

**UW-Green Bay Academic Staff  
SPRING ASSEMBLY MINUTES  
May 6, 2021; 3:00 p.m.**

**I. Call Assembly to Order (Sherri Arendt, ASC Chair)**

With just short of 50 Academic Staff in attendance, ASC Chair Sherri Arendt called the Spring Assembly to order at 3:01 p.m. A motion to approve the meeting agenda was made by Lynn Niemi and seconded by Virginia Englebert. The members of the ASC in attendance (Virginia Englebert, Lynn Niemi, Patricia Hicks, Lynn Rotter, and Sherri Arendt) introduced themselves.

**II. Chancellor's Report (Dr Michael Alexander, Chancellor)**

The Chancellor extended his thanks and presented an etched crystal, stemless (empty) wine glass to Sherri Arendt as a token of his appreciation for her efforts in leading the ASC this academic year. He also thanked the members of the ASC and the entire Academic Staff for their phenomenal efforts during this trying year.

The Chancellor spoke of plans for Fall semester. We are planning for a "normal" Fall, but we will follow all county, state, and federal health guidelines. Regarding plans for employees returning to work on campus, administration has a meeting scheduled for 17 May 2021 to discuss our telecommuting policy. It will be a liberal policy, however, any telecommuting policy cannot be done equally. There are some employees whose job just requires them to be here. Our first priority is our students, so if a job requires an employee to be here to assist the students, then that employee's telecommuting options will be limited.

There will be 650-700 students "walking" at commencement on Saturday, 15 May 2021, the Chancellor invited all to be a part of the celebration.

Next week is faculty/staff appreciation week. Regrettably there will be no picnic as there has been in the past. Administration is not yet comfortable holding an event with a large gathering of people.

Yesterday, the Universities and Colleges Committee of the Wisconsin legislature released a document "A Wisconsin Roadmap to Success in Higher Education for the Twenty-First Century." The Chancellor expressed to all assembled that there is nothing to worry about. He encouraged all to continue doing great work and continue to serve our students and northeast Wisconsin as well as we possibly can, that is how we will succeed.

**III. Provost's Report (Dr Kate Burns, Interim Provost)**

Interim Provost Burns thanked the Academic Staff for their hard work after "a very long year." She then mentioned that the Comprehensive Program Review was wrapping up. Minor edits will be made to the document based on the recently held open forum and the Qualtrics survey that was available for offering comments. The Review will then be submitted to System.

Regarding enrollment news, the summer looks very good. Although we are only seeing an increase of 1% over last summer, last summer had record breaking enrollment. Priority registration for the Fall 2021 semester ends today. The extended registration period provided additional time for students to meet with their advisors. Although our Fall 2021 enrollment numbers are down, the situation appears very similar to what happened in January when Admissions reached out to students to encourage them to enroll. The end result then was an increased enrollment. We are halfway to our incoming first year student goal; the lag is likely due to a delay in sending out invitations to GBO (Green Bay Orientation). Graduate student admissions is up 8%.

#### **IV. Academic Staff New Business**

The Leadership and Involvement Committee shared the results of the Academic Staff elections:

- Academic Staff Committee: Nichole LaGrow, Laura Nolan, and Bethany Welch (Additional Locations representative)
- Academic Staff Personnel Committee: Jessica Delzer and Bryan Steward
- Academic Staff Professional Development Allocation Committee: Crystal Lepscier and Bryan Steward

For new business, Lynn Niemi suggested next year's Academic Staff Committee monitor any developments regarding the "A Wisconsin Roadmap to Success in Higher Education for the Twenty-First Century."

