

## 2021-2022 Academic Staff Committee

### MEETING MINUTES

October 20, 2021

1:30 p.m.; TEAMS

- I. Call meeting to order at 1:33PM
- II. Lynn Niemi will be the minute taker
- III. Approval of minutes – September 15, 2021
  - a. Lynn Niemi will make a motion to approve. Laura Nolan seconded. Minutes approved.

#### IV. New Business

##### a. **PDAC Guidelines & Application revisions (Bethany Welch)**

Todd Dresser and Lindsey Lecus were added to committee so committee has full membership. Application is outdated and the guidelines didn't have all the information needed. Holly Keener met with Committee to update. A Teams folder has been created for this committee to help understand the process and guidelines.

ASC reviewed PDAC Guidelines and application. Laura Nolan has made a motion to approve the changes, Nichole LaGrow seconded. Motion unanimously approved. Bethany will forward information to SOFAS Office.

Holly updated committee that committee received \$18,000 from Advancement (one-time fund) above and beyond the \$9,000 that the Provost give AS PDAC each year. University Staff Committee has also received the same amount allocated from Advancement. Holly Keener is approver of the advancement funding.

##### b. **UWGB Faculty Senate T&TC Resolution**

##### **UWGB Faculty Senate Statement on the Title and Total Compensation Project**

According to UWGB's Employee Handbook, our university strives to:

- Value and treat all employees with value and respect.
- Create an environment that encourages each employee to contribute to his or her talents, have the opportunity to further develop skills, and experience fulfillment while working.
- Recognize that our employees are important in achieving the educational and community service goals of the University.

It is inconsistent with this statement for our institution, obligated to do so by UW system, to impose new titles on employees if and when those titles do not reflect the actual work, responsibilities, competencies, expertise, and careers of these critical members of our community. Although the academic and university staff committees have repeatedly raised substantive concerns with the Title and Total Compensation project, it continues to be pushed forward.

The TTC diminishes our valued colleagues to “Standard Job Descriptions.” It systematically decentralizes employees so that their qualifications are disregarded. The TTC is eroding trust and degrading morale, and vague promises of a better and more rational future are insufficient recompense.

## Faculty Senate New Business 5b 10/13/2021

**ASC received notification of the statement and appreciate their recognition of the challenging position this has created for some staff.**

**c. Council for Diversity, Equity & Inclusivity request**

Stacie Christian called Virginia and asked for AS Representative. Two-year position appointed by ASC. Bethany will ask L&I committee to give us two names.

**d. Strategic Budget committee Restructure and Direction**

Sheryl is requesting a name for committee. Jamee Haslem has said she will continue with the committee. ASC will bring Jamee’s name forward.

**e. UWSP Furlough Refund Resolution**

UWSP salaries were reduced by percentage with furloughs. Governor returned furlough money to each university. If people had unemployment they may have to pay it back. If on furlough, you didn’t work so how can you get paid when you didn’t work.

ASC respect that each institution manages their internal processes. While we share the concern of our colleagues at UW-SP regarding furloughs in theory, we do not share their concern regarding how furloughs were implemented during COVID at UW-GB.

**f. Shared Governance Meeting, Oct 22<sup>nd</sup>**

There is a survey created to ask about each UWs structure on shared governance completed by each AS Representative. Lynn will work to complete it and give feedback at next meeting. Discussion was focused on TTC.

**g. HR Update – Megan Noltner**

• **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, however we are moving forward with an implementation date of November 7, 2021. We have updated the [UW-Green Bay Title & Total Compensation Website](#) with the following anticipated timeline:

- **Very late October/early November:** Formal notices of revised titles sent by UW System to employees
- **November 1, 2021:** New pay ranges published by UW System on their website
- **First week of November, 2021:** UW-Green Bay virtual sessions for employees regarding appeals process and new pay ranges.
- **November 7, 2021:** Official go-live of the new title structure.
- **November 7, 2021:** UW-Green Bay will formally publish the governance-reviewed (and leadership approved) updated Title Review Policy, Title Guidelines, IAS Guidelines, Title Appeal Guidelines, and associated forms.

- **November 7, 2021 - December 31, 2021:** Appeals submission period for employees (all TTC appeals must be submitted by December 31, 2021)
- **January 1, 2022 - June 30, 2022:** Appeals processing period. All appeals will be settled by June 30, 2021.

In this week's HR Connect, we will be publishing the dates and times for two open forums in early November. These sessions will provide an update regarding the project, an overview of the appeals process (including instructions for filling out the form, timelines, etc.), and a brief overview related to the new pay ranges. We expect that UW System will also be holding more comprehensive system-wide town halls related to the salary structure in mid-November. Please encourage your governance constituents to attend these opportunities to learn more.

