

**2019-20 Academic Staff Committee  
Meeting Minutes  
February 12, 2020  
1:30 p.m.; CL 735**

Members Present: Lynn Niemi (Chair), Sherri Arendt, Jamee Haslam, Lynn Rotter,  
Bao Sengkhammee, Anthony Sigismondi (via Skype).  
Members Absent: Patricia Hicks  
Guests: Melissa Nash from Human Resources

- I. Chair called meeting to order – 1:33 pm
- II. Minute taker for meeting – Anthony Sigismondi
- III. Approval of minutes for Jan. 15, 2020 meeting
  - a. Motion to approve: Jamee Haslam
  - b. Seconded: Bao Sengkhammee
  - c. Minutes approved as written
  - d. Chair will submit minutes to SOFAS for posting
- IV. New Business
  - a. Bylaw Change  
ARTICLE III- ACADEMIC STAFF COMMITTEE  
D. Meetings
    - 1) ~~The Committee shall meet bi-weekly during the academic year and monthly during the summer, or as business dictates.~~
    1. Discussion of proposed changes:  
The Academic staff normally meets bi-weekly, but the current committee members agreed that much of the workload could be handled via email, and the group would convene monthly unless other there are extant issues that require more regular meetings, i.e. planning for Fall Assembly.
    2. Vote on proposed change:
      - a. Motion to approve: Jamee Haslam
      - b. Second: Bao Sengkhammee
      - c. Vote passed (4 yays, 0 nays, 1 abstention)
  - b. Cancel meeting on February 26<sup>th</sup> so we can attend University Reveal (2:00-3:00 p.m.)
    - 1.No formal vote taken, but the Chair and committee members agreed to cancel in order to encourage attendance at University, which takes place at the same time the committee normally convenes.
  - c. SYS 1257: Title Change Policy (Sherri Arendt)
    1. Sherri Arendt provided updates on the status of the Title and Total Compensation project as well as anticipated changes to the policy and procedures for the Title Change requests. This initiative has grown out of the TTC project but is somewhat separate from it. It is believed that system administration would like all title changes to be system-wide, rather than vary from institution to institution.
    - 2.The TTC project has been delayed due the large amount of feedback System has received in relation to the recently released library of new job descriptions.

3. Direct supervisors should still plan to have conversations with employees about new job descriptions between late Feb. and April, but should hold off on those conversations until receiving the formal go ahead from UWGB HR.

d. HR Update (Melissa Nash at 2PM)

- **Title and Total Compensation Project:**

The University of Wisconsin (UW) is embarking on a complete redesign of its current classification and compensation structure. The goal of the [Title & Total Compensation Project](#) is to develop new systems that will enable institutions to continue to attract and retain the best talent.

**The project timeline has been extended to allow for a more in-depth quality assurance review. This extension ensures title applications will be more consistent across UW System.**

Employees can search for UW System job titles through the [Standard Job Description Library](#). The library includes the draft job titles and job descriptions for Academic Staff, University Staff, and Limited Appointees. The library is meant as a reference tool for employees and managers to use during conversations this winter, and will be updated based upon feedback through the employee-manager conversation period.

Please [click here](#) for resources published by UW System related to the Title & Total Compensation Project, including explainer videos, an eLearning module, town hall meeting replays, and a manager resource guide.

### **Recent UW System Updates:**

#### **Titles and Job Descriptions**

- The project implementation timeline has been extended to allow for the review of Standard Job Description library feedback and to ensure the best job title and standard job description matches possible. The project is now expected to finish in Summer, 2020.
- Employees will discuss their updated job title and job description with their manager or HR representative in Spring, 2020. Employees will receive their updated job title information prior to the conversation. Employee feedback and questions are appropriate, valid, and expected during the Employee-Manager conversations.
- While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.
- In-scope employees will receive a formal notification letter with their new title in late spring, 2020 (after employee-manager conversations). The new titles will be effective July 1, 2020.

#### **Benefits**

- A summary of the benefits analysis findings is available [here](#).
- Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a long-term benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.

#### **Compensation**

- This project creates the foundation for a market informed UW System compensation structure. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.
- The goal is to retain talent within the UW System and provide employees the ability to grow within the new Job Framework and compensation structure. Once a market-informed structure is created, the next question is how project data is used to address issues for current employees as well as in recruitment.

The TTC Project allows us to gather the necessary title and compensation data so that we can look at solutions.

- After the title structure is finalized in Spring 2020, the compensation structure can be finalized, which means that all job titles will have an updated salary range. More details will be forthcoming in late Spring 2020 about updated salary ranges. Introducing compensation before or during the title discussion may introduce unintentional bias for higher or lower titles. Right now, it is best to focus on the work being performed and the job alignment, rather than to look at compensation. Managers will have no more info than employees on compensation. Managers will look at titles and job descriptions based on same amount of information as the employee.
- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future

#### In the Queue:

- **Spring, 2020:** Employee-manager conversations.
- **July, 2020:** Job titles and job descriptions will go-live.

