

2019-20 Academic Staff Committee
MEETING MINUTES
June 17, 2020
1:30 p.m. via Skype

Committee Members in attendance via Skype: Lynn Niemi, Sherri Arendt, Jamee Haslam, Patricia Hicks, Lynn Rotter, Bao Sengkhamee, Anthony Sigismondi

Guests: Allen Voelker (Student Employment and Scholarship Coordinator), Melissa Nash (Human Resources), Stacey Christian (Director of Inclusive Excellence and Pride Center), Virginia Englebert (Information Process Consultant)

- I. Call meeting to order – Lynn Niemi (Committee Chair) Call Meeting to Order at 1:31 pm
- II. Determine minute taker for meeting – Anthony Sigismondi
- III. Approval of minutes
 - a. Minutes from May 6, 2020 meeting
 - Motion to approve by Anthony Sigismondi, 2nd by Jamee Haslam
 - Lynn Niemi will forward minutes to SOFAS to post
- IV. New Business
 - a. ASC meetings notices for 2020-21 (Sherri Arendt)
 - i. Sherri (incoming ACS Chair starting in the 2020-21 Academic Year) announced she will be moving the meeting to Microsoft Teams since Skype will eventually be discontinued.
 - ii. Discussion of the meeting schedule for the rest of summer and academic calendar year:
 1. Sherri Arendt proposed that the committee meet at least one time each month for the rest of summer and bi-monthly once the semester starts due to the gravity of proposals and decisions coming down the pipeline
 2. The committee agreed and the decision was made to hold one meeting in July, another meeting in June, and then begin bi-monthly meetings beginning **Sept. 9, 2020**. We all agreed to leave the meetings in the current time slot of Wednesdays from **1:30 – 3:30**.
 3. Lynn Niemi also proposed that the our initial meeting for July 15, 2020 to the following week since it might conflict with staff members ability to attend the SpeakOut Summer Institute sponsored by the **UW-Green Bay Council on Equity, Diversity, and Inclusive Excellence**, and the **Office of the Provost** and is being held the same week. It was later confirmed in the meeting that each day's section would be unique, so Lynn Niemi and Sherri Arendt agreed to move July's meeting to Wednesday, July 22, from 1:30 – 3:00 pm.
 - b. 2020-21 AS committee liaisons (Lynn Niemi) – discussion of new subcommittee appointments. The following individuals agreed to continue to serve as ACS reps on the following subcommittees; those marked **TBD** still need to filled:
 1. UWS System Rep (**TBD**)
 2. T&TCS Project Team Report (**TBD**)
 3. Comp and Workload Committee (**TBD**)
 4. Strategic Budgeting Committee (**TBD**)
 5. Master Planning Workgroup (Lynn Niemi)
 6. AS Personnel Committee (Pat Hicks)
 7. AS Professional Development Allocations Committee (Bao Sengkhamee)

- 8. AS Professional Development Programming Committee (Lynn Rotter)
- 9. Leadership & Involvement Committee **(TBD)**
- c. UW System Rep for Academic Staff nominations (Lynn Niemi)
- d. Committee on Diversity and Inclusive Excellence update (Stacie Christian)



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GREEN BAY

Chancellor’s Council on Diversity and Inclusive Excellence

2020-2023 Diversity and Inclusion Strategic Plan

UPDATED: JUNE 16, 2020

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Overview

Inclusive Excellence is a planning process intended to help each UW System institution establish a comprehensive and well-coordinated set of systematic actions that focus specifically on fostering greater diversity, equity, inclusion, and accountability at every level of university life.

The University of Wisconsin-Green Bay is committed to a vision of diversity that is broadly inclusive, warmly welcoming, and equitable in its treatment of all members of the campus community. Through engagement, reflection and action, we will be an institution committed to diversity in thought and practice moving beyond labels & categories that put up barriers and keep us fragmented.

How does Inclusive Excellence Work:

Inclusive Excellence offers an approach for organizing our work in a deliberate, intentional and coordinated manner. This approach:

1. Employs a dual focus in diversity efforts, concentrating on both increasing compositional diversity, and creating learning environments in which students of all backgrounds can thrive.
2. Places the mission of diversity at the center of institutional life so that it becomes a core organizing principle, around which institutional decisions are made.
3. Calls for a close attentiveness to the student experience itself.

Strategic Planning Definitions

Goals: Specific indicators of what the group intends to accomplish within a given time period. Goals should be specific, measurable, attainable, realistic, and timely.

