

2020-2021 Academic Staff Committee
MEETING AGENDA
July 22, 2020
1:30 p.m.; TEAMS

Members present: Sherri Arendt (chair), Virginia Englebert, Lynn Niemi, Lynn Rotter, Anthony Sigismondi, Pat Hicks, Kate Farley

Guests: Allen Voelker; Lauri Welhouse, Melissa Nash (HR)

I. Call meeting to order

Sherri Arendt, Chair – called the meeting to order at 1:31PM

II. Determine minute taker for meeting

Kate Farley volunteered to take minutes

III. Approval of minutes

- a. Minutes from June 17th, 2020 meeting
 - a. Kate Farley made a motion to approve minutes
 - b. Pat Hicks seconded the motion
 - c. All committee members were in favor
 - d. Sherri will send minutes to SOFAS
- b. Minutes from July 15th, 2020 special meeting
 - a. Anthony Sigismondi made the motion to approve minutes
 - b. Virginia Englebert seconded the motion
 - c. All committee members were in favor
 - d. Sherri will send the minutes to SOFAS

IV. New Business

- a. Tommy Thompson, UW System Interim President seeks feedback
 - i. Sherri asked for any conversation or comments; but the committee didn't have anything to discuss, we may review and bring to next meeting
- b. HR update - Electronic Health Assessment Requirement discussion
 - i. Special guests Allen Voelker has collected some feedback from other employees about concerns they have with the Electronic

Health Assessment form/survey. Some of these concerns were around the definitions for what is considered “non-essential travel,” referenced within the assessment. Does business travel not count, only personal; if someone goes to church, not able to social distance, they wouldn’t be able to answer “no” to physical distance questions in this assessment. Would there be a loss of compensation due to attendance at these kinds of events (religious, political, etc.)

- ii. Virginia’s situation; HR has yet to respond to question about what to do when employees test positive, and then are cleared for work by the county health department. Supervisor didn’t know what to advise, and wrote to HR.
- iii. HR Update from Melissa Nash: **Academic Staff Committee HR Update – 7/22/2020**

- **Title and Total Compensation Project:** The title and Total Compensation Project has been further delayed with implementation expected sometime in 2021. 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](#).

Electronic Health Assessment

Beginning Monday, July 20th, all employees (including student employees) who are scheduled to be working on campus are required to complete an [online health assessment](#) prior to arriving to campus each day. This electronic health assessment will replace any similar processes currently being performed within individual departments.

For information on this requirement for employees, please see this [blog post](#). For additional information for supervisors, please see this [blog post](#).

The [How To: Employee Screening Questionnaire](#) document provides instructions for completion of the [online health assessment](#). This document also provides

instructions for supervisors in seeing which employees have completed the 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.

More information on UW-Green Bay's efforts to ensure a responsible opening of campus can be found in the [Phoenix Forward: Return to Workplace Plan](#) and [Employee Workplace Expectations for July 1, 2020 - August 31, 2020](#).

Workforce Wide Furlough Plan for July 1, 2020 – December 31, 2020

Commencing July 1, 2020 and continuing through December 31, 2020, the University of Wisconsin-Green Bay will implement workforce-wide furloughs for ongoing employees (not otherwise exempt) for the purpose of reducing overall institutional expenses in anticipation of reduced program revenue and loss of state funding.

Eligible employees will be furloughed November 27, 2020 (Day after Thanksgiving) and all campus locations will be closed for business on that date. In addition to that day, eligible employees will be required to take additional days of intermittent furlough between July 1, 2020 and December 30, 2020, with the number of furlough days based upon base annual salary as outlined within the [Workforce-Wide Furlough Plan](#).

Individual notices outlining furlough allocations were delivered to employees via email on June 19, 2020. Employees currently on consecutive furlough also received that notice via postal mail.

For more information about the FY21 Workforce-Wide Furlough Program including process, timeline, and exemptions, please see the [Workforce-Wide Furlough Plan](#).

Time Reporting for 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), 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

Furlough Information and Resources for UW-Green Bay Employees

The purpose of [SYS 1200-Interim 04-Furlough](#) is to address institutional financial challenges in a way that minimizes long term layoffs and maximizes UW-Green Bay's ability to continue to perform its critical educational mission both during the event and in years to come. Employees who have been identified for furlough in June 2020 were provided a formal notice via email on Friday, May 15, 2020.

