2022-2023 Academic Staff Committee
Meeting Agenda
July 20, 2022
1:30 p.m.; Wood Hall 215 on the Green Bay Campus or Zoom
[Zoom Meeting Link](#)

I. Call meeting to order—1:34 p.m.
   a. In attendance: Roshelle Amundson, Nichole LaGrow, Lynn Niemi, Laura Nolan, Bobbie Webster, Bethany Welch
II. Determine minute taker—Bethany Welch (reverse alphabetical order)
   a. Bethany will create a 2022-23 folder and save the meeting minutes there
III. Approval of minutes – June 15. 2022
   a. Motion to approve by Lynn Niemi, seconded by Laura Nolan
      i. Approved by committee
IV. Reminders
   a. UWGB hosts Board of Regents Meeting Aug 18-19th
      i. If you receive requests to attend as ASC members, feel free to attend or let the committee know if you can't go and someone else might be able to attend
   b. Fall Convocation August 24
      i. Leadership meeting on August 15 with Chancellor and ASC and USC committee chairs (Laura is attending in place of Nichole)—sneak peak of convocation message
   c. Next ASC Meeting August 24 (afternoon, after convocation and picnic)
      i. Other departments might be meeting that day, so if it becomes problematic, let Nichole know and we can try changing it

V. New Business
   a. Welcome new members!
      i. Establish time for monthly meeting in Fall 2022
         1. Traditionally, third Wednesday from 1:30 to 3 pm—no objections, so we will keep this
         2. These are open shared governance meetings, so anyone who is Academic Staff (including IAS and non-IAS) can attend; if we needed to vote on something that should not be open, we can vote to move into closed session
   b. Kognito Training for Staff and Students (Lynn Niemi)
      i. See PDF of Kognito UWGB Flyer_Faculty_CP in Teams folder
      ii. This will not be integrated into Canvas (security concerns)
      iii. Faculty training has more about suicide and self-harm discussions, but student training deals with that less and more with general stress
      iv. Faculty training takes about an hour; student training takes about 45 minutes
      v. It is not required for students, but it's a good tool for them; not yet required for all faculty/staff, but it might be in future
   c. HR Update (Megan N)
      i. See Appendix A for HR update from Megan N

        ii.   HR office is looking at processes: onboarding, offboarding, and supervisor resources; hoping to share this with everyone at the start of the academic year

             1.   Lynn N asked about possibility of mentorship program; Megan N will follow up on that

       iii.   Supervisor Tool Kit

       iv.   Turnover is reported in Affirmative Action plan

             1.   Discussion on exit surveys

       v.   Compensation question will be forwarded to Melissa N

       vi.   Remote work review question; HR will get something out about that to everyone hopefully by the end of this week

    d.   Monthly meeting with Chancellor – Qualtrics Survey to ASC Members

       i.   This is a way to share feedback/information with the chair of the ASC prior to that meeting with the Chancellor

VI.   Old Business

    a.   AS Committees election results & nominations

    b.   Professional Development feedback for Chancellor

       i.   Chancellor's intention was to reallocate those resources more centrally to use that funding to adjust salary discrepancies; a lot of meetings and conferences are able to be attended virtually/remotely, which has saved the university a great deal of money; he is not yet ready to present this proposal to the Board of Trustees, so for this year, nothing will change

VII.   Governance/AS Committee Reports – Confirm ASC Contact

    a.   University Committee – Nichole LaGrow

       i.   Faculty Senate Rotation—Nichole will put this list in Teams for us to sign up to attend if we want to

             1.   September

             2.   October

             3.   November

             4.   December

    b.   T&TC – Lynn Niemi

    c.   AS Personnel Committee –

    d.   AS Leadership & Involvement Committee – Bethany Welch

    e.   AS Professional Development Programming Committee –

    f.   Committee on Workload & Compensation – Laura Nolan

VIII.   Other Business/items for next meeting

    a.   Support for subcommittees for the sake of continuity

IX.   Adjourn

    a.   Lynn N moved to adjourn, Laura N seconded, all approved at 3:13 p.m.

Appendix A: HR report

Academic Staff Committee HR Update – 7/20/2022

- **Non-Instructional Academic Staff & Limited Employee Performance Evaluation Calendar Transition Reminder**

  The start of a new fiscal year historically would kick off the annual performance evaluation process for Non-Instructional Academic Staff & Limited employees. However, in an effort to create a more consistent review period across employee classifications and support future technology enhancements in the performance evaluation process for non-instructional staff, Cabinet approved a change in calendar for Non-Instructional Academic Staff and Limited employee evaluations. **Non-Instructional Academic Staff and Limited evaluations will now be based upon a calendar year review period and will be conducted annually in January/February.**

  To facilitate this transition in calendar, Non-Instructional Academic Staff & Limited employees are not expected to complete annual performance evaluations with the start of this fiscal year. However, supervisors are strongly encouraged to schedule a touch-point during the month of July/August with all of their Non-instructional Academic Staff & Limited Employees to provide an opportunity to informally:

  - **Discuss job performance**
  - **Review established prior years goals and determine need to create additional goals to work towards over the additional six-month evaluation period**
  - **Discuss opportunities for professional development**

  This change in evaluation schedule will not impact six-month evaluations for new Non-Instructional Academic Staff and Limited employees. Timely individual notifications will continue to be provided to supervisors for employees required to have a six-month evaluation.

  Per the UW-Green Bay Compensation and Pay Plan Policy, compensation adjustments must be based upon merit and employee performance. Any compensation adjustment to include the upcoming January 2023 pay plan distribution will be assessed utilizing last years annual evaluation (July 1, 2020 – June 30, 2021), or a six-month evaluation for any employee hired after July 1, 2020.