#### **V. Human Resources Report (Melissa Nash, Director, Human Resources & Megan Noltner, Specialist, Human Resources)**

Melissa Nash and Megan Noltner visited from Human Resources. Melissa thanked Academic Staff for their resiliency throughout this past year's pandemic. Then she spoke about the TTC (Title and Total Compensation), UW System's redesign of titles and pay ranges. She first addressed some common misconceptions about TTC, including:

- No one will lose their job because of TTC
- No one will have to reapply for their job
- No one will receive a pay cut or increase
- There will be no changes in their benefits

Melissa also mentioned the following target dates related to TTC:

- The implementation date is scheduled for November 2021
- In April/May, employee open forums will be held; these forums will be recorded and posted
- In May/June there will be training for supervisors regarding conversations with employees to discuss the titles
- After the November implementation date, there will be an opportunity for a formal title appeals process
- Instructional Academic Staff will have the Teaching Professor title series available

The next topic for discussion was the Single Payroll Project in which all employees will all be paid biweekly. This will allow for pay to be distributed more frequently and evenly. Deductions will be spread over two checks instead of one; in those rare months where employees receive three checks in one month, no deductions (other than withholding, of course) will be taken from the check. Checks will be received on June 30 (for all of June), then on July 30 (for July 1-17), August 12 (for July 18-31), etc. UW System has a dedicated website to answer any questions. If anyone has automatic deductions taken out of their checks, they may want to check how the switch to biweekly checks will affect those automatic deductions.

Megan Noltner, the HR liaison for Academic Staff, briefly addressed COVID updates. Employees who have received both vaccines may not need to go through the COVID surveillance testing protocols any more in the near future. Questions for Megan included whether we will need to continue with the daily assessments (the need for this will be examined) and will we continue with our mask policy (yes, until further notice).

#### **VI. SOFAS Report (Dr. Steve Meyer, SOFAS)**

While it seemed impossible that six years had already passed, Steve reminisced over his six years serving as SOFAS, letting the Academic Staff know how much he has enjoyed working with all staff members over the years. He longs for the moment when we are back to normal and can enjoy impromptu hallway

meetings. The only SOFAS update was in regard to Administrator Evaluations. The University Committee will be taking this up next Fall, so SOFAS urged Academic Staff, University Staff, and Faculty to work together as one body on this effort.

## **VII. AS Committee Reports (Committee Chairs and ASC Liaisons) – See Individual Committee reports below**

ASC Chair Sherri Arendt thanked each Committee (and each Committee member) for their work this year.

Personnel Committee (Lauri Welhouse)

Professional Development Allocations Committee (Tara Da Pra)

The ASPDAC provides money for professional development events including, but not limited to, attending conferences. Their budget this year was \$9,000, but with COVID only \$900 was distributed. The Committee will be working to simplify the application process.

Professional Development Programming Committee (Sarah Bakken)

The ASPDPC works jointly with the University Staff to provide professional development programming opportunities. This year Committee member Kate Farley took leave when she had her baby girl (congratulations, Kate!); Nichole LaGrow filled in during Kate's absence. The Programming Committee is planning for an EDI speaker this June.

Leadership and Involvement Committee (Jodi Pierre)

The LIC puts together the elective and appointive ballots for the Academic Staff committees. Thanks to every Academic Staff member who agreed to list their name on the ballot. The LIC did a great job filling the vacancies!

Lynn Niemi spoke about the UWGB Academic Staff Rep to UW System. Academic Staff, University Staff, and Faculty each has a representative to UW System meetings which occur three times each semester. Lynn encouraged Academic Staff to consider becoming UWGB's Academic Staff Rep as it is a great way to learn what is happening at other UW campuses and to follow UW System policy changes in real time.

## **VIII. Other Business**

The next regular ASC meeting will be on Thursday, May 20, 2021: 2:00p.m.; Via TEAMS

## **IX. Adjournment at 4:13 p.m.**

## **COMMITTEE REPORTS:**

### **Academic Staff Professional Development Programming Committee (ASPDPC)**

Annual Report 2020-2021

Members: Sarah Bakken (Chair), Laura Nolan, Roger Wareham, Nichole La Grow (Secretary/Treasurer), Kate Farley (ASC Liaison)

Annual Update:

