



ACADEMIC STAFF INSTITUTE
THURSDAY, MARCH 15, 2018
8:30AM – 1:30PM
VARSITY HALL, UNION SOUTH

7:45 - 8:30

Registration, Networking & Breakfast

8:30 - 8:35

Welcome

Bruno Browning, Vice Chair of the Academic Staff Executive Committee
Amy Fruchtmann, President of the Madison Academic Staff Network

8:45 - 9:40

Breakout Session 1 (Room Locations in Descriptions)

Hostile and Intimidating Behavior: Policies and Resources

Michael Bernard-Donals, Vice Provost for Faculty and Staff; Heather Daniels, Secretary of the Academic Staff; Patrick Sheehan, Director of Workforce Relations, Office of Human Resources (OHR); Steve Smith, Secretary of the Faculty

On-the-Job Career Development: Putting 70-20-10 to work for you!

Lynn Freeman, Director, Talent Development, OHR

Suicide Prevention: Ask a Question, Save a Life

Jean Papalia, QPR (Suicide Prevention) Trainer for Safe Communities Madison-Dane County

Title and Total Compensation Update

Ronald Harris, Faculty Associate, Department of English (TTC Collaboration Team Co-Chair); Mary Luther, Title and Total Compensation Study Director, OHR

Short Sessions

Career Management 101

Elizabeth Schrimpf, Career and Education Counselor, Division of Continuing Studies

Community Partnerships and Outreach (CPO) Staff Network

Libby Bestul, CPO Co-Chair and Outreach Specialist, School of Human Ecology; Megan Miller, CPO Co-Chair and Asst. Director of Civic Engagement and Communications, Morgridge Center for Public Service

HR Communities of Practice on Campus: Their Current State and Impact on HR Partnerships

Lauren Bowers, HR Specialist Advanced, OHR (Recruitment CoP); Sarah Carroll, Senior Administrative Program Specialist, OHR (HR CoP Office); Jamie Dregne, HR Specialist, OHR (Workforce Relations CoP); Julie Karpelenia, Assistant Vice Chancellor for Human Resources, Office of the Vice Chancellor for Research and Graduate Education (HR Design Academic Units CoP)

Servant Leadership at UW-Madison

Joe Goss, Senior Business Analyst, DoIT



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9:50 - 10:45

Breakout Session 2 (Room Locations in Descriptions)

Campus Management of Federal Indirect Cost Reimbursement

Ann Bourque, CPA, PMP Analyst, Madison Budget Office

“Did You Get My Email?” Best Practices to Persuade People to Read and Respond

Brian Rust, Communications Director, UW Office of the CIO and DoIT

Driverless Cars: Wisconsin Automated Vehicle Proving Grounds and Automated and Connected Vehicle Research at UW-Madison

Peter Rafferty, TSM&O Program Manager, Traffic Operations and Safety Lab, Department of Civil and Environmental Engineering; Dr. Jonathan Riehl, Transportation Systems Engineer, Traffic Operations and Safety Lab, Department of Civil and Environmental Engineering

Retirement 101: Sick Leave, Health Insurance, and Other Benefits at Retirement

Thomasin Propson, Benefits Specialist, OHR

Short Sessions

Academic Staff Professional Development Opportunities

Kim Bruksch-Meck, Associate Administrative Program Specialist, Department of Family Medicine (PDRC Member); Jake Smith, Deputy Secretary of the Academic Staff

Campus Supervisors Network: An overview of CSN

Kayla Driscoll, CSN Member and Associate Administrative Program Specialist, Department of Chemistry; Rich Gassen, CSN Member and Print Production Manager, DoIT; Kate Skogen, CSN Member and Lab Tech Support Supervisor, Department of Integrative Biology

Plain Language for Effective Communication

Jennifer Sell, English Language Instructor and Trainer, Cultural Linguistic Services

UW-Scientist Network

Andrea Bilger, Ph.D., Senior Scientist, Department of Oncology; Mats Johansson, Ph.D., Senior Scientist, Department of Biomolecular Chemistry; Suzanne Ponik, Ph.D., Senior Scientist, Department of Cell and Regenerative Biology; Megan Spurgeon, Ph.D., Associate Scientist, Department of Oncology



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10:55 - 11:30

Keynote

The Ethics of Infamy

Sagashus Levingston, Tutor/mentor with the Odyssey Project, Co-teacher in the Odyssey Junior Program, Founder of the “Infamous Mothers” Project, and Ph. D. Candidate in English

