

**UW-Madison Academic Staff Assembly**  
**Nominating Committee Annual Report for 2014-2015**  
*Report Compiled by Laura Van Toll*

**2014-2015 Nominating Committee Membership**

Tom Browne, co-chair (CALs), Donna Cole (SMPh), Steve Devoti (DoIT), Barbara Gerloff (Education), Lisa Jansen (L&S), Jim Rogers (Wisconsin Union), Sheila Stoeckel, co-chair (Libraries), Laura Van Toll, co-chair (CALs). Consuelo Lopez-Springfield (L&S) retired and the remainder of her term was first filled by Erica Laughlin (DoIT) and then by Eric Giefer (Law).

**Summary of Activities**

Overall, the Nominating Committee identified and forwarded the names of 116 academic staff for consideration for an estimated 35 University committee positions. The Nominating Committee met 9 times during the 2014-2015 academic year to coordinate efforts.

**Recruitment Methods**

To recruit Academic Staff members to the candidate pool we:

- Sent email to candidates outlining the process and timeline for their appointment. The intent was to better communicate next steps, since the time from when the nominating committee approached them to appointment could be months.
- 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 2014-2015 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 – 1  
Compensation and Economic Benefits Committee – 1  
Academic Staff Appeals – 1  
Distinguished Prefix Committee – 1  
Communications Committee – 4  
Mentoring – 1  
Administrative/Student Services Library ARC – 1  
ASEC – 1  
Access and Accommodation in Instruction – 2  
Recreational Sports – 1  
Memorial Library – 1  
GLBT – 1  
Labor Codes Licensing and Compliance – 3 opening, submitted 5 names

The Nominating Committee identified and forwarded the names of 41 candidates for the Academic Staff Assembly standing committee election slates. Of the candidates, 9 were current committee members who agreed to run again and 32 were identified using the survey/candidate pool.

Academic Staff Executive Committee – 5  
Communications Committee – 5

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 – 12

The Nominating Committee identified and forwarded the names of 4 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 – 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 40 candidates for appointment to campus shared governance committees. Of the candidates, 20 were current committee members who agreed to serve an additional term, with the remainder identified using the survey/candidate pool.

Access and Accommodation in Instruction – 2  
Archives – 1  
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  
Lectures – 1  
Memorial Library – 1  
Recreational Sports Board —  
Research, Safety, and Compliance Oversight – 1  
Student Academic Misconduct Hearing Panel – 2  
Student Hearing Examiners – 2  
Student Non-Academic Misconduct Hearing Panel – 1  
Undergrad Recruitment, Admissions, & Financial Aid – 1  
Women In The University – 2

### **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 order to increase diversity and engage a wider audience.
- Work more collaboratively with the Secretary's Office to track mid-term openings and fill them more efficiently. Turnover is increasing on committees and tracking terms is becoming a much bigger task.

- Work with Assembly to clarify term limits for ASEC representatives.

**PDRC Committee Annual Report  
Academic Staff Assembly**

**Past Year's Activities**

**Professional Development Grants**

The Fall 2014 round of grants considered proposals for activities occurring from January 1 to June 30, 2015. Thirty-one applications out of sixty-seven received (46%) were funded with an average award of \$894. In spring 2015, for activities July 1 to December 31, 2015, Twenty-five applications out of forty-four received (56%) were funded with an average award of \$1110. These funds are matched with departmental 101 funds. Two information sessions were held prior to each award deadlines, one on each end of campus.

Number of applicants by Department:	Activities	
	1/1 - 6/30/2015	Activities 7/1 - 12/31/2015
College of Agricultural & Life Sciences	7	5
College of Engineering	4	5
College of Letters and Science	18	10
Division of Continuing Studies	1	1
Division of Student Life	5	2
Gaylord Nelson Inst Environmental Study	1	1
General Educational Administration	1	
General Library	1	
General Services		3
Graduate School	7	
Information Technology		1
Intercollegiate Athletics	1	
Law School	2	1
Office of the VCRGE		5
School of Education	5	
School of Human Ecology	2	
School of Medicine and Public Health	6	9
School of Veterinary Medicine	3	1
Univ Health Services	3	

## **Academic Staff 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 Blank at the Fluno Center:

### **The Chancellor's Award for Excellence in Research: Independent Investigator**

Thomas Cook, Senior Scientist, School of Medicine and Public Health  
Jun Li, Senior Scientist, Space Science and Engineering Center