#### UW-Green Bay Updates:

- UW-Green Bay has an institutional T&TC **project team**, whose goal is to engage with subject matter experts and stakeholders. Feedback and information about T&TC flows to and from the project team. A listing of members of the UW-Green Bay institutional T&TC project team can be found [here](#).
- **Title Review Policy:** Feedback was gathered by UW System on the draft revisions to *SYS 1257: Title Change*. These draft policy revisions include proposed updates to the Title Appeals process. The appeals process will not be unique to T&TC, but will rather be in effect for appeals moving forward (and will inform a revised institutional appeal process as outlined in the UW-Green Bay [Title Review Policy](#)). The proposed appeals process includes three steps of appeal, with a step 2 panel to include human resources and shared governance representation. UW-Green Bay Human Resources is starting conversations with ASC and USC to determine the campus practice for step 2 of the title appeals process.
- **University Staff Performance Evaluations** are due to the HR Office on March 20, 2020. Academic Staff members who are supervisors of University Staff employees should be starting the review process with their employees in the coming weeks.

#### New Employees:

- **Marketing and Communication Recruitment Coordinator** Admissions – Alexandra Ritchie started on 1/27/2020
- **Associate Director of Facilities Management** Facilities Management – Erik Aleson will start on 2/25/2020

#### Positions Being Recruited:

- **Associate Dean** Austin E. Cofrin School of Business – NEW
- **Lecturer – Mathematics** Engineering – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Management** Marketing & Management – NEW
- **Lecturer – Education (Three Vacancies)** Education – NEW, Karen Eckhardt
- **Student and Community Engagement Coordinator** AECSB – NEW
- **Lecturer – Computer Science** Engineering – Ben Geisler
- **Lecturer – Scenic Design** Theatre & Dance – Jeff Entwistle
- **Lecturer – History** Humanities – Vince Lowery
- **Director of Admissions** Admissions – Jen Jones
- **Assistant Director of Advising and Retention** Academic Advising – Major Cooper

- **Counselor (75%) Health & Counseling** – Stephanie Schultz
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
- **Lecturer – Writing Foundations** Humanities – NEW
- **Lecturer – Writing Foundations** Humanities - NEW
- **Lecturer – Writing Foundations** Humanities – NEW
- **Lecturer & MSW Field Coordinator** Social Work – Margaret Kubek
- **First Nations Student Success Coordinator** Education – NEW
- **Data Reporting Specialist** Provost Office – NEW
- **Recruitment & Enrollment Coordinator** Admissions – Michelle Behm-Popoutsis
- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson
- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Director of Freshwater Strategy** CSET – NEW
- **Advising and Recruitment Specialist (Manitowoc Campus)** Academic Advising – Julie Dezeeuw
- **Camps and Outreach Coordinator** CSET - NEW

V. Old Business

VI. Governance/AS Committee Reports – see attached for updates

1. UWS System Rep (Sherri Arendt) – Meeting Notes from Jan. 31, 2020

- AS Reps morning gathering topics
  - TTC updates by campus
  - Single pay system bi-weekly pay supposedly not moving forward
  - It is hoped that Reps Governance Groups will be able to meet with final president candidates.
  - Tuition freeze lift
  - Legislative issues impacting campuses

-AB670 SB612 bill to increase retirement age for those 40 yrs of age but reducing time necessary for return to work.

-ASPRO to inquire and report

- President Cross spoke to Joint Reps Meeting and shared the UW System draft for 2025 Strategic Framework

2. T&TCS Project Team Report (Sherri Arendt) –

- TTC – Dan Chanen still reviewing the SJDs and updates to the library based on feedback from system. Conversation about individual campus appeals process will come from our HR.
  - Update – CHRO to chancellor or their designee
  - HR to Governance Groups – what is this group (being decided on a campus by campus basis)
  - Project moving forward, just awaiting rollout due to the scope of change/edits (approximately 200 requests thus far)
  - Lecturer series discussion

3. Comp and Workload Committee (Sherri Arendt)

4. Strategic Budgeting Committee (Jamee Haslam and Joe Schoenebeck)

a. The committee meets next on February 12, 2020 at 11 am (Joe is attending)

b. Sheryl indicated during Friday’s Coffee Break update that we will be doing another shadow year and go live July 2021.

5. Master Planning Workgroup (Lynn Niemi)

- a. Meeting is today (2/12/2020). Will request updates from Kim Mezger, University Staff Chair.
- b. Parking and Roadways  
Last meeting held was January 27, 2020. The committee was given projected parking increase (\$230 per year, \$105 per semester, \$50 summer only). The increases along with the reserve will be used to do the repairs in parking and roadways, but after five years, the funds will be depleted. The campus administration will take our information and determine the specific changes for 2020-21 year. Committee does not plan to meet again. We suggested they get Marketing and Communication involved to market the increases are due to the roadways we have on campus and UW system no longer provides support.

6. AS Personnel Committee (Pat Hicks)

7. AS Professional Development Allocations Committee (Bao Sengkhammee)

8. AS Professional Development Programming Committee (Lynn Rotter)

- a. January safety trainings with University Police
  - i. Great attendance 200+
  - ii. Analyzing feedback for improvements to these types of programs in the future
- b. Always looking for suggestions for speakers or programs for Academic Staff

9. Leadership & Involvement Committee (Jamee Haslam)

- a. Academic Staff Preference Survey 2020-21 was sent out on 1/30/20. It will be open through Friday, February 7, 2020.
- b. Committee will meet mid February to review the survey information.

VII. Other Business/items for next meeting (February 26, 2020 or March 11, 2020)

--The committee plans to discuss whether or not we should bring the proposed changes to the committee's bylaw to the next Spring Assembly in May for a formal vote.

VIII. Adjourn

- a. Motion to Adjourn: Lynn Niemi
- b. Seconded: Lynn Rotter
- c. Meeting Adjourned: 2:51 PM

IX. Next Meeting: **March 11, 2020**