

Academic Staff Committee (ASC) Minutes
Wednesday, March 10, 2021
1:30-3:00 MS Teams

Committee Members Present: Sherri Arendt (Chair), Lynn Niemi (Vice Chair), Virginia Englebert, Patricia Hicks, Lynn Rotter

Absent: Kate Farley (Nicole LeGrow sitting in for Kate)

Guest Speakers: Clif Ganyard, Megan Noltner, Lauri Welhouse, Paul Pinkston, Sheryl Van Gruensven, Erik Aleson

1. Call to Order: 1:32 PM by Sherri Arendt, Chair
2. Minutes of February 17, 2021
 - a. Motion to approve – Lynn Niemi
 - b. Second – Pat Hicks
 - c. Approved as written
3. New Business
 - a. HLC Accreditation Update – Clif Ganyard
 - i. Sent document to Sherri, update to Accreditation
 - ii. Upcoming visit October 4-5, 2021
 1. Similar to Accreditation visit in 2017
 - iii. Accreditation should have been 10-year cycle but needs to be performed again due to Project Costal and addition of branch campus locations
 1. Full accreditation
 - iv. Document defines what work needs to be done and current status
 1. Good progress has been made thus far
 - v. Website updates in progress
 - vi. Questions from AS Committee on meeting structure, meeting with shared governance groups
 1. Expected but uncertain because of pandemic. Likely in October but may be virtual. Normally 1.5 days. Will meet with many groups including shared governance and Academic Staff. Open forum is likely. May visit at least one additional location, not sure if team or individual.
 - vii. Question from AS Committee on Reports and Pandemic
 1. Reports will be used, specific reports for COVID-19 safety precautions, risk management, student health, curriculum impact, what worked well, what did not.
 - viii. Question from AS Committee on Academic Staff Awards
 1. Submitted in late February. Takes a few months for review by Regents committee. Hope to hear back by mid-April. UWGB won both teaching awards.
4. Old Business
 - a. Voluntary Assessment Tool: COVID-19 Rubric plan for education to ASC members update
 - i. Lauri Welhouse: Letter was sent out. No questions back yet. Will ask Holly Keener to send another reminder. This is a voluntary tool to use at Evaluation time.
 - b. Provost search - Academic Staff representation

- i. AS Committee discusses if they should submit 4 or 5 names. Results were sent to Committee earlier. 4th place was a tie. Should the committee vote again, or send 3 names instead?
 - ii. Committee decided to forward 3 names of Academic Staff from the survey results to the Chancellor for the Provost search.
 - 5. Governance/AS Committee Reports
 - a. AS Professional Development Programming Committee
 - i. Nicole LeGrow sitting in for Kate Farley while she is on maternity leave
 - 1. ASPDPC moved away from external resources during pandemic
 - a. Focus on internal and also technology
 - i. Microsoft Teams training for AS & US
 - 1. Mar 17 & 18
 - 2. Training by Kim Miller, Sara Bakken, Barbara Tomashek-Ditter (point person)
 - b. Resources will be leftover
 - i. Remaining funds may go towards Professional Development
 - ii. Discussion on amount for next year, post-pandemic
 - b. UWS System Rep - Lynn Niemi
 - i. UW System Rep meeting Friday March 19
 - c. Strategic Budgeting Committee
 - i. Joe Schoenebeck and Jamee Haslam are representatives (not present)
 - ii. Results of initiatives were announced to campus March 9
 - 1. Concern for workload balance with these new initiatives on top of already busy schedules
6. New Business (cont.)
 - a. 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. During this delay, there has been some behind-the-scenes work being done by UW System and UW-Madison. Starting in October, T&TC Project work has actively been re-engaged across the System, with a target implementation date in 2021. In October, UW-Green Bay re-engaged our [T&TC Project Team](#) which is made up of members of the [Committee on Workload and Compensation](#), Joint Governance Reps (who serve as the T&TC advisory council for UW System), and HR/B&F staff and administration. HR and Dean/Division Leaders recently relooked at last year's proposed mapping for new employees, separated employees, and job changes. As more information is known, we will provide updates to the University community.

- **2021 Market/Equity Compensation Program**

As [announced](#) on December 4, 2020, \$75,000 of base funding has been allocated to address compensation on our campuses for faculty and staff. It has been decided that these funds will be specifically used to address salaries based upon internal equity and competitive external market factors.