11:40 - 12:35

Breakout Session 3 (Room Locations in Descriptions)

ASPRO Legislative Update

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

Creating and Sustaining a Lab Management Community of Practice

Sharon Blohowiak, Senior Research Specialist, Department of Pediatrics; Kevin Galles, Senior Research Specialist, Department of Pediatrics; Kyle Hanson, Associate Researcher, WI Electric Machines and Power Electronics Consortium; Nicci Schmidt, Research Program Manager, Waisman Center

CRISPR on Campus: Editing the Genome from Agriculture to Zebrafish

C. Dustin Rubinstein, Director of Genome Editing & Animal Models Core, Biotechnology Center

“Shine On” Meditation Workshop

Esty Dinur, Communications & Community Relations, Wisconsin Union Theater, Meditation Leader

WAA: Past, Present and Future

Sarah Schutt, Chief Alumni Officer and Executive Director, Wisconsin Alumni Association

12:35

Lunch and Networking

Feel free to eat lunch with your colleagues in Varsity Hall, or take a lunch to-go.

BREAKOUT SESSION 1

Hostile and Intimidating Behavior (HIB): Policies and Resources

Agriculture (3rd Floor)

Michael Bernard-Donals, Vice Provost for Faculty and Staff

Heather Daniels, Secretary of the Academic Staff

Patrick Sheehan, Director of Workforce Relations, OHR

Steve Smith, Secretary of the Faculty

During this session you will learn about the policies for hostile and intimidating behavior and resources for dealing with this behavior. The presentation will allow plenty of time for your questions. This presentation is not intended to replace the workshops on hostile and intimidating behavior that will be offered to the campus community in late spring and continuing in the summer and fall.

On-the-Job Career Development: Putting 70-20-10 to work for you!

Landmark (3rd Floor)

Lynn Freeman, Director, Talent Development, OHR

Are you looking for professional and career development opportunities on the job? If so, then consider the 70:20:10 Model. This model suggests that 70% of employee development should take place through on-the-job training; 20% through coaching and mentoring; and 10% through formal training. This workshop will explain the model, highlight success stories in both academic and industry settings, and provide attendees with resources to use when implementing the 70:20:10 model of professional and career development.

Suicide Prevention: Ask a Question, Save a Life

Fifth Quarter (2nd Floor)

Jean Papalia, QPR (Suicide Prevention) Trainer for Safe Communities Madison-Dane County

If you know CPR, you can save a life from a heart attack, and if you know the Heimlich Maneuver you can prevent a choking death. Find out about QPR and you can save a life during a suicide crisis. Find out what it means to be a Merchant of Hope.

Title and Total Compensation Update

Industry (3rd Floor)

Ronald Harris, Faculty Associate, Department of English (TTC Collaboration Team Co-Chair)

Mary Luther, Title and Total Compensation Study Director, OHR

In this session you will learn about the Title and Total Compensation Study. A focus of the session will be to provide detailed information regarding the new job framework and the development and updating of position descriptions.

Breakout Session 1 Short Sessions **Northwoods (3rd Floor)**

These are 15 minute short sessions including Q&A. Participants are able to attend three presentations per breakout session.

Career Management 101

Elizabeth Schrimpf, Career and Education Counselor, Division of Continuing Studies

This session will provide a brief review of the career management process and tools to start active career planning.

Community Partnerships and Outreach (CPO) Staff Network

Libby Bestul, CPO Co-Chair and Outreach Specialist, School of Human Ecology

Megan Miller, CPO Co-Chair and Assistant Director of Civic Engagement and Communications, Morgridge Center for Public Service

The Community Partnerships and Outreach (CPO) Staff Network was established in 2008 for staff members who span the boundaries between campus and community. Members share a vision of the Wisconsin Idea that recognizes community members as full partners, essential to the engaged, collaborative work that transforms our communities and institutions for the public good. As a community of practice, CPO Staff Network provides resources and information, professional development and ongoing networking opportunities in support of this work.

HR Communities of Practice on Campus: Their Current State and Impact on HR Partnerships

Lauren Bowers, HR Specialist Advanced, OHR (Recruitment CoP)

Sarah Carroll, Senior Administrative Program Specialist, OHR (HR CoP Office)

Jamie Dregne, HR Specialist, OHR (Workforce Relations CoP)

Julie Karpelenia, Assistant Vice Chancellor for Human Resources, OVCRGE (HR Design Academic Units CoP)

In this short session, we'll highlight three examples of Human Resources (HR) CoPS at UW-Madison. We'll share why these CoPs were created, their impact, and how they are sustained.

