



University of Wisconsin System • Academic Staff Leadership Conference • July 2009

AGENDA

HOSTED BY UNIVERSITY OF WISCONSIN-WHITWATER
JULY 22 TO 24, 2009

Last Updated 21 July 2009

CONFERENCE OVERVIEW

We need to keep “on the move,” but why reinvent the wheel when there is so much we can learn from each other? At this year’s Academic Staff Leadership Conference, presenters and participants will share the many successful activities, partnerships, and practices taking place at our System institutions. The 2009 Planning Committee has designed the program so that we can share our best work, the latest policy updates, and our brightest ideas.

The 2009 Academic Staff Leadership Conference theme is “on the move,” sessions are organized into three distinct tracks:

- **Personal and Professional Development:** Declining budgets, increased student needs, office mergers, and increased availability through technology such as LinkedIn, Facebook, Twitter, and blogs, are just a few examples of the increasing demands on our time, talent, and energy. As we respond to these escalating demands, it is important for each of us to work to ensure that we maintain a healthy balance between our personal and professional lives, and that we continue to learn and grow as professionals in our fields. Sessions relate to a broad range of both instructional and non-instructional academic staff, and serve as great examples for developing ourselves both personally and professionally.
- **Collaboration and Outreach:** In this track, presentations will focus on how academic staff members, both instructional and non-instructional, connect across campuses to work together on issues of common interest to share strategies and best practices. In addition, successful and potential collaborations with non-campus groups and involvement in local communities will be highlighted.
- **Legislative Issues:** Sessions focus on key state, federal, and campus legislative and policy issues including, but not limited to, collective bargaining and University of W System personnel rules.



Visit the Conference Website:

<http://www.uww.edu/asa/onthemove>

If you have questions or require additional information, please contact:

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WEDNESDAY 22 JULY 2009

4:00 – 6:30 PM CONFERENCE REGISTRATION

Academic staff may pick up Conference agendas, maps, name tags, and other materials.

Williams Center

4:00 – 9:00 PM ACCESS TO WILLIAMS CENTER GYM

The Williams Center Weight Room requires its participants to wear appropriate athletic attire which includes a shirt with sleeves and athletic shoes. Baseball caps are not allowed and headphones are only allowed on the cardio floor. There are locker room facilities available, but you must provide your own lock and towel.

Williams Center

4:15 PM NATURE HIKE [optional excursion]

A little nature... A little exercise...

George Clokey, Lecturer in the University of Wisconsin-Whitewater Biological Sciences Department, will lead a tour of Friar's Woods. This nature preserve is used for teaching, research, and exercise. The nature hike involves light to moderate walking and will last approximately 75 minutes.

Departs from the Williams Center. This is a complimentary excursion offered at no charge to Conference participants.

4:15 PM BIKE RIDE [optional excursion]

Enjoy a sixteen (16) mile leisurely-paced bike ride through the scenic Southern Kettle Moraine State Forest led by your guide, Ron Buchholz, Director of the University of Wisconsin-Whitewater Career and Leadership Development Center. Riders will encounter rolling hills as they pass both Rice Lake and Whitewater Lake during the ride.

Departs from Williams Center. Trek bikes will be provided for up to 30 riders. This is a complimentary excursion offered at no charge to Conference participants.

6:30 – 9:00 PM INFORMAL ACADEMIC STAFF SOCIAL

Come to Rick's Eastside Pub and Grill for one of the best burgers in town! Rick's will also be offering a "wing special" that night. Conference participants are invited to socialize with colleagues before the Conference kicks off on Thursday.

Hosted by Denise Ehlen and Therese Kennedy, Conference Planning Committee members at Rick's Eastside Pub and Grill, located on 561 East Milwaukee Street (Highway 12) in Whitewater.