The Office of Human Resources and Workforce Diversity has published a [website](#) to help employees understand the current [furlough actions](#) for UW-Green Bay, applicable policies and links, and frequently asked questions for those impacted by furloughs as a result of the COVID-19 Crisis. Please visit the [UW-Green Bay Furlough Information](#) webpage to access these resources.

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.

Performance Evaluations: Non-Instructional Academic Staff & Limited Employees

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. The objectives of annual performance evaluations are to provide all employees and their supervisors an opportunity to:

- Discuss job performance
- Set goals for professional development
- Establish objectives for contributing to the department's mission
- Discuss expectations and accomplishments
- Discuss career progression eligibility

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**.

Please note – An annual performance evaluation is not required for individuals hired after July 1, 2019 if a six-month evaluation has already been completed.

Part of the performance review process should be a discussion regarding changes in position responsibilities, appropriateness of the assigned title, and the eligibility towards career progression if employees are in a progression series title.

Per the UW-Green Bay [Compensation and Pay Plan Policy](#), compensation adjustments must be based upon merit and employee performance. Therefore, any future pay adjustments will be contingent upon satisfactory performance.

If you are interested in receiving training related to performance evaluations, career progression and title change, and/or academic staff contracts, or have any questions regarding these processes, please contact hr@uwgb.edu or (920) 465-2390.

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

2020-2021 Academic Staff Contract Letters

Per [Wis. Stat. Chapter UWS 10](#), Academic Staff appointments are fixed-term, probationary, or indefinite. The University of Wisconsin-Green Bay has a contract scheme, according to the [Employee Handbook](#), that allows for various length appointments based upon years in position.

Contract letters were sent on June 25th to Academic Staff employees with contracts expiring this year. Employees currently on rolling horizon contracts receive a letter each year, as the contract dates are extended yearly. Employees in a multi-year fixed-term appointment whose contracts are not expiring this year will not receive an appointment renewal letter until the end of their current contract period.

Appointment changes (i.e. Title, FTE, or Salary Change, etc.) that occur within a given contract term will be communicated separately by HR upon implementation.

As a reminder, no additional rolling horizon contracts will be issued. Therefore, employees moving from a three-year rolling horizon to a five-year term in the 15th year of service will move to a five-year fixed-term contract.

Should you have any questions about details contained within the letter or about the contract process, please contact [Human Resources](#).

New Employees:

- **Lecturer – Education** Education –Karen Eckhardt – Shara Cherniak will start on 8/24/2020
- **Assistant Director of Advising and Retention** Academic Advising – Major Cooper – Kimberly Lintner started on 6/22/2020
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW – Nicole Gouin will start on 8/24/2020
- **Assistant Controller** Controller – Lisa Jackovich – Kevin Sevcik started on 7/20/2020
- **Instructional Designer** CATL – NEW – Nathan Kraftcheck started on 7/13/2020
- **LMS Administrator** CATL – NEW – Scottt Berg started on 7/13/2020
- **Multicultural Advisor** MESA – Rosa Serrano – Cindy Lopez Johnson will start on 8/3/2020
- **Assistant Men’s Basketball Coach (3 Vacancies)** Athletics – Randall Herbst, Richard Davis, Ben Swank – Jared Swanson, Freddie Owens, and Brandon Pritzl started on 7/8/2020 and 7/13/2020

Positions Being Recruited:

- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson
- **Lecturer – Management** Marketing & Management – NEW
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
- **Lecturer & MSW Field Coordinator** Social Work – Margaret Kubek
- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Student Services Coordinator** Education – Jamie Froh Tyrrell
- **Marketing and Graphics Design Specialist** University Union – NEW
- **Deputy Athletic Director for Compliance & Student Services** Athletics – Kassondra Batchelor
- **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

Recruitments Paused:

- **Camps and Outreach Coordinator** CSET – NEW
- **Manager of Union Services** University Union – Rachel Wussow

a. Questions we asked Melissa:

