

Academic Staff Assemblyⁱ
28 October 2009 Agenda

12:00 – 1:30 p.m.
University Center 262

- 1. *Approval 30 September 2009 and 14 October Meeting Minutes***
- 2. Academic Staff Committees Reports**
 - a. *Awards [Miolo]*
 - b. Economic Issues [Ehlen]
 - c. Elections/Balloting [Clokey]
 1. Instructional Academic Staff Vacancy
 - d. Government [Fragola]
 - e. Organization [Miolo]
 1. Term Updates
 2. Standardizing Timeline / Deadlines
 - f. Professional Development [Ehlen]
 - g. Instructional Promotions [Farmer]
 - h. Review [Ogunsola]
 - i. Title Appeals [Ehlen]
 - j. Titling [Naff]
 - k. Rewards and Recognition [Flanagan]
- 3. 2009 Academic Staff Leadership Conference**
 - a. Evaluation Report
 - b. 2009-2010 Seminar Series
- 4. Updates/Announcements**
 - a. University Committees [Miolo/Ehlen]
 - b. Council of Academic Staff Representatives [Ehlen/Miolo]
 - c. Strategic Planning and Budget Committee [Ehlen]
 - d. Provost Search and Screen Committee [Ehlen]
 - e. *Campus Climate Survey [Ogunsola/Ehlen]*
- 5. Other Business**
 - a. Collective Bargaining [Clokey/Ehlen]
 - b. Unit Clarification [Clokey/Ehlen]
 - c. Memorial Committee/Naming Request [Simes]
 - d. Academic Staff Service [Flanagan]
 - e. Assembly Email/Governance Associate [Ehlen]
 - f. Retirement Resolutions [Ehlen]
 - g. Miscellaneous/Round Robin [Assembly Staff]

ⁱ *Italicized items include attachments for review/discussion.*

**Academic Staff Assembly
30 September 2009 Minutes**

**12:00 – 1:30 p.m.
University Center 264**

PRESENT: Denise Ehlen [Chair], Michael Flanagan, Patricia Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Kyle Naff, and Elizabeth Ogunsola

ABSENT: Freda Briscoe, George Clokey, Nancy Farmer, and Kim Simes

1. **Approval 16 September 2009 Meeting Minutes:** Flanagan / Naff move to approve minutes. Assembly discussed/reviewed minutes. Approved by unanimous vote.
2. **Academic Staff Committees Reports**
 - a. Awards [Miolo]: No report
 - b. Economic Issues [Ehlen]: No report
 - c. Elections/Balloting [Clokey]: Clokey reported he continues his efforts to fill the instructional academic staff vacancy. He will contact the deans for recommendations.
 - d. Government [Fragola]: No report
 - e. Organization [Miolo]: Miolo distributed updated committee lists. All liaisons were asked to provide updates on member's terms prior to the next meeting. Miolo will then compile data and update the committee lists for distribution at a future meeting.
 - f. Professional Development [Ehlen]: Ehlen reported that she will convene the Committee for an organizational meeting on October 5th. The Committee will discuss the Academic Staff Development Grant "Request for Proposals," eligible expenses, and timeline. Ehlen will provide a grant update at the next meeting.
 - g. Instructional Promotions [Farmer]: No report
 - h. Review [Ogunsola]: No report
 - i. Title Appeals [Ehlen]: No report
 - j. Titling [Naff]: No report
 - k. Rewards and Recognition [Flanagan]: Flanagan reported that he will convene the Committee for an organizational meeting on October 5th. The Committee will establish the fall 2009 nomination deadlines and review meeting dates. Flanagan will provide an update at the next meeting.
3. **2009 Academic Staff Leadership Conference**
 - a. Evaluation Report: Ehlen presented the evaluation report and asked members to provide feedback via email.

- b. 2009-2010 Seminar Series: Ehlen reported that the Subcommittee met and developed a draft seminar series agenda. The Committee voted to offer the series in 2009-2010 by acclamation. Ehlen will provide an update at the next meeting.

