Compensation and Economic Benefits Annual Report
2013-2014

Members as of July 1, 2013

Jenny Dahlberg (co-chair), Maya Holtzman, Jason Jankoski (co-chair), Mats Johansson, Michele Mickelson, Sharon Gehl, Marc Turnes, Nola Walker and Denise Zang

Members as of July 1, 2014

Jenny Dahlberg, Russell Dimond, Sharon Gehl, Maya Holtzman, Jason Jankoski, Mats Johansson, Anne Reynolds, Carol Van Hulle and Denise Zang

Report for 2013-2014

CEBC held monthly meetings during the calendar year (cancelling in summer months when no items were urgent). In Oct 2013, the committee reviewed our charge and discussed priorities for CEBC for the coming year. The committee settled on the following areas as priorities:

1. **Promotional steps/structure.** The current promotional steps structure for Academic Staff (AS) is insufficient for a variety of reasons and needs revision. Given the new HR system (HR Design) is in development, CEBC decided to created a survey to collect information about how AS feel about their compensation structure to attempt to learn what the issues may be. The idea being that this survey feedback may help to inform HR design plans to take effect July 1, 2015.
   - ✓ Work completed: In spring 2014, we surveyed all AS and received over 2,000 responses to our survey. We are working to compile results and provide summary data to ASEC and the assembly in late Fall 2014.

2. **High demand fund for academic staff**—Should AS we have a fund and what would it look like for high demand use? If so what would it look like, how would such a fund be supported/funded/managed?
   - ✓ Work completed: None—CEBC decided that creation of this fund was really something that would required central campus political buy-in administrative approval that could not be accomplished in one year. The committee relayed feedback to ASEC that while this idea is one that should be pursued, CEBC would be focusing on other priority areas as they had achievable gains in the one year period.

3. **Academic staff holding Multiple Roles.** The ability for AS to hold multiple roles has been officially been restricted by interpretation of Faculty Policies and Procedures documentation section 1.03A (and campus subsequent interpretation) that suggests AS can be hired to teach OR do research OR administration, etc. There could be significant benefits to campus if we could allow flexibility for individuals who wished to pursue activity in an area outside of how they were hired. How would this work?

   - ✓ Work completed: ASEC learned that Faculty Senate the University Committee (UC) was also reviewing this issue —and as a result a joint statement was issued from ASEC (with CEBC's consent) to simply state that AS are supportive of the ability

~~to hold multiple roles for a three year period of time, with the ability to approve for additional years.~~ the topic of multiple roles and shared this information with CEBC. As academic staff do not have the authority to change the wording (or subsequent interpretation) of faculty policies and procedures (FP&P), ASEC passed the below motion, with support from CEBC, that urged UC to create a multi-year approval for academic staff multiple role exceptions. This motion was discussed and approved at the March 20, 2014 ASEC meeting.

"Motion: ASEC requests the University Committee create a multi-year approval for academic staff multiple role exceptions. ASEC further asks this is documented as a new policy by sending a letter to chairs and deans indicating what the new process is for granting multi-year approval for academic staff wishing to serve in multiple roles."

4. **Critical compensation fund, round 2 review.** ~~Given~~ The second campus Critical Compensation Fund (CCF) exercise took place from December 2013 to March 2014. CEBC ~~feels~~ felt it critical to hold central campus (mainly ~~OHR~~ Academic Personnel Office (APO)) accountable for reviewing ~~if~~ the second iteration of the exercise as promised at the conclusion of the first exercise. If needed, CEBC could review the second exercise outcomes to see if any trends or concerns were raised.

   ✓ Work completed: ~~Office of Human Resources/Academic Personnel Office (OHR/~~ APO~~)~~ did a comprehensive review of the second exercise. CEBC was very happy with way the second round of CCF was communicated and executed. The report summary data was provided from OHR/APO, and CEBC was happy with this outcome and felt no additional analysis was needed. APO allowed AS at the top of their salary range to be considered under extraordinary salary ranges for CCF awards. CEBC made one recommendation, which was to do more detailed review of minority vs non-minority allocations for CCF round 2. Review of round 1 CCF documented that minorities were less likely to get CCF and were not given as much. APO was planning to review this data as last discussed in June 2014. Overall the second CCF exercise was markedly improved and CEBC was very pleased with the outcomes.