THURSDAY 23 JULY 2009

7:00 AM – 9:00 PM ACCESS TO WILLIAMS CENTER GYM

The Williams Center Weight Room requires its participants to wear appropriate athletic attire which includes a shirt with sleeves and athletic shoes. Baseball caps are not allowed and headphones are only allowed on the cardio floor. There are locker room facilities available, but you must provide your own lock and towel.

Williams Center

7:45 – 11:45 AM REFRESHMENTS SERVED

Light refreshments (i.e. coffee, ice water, and muffins) will be provided in close proximity to the presentation rooms at no additional charge to participants.

Gathering area outside 275 University Center—Conference participants may also purchase breakfast and specialty drinks from the first floor of the University Center.

8:00 AM – 5:00 PM CONFERENCE REGISTRATION

Academic staff may pick up Conference agendas, maps, name tags, and other materials.

Conference Headquarters, second floor of the University Center outside room 260

8:00 AM – 10:00 AM GOLF [optional excursion]

Play nine holes of golf at the Whitewater Country Club.

The course is located on Highway 89 just south of the intersection of Highway 89 and the Highway 12 Bypass on the south edge of the City of Whitewater. Participants must pay fees at the course—\$15 for nine holes of golf without cart; \$25 for nine holes of golf with cart.

8:30 – 10:00 AM ACADEMIC STAFF REPRESENTATIVES COUNCIL MEETING

Governance representatives from University of Wisconsin System institutions will meet for an ad hoc Academic Staff Representatives Council meeting. Invited guests include Stephen Kolison, Bob Jokisch, and Al Crist from University of Wisconsin System.

262 University Center

THURSDAY 23 JULY 2009 [continued]

9:00 AM HYLAND HALL TOUR

Tour the newly constructed and state-of-the art Timothy J. Hyland Hall, home of the University's College of Business and Economics. Associate Dean, Donald Zahn will lead the 60 minute walking tour. Visit <http://www.uww.edu/cobe/building/index.html> to learn more.

Departs from the first floor of the University Center at the Information Desk.

10:00 – 10:30 AM INTRODUCTORY REMARKS

Speaker: Stephen Kolison, Associate Vice President for Academic and Faculty Programs at the University of Wisconsin System

275 University Center

10:30 AM – 12:00 PM KEYNOTE: "HOW TO BREAK RECORDS"

Speaker: Roger Seip, Freedom Personal Development

Moderator: Denise Ehlen, University of Wisconsin-Whitewater

You'll learn proven strategies to harness your mental power and achieve your personal best in business and in life. The process is simple. You will identify a personal target Roger will teach you the action steps that will bring you closer to your goal and bring your goal closer to you. You will learn:

1. How success leaves clues and how to find them.
2. About the "Law of Attraction" and the impact it has on your success.
3. How to "flip the switch" that triggers achievement.

You will then learn the four things that show up in EVERY successful record-breaking performance and demonstrate how you can apply them to the goals you have set. Lastly, Roger will show you how to shatter the walls of your comfort zone and take your level of commitment higher than before. It is a fast-paced ride, taking your life to a higher level of freedom. It is interactive, informative, and extremely exciting!

275 University Center

12:00 – 1:00 PM LUNCH AND NETWORKING OPPORTUNITY

The lunch menu features *Lasagne a la Moda Mia*: lasagna with meat, cheese, and Roma tomatoes; house salad with Italian dressing; fresh baked Italian bread sticks; coffee; and water. Garden vegetable lasagna may be substituted for meat lasagna. Please check "vegetarian meal preferred" when registering for the Conference.

275 University Center [The cost of lunch is included in the registration fee.]

1:15 – 2:15 PM BREAK-OUT SESSIONS: GROUP A

A variety of presentations in each of the three Conference tracks—personal and professional development, outreach and collaboration, and legislative issues—will be offered.

SHARED GOVERNANCE: RESPONSIBILITIES AND RIGHTS

Presenter: Chris Ashley, University of Wisconsin System

Moderator/Host(s): Michael Cohen, University of Wisconsin-Whitewater

This session will provide an overview of the statutory basis for academic staff governance. Included will be a discussion of academic staff responsibilities in relation to faculty and students.

