



**ACADEMIC STAFF INSTITUTE**  
**TUESDAY, APRIL 19, 2016**  
**8:30AM – 2:00PM**  
**VARSITY HALL, UNION SOUTH**

7:45 - 8:30

**Registration, Networking & Breakfast**

8:30 - 8:35

**Welcome**

*Heather McFadden, Chair of the Academic Staff Executive Committee*

*Mallory Musolf, President of the Madison Academic Staff Association*

8:35 - 9:10

**Keynote**

**Reflections and Challenges**

*David Walsh, Former Member of UW System Board of Regents*

9:20 - 10:15

**Breakout Session 1: Choose One**

**Academic Staff Promotions**

*Laura Fisk, Senior Human Resources Specialist*

**Early to Mid-Career Retirement Planning & Benefit Maximization**

*Thomasin Propson, University Benefits Specialist*

**File Plans: Your Department's Roadmap to Success**

*Peg Eusch, MLIS CRM University Records Officer*

**Opportunities Available for Academic Staff Entrepreneurs**

*John Biondi, D2P Director; Michelle Somes-Booher, Consulting Program Manager of the Small Business Development Center*



## ACADEMIC STAFF INSTITUTE

10:30 - 11:25

### **Breakout Session 2: Choose One**

#### **Breaking the Bias Habit: Promoting Racial Equity in Hiring**

*Jennifer Sheridan, WISELI Executive & Research Director*

#### **Mindfulness Curricula and Instruction for PreK-5 Students and Teachers**

*Lori Gustafson, Outreach Specialist; Chad McGehee, Outreach Specialist; Lisa Thomas Prince, Outreach Specialist*

#### **Performance Management: The Employee Experience**

*Charles LaTorre, Employee Assistance Office Consultant*

#### **Science Narratives at UW-Madison**

*Joshua H. Morrill, Sr., Evaluator of New Technologies – DoIT*

11:40 - 12:35

### **Breakout Session 3: Choose One**

#### **ASPRO Legislative Update**

*Kathi Kilgore, ASPRO Lobbyist*

#### **Bicycling on Campus 101**

*Chuck Strawser, Pedestrian & Bicycle Transportation Planner*

#### **HR Design: Where We Have Been and Where We Are Going**

*Bob Lavigna, Assistant Vice Chancellor, Office of Human Resources*

#### **The Wisconsin Innocence Project: Freeing the Wrongly Convicted**

*Keith Findley, Assistant Professor, UW Law School*

12:45

### **Lunch and Networking**

*Feel free to take a lunch with you, or eat lunch with colleagues in Varsity Hall.*

# BREAKOUT SESSION 1

## **Early to Mid-Career Retirement Planning & Benefit Maximization**

**Northwoods (3<sup>rd</sup> Floor)**

Thomasin Propson, *University Benefits Specialist, Office of Human Resources*

Choices made today can help you provide for your tomorrow. Whether you are new to State employment or mid-way in your career, learn how to best prepare as an academic staff employee for your future retirement. Presentation topics include: how the WI Retirement System (WRS) annuity benefit is calculated and what you can do to increase it; a review of the supplemental retirement plans available to University employees; retirement account options should your employment end prior to age 55; the value of your sick leave account and how it works for you both before and after retirement; and free/discounted benefits available to UW employees.

## **File Plans: Your Department's Roadmap to Success**

**Landmark (3<sup>rd</sup> Floor)**

Peg Eusch, *MLIS CRM University Records Officer*

Department file plans are the roadmap to the Who, What, Where, When, Why and How of how a department manages their records. This presentation breaks down and reviews the 10 elements to include in the file plan.

## **Academic Staff Promotions**

**Industry (3<sup>rd</sup> Floor)**

Laura Fisk, *Senior Human Resources Specialist, Office of Human Resources*

Attend this session to learn more about promotion/progression for academic staff appointments. In this session, you'll walk through the process and discuss promotional criteria. You will also be provided with links to helpful resources to assist you in the process.

## **Opportunities Available for Academic Staff Entrepreneurs**

**Agriculture (3<sup>rd</sup> Floor)**

John Biondi, *Director, Discovery-to-Product (D2P)*

Michelle Somes-Booher, *Consulting Program Manager, Small Business Development Center*

Are you interested in start-up resources available on campus? If so, please join John Biondi (Director of D2) and Michelle Somes-Booher (Consultant Program Manager of the Small Business Development Center) for a discussion of resources available on campus to help you as an entrepreneur.

## BREAKOUT SESSION 2

### **Performance Management: The Employee Experience**

**Northwoods (3<sup>rd</sup> Floor)**

Charles LaTorre, *Consultant, Employee Assistance Office*

This break-out session will focus on performance management meetings through the lens of both the supervisor as well as the experience of the employee. While historically much of performance management is focused on the supervisor, this session will focus primarily on the employee experience, including what the employee should expect to get out of the process, how the employee can actively participate in the process, what are effective questions to ask, and how to make the meeting a conversation between two people compared to a passive listening process. The session will focus on how the experience of giving and receiving feedback in the most effective, productive and beneficial way to maximize not only the performance review, but the supervisor/supervisee relationship and performance throughout the year.