4. Updates/Announcements

- a. University Committees [Miolo/Ehlen]: No report
- b. Council of Academic Staff Representatives [Ehlen/Miolo]: Ehlen and Miolo provided an overview of the recent Council of Academic Staff Representatives meeting.
- c. Strategic Planning and Budget Committee [Ehlen]: Ehlen reported that the 2010 Strategic Initiatives "Request for Proposals" will be released soon. The Committee will also meet in October to revisit the Strategic Plan.
- d. Provost Search and Screen Committee [Ehlen]: Ehlen provided an update on the Search progress. The Committee expects finalists will be invited to campus in late October/early November.

5. Other Business

- a. Collective Bargaining [Clokey/Ehlen]: No report
- b. Unit Clarification [Clokey/Ehlen]: No report
- c. Memorial Name Request [Simes]: Simes reported that she plans to meet with Chancellor Telfer to discuss the request; she will provide an update at a future meeting.
- d. Academic Staff Service [Flanagan]: No report
- e. Assembly Email [Ehlen]: Ehlen reported that she has requested and received a "generic" Assembly email account to be used for coordination of correspondence by the LTE/Academic Staff Governance Associate. This email will be activated when a Governance Associate is hired.
- f. Retirement Resolutions [Ehlen]: Ehlen presented the Fischer retirement resolution for consideration. The Assembly voted to approve the resolution as written by acclamation.
- g. Miscellaneous/Round Robin [Assembly Staff]

Consensus to adjourn at 1:05 pm

Respectfully submitted,
Denise Ehlen

**Academic Staff Assembly
14 October 2009 Minutes**

**12:00 – 1:30 p.m.
University Center 264**

PRESENT: Freda Briscoe, George Clokey, Denise Ehlen [Chair], Nancy Farmer, Michael Flanagan, Patricia Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Elizabeth Ogunsola, and Curt Weber

ABSENT: Kyle Naff, and Kim Simes [Due to schedule conflict or illness]

1. **Approval 30 September 2009 Meeting Minutes:** Discussion tabled until the 28 October 2009 meeting to accommodate special guest. Lauren Smith provided an overview of the Gender Equity Study. A copy of the complete survey, results, and data will be added to the Assembly's library.
2. **Academic Staff Committees Reports**
 - a. Awards [Miolo]: No updates
 - b. Economic Issues [Ehlen]: Ehlen reported that the Committee will meet on November 2nd to finalize the draft equity plan. Ehlen will provide an update at a future meeting.
 - c. Elections/Balloting [Clokey]: No report
 - d. Government [Fragola]: No report
 - e. Organization [Miolo]: No report
 - f. Professional Development [Ehlen]: Ehlen presented/distributed the 2009-20101 Academic Staff Development Grant "Request for Proposals" (RFP). Clokey / Simes move to approve the RFP.. Assembly discussed/reviewed the draft, which was approved by unanimous vote.
 - g. Instructional Promotions [Farmer]: No report
 - h. Review [Ogunsola]: No report
 - i. Title Appeals [Ehlen]: No report
 - j. Titling [Naff]: No report
 - k. Rewards and Recognition [Flanagan]: Flanagan announced that Kate. Burrows will chair the Rewards and Recognition Committee. The fall deadlines have been set (October 23rd and November 20th). Simes / Weber moved to approve the Non-instructional Academic Staff Rewards and Recognition Program nomination form/rubric and timeline. Assembly members discussed/reviewed the plan, which was approved by unanimous vote.

3. 2009 Academic Staff Leadership Conference

- a. Evaluation Report
- b. 2009-2010 Seminar Series: Ehlen will begin contacting speakers and coordinating series logistics.