For details related to T&TC as well as resources (including open forum recordings), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

- **Policy Updates (informational only):**
  - **[Telecommuting Policy \(Updated\)](#)**
    - Added information about Faculty/IAS telecommuting, specifically that a telecommuting agreement is needed when the Faculty/IAS member will be working out of state. The UW-Green Bay [Telecommuting Website](#) has also been updated with additional information for Faculty/IAS.
  - **[Office Hours and Institutional Closures Policy \(Updated\)](#)**
    - Modified language to better reflect practices which encompass both virtual and in-person workplaces. Changed the definition of "office closure" to reflect that an office will not be available in person **or virtually** to transact any University business for the public during that period. In addition, to support the interpretation of this existing policy in a more flexible workplace, the [Remote Work Guidelines for Applying HR 14-17-3](#) were created and published on the [Telecommuting Website](#).

- **COVID-19**

- **[Phoenix Forward Website](#)**

The [Phoenix Forward website](#) has been recently updated with the latest policies and procedures regarding keeping campuses safe in the uptick of COVID-19. The Phoenix Forward Website also includes updated [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. This page now includes a designated section for FAQs in the classroom to provide additional clarification for Faculty and Instructional Academic Staff. For more details about the UW-Green Bay Covid-19 response, review the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#).

- **COVID-19 Testing Extended to Faculty & Staff**

Routine surveillance testing continues to not be required at this time. However, the Wellness Center and partner Prevea Health have expanded testing to include faculty and staff from all four campuses for those employees who wish to get tested. Now all members of the four-campus community (faculty, staff and students) can make

appointments via the [MyPrevea](#) app by selecting “surveillance testing.” The testing center is located in the Alumni Room, University Union on the main campus, and is for asymptomatic individuals. Those experiencing any COVID-19 symptoms are requested to schedule a confirmatory test within the community. Availability will be based upon open appointments listed within the app (generally 8:30 a.m. to 2 p.m.), but this varies based on staff availability.

Those with Verified Vaccinations are Considered ‘Exempt’

Being “exempt” means that those with [verified vaccination](#) records *may be* “exempt” from *certain* COVID-19 protocols. Masks are still required by the [Chancellor’s Directive](#). In order to apply for exemption, an individual must have received a full administration of the applicable vaccination not less than 14 days prior to applying for the exemption.

- Faculty and Staff can find the exemption process [here](#)

**No one is *required* to submit vaccination information as a condition of participation in any University activity. Vaccination status is confidential.**

#### **Chancellor Directive on Face Coverings Extended**

The Chancellor’s Directive on Face Coverings has been extended through Nov. 26, 2021.

Informed by CDC and county health board guidance, [Chancellor Directive on Face Coverings](#) requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces, and public spaces. Faculty or staff who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of Human Resources by [email](#) or ext. 2390.

#### **Telecommuting and other Leave Options for Caregiving due to COVID-19**

*Intermittent Telecommuting* may be used during a school closure or need for child to quarantine due to COVID-19, so long as the employee is able to fulfill their work functions during this time, time and leave is reported accurately, and the supervisor approves. This is appropriate because the reason for intermittent telecommuting would fall under the definition as outlined in the [Telecommuting Policy](#) (“transient and specific circumstances lasting no longer than ten business days”). An employee cannot be approved for a part- or full-time, *continuous telecommuting* arrangement for purposes of caregiving.

Intermittent telecommuting does not require the submission of a Telecommuting Request Form, and may be permitted for an eligible employee without a formal written agreement upon the mutual consent of the employee and their supervisor. Telecommuting agreements (both continuous and intermittent) are approved on a

case-by-case basis at the discretion of the employee's supervisor consistent with the student-focused mission of the university and the needs of the respective unit/department.

If the employee is not eligible to telecommute based upon operational need, job functions, etc. they may use allocated paid leave for time needed away from work due to school closure or need for child to quarantine, including vacation, personal holiday, and/or sick leave (as outlined in the recently approved [SYS 1200-10, Interim: Sick Leave for Care of Minor Children](#)).

We would encourage employees to continue to reference the UW-Green Bay [Telecommuting Website](#) for full information about telecommuting (both in general and due to the COVID-19 environment).

### **Please, Protect Your Phoenix Family**

Faculty and staff experiencing COVID-19 symptoms should not come to campus. This is the case for all symptomatic individuals, regardless of vaccination status. For more information on COVID-19 protocol for faculty and staff (including information regarding positive, suspected, or close contact cases), please see the [Reporting Faculty & Staff](#) page of the Phoenix Forward Website.

