

2020-2021 Academic Staff Committee

MEETING AGENDA

11 18 2020

1:30 p.m.; TEAMS

I. Call meeting to order

II. Determine minute taker for meeting

III. Approval of minutes

Minutes from 10 21st, 2020 meeting

IV. New Business

- a. Virtual AS Fall Assembly agenda creation
- b. Kudos form to acknowledge work & Social Media collaboration
- c. Strategic Budget Committee – Jamee Haslam reporting
- d. Compensation & Workload Committee – Jamee Haslam reporting
- e. HR update – Melissa Nash

V. Old Business

- a. Email distribution lists - Holly Keener

VII. Governance/AS Committee Reports

VIII. Other Business/items for next meeting Academic Staff Winter Assembly on Monday, December 7th, 2020

VIII. Adjourn

COMMITTEE REPORTS:

UWS System Rep (Lynn Niemi)

Meeting was on October 30, 2020. Difficulties with joining the AS Reps meeting so another meeting has been added on November 12th. Discussion were on biweekly payroll and how each campus was notified and if there were any upcoming layoffs. The Joint meeting started off with UW System Thompson explaining the additional testing that will be occurring on each campus. Money was from federal government. He also discussed changing the payroll to biweekly as UW system has 4 different payroll systems and needs to be updated. Several individuals expressed concerns that this change may impact our lowest paid staff and faculty without giving much time to adjust and asked if it could be moved to June. Pres. Thompson would think about it. Information on T&TCS was given out.

T&TCS Project Team Report (Lynn Niemi)

1. Current Status Update (timeline, phases, etc.)
 - a. Brief overview of project & role of UW-Green Bay T&TC Project Team
 - b. May 2020 Joint Governance Update
 - Joint Governance Reps are the advisory council. May get a brief update on October 30th.
 - c. Updated Proposed Schedule
 - Implementation in 2021 (no set date, likely no earlier than July, 2021).
 - d. Re-engagement Plan/Title Mapping Project
 - HR went through a review of the proposed mapping spreadsheets developed in Fall, 2019. Added new employees, removed departed employees, made note of position changes.
 - Will be sending out to Dean/Division Leaders today or tomorrow for review with a deadline of November 20th.
 - Special attention will be placed upon those positions that will be switching exemption (NE – E or E – NE), positions with supervisory requirements (Directors (all prefix levels) and some Manager positions), and those for which standard job descriptions were changed in March after the last formal review.
 - After that will likely be a supervisor review, and employee-manager conversations will happen in 2021 (when we have more understanding of an implementation date).
 - e. Standard Job Description Library
 - Most recent update was in April, 2020. Library has been frozen since that time and can still be found on the T&TC website.

- f. IAS titling
 - Standard Job descriptions have been developed for Assistant, Associate, and full Teaching Professor titles (which should hopefully address some of the valid concerns around IAS titling). Work is actively happening at Madison around this title series, and the use of these titles has successfully cleared faculty governance at UW Madison.
 - Madison is working through institution-wide guidelines on how these titles will be used, and these guidelines may be able to inform the comprehensives (including Milwaukee) on best practices of how to utilize these titles.
 - These titles require conversation with Academic Staff and Faculty governance to implement. Standard Job Descriptions create a minimum guide of what they are, but there needs to be an understanding with governance on how they are going to be applied locally and how promotion will work from one title to the next. UW Madison is leading the way and other institutions can use their guidelines as a benchmark.
- g. Appeals Process Update
 - In March, HR was actively working with ASC and USC personnel committees to develop an institution-specific appeals process (in line with UW System guidance).
 - Three-step process for appeals: initial review and determination (HR), panel review and recommendation (Personnel Committees or designees), Final review and determination (Chancellor/Chancellor Designee)
 - Will re-engage with personnel committees in early 2021 as work starts back up again to head towards implementation.
- 2. Communication updates
 - b. Resources from UW System** (explainer videos, eLearning module, Manager Resource Guide, Town Hall replays):
 - c. From UW-Green Bay:** Updates for USC/ASC in monthly governance meetings, HR Connect, Title & Total Compensation Project Update – January 2020
- 3. Other items
 - d. T&TC Project Team Meeting Frequency Discussion
 - Will keep a monthly meeting on the calendar. If no new information, may cancel, but will provide a scheduled opportunity to meet monthly.

Comp and Workload Committee (update only)

Strategic Budgeting Committee (update only)

Master Planning Workgroup (Lynn Niemi)

No update: Next meeting is Tuesday, November 17th

AS Personnel Committee (Patricia Hicks)

Members of the Academic Staff Committee met November 10, 2020 to consider requested changes to the Academic Staff Personnel Committee charge.

Discussion

Remove A, B, C

Edit D to remove "denials of position conversion"

Adjust lettering of the list of responsibilities to accommodate removal of items.

Result of Discussion

Revised Academic Staff Personnel Committee Charge, below.

A) To serve as a hearing body in personnel issues, including but not limited to nonrenewal, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.

B) To review denials of the promotional process, as defined in the progression of Fixed-Term Appointments for Academic Staff.

C) To undertake related special assignments at the request of the Academic Staff Committee.

D) To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.

AS Professional Development Allocations Committee Lynn Rotter

AS Professional Development Programming Committee Kate Farley

Leadership & Involvement Committee Virginia Englebert