### **The Robert Heideman Award for Excellence in Public Service and Outreach**

This award is now the Robert and Carroll Heideman award  
Karen McShane-Hellenbrand, Faculty Associate, Department of Dance

### **The Chancellor's Award for Excellence in Service to the University**

Aaron Bird Bear, Recruitment and Retention Specialist and American Indian Curriculum Services Consultant, School of Education

### **The Wisconsin Alumni Association Awards for Excellence in Leadership: College, School or the Larger University Community**

### **The Wisconsin Alumni Association Awards for Excellence in Leadership, Individual Unit Level**

Douglas Rose, Director, Office of Space Management  
Dave Black, General Manager, WSUM Radio

### **The Chancellor's Hilldale Award for Excellence in Teaching**

Ronald Russell, Senior Lecturer, Department of Animal Sciences

### **Martha Casey Award for Dedicated Service to the University**

Julie Graf, Senior Administrative Program Specialist, School of Veterinary Medicine

### **The Ann Wallace Career Achievement Award**

Steve Lund, Director Emeritus, Academic Personnel Office

UW-System and Regent Committees

### **Alliant Energy Underkofler Excellence in Teaching Award:**

Jeffrey Henriques, Senior Lecturer, Department of Psychology

## **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. Twenty one applications were received in May 2015 and five recipients were chosen.

Summary of department and number of applications:

COLLEGE OF AGRICULTURAL & LIFE SCIENCES		3
COLLEGE OF ENGINEERING	2	
COLLEGE OF LETTERS AND SCIENCE		4
DIVISION OF CONTINUING STUDIES		1
GENERAL SERVICES	2	
GRADUATE SCHOOL	4	
LAW SCHOOL	1	
SCHOOL OF BUSINESS	1	
SCHOOL OF EDUCATION	6	
SCHOOL OF HUMAN ECOLOGY	1	
SCHOOL OF MEDICINE AND PUBLIC HEALTH		15
UNIV HEALTH SERVICES	1	
WISCONSIN STATE LABORATORY OF HYGIENE		1

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

- Membership consists of 12 members, four elected each year to serve a three-year term, no term limits exist.
- Jeff Armstrong, Jeff Bohrer, Nichlos Ewoldt (co-Chair), Jay Ford, Amy Hawley, Stephanie Jones, Stephanie Kutz (co-Chair), Chris Lupton, Amy McIlvaine, Jacob Rome, Matthew Vieth

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

- Website updates
- Communication to past award nominators asking them to consider re-nominating a colleague.

## **Compensation and Economic Benefits Committee Annual Report 2014-2015**

### Members as of July 1, 2014

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

### Members as of July 1, 2015

Jenny Dahlberg (co-Chair), Russell Dimond, Sharon Gehl, Ilia Guzei, Jason Jankoski (co-Chair), Janet Newlands, Anne Reynolds, Carol Van Hulle and Denise Zang

### **Report for 2014-2015**

CEBC held monthly meetings during the calendar year (cancelling in summer months or when no agenda items were present). The committee settled on the following areas as priorities:

- ✓ The committee spent most of the year reviewing results of the rate, titling and compensation survey that had been distributed in April 2014 to all academic staff. The survey draft content is available on the KB under assembly documents for 3/10/2014. The report is available on the KB under assembly documents for 4/13/2015 (assembly document number 561).
- ✓ Many other notable resolutions were presented to the assembly. Some were developed by ASEC, others by assembly members, some by CEBC. Given these are important and related to CEBC efforts, we have summarized each below:
  - i. Resolution-Reaffirming the Importance of Academic Staff Job Security (Assembly Doc 556, 3/9/15)
  - ii. Resolution-Merit-Based Pay adjustments (Assembly Doc 564, 4/13/15)
  - iii. Resolution-Category A Salary Maximum (Assembly Doc 571, 5/11/15)

The 2014-2015 leadership was structured under co-chairs Dahlberg and Jankoski. Co-chairs alternated attending ASEC meetings when relevant agenda items were discussed.

Looking ahead to 2015-2016, ASEC and assembly priorities that relate to CEBC are 1. To continue to be involved in new policies, procedures or discuss issues around titling and compensation (with respect to the class and compensation study); 2. Assist in communication with 2016 benefits changes to campus community; 3. Continue to advocate for raises (and/or elimination) of Category A maximums; and 4. Review in Category B staff with respect to compression, security and promotion. CEBC will work with ASEC to determine specific measurable tasks that CEBC can work on from these areas.