### **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.

- **Wellness Activities**
  - **REMINDER: Annual Benefits Enrollment period ends on Friday, October 22<sup>nd</sup>** ([blogpost](#))
  - October Wellness Activity: Preventative Care for Woman ([blog post](#))
  - Well Wisconsin Radio: Woman's Health on October 26<sup>th</sup> at 12:30pm ([blog post](#))
  - [UREC Fall Fitness Schedule](#)

### New Employees:

- **Building & Grounds Supervisor (Manitowoc/Sheboygan)** Facilities Management & Planning – Scott Joyal – Gary Vanengen (started 10/18/21)
- **Director of Athletic Communications** Athletics – Stephen Wagner - Dylan Derousseau (starts 10/18/21)
- **Assistant Dean of Students (Manitowoc/Sheboygan)** Student Affairs & Dean of Students – NEW- Kristi Pearson (starts 11/1/21)

Positions Being Recruited:

- **Assistant AD for Development (Athletics)** University Advancement- Shane Starr
- **Campus Planner** Facilities Management & Planning – NEW
- **School Social Work Coordinator** Social Work – NEW
- **Lecturer in Nursing** Nursing & Health Studies – NEW
- **Lecturer in Human Resources Management** Marketing & Management – NEW
- **Manager of Collection Development** Library – Joan Robb
- **Business Analyst** Division of IT – Desiree Kittle
- **Desktop Administrator** Division of IT – Andrew Teresinski
- **Database Administrator** Division of IT – Aaron Maternowski
- **Compliance Specialist** Business & Finance – NEW
- **Procurement Specialist** Purchasing – Sarah Locke
- **Executive Manager, Rising Phoenix Early College High School** CECE – Samantha Post
- **Dean Assistant** AESCB – Kathleen Jurecki
- **Lecturer in Physics** Natural Applied Science – Heidi Fencil
- **Lecturer in Scenic Design** Theatre & Dance – Jeff Entwistle
- **International Recruiter & Admissions Counselor** International Education – NEW
- **Website Manager** Marketing & University Communications – Brandon Langer
- **Accountant** Controller's Office – NEW
- **Bilingual Student Services Specialist** GBOSS – Malee Moua

HR Note on Recruitment -

As we are sure you all are aware, the current job market is very tough for employers right now. As you try to walk into a store or restaurant, there is a sign that they are closed due to staffing issues or you see on social media that a store has changed their hours due to staffing issues. UW-Green Bay is also feeling the impacts of the job market right now. There are a lot of departments across the University that are struggling to fill their open positions or have lower than normal applicant pools. We need your help to spread the word that UWGB is a great place to work and to refer the people in your circle of influence to consider working at UW-Green Bay. So, who do you know that would be a great addition to our Phoenix Family? Encourage them to review our [Career Opportunities](#) page on our website and to submit their applications.

We also want to remind everyone that with so many open positions, many departments are short staffed and the current employees are picking up additional work. Please be kind and patient as you work with others as workload is high across campus. We are all feeling the effects of the vacant position so response times may be longer or questions may not be as easily answered by someone temporarily assigned to cover the duties. It takes everyone working hard to keep our University going in the direction we are going. Let's just make sure we are extending a little bit of kindness and patience to each other. Thank you for all you have done for UWGB.

**h. AS Distribution list**

Virginia sent request to Service Desk to get access to AS distributions lists. She now has access to Non-Instructional Academic Staff and Instructional Academic Staff listservs

**V. Old Business (Table old business)**

- a. Committee Charge & Bylaws Review
- b. Administration Evaluation – discuss our role, review proposed UC plan
- c. Academic Staff Committee Openings update
- d. ASC Fall Assembly discussion
  - i. Will do over email to finalize agenda
  - ii.

**VI. Governance/AS Committee Reports**

- a. University Committee – Virginia  
Virginia has shared the UWGB Faculty Senate Statement on the Title and Total Compensation Project. Today, UC was going to discuss the UWSP Furlough Refund Resolution.
- b. T&TC – Lynn Niemi  
UWGB T&TC meeting was held earlier today (10/26/2021). Meeting minutes were shared with group. Questions were asked to Melissa regarding the UW System T&TC meeting that was held Friday, October 22. The UW System meeting went over an hour scheduled with a lot of questions from the UW System group. The UW System stated they will have another meeting to answer more questions. Meeting slides were shared with ASC and posted on UWGB T&TC website.
- c. AS Personnel Committee – Pat Hicks
- d. AS Leadership & Involvement Committee – Bethany Welch
- e. AS Professional Development Programming Committee – Nichole LaGrow  
We successfully co-hosted Building Resiliency and Self-Care Strategies Workshop with Dr. Katie Olbinski from Prevea Health with the University Staff Professional Development Committee. The session was well-attended, with over 80 individuals present and a recording has already been sent to those who attended.

We will review the feedback from this event and the staff survey at our next meeting on October 28th to plan future events.

- f. Committee on Workload & Compensation – Laura Nolan
- g. Other

**VII. Other Business/items for next meeting**

- a. UW AS Reps survey
- b. ASC Assembly

**VIII. Adjourn**

Meeting adjourned at 3:00PM from Lynn Niemi, Laura Nolan 2<sup>nd</sup>