Servant-Leadership at UW-Madison

Joe Goss, Senior Business Analyst, DoIT

The terms "servant" and "leadership" seem in conflict. Yet "Servant-Leadership" is a powerful tool for leading from the top, middle, and bottom of an organization. Learn about the foundation of this approach, where it is practiced, and UW-Madison's learning community.

BREAKOUT SESSION 2

Campus Management of Federal Indirect Cost Reimbursement

Fifth Quarter (2nd Floor)

Ann Bourque, CPA, PMP Analyst, Madison Budget Office

This session will discuss the indirect revenue distribution methodology to schools and colleges and the types of expenses supported by indirect revenue.

"Did You Get My Email? Best Practices to Persuade People to Read and Respond"

Landmark (3rd Floor)

Brian Rust, Communications Director, UW Office of the CIO and DoIT

Many of us rely on mass email to "get the word out" about our program, project or service. Yet much of what we send either doesn't arrive, or is ignored. In this talk you'll learn several best practices that apply to email and other online mass communications.

Driverless Cars: Wisconsin Automated Vehicle Proving Grounds and Automated and Connected Vehicle Research at UW-Madison

Agriculture (3rd Floor)

Peter Rafferty, TSM&O Program Manager, Traffic Operations and Safety Lab, Department of Civil and Environmental Engineering

Dr. Jonathan Riehl, Transportation Systems Engineer, Traffic Operations and Safety Lab, Department of Civil and Environmental Engineering

In January 2017, UW-Madison was designated one of 10 federally recognized automated vehicle (AV) proving grounds by the US Department of Transportation. This presentation will discuss the initiatives at the Wisconsin AV proving grounds and with connected vehicles (CVs) including discussion of research happening in the College of Engineering and in other colleges and schools across UW-Madison. The discussion will also serve to garner interest in collaboration across the university regarding the topics of AV and CV.

Retirement 101: Sick Leave, Health Insurance, and Other Benefits at Retirement

Industry (3rd Floor)

Thomasin Propson, Benefits Specialist, OHR

Learn what happens to your state health insurance at retirement and how your sick leave helps pay for retiree health premiums. In this session we will watch Employee Trust Fund (ETF) eLearning videos about retiree health (including how Medicare affects retiree benefits) and other insurance including life, dental, and vision, with time for Q&A along the way.

Breakout Session 2 Short Sessions **Northwoods (3rd Floor)**

These are 15 minute short sessions including Q&A. Participants are able to attend three presentations per breakout session.

Academic Staff Professional Development Opportunities

Kim Bruksch-Meck, Associate Administrative Program Specialist, Department of Family Medicine (PDRC Member)

Jake Smith, Deputy Secretary of the Academic Staff

This short session will provide a look at the professional development programs for academic staff that are administered through the Secretary of the Academic Staff Office. Programs include the Academic Staff Professional Development Grants, the Executive Education Grants, and the Academic Staff Excellence Awards.

Campus Supervisors Network: An overview of CSN

Kayla Driscoll, CSN Member and Associate Administrative Program Specialist, Department of Chemistry

Rich Gassen, CSN Member and Print Production Manager, DoIT

Kate Skogen, CSN Member and Lab Tech Support Supervisor, Department of Integrative Biology

Campus Supervisors Network (CSN) is a Community of Practice that formed out of the desire for more communication and discussion between managers in the various divisions and units of our vast organization. We facilitate events, provide links to resources on campus, and network with other managers about how to excel in our roles as leaders. Anyone on campus in a supervisor or manager title are encouraged to join our email list to stay up to date on programs and events we are sponsoring.

Plain Language for Effective Communication

Jennifer Sell, English Language Instructor and Trainer, Cultural Linguistic Services

Plain language makes it easier for your audience to read, understand, and use the information you communicate. Strategies that range from word choice to font to grammar tweaks can help you create clear and motivating messages for diverse audiences. Come learn how people across campus and across the globe rely on plain language to save time, money, work, and frustration when communicating with native and nonnative English-speaking audiences.

