

Meeting Recording

I. Call Assembly to Order (Lynn Niemi)

- a. Lynn Niemi called the meeting to order at 2:30 pm and provided the meeting etiquette. Participants should remain on mute until the Q&A period after each speaker and then either use the chat or enable their microphone to ask questions.
- b. Lynn requested adding an agenda item to discuss the 2020 Regent Academic Staff Excellence Award. Laura Delikowski motioned to approve agenda and Lynn Rotter seconded.
- c. Introductions of ASC members and Leadership
 - Lynn Niemi, Vice Chair
 - Laura Nolan, member
 - Pat Hicks, member
 - Lynn Rotter, member
 - Bethany Welch, member
 - Nichole LaGrow, member, joined late
 - Virginia Engelbert, Chair, in absentia

II. SOFAS Report (Dr. Steve Meyer, SOFAS)

- a. Shared Governance update – Faculty Senate, University Staff
 - Dr. Meyer welcomed all of us and provided information regarding upcoming initiatives.
 - Kim Mezger, Assistant to the SOFAs, and Anna Merry, Award and Recognition Committee, will be sending out a Qualtrics Survey to nominate others for the Founders Awards. The email will be sent out next week and are not due until March 1, 2022.
 - The Leadership and Involvement Committee will be sending out their preference survey and sending it out in late January/early February
 - Dr. Meyer has been working with the University Committee to establish a joint meeting between Faculty, Academic Staff, and University Staff Committees to discuss shared interests. The meeting will be open to all UW-Green Bay faculty and staff, but the committees will be especially encouraged to attend.
 - Lynn Niemi shared, as our UW System Representative for Academic Staff, that other institutions in UW System do have joint meetings and looks forward to continue collaboration with University Staff and Faculty.

III. Chancellor's Report (Dr. Michael Alexander, Chancellor)

- a. Workforce challenges including compensation, hiring, and pay plan
 - Dr. Alexander echoed Dr. Meyer's and Lynn Niemi's sentiments that collaboration is important and especially appreciated an opportunity to elevate the voices of the University's Academic staff.
 - Dr. Alexander focused first on workforce challenges. The University allocated \$500,000 to proactively address some of the workforce challenges at our institution. While we have to balance the requirements of System and legislative processes, we are committed to resolving areas where we have a significant challenge in hiring replacements or new positions to meet institutional needs.

- The challenge of salaries for comparable positions at local industries and inability to address cost of living changes is real and cannot be addressed all at once. But administration is aware of the problem and is working to address both needs.
 - Dr. Alexander provided an update on pay plan. We cannot confirm pay plan until the legislature approves pay plan.
 - When they pass pay plan, UW-Green Bay funds a significant portion (30-40%) of the increases.
 - Can the Chancellor hold back a portion of the pay plan? Potentially, but Dr. Alexander is committed to supporting our cost of living adjustments when we are able.
- b. COVID updates including masks and vaccine
- We are not making a decision regarding the vaccine mandate until we need to.
 - We are considerably above the regional vaccine rates.
 - We are also waiting until we are forced to make a decision regarding masks. While students are away for the holiday break, we will relax mask mandates for students within their dorms.
 - We need to strike a balance between the safety of those who work at UW-Green Bay and those who live on campus. We need to balance our new reality to assure the safety of all of our community.
 - We will pivot as needed to be more restrictive if warranted.
- c. UW-Green Bay news
- Budget – We are in a good position within our state with cash funding. We are working to increase our base funding within the guidelines for our various budget lines.
 - Fiscally, we need to operate more and more like a private institution that has public mission. What does that mean – looking for grants, partners to support our base funding.
 - Enrollment and Retention Gains are the work of all of our UW-Green Bay staff and faculty. Dr. Alexander expressed his appreciation again for all that we do to assure that we continue to be steady or better regarding our enrollment numbers and support our regional growth.
- d. Questions
- None asked.