- **Annual Bank Vacation Period for Academic Staff & Limited Appointees**

  Academic Staff and Limited Appointees with a 12-month appointment have an annual opportunity to bank unused vacation after completing 10 or more fiscal years (July 1 through June 30) of continuous service. **The deadline to bank unused vacation allocated in fiscal year 2021-22 is September 30, 2022.** Visit this blogpost for more information.

- **2022-2023 Academic Staff Contract Letters**

Instructional Academic Staff contract information was sent in early May to all ongoing IAS employees. Along with the standard contract information, we also included notification of title mapping to the new teaching professor series in accordance with the approved [Instructional Academic Staff T&TC Mapping Process](#). Similar to the T&TC mapping process for non-instructional academic staff employees, the change in title due to T&TC mapping does not impact contract terms or compensation. The new teaching professor titles will be effective on August 22, 2022. More information about the Teaching Professor title series can be found in the [UW-Green Bay Institutional Guidance for Lecturers and Teaching Professors](#).

Contract letters were sent the week of June 27th for those Academic Staff employees with 12-month contacts that are expiring this year and employees currently on rolling horizon contracts. 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](#).

- **COVID-19**

The University's current protocol is that individuals that test positive for COVID-19 should follow [CDC Guidelines for Isolation & Quarantine](#). Currently neither the University nor the County Health Department is engaging in providing specific quarantine requirements or conducting contact tracing. We understand the concern to be safe and healthy and are asking that individuals follow the proscribed CDC guidelines and take individual responsibility to take steps that they believe are necessary to keep themselves safe from infection.

- **Wellness Activities**

Challenges:

- [Five to Thrive Wellness Challenge (July 11 through August 7)](#)

Webinar:

- [WRS Webinars in July](#)

Sign up now for your onsite health screening, which is a step towards getting your $150 wellness incentive! The next opportunity for the health screenings will be Thursday, September 22nd in the Phoenix Room of the Union on the Green Bay campus. Visit this **blog post** for more information including the link to register.

UREC Offerings for Employees
As a reminder, Kress is free for faculty/staff from open-close during the summer months. Check out the current offers **here**!

New Employees:

- **Program Specialist,** CECE – NEW – Debi Leis (started 7/5/22)
- **Director of Alumni Relations** University Advancement – Kari Moody – Brian Rammer (started7/11/22)
- **Senior Assoc AD for Resources Enhancement** Athletics – NEW- Jay Finnerty (started 7/11/22)
- **Program Specialist, Institute for Woman's Leadership** CECE – NEW – Amanda Louden (started 7/12/22)
- **Teaching, Learning and Technology Consultant** CATL –Luke Konkel – Terrah Jones (started 7/18/22)
- **Financial Aid Director** Financial Aid – Jim Rohan – Richard Boruszewski (starts 8/8/22)
- **Chief Facilities Officer** Facilities Management – Paul Pinkston – Joe Harvey (starts 8/8/22)
- **Assistant Teaching Professor in Nursing (2 Vacancies**) – NEW – Tamara Wang & Kristin Coleman (starts 8/22/22
- **Lecturer in Scenic Design** Theatre & Dance – Jeff Entwistle – Sear Shearer (starts 8/22/22)
- **Lecturer - Mathematics** Resch School of Engineering – Tonya Estebo – Keshab Adhikari (starts 8/22/22
- **Assistant Teaching Professor in Entrepreneurship** CSB – Ryan Kauth – Paul Werner (starts 8/22/22)
- **Assistant Teaching Professor Physics** NAS – NEW – Dileep Karanth (starts 8/22/22)
- **Lecturer in Education** Education – Lauren Mauel – Erin Carlson (starts 8/22/22)
- **Lecturer in Social Work** Social Work – Paul Schneck – Justine Terzinski (starts 8/22/22)
- **Assistant Teaching Professor in Marketing** CSB – Kathy McKee – Anup Nair (starts 8/22/22)
- **Director, Upward Bound – Upward Math & Science** Trio & Precollege – Michael Casbourne – Barb Miller (starts 9/6/22)
-

Positions Being Recruited:

- **Lecturer in Social Work** Social Work – Nicole Schneider
- **Lecturer in Computer Science** Resch School of Engineering **–** Mai Moua
- **Website Manager** Marketing & University Communications – Brandon Langer
- **System Engineer II** IT Tech Support Services – NEW

- **Director of Cofrin Center for Biodiversity** Cofrin Center for Biodiversity – Robert Howe
- **Recreation Program Coordinator** University Recreation – Casey Pivonka
- **Program Coordinator for Outreach & Programming, Career Services – Abigail Drapalik**
- **Assistant Director** Housing & Residential Education – Megan Leonard
- **Community Engagement & Outreach Coordinator** Weidner Center – NEW
- **Cultural Outreach & Development Specialist** Weidner Center – NEW
- **Assoc Athletics Director for External Operations** Athletics – Joey Daniels
- **SEPP Internship Coordinator** Psychology – NEW
- **Cooperative Educational Program Coordinator** Education – Erin Carlson
- **Career Coach** Admissions – Evelyn Neziri
- **Academic Advisor** Academic Advising – Brent Fisher
- **Graduate Admissions Coordinator** Provost & Vice Chancellor – Morgan Theobald
- **Dual Enrollment Services Specialist, Early College Credit Program** CECE – NEW
- **Events and Annual Giving Specialist** University Advancement – Kassie Linzmeier
- **Residential Education Coordinator** Housing &Residential Education – Amelia Kimmes-Kneser & Megan Leonard

Failed Recruitments:

- **Recreation & Wellness Manager** University Recreation – Penny Maletzke
- **Software Engineer & Developer II** IT Enterprise Apps & Int – Marlene Strebel
- **Assistant Vice Chancellor for Student Success** Provost & Vice Chancellor - Vince Lowery