Guidelines have been developed for the initial stages of the 2021 Market/Equity Compensation Adjustment Program (and were shared in an email to the campus community on March 8th). At this time, instructional faculty/staff may be considered for increases either based upon external market or internal equity reasons. Non-instructional staff will only be considered for internal equity increases, given that Title & Total Compensation (currently slated for implementation yet in 2021) will be providing us with more relevant and comprehensive market data in the form of revised UW System pay ranges for non-instructional positions. Therefore, a portion of the \$75,000 will be held to address non-instructional market factors at a later date.

- **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. Please watch for more information about the Single Payroll Project in the upcoming months.

Employees currently paid monthly, are invited to attend one of four virtual Single Payroll Town Hall Meetings. Learn how they will be paid during the transition, how the new payroll schedule will affect their paycheck, and what they can do to prepare for the change. Each session will provide the same information. Go the Single Payroll resources website to join one of these town hall meetings:

- Tuesday, May 4, 8:00-9:00 AM
- Thursday, May 13, 4:00-5:00 PM
- Monday, May 17 1:00-2:00 PM

Individuals may also access a copy of the presentation video and slides from the March 3rd Town Hall 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/>.

- **Facilities Climate Study**

As directed by Chancellor Alexander and Vice Chancellor Van Gruensven, the Office of Human Resources and Workforce Diversity conducted a climate study of the Facilities Department. As part of the study, all employees within the facilities department had the opportunity to meet with Julie Flenz or Melissa Nash to discuss various topics to include but not limited to the communication and morale within the department. The study has been completed and a summary report was shared with the University Staff Committee, Academic Staff Committee, and Leadership. Leadership will be meeting with the governance groups to discuss the Climate Study and the report in further detail.

- **COVID-19**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [Phoenix Forward Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

[Phoenix Forward Website](#)

Review the [Phoenix Forward Website](#) to understand how we'll be operating this Spring and what we need you to do to stay safe. The Phoenix Forward Website includes [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. Questions may also be submitted to the Question and Answer form on the right side of that [page](#).

Face Coverings Are Required

Consistent with a request from UW System to clarify items regarding the face masking requirement, Chancellor Alexander has issued Interim Policy GB 50-21-1 [Face Coverings: Chancellor Interim Order](#). There is very little change with this interim policy aside from the extension of the requirement to wear a mask when entering a UW-Green Bay building and during University-supported transportation.

[COVID-19 Testing for Faculty and Staff](#)

Consistent with [SYS 600-01: Interim: Spring Semester 2021 COVID-19 Testing Requirements](#), beginning on Tuesday, January 19th, any individual who holds a faculty, academic staff, university staff, limited appointment, student employment, employee-in-training, temporary, or project appointment who comes into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

All employees may obtain testing through [UW Green Bay Testing Centers](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. As a reminder, individuals who have any [COVID-19 symptoms](#) should not use the on-campus testing option and should contact their medical service provider for immediate confirmation testing.

On-Campus Testing Logistics:

Since testing is a requirement for working on campus, employees expected to work on-campus at least once a week should be allowed to get their biweekly (every other week) tests on work time during their scheduled work hours. Non-symptomatic employees may receive [testing](#) on the campuses.

From what we understand at this time, we do not expect campus testing protocols to change based on someone's vaccination status. This means employees will still be required to test bi-weekly if coming to campus at least one time per week even if they have received the vaccination. Current studies have focused only on if the vaccine protects an individual.

Meaningful data does not exist to determine if the virus can spread to a vaccinated person to an unvaccinated person.

[Self-Assessment](#)

Complete the [Daily Self-Assessment](#) for each day you are on campus. Employees will be required to confirm acknowledgement of a completed test within the past 14 days along with the date of the most recent test daily through the [Daily Self-Assessment](#). If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or helpdesk@uwgb.edu. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

COVID-19 Vaccination

As announced by Chancellor Alexander on Sunday, March 7th, we have received word from Prevea that our faculty and staff that have interactions with students or are performing public facing functions can sign up to be vaccinated beginning Monday, March 8th at 5:30pm by using the [MyPrevea app](#). Employees may also contact their personal medical provider to determine eligibility for other vaccine clinics. For further information about eligibility, you are encouraged to review the [DHS website](#) or contact your medical provider.

You can also visit www.prevea.com/vaccine or call (833) 344 – HERE (4373) for more information.

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](#).

An [FAQ](#) with answers to common questions has been added to the Phoenix Forward website. Should information need to be updated as we learn more, the answers of the FAQs will be updated.