- Sarah Bakken took on the role of committee chair. With Laura's appointment to the committee ending soon, she wanted to allow a smooth transition so she could mentor incoming chair. In addition to Sarah, new members include Nichole La Grow and Roger Wareham
- Our committee co-sponsored a virtual event with University Staff featuring guest speaker, Nurse Jesse this past November.
- We supported CATL's virtual Instructional Development Institute this January with programming expanded again to reach Academic Staff. This year's theme was "Making Meaningful Connections."
- Over spring break in March, our committee co-sponsored with University Staff a virtual Microsoft Teams Training Event, with Scott Berg (CATL) and Kim Miller (IT). We opened the event to all staff and faculty. We recorded the sessions for those who registered to watch on their own time. With high participation and positive feedback, we plan on revising and putting on again in the future.
- Currently, our committee is working on developing a virtual DEI speaker event for June. We will be meeting at the end of this month to finalize plans for this event

### **Academic Staff Personnel Committee**

COMMITTEE MEMBERS:

Allen Voelker 20-22

Laura Nolan 20-22

Lauri Welhouse Chair, 20-22

Megan Noltner, (Human Resources Liaison) 20-21 (ex-officio non-voting)

Bryan Hulbert 19-21

Jena Richter Landers 19-21

Patricia Hicks (liaison from ASC) 20-21 (ex-officio non-voting)

SUMMARY OF ACTIVITIES:

Committee convened on February 15<sup>th</sup> to review the Covid-19 rubric to be voluntarily used in employee evaluations. With the assistance of the Secretary of Faculty and Staff an email went out to University staff outlining potential usage of the Covid-19 rubric. Another email will be going out to Academic Staff prior to evaluations.

### **Leadership and Involvement**

#### **Committee**

**Annual Report, 2020-21**

**Members**

Bobbie Webster, Megan Leonard-Bisenius, Nathan Kraftcheck, Mike Kline, Jodi Pierre (chair), Virginia Englebert (ASC liaison)

### **Purpose**

The primary charge of the Leadership & Involvement Committee is to solicit Academic Staff to serve on various elective and appointive committees via an annual survey, prepare ballots for the elective committees, oversee the voting process, and make recommendations for appointive committees.

### **Activities**

The LIC met four times and conducted business via email when necessary. For the upcoming 2021-22 academic year, there were eight vacancies on three elective committees, and there were 14 vacancies on eight appointive committees.

In October, the Committee reviewed its charge, its workflow, and the committees that Academic Staff serve on.

In January, the Committee reviewed the academic staff committee interest survey and updated it to reflect changes in the Academic Staff Committee structure and meeting frequency. The SOFAS office distributed the survey on January 25 and reported the results to the committee after the survey closed on February 5.

The Committee met in late February to prepare the ballots for the elective committees. There were several candidates running for multiple committees, and there were no candidates for the additional campus representative on the Academic Staff Committee (ASC). As it has in the past, the Committee contacted staff who had expressed willingness to serve on any committee and asked if they were interested in running for any of the elective committees.

The SOFAS office sent the ballots to all academic staff on March 19, and the election ended on March 26. They reported the results to the Committee on April 5, and the Committee contacted the winners. There is still a vacancy on the Professional Development Allocation committee because some of the candidates were no longer able to serve on it. ASC, in consultation with the Committee, will determine whether to appoint a new member or hold a special election.

The Committee met on April 22 to select candidates for appointive positions and to appoint three academic staff members to the Student Leadership Awards Committee. The Committee then shared the names of the appointive candidates with SOFAS and ASC, so they could distribute them to the appointing committees.

## **Academic Staff Professional Development Allocations Committee Professional Development Allocation Committee REPORT (2020-21)**

### **OVERVIEW**

1. **APPROVED APPLICATIONS:** This year, due to the Covid-19 pandemic and restrictions on university travel, the Professional Development Allocations Committee has had very few requests for funding.
2. **APPLICATION PROCESS REVISION:** In an effort to reduce workload, the committee has been working toward streamlining the application process.
3. **GROWING DEMAND FOR FUNDS:** 30% increase in academic staff
4. **ADDITIONAL FUNDING AVAILABLE:** New fund identified
5. **ADDENDUM:** Committee members and charge

**APPROVED APPLICATIONS (FALL 2020 & SPRING 2021)**

From a budget of \$9,000, we have approved eight applications, for a total of \$820.