Legislative Issues Track

259 University Center

CULTURE CHANGE AT THE SAVANNAH RIVER SITE

Presenter: William Widen, University of Wisconsin-Whitewater

Moderator: Ron Buchholz, University of Wisconsin-Whitewater

Tightened budgets, downsizing, and variations in public perception all lead to the need for an organization to challenge and change its culture. This presentation will describe the design and implementation of culture change at the Department of Energy's massive Savannah River Site [SRS], an organization of 26,000 employees that covers 310 square miles. In particular, the presentation will cover the topics of: 1) organizational background; 2) need for change; 3) change strategy; 4) change implementation; 5) measurement and assessment of change; and 6) observations and lessons learned for the successful culture change of an organization. A fifteen minute video of the culture change process at SRS will also be shown. While the principal business of SRS is not education, this presentation intends to illustrate that people are the driving force behind any organization and that empowering people to achieve the organization's goals can create an energized, accountable culture.

Personal and Professional Development Track

261 University Center

THURSDAY 23 JULY 2009 [continued]

1:15 – 2:15 PM BREAK-OUT SESSIONS: GROUP A [continued]

SUCCESSFUL PARTNERSHIPS THROUGH LEARNING COMMUNITIES

Presenters: Jeff Janz, David Travis, and Diana Rogers-Adkinson, University of Wisconsin-Whitewater

Moderator: Denise Ehlen and Jeff Janz, University of Wisconsin-Whitewater

Since 2004, the University of Wisconsin-Whitewater has been providing a successful curricular/co-curricular experience for students known as "Learning Communities." The key to the success of this program has been through partnerships, particularly between academic affairs and student affairs colleagues. What began as a pilot single program offered in the fall of 2004 has grown to include 16 Learning Community offerings for the fall of 2009. Members of the faculty, instructional and non-instructional academic staff work to coordinate each learning community. The results have consistently demonstrated improved student retention rates and engagement with the institution. Students register for several intentionally linked courses and usually reside in close proximity in a residence hall. The program is linked by a common academic or special interest theme. This presentation will highlight the value of partnerships in implementing a successful student retention intervention strategy.

Outreach and Collaboration Track

264 University Center

SPEED NETWORKING

Presenters: Debra Karp, Dawn Lingo, and Paula Plasky, University of Wisconsin-Parkside

Moderator: Carrie Lencho, University of Wisconsin-Whitewater

This session will introduce speed networking as a way of building social capital and will explore potential applications for fostering connections on and off-campus. Presenters will share the University of Wisconsin-Parkside's experiences with using speed networking to assist nonprofit organizations in finding board directors. Participants will participate in an interactive speed networking experience around the theme of finding potential collaborations among campuses.

Outreach and Collaboration Track

266 University Center

2:15 – 2:30 PM BREAK

Light refreshments (i.e. coffee, water, soda, and cookies) will be provided in close proximity to the presentation rooms between 2:00 and 4:00 pm at no additional charge to participants.

Gathering area outside 275 University Center

2:30 – 3:30 PM BREAK-OUT SESSIONS: GROUP B

A variety of presentations in each of the three Conference tracks—personal and professional development, outreach and collaboration, and legislative issues—will be offered.

CURRENT LEGISLATIVE ISSUES, THE STATE BUDGET BILL, AND THE IMPACT ON ACADEMIC STAFF

Presenters: State Representative Kim Hixson and State Representative Cory Mason

Moderator/Host: Michael Cohen, University of Wisconsin-Whitewater

Members of the Assembly Committee on Colleges and Universities and a member of the Joint Finance Committee will serve as a panel to update Conference participants with current legislation that could affect Academic Staff in the University of Wisconsin System. An opportunity to suggest topics and questions will be given to the audience.

Legislative Issues Track

259 University Center

EAT THAT FROG!

