

2020-2021 Academic Staff Committee
MEETING MINUTES
June 16th 2021
1:30 p.m.; TEAMS

Attendees: Sherri Arendt, Lynn Rotter, Kate Farley, Virginia Englebert, Pat Hicks, Nichole LaGrow, Laura Nolan, Kim Mezger, Lynn Niemi, Bethany Welch

- I. Call meeting to order
1:33PM Sherri calls meeting to order

- II. Determine minute taker - Lynn Niemi

- II. Approval of minutes – May 20th 2021 meeting
Motion to approve by Virginia and 2nd by Lynn R. Minutes are approved.

- IV. New Business
 - a. Introductions of newly elected Academic Staff Committee members for 21-22
Laura Nolan – Division of Continue Education and Community Engagement - Cpe & Wi Cbrf Trn
Reg Prg Spec
Nichole LaGrow –CATL – Distance Education Coordinator
Bethany Welch – Academic Advisor on Marinette Location
New to SOFAs Office: Kim Mezger – Assistant to the SOFAs (Steve Meyer)

 - b. Chair introduction
Virginia Englebert was nominated as 2021-22 Chair – Unanimous approval
Lynn Niemi was nominated as 2021-22 Vice Chair – Unanimous approval

 - c. Recognize System Academic Staff Award nominees
Congratulations to Nicole Kurth and CATL Team for being nominated out 11,000 Academic Staff.
We are very proud of all that they do for UW-Green Bay.

 - d. Telecommuting Policy Draft Discussion/Review Feedback
Concerns:
 1. People have been telecommuting before COVID – What has changed with this new policy from the last one?
 2. Home inspection – Doesn't outline what they are looking for. Who is doing the inspection? What is the scope of the inspection (just work area)?
 3. No one has done an ergonomic assessment at work so why will we do it at home?
 4. Will recruitment be impacting as many employees will leave if not able to telecommute.
 5. Home campus and how does working at alternative locations. Do you need to complete the telecommuting form at multiple locations?
 6. When do we need to complete the telecommuting form? We have heard end of August but not sure. (Cabinet will be approving by June 29th?)
 7. Recommendation for not implementing policy until January so it gives more time for staff to acclimate back to campus like faculty where able to change their modality.

- e. SOFAS suggested item-discussions on CWC – Committee on Workload and Compensation
SOFAS was unable to attend due to prior commitment.
ASC would like to see the CWC committee to continue and need a new chair. To disband it would not give us space for discussing our issues. No one wants to be the chair due to work load issues so it is an issue. AS member on the Personnel Committee should be on the CWC. Could it be that we suggest that the CWC is replaced with Melissa and the chairs of the personnel committees meeting quarterly?
- f. Academic Staff Workload
This was discussed in e.
- 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. 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. 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 (Recordings of the open forums can be found [here](#))
- **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 1 – September 10, 2021:**
 - Employee-manager conversations
 - Supervisor network sessions
- **November, 2021:** Go-live
- **Post Go-Live:** Formal Appeals Process

To reiterate some important talking points about T&TC:

- **You will not lose your job**
 - **You will not have to reapply for your job**
 - **The work you do will not change**
 - **Your pay will not be cut**
 - **Your pay will not be automatically increased**
 - **Your benefits will not change**
 - **Your supervision will not change**
- What *may* change is your job title and job description.**

More information will be communicated to the campus community throughout the summer and fall. For details related to T&TC as well as resources, please visit the UW System [Title & Total Compensation \(T&TC\) Project Website](#).

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.

Individuals may access recorded Single Payroll Town Hall Meetings, find FAQ's and a Paycheck Estimator 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/>.

Policy updates (informational only):

- [SYS 1228, Telecommuting-](#)
 - An updated UWGB policy is currently being reviewed by leadership and governance to align with UW System policy. Feedback is due back to Christopher Paquet from governance groups by Friday, June 25, 2021. The University is committed to supporting flexibility to our employees while still ensuring the best experience for our students. A page on the HR website will also be developed concurrent with the implementation of the revised institution policy that will offer policy links, FAQs and additional resources for both employees and supervisors. Additional information will be coming in the next few weeks.

Performance Evaluations: Non-Instructional Academic Staff & Limited Employees

A new fiscal year is only a few weeks away, with that will kick off 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

Additional information will be forthcoming at the beginning of July.

The Academic Staff Committee [Statement](#) on Adjusting Goals for Staff on Performance Reviews will be provided to Supervisors as part of the communication. In addition, HR will inform supervisors that they may receive a COVID-19 "Rubric" document from some employees, that was provided by shared governance as a voluntary assessment tool. Supervisors will be educated how they may use this document in their assessment. If these forms are received in the HR Office as part of the completed performance evaluation it will be placed in the employees personnel file. Any aggregate data regarding the rubric will not be shared.

2021-2022 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 in mid-May to Academic Staff employees with 9- month contracts expiring this year. Academic Staff employees with 12-month contracts that are expiring this year will receive a letter by end of next week. 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](#).

