

**Academic Staff Committee (ASC) Minutes**  
**Thursday, May 20, 2021**  
**2:30-4:00 MS Teams**

Committee Members Present: Sherri Arendt (Chair), Lynn Niemi (Vice Chair), Virginia Englebert, Patricia Hicks, Lynn Rotter.  
Guests: Melissa Nash and Megan Noltner (HR); Pamela Olson

1. Call to Order: 2:34 PM by Sherri Arendt, Chair.
2. Minutes of April 14 and May 6:
  - a. Motion to approve – Lynn Niemi.
  - b. Second – Lynn Rotter.
  - c. Approved as written.
3. New Business
  - a. HR Update (Megan Noltner)
    - i. Title and Total Compensation Project (T&TC)
      1. Implementation date November 2021.
      2. Timeline:
        - a. April-May: Consult with governance and leadership to finalize documentation.
        - b. May-June: Confirm mapping process and train supervisors.
        - c. July-September: Hold Employee-Manager conversations.
        - d. November: Implement project.
        - e. Post implementation: Hear appeals.
    - ii. 2021 Market/Equity Compensation Program: In accordance with the guidelines distributed to campus on March 8th, recipients of phase 1 adjustments were notified on Friday, April 16th
    - iii. Single Payroll Project: Implementation July 18.
    - iv. Telecommuting Policy Update: UWGB policy is currently being reviewed to align with UW System policy. The University is committed to supporting flexibility for employees while ensuring the best experience for students.
    - v. COVID policies are under review with UW System.
    - vi. Questions/Comments
      1. While an agreement is required for approval of continuous remote work, there is no agreement necessary for intermittent remote work (intermittent being defined as two weeks or less). Such work may be approved by employee supervisor. If approval is denied, bring issue to HR.
      2. Is there still a mentor program in place for new hires? Yes, but it has looked very different due to COVID rules. Summer project in the works: revamp the mentorship program to meet the needs of all campuses.
      3. Alternate Locations Survey results are available and will be shared with HR.
  - b. Title and Total Compensation Project Draft Documentation (Melissa Nash)
    - i. Title Review Policy

1. Discussion of business vs. system titles.
  2. A title can change if responsibilities change.
  3. Title appeals process is available in draft form. It will offer three levels of appeal: HR, Panel (most likely AS Personnel Committee), Chancellor (or representative).
  - ii. Title Guidelines
    1. Available for non-instructional Academic Staff.
    2. Guidelines outline title levels, with supervisor titles specified.
    3. Business title must be requested by employee, in collaboration with supervisor. After November implementation, formal written request for business title must be made.
  - iii. Position Description Template: For use in employee-manager conversations.
  - iv. Questions/Comments
    1. Will employee review occur as usual since it will be due so soon after title changes?
    2. Why is someone who supervises multiple student employees not considered a supervisor?
  - c. Spring Assembly Debrief: Virtual assembly resulted in higher attendance.
  - d. Committee Assignments: Results of voting
    - i. Motion to approve committee memberships – Lynn Niemi.
    - ii. Second – Virginia Englebert.
    - iii. Memberships approved.
4. ASC 2021-2022: Invite new committee members to the June 16 meeting as we consider, and vote for, committee chair and vice chair.
5. Adjourn 3:57 PM
- a. Motion - Lynn Niemi.
  - b. Second - Lynn Rotter.

Next meeting: June 16.

Business for next meeting:

- Invite HR to clarify process for employee accommodation under ADA.
- Address workload concerns, and process for reporting concerns.

Respectfully submitted,  
Patricia Hicks