Presenters: Denise Ehlen and Derek Erlitz, University of Wisconsin-Whitewater

Moderator: Denise Ehlen, University of Wisconsin-Whitewater

This session focuses on practical ways to stop procrastinating and get more done in less time. Tips are drawn from Brain Tracy's work "Eat That Frog" and the presenters' experience.

Personal and Professional Development Track

261 University Center

THURSDAY 23 JULY 2009 [continued]

2:30 – 3:30 PM BREAK-OUT SESSIONS: GROUP B [continued]

WP 101: AN INTRODUCTION TO UNRAVELING WHITE PRIVILEGE

Presenters: Amanda Goodenough, Thomas Harris, Bee Lo, and Lynette Prieur Lo, University of Wisconsin-La Crosse

Moderator: Ron Buchholz, University of Wisconsin-Whitewater

Have you ever had trouble finding posters, postcards, greeting cards or dolls that represented your race? Have you ever suspected that you were pulled over by the police because you were white? When you go shopping, can you assume that you will be treated as a serious customer and not a potential shoplifter? If we are honest with ourselves, whites are given all types of privileges. This interactive session will help us gain a better understanding of how White Privilege works in the United States, including the roles we all play in the systems of privilege and oppression. What are its ramifications on society? How is it actually harmful to whites? How can we use White Privilege to benefit society? We ask that you come with an open mind ready to listen to different perspectives, think deeply, and share in the conversation.

Personal and Professional Development Track

262 University Center -- *This session lasts 120 minutes (2:30 – 5:00 pm, including breaks)*

CONDUCTING AN ACADEMIC STAFF SALARY REVIEW

Presenters: Donna Dahlvang and Tom Gennessey, University of Wisconsin-Superior

Moderator: Carrie Lencho, University of Wisconsin-Whitewater

This session includes an overview of the Academic Staff Salary Review completed at the University of Wisconsin-Superior in March 2008. The Academic Staff Salary Review was completed by Superior's Academic Staff Personnel/Compensation Committee, along with the Human Resource Director. The goal was to identify and correct as many market inequities within academic staff classifications as possible while maintaining budget integrity. The review was conducted by looking at each academic staff member's Hayes/Hill classification and job description and comparing it with CUPA classifications and salary data. Session presenters will discuss the process, the challenges they encouraged, results, and future plans.

Outreach and Collaboration Track

264 University Center

3:30 – 4:00 PM BREAK

Light refreshments (i.e. coffee, water, soda, and cookies) will be provided in close proximity to the presentation rooms between 2:00 and 4:00 pm at no additional charge to participants.

Gathering area outside 275 University Center

4:00 – 5:00 PM BREAK-OUT SESSIONS: GROUP C

A variety of presentations in each of the three Conference tracks—personal and professional development, outreach and collaboration, and legislative issues—will be offered.

COLLECTIVE BARGAINING: WHAT IS IT? HOW DOES IT WORK?

Presenter: Peter G. Davis, Wisconsin Employment Relations Commission

Moderator/Host: Michael Cohen, University of Wisconsin-Whitewater

The first half of the session will be a presentation of the collective bargaining process currently used for unclassified professionals in the State and the Wisconsin Technical College System. Current legislation regarding collective bargaining will be discussed, along with how it would be implemented if some type of legislation is passed. Questions will be answered as time permits.

Legislative Issues Track

259 University Center

GROWING INTO SOCIAL NETWORKING

Presenter: Kim Groshek

Moderator/Host: Ron Buchholz, University of Wisconsin-Whitewater

In this session, the presenter will describe social networking and why it is used. She will provide suggestions on how to: 1) use social networking tools; 2) avoid getting too involved; and 3) use social networking to achieve goals.

