

Notes

# *Academic Staff Institute*



**March 22, 2012**

**8:30 am – 2:30 pm**

**Union South**

**Varsity Hall 2 & 3**

*Hosted by:*

**Academic Staff Executive Committee (ASEC)**

**Madison Academic Staff Association (MASA)**

**Office of the Secretary of the Academic Staff**



Time	Agenda At-A-Glance	Location
8:30 – 8:50	Registration—Coffee & Muffins	Varsity Hall 2 & 3
8:50 – 9:00	Welcome: Joan Irwin, MASA President Heather Daniels, ASEC Chair	Varsity Hall 2 & 3
9:00 – 10:00	Keynote: Jon Erpenbach, 27th District State Senator	Varsity Hall 2 & 3
10:15 – 11:00	<b><u>Session I</u></b>	
	Engaging Yours Strengths	Landmark
	Striving for Work/Life Balance: Practical Tips to Get you Through the Week	Northwoods
	Working Together to Achieve Shared Goals	Varsity Hall 2 & 3
	Overview of HR Design Project and the Involvement of Academic Staff	Industry
11:15 – 12:00	<b><u>Session II</u></b>	
	Campus Design	Landmark
	Negotiating Difficult Conversations and Advocating for Yourself	Varsity Hall 2 & 3
	HR Design, Phase 1 Teams	Northwoods
	Academic Staff Governance 101	Industry
12:00 – 12:45	<b>Lunch</b>	Varsity Hall 2 & 3
12:45 – 1:30	<b><u>Session III</u></b>	
	Wisconsin Idea: Attitude, Not Platitude	Landmark
	Job Security? What Academic Staff Need to Know	Industry
	HR Design, Phase 2 Teams	Varsity Hall 2 & 3
	Legislative Update	Northwoods
1:45—2:30	<b><u>Plenary</u></b>	Varsity Hall 2 & 3
	Kathleen Paris, The Clover Practice	

Notes

## Sponsors

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Academic Staff Professional Development  
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Bon Appetit Cafe

Fresh Madison Market

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MASA

Maurie's Fine Chocolates

Provost's Office

Steenbock's on Orchard

University Book Store

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## 10:15—11:00 Session I

### **Engaging Your Strengths**

**Landmark**

*Jim Wells, Grad School*

Everyone has certain talents that can be turned into strengths. Engaging our strengths at work, at home and in the community leads to both personal fulfillment and social good. Knowing our own strengths and the strengths of others can help build better teams and organizations. Each of us needs to find the personal mission that engages our strengths.

This session will provide an overview of the strengths approach, introduce ways of assessing our talents, and offer ways to turn talents into personal strengths.

### **Striving for Work/Life Balance:**

**Northwoods**

#### **Practical Tips to Get You Through the Week**

*Dawn Crim, School of Education*

The program will begin with a short topical overview, followed by sharing ideas in small groups about what we each do to get us through the week. We will discuss several themes, including transition from home to work and vice versa, fitting in exercise, finding me time, finding alone time with a partner, fun kid time, and fitting in healthy meals. At the end of this session, each group will report shared ideas. This dynamic session will provide the opportunity to share your ways of getting through the day, while also learning new strategies from other women.

### **Working Together to Achieve Shared Goals**

**Varsity Hall 2 & 3**

*Don Schutt, Office of Human Resource Development*

We hear about working together all the time yet it is often a struggle to make it happen. Embroiled in that struggle are leadership behaviors that have the potential to influence – both positively and not-so-positively – the outcome. This session will focus on experiencing and understanding the necessity of working together in the context of two different leadership styles, and the impact of each style on motivation, commitment, quality, enthusiasm, and productivity.

## 10:15—11:00 Session I *cont.*

### Overview of HR Design Project and the Involvement of Academic Staff

*Steve Lund, Academic Personnel Office*

**Industry**

The 2011-2013 budget bill authorized UW-Madison to create a new personnel system. UW-Madison has been working on the HR Design Project since the fall semester. In this session, you will learn the project structure and the process. If you have not heard much about the HR Design Project and want to learn the basics, this session is for you. This session will emphasize the many roles of academic staff in this process.

## 11:15—12:00 Session II

### Campus Design

*Daniel Okoli, University Architect*

**Landmark**

Have you ever wondered how the various spaces on this campus are brought together into a unified whole? As the university architect, Dan will guide us on a 'tour' of the campus that will engender a greater appreciation for the changing landscape of UW-Madison. He will give examples of how guidelines are applied in different areas across campus, including historic spaces and open spaces.

### Negotiating Difficult Conversations and Advocating for Yourself

*Harry Webne-Behrman, Office of Human Resource Development*

**Varsity Hall 2 & 3**

This workshop invites participants to consider the best ways to have those challenging, emotionally charged, and often conflictive conversations in a manner that is true to both the needs of the task-at-hand and the continuing professional relationship. By learning to negotiate assertively (rather than aggressively or submissively), people can focus on what they truly need, their concerns in the face of disagreement, and the best long-term needs of the relationship. Using practical workplace situations common at UW, Harry will engage participants in meaningful conversations about these strategies and offer tips for addressing those situations that are especially important in our work.

