

# ACADEMIC STAFF INSTITUTE

MARCH 18, 2015

8:45 AM – 2:30 PM

VARSIY HALL, UNION SOUTH

*Celebrating 30 Years of Academic Staff Governance*

8:00 – 8:45 **Registration, Networking, Coffee and Bagels**

8:45 – 8:50 **Welcome**

Heather Mc Fadden, *ASEC Chair*  
Amy Rettammel, *MASA President*

8:50 – 9:30 **Keynote**

**Update on the 2015-17 Biennial Budget**

Darrell Bazzell, *Vice Chancellor for Finance and Administration*

9:40 – 10:40 **Session I**

10:50– 11:50 **Session II**

11:50 – 1:20 **Lunch and Panel**

**History of Shared Governance Panel**

Joe Corry, *Emeritus Associate Vice Provost for Academic Affairs, Chancellor's Office*

Joann Elder, *Emeritus Academic Advisor, Department of Sociology, College of Letters and Science*

Bill Steffenhagen, *Emeritus Department Administrator, Dairy Science, College of Agriculture and Life Sciences*

Moderated by Troy Reeves, *Archivist and Head of the Oral History Program, General Library System*

1:30 – 2:30 **Session III**

**Sponsored by:**

**Academic Staff Governance**

**Academic Staff Professionals Representation Organization (ASPRO)**

**Madison Academic Staff Association (MASA)**

**Office of Human Resource Development**

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

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9:40-10:40 SESSION I

## **Field Day: Exploring Games, Simulations and Mobile Apps for Active Learning**

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

David Gagnon, *Program Director of the Field Day Lab, Division of Information Technology (DoIT)*

Grown out of the Mobile Learning Incubator at Academic Technology, a new lab has been created at the Wisconsin Institutes for Discovery that explores the intersection of contemporary learning theory and media design. In this session, we will look at several collaborations at UW Madison, from folklore to thermodynamics, as well as some of our national projects, showing how digital media can be used to create active and personalized learning experiences across a variety of disciplines. We are always looking for new collaborators, so bring your big ideas.

## **Robert's Rules 101**

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

Jake Smith, *Deputy Secretary of the Academic Staff*

Are you an Academic Staff Assembly representative? Do you serve on a committee that uses Robert's Rules? Are you confused about what to say when you make a motion, or when to make one? Join the Academic Staff Assembly parliamentarian, Jake Smith, as he covers the basics of Robert's Rules of Order.

## **Academic Staff Layoff & Nonrenewal Process and Referral Priority Services** *(repeated in Session II)*

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

Anna Golackson, *Human Resources Assistant, Office of Human Resources*

Angie Rosas, *Senior Human Resources Specialist, Office of Human Resources*

The Academic Personnel Office (APO) will present on academic staff non-renewals for funding, or budget/program decision and the layoff process, including how the decision is made, the review and approval process, notification periods, and key terms and definitions. Additionally, the session will include referral priority services - what they are and who is eligible.

## **The Art of Networking: It's About Making Connections**

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

April McHugh, *Career and Education Counselor, Division of Continuing Studies*

For some, networking is viewed as an unfortunate necessity of their job. The term alone can create feelings of anxiety and uncertainty. Instead, we will look at this practice from another angle. Come and hear the basics of networking from this alternative perspective, including some how to's that you will have the opportunity to put into practice throughout the day today and infuse throughout your career.

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10:50-11:50 SESSION II

**The University of Wisconsin Arts Institute:  
Serving the Arts, Campus, and Madison Community**

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

Staci Francis, *Associate Director of Administration, Arts Institute*  
Norma Saldivar, *Executive Director, Arts Institute*

Norma Saldivar, Executive Director, and Staci Francis, Associate Director of Administration of the UW-Madison Arts Institute provide an inside view to the Arts Institute, its history, its programs and future initiatives.

**Legislative Update** *(repeated in Session III)*

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

Kathi Kilgore, *Academic Staff Professionals Representation Organization (ASPRO) Lobbyist*

Hear a legislative update from ASPRO's Lobbyist on how the State Budget could impact you. 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.

**Academic Staff Layoff & Nonrenewal Process  
and Referral Priority Services** *(repeated in Session I)*

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**Are You Leveraging the Power of Your Online Presence?**

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

April McHugh, *Career and Education Counselor, Division of Continuing Studies*

This session will explore the importance of your professional presence in online settings, especially LinkedIn. From connecting with colleagues and partners to general professional/career information, LinkedIn can truly be a powerful tool for all aspects of our careers. Hear about how to reach out to others, what you can do with those connections, the importance of joining groups and more.

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**1:30-2:30 SESSION III**

## **Retirement Happiness: It Takes More than Money**

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

John E. Nelson, *Author*

New research shows that financial security and good health aren't enough to create happiness in retirement. So whether your retirement is years or decades away, you'll gain key insights from the author of the best-selling, award-winning book, *What Color Is Your Parachute? for Retirement*.

## **Legislative Update** *(repeated in Session II)*

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## **Thinking of an Appeal? Now What!**

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

Barbara Gerloff, *Chair Academic Staff Appeals Committee*

Paige Reed, *UW System Legal Counsel*

Many members of the academic staff have a limited understanding of their grievance and appeal rights on this campus. Suddenly, you may find yourself considering this route. Or, you may discover that someone you supervise has filed an appeal or grievance related to your supervisory actions.

This session will help you be proactive in understanding the components of the appeals and grievance process at UW-Madison, with particular reference to layoff, non-retention, and nonrenewal decisions. Topics may include the following: situations that can generate a grievance or appeal, how to avoid these situations, stages of the actual process, the role of the appeals committee, how decisions are made, and resources for more information. Please note: this session is not designed to help individuals decide whether or not to file an appeal or grievance, but to educate academic staff about the process.

## **What Everyone Should Know About HR Design**

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

Bob Lavigna, *Director, Office of Human Resources*

Bob Lavigna, Director of the Office of Human Resources, will provide an update on HR Design, the new HR system that will be implemented beginning on July 1, 2015, followed by an overview of the main components of HR Design. This overview will include information on what will be implemented by July 1, 2015, and what elements will be implemented after July 1, 2015.

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## SPECIAL THANKS

### Organizing Committee

Suzanne Broadberry  
Sharon Colby  
Aaron Crandall  
Heather Daniels  
Heather Mc Fadden

Mallory Musolf  
Kevin Niemi  
Noel Radomski  
Amy Rettammel  
Jake Smith

### Conference Assistance

Heather Daniels  
Morgan Magnussen  
Troy Reeves  
Jodi Roberts

Jake Smith  
Kathleen Smith  
Tammy Starr

### Speakers

Darrell Bazzell  
Joe Corry  
Joann Elder  
Staci Francis  
David Gagnon  
Barb Gerloff  
Anna Golackson  
Kathi Kilgore  
Bob Lavigna

April McHugh  
John E. Nelson  
Paige Reed  
Troy Reeves  
Angie Rosas  
Norma Saldivar  
Jake Smith  
Bill Steffenhagen