5. **Pay Tools/Portfolio.** CEBC wished to see a working list of pay tools for academic staff be created to mirror the document that is available for faculty. This pay tools portfolio would be provided to campus leadership (Chancellor, Deans, and Department Chairs) as a means of communicating what tools are available for supervisors ~~can use~~ to provide compensation and/or job security~~,~~ ~~for example,~~ to AS employees.

   ✓ Work completed: CEBC produced the summary of AS pay tools as single page handout (two sided) to leadership. Campus reviewed and accepted this tool list and distributed it to campus.

The 2013-2014 leadership was structured under co-chairs Dahlberg and Jankoski. Co-chairs alternated attending ASEC meetings when relevant agenda items were discussed.

Looking ahead to 2014-2015, ASEC and assembly priorities that could relate to CEBC are job security, HR Design, and benefits and compensation. CEBC will work with ASEC to determine specific measurable tasks that CEBC can work on from these areas.

Districting and Representation Committee Annual Report
2013-14

Past Year's Activities

The committee placed academic staff in districts, using an automated districting program. The program uses rules based on location, title, and funding to place individuals in the appropriate district. If there is no rule to place a certain individual (as may be the case if a particular title is first hired under a funding string, for example), that individual is flagged for committee review. The committee then places the individual in the appropriate district. Typically, the system will then use that placement as the basis for a new rule to place other individuals with the same criteria. It is, however, possible to tell the system not to create a new rule, but consider the person to be a special exception.

In a sense, the system learns about districting as more and more individuals are placed. Initially, the committee needed to manually place approximately 65 individuals. During the last three months, 16 individuals needed to be placed monthly.

Past Year's Committee Membership
Gene Masters
Brian Dieth
Tori Richardson
Mary Possin
Jeanne Blochwitz
Anne Gunther

Future Issues/Plans for the Committee
Resolve district size issues
Prepare for influx of classified staff convertees

Academic Staff Mentoring Committee
Annual Report
2013-2014

Committee Membership: J. Scott Ferguson, Jeff Gehrke, Kristin A. H. Klarkowski, Julie Klein, Amy Kuehn, Kelly Mallon, Dija Selimi (co-chair), Brenda Spychalla (co-chair), and Katy Tomlinson.

Overview of the Committee
The committee coordinated 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 ran on an annual cycle, supporting matched staff with activities and resources between September and May.

In Spring 2014, the committee sought a new charge and to be officially confirmed by the Academic Staff Assembly as a Standing Committee of the Academic Staff. On May 12, 2014, the Academic Staff Assembly voted a second and final time to approve the changes in ASPP enabling the Mentoring Committee to be an official committee with the following charge:

Promotes professional and personal development among academic staff by:
● documenting and communicating campus mentoring programs, activities and resources for academic staff.
● working with current university resources to provide available mentors for incoming academic staff.
● developing and delivering campus presentations and workshops on mentoring.
● partnering with campus groups and committees, like CASIs, to develop mentoring opportunities for professions or title series.

Committee Accomplishments
Mentor/Mentee Matches: 48
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/mentoringcommittee.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 Kickoff event. Members followed up on special mentor requests, including rematch requests, whenever possible.

Meetings: 15
The committee met ten times during the year on July 12, August 14, September 11, October 9, November 13, December 11, January 14, March 11, May 13 and June 10. Additional meetings for co-chairs included:
● Academic Staff Annual Planning Meeting, August 23
● Secretary of the Academic Staff, September 24
● New Assembly Reps Orientation, September 27
● ASEC, February 20
● Secretary of the Academic Staff and PPPC Co-chairs, February 26

Reports: 3
Co-chairs reported updates at Academic Staff Assembly meetings in October, November, and April.

Events: 2
The committee sponsored two events. The Fall Kickoff event was held on September 26 in 159 Education. The event brought together newly matched mentors/mentees to network, set intentions and plan goals for their participation. Committee members facilitated table discussions on topics related to current projects and

their issues, best campus resources for professional development and most baffling campus procedures. Approximately 60 participants attended. The committee also hosted a Spring event on February 25 in 159 Education. Jeff Shokler led a discussion on workplace challenges. Approximately 31 participants attended.

