

Members present: Lynn Niemi (Chair), Pat Hicks, Jamee Haslam, Anthony Sigismondi, Bao Sengkhammee, Sherri Arendt, Lynn Rotter

Guests: Provost Alexander, Todd Dresse, Pamela Olson, SOFAS Steve Meyer

I. Call meeting to order

Lynn Niemi, Chair – called the meeting to order at 1:35 pm

II. Determine minute taker for meeting – Sherri Arendt

III. Approval of minutes

a. Minutes from March 11th, 2020 meeting

- Motion to approve the minutes made by Jamee
- Anthony second motion
- All committee members were in favor
- Lynn will send approved minutes to SOFAS to post

IV. New Business

a. Campus Leadership Update (Provost Alexander)

Congratulatory wishes were given to Provost. He shared his pride with all of campus during the move to alternative delivery and the efforts to keep campus safe. the University is supporting community and Brown, Manitowoc, Sheboygan and Marinette Counties. GB is positioned well currently but if disruption progresses, he is unsure how this will affect budgetarily. Campus needs to meet students halfway especially at a time when it is estimated that 20% of college campuses may not recover. Expecting some amount of GPR reduction due to shortfall in collection of state income taxes. Provost asks that all campus energy be put into retaining and recruiting going into Fall 2020 working as a cohesive four campus unit without diverseness to support the academic enterprise. Lastly, Provost prefers to be called Mike now and moving forward. Mike hopes to have an answer as to the filling of the interim provost position by the week of the 13th

b. HR Update (Melissa Nash)

Title and Total Compensation Project: The title and Total Compensation Project has been delayed for at least 3 months. HR 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 [UW-Green Bay Coronavirus Information Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

COVID-19 Leave

In a recent update to [SYS 1200-Interim 02, COVID-19 Leave Policy](#), up to 272 hours of COVID-19 leave (prorated by % FTE) may be made available to employees who cannot perform their assigned duties due to the COVID-19 pandemic for the period of March 17, 2020 (3/17/20) through May 1, 2020 (5/1/20). Please see the updated [COVID-19 Leave & FMLA Expansion – Frequently Asked Questions \(FAQ\) for information about eligibility, reporting requirements, and other details.](#)

COVID-19 Related FMLA Expansion

Effective April 1, 2020, additional paid family and medical leave for a qualifying need related to a public health emergency is provided as outlined in [SYS 1200-Interim 03, FMLA Expansion and in compliance with the provision of the Families First Coronavirus Response Act of 2020](#). In order to be in compliance with the expanded FMLA provisions, the Office of Human Resources is requesting that all employees who are unable to work (or telework) due to childcare reasons related to COVID-19 reach out directly to hr@uwgb.edu or (920) 465-2390.

Please see the [COVID-19 Leave & FMLA Expansion – Frequently Asked Questions \(FAQ\) for more information.](#)

Vacation Carryover

UW System President Ray Cross has indicated that employees will be granted vacation carryover flexibility due to the impact of the COVID-19 pandemic. Human Resources will communicate further details as they are available.

Online Well-Being Resources

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 or (920) 465-2390.

University Staff Performance Evaluations are due to the HR Office on April 30, 2020. Academic Staff members who are supervisors of University Staff employees should be concluding the review process with their employees in the coming weeks.

New Employees:

- **Associate Dean** Austin E. Cofrin School of Business – NEW – Rasoul Rezvanian will start on 7/1/2020
- **Data Reporting Specialist** Provost Office – NEW – Samantha Surowiec started on 3/23/2020
- **Student and Community Engagement Coordinator** AECSB – NEW – Kathryn Marten started on 3/9/2020
- **Advising and Recruitment Specialist (Manitowoc Campus)** Academic Advising – Julie Dezeeuw – Nichole Becker started on 3/23/2020

Positions Being Recruited:

- **Lecturer – Mathematics** Engineering – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
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- **Lecturer – Management** Marketing & Management – NEW

- **Lecturer – Education (Three Vacancies)** Education – NEW, Karen Eckhardt
- **Lecturer – Computer Science** Engineering – Ben Geisler
- **Lecturer – History** Humanities – Vince Lowery
- **Director of Admissions** Admissions – Jen Jones
- **Assistant Director of Advising and Retention** Academic Advising – Major Cooper
- **Counselor (75%)** Health & Counseling – Stephanie Schultz
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
- **Lecturer – Writing Foundations** Humanities – NEW
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- **Lecturer & MSW Field Coordinator** Social Work – Margaret Kubek
- **First Nations Student Success Coordinator** Education – NEW
- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson
- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Director of Freshwater Strategy** CSET – NEW
- **Camps and Outreach Coordinator** CSET – NEW
- **Assistant Controller** Controller – Lisa Jackovich

Cancelled Recruitments – to be reassessed at a later date

- **Lecturer – Scenic Design** Theatre & Dance – Jeff Entwistle
- **Recruitment & Enrollment Coordinator** Admissions – Michelle Behm-Popoutsis

c. AS Review Statement due to COVID-19

- Guest Todd Dresser and SOFAS Meyer discussed the edits to Academic Staff Committee Statement on adjusting goals for staff on annual reviews.
- Lynn, Jamee and Todd will work to incorporate suggestions and move it forward.
- Todd thanked the committee for the work

V. Old Business

a. IAS updates on job titles

- Discussed in HR report & Provost report TTC is delayed for at least three months therefore moving forward determination yet to be decided in collaboration with UC and FS

b. AS Spring Assembly

- Chair Lynn asked for a motion to pause the AS Assembly scheduled for May due to COVID-19
- Motion by Jamee to cancel the assembly scheduled for May and skip to early fall if circumstances around COVID-19 allow.
- Anthony second motion
- All members were in favor

VI. Governance/AS Committee Reports – see attached for updates

VII. Other Business/items for next meeting (April 22, 2020)

- a. Spring election ballot results and invitations to those elected to serve

VIII. Adjourn

- a. Motion to adjourn made by Bao
- b. Second motion by Jamee
- c. Adjourned 2:50pm

Governance /AS Committee Reports

1. UWS System Rep (Sherri Arendt)

Met 3/13/2020 day prior to COVID 19 announcements. Discussions leading to this ensued.

TTC portion was a review with Dan Chanen from System HR.

2. T&TCS Project Team Report (Sherri Arendt)

Melissa Nash sent a meeting cancellation for the TTC project team & Committee on Workload and stated that the TTC project is delayed for 3 months.

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4. Strategic Budgeting Committee (Jamee Haslam and Joe Schoenebeck)

Meeting March 30, 2020 via Skype – notes from meeting will be sent to ASC and posted in minutes

5. Master Planning Workgroup (Lynn Niemi)

6. AS Personnel Committee (Pat Hicks)

7. AS Professional Development Allocations Committee (Bao Sengkhammee)

Allocated all of the funds. No travel is allowed now so will not seek out any new requests for the year.

8. AS Professional Development Programming Committee (Lynn Rotter)

Chair Laura Nolan indicated that they did put their May professional development program on hold for now. The committee may look into seeing if there is interest to do virtual training when the committee communicates again in a week or two.

9. Leadership & Involvement Committee (Jamee Haslam)

AS Election ballot is coming soon! Watch UWGB email to participate!