Last Name	First Name	Department	Date of Request	Total Event Cost	Amount Requested	Date of Decision	Amount Awarded
Roberts	Meagan	Admissions	10/14/2020	\$149.00	\$74.50	11/18/2020	\$74.50
Heim	Jamel	IT	1/26/2021	\$250.00	\$125.00	1/27/2021	\$125.00
Maufert	Jim	IT	1/26/2021	\$250.00	\$125.00	1/27/2021	\$125.00
Fritz	Jena	Advising	2/2/2021	\$199.00	\$99.50	2/10/2021	\$99.50
Pearson	Ruth	Nursing and Health Services	2/5/2021	\$199.00	\$99.00	2/10/2021	\$99.00
Kanzenbach	Nora	Advising	2/4/2021	\$199.00	\$99.00	2/9/2021	\$99.00
Delikowski	Laura	Advising	2/2/2021	\$199.00	\$99.00	2/9/2021	\$99.00
Micolichak	Nicole	Nursing and Health Services	2/2/2021	\$199.00	\$99.00	2/9/2021	\$99.00

**APPLICATION PROCESS REVISION**

In an effort to streamline the application process, we have been working to simplify the process for all parties, including the applicant, recommenders, and the committee members. The current application process asks applicants to provide:

1. Title, description, date, and location of proposed activity
2. Website or informational brochure describing the event and outlining registration fees
3. Rationale for attending, identifying how participating in this activity will:
  - a. Contribute to your professional development and enhance your ability to do your job
  - b. Support the goals of your department

- c. Benefit the UW-Green Bay community and support its mission
4. Itemized budget (below). Be sure to use the [UW TravelWise lodging and per diem calculator](#)
5. Written support from your supervisor, indicating approval of your rationale for attending and estimated budget

We suggested that the new application asks for just ONE component of item #3, following the logic that if the activity enhances and employee's ability to do their job well then it would also support their department's goals and UW-Green Bay's mission. Likewise, written support from the supervisor need not take the form of a letter of recommendation but can instead be a simple statement of approval. Writing letters of recommendation is a laborious process, and these professional development dollars are not typically awarded on a competitive basis; instead, funds are awarded as requests roll in. While it may be important for supervisors to know about a department member's application, especially concerning the department's share of the funding, we trust our colleagues to know best what professional development opportunities will serve them. We don't require lengthy justification from supervisors.

These changes are proposed for two reasons: 1.) to foster a spirit of equity and 2.) to simplify and streamline the application process for both applicants, supervisors, and committee members.

In conversation with SOFAS and Clif Ganyard, the Associate Vice Chancellor of Academic Affairs, we have clarified that recommended changes must be approved by the Academic Staff Committee, not SOFAS or another administrative body. The committee chair, Tara DaPra, attended an academic staff meeting on February 17 and shared rationale for streamlining the application.

Kate Farley suggested that we change the written application to a Qualtrics form and agreed to help but has since been out on FMLA leave. Luke Konkol stepped in and met with Tara DaPra on 4/2/21, providing different tech options that would allow a streamlined process, from the applicant to supervisor to committee to storage. He suggested that both Qualtrics and Microsoft Forms might each suit and wanted some time to play with each. Covid-19 vaccination side effects have thwarted two scheduled meetings, so we have yet to meet again. Tara will follow up over the summer with the goal of having a new application in place for Fall 2021.

### **GROWING DEMAND FOR ACADEMIC STAFF PROFESSIONAL DEVELOPMENT FUNDS**

As we revise the application process, another point of concern is the growing number of academic staff since our merger with the UW-Colleges in Fall 2019. From the figures below, provided by Human Resources on 4/15/21, the number of academic staff has risen by more than a third, but we've received not proportional increase in professional development dollars:

	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
Non-Instructional AS	181	184	193	197	233	246	224	241
Instructional AS (ongoing)	32	31	31	31	41	38	53	51
Instructional AS (temporary)	82	91	99	109	128	137	123	133
<b>TOTAL</b>	<b>295</b>	<b>306</b>	<b>323</b>	<b>337</b>	<b>402</b>	<b>421</b>	<b>400</b>	<b>425</b>

In contrast to the growing number of Academic Staff, our budget has remained relatively flat. (It was somewhat higher in 2018-19, when the Academic Staff Committee shared a portion of its budget to meet the demand.) Below is a history of professional development dollars awarded, 2015-2021.