Approved Charge
The committee developed and presented a charge for approval by the Academic Staff Assembly at the April and May meetings. The committee wishes to acknowledge and thank the following for their advice and feedback resulting in a successfully approved charge:
● ASEC
● Jeff Shokler, ASEC liaison
● Heather Daniels, Secretary of the Academic Staff
● Deb Brauer, co-chair of PPPC

UW-Madison Academic Staff Assembly
Nominating Committee Annual Report for 2013-2014
Report Compiled by Laura Van Toll

2013-2014 Nominating Committee Membership

Tom Browne (CALS), Donna Cole, co-chair (SMPH), Steve Devoti (DoIT), Barbara Gerloff (Education), Lisa Jansen, co-chair (L&S), Consuelo Lopez-Springfield (L&S), Jim Rogers (Wisconsin Union), Sheila Stoeckel (Libraries), Laura Van Toll, co-chair (CALS).

Summary of Activities

Overall, the Nominating Committee identified and forwarded the names of 111 academic staff for consideration for an estimated 50 University committee positions. The Nominating Committee met 9 times during the 2013-2014 academic year to coordinate efforts.

During the 2013-2014 term the Nominating Committee filled two vacancies on the University Athletics Board. This required forming a special committee composed of three members of ASEC (Heather McFadden, Kevin Niemi and Trish Iaccarino), one member of nominating committee (Laura Van Toll) and a former member of the athletics board (Barb Smith). The group met several times to create criteria for selection, FAQ documents, a Qualtrics survey to collect candidate statements, and to screen applicants and perform in-person interviews of potential candidates.

Recruitment Methods

To recruit Academic Staff members to the candidate pool we:
- Distributed an email to all academic staff via the Secretary of Academic Staff.
- Created a Qualtrics survey for Academic Staff to enter their information and committee preferences. This past year we have used this data to fill the majority of open committee slots. This link was promoted on the revised acstaff.wisc.edu website.
- Announced at Assembly meetings when we had current committee openings.

Filling Open Positions

During the 2013-2014 term, the Nominating Committee identified individuals for appointment to 19 slots left open due to staff resignation, retirement or departure from the UW-Madison.

Personnel Policies and Procedures Committee – 2
Compensation and Economic Benefits Committee – 2
Academic Staff Appeals – 2
Distinguished Prefix Committee – 2
Communications Committee – 1
Administrative/Student Services Library ARC – 1
ASEC – 1
Retirement Issues – 2
Equity and Diversity Advisory Committee – 1
Student Academic Misconduct Hearing Panel – 1
Student Hearing Examiners – 2
Student Non-Academic Misconduct Hearing Panel – 2

The Nominating Committee identified and forwarded the names of 34 candidates for the Academic Staff Assembly standing committee election slates. Of the candidates, 10 were current committee members who agreed to run again and 24 were identified using the survey/candidate pool.

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

The Nominating Committee identified and forwarded the names of 6 candidates for appointment to the Distinguished Prefix Committee and 12 candidates for Academic Staff Area Review Committees (ARC) where a term was expiring.

Distinguished Prefix Committee – 6
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 40 candidates for appointment to campus shared governance committees. Of the candidates, 20 were current committee members who agreed to serve an additional term and the remainder were identified using the survey/candidate pool.

Academic Staff Appeals – 4
Access and Accommodation in Instruction – 1
Athletics Board – 2
Advisory Committee to the Office of the Dean of Students – 1
Academic Staff Appeals Committee – 3
Campus Diversity and Climate – 2
Campus Transportation – 1
Equity and Diversity Advisory Committee – 1
Fraternities and Sororities – 2
Gay, Lesbian, Bisexual, Transgender Issues – 1
Health Care Advisory Committee – 1
Information Technology – 1
Labor Codes Licensing Compliance Committee – 1
Lakeshore Nature Preserve Committee – 1
Memorial Library – 1
Recreational Sports Board — 3
Research, Safety, and Compliance Oversight – 1
Retirement Issues – 3
Student Academic Misconduct Hearing Panel – 1
Student Hearing Examiners – 2
Student Non-Academic Misconduct Hearing Panel – 2
Undergrad Recruitment, Admissions, & Financial Aid – 1
Union Council – 1
Women In The University – 2
University Bookstore Board of Trustees – 1

Future Issues/Plans for the Committee
- Increasing efforts to use technology to improve efficiency of data management and automation including for the candidate pool and lists of current member and the expirations of their term.
- Continuing our efforts to broaden the pool of staff willing to serve on committees in times of often decreasing resources and increased workloads in order to increase diversity and engage a wider audience.
- The committee would like to strongly suggest that investment be made in a candidate management system in order to reduce appointment errors, the amount of time it takes to find information, and have a reliable source for committee makeup and term endings.

