



Academic Staff Institute

Tuesday, March 18, 2025

11:00am – 5:00pm

Varsity Hall, Union South

11:00 – 12:00

Registration & Lunch

12:00 – 12:15

Welcome

Albert Muniz, Chair, Academic Staff Executive Committee (ASEC)
Becky Ryan, President, Madison Academic Staff Network (MASN)
Jenny Dahlberg, President, Academic Staff Professionals
Representation Organization (ASPRO)

12:15 – 1:00

Keynote Presentation

Mental Flex: Training the Mind for Performance and Wellbeing
Chad McGehee, Director of Meditation Training for Wisconsin
Athletics

1:15 – 2:30

Breakout Session 1

2:45 – 4:00

Breakout Session 2

4:00 – 5:00

Networking Reception

Breakout Session 1

1:15 – 2:30

Session	Location
Emotional Intelligence@Work: Noticing and Naming Emotion	Landmark (3 rd floor)
Grow and Take Control of Your Career at UW	Northwoods (3 rd floor)
Skill Up & Stand Out: Developing Your Skills and Showcasing Your Growth*	Industry (3 rd floor)
The Lakeshore Nature Preserve: UW-Madison's Living Laboratory	Agriculture (3 rd floor)

* Indicates repeat session

Breakout Session 2

2:45 – 4:00

Session	Location
Higher Education Policy and Politics for 2025	Landmark (3 rd floor)
Retirement and other Big Transitions: How do I Prepare? Can we Talk?	Northwoods (3 rd floor)
Skill Up & Stand Out: Developing Your Skills and Showcasing Your Growth*	Industry (3 rd floor)
Transforming Daily Work: Leveraging Generative AI for Everyday Tasks	Agriculture (3 rd floor)

* Indicates repeat session

Networking Reception

4:00 – 5:00

Varsity Hall (2nd floor)

Connect with colleagues and visit resource tables including those representing academic staff governance, ASPRO, the Campus Supervisors Network, MASN, and the UW Scientist Network.

Workday Open House

9:00 – 4:30

Fifth Quarter Studio (2nd floor)

Discover Workday: A Hands-On Preview for UW-Madison Employees

This Workday Open House will provide UW-Madison employees with an exclusive, first look of Workday, the new administrative system set to launch in July 2025. Staff are invited to drop-in anytime between 9:00 am to 4:30 pm to discover what's on the Workday homepage, learn how to find payslips, update tax elections, explore time and absence functions, and more. This self-guided experience offers a practical, hands-on exploration of Workday. Attendees will benefit from direct interaction with Workday, gaining valuable insights and confidence in using Workday's self-service features. Staff from the Administrative Transformation Program (ATP) and Administration Innovation and Planning (AIP) teams will be on-hand to guide attendees, answer questions, and provide information about upcoming training resources. Key takeaways include familiarity with the Workday platform, understanding of essential employee and manager self-service functionality, and access to support resources.

Breakout Session Information

Emotional Intelligence@Work: Noticing and Naming Emotion

Tamie Klumpyan, Inclusion@UW Program Manager, Office of Human Resources

Practicing emotional intelligence (EQ) is crucial for effective teamwork, as it helps build connections, cultivate collaboration, and foster trust. Recognizing our own and others' emotions is invaluable in today's workplace. Join this session to explore the "anatomy" of emotion and learn practical EQ skills relevant to work and beyond.

Grow and Take Control of Your Career at UW

April McHugh, Director and Career Counselor, Employee Career Counseling, Office of Human Resources

Ever wonder what career development really is? How to grow your career on campus? What resources are available to help? This session will focus on answering these questions and more. Join April McHugh, Director of the Employee Career Counseling Program, to learn more about all the above, get your questions answered, and leave with the beginning of a career plan.

Higher Education Policy and Politics for 2025

Nick Hillman, Professor, School of Education & Director of SSTAR Lab
Crystal Potts, Senior Director of State Relations & Statewide Outreach
Craig Thompson, Vice Chancellor for University Relations

Participants will hear from government relations and public policy experts on issues at the state and federal levels and their impact on higher education.

Retirement and other Big Transitions: How do I Prepare? Can we Talk?

Mary Czyszczak-Lyne, Emerit; Board Member, UW Retirement Association
Sherry Holcomb, Senior IRB Analyst, Office of the Vice Chancellor for Research
Carol Hlland, Administrative Manager, Department of Obstetrics & Gynecology,
School of Medicine and Public Health

The UW Retirement Issues Committee has developed a rich set of resources for planning for big transitions (retirement being one of these) financially, mentally and emotionally. The session includes an introduction to these resources as a starting place encouraging participants to ask questions and share their experiences. The discussion encourages participants to have valuable conversations advocating for and preparing for life transitions, encouraging small steps over time that support well being and resilience.

Skill Up & Stand Out: Developing Your Skills and Showcasing Your Growth

Christopher East, Organizational Career Development Specialist, Office of Human Resources

In this session, participants will explore job-specific skills and knowledge using the KS Hub for UW-Madison employees, gaining insight into key competencies for career growth. They will identify actionable strategies for developing skills on the job, collaborating with others, and engaging their supervisors for support. Additionally, attendees will learn how to effectively showcase their skills on their resumes to enhance career opportunities.

*Participants encouraged to bring laptop.

The Lakeshore Nature Preserve: UW-Madison's Living Laboratory

Brad Herrick, Director, Lakeshore Nature Preserve

The UW-Madison's Lakeshore Nature Preserve is a 300-acre natural area situated along 4 miles of Lake Mendota shoreline. The Preserve land has long been sacred for the Ho-Chunk Nation and has experienced a long and varied history of land use. Encompassing one-third of the campus footprint, the Preserve is now a living laboratory for research, teaching, education, and outreach.

Transforming Daily Work: Leveraging Generative AI for Everyday Tasks

Margaret Murphy, Learning & Development Manager, Facilities Planning & Management

This session will delve into the transformative power of AI, focusing on how it can simplify repetitive tasks, boost productivity, and inspire innovation in your professional life. We'll also cover essential prompting techniques to ensure you get real, actionable results from generative AI tools. By the end of the session, you'll walk away with practical strategies, actionable steps, and a solid understanding of effective AI prompting to enhance efficiency and effectiveness in your daily work.

Special Thanks

Organizing Committee

Donna Cole	Albert Muniz
Lesley Fisher	Mallory Musolf
Danielle Hairston-Green	Becky Ryan
Brady Minter	

Conference Assistance

Eve Funnell	Tammy Star
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Speakers

Mary Czyszczak-Lyne	Tamie Klumpyan
Christopher East	Chad McGehee
Brad Herrick	April McHugh
Nick Hillman	Margaret Murphy
Sherry Holcomb	Crystal Potts
Carol Hulland	Craig Thompson

Sponsors

Academic Staff Governance
Academic Staff Professionals Representation Organization (ASPRO)
Madison Academic Staff Network (MASN)
Office of Learning and Talent Development
Office of the Secretary of the Academic Staff