Personal and Professional Development Track

261 University Center

THURSDAY 23 JULY 2009 [continued]

4:00 – 5:00 PM BREAK-OUT SESSIONS: GROUP C [continued]

WP 101: AN INTRODUCTION TO UNRAVELING WHITE PRIVILEGE (continued)

Presenters: Amanda Goodenough, Thomas Harris, Bee Lo, and Lynette Prieur Lo, University of Wisconsin-La Crosse

Have you ever had trouble finding posters, postcards, greeting cards or dolls that represented your race? Have you ever suspected that you were pulled over by the police because you were white? When you go shopping, can you assume that you will be treated as a serious customer and not a potential shoplifter? If we are honest with ourselves, whites are given all types of privileges. This interactive session will help us gain a better understanding of how White Privilege works in the United States, including the roles we all play in the systems of privilege and oppression. What are its ramifications on society? How is it actually harmful to whites? How can we use White Privilege to benefit society? We ask that you come with an open mind ready to listen to different perspectives, think deeply, and share in the conversation.

Personal and Professional Development Track

262 University Center -- *This is a continuation of the session that begins at 2:30 pm.*

RETENTION OF MULTICULTURAL STUDENTS THROUGH SHORT-TERM STUDY ABROAD OPPORTUNITIES

Presenters: Freda Briscoe and Elizabeth Ogunsola, University of Wisconsin-Whitewater

Moderator: Carrie Lencho, University of Wisconsin-Whitewater

A study abroad experience can assist student retention. Strategies for increasing multicultural students participation in study abroad opportunities is a collaborative effort between the Office of International Education Programs, Academic Support Services, and other units at the University of Wisconsin-Whitewater. Study abroad is one of the vehicles utilized to retain and graduate first generation/low income students through the provision of diverse global experiences. The topics in this session will include a review of the literature on the impact of study abroad on student retention; the identification of barriers that limit student participation; and the benefits of short-term study abroad experiences. The presenters will also explore the availability of resources to finance study abroad. In addition, presenters will share their experiences.

Outreach and Collaboration Track

264 University Center

5:15 – 6:45 PM CONFERENCE RECEPTION/DINNER

Hors d'oeuvres will be served from 5:15 to 6:00 pm including meatballs, mini pork egg rolls with sweet and sour sauce, hot artichoke dip with pita chips, cheese and crackers, assorted raw vegetables with dill dip, and cream cheese-stuffed celery sticks.

INTRODUCTION/WELCOME

Presenter: Richard Telfer, Chancellor of the University of Wisconsin-Whitewater

WHEELCHAIR ATHLETICS DEMONSTRATION

Moderator/Hosts: Denise Ehlen, Tracy Chynoweth, and Jeremy Lade, University of Wisconsin-Whitewater

Come enjoy an informational, participatory presentation with representatives of the 2009 National Champion Warhawk Wheelchair Basketball Team. Head Coach Jeremy Lade will describe how this very unique program has found its niche on the University of Wisconsin-Whitewater campus and with the University of Wisconsin System. The players will introduce themselves and will share the circumstances that led them to Whitewater's program. Additionally, the players will conduct a very inviting "Q&A," encouraging the audience to ask anything they want to know. There will be an opportunity for the audience to "take a shot at the title" by putting themselves in wheelchairs and "giving it a go" against the Warhawks. This session promises to be very enjoyable and very educational for all.

Hamilton Center, first floor of the University Center

DINNER

The Conference dinner features the "Impressive Feast." The menu includes beef tenderloin, chicken Marsala, tossed salad, pasta salad, dinner rolls, corn, broccoli, and/or au gratin potatoes with water, coffee, and/or hot tea. Dinner will begin promptly at 6:00 pm.

Hamilton Center, first floor of the University Center [The cost of dinner is included in the registration fee.]

7:00 – 8:30 PM DESSERT BAR SPONSORED BY TAUWP

Sponsored by the Association of University of Wisconsin Professionals (TAUWP)—the reception includes an assorted display of the Chef's dessert bars, cream puffs, éclairs, cheesecakes, bottled domestic beer, California wines by, soda, and sparkling water.