IV. Provost's Report (Dr. Kate Burns, Provost)

a. Academic Affairs Initiatives and News

- Dr. Burns provided several updates for enrollment
 - January Interim enrollment is at 95% of the enrollment for last January, our largest enrollment of an interim term.
 - Spring enrollment is 62% of total students compared to last Spring, but we expect changes in January.
 - We are up 9% for our admitted students for new students in Fall 2022
 - We are working on a Strategic Enrollment Management Plan with different “flames”, e.g. nontraditional students, Hispanic Serving Institution, first-generation students, local students in our 16-county footprint, capitalize on current successes, e.g. dual enrollment, Rising Phoenix, and grad programs, to build enrollment. The final report will be shared in January.
- Dr. Burns expressed significant thanks for the work on the advising model and all the work that we have done
- The Deans and Provost have worked together to create a centralized scholarship application process.
- Provost's Office Changes – Holly Keener is changing roles to support the School of Business. Courtney Sherman is serving as the Interim Associate Provost. The Director of Student Success position is shifting in title and responsibility and will include Career Services, Navigate, HIPs, Learning Center, first-year seminar, GPS and

will become an Assistant Vice Chancellor role with a national search with a dual report to Student and Academic Affairs. The Associate Provost Role will better focus on curriculum, e.g. assessment, accreditation, and distance education. Courtney Sherman will be continuing in her role as interim while we complete the searches created through the reorganization.

b. Program Review Impact on Planning

- One element of the program review process was to identify the need for curriculum expansion. The DE Grant we offered last year and again this year directly supports this.
- Another element was salary and pay plan, which was addressed by Dr. Alexander.
- The IBB budget model was raised as a concern, and we are working to replace the IBB model.
- Strengthening the relationship between the Deans and the direct reports to the Associate Provost.
- As a recommendation of the Program Review process, we will work on a Gen Ed revision and realignment, spearheaded by Val Murrenus Pilmaier.
- Strategic planning with sample documents will also be shared.
- The comprehensive program review process is currently on a 7-year cycle. We need to ask how we can engage with the results and implement changes within our areas in the spirit of continuous assessment and improvement.

c. Questions

- Lynn Niemi asked about the potential to change the General Education requirements at the System-level through legislation changes. We are aware that there is System-level conversation, but that the legislation has not yet passed.
- Sherri Arendt asked about the AVC of Student Success call. The posting should be made shortly with a month for applications.

V.UWGB United (Dr. Brian Welsch and Dr. Adam Gaines)

a. Presentation on UWGB United

- Local union representatives for our AFT Chapter
- The purpose of the union is to advocate for its membership and respond together to support the voice of its membership.
- UWGB United has worked to address potential privatization of jobs on campus by assuring that stakeholders will be part of the conversation.
- UWGB United has been involved in conversations regarding the roles, responsibilities, and academic freedoms of lecturers.
- UWGB United has worked to review the position review committee to increase transparency in the process for determining which positions will be staffed.
- UWGB United has supported students directly through information sessions on student loans.
- UWGB United has also monitored course caps, the open-access mission, and the Title and Total Compensation effort.
- Members do pay dues to cover legal expenses and to grow our union on the campus and at other institutions as well as socials and Get Out the Vote efforts in our area.
- Act 10 does provide parameters on the work that the union can do, but there is a collaborative spirit with leadership.
- Dr. Welsch shared his contact information in the Meeting Chat, welschb@uwgb.edu
- Message John Shelton to be added to the communication list.

VI.Academic Staff New Business

a. Reminder spring elections for Committees.

- Look for the survey and review the information on SOFAS.
- We are asked to provide nominations for UW-System Leadership Awards. Virginia Engelbert will distribute the survey and please consider nominating yourself or a colleague.

- The Academic Staff Committee will collect nominations and share with Courtney Sherman and Chancellor Alexander
- b.

VII. Human Resources Report (Melissa Nash, Director, Human Resources & Megan Noltner, Specialist, Human Resources)

- a. Title and Total Compensation Appeal Process and Timeline
- Notices were sent out. If you have any questions or concerns with the notices, please reach out to HR.
 - Nine-month letters went out with an error and have been addressed both via email and a reissue of letters.
 - Supervisors, Division Leaders, and HR met throughout the summer to mitigate most concerns.
 - If an employee is concerned regarding their new title, they can complete the appeal request process online. The end date for the appeals submission process is December 31st, 2021. All appeals will be settled between January 1 and June 30, 2022. The appeal has three levels, first HR, second committee review with Academic Staff Committee representatives, final chancellor or the AVC of the area.
 - Only the UW System title can be appealed. Pay and compensation are not part of the appeal process.
 - We will be implementing an appeal process for July 1, 2022 forward.
- b. COVID protocol
- As a reminder, the testing center that is in the University Union will close this Friday. Faculty and Staff are encouraged to use a personal provider or outside testing site as needed.
 - Faculty and Staff vaccination rates sit at about 80%.
 - COVID cases have increased over the past few weeks so please be diligent regarding reporting of any cases and make sure you submit your exemption.
 - We continue to operate under the Fall 2021 operating procedures in regard to COVID.
 - We will reassess whether we are reopening the on-campus testing site at the start of the spring semester.
 - The decision was driven by usage as our student population drops and boosters are offered on January 5th and 12th through the Wellness Center on the Green Bay campus. No plan at this point for booster vaccines at the additional locations.