Fiscal Year	Amount Received	Amount Awarded
2015-2016	\$ 9,850.00	\$ 9,942.34
2016-2017	\$ 9,000.00	\$ 9,005.24
2017-2018	\$ 9,200.00	\$ 9,110.40
2018-2019	\$ 10,657.33	\$ 11,416.08
2019-2020	\$ 9,000.00	\$ 9,480.80
2020-2021	\$ 9,000.00	\$ 820.00

#### **ADDITIONAL FUNDING AVAILABLE**

On 3/22/21, Interim Provost Kate Burns alerted us of an additional \$18,000 in funding available for Academic Staff Professional Development. She wrote,

Good news! Advancement was able to uncover a couple of accounts that were designated to be used as professional development. One has \$247.50 in it, but the other has around \$18,000.

From my perspective, we should utilize these dollars for professional development that is in alignment with our strategic initiatives (Student Success, Inclusivity, Digital Transformation, Sustainability, Community Connection) and we should use our existing professional development guidelines about what type of expenses are typically covered. Other than that, the Academic Staff Committee can use these dollars toward professional development in however they see fit.



**Because these funds are from a separate Advancement account, they can be rolled over and spent in future years.** Next year's committee can decide if they wish to follow Provost's Burns suggestion to use these funds "in alignment with our strategic initiatives" or if they wish to include them in the general fund.

## **ADDENDUM**

### **CURRENT COMMITTEE MEMBERS**

- Laura Delikowski, Advisor, PROMOTIONS MANAGER, 20-22
- Bethany Welch, Academic Advisor, SECRETARY, 20-22
- Lynn Rotter, Manager, University Ticketing, LIAISON FROM ASC, 20-21 (ex-officio non-voting)
- Tara DaPra, Lecturer, CHAIR, 19-21
- Bryan Hulbert, Student Life, TREASURER, 19-21
- Jeffery Schulz, Campus Facilities Planner, SHAREPOINT MANAGER, 19-21

### **COMMITTEE CHARGE**

According to Article IV, Section D of the Academic Staff Governance Bylaws, the DUTIES of the Professional Development Allocations Committee are:

1. To notify academic staff of the availability of professional development funds, process funding requests, and inform applicants of the committee's decision in accordance with the "Guidelines for Use of Professional Development Funds."
2. To report on their activities as established in the "Guidelines for Use of Professional Development Funds."
3. To review the funding procedure and present recommendations to the Academic Staff Committee on an annual basis.

Consistent with the duties listed in the bylaws and in continued support of the Academic Staff governance goals, the Academic Staff Committee RECOMMENDS the following be included in the goals of the Professional Development Allocations Committee:

1. Take the initiative to seek additional funding sources for the professional development of academic staff.
2. Oversee the allocation of monies in support of individual professional development activities and the Academic Staff Professional Development Committee following the "Guidelines for Use of Professional Development Funds."
3. Announce the availability of funds and distribute the "Application for Funding" in the fall and spring or as needed through the use of e-mail, flyers, LOG, postings, etc.
4. Survey those departments who have Academic Staff to determine if individuals have been denied professional development opportunities due to lack of matching departmental funds.

5. Review and recommend to the Academic Staff Committee possible revisions regarding reporting and deadlines of the Professional Development Allocations Committee as stated in the "Guidelines for Use of Professional Development Funds."
6. Report at the December and May Academic Staff assembly meeting the status of proposals received, funded, and fund balance.
7. Work with the Professional Development Programming Committee to encourage persons who receive funding from this committee to share the knowledge and experience gained via their professional development activities through events sponsored by the Professional Development Programming Committee.
8. Provide a brief listing in December and May of persons who received funding and for what events to the Professional Development Programming Committee.