Personnel Policies and Procedures Committee (PPPC)
Annual Report for 2013-14 Academic Year

Past Year's Activities

ASPP Review: In 2013-14 PPPC continued its practice of doing a rolling review of the Academic Staff Policies and Procedures document. We reviewed and made changes to chapters 2, 4, 7, 8, 13, and 14. The PPPC Chair also met with a representative of the Mentoring Committee to discuss chapter 14 items, including the mission of the Mentoring Committee. All changes to the aforementioned chapters were presented to the Academic Staff Assembly and approved. The Office of the Secretary of the Academic Staff is shepherding the changes through the university, UW System, and the Board of Regents as needed. PPPC also reviewed chapter 9 of ASPP and determined that no changes were warranted.

Consultation: The Chair and Co-Chair of PPPC consulted with various campus units and individuals about the content and interpretation of various sections of ASPP.

Job Security Information: The Committee updated the annual job security flier and worked with the Secretary's Office to distribute it to all academic staff. The job security flier provided information to academic staff about various types of increased job security they have a right to request. Representatives of PPPC presented this information at the Academic Staff Institute on April 1, 2014. In addition, a PPPC representative met with the Compensation and Economic Benefits Committee in March 2014 to discuss analysis of job security data.

Past Year's Committee Membership
Melissa Amos-Landgraf, Deb Brauer (Co-Chair), Bruno Browning, Kristi Hall, Jeanne Hendricks, Sarah Miller, Tim O'Conner, Carol Pech, Linda Scholl (Co-Chair)

Future Issues/Plans for the Committee
PPPC plans to review and update chapters 10 (Performance Reviews) and 11 (The Personnel File) in ASPP with special consideration to the campus performance management policy currently under development. We also plan to review chapter 13 (University Academic Staff Assembly) which is a substantive chapter. Time permitting, we will proceed with review of chapter 14 (Committees of the University) and chapter 15 (Academic Freedom). Representatives from the committee will continue to meet as requested with various campus units and individuals about the content and interpretation of ASPP. In addition, the committee will continue its work on promoting increased job security for academic staff. Finally, we will continue to monitor progress on HR Design for potential impacts on ASPP.

ACADEMIC STAFF PROFESSIONAL DEVELOPMENT
AND RECOGNITION COMMITTEE (PDRC)
ANNUAL REPORT 2013-2014

Committee members
Curtis Ryals (co-chair), Jeff Armstrong (co-chair), Bob Agasie, Colleen Barrett, Danielle Benden, Elisabeth McInnis Foster, Jay Ford, Ralph Grunewald, Amy Hawley, John Klatt, Stephanie Kutz, Alison Rice

Committee Meetings
The PDRC committee met monthly beginning in late August of 2013 and ending with a lunch meeting in June of 2014. Copies of the monthly agendas and minutes have been uploaded to the Academic Staff KnowledgeBase.

Professional Development Grants
Prior to each award deadline, two information sessions were held at varying locations on campus. Applicants request 50% funding from the campus-wide academic staff professional development funds, with the remaining 50% matched by their home departments. The Fall 2013 round of grants considered proposals for activities occurring from January 1 to June 30, 2014. The total requested from our committee was $48,812 with $30,404 available. Thirty (30) out of 43 proposals were funded with an average award of $1013. The Spring 2014 round of grants considered proposals for activities occurring from July 1 to December 31, 2014. The total requested was $60,584 with $28,362 available. Twenty-nine (29) out of 58 proposals were funded with an average award of $978. The funding rates for these rounds were 69% and 50%, respectively.

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 in 2013-2014.