VIII. AS Committee Reports (Committee Chairs and ASC Liaisons) – See attached

- a. Personnel Committee (Lauri Welhouse and Pat Hicks)
- b. Professional Development Allocations Committee (Lynn Rotter and Bethany Welch)
- c. Professional Development Programming Committee (Tricia Adams and Nichole LaGrow)
- d. Leadership and Involvement Committee (Megan Leonard-Bisenius and Bethany Welch)
 - Leadership and Involvement Committee will send out a nomination survey for committee work in a few weeks.

IX. Other Business

- a. Next regular ASC Meeting: December 15th at 1 pm in Teams.
- b. 2020 Regent Academic Staff Excellence Award

X. Adjourn

- Bethany Welch motioned to adjourn at 3:39 pm. Patrick Neuenfeldt seconded.

COMMITTEE REPORTS:

Academic Staff Personnel Committee

Committee Members

Jessica Delzer
Bryan Steward
Allen Voelker
Laura Nolan
Lauri Welhouse, Chair
Megan Noltner, (Human Resources Liaison) (ex-officio non-voting)
Patricia Hicks (liaison from ASC) (ex-officio non-voting)

The committee was charged with reviewing T & TC Appeals Guidelines proposed by HR. The committee met, reviewed, and endorsed the guidelines, agreeing that there should be consistent, standardized guidelines for appeals.

The ASPC made these recommendations:

1. There should be at least two ASPC representatives to hear any academic staff appeal.
2. There should be two ASPC representatives for any appeal where a job title has a change in classification from university to academic staff or vice versa.
3. While two ASPC representatives would be the minimum acceptable to be present to hear a title appeal, all committee members would be invited to attend.

Recommendations to move appeals forward will be made by vote rather than consensus, although we would strive for consensus.

Academic Staff Professional Development Allocations Committee

Committee Members

Laura Delikowski (promotions)
Todd Dresser
Lindsey Lecus
Crystal Lepscier (treasurer)
Lynn Rotter (ex officio)
Bethany Welch (chair)

We created a Team for the PDAC and a Continuity of Operations document for newly elected members. We revised the Professional Development Allocations Guidelines and the ASPD Application for 2021-22. We met with Holly Keener and others to determine the funding available and the two streams that are available for use. Initial funding is \$9,000 per academic year. Seven requests have been made and approved by the Committee for a total of \$1,042.50, leaving us with a balance of \$7,957.50.

Academic Staff Professional Development Programming Committee (ASPDPC)

Committee Members

Tricia Adams (chair)
Sarah Bakken
Katie Burke
Nichole LaGrow (ex officio and secretary)
Roger Wareham

The ASPDPC works closely with the University Staff Professional Development Committee. Together we distributed and collected the annual professional development interest survey to Academic and University Staff members at the start of the fall semester. We also partnered with the University Staff Professional Development Committee to offer a virtual workshop on “Building Resiliency and Self-Care Strategies” with Dr. Katie Olbinkski from Prevea.

Leadership and Involvement Committee

Committee Members

Jamee Haslam
Casey Pivonka
Bobbie Webster
Megan Leonard-Bisenius (chair)
Nathan Kraftcheck
Bethany Welch (ex-officio)

We started the year with a vacancy on the PDAC so we nominated two people. Before that could be sent to a vote, a staff member resigned from their position and left another vacancy on PDAC. We were able to fill both of these positions with the ballot.

Additionally, in October, Stacie Christian reached out for some potential names for Academic Staff willing to serve on the new Council for Diversity, Equity, & Inclusivity. We were able to give her two names to fill the open spot.