4. Updates/Announcements

- a. University Committees [Miolo/Ehlen]: No report
- b. Council of Academic Staff Representatives [Ehlen/Miolo]: No report
- c. Strategic Planning and Budget Committee [Ehlen]: No report
- d. Provost Search and Screen Committee [Ehlen]: No updates

5. Other Business

- a. Collective Bargaining [Clokey/Ehlen]: No report
- b. Unit Clarification [Clokey/Ehlen]: No report
- c. Memorial Name Request [Simes]: Simes reported that she and Eric Barber met with the Chancellor to discuss the request. She will provide an update at a future meeting.
- d. Academic Staff Service [Flanagan]: No report
- e. Assembly Email [Ehlen]: No updates
- f. Retirement Resolutions [Ehlen]: No updates
- g. Miscellaneous/Round Robin [Assembly Staff]

Consensus to adjourn at 1:30 pm

Respectfully submitted,
Denise Ehlen

Ehlen, Denise

From: owner-acadstaffrep@maillist.uwsa.edu on behalf of Dace A. Zeps [dzeps@uwsa.edu]
Sent: Tuesday, October 27, 2009 11:51 AM
To: -Chancellors
Cc: -BORMembersList; Kevin Reilly; -Cabinet; Provosts; Academic Staff Reps; Sal Carranza; Laurie Grams; Donna Silver; Judith Temby; -ChancellorAsst; Provost's Assistants
Subject: 2010 Academic Staff Regents Award for Excellence - Call for Nominations
Attachments: Academic Staff Regents Award Letter.doc; Academic Staff Regents Award Guidelines.doc

Nominations Due: March 5, 2010

Please see the attached memo from Senior Vice President Rebecca R. Martin, along with the Guidelines for the 2010 Academic Staff Regents Award for Excellence.

Please let me know if you are not able to open either of these documents.

If you have any question regarding the awards program, please contact **Sal Carranza**, Academic Planner, at scarranza@uwsa.edu or 608-265-9177.

Materials should be submitted electronically by March 5, 2010 to the attention of Sal Carranza at acss@uwsa.edu.

Thanks,
Dace

Team up! Be a Partner in Giving.
October 12-November 27, 2009

Please consider the environment before printing this e-mail.

Dace A. Zeps
Supervising Office Manager
Academic & Student Services
University of Wisconsin System Administration
1606 Van Hise Hall, 1220 Linden Drive
Madison, WI 53706
608-262-3767, 608-263-2046 (fax)
dzeps@uwsa.edu
www.uwsa.edu/acss/

"The good we secure for ourselves is precarious and uncertain until it is secured for all of us and incorporated into our common life."

- Jane Addams

As you respond, please be mindful of who you are send your message to and check the TO: field as the original message may be copied to multiple sources or be addressed to a discussion listserv. Please do not "reply all" unless it is appropriate and you want all recipients to read and/or respond to your message.



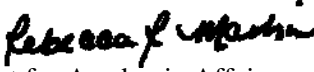
Senior Vice President for Academic Affairs

1620 Van Hise Hall
1220 Linden Drive
Madison, Wisconsin 53706-1559
(608) 262-3826
(608) 263-2046 FAX
e-mail: vpacad@uwsa.edu
website: www.uwsa.edu/vpacad/

Nominations Due: March 5, 2010

October 26, 2009

TO: Chancellors

FROM: Rebecca R. Martin 
Senior Vice President for Academic Affairs

RE: Academic Staff Regents Award for Excellence

On behalf of the Board of Regents, I am pleased to invite each University of Wisconsin System institution to submit nominations for the 2010 Academic Staff Regents Award for Excellence. With this award, the Regents demonstrate their strong appreciation for the dedicated work, vital services, and outstanding contributions of the UW System's non-instructional academic staff. In addition to two individual recipients, a third award will be made to honor an outstanding program. Each award will be for \$5,000, to be presented at a 2010 meeting of the Board of Regents.