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 Chancellor Blank at the Fluno Center:

Chancellor's Hilldale Award for Excellence in Teaching – Christine Seibert
Chancellor's Award for Excellence in Service to the University – Fran Breit
Chancellor's Award for Excellence in Research: Independent Investigator – Marcel Wüethrich
Chancellor's Award for Excellence in Research: Critical Research Support – Lynn Haynes
WAA Award for Excellence in Leadership: Individual Unit Level – Matt Sanders
WAA Alumni Association Award for Excellence in Leadership: College, School or the Larger University Community Level
    – Paul Evans
Robert and Carroll Heideman Award for Excellence in Public Service and Outreach – Christine DeSmet
Martha Casey Award for Dedication to Excellence – Jean Petersen
Ann Wallace Career Achievement Award – Jane Terpstra

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 2014. Seventeen (17) applications were submitted, with 5 academic staff members receiving awards, a 29% award rate. This rate means 71% of applicants had to be denied. Those receiving Executive Education Grants for 2014 are as follows:

Marlena Holden, Outreach Program Manager I, Graduate School, to attend Marketing Management
Shannon Dimarco, Associate Administrative Program Specialist, School of Medicine and Public Health to attend Financial
    Accounting For Non-Financial Professionals
Meredith Luschen, Associate Director Unspecified, College of Engineering to attend Leadership
Kristy Bergeron, Information Process Consultant, Information Technology to attend How to Influence Without Direct
    Authority
Rebekah Pare, Assistant Dean, College of Letters and Science to attend Change Management

Additional Funding Request
In 2012 the PDRC conducted an analysis of funding rates from Fall of 2007 to Spring of 2012. These data confirmed a high academic staff need for professional development support, but insufficient funds to provide this support. From Fall 2007 to Spring 2011, 84% of requests for funding were met; however, in Fall 2011-12, only 57% of requests for funding could be met and in 2012-13 that number continued to drop in 2012-13 to 33% in the Fall, and 52% in the Spring. For 2013-14 the numbers, as noted above, continue to be low compared to historical levels, at 69% and 50%. 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 2013 with ASEC, but there was no progress.

In 2012, the PDRC identified a difficulty in the Excellence Awards in Research, in that while excellent work is being done in the Social Sciences, Arts, and Humanities, it is very difficult for staff in these fields to successfully compete against staff in the biomedical and physical sciences for these awards. Thus, the committee requested funding from UW-Madison to support an additional award category: Chancellor's Award for Excellence in Social Sciences, Arts, and Humanities Research. Margaret Harrigan donated the money for a one time award in 2013, but no funding was available for this award during the 2014 round of Excellence Awards. The committee continues to look for sources of funding ($5000 annual) for this award in conjunction with the Office of the Secretary of the Academic Staff and the UW Foundation.

The PDRC will continue to pursue additional funding opportunities through university administration.

Online Application Process
The PDRC had previously worked with the Office of the Secretary of the Academic Staff in designing and implementing an online application process for PD grants, Excellence Awards, and Executive Education Awards. After the first year of implementation, several issues were discovered in the application process which required fixing. The committee continued to work with the Office of the Secretary of the Academic Staff and DoIT to address these issues for the Fall/Spring submissions for PD grants, and the Spring submissions of Excellence Awards. At this time, all of the issues appear to be addressed, and the implementation of the online application process has been a success. The committee hopes to utilize this new system to analyze metrics to outline future needs and goals.

Committee Size
The PDRC submitted a request to increase committee size from 12 to 16 members. Despite well-written standard operating procedures, knowledge of more senior committee members is critical to ongoing success of committee functions, and it takes at least a year for new members to be sufficiently oriented in committee tasks. As such, it is difficult for new members to take leadership roles in various sub-committees. With a number of committee members rotating off each year at the end of their terms, and with the possibility of others being unable to fulfill their three-year term, the committee was faced with a shortage of senior members, and agreed by unanimous vote, that adding additional members would help to alleviate the concerns of seniority and institutional knowledge. Additionally, as academic staff's need for professional development grows, and as the committee has expanded its role over the years, the committee has faced a large increase in workload that would be alleviated by additional members.

Additional Recognition Opportunities
The PDRC has worked with the Communications Committee, ASEC, and the Secretary of the Academic Staff to meet ASEC's established priority of providing additional recognition opportunities for academic staff. The PDRC agrees the best way to do this is through additional funding for PD grants, and establishing an Award for Excellence in Research for the Social Sciences, Arts, and Humanities as noted above. In addition to funding increases, the PDRC has tried to find a forum to highlight Excellence Award nominees who were runners-up, as this group has many great accomplishments.   The PDRC will continue to work with ASEC and the Communications Committee to establish the proper logistics for this task.