COVID-19

[Phoenix Forward Website](#)

Over the next several weeks the [Phoenix Forward Website](#) will be reviewed and updated to understand how we'll be operating this Summer and what the Fall semester may look like in order to continue to protect our Phoenix Family.

[Face Coverings & Social Distancing](#)

Aligned with the Center for Disease Control's "CDC" recent update to the [COVID-19 Safety Guidelines](#), the University of Wisconsin System removed the System-wide mask mandate. Effective June 1, 2021, employees who have a verified vaccination will be exempt from the use of face coverings and the practice of social distancing. Please see [here](#) for more information and instructions on how to verify vaccination.

Reminder on [COVID-19 Testing & Exemptions for Fully Vaccinated Faculty and Staff](#). Faculty and Staff who are fully vaccinated and do not have symptoms of COVID-19 will no longer be required to participate in bi-weekly surveillance testing (effective May 10, 2021).

An exemption can be made by documenting their vaccination(s) [through this form](#) found on the MyUW Portal. As part of the form, employees will be required to upload proof of vaccination, by providing a copy of their vaccination record from the [Wisconsin Immunization Registry](#). Instructions on how to complete the form can be viewed [here](#).

An individual is considered fully vaccinated:

- Two (2) weeks after receiving both doses of a two-dose vaccine (Pfizer or Moderna); **or**
- Two (2) weeks after receiving a one-dose vaccine (Johnson & Johnson)

Faculty and staff who frequent campus and are not fully vaccinated or choose not to receive the vaccination will still be required to obtain a test through the [UW Green Bay Testing Center](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. Please note campus testing locations and hours have changed.

[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](#).

[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

Challenges:

- [Explore Wisconsin State Parks](#)
- [LinkedIn Learning: Mental Health Awareness](#)
- [Team Step Challenge](#)

Webinar: [Financial Wellness for Women](#) (6/22 at 12-12:30)

[UREC Summer Fitness Schedule](#)

[Bellin Run](#) is June 12-21 (virtual again this year)

[Onsite Health Screenings](#) are available at Green Bay and Sheboygan campuses in September, and you can sign up now (a step towards your \$150 wellness incentive)

[New Employees: None this month](#)

[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
- **Lecturer in Human Biology/Nutrition Science Human Biology-** NEW
- **Librarian Library at Marinette Campus** – John Kuhlman
- **Lecturer in Psychology** Psychology (3 Vacancy)- Al Bugaj and 2 NEW
- **Bilingual Student Services Specialist** GBOSS- Vanessa Mahlik
- **Union Building Operations Manager** Union- Andy Wenig
- **Lecturer in Writing Foundations** (3 Vacancy) Humanities- NEW
- **Research Program Manager I** Psychology- Michael Holstead
- **Admissions Counselor** (2 Vacancies) Admissions- Kayla Boguski and Adam Landenberg
- **Process Improvement Specialist** IT Network and Systems- NEW
- **Outreach Specialist (75%)** Education/Phuture Phoenix- Robert Fish
- **Director of Development (Athletics)** University Advancement- Shane Starr
- **Area Coordinator** Residence Life- MJ Bostic
- **IT Server Administrator** IT Network and Systems- Dean DeFere
- **Access Coordinator** Student Accessibility Services-NEW
- **Lecturer in Nursing** Nursing & Health Studies – NEW
- **Interim Golf Course Manager** Shorewood Golf Course – Nate Rusch
- **Graduate Programs Manager** Office of Grants & Research – Pang Yang
- **Lecturer in Environmental Science/Geoscience** NAS – NEW
- **Front of House & Event Supervisor** Weidner Center – Elizabeth Anderson
- **University Sustainability Coordinator** Chancellor – NEW
- **Campus Planner** Facilities Management & Planning – NEW

V. Old Business

- a. Appointed committee members for 21-22
L&I Committee has contacted all AS members and all but one has responded.

VII. Governance/AS Committee Reports

VIII. Other Business/items for next meeting TBD by 21-22 committee

May want an update from alternate locations.

New form from AS Professional Development Allocations Committee

Continue to push to review administration (listed in AS bylaws) and UC is looking at this issue over the summer with the SOFAs.

ADA request for employees

Do we want to continue through Team or in-person?

VIII. Adjourn

Adjourned at 2:58PM by Lynn Niemi and Virginia Englebert

COMMITTEE REPORTS

UWS System Rep -Lynn Niemi

No updates

T&TCS Project Team Report – Lynn Niemi

No updates

Comp and Workload Committee - Lynn Niemi

No updates

Strategic Budgeting Committee – Jamee Haslam

Last meeting in March. Strategic initiatives were posted. Meeting in April was cancelled. Joe and Jamee would be able to continue if ASC wishes to

Master Planning Workgroup –Lynn Niemi

Hoping for

AS Personnel Committee – Patricia Hicks

No updates

AS Professional Development Allocations Committee – Lynn Rotter

Committee is looking at a new form to make it easier to request funds.

AS Professional Development Programming Committee – Kate Farley

Two workshops are coming up on end of June

Leadership & Involvement Committee – Virginia Englebert

All committees are currently filed except for one as AS is on FMLA.