

ASC Members Present: Sherri Arendt, Lynn Niemi, Patricia Hicks, Lynn Rotter, Virginia Englebert
Guests: Nicole LeGrow, Holly Keener
Guest Speakers: Chancellor Alexander, Jodi Pierre, Melissa Nash

- I. Sherri Arendt, chair, called the meeting to order at 1:30 pm.
- II. Virginia Englebert will be the minute taker for the meeting.
- III. Approval of minutes - March 10th, 2021 meeting
 - a. Motion to approve – Lynn Niemi
 - b. Second – Virginia Englebert
 - c. Approved as written. Sherri will forward to SOFAS for posting.
- IV. New Business
 - a. Briefing from Chancellor Alexander
 - i. Rather than an update, the Chancellor opened the floor for questions.
 - ii. A question was raised about what might be happening with the alternate locations and the technical college system. Chancellor Alexander mentioned there would be more discussion on this topic at an upcoming Crossing the Bridge meeting. Mentioned that there were a lot of politics surrounding this issue and that we are caught between two different goals. The Technical College System president wants to increase their ability to offer degrees as well as prop up their declining enrollment. UW System president, Tommy Thompson's goals are focused on UWS enrollment and pathways from the technical colleges to UW-Green Bay and making sure those locations are viable options to get degrees. The Chancellor mentioned that UW-Green Bay is the only location that has grown their alternate locations and that it is because we have a different attitude/approach to collaborating with the technical colleges.
 - iii. Another question was raised about the DE+ discussion at the BOR meeting. Pres. Thompson mentioned an April 22nd meeting. Who is participating? Chancellor Alexander response was that meeting may likely be cancelled. Distance Education is a nuanced/complicated project. UWS is attempting to enter the DE market on a grander scale than is probably realistic. There is a need to reevaluate how or university is funded and how we can compete with other universities/states with much larger budgets than are available to the UW system. Chancellor Alexander stated that we need to think about education differently – not just focus on the in-dorm students when 2/3's of our students are "other kinds" of students. That is where growth is happening. DE programming already exists and we do participate. He mentioned the following 4 issues/concerns with the DE+ project:
 1. Any expansion of DE will be at the campus' discretion by degree.
 2. We need to pay faculty higher than what they currently get paid but not just for those courses
 3. We can't implement this on overloads or do it within our current means

4. Should do this quietly – adding people each year in CE & Engagement, adding positions and investing in the process and then spreading across campuses.
 - iv. A question was asked if Covid Vaccinations would eliminate the need to be tested. There is a possibility that may happen but not before June 1st. We are working really hard getting people vaccinated but don't yet understand how many vaccinated people may be getting one of the variants. This summer we will continue to de-densify and start to relax requirements. In the fall, hopefully, we will not need to continue testing. Will need to wait and see.
 - v. The Chancellor will be a guest speaker at the Academic Staff meeting on May 6th.
- b. AS Preference Survey results & new year committees discussion – Jodi Pierre
- i. Jodi Pierre reported on the results of the Academic Staff Preference Survey. We received 48 responses which was fewer than last year. There were several overlaps of elected personnel – Megan Leonard sent out notifications to the winners to confirm they were still willing to serve and if they were willing to serve both elected positions. Deadline to hear back was 4/14/2021. Jodi received the results spreadsheet and the next step of the process will be to place people into the open appointments. The L&I committee will meet on Thurs, 4/22 to complete those tasks and then will send nominations and appointments to SOFAS. Jodi will send by next Friday.

c. HR update – Melissa Nash

Academic Staff Committee HR Update – 4/14/2021

- **[Title and Total Compensation Project:](#)**

As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. At this time, it has been announced that we will be moving forward with an implementation date for the new title structure in November, 2021. This coming Friday (April 16th), HR will be distributing a campus-wide communication related to the implementation date, and will be announcing employee forums which will take place in early May. Below is a tentative timeline from now until go-live:

- **April – May, 2021:**
 - Consultation with Governance and Leadership to finalize the following documents:
 - Updated Title Review Policy including appeal process (to be effective Nov. 2021)
 - NEW Titling Guidelines
 - Revised Position Description template
 - NEW Business Title Request Form
 - Open Forums for Employees to learn about T&TC (four different sessions – two longer sessions for those who are new to T&TC and two shorter sessions for those who just want an update)
- **Late May - June, 2021:**
 - Confirmation of proposed mapping by supervisors
 - Supervisor Training (four different sessions – two longer sessions for those who are new to T&TC and two shorter sessions for those who want a shorter update)
- **July – mid-September, 2021:**
 - Employee-manager conversations
 - Supervisor network sessions
- **November, 2021: Go-live**

Two weeks prior to the next ASC meeting, Melissa will be sending the documents referenced above for review to the ASC executive committee. She will be attending the May ASC meeting to gather feedback on those documents as appropriate. All except for the revised position description template will remain in draft status until the November 2021 implementation, but we would like drafts finalized prior to employee-manager conversations.