## **Academic Staff Mentoring Committee Annual Report 2014-15**

**Committee Membership:** Linnea Burk, J. Scott Ferguson, Jeff Gehrke, Aygul Hoffman, Kristin A. H. Klarkowski (co-chair), Amy Kuehn, Kelly Mallon (resigned 9/2014), Sri Ram (appointed 1/2015), Catherine Stephens, Katy Tomlinson (co-chair).

### **Overview of the Committee**

For the year 2014-15, the Academic Staff Mentoring Committee implemented its new charge:

*The Mentoring Committee Promotes professional and personal development among academic staff by:*

- A. Documenting and communicating campus mentoring programs, activities and resources for academic staff.*
- B. Working with current university resources to provide available mentors for incoming academic staff.*
- C. Developing and delivering campus presentations and workshops on mentoring.*
- D. Partnering with campus groups and committees, like CASIs, to develop mentoring opportunities for professions or title series.*

### **Committee Accomplishments:**

With the new ASMC charge in place, the committee felt it was necessary to take a year away from exclusively working on the “Academic Staff Mentoring Committee – Mentoring Program” to be able to focus our efforts on three goals:

- 1.) Survey the larger campus to identify other mentoring groups that were already serving segments of the Academic Staff population;
- 2.) Survey the Academic Staff population to be able to improve the existing “mentoring match program”;
- 3.) Identify the larger needs and/or specialized topics for professional development that weren’t being met through other campus resources.

The committee (with the help of the Secretary of the Academic Staff office) surveyed the entire Academic Staff population via qualtrics survey sent Dec 10, 2014 (a second email/reminder was sent Jan 7, 2015).

ASMC submitted a report summary of the survey results to the Secretary of the Academic Staff to post publicly; the “public summary” was also shared (via Secretary of the Academic Staff) via email to all Academic Staff employees on May 27, 2015. ASMC also provided a full report to be used only by the Academic Staff Executive Committee and the Secretary of the Academic Staff.



Some of the valuable information that resulted with conducting this survey included:

- 1.) Differentiating our “target” mentee population with the new “onboarding policy” implemented by UW-Madison Human Resources;
- 2.) A clear image of mentoring groups already operating on campus including Student Affairs, Advising, Libraries, Science and Research, etc.;
- 3.) A perception of the lack of professional development opportunities for Academic Staff employees.

### **Meetings**

Committee meetings: Sept 16, Oct 21, Nov 18, Jan 20, Feb 17, Mar 17, May 19, Jun 16.

Sub-Committees: Structure/Architecture (for resources), Campus Collaborations, and Events. Each sub-committee met [approximately] bi-monthly throughout the year.

ASEC meetings attended: Dec 4, Jan 22,

Assembly meetings attended: May 11

### Other meetings:

- 1.) Don Schutt, Office of Human Resource Development, June 4, 2015 (to discuss survey results, establish understanding of professional development opportunities to not cross-list future events, seek suggestions for future collaborative efforts.
- 2.) Heather Daniels, Jake Smith, Heather McFadden and Kevin Niemi, (SOAS and ASEC leadership) June 10, 2015 – co-chairs Klarkowski and Tomlinson requested this meeting for discussion of survey results, present action plan for ASMC for the 2015-16 academic year, and establish understanding of budget and other resources for ASMC efforts.
- 3.) PDRC – the ASMC campus collaborations sub-committee met with PDRC members to discuss opportunities for collaborative efforts in the future.
- 4.) Campus mentoring leadership – several ASMC members met with the point people for the previously mentioned mentoring programs to discuss opportunities for collaboration.

### **Events:**

Listening Sessions: March 12 – morning session at Memorial Union, and March 19 – afternoon listening session at Microbial Sciences Building. Listening session invitations were sent as a follow-up email invitation to individuals who indicated interest in participating (through the larger mentoring survey sent earlier in the academic year). This invitation was also shared out through our Academic Staff Mentoring Program LinkedIN group.

