

2021-2022 Academic Staff Committee

Meeting Minutes

December 15, 2021

1:30 p.m.; TEAMS

- I. Call meeting to order at 1:31pm
 - a. In attendance: Virginia Englebert, Laura Nolan, Patricia Hicks, Lynn Niemi, Nichole LaGrow, Lynn Rotter, Bethany Welch
- II. Lynn Rotter will be the minute taker
- III. Approval of minutes November 17
 - a. Motion to approve made by Lynn Niemi, seconded by Nichole LaGrow. Minutes were approved.
- IV. Approval of minutes December 7
 - a. Motion to approve made by Laura Nolan, seconded by Virginia Englebert. Minutes were approved.
- V. New Business
 - a. Fall Assembly Review
 - i. Fall Assembly Review
115 in attendance at highest, quiet assembly, not many questions, calendar invite may have encouraged more people to view it, provided good reminder. When planning for spring, include online version dual modality as an alternative. Good for additional campuses to not have to drive to campus to attend.
 - b. Rules regarding union discussions
 - i. Discussion on what can and cannot be discussed in Academic Staff Assembly.
 - ii. Some employees spoke to their supervisors after Assembly with complaints that the Union presentation was inappropriate.
 - iii. Discussion on lobbying and legislative discussions may not be legal to discuss in Assemblies. Academic Staff may need to make speakers aware of this, and shut them down in Assemblies if needed. Virginia will ask Christopher for clarification.
 - iv. Discussion on time management during Assembly. There was enough time to read committee reports.
 - c. 2022 UW System AS Awards
 - i. Discussion of who can and cannot be nominated. Last year was the first time that we nominated a program. ASC can pick 3 people and 3 programs. Will forward suggestions to Courtney Sherman. Virginia will send out email to Academic Staff looking for nominations, deadline of January 5.
 - d. HR Update (Megan) 2:06pm
 - i. Megan will provide notes on her report
 - ii. Nichole LaGrow had a question about reorganization of department after appeals deadline. Megan said appeal process can be used.
- VI. Old Business
 - a. Committee Charge & Bylaws Review

- IX. Adjourn 2:49pm
- a. Motion made by Laura Nolan
 - i. Motion seconded by Lynn Niemi

Meeting minutes respectfully submitted by Lynn Rotter

Academic Staff Committee HR Update – 12/15/2021

- **Title and Total Compensation Project:**
As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) was delayed due to the COVID-19 pandemic, however it was implemented on November 7, 2021.

For details related to T&TC as well as resources (including open forum recordings and FAQs), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

Appeal Process:

As part of the Title & Total Compensation Project (T&TC), all in-scope positions have been mapped to a title within the new structure. If an employee disagrees with their mapped title, they are able to formally appeal the decision. To initiate a title appeal, an employee must submit a [Title Appeal Request](#) with supporting documentation **between November 7, 2021 and December 31, 2021**. The institution will settle appeals between January 1, 2022 and June 30, 2022.

Only title of record can be formally reviewed and appealed. Pay range, compensation, FLSA exemption status, business title, university scaling and language in the Standard Job Descriptions cannot be appealed.

For more information about the Title & Total Compensation appeal process, please see the [Title Appeal Guidelines - T&TC](#). For instructions to help in completing the Title Appeal Request form, please see the [T&TC Title Appeal Guide](#).

- **Proposed FY 2022 Pay Plan**

Last spring, Governor Evers included a proposed 2021-2023 pay plan for UW System employees within the state budget, which would provide a base rate increase to all eligible employees of 2% in FY22 and 2% in FY23. At this time, the Joint Committee on Employment Relations (JCOER) has not yet voted on the pay plan. That group has final determination on the amount and

timeline for pay plan distribution, and thus it is not finalized. However, as we have done in past years, we will be taking measures to prepare for a potential pay plan increase for eligible employees pending JCOER approval.

In order to be eligible for the proposed pay plan, eligibility requirements (specifically the required trainings and performance evaluations) must have been completed by November 30, 2021.

Employees who were missing Mandatory Trainings received notification by HR throughout the month of November (in addition to any notifications sent by UWSS and University Police). For those employees who did not get an email, all trainings have been completed and no further action is needed. For questions about the proposed FY 2022 pay plan or eligibility requirements visit this [blog post](#) or contact Human Resources at hr@uwgb.edu or by phone at ext. 2390.

- **Payroll Processing Transition to UW-Shared Services**

The implementation of Single Payroll this summer significantly increased the workload associated with processing payroll for faculty, academic staff and limited employees. At the same time, our office recently restructured in order to better align our office's practices and processes with institutional strategic initiatives such as digital transformation and data-based decision making. In order to fully embrace our office restructure and allow our staff to delve into more complex data and analytics to meet institutional needs, we will be moving forward with transitioning additional payroll functions to UW-Shared Services effective November 15, 2021. The functions moving to UW-Shared Services are less complex and allows for streamlined processes at the UW System level.

UW-Shared Services will now handle all questions related to the following payroll functions:

- Timesheets (entry, approval and corrections)
- Absence entry/approval
- Missing leave reports
- Leave balances
- Direct Deposit/W-4 inquiries
- Earning Statement inquiries

Our Human Resources office will continue to handle all Personnel Action (PA) related questions including compensation adjustments, additional payments and funding updates.

As of November 15th, questions related to the payroll functions listed above should be directed to UW-Shared Services at payroll@uwss.wisconsin.edu.