- **2021 Market/Equity Compensation Program**

As [announced](#) on December 4, 2020, \$75,000 of base funding has been allocated to address compensation on our campuses for faculty and staff. It has been decided that these funds will be specifically used to address salaries based upon internal equity and competitive external market factors.

Guidelines have been developed for the initial stages of the 2021 Market/Equity Compensation Adjustment Program (and were shared in an email to the campus community on March 8th). At this time, instructional faculty/staff may be considered for increases either based upon external market or internal equity reasons. Non-instructional staff will only be considered for internal equity increases, given that Title & Total Compensation (currently slated for implementation yet in 2021) will be providing us with more relevant and comprehensive market data in the form of revised UW System pay ranges for non-instructional positions. Therefore, a portion of the \$75,000 will be held to address non-instructional market factors at a later date.

In accordance with the guidelines distributed to campus on March 8th, recipients of phase 1 adjustments will be notified on Friday, April 16th.

- **Single Payroll Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to move forward with a single biweekly payroll for all employees. This is a system-wide initiative to standardize System payroll by moving all employees to the current biweekly payroll cycle. Based on feedback from leadership, human resources teams, and joint governance groups, President Thompson has approved an adjustment in the final implementation date, moving from January, 2021 to July 18, 2021. Please watch for more information about the Single Payroll Project in the upcoming months.

Employees currently paid monthly, are invited to attend one of four virtual Single Payroll Town Hall Meetings. Learn how they will be paid during the transition, how the new payroll schedule will affect their paycheck, and what they can do to prepare for the change. Each session will provide the same information. Go the Single Payroll resources website to join one of these town hall meetings:

- Tuesday, May 4, 8:00-9:00 AM
- Thursday, May 13, 4:00-5:00 PM
- Monday, May 17 1:00-2:00 PM

Individuals may also access a copy of the presentation video and slides from the March 3rd Town Hall here: <https://uwservice.wisconsin.edu/single-payroll>

Many Spending and Savings Plan workshops are available from February through June: <https://www.wisconsin.edu/ohrwd/well-being/webinars/>.

- **Direct Deposit now Online**

Employees now have the ability to manage their payroll direct deposit information online through the self-service features in the My UW Portal. For more information, see this blog post: <https://blog.uwgb.edu/hr/2021/04/now-available-employees-can-manage-payroll-direct-deposit-online/>.

- **Outside Activities Reports (OAR)**

Each year, all **faculty, academic staff, and limited appointees with appointments of halftime or more** are responsible for reporting **Outside Activities** (according to Board of Regent and UW System guidelines, UWS Chapter 8.025, and the Wisconsin Administrative Code).

On **April 1**, all employees required to submit an Outside Activity Report (OAR) should have received a message with instructions to complete the OAR from uwsystemhr@uwss.wisconsin.edu. Following the initial notice, employees will receive reminders throughout the month.

Further information on OARs can be found on the UW System [Conflicts of Interest and Outside Activities](#) website and this [blog post](#).

- **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 Spring 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](#).

Face Coverings Are Required

Consistent with communication from the Chancellor's Office issued on March 31, 2021, addressing the recent court [ruling](#) from the Wisconsin Supreme Court, Interim Policy GB 50-21-1 [Face Coverings: Chancellor Interim Order](#) remains in effect without amendment. While UW-Green Bay and UW System Policies have run in support of the Emergency Orders issued by the Wisconsin Department of Health; the University and UW System Policies implemented to address the COVID-19 Event are unique to UW System Institutions and are separate from the Emergency Order. As

such UW System and UW-Green Bay Policies issued as COVID-19 Protocols remain for all individuals present on University property.

[COVID-19 Testing for Faculty and Staff](#)

Consistent with [SYS 600-01: Interim: Spring Semester 2021 COVID-19 Testing Requirements](#), beginning on Tuesday, January 19th, any individual who holds a faculty, academic staff, university staff, limited appointment, student employment, employee-in-training, temporary, or project appointment who comes into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

All employees may obtain testing through [UW Green Bay Testing Centers](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. As a reminder, individuals who have any [COVID-19 symptoms](#) should not use the on-campus testing option and should contact their medical service provider for immediate confirmation testing.

