist, College of Agricultural & Life Sciences
to attend Project Management: Planning, Scheduling and Control, Aug. 5-7, 2013
Jon Schnepf, Associate Administrative Program Specialist, School of Medicine and
Public Health to attend Getting it Right: Decision Making and Change Management,
Sept. 9-11, 2013

Additional Funding Request

In 2012 the PDRC conducted an analysis of funding rates from Fall of 2007 to Spring of 2012. These data confirmed fewer academic staff needs for professional development support are being addressed. From Fall 2007 to Spring 2011, 84% of requests for funding were met; however, in 2011-12, only 57% of requests for funding could be met and 2012-13 that number continued to drop in 2012-13; see above. As a result in 2012 the PDRC wrote a request for additional funding from UW-Madison to support professional development for academic staff. This request included...

- \$20,000/annual funding to support professional development grants
- \$10,000/annual funding to support campus events such as the Academic Staff Institute and Big Learning Event

The PDRC followed up on this request throughout the year, but as of this report there has been no progress.

In 2012, the PDRC also noted difficulty in comparing research award nominees between scientific and other fields. Thus, the committee also requested funding from UW-Madison to support an additional award category: Chancellor's Award for Excellence in Social Sciences, Arts, and Humanities Research.

- \$5,000/annual funding to support this additional research award

Margaret Harrigan donated the money for a one time award in 2013. It is the desire of this committee to secure funds for this award on-going.

Online Application Process

The PDRC agreed to work with the Office of the Secretary of the Academic Staff in designing an online application process for PD grants, Excellence Awards, and Executive Education Awards. Planning meetings were held over the summer of 2012 and again in 2013 and DoIT sent a rough draft for review in early fall. The Secretary of the Academic Staff and the PDRC work with the system for both the awards and PD grants in Spring of 2013 with several issues. The PDRC continues to work with DoIT and the office of the secretary to work out the issues.

Personnel Policies and Procedures Committee (PPPC) 2012-2013 Annual Report to the Academic Staff Assembly

HR Design

In the 2012-13 academic year, a major topic of discussion at PPPC meetings was the changes being proposed as part of the HR Design initiative. We discussed the implications of the proposed changes and the sections of ASPP that may need to be revised. Jeanne Hendricks provided periodic updates to the committee in her role as representative to the Ad Hoc Committee on the HR Design Proposal.

Job Security

In the spring of 2013 the committee distributed a job security flyer to academic staff as part of its annual effort to inform them about their right to request increased job security such as rolling horizon or multiple year appointments. In addition, the committee's co-chair presented on job security at the Academic Staff Institute. The committee discussed the availability of 2012 job security data.

Academic Staff Policies and Procedures (ASPP)

The PPPC continued its rolling revision of ASPP. Revisions were made to chapters 2, 7, 12, and 14 and approved by the Assembly on May 13, 2013. The majority of the changes involved minor editing, section restructuring, or increased consistency of language. Substantive changes were made to ASPP chapter 14, involving the procedure for approving creation of a standing committee, and the creation of the mentoring Committee as a standing committee. Currently the revisions are being reviewed by Legal Services before being forwarded on to the Provost and Chancellor and then on to System and the Board of Regents. The approved changes can be found in Assembly minutes from the May 13, 2013 meeting (<https://kb.wisc.edu/acstaff/page.php?id=33307>).

PPPC's role with the ARCs and Distinguished Prefix Review Committee

PPPC received annual reports from the area review committees. We are working with DPRC to determine whether there are modifications in the number of members or means of meeting that can help this committee function more effectively.

Academic Staff Appeals Committee (ASAC)

PPPC participated in a new orientation for members of ASAC, organized by the Office of the Secretary of the Academic Staff. The PPPC co-chairs, Deb and Melissa, attended this meeting.

Consulting

Members of the PPPC periodically consulted with individual members of the academic staff who had personnel policy questions. The PPPC also worked to respond to policy and information questions from the Office of the Secretary of the Academic Staff, both those that originated there and those that were relayed from other academic staff committees or other campus entities.

Respectfully submitted to the Academic Staff Assembly.

2012-13 Committee members:

Melissa Amos-Landsgraf, co-chair

Mo Noonan Bischof

Deborah Brauer, co-chair

Bruno Browning

Kristi Hall

Jeanne Hendricks

Nancy Krattiger-Ziltener

Tim O'Connor

Linda Scholl

October 2013