## Special Thanks

- |                         |                          |
|-------------------------|--------------------------|
| ❖ Daña Alder            | ❖ Steve Lund             |
| ❖ Melissa Amos-Landgraf | ❖ Meredith Luschen       |
| ❖ Mo Noonan Bischof     | ❖ Kim Manner             |
| ❖ Ann Bourque           | ❖ Kathi Matthews-Risley  |
| ❖ Bruno Browning        | ❖ Heather McFadden       |
| ❖ Jacob Connell         | ❖ Daniel Okoli           |
| ❖ Dawn Crim             | ❖ Kathleen Paris         |
| ❖ Heather Daniels       | ❖ Andrea Poehling        |
| ❖ Gwen Drury            | ❖ David Rizzo            |
| ❖ Senator Jon Erpenbach | ❖ Linda Scholl           |
| ❖ Jenny Hackel          | ❖ Don Schutt             |
| ❖ Ron Harris            | ❖ Karen Schwarz          |
| ❖ Margaret Harrigan     | ❖ Dija Selimi            |
| ❖ Joan Irwin            | ❖ Donna Silver           |
| ❖ Lisa Jansen           | ❖ Janet Swanby           |
| ❖ Mary Johansen         | ❖ Harry Webne-Behrman    |
| ❖ Sharon Kahn           | ❖ Jim Wells              |
| ❖ Kathi Kilgore         | ❖ Nancy Westphal-Johnson |

## Resource Tables

### Academic Staff Governance

<http://acstaff.wisc.edu>

### Academic Staff Public Representation Organization (ASPRO)

<http://www.aspro.net>

### Equity and Diversity, the 'Sandwich Generation'

<http://www.oed.wisc.edu>

### Madison Academic Staff Association (MASA)

<http://uwmasa.com>

### Mentoring Committee

<http://acstaff.wisc.edu/mentoring-committee.htm>

## 11:15—12:00 Session II *cont.*

### HR Design, Phase 1 Teams

Northwoods

*Phase 1 Academic Staff Representatives*

Academic staff governance appointed representatives from various Phase 1 teams will be participating in this session. They will speak briefly about the most recent information regarding their work teams. You will then break up into small groups to provide feedback or ask questions. The Phase 1 work teams include benefits, compensation, competencies, diverse workforce, employee categories, recruitment and assessment and titling.

### Academic Staff Governance 101

Industry

*Heather Daniels, ASEC, Joan Irwin, MASA President, Dija Selimi, Mentoring, Janet Swandby, ASPRO*

As a new academic staff member you have a lot to absorb. This session will point you to campus resources and organizations that can help you learn the ropes on our large and decentralized campus.

## 12:45—1:30 Session III

### Wisconsin Idea: Attitude, Not Platitude

Landmark

*Gwen Drury, Community Partnerships & Outreach (CPO) Staff Network*

It's the 'Year of the Wisconsin Idea.' Does that make you yawn or does it make your heart race (in a good way)? How did **you** learn about what the Wisconsin Idea is? Do you know when it started or why? Daniel Boorstin, the late historian and Librarian of Congress famously said, "*Trying to plan for the future without a sense of the past is like trying to plant cut flowers.*" This session will explore the early years of the Wisconsin Idea, and ask how it even came to exist. What made us different? How did we get so famous? As we plan for a turbulent future, our shared Wisconsin Idea roots can be our anchor.

## 12:45–1:30 Session III *cont.*

### **Job Security? What Academic Staff Need To Know** **Industry**

*Melissa Amos-Landgraf, Bruno Browning, and Mo Noonan Bischof, Personnel Policies and Procedures Committee (PPPC)*

What types of job security are available for me? When can I seek increased job security? What happens if I'm given notice of layoff or nonrenewal? What resources are available to help me learn more about job security and academic staff policies? In this session, we will address these questions and many more. Join the conversation and learn more about job security, particularly during times of personnel changes and flexibility.

### **HR Design, Phase 2 Teams** **Varsity Hall 2 & 3**

*Phase 2 Academic Staff Representatives*

Academic staff governance appointed representatives from various Phase 2 teams will be participating in this session. You will hear from them briefly about the most recent information regarding their work teams. You will then break up into small groups to provide feedback or ask questions. The Phase 2 work teams include employee development, performance management, workplace flexibility, and transition and succession.

### **Legislative Update:** **Northwoods**

#### **Proposed Laws That Could Affect Your Career**

*Janet Swandby, ASPRO Executive Director and Lobbyist, Kathi Kilgore, ASPRO Lobbyist*

The past year has illustrated that actions taken by the Legislature and Governor can leave a lasting impact on state employees, including the academic staff. For more than 20 years, ASPRO has been a trusted resource and successful advocate. ASPRO represents the academic staff before legislators and the Governor in the State Capitol, Board of Regents, and UW System Administration. Learn about current legislation that may affect your job and what this professional association has accomplished. You'll leave knowing why you and your colleagues need the resources of ASPRO now more than ever.

## 1:45– 2:30 Plenary

### **Communicating with The Clover Practice** **Varsity Hall 2 & 3**

*Kathleen Paris, Office of Quality Improvement*

People in the U.S. and internationally are using The Clover Practice as a guide to emotional health in contemporary workplaces. The Clover Practice can guide anyone to more effective communication with colleagues, supervisors and those we serve. The practice consists of three principles: Tell the Truth Always, Speak for Yourself, and Declare Your Interdependence. All three of these principles are simple, but not easy. This session will focus on how we hear and give feedback.