

ACADEMIC STAFF COMMITTEE (ASC) MINUTES
WEDNESDAY, NOVEMBER 18, 2020
1:31-2:58 MS TEAMS

Committee Member Present: Sherri Arendt (Chair), Lynn Niemi (Vice Chair), Virginia Englebert, Patricia Hicks, Lynn Rotter.
Guests Present: Melissa Nash, Jamee Haslam, Pamela Olson, Holly Keener, Mary Kate Ontaneda

1. Call to Order 1:31 PM by Sherri Arendt, Chair.
2. Minutes: Approved as written
 - a. Motion – Virginia Englebert
 - b. Second – Lynn Rotter
3. New Business
 - a. Human Resources Update (Melissa Nash)
 - i. Title and Total Compensation
 1. Implementation delayed due to COVID-19.
 2. Target implementation date mid-2021.
 3. Will update as more information becomes available.
 - ii. Pay Plan
 1. Provides a base rate increase to all eligible employees of 2% in FY 20 and 2% in FY 21.
 2. Eligible employees include faculty, academic staff, limited, university staff, and university staff project appointments in ongoing positions with a budgeted FTE of 50% or greater.
 3. HR Office has sent reminders to employees, supervisors, and Dean/Division Leaders of any missing training and/or performance evaluation requirements.
 - iii. Single Payroll Project
 1. Biweekly payroll
 2. Implementation July 18, 2021.
 - iv. Supervisory Leadership Certificate Program
 1. Available to five UW-Green Bay supervisors seeking professional development.
 2. Interest form due to Area Leader by December 4, 2020.
 3. Interest forms will be forwarded to the Position Review Committee for consideration.
 4. Decisions made on attendees will be communicated to employees and supervisors in mid-December.
 5. More information: https://blog.uwgb.edu/hr/2020/11/supervisory-leadership-certificate-program-7/?utm_source=HR+Connect+Subscribers&utm_campaign=46c6c61b7a-HR_Connect_January_11_2018_COPY_01&utm_medium=email&utm_term=0_1a695a7fa1-46c6c61b7a-98495431
 - v. Reminders to check:
 1. COVID-19 Updates
 2. Furlough Information

- vi. New Employees
 - Student and Community Relations Coordinator CECE – NEW – Anne Flesch will start on 11/30/2020
 - Associate Director of Residence Life – Joanie Dovekas – Adam Neveau will start on 12/15/2020
 - Assistant Controller – Kevin Sevcik – Danielle Alexander started on 11/9/2020
 - Student Services Specialist GBOSS Sheboygan Campus – Peggy Osthelder – Hleeda Vang started on 11/9/2020
 - Grants and Research Program Specialist Office of Grants and Research – NEW – Terri Fredenberg-Holzman will start on 12/7/2020

- b. Strategic Budget Committee Updates (Jamee Haslam)
 - i. FY 2020 budget model is complete and will be shared with budget committee for feedback.
 - ii. Will Incentive Based Budget (IBB) be implemented July 2021? Not yet known.
 - iii. Next meeting: December 8.

- c. Compensation and Workload Committee Updates (Jamee Haslam)
 - i. Discussion: Online course caps sometimes higher than in-person courses.
 - ii. Committee will request further information on this issue and then meet to discuss further.

- d. Fall 2020 Assembly
 - i. Date and time: Monday, December 7, 3:00-4:30, MS Teams.
 - ii. Sherri Arendt will email Save-the-Date reminder to Academic Staff tomorrow.
 - iii. Speakers have accepted; topics will be finalized.
 - iv. Sherri will request Committee reports, which will be attached to the agenda.
 - v. Sherri will share draft agenda with committee for feedback.
 - vi. Virginia Englebert is in charge of pre-assembly email questions, requests, etc.
 - vii. Mary Kate Ontaneda will:
 - 1. Help set up Teams meeting and provide technical support.
 - 2. Record minutes of the meeting.

- e. Social Media Collaboration: Updates on hold.

- f. Academic Staff 2021 Excellence Awards
 - i. Goal: Submit 3-4 names for possible award nomination.
 - ii. Committee members will send selections, with brief rationale statements, to Lynn Niemi, by Friday, November 20.
 - iii. Lynn will compile selections in a survey to be distributed to Academic Staff for their input/vote.

- 4. Old Business: Academic Staff Email Distribution Lists (Holly Keener)
 - a. Currently:
 - i. List definitions/codes vary.
 - ii. Codes need to be updated.
 - iii. There are separate lists for Academic Staff and Instructional Academic Staff (IAS).
 - iv. Ad Hoc instructors are not included on IAS mailing list.
 - v. Different purposes call for different lists.

- b. Next steps:
 - i. Locate and distribute job code lists.
 - ii. Reset mailing lists, as needed.
- 5. December 2nd meeting is cancelled.
- 6. Business for next meeting
 - Revisit committee charge, with focus on:
 - 16) To participate in the selection and annual performance evaluation of the Secretary of the Faculty and Staff.
 - 18) To solicit feedback from Academic Staff on the performance of the University's administrators at least every other year.
- 7. Adjourn 2:58 PM
 - a. Motion: Lynn Niemi
 - b. Second: Virginia Englebert

Respectfully submitted,

Patricia Hicks