1. Sherri: Why was BP logic utilized: easy reporting to supervisors; lead by Christopher? What type of representation for Academic Staff when deciding this assessment tool?
 - a. Melissa: Some AS present on a working group that helped to decide.
2. Lynn N: Where is the data from the health assessment going?
 - a. Melissa: The only information going from the survey to the supervisor is whether the employee filled out the assessment or not. No information from the survey is shared with the supervisor.
3. Allen: What is non-essential travel? What disciplinary actions could arise from answering no to the survey questions and the employee doesn't have leave left?
 - a. Melissa: will ask Christopher Paquet and Amy Henniges
4. Pat Hicks: via UWGB United plans to compile a list of campus opening items that need to be clarified. One item is the Health Assessment Form, which should include a section on "Healthcare Provider Permission to Return to Work."
 - a. Melissa will ask Christopher Paquet and Amy Henniges
5. Virginia's question: she was released by health department – symptoms can continue for months and if she answers "yes" in the health assessment what does that mean. Right

now she has been told that she can't come back to campus until she is told so

- a. Melissa advises meeting with Christopher Paquet and Amy Henniges about lingering symptoms and returning to work
6. Lynn Niemi: why wasn't the Health Assessment put before shared governance?
 - a. Melissa advises meeting with Christopher and Amy Henniges
7. Virginia Englebert: I heard that there is a new committee/office called "The Office of COVID Response." How was this group formed? Is this the group that Christopher and Amy are on?
 - a. Sherri: Question that we'll ask Chancellor Alexander
8. Allen: Some of the other concerns from employees were about privacy, disciplinary action, loss of compensation associated with the health assessment survey
 - a. Melissa will ask Christopher Paquet and Amy Henniges
9. Anthony Sigismondi: Is the intent behind the policy for worker safety; is this institutional risk management?
 - a. Melissa: Not for contact tracing; this is for institutional risk management
10. Anthony Sigismondi: Follow up question: what consequences/disciplinary actions are taken against employees?
 - a. Melissa hasn't heard of disciplinary actions arising from this assessment
11. Sherri Arendt: What employees need to take the assessment? What student employees need to do this? The amount of time to take the survey could be cumbersome, and she's worried students won't do it regularly.
 - a. Melissa: all employees, students, and otherwise must take the assessment
12. Sherri Arendt: If a supervisor is on furlough, or out on vacation, then who should the employee contact?
 - a. Melissa: questions for Christopher Paquet
13. If you use more than 5 days in a row, then would you need doctor documentation?
 - a. Melissa: questions for Christopher Paquet

14. Virginia Englebert: Don't supervisors need to know if you're going to work from home?
 - a. Melissa: hopefully those conversations have taken place before this
15. Lynn Niemi: If we have 80 hours of COVID leave; when should we use that over sick leave?
 - a. Question for Christopher Paquet
- iv. Kate motion to approve request for meeting with Christopher Paquet, Amy Henniges, University Committee, University Staff Committee, and Academic Staff Committee
- v. Seconded by Pat Hicks
- c. Review First Right of Referral document
 - i. Lynn Niemi made motion to approve document
 - ii. Kate Farley seconded
- d. Staff training poll
 - i. Academic Staff Professional Development Committee (ASPDC) will survey staff about CAREs act funding for PD/Training
 - ii. Kate Farley will write to ASC about ideas for CAREs act funding to include on ASPDC
- e. Message to administration
 - i. Should we craft a statement about sacrifices that staff have made for campus; mixed messaging about GPR dollars; increase in students, lack of support?
 1. Ask personnel committee if they can draft a statement about mixed messaging

V. Move into Closed Session

Lynn Niemi moved to close session for personnel matter at 2:46 PM

Seconded by Anthony Sigismondi

- a. Discuss a personnel matter as permitted by Wis. Stat 19.85(1)(c)

Motion to leave closed session Lynn Neimi at 2:52 PM

Lynn Rotter seconded

VI. Old Business

- a. Committee Liaisons determination
 - i. Lynn Neimi, Staff Representative to UW System; Anthony Sigismondi is back-up for Lynn

- ii. Lynn Neimi, T&TCS project paused until fall 2021
- iii. Sherri Arendt, Chair AS Committee
- iv. Jamee Haslam, update not liaison Compensation and Workload
- v. Jamee Haslam, update not liaison Strategic budgeting committee
- vi. Lynn, Master planning work group
- vii. Pat Hicks, AS Personnel group
- viii. Lynn Rotter, PD Allocations committee
- ix. Kate Farley, PD Programming committee
- x. Virginia Englebert, Leadership and Involvement committee
 - 1. Need to find members for Leadership and Involvement committee

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

VIII. Other Business/items for next meeting August 19th, 2020

Send new business to Sherri soon

VIII. Adjourn

Kate Farley motioned to adjourn at 3:02 PM

Lynn Rotter seconded