

**2020-2021 Academic Staff Committee**

MEETING MINUTES  
September 9<sup>th</sup>, 2020  
Microsoft TEAMS

**Attendees:** Sherri Arendt, Anthony Sigismondi, Kate Farley, Pat Hicks, Lynn Rotter, Virginia Englebert, Lynn Niemi

**Guests:** Jamee Haslam, Melissa Nash

**I. Call meeting to order at 1:32PM**

**II. Determine minute taker for meeting**

Lynn Niemi volunteered to take the minutes.

**III. Approval of minutes**

Minutes from August 19th, 2020 meeting

Minutes were approved by Kate Farley, 2<sup>nd</sup> Lynn Rotter. Minutes are approved and will be sent to SOFAS to be put on the website.

**IV. New Business**

**1. Revisit March's canceled meeting to address IAS workload per request of UC**

UC would like to come to one of our ASC Meeting (9/23 or 10/07) to discuss this issue. UC would like for us to invite all AS Instructional Staff. We will need to make sure we can get a list from AS Instructional Staff list through HR or SOFAS.

**2. Caregiver task force consortium**

This was raised system wide and brought up in UC regarding caregiving. A document is being created by UC and it is still in draft form. Anyone can review -

<https://consortium.gws.wisc.edu/caregiving-task-force/>

Discussion on how this could help all academic staff. Being compassionate, showing flexibility and giving time are examples of what is requested. Sherri will keep us briefed on updates.

**3. Office of Covid Response update**

Sherri invited Amy Henniges was invited but respectfully declined. Virginia had given a brief update: Housing students are being tested every two weeks with results being notified at end of the day. If positive, students will be quarantined in specific housing. Testing is opened up to non-residence students. Updates on testing is provided every day. If students do not get tested there will be warnings and finally eviction. Lynn Niemi gave updated on Clear face masks and student requests for face covering exemption. Unless student meets CDC guidelines, there will be an alternate for face covering.

**4. HR update – Melissa Nash**

**Academic Staff Committee HR Update – 9/9/2020**

**Title and Total Compensation Project:** The title and Total Compensation Project has been further delayed with implementation expected sometime in 2021. We expect that re-engagement in this Project will start to happen in October. HR will be bringing the Project

Team back together at that time, and will be in communication with the campus community when updates are available

### **COVID-19**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [Phoenix Forward Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

#### **Phoenix Forward Website**

Review the [Phoenix Forward Website](#) to understand how we'll be operating this fall and what we need you to do to stay safe. The Phoenix Forward Website includes [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. Questions may also be submitted to the Question and Answer form on the right side of that [page](#).

#### **COVID-19 Training**

All employees are expected to complete the [COVID-19 Training](#) by Wednesday, September 9, 2020. If you have not received an invitation to the Canvas training, please email [hr@uwgb.edu](mailto:hr@uwgb.edu).

#### **Self-Assessment**

Complete the [daily checklist](#) for each day you are on campus. If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or [helpdesk@uwgb.edu](mailto:helpdesk@uwgb.edu). Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or [hr@uwgb.edu](mailto:hr@uwgb.edu).

#### **Workplace Expectations**

To ensure faculty, staff, and students have access to the same basic information, prior to the return to work all employees must review and understand the [Employee Workplace Expectations](#). If you are faculty or instructional staff, read the [Return to Classroom Expectations](#).

#### **Reporting**

The University requests that all faculty and staff who become infected, suspected or exposed-close contact or faculty and staff who receive a first-hand report of someone who is infected, suspected or exposed-close contact, complete the [COVID-19 Case Report](#).

#### **Furlough**

For up-to-date information related to Furlough, please see the [Furlough Information](#) page on the HR website.

#### **Time Reporting for Workforce-Wide Intermittent Furloughs**

Monthly employees are required to complete a [biweekly timesheet](#) for each week in which they are assigned an intermittent furlough day.

- The biweekly timesheet entry has different deadlines than monthly leave reporting (biweekly timesheet entry deadlines: [https://uwservice.wisconsin.edu/docs/covid19/timesheet\\_entry\\_deadline\\_2020.pdf](https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf)), so you may need to enter your intermittent furlough day before the end of the month
- You will still need to enter your [monthly leave report](#) as usual for the month

- You will only need to enter hours on the timesheet for the week that you have the furlough day - not both weeks.

Please note that this procedure is different than the regularly monthly leave reporting.

Timesheet entry instructions can be found online at

[https://uwservice.wisconsin.edu/docs/covid19/Furlough\\_timesheet\\_entry\\_monthly.pdf](https://uwservice.wisconsin.edu/docs/covid19/Furlough_timesheet_entry_monthly.pdf)

### **Employee Health & Wellness**

We recognize these unprecedented events may cause stress and other life challenges for you, your employees, and your family members and friends. We encourage employees to utilize individual providers through your health insurance program and/or UW-Green Bay's [Employee Assistance Program \(EAP\)](#), which is available for all employees, to include student employees. EAP offers services to support employee well-being and resilience in work and life, including navigating anxieties related to COVID-19.