- **COVID-19**

[Phoenix Forward Website](#)

The [Phoenix Forward website](#) has been recently updated with the latest policies and procedures regarding keeping campuses safe in the uptick of COVID-19. The Phoenix Forward Website also includes updated [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. For more details about the UW-Green Bay Covid-19 response, review the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#).

COVID-19 booster vaccinations will be available to UW-Green Bay Faculty & Staff

The Office of COVID Response will be working to provide COVID-19 booster vaccinations to UW-Green Bay faculty and staff January 5, 12 and 19 from 2 to 4 p.m. at The Wellness Center on the Green Bay Campus. Appointments are now available on those dates by calling 920-465-2380. See the CDC's booster shot [recommendations and eligibility information](#).

Those with Verified Vaccinations are Considered 'Exempt'

Being "exempt" means that those with [verified vaccination](#) records *may be* "exempt" from *certain* COVID-19 protocols. Masks are still required by the [Chancellor's Directive](#). In order to apply for exemption, an individual must have received a full administration of the applicable vaccination not less than 14 days prior to applying for the exemption.

- Faculty and Staff can find the exemption process [here](#)

No one is *required* to submit vaccination information as a condition of participation in any University activity. Vaccination status is confidential.

Chancellor Directive on Face Coverings Extended

The Chancellor's Directive on Face Coverings has been extended through December 31, 2021.

Informed by CDC and county health board guidance, [Chancellor Directive on Face Coverings](#) requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces, and public spaces. Faculty or staff who cannot wear a face covering due to a medical

condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of Human Resources by [email](#) or ext. 2390.

Telecommuting and other Leave Options for Caregiving due to COVID-19

Intermittent Telecommuting may be used during a school closure or need for child to quarantine due to COVID-19, so long as the employee is able to fulfill their work functions during this time, time and leave is reported accurately, and the supervisor approves. This is appropriate because the reason for intermittent telecommuting would fall under the definition as outlined in the [Telecommuting Policy](#) (“transient and specific circumstances lasting no longer than ten business days”). An employee cannot be approved for a part- or full-time, *continuous telecommuting* arrangement for purposes of caregiving.

Intermittent telecommuting does not require the submission of a Telecommuting Request Form, and may be permitted for an eligible employee without a formal written agreement upon the mutual consent of the employee and their supervisor. Telecommuting agreements (both continuous and intermittent) are approved on a case-by-case basis at the discretion of the employee’s supervisor consistent with the student-focused mission of the university and the needs of the respective unit/department.

If the employee is not eligible to telecommute based upon operational need, job functions, etc. they may use allocated paid leave for time needed away from work due to school closure or need for child to quarantine, including vacation, personal holiday, and/or sick leave (as outlined in the recently approved [SYS 1200-10, Interim: Sick Leave for Care of Minor Children](#)).

We would encourage employees to continue to reference the UW-Green Bay [Telecommuting Website](#) for full information about telecommuting (both in general and due to the COVID-19 environment).

Please, Protect Your Phoenix Family

Faculty and staff experiencing COVID-19 symptoms should not come to campus. This is the case for all symptomatic individuals, regardless of vaccination status. For more information on COVID-19 protocol for faculty and staff (including information regarding positive, suspected, or close contact cases), please see the [Reporting Faculty & Staff](#) page of the Phoenix Forward Website.

[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**

- [December Wellness Challenge: Gratitude](#)
Participate in these 12 days of gratitude challenge to improve your mental wellness and get an incentive!
- [UREC](#)
Just a reminder that employees can work out at the Kress for free during winter break, which is 12/18/21 to 1/23/22. Please make sure to check their hours over the holidays too: <https://www.uwgb.edu/university-recreation/>

New Employees:

- **Accountant** Controller's Office – NEW- Bea Yang Thao (started 11/1/21)
- **Dean Assistant** AESCB – Kathleen Jurecki – Holly Keener (started 12/6/21)
- **Procurement Specialist I** Purchasing – Sarah Locke – Sean Martin (started 12/16/21)
- **Compliance Specialist** Business & Finance – NEW – Sandra Maine-Delepierre (starts 12/21/21)
- **Desktop Administrator** Division of IT – Andrew Teresinski – Jenna Lemke (starts 1/3/21)

Positions Being Recruited:

- **Associate Athletics Director for Development** Athletics – Shane Starr
- **Campus Planner** Facilities Management & Planning – NEW
- **Lecturer in Human Resources Management Marketing & Management** – NEW
- **Executive Manager, Rising Phoenix Early College High School** CECE – Samantha Post
- **Lecturer in Physics** Natural Applied Science – Heidi FencI
- **Lecturer in Scenic Design** Theatre & Dance – Jeff Entwistle
- **International Recruiter & Admissions Counselor** International Education – NEW
- **Website Manager** Marketing & University Communications – Brandon Langer
- **Residential Education Coordinator** Housing & Residential Education – Amelia Kimmes-Kneser
- **Pre-Award Sponsored Programs, Grants & Contracts Specialist** Office of Grants & Research – Terri Fredenberg-Holzman
- **Lecturer in Social Work** Social Work – Paul Schneck
- **Lecturer in Computer Science** Resch School of Engineering – Mai Moua
- **Procurement Manager** Controller's Office – Tory Ortscheid
- **IT Business Analyst II** IT Enterprise Apps & Int – Virginia Englebert
- **Multimedia Operations Coordinator** Athletics -