### **Science Narratives at UW-Madison**

**Landmark (3<sup>rd</sup> Floor)**

Joshua H. Morrill, Sr., *Evaluator of New Technologies, DoIT*

Learn about the science narratives (SN) project at UW-Madison. This project has grown out of UW-Madison's exploration of Massive Open Online Courses. However SN are shorter, utilize podcasts more, and adhere to a narrative arc.

### **Breaking the Bias Habit: Promoting Racial Equity in Hiring**

**Industry (3<sup>rd</sup> Floor)**

Jennifer Sheridan, *Executive & Research Director, Women in Science & Engineering Leadership Institute (WISELI)*

In this session, we will discuss the origins of implicit bias, how hiring processes may be impacted by implicit bias, and include some specific strategies for reducing the impact of implicit bias in hiring. These concepts will be discussed in the context of racial/ethnic bias.

### **Mindfulness Curricula and Instruction For PreK-5 Students and Teachers**

**Agriculture (3<sup>rd</sup> Floor)**

Lori Gustafson, *Outreach Specialist*

Chad McGehee, *Outreach Specialist*

Lisa Thomas Prince, *Outreach Specialist*

This session will be a discussion of the programs developed for research at the Center for Healthy Minds to evaluate contemplative practices in public school settings. Experiential practice with a few of the mindfulness skills used with teachers and students will be included.

## **BREAKOUT SESSION 3**

### **Bicycling on Campus 101**

**Northwoods (3<sup>rd</sup> Floor)**

Chuck Strawser, *Pedestrian & Bicycle Transportation Planner*

Do you currently commute by bike, regularly ride one, or are interested in trying it? Did you know that the University Bicycle Resource Center is a self-service facility stocked with tools for faculty, staff, and students to use to learn and perform maintenance on their own bicycles? Learn about the benefits of bicycling, along with the rules of the road and resources available to those who use a bike to get to or around campus. City bike maps, information on Transportation Services' Commuter Solutions' support programs for cyclists, discounts on lights, helmets, and Madison Bicycle (bike sharing) memberships are all available at this session from UW-Madison's Pedestrian & Bicycle Transportation Planner, Chuck Strawser.

### **The Wisconsin Innocence Project: Freeing the Wrongly Convicted**

**Landmark (3<sup>rd</sup> Floor)**

Keith Findley, *Assistant Professor, UW Law School*

This session will describe the work of the Wisconsin Innocence Project to use DNA and other types of newly discovered evidence to prove that individuals in prison for serious crimes are actually innocent and were wrongly convicted. The session will situate the Project's work within the larger global innocence movement, and will discuss some of the lessons about the criminal justice system that work on these innocence cases are providing.

### **ASPRO Legislative Update**

**Industry (3<sup>rd</sup> Floor)**

Kathi Kilgore, *ASPRO Lobbyist*

Hear a legislative update from ASPRO's Lobbyist and learn what issues could be before the Legislature next year. Learn about the advocacy arm of the Academic Staff and how you can work with ASPRO to advance academic staff issues with legislators, the Governor and the UW Administration.

### **HR Design: Where We Have Been And Where We Are Going**

**Agriculture (3<sup>rd</sup> Floor)**

Bob Lavigna, *Assistant Vice Chancellor, Office of Human Resources*

Bob will provide an overview of the HR Design programs implemented at UW-Madison since July 2015 and give a preview of what is on the horizon. This will include new hiring techniques, compensation flexibilities and performance management strategies. The presentation will be interactive and allow participants to ask questions.

# **SPECIAL THANKS**

## **Organizing Committee**

Aaron Crandall  
Heather Daniels  
Michelle Holland  
Heather Mc Fadden  
Mallory Musolf

Kevin Niemi  
Ashley Pyne  
Noel Radomski  
Jake Smith  
Bill Tishler

## **Conference Assistance**

Heather Daniels  
Nancy Kujak-Ford  
Betsy Rais

Jake Smith  
Kathleen Smith  
Tammy Starr

## **Speakers**

John Biondi  
Peg Eusch  
Laura Fisk  
Keith Findley  
Lori Gustafson  
Kathi Kilgore  
Charles LaTorre  
Bob Lavigna

Chad McGehee  
Joshua H. Morrill, Sr.  
Thomasin Propson  
Jennifer Sheridan  
Michelle Somes-Booher  
Chuck Strawser  
Lisa Thomas Prince  
David Walsh

## **Sponsored by:**

Academic Staff Governance  
Academic Staff Professionals Representation Organization (ASPRO)  
Madison Academic Staff Association (MASA)  
Office of the Secretary of the Academic Staff  
Office of Talent Management

## NOTES

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