The Office of Human Resources and Workforce Diversity is also ready to support employees and supervisors who may have questions about benefits, leave, flexible work arrangements, and other personnel-related topics. Please do not hesitate to contact us at [hr@uwgb.edu](mailto:hr@uwgb.edu) or (920) 465-2390. Please also see the [Employee Health & Wellness website](#) for more information.

**REMINDER: Performance Evaluations for Non-Instructional Academic Staff and Limited Employee were due to Area Leaders on Friday, August 28<sup>th</sup>**

As we begin a new fiscal year, it is time for annual performance evaluations for Non-Instructional Academic Staff & Limited Employees. Annual performance evaluations are a key component to employee performance and development.

Non-instructional academic staff and limited employees and their supervisors should begin the performance evaluation process for the prior fiscal year (July 1, 2019 – June 30, 2020) as soon as possible. Please follow the procedure outlined on the [Performance Evaluation Narrative Form](#), submitting the completed evaluation to the area leader's office no later than Friday, August 28, 2020. For more information on the review process, please visit this [blog post](#).

Please review the statement published by the Academic Staff Committee on Annual Reviews [here](#).

### **2021 Annual Benefits Enrollment (ABE) period**

The 2021 Annual Benefits Enrollment (ABE) period will be September 28, 2020 – October 23, 2020. As we get closer to the ABE period, additional information will be provided to employees.

### **New Employees:**

- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson – Corey King will start on 9/21/2020
- **Cabinet Liaison for Internal Affairs** Chancellor's Office – Paula Marcec – Susan Grant Robinson will start on 10/1/2020
- **Assistant Women's Basketball Coach** Athletics – Clyde Manns – Mehryn Kraker started on 9/9/2020

Positions Being Recruited:

- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Marketing and Graphics Design Specialist** University Union – NEW
- **Multicultural Admission Counselor** Admissions – Yee Leng Yeng
- **Manager of Special Events and Annual Giving** University Advancement – Morgan Fuller
- **Environmental Health Specialist** Risk Management & Occupational Safety – Jill Fermanich
- **Associate Director of Student Life** University Union – Claudia Guzman
- **Grants and Research Program Specialist** Office of Grants and Research – NEW
- **75% Academic Advisor** Nursing and Health Studies – Sharon Gajeski
- **Teaching, Learning, and Technology Consultant** CATL – Nathan Kraftcheck
- **Director of Basketball Operations** Athletics – Dytanya Johnson
- **Student Services Specialist** GBOSS Sheboygan Campus – Peggy Osthelder

Recruitments Paused:

- **Camps and Outreach Coordinator** CSET – NEW

ASC asked Melissa about distribution list for AS, AS Instructional Staff, Ad Hoc. Melissa will investigate this.

**V. Old Business**

1. ASC Assembly dates  
Date has been set for December 7, 2020 at 3:00PM
2. Results of survey on training  
94 response so far and survey will close on September 18<sup>th</sup>. Working remotely was highly sought after so far.
3. Messaging  
Messaging to administration has draft on Teams. ASC is to review for final edits being done by Monday, September 14<sup>th</sup> so Sherri can send out.

**VII. Governance/AS Committee Reports**

UWS System Rep - Lynn N

- Next meeting is on Friday, September 18<sup>th</sup>

T&TCS Project Team Report – Lynn N

- No updates

Comp and Workload Committee liaison report Jamee H.

- No updates yet. Jamee is trying to figure out who C is for these meetings and will report back to us with any details.

Strategic Budgeting Committee liaison report Jamee H.

- Meetings are October 13<sup>th</sup>, December 8<sup>th</sup>, February 16<sup>th</sup> and April 13<sup>th</sup>
- When we last met last Winter (February) – it was stated that 2020-21 will be another shadow year.

Master Planning Workgroup - Lynn N.

- No updates, next meeting is September 24<sup>th</sup>

AS Personnel Committee – Pat H

- No meeting has been planned yet.

AS Professional Development Allocations Committee - Lynn R

- No meeting has been planned yet.

AS Professional Development Programming Committee – Kate F

- Survey has gone out and will close on September 18<sup>th</sup>

Leadership & Involvement Committee - Virginia E

- No meeting has been planned yet.

**VIII. Other Business/items for next meeting September 23rd, 2020**

Results on Interest Survey

Anthony will be leaving UWGB effective September 11<sup>th</sup>. He will notify SOFAS. ASC will look to SOFAS for replacement. **Thank you, Anthony, for your service to ASC and UWGB!**

**VIII. Adjourn**

Lynn Niemi made motion to adjourned, 2<sup>nd</sup> by Virginia at 2:52PM

Meeting minutes respectively submitted by Lynn Niemi, Vice Chair ASC