Your nominee for the individual award should be a non-instructional academic staff member, and your nomination for the program award should be one that is staffed primarily by UW System non-instructional academic staff members. A Special Regent Committee will screen nominees based on four criteria: excellence of performance, personal interaction, initiative and creativity, and outstanding achievement. Similar criteria will be applied to nominated programs. Although the nomination procedures and materials submitted are left entirely to the individual institution, we ask for consistent documentation that explicitly addresses these criteria to accompany the nomination materials. The enclosed guidelines provide detailed information on the criteria for both award categories and on the supporting documentation needed.

Please submit all nomination materials electronically by March 5, 2010, to the attention of Sal Carranza at acss@uwsa.edu. Should you have any questions, please contact Sal Carranza, Senior Institutional Planner, at (608) 265-9177 or scarranza@uwsa.edu.

Thank you for your support of this very important award.

Enclosure

cc: Board of Regents
Kevin P. Reilly, President
President's Cabinet
Provosts & Vice Chancellors
Academic Staff Representatives
Sal Carranza, Senior Institutional Planner
Laurie Grams, Controller, UW System Administration
Donna Silver, Secretary of the Academic Staff's Office, UW-Madison
Judith Temby, Secretary, Board of Regents

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2010 Academic Staff Regents Award for Excellence

Individual Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration's Office of the Senior Vice President for Academic Affairs invites each institution to submit one nomination for the 2010 Academic Staff Regents Award for Excellence. The nominee should be a non-instructional academic staff member. He or she should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative and creativity, and outstanding achievement.

Two \$5,000 awards will be made to two non-instructional academic staff members in recognition of their exceptional service to the university. The funds for these awards will be designated to support the recipients' professional development or for other activities approved by the recipients that enhance a university program or function. The recipients will be honored at a 2010 Board of Regents meeting.

Nomination Deadline: March 5, 2010

A complete set of nomination materials should be submitted electronically to the Office of the Senior Vice President for Academic Affairs at acss@uwsa.edu by March 5, 2010. Check with your campus administration office for institutional deadlines that precede the posted UW System due date. Please refer all questions to Sal Carranza, Senior Institutional Planner, (608) 265-9177 or scarranza@uwsa.edu.

Selection Committee

A Special Regents Committee will select the recipients.

Eligibility

Current UW System non-instructional academic staff members are eligible for the award if they:

- have fixed term, limited, and/or rolling horizon or indefinite appointments,
- are employed 50 percent time or greater, and
- have been members of the academic staff for a minimum of twelve months.

Criteria

Nomination materials should address the following criteria, as they will be considered by the Special Regents Committee in the review of all nominations. All references to "institution" are intended to include UW System Administration.

Excellence of Performance: performance that consistently and substantially exceeds in quality the expectations for the position; performance that has set superior standards of excellence and

efficiency in relation to the mission of the departmental unit and the university, and has resulted in important and significant contributions to his or her department and institution.

Personal Interaction: performance that consistently and substantially demonstrates ability and willingness to work positively and effectively with others; performance that demonstrates ability and willingness to manage changes in work priorities, procedures, and organization.

Initiative and Creativity: performance that consistently and substantially demonstrates an innovative approach to the job, thereby improving productivity and the quality of the work assigned; performance that demonstrates efforts to improve personal job performance.

Outstanding Achievement: performance that consistently and substantially has resulted in important and significant contributions to the departmental unit and that has furthered the mission of the university; performance that has resulted in distinction in one's profession – campuswide, systemwide, statewide, nationally or internationally.

Nomination Materials

Nomination procedures shall be determined by each individual institution. Supporting materials should include:

- A letter of nomination addressing the four criteria listed above.
- A one or two page statement by the nominee on his or her professional contributions and service to the university.
- Up to four letters of support from colleagues qualified to comment on the nominee's work. Where possible, the four nomination criteria should be addressed.
- A brief resume, not to exceed five pages, which documents the nominee's performance.