On-Campus Testing Logistics:

Since testing is a requirement for working on campus, employees expected to work on-campus at least once a week should be allowed to get their biweekly (every other week) tests on work time during their scheduled work hours. Non-symptomatic employees may receive [testing](#) on the campuses.

Self-Assessment

Complete the [Daily Self-Assessment](#) for each day you are on campus. Employees will be required to confirm acknowledgement of a completed test within the past 14 days along with the date of the most recent test daily through the [Daily Self-Assessment](#). 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. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

Reminder of Workplace Expectations:

While our University is doing exceptionally well in maintaining a safe environment for students and staff, it is important that we not become complacent with our adherence to the [COVID 19 Workplace Expectations](#). It is critically important that all faculty and staff continue to strictly follow the 3 W's; **Wear your mask / Wash your hands / Watch your distance**. In addition to following the safety guidelines, it is also necessary that all faculty and staff follow public health principles when not on a campus. For more information about employee responsibilities, please see this [blog post](#).

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](#).

An [FAQ](#) with answers to common questions has been added to the Phoenix Forward website. Should information need to be updated as we learn more, the answers of the FAQs will be updated.

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 or (920) 465-2390. Please also see the [Employee Health & Wellness website](#) for more information.

New Employees:

- **Lecturer in Nursing** Nursing and Health Studies – NEW- Jenna Liphart Rhoads will start on 8/23/21
- **Academic Advisor** Academic Advising – Anne Flesch- Njeri Karanja started on 3/22/21 and Alissa Warpinski will start on 5/15/21
- **Director of Development** University Advancement – NEW- Madeline VanGroll started on 4/1/21
- **Dual Enrollment Program Manager** CECE – NEW- Patrick Neuenfeldt started on 4/12/21
- **GBOSS Student Services Specialists (1 Vacancy)** GBOSS – Morgan Theobald and Jessica Martens- Kristi Edminster started on 4/12/21

Positions Being Recruited:

- **Lecturer in Finance** Accounting & Finance – Wei Jiao
- **Lecturer in Marketing** Marketing & Management - NEW
- **Lecturer in Social Work** Social Work – NEW
- **HIMT Director & Lecturer or Assistant Professor** Nursing & Health Studies – Brenda Tyczkowski
- **GBOSS Student Services Specialists (1 Vacancy)** GBOSS – Morgan Theobald and Jessica Martens
- **Financial Aid Advisor** Financial Aid – NEW
- **Student Services Program Manager I** GBOSS- Alissa Warpinski

Cancelled Recruitments

- **Talent Management and Development Specialist** Human Resources – Maria VanderHeiden (restructured position)- Title Change for Julie Flenz
 - i. Point of contact for T&TC will be Melissa Nash. Kimberly Siporski will be the POC for Single Pay.
- d. Spring Assembly preparations with SOFAS
 - i. For the spring assembly, we will invite the Chancellor, Interim Provost, HR Rep, and SOFAS. Sherri Arendt will put a document in Teams that will outline what we are asking each guest to speak about.
 - ii. Suggested topics
 - 1. Chancellor – update on alternate locations
 - 2. Instructional AS vote passes
 - 3. SOFAS – committee changes, AS bylaw changes
 - 4. HR – specific topic?
 - iii. Committee Chairs should submit reports by May 1st. Sherri will send out the request.

- iv. Steve Meyer or Holly Keener will take the minutes.
- V. Old Business
 - a. Provost search – AS representation – Three names were forwarded. Full committee should be announced by the end of the month.
 - b. ASPD Allocations Committee update on application and funding
- VI. Governance/AS Committee Reports
 - a. AS Professional Development Programming Committee is meeting monthly. Planning summer training for June 17-30 timeframe, perhaps on EDI.
- VII. Other Business/items for next meeting being all Academic Staff Spring Assembly May 6th, 2021
 - a. Kate Farley will be visiting after the meeting with baby Kit. She will be back to work in June.
- VIII. Meeting was adjourned at 2:58 pm.
 - a. Motion – Pat Hicks
 - b. Second – Lynn Rotter

UWS System Rep -Lynn Niemi

T&TCS Project Team Report – Lynn Niemi

Comp and Workload Committee - Lynn Niemi

Strategic Budgeting Committee – reporting when requested

Master Planning Workgroup –Lynn Niemi

AS Personnel Committee – Patricia Hicks

AS Professional Development Allocations Committee – Lynn Rotter

AS Professional Development Programming Committee – Kate Farley/Nichol LaGrow(sub)

Leadership & Involvement Committee – Virginia Englebert