

Academic Staff Committee Meeting  
Meeting Minutes  
January 17, 2018

ASC Members Present: Eric Craver, Jamee Haslam, Jan Malchow, Joe Schoenebeck

ASC Members Absent: Lynn Niemi, Amy Bartelme

Guests: Melissa Nash (Human Resources)

Next meeting: Wednesday, January 31, 2017 1:30 pm CL 735

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- I. Call to Order 1:32 pm
- II. Approval of Meeting Agenda
  - A. Any changes
    - i. Motion to approve agenda by Joe
    - ii. 2<sup>nd</sup> by Jan
    - iii. All members were in favor of approval of Agenda
- III. Approval of minutes from January 3, 2017 meeting
  - A. Motion to approve by Joe
  - B. 2<sup>nd</sup> by Jan
  - C. All members approved
- IV. Old Business
  - A. Discussion of Restructuring Issues Map
    - i. Reviewed – discussed questions
    - ii. Eric updated spreadsheet and emailed to Clif Ganyard
  - B. Discussion on Limited Staff being served by AS governance group
    - i. Tabled until next meeting 1/31/18
- V. Department/Committee Reports
  - A. HR Report – Melissa Nash

### Academic Staff Committee HR Update

- **Title and Total Compensation Study:** HR staff met with area and divisional leaders to discuss the draft job family/sub family structure and how our campus positions fit into this structure. Feedback from those discussions were sent back to UW System. The UWGB Project Team reviewed draft Levels Guide and feedback was sent to UW System. UW System and UW Madison collaborated and formulated converged Job Family/Sub Family and Level Guide draft documents. UWGB Project team will be reviewing these documents in the coming days. For the latest updates, please review UW System's website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **2017-2019 Proposed Pay Plan:** 17-19 budget included a 4% pay plan (to be implemented in 2- 2% installments), distributed in two equal installments. Currently pending JCOER approval. Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training will also be a requirement of pay plan eligibility. HR/Budget working on a presentation for campus to communicate implementation plan for UW-Green Bay once JCOER approves.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Working on finalizing version with updated contract language and inclusion of temporary and Limited employees.
- **Policy updates (informational only):**
  - **Published**
    - Revisions to Recruitment & Hiring Policy

- Compensation and Pay Plan Policy
- Revisions to the Workplace Conduct Policy
- **In the Works:**
  - Alcohol and Other Drugs Policy

New Employees:

- **Director of Student Life** Student Life: Incumbent – Lisa Tetzloff – Claudia Guzman will start on 2/5/2018
- **Special Assistant** Chancellor’s Office: Incumbent – Ron Pfeifer – Ben Joniaux started on 1/15/18

Positions Being Recruited:

- **Associate Researcher – Aquaculture (one-year appointment)** Natural and Applied Sciences: Incumbent – none
- **Lecturer – Human Biology:** New Position
- **Fitness Coordinator** Kress Events Center: Incumbent – Samantha Goeller
- **Admissions Advisor** Admissions: Incumbent – Andy Arends
- **Admissions Advisor** Admissions: Incumbent – Jennifer Koroll
- **Institutional Research Analyst** Provost Office: Incumbent – Debbie Furlong
- **Assistant Building Operations Manager** University Union: New Position
- **Dean – College of Arts, Humanities, and Social Sciences** CAHSS: Incumbent – Scott Furlong
- **Associate Athletics Director for Finance & Human Resources Operations** Athletics: Incumbent – Brent Tavis

B. UWS System Rep (Eric)

a. Main points at December meeting

- i. Title & Total Compensation (Melissa’s update covered)
- ii. Pay Plan – nothing new
- iii. Academic Staff representative from UW Superior reviewed elimination of certain programs at UW Superior. Brought up questions that all campuses should ask
  1. What processes and procedures are in place at our campus that looks at this? How would our campus leadership handle?
  2. Will this occur at more campuses (Platteville mentioned)?

b. Next meeting February 2, 2018

C. UC (Eric)

- a. Jamee attended 1/10/18 meeting and emailed notes to members.

D. Faculty Senate (Jamee)

- i. Next meeting January 24<sup>th</sup> – Amy attending

E. Title & Total Comp (Jan/ Steve Newton)

- a. Meeting next week

F. Personnel Committee (Lynn) - no update

G. Professional Development Allocations Committee (Joe) – no update

H. Professional Development Programming Committee (Jan)

- a. Watch for invitations to events coming up

I. Leadership and Involvement Committee (Amy) – no update

VI. New Business

A. Discuss timeline for spring AS elections

- i. Eric will email Stephanie to attend future meeting to get an update

B. Eric checking with SOFAs regarding ASC Assembly Minutes from 12/7/17

- i. Does ASC approve or do we vote on minutes at May ASC Assembly
  1. Steve sent an email update that SOFAs will post in draft form and in May All AS will need to approve the final minutes.
  2. Draft minutes are posted on SOFAs

- VII. Other business/items for next meeting
  - A. Limited Staff being served by AS governance
  - B. Spring elections timeline (Leadership & Involvement – Stephanie Murphy, Chair)
- VIII. Next regular meeting: January 31, 2017 1:30 pm CL 735
- IX. Adjourn 2:55 pm
  - A. Motion to adjourn by Joe
  - B. 2<sup>nd</sup> by Jan

Approved: Jan. 31, 2018