All nomination materials are confidential. However, after the selection has been made, the nomination forms and supporting documents will be returned to the institution to be placed in the individual's personnel files.

The Award

- A \$5,000 award for professional development for the recipient, or for other activities approved by the recipient that enhance a university program or function.
- Public recognition at a 2010 UW Board of Regent's meeting.
- News releases sent to state and local media and to the recipient's hometown, upon the recipient's consent.

2010 Academic Staff Regents Award for Excellence

Program Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration's Office of the Senior Vice President for Academic Affairs invites each institution to submit one nomination for the 2010 Academic Staff Regents Award for Program Excellence. The nomination should be for a non-instructional Academic Staff program. The program should provide essential services to the university while demonstrating excellence of performance, initiative and creativity, and outstanding achievement.

One \$5,000 award will be made to a non-instructional academic staff program in recognition of its exceptional service to the university. The funds for this award will be designated to support program enhancements such as the staff recipients' professional development or program-related supplies and expenses, or for other activities approved by the staff recipients that enhance a university program or function. The recipients will be honored at a 2010 Board of Regents meeting.

Nomination Deadline: March 5, 2010

A complete set of nomination materials should be submitted electronically to the Office of the Senior Vice President for Academic Affairs at acss@uwsa.edu by March 5, 2010. Check with your campus administration office for institutional deadlines that precede the posted UW System due date. Please refer all questions to Sal Carranza, Senior Institutional Planner, (608) 265-9177 or scarranza@uwsa.edu.

Selection Committee

A Special Regent Committee will select the recipients.

Eligibility

Programs staffed primarily by UW System non-instructional academic staff members are eligible for the award.

Criteria

Nomination materials should address the following criteria, as they will be considered by the Special Regent Committee in the review of all nominations. All references to "institution" are intended to include UW System Administration.

- *Excellence of Performance*: performance that has set superior standards of excellence and efficiency in relation to the mission of the university, and has resulted in important and significant contributions to the university.

-
- *Initiative and Creativity*: performance that consistently and substantially demonstrates an innovative approach, thereby improving productivity and the performance of program services.
 - *Outstanding Achievement*: performance that consistently and substantially has resulted in important and significant contributions of the program and that has furthered the mission of the university; performance that has resulted in distinction – campuswide, systemwide, statewide, nationally or internationally.

Nomination Materials

Nomination procedures shall be determined by each individual institution. Supporting materials should include:

- A letter of nomination addressing the three criteria listed above.
- A one- or two-page statement by program staff on the program's contributions and service to the university.
- Up to four letters of support from colleagues qualified to comment on the nominated program. Where possible, the three nomination criteria should be addressed.
- All nomination materials are confidential. However, after the selection has been made, the nomination forms and supporting documents will be returned to the institution.

The Award

- A \$5,000 award designated to support program enhancements such as the staff recipients' professional development or program-related supplies and expenses, or for other activities approved by the staff recipients that enhance a university program or function.
- Public recognition at a 2010 UW Board of Regent's meeting.
- News releases sent to state and local media.

UW-Whitewater achieves top response rate for Campus Climate Survey

October 21, 2009

More than 3,200 students, faculty and staff members completed the Campus Climate Survey Oct. 1-15. The 30 percent response rate is the highest rate of any UW System school that has completed the survey.

"I am pleased that so many of our students, faculty and staff members took the time to complete the Campus Climate Survey," Chancellor Richard Telfer said. "The survey responses will help UW-Whitewater improve its environment for faculty and staff members and students."

Winners of the Campus Climate Survey "Thank You" prize drawing will be notified later this week. Prizes will be available in Hyer Hall, room 420.

UW-Whitewater was one of four UW System campuses participating in the Climate Survey this fall. The survey is a way to measure the climate of diversity and inclusiveness on the UW-Whitewater campus with regard to race and ethnicity, gender, religious affiliation, veteran status, etc.

For more information, visit: uww.edu/campusclimate.