

2021-2022 Academic Staff Committee

MEETING MINUTES

July 21, 2021

1:30 p.m.; TEAMS

Attendees: Virginia Englebert, Pat Hicks, Nichole LaGrow, Laura Nolan, Lynn Niemi, Bethany Welch

- I. Call meeting to order – Virginia Englebert called the meeting to order at 1:31
- II. Determine minute taker – Nichole LaGrow volunteered.
- III. Approval of minutes – June 16, 2021 meeting
  - a. No edits to our notes. Lynn Niemi moved to approve. Bethany Welch seconded. All in favor.
- IV. New Business
  - a. Committee Charge & Bylaws Review
    - i. The committee reviewed the charge and confirmed our advisorial role.
    - ii. Discussion of the Charge
      1. Responsibility 11: To annually review the Academic Staff Governance Bylaws and the policy guidelines affecting elected and appointive Academic Staff committees, recommending revisions as needed.
        - a. Revealed a question about a document on the SOFAS webpage regarding the Academic Staff Handbook. We agree to ask SOFAS to explain or remove.
      2. Responsibility 18: To solicit feedback from Academic Staff on the performance of the University's administrators at least every other year.
        - a. General conversation led to a consensus that this should be a SOFAS-wide project, not a Academic Staff project and that ideally it should be something that University Administration is open to.
        - b. There was a general call to better understand the history of the feedback and the last time we offered the opportunity.
      3. Virginia Englebert will add the Charge to the Teams Site so that all members of the committee can review and add comments/questions in preparation for our next meeting. We'll invite Steve to the next meeting to discuss our questions regarding the charge.
    - iii. Discussion of the By-laws
      1. Virginia Englebert will add the By-Laws to the Teams Site so that all members of the committee can review and add comments/questions in preparation for future meetings.
      2. Any changes would need to be brought to our full assembly and voted on.
  - b. AS Committee Liaison Appointments
    - i. Pat Hicks will continue as the liaison to the Personnel Committee.
    - ii. Lynn Rotter will continue as the liaison for Academic Staff Professional Development Allocation Committee.

- iii. Nichole LaGrow will serve as the liaison to Academic Staff Professional Development Programming Committee.
- iv. Laura Nolan will serve as the liaison to the Committee on Workload and Compensation Committee.
- v. Bethany Welch will serve as the liaison to the Leadership and Involvement Committee.
- c. Academic Staff Committee openings update
  - i. The Accessibility Committee and the Academic Staff Professional Development Allocation Committee have openings that need to be filled.
    - 1. The Accessibility Committee has two nominees that are under review.
    - 2. The Academic Staff Professional Development Allocation Committee will need a special election this fall to fill two openings.
      - a. As the liaison to the Leadership and Involvement Committee, Bethany Welch will assure that the Leadership and Involvement Committee is aware of this need for a special election.
- d. ASC Fall Assembly discussion
  - i. Fall Assembly date, agenda, and guest is a project for this committee.
    - 1. Need to decide:
      - a. When?
      - b. How (virtual, hybrid, in-person only)?
      - c. Agenda Items
      - d. Guests
    - 2. We will all contribute to the charge, but we need a lead. Nichole LaGrow volunteered given her connection to the interactive technology initiatives.
    - 3. Lynn Niemi provided background on the requirements, which essentially focus on finding a time when the leadership of the college can meet from 3 pm – 4:30 pm.
- e. HR Update with Megan Noltner

### **Academic Staff Committee HR Update – 7/21/2021**

- **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:
  - **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 (including open forum recordings), please visit the UW Green Bay [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. A final monthly paycheck will be paid on 7/30 for the period of 7/1-7/17. The first biweekly paycheck for the period of 7/18-7/31 will be paid on Thursday, 8/12.

Resources for the biweekly payroll transition can be found here:

<https://uwservice.wisconsin.edu/single-payroll>

- **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

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. More about the Performance Evaluation process can be found [here](#).

- **COVID-19**

[Phoenix Forward Website](#)

Over the next several weeks the [Phoenix Forward Website](#) is continuing to 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.

[Exemption for Fully Vaccinated](#)

Employees who are [fully vaccinated](#) can get an exemption from COVID-19 protocols by completing the Immunization Record form located in the [MyUWPortal](#). As part of the form, employees will be required to upload proof of vaccination, by either providing a copy of their vaccination record from the [Wisconsin Immunization Registry](#) or a copy of their vaccination card. Instructions on how to complete the form can be found [here](#).

Three key benefits of vaccination are students, employees and visitors who are vaccinated are no longer required to; participate in bi-weekly surveillance testing, wear a mask or practice

social distancing while in university buildings and complete the Daily Self-Assessment prior to arriving to campus each day.