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.

The Office of Human Resources and Workforce Diversity is also ready to support employees and supervisors who may have questions about benefits, leave, flexible work arrangements, and other personnel-related topics. Please do not hesitate to contact us at hr@uwgb.edu or (920) 465-2390. Please also see the [Employee Health & Wellness website](#) for more information.

New Employees:

- **Lecturer in Nursing** Nursing and Health Studies – NEW- Jenna Liphart Rhoads will start on 8/23/21
- **Program Coordinator** Student Life – Grant Winslow – Mary Youngren started on 2/10/21

Positions Being Recruited:

- **Lecturer in Finance** Accounting & Finance – Wei Jiao
- **Lecturer in Marketing** Marketing & Management - NEW
- **Lecturer in Social Work** Social Work – NEW
- **Dual Enrollment Program Manager** CECE – NEW
- **Talent Management and Development Specialist** Human Resources – Maria VanderHeiden (restructured position)
- **Director of Development** University Advancement – NEW
- **Academic Advisor** Academic Advising – Anne Flesch
- **HIMT Director & Lecturer or Assistant Professor** Nursing & Health Studies – Brenda Tyczkowski
- **GBOSS Student Services Specialists (2 Vacancies)** GBOSS – Morgan Theobald and Jessica Martens
- **Financial Aid Advisor** Financial Aid – NEW

- b. Date for Spring Assembly
 - i. Early May
 - ii. Contact SOFAS to send out “Save the Date” email when date is confirmed
- c. Facilities Climate Study Action Plan - Paul Pinkston, Sheryl Van Gruensven, Erik Aleson
 - i. Climate study initiated right after holidays, outreach to Chancellor
 1. Goal is to work together to improve climate, move forward. Area is hard area to manage, decentralized, gaps in supervision, hit hard by furloughs, could not work together due to COVID restrictions
 - ii. 7 in department are Academic Staff
 1. 2 at the 3 branches, 5 on main campus (4 supervisors). 74 total employees in division over 3 shifts
 - iii. Communication challenges
 1. Ideas to get together safely. Work to integrate and include branch campus employees
 - iv. Short term strategies
 1. Monthly budget meeting, strategy meeting
 2. Newsletter or Q & A
 3. Recognition
 - a. Peer to Peer or Manager programs

- v. iPad usage
 - 1. Worked effectively when desks were staffed during shutdown
- vi. Feedback
 - 1. May not be comfortable. Comment box? Not electronic. Work in branch campuses through Erik
- vii. Recruitment is tough
 - 1. Compete with private sector for pay. Stay for just a few years to get experience. Takes longer than others. Idea to actively recruit at tech schools
- viii. Meeting with University Staff next week
- ix. Question from AS Committee about involvement in shared governance
 - 1. Yes, they are involved in some committees (Health & Safety, Project specific committees). University Staff does not see communication, only goes to AS supervisors
- x. Question from AS Committee on buy-in on projects from SME?
 - 1. Done in past, still continuing to do this. Questioning why this was mentioned, was the perception that they were not involved?
- xi. Comment from AS Committee regarding leadership professional development that is offered
 - 1. Staff does pursue this, requesting matching funds. Costs for credentials. Looking into more online training videos (incl. viewing on iPad)
- xii. Question from AS Committee regarding broadening knowledge of area and 74 staff
 - 1. Log submission? Coffee breaks?
 - 2. Discussion if Climate Surveys should be offered for other areas
 - a. Has been done. Gives staff a voice. Does not have to be done in response to problems.
- xiii. Measuring Success
 - 1. Another survey will be done by HR
- xiv. Question from AS Committee regarding survey results and any surprises
 - 1. Technology comments were surprising. Communication piece was not.
 - 2. 17 of 74 in division took part in survey
- xv. Question from AS Committee to see if committee can do anything to make situation better
 - 1. As more US turn into AS, maybe more will attend the bi-annual assembly if virtual
 - 2. Discussion on student climate study happening currently
- d. Date for Spring Assembly (cont. from above)
 - i. Ask for Chancellor to attend
 - 1. Request also Provost Burns, SOFAS Steve Meyer
 - 2. Send topics to Sherri
 - 3. Liaisons – request reports earlier rather than later

6. Meeting Adjourned 2:58 PM

- a. Motion - Lynn Niemi
- b. Second - Virginia Englebert

Respectfully submitted,

Lynn Rotter