### **Future Goals:**

Based on the feedback from the survey, the listening sessions, and meetings with mentoring leaders and academic staff leadership, ASMC moved to prioritize the following goals for the committee’s

future efforts for the 15-16 year:

- 1.) Resume the Academic Staff Mentoring Program with changes – target market for mentees is now defined as academic staff in years 2-6 of employment at UW-Madison, target market for mentors is academic staff with 6 or more years of employment at UW-Madison. Mentor match program will also prioritize making matches for mentees not served by other mentoring programs on campus.
- 2.) Plan for approx. 4 events for the academic year including the mentoring program kickoff in the fall, along with continued professional development through the lens of mentoring with events in (approx.) December, February, and April/May. For the future, planning an annual “mini mentoring conference” is also under consideration.
- 3.) Establish a “Mentoring Community of Practice” to serve the leadership of all mentoring groups on campus. This CoP will be supported by the Office of Human Resource Development/Talent Management – especially at the launch stage. Anyone who’s interested in mentoring will be invited to participate.
- 4.) A repository will be developed to house “mentoring resources” – ideally through the Academic Staff Mentoring web page – structure TBD.
- 5.) A new logo will be developed to better represent the Academic Staff Mentoring Program.

## **Academic Staff Communication Committee Annual Report 2014-2015 Academic Staff Assembly**

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

Committee was reorganized in Fall 2014 after a lapse in leadership. New leadership instituted with two co-chair system. Secretary's office provided assistance in arranging meetings, room assignments, etc.

Box account was set-up to contain all agendas, meeting minutes and other joint documents.

Started a process of setting up committee liaisons within the ASCC to foster better communication with other standing committees of the Academic Staff Assembly.

Advised and consulted with PDRC to see about leveraging biographical materials involved in yearly Chancellor's Awards. Devised boilerplate template for press releases, to be sent to individual units.

Discussion and evaluation of new OHRD Employment website aimed at recruiting personnel for UW-Madison, with contact Adin Palau .

Advised Lindsay Lemmer , HR Design re: process and improving communication with onset of new HR Design on July 1, 2015. Special emphasis on performance evaluation and change of procedures and recording requirements.

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

Members as of 10/2014: Diane Doering, Co-Chair; Mary Farrell-Stieve; Laura Gallagher, Co-Chair; Peter Kleppin; Pamela O'Donnell

Members who resigned during the academic year: Nicole Truog, Mary Farrell-Stieve , Laura Gallagher

Members added: Nicholas Schmuhl, Matthew Call, Diane Stojanovich

Members as of 5/28/2015: Matthew Call, Diane Doering, Peter Kleppin, Pamela O'Donnell, Nicholas Schmuhl, Diane Stojanovich

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

During the 2015-2016 academic year we are focusing on priorities determined during the Annual Academic Staff planning session in summer of 2015.

Will work on a twice-yearly email newsletter to be distributed to all members of the Academic Staff. It will reflect the work being done with the AS Assembly Committees throughout the year

and come out in fall and spring.

Plans for presenting a poster at the Spring 2016 ShowCase re: benefits of shared governance at UW-Madison

## **Districting and Representation Committee Annual Report Academic Staff Assembly**

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

DRC streamlined our process for placing people in districts. Gene Masters wrote a program that updates a rules database based on what districts people have been placed in. The committee continued to fine tune the rules to handle more people automatically.

The committee also began to consider how to reconceptualize the criteria for placing people in districts

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

Brian Deith (Chair from July 1 to present)

Gene Masters (Chair previous to July 1)

Ian Benton

Jeanne A Blochwitz

Robin Kurtz

Mary Possin

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

DRC is now well positioned to easily implement changes to districting criteria. The committee will formulate new criteria for forming affinity groups that make up the districts. Such changes will likely require revision to the Academic Staff Policies and Procedures.

We will work to usher those changes through the appropriate channels.

## **Personnel Policies and Procedures Committee (PPPC) Annual Report for 2014-15 Academic Year**

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

**ASPP Review:** In 2014-15 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, 8, 9, and 10. 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.

**Consultation/Service:** The Co-Chairs of PPPC consulted with various campus units and individuals about the content and interpretation of various sections of ASPP. One of the PPPC Co-Chairs served on ASEC's Ad Hoc Committee on Chapter 6 FPP that met through the summer of 2015.

**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.

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

Deb Brauer (Co-Chair), Bruno Browning, Katy France, 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 chapter 12 in ASPP. PPPC also will review and update other chapters of ASPP as needed in light of recent changes with performance management and other human resource policies. Representatives from the committee will continue to meet as requested with various campus units and individuals about the content and interpretation of ASPP. The committee has decided not to continue updating the job security flyer that has been sent annually to academic staff due to upcoming transformations in the HR system. Finally, we will continue to monitor progress on HR Design for potential impacts on ASPP.