UW-Scientist Network

Andrea Bilger, Ph.D., Senior Scientist, Department of Oncology

Mats Johansson, Ph.D., Senior Scientist, Department of Biomolecular Chemistry

Suzanne Ponik, Ph.D., Senior Scientist, Department of Cell and Regenerative Biology

Megan Spurgeon, Ph.D., Associate Scientist, Department of Oncology

The mission of the UW-Scientist Network is to inform and to advocate for UW staff Scientists; to establish paths to enrich and advance their careers; and to recognize their contributions, both financial and intellectual, to institutional and research continuity at UW-Madison.

BREAKOUT SESSION 3

ASPRO Legislative Update

Northwoods (3rd Floor)

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

Hear a legislative update from ASPRO's Lobbyist as the state legislature wraps up its work for the 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.

Creating and Sustaining a Lab Management Community of Practice

Landmark (3rd Floor)

Sharon Blohowiak, Senior Research Specialist, Department of Pediatrics

Kevin Galles, Senior Research Specialist, Department of Pediatrics

Kyle Hanson, Associate Researcher, WI Electric Machines and Power Electronics Consortium

Nicci Schmidt, Research Program Manager, Waisman Center

This session will go over community-driven best practices for lab management professionals at UW-Madison. Communities of practice serve many purposes. Collaborate with colleagues who share similar challenges. Share your expertise. Join us to discuss ways to optimize lab and core success. This community is for anyone who is in a lab management role including research labs, core labs and instructional labs.

CRISPR on Campus: Editing the Genome from Agriculture to Zebrafish

Agriculture (3rd Floor)

C. Dustin Rubinstein, Director of Genome Editing & Animal Models Core, Biotechnology Center

Over the last few years, the technology to rewrite the sequence of genomes has been developed, and it's transforming the way we think about biology, medicine, agriculture, and engineering. Come learn more about this technique and how it's being used across campus.

“Shine On” Meditation Workshop

Fifth Quarter (2nd Floor)

Esty Dinur, Communications & Community Relations, Wisconsin Union Theater, Meditation Leader

It is spring. The days are getting longer, the sunlight stronger. It is time for an internal spring cleaning. Time to shine! In this meditation workshop you will engage in meditation, movement, breath work, and spiritual and physical exercises designed to help you leave winter behind--whether physically or symbolically--and open your heart to spring and light.

WAA: Past, Present and Future

Industry (3rd Floor)

Sarah Schutt, Chief Alumni Officer and Executive Director, Wisconsin Alumni Association

The Wisconsin Alumni Association was founded in 1861 by alumni who wanted to ensure the continuation of our great state university, mobilize alumni for its support and serve the interests of alumni. While our mission has remained largely the same for the past 157 years the higher education landscape, expectations of alumni and industry trend to a combined advancement model has resulted in a new way of doing business. This session will describe the new advancement model within the merged Wisconsin Foundation and Alumni Association explore the wide variety of strategies and initiatives to meaningfully inform and connect alumni with the university and with each other, and inspire their support for UW. Questions are encouraged!

SPECIAL THANKS

Organizing Committee

J.J. Andrews
Aaron Crandall
Tim Dalby
Heather Daniels
Elizabeth Foste
Amy Fruchtman

Heather Mc Fadden
Brady Minter
Mallory Musolf
Kevin Niemi
Jake Smith

Conference Assistance

Sophia Calzavara
Heather Daniels
Nancy Loehr

Betsy Pierce
Jake Smith
Tammy Starr

Speakers

Michael Bernard-Donals
Libby Bestul
Andrea Bilger
Sharon Blohowiak
Ann Bourque
Lauren Bowers
Kim Bruksch-Meck
Sarah Carroll
Heather Daniels
Esty Dinur
Jaime Dregne
Kayla Driscoll
Lynn Freeman
Kevin Galles
Rich Gassen
Joe Goss
Kyle Hanson
Ronald Harris
Mats Johansson
Julie Karpelenia

Kathi Kilgore
Sagashus Levingston
Mary Luther
Megan Miller
Jean Papalia
Suzanne Ponik
Thomasin Propson
Peter Rafferty
Jonathan Riehl
C. Dustin Rubinstein
Brian Rust
Nicci Schmidt
Elizabeth Schrimpf
Sarah Schutt
Jennifer Sell
Patrick Sheehan
Jake Smith
Steve Smith
Kate Skogen
Megan Spurgeon

Sponsored by:

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

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