### [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:

- [Rethink Your Drink](#)
- [Summer Bucket List](#)

Webinar:

- [Wisconsin Strong Women Webinars](#) (July)
- [Sustainable Fishing in Wisconsin](#) (7/27/21 at Noon)

### [UREC Summer Fitness Schedule](#)

[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:

- **Research Program Manager I** Psychology- Michael Holstead - Qianyi Gao (started 7/6/21)
- **Lecturer in Psychology** Psychology (1 Vacancy)- Al Bugaj - Macrae Husting (starts 8/23/21)
- **IT Server Administrator** IT Network and Systems- Dean DeFere- Ryan Maes (started 7/6/21)
- **Bilingual Student Services Specialist** GBOSS- Vanessa Mahlik- Malee Moua (started 7/7/21)

- **Area Coordinator** Residence Life- MJ Bostic- Amelia Kimmes Kneser (started 7/8/21)
- **Admissions Counselor** (2 Vacancies) Admissions- Kayla Boguski and Adam Landenberg- Kory Baker (started 7/12/21), Madelyn Dooling (starts 8/2/21)
- **Access Coordinator** Student Accessibility Services-NEW – Melissa Skenadore (started 7/15/21)
- **Union Building Operations Manager** Union- Andy Wenig – Staci Baumann (starts 8/5/21)
- **Lecturer in Social Work** Social Work – NEW- Paul Schneck (starts 8/23/21)
- **Lecturer in Nursing** Nursing & Health Studies – NEW- Jenna Liphart Rhoades (starts 8/23/21)
- **HIMT Director & Lecturer or Assistant Professor** Nursing & Health Studies – Brenda Tyczkowski- Misty Neal (starts 8/23/21)
- **Lecturer in Finance** Accounting & Finance – Wei Jiao – Kevin Jaklin (starts 8/23/21)

Positions Being Recruited:

- **Lecturer in Human Biology/Nutrition Science Human Biology-** NEW
- **Librarian Library at Marinette Campus** – John Kuhlman
- **Lecturer in Psychology** Psychology (2 Vacancy)- 2 NEW
- **Lecturer in Writing Foundations** (3 Vacancy) Humanities- NEW
- **Process Improvement Specialist** IT Network and Systems- NEW
- **Outreach Specialist (75%)** Education/Phuture Phoenix- Robert Fish
- **Director of Development (Athletics)** University Advancement- Shane Starr
- **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
- **Ticket Sales and Operations Manager** Athletics – Molly Christel
- **Assistant Dean of Students (Marinette)** Student Affairs – Nancy Hart
- **Advising Manager** Academic Advising (4 Vacancies) – NEW
- **Academic Advisor** Academic Advising (6 Vacancies) – NEW
- **School Social Work Coordinator** Social Work – NEW
- **Lecturer in Nursing** Nursing & Health Studies – NEW
- **Lecturer in Human Resources Management** Marketing & Management – NEW
- **Building & Grounds Supervisor (Manitowoc/Sheboygan)** Facilities Management & Planning – Scott Joyal
- **Admissions Counselor** Admissions (2 Vacancies) – Lynn Brandt & Hannah Fameree
  - i. Lynn Niemi asked if there were any employees impacted by the single payroll. HR cannot disclose other than to state that resources were offered.
  - ii. Virginia Englebert asked about the mentoring program for new employees.
    1. Bethany Welch as the liaison to the L&I committee will reinforce the need to survey for mentors in the spring.
  - iii. Nichole LaGrow shared a general concern regarding the differing departmental guidelines for returning to work as individuals have expressed concern regarding masking and unmasking.
    1. Lynn Niemi also shared that the signage can be confusing, some areas, like Wellness require masks, but the small print on some signs creates

some confusion. Marketing created universal signage that may be available for department use.

2. Laura Nolan asked if we will have an aggregate report on the percentage of vaccinated employees. If that information cannot be shared, is there any way that the information can be used to help determine our success with vaccination and surveillance. General consensus from the committee emphasized that the data could be used to allay concerns from faculty and staff regarding concerns for safe returns to campus.
  3. Virginia Englebert raised a question regarding the inclusion of a COVID-impact statement for the academic staff annual reviews. Virginia Englebert asked if HR could report how many Academic Staff personnel use the form this year. HR has emphasized that information from those COVID-impact statements would not be shared in aggregate.
    - iv. Megan Noltner shared that she plans to report on the ADA process at the August meeting. Virginia Englebert will invite Kimberly Naporski to the next meeting.
- V. The committee engaged in a general conversation regarding the response to COVID. As the Delta Variant cases rise and concerns regarding those who are not vaccinated or cannot be vaccinated (e.g. the children of our faculty and staff), there are a variety of concerns that we need to address as a community and can serve as the advocate for Academic Staff concerns.
- VI. Old Business
- a. ADA request. Plan to address at the next meeting with the HR report.
- VII. Governance/AS Committee Reports
- a. Title and Total Compensation Meeting next week. Lynn Niemi will share the agenda and minutes.
  - b. System – There was not an Academic Staff representative on the President’s Search.
  - c. Professional Development Programming Committee – Nichole LaGrow reported that the meeting Professional Development Committee met and is planning on a professional development opportunity in August/September to support resilience as we return to working on campus.
  - d. Lynn Niemi asked that we create space for our members to add their liaison reports to the Virginia Englebert shared an Excel document she created to keep track of all of our committees.
- VIII. Other Business/items for next meeting
- a. Title and Total Compensation may be something we would like to have as a standing topic for the next few months as we continue to work through the process.
  - b. It was suggested that we invite a different University leader to our meetings to introduce our committee and its work.
- IX. Adjourn
- a. Lynn motioned to adjourn. Laura Nolan seconded. Meeting adjourned at 2:59 pm