Hamilton Center, first floor of the University Center

FRIDAY 24 JULY 2009

7:00 AM – 9:00 PM ACCESS TO WILLIAMS CENTER GYM

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Williams Center

7:30 – 11:30 AM REFRESHMENTS SERVED

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Gathering area outside 275 University Center--Conference participants may also purchase breakfast and specialty drinks from the first floor of the University Center.

8:00 AM – 9:00 AM CONFERENCE REGISTRATION

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Conference Headquarters, second floor of the University Center outside room 260

8:00 – 9:00 AM PLENARY: “RECOGNIZING LEADERSHIP (or Would you Know a Leader if You Saw One?)”

Speaker: Christine Clements, Interim Provost and Vice Chancellor for Academic Affairs at the University of Wisconsin-Whitewater

Moderator/Host: Denise Ehlen, University of Wisconsin-Whitewater

Most of us have some understanding or definition of leadership although it often remains unexamined. In reality, leadership has many different “faces,” and our assumptions about what makes someone a leader may say more about who we are than it does about leadership. What are the characteristics and behaviors that make someone a successful leader? Can anyone be a good leader? What characteristics do each of us have that might make us good or bad leaders? Good or bad followers? Why do some leaders “go bad?” These are some of the issues that will be discussed in this presentation.

275A University Center

9:15 – 10:15 AM BREAK-OUT SESSIONS: GROUP D

A variety of presentations in each of the three Conference tracks—personal and professional development, outreach and collaboration, and legislative issues—will be offered.

CAMPUS POLICIES—REVIEW, UPDATES, AND CHANGES

Presenter: Ed Erdmann, University of Wisconsin-Whitewater

Moderator/Host: Michael Cohen, University of Wisconsin-Whitewater

This session will go through an example of Campus Policies and determine why the policy is needed and how it relates to the Wisconsin Administrative Code or University of Wisconsin System policies. This “case study” will give participants the experience of researching and reviewing policies and making changes effective.

Legislative Issues Track

259 University Center

PREVENTING ACHES AND PAINS AT THE COMPUTER

Presenter: Mary Hughes, Fort Health Care

Moderator/Host: Giuliana Miolo, University of Wisconsin-Whitewater

You would think that working at the computer would be relatively safe with few physical demands. Yet many people experience muscular fatigue, aches and pains, headaches and eye strain, even the sensation of fingers falling asleep. This discomfort makes us less productive at work and can interfere with our lives outside of the work environment. This presentation will cover the do's and don'ts of computer work: setting up your workstation, chairs and sitting posture, ergonomic accessories, laptops, and inexpensive quick fixes. Stretches as an injury prevention tool will be introduced.

Personal and Professional Development Track

261 University Center

FRIDAY 24 JULY 2009 [continued]

9:15 – 10:15 AM BREAK-OUT SESSIONS: GROUP D [continued]

INTEGRATED MARKETING AT YOUR UNIVERSITY

Presenters: Jeannette DeDiemar and Jaime Hunt, University of Wisconsin-Oshkosh

Moderator: Therese Kennedy, University of Wisconsin-Whitewater

Organizational change is never an easy task and when it involves building a team and infrastructure as well as providing counsel and services to the rest of the institution, it becomes an even bigger challenge. Learn from the University of Wisconsin Oshkosh Integrated Marketing and Communications team on how to be a change agent for your institution.

Personal and Professional Development Track

262 University Center

PANEL DISCUSSION: COMMUNITY PARTNERS' PERSPECTIVE ON ENGAGING WITH THE UNIVERSITY

Presenters: Debra Karp, Dawn Lingo, and Paula Plasky, University of Wisconsin-Parkside

Moderator/Host: Carrie Lencho, University of Wisconsin-Whitewater

This session will offer insights into how a variety of community partners view the relationship, benefits and challenges of engaging with the local University to address community issues. We will introduce a sampling of partners from the nonprofit and government sectors. We will explain the history of the partnership and its importance to the University. Partners will make a brief presentation and be open for questions.

Outreach and Collaboration Track

264 University Center

A CASE STUDY ON COMMUNITY COLLABORATION

Presenters: Bud Gayhart, Small Business Development Center and Denise Ehlen, University of Wisconsin-Whitewater

Moderator/Host: Denise Ehlen, University of Wisconsin-Whitewater

The City of Whitewater, the Community Development Authority, the University of Wisconsin-Whitewater, and other local stakeholders have engaged in a unique "town and gown" partnership to construct a new Technology Park. Representatives from the city, the university, and the Technology Park Board will present lessons learned and strategies from this case.

Outreach and Collaboration Track

266 University Center

10:15 – 11:00 AM BREAK AND PRIZE DRAWING

Gathering area outside 275 University Center

11:00 AM – 12:00 PM BREAK-OUT SESSIONS: GROUP E

A variety of presentations in each of the three Conference tracks—personal and professional development, outreach and collaboration, and legislative issues—will be offered.

ACADEMIC STAFF ISSUES: A CONVERSATION WITH GOVERNANCE

Presenters: Dennis Shaw, Dave Carlson, Donna Dahlvang, and Sherri Arendt; all of the Academic Staff Representatives Council

Moderator/Hosts: Michael Cohen, University of Wisconsin-Whitewater

The session will include a panel of Academic Staff Representative Council members that will describe and discuss the process of communicating and disseminating information regarding academic staff issues. Participants will have the opportunity to raise questions and provide feedback regarding Academic Staff issues and concerns on their campus.

Legislative Issues Track

259 University Center

TWEETING IS NO BIRD CALL: SOCIAL MEDIA AND HIGHER EDUCATION

Presenters: Sara Kuhl and Melissa Di Motto, University of Wisconsin-Whitewater

Moderator/Host: Ron Buchholz, University of Wisconsin-Whitewater

Twitter. Facebook. YouTube. All the kids are doing it, but what does it mean for the ivory towers of higher education? Find out how you can use today's technology to reach potential students, alumni, and others who can support and spread the word about your campus.

Personal and Professional Development Track

261 University Center

FRIDAY 24 JULY 2009 [continued]

11:00 AM – 12:00 PM BREAK-OUT SESSIONS: GROUP E (continued)

BEST PRACTICES: SEARCHING FOR EXCELLENCE AND DIVERSITY—THE SEARCH AND SCREEN PROCESS

Presenters: Elizabeth Ogunsola and Eric Barber, University of Wisconsin-Whitewater

Moderator/Host: Carrie Lencho, University of Wisconsin-Whitewater

It is important to identify applicants to fill job vacancies that will enable the organization to achieve its mission and goals. It is also important to communicate equal opportunity and diversity as an institutional value. During the search and screen process, the organization should ensure that candidates are treated consistently, fairly and that the candidates have a positive experience with the organization. During these procedures, there should always be evidence of compliance with fair employment practices. This session will include the following topics:

- Running an effective and efficient search committee;
- Actively recruit an excellent and diverse pool of candidates;
- Developing a recruitment plan;
- Evaluating the pool of applicants;
- Ensuring a fair and thorough review of candidates;
- Overcoming the influence of biases and assumptions;
- Top ten tips on searching for excellence and diversity; and
- Appropriate and inappropriate interview questions

Collaboration and Outreach Track

264 University Center

12:00 PM END OF CONFERENCE AND LUNCH

Box lunches will be available to take as you leave or to enjoy in the University Center. Box lunch options include the club wrap (ham, turkey, bacon, and Swiss cheese topped with lettuce and tomato); Mediterranean chicken wrap (crispy chicken strips, shredded lettuce, tomato, cucumber, feta cheese, and oregano in a flour tortilla wrap); or veggie wrap (lettuce tomato, cucumbers, onion, cheese, peppers served on a flour tortilla). All boxed lunches are presented in disposable containers with napkin, utensils, chips, and a cookie. Bottled water and lemonade will also be served.

275A University Center [The cost of the boxed lunch is included in the registration fee.]