Actions: The steps that will be taken in an effort to reach the end-state goal

Benchmarks: Timeline for completion of actions

Outcomes: Strategy-based results (aligned with the overall departmental strategic mission, vision, and goals) which are attainable should all of the actions/benchmarks be completed. Outcomes should be tangible and able to be documented.

Review: Schedule of full IE Council review points to ensure completion of benchmarks

Strategic Plan Period

The 2020-2023 Strategic Plan encompasses activities which will take place from July 1, 2020 to June 30, 2023. A formal review of plan progress will take place at the May and October Chancellor's Council for Diversity and Inclusive Excellence Committee meetings.

Inclusive Excellence Structure

[Chancellor's Council for Diversity and Inclusive Excellence](#)

- Inclusivity in the Workplace Subcommittee
- Inclusivity in the Classroom Subcommittee
- Any others?

2020-2023 Goals

- Increase the compositional diversity of faculty and staff (both recruited and retained) at UW-Green Bay
- Facilitate professional development opportunities for staff and faculty related to inclusive, equitable, and culturally-responsive strategies in an effort to create inclusive living and learning environments.
- Create intentional programs, structured interactions, and academic curricula to support learning and growth around Inclusive Excellence for current students, future students, and businesses
- Increase the compositional diversity of the student body (both credit and non-credit seeking) by increasing the enrollment of under-represented groups, creating collaborative connections with K-12 schools, etc.
- Improve retention for credit and non-credit students by implementing initiatives to mitigate opportunity gaps.
- Increase engagement with other community members/groups.

The steps to achievement of these goals are documented in the individual goal attainment plans throughout the remainder of this strategic plan. The overall strategic plan and the individual goal attainment plans are living documents, and as such may be adjusted throughout the 2020-2023 period should needs change.

Goal #1

Increase the compositional diversity of faculty and staff (both recruited and retained) at UW-Green Bay

Work Group Lead: Mai Lo Lee, Melissa Nash & Jamie Schramm

Participants: Bryan Carr, James Zarling, Elaina Koltz, Samapth Kuma

Work Group Participants (Suggested): Inclusivity in the Workplace Subcommittee, Marketing & Communication, ERG Facilitators, HR Staff, Provost Office, Community groups

EXAMPLE Actions	EXAMPLE Benchmarks	EXAMPLE Outcomes	EXAMPLE IE Council Review
<ul style="list-style-type: none"> • Increase intentional outreach to diverse populations through collaboration with ERGs and commitment of institutional resources towards recruitment efforts. • Better connect underrepresented faculty and staff with community resources and personal connections. • Develop a mentoring network to support diverse employees as they transition into the University community. • Confirm the University's diversity and inclusion branding, and ensure that D&I branding and initiatives are well-represented on career sites, home page, etc. • With improved visibility, report metrics related to diversity recruiting efforts. 	<p>July, 2020: Meeting with ERG leaders to discuss potential initiatives</p> <p>October, 2020: Meeting with Marketing to discuss branding</p> <p>January, 2021: Implementation of branding strategy related to diversity and inclusion.</p> <p>Above are examples of a benchmark timeline.</p>	<ul style="list-style-type: none"> • Enhanced opportunity for candidate selection practices aligning with the organizational mission of commitment to diversity and inclusion and the vision of a diverse university that reflects the community. • Improved responses from diverse faculty and staff on the new employee survey questions related to community and campus connections. • Continual improvement of AA-related metrics (diverse applicants, workforce demographics, underutilization, etc.) • Improved retention rates for underrepresented faculty and staff. 	<p>March 2021: Update by Chair of Inclusivity in the Workplace Subcommittee</p> <p>March 2022: Update by Chair of Inclusivity in the Workplace Subcommittee</p> <p>March 2023: Final report by Chair of Inclusivity in the Workplace Subcommittee</p>

Goal #2

Facilitate professional development opportunities for staff and faculty related to inclusive, equitable, and culturally-responsive strategies in an effort to create inclusive living and learning environments.

Work Group Leads: Kris Vespia & JP Leary

Work Group Participants: Mary Gichobi, Jagadeep Thota, Gail Sims-Aubert, Tracy Rysavy, Lynn Niemi, Al Richtie, Monika Pynaker

Work Group Participants (Suggested): Carrie Winkler (or Goal #5)

Actions	Benchmarks	Outcomes	IE Council Review
<ul style="list-style-type: none"> • Build a community of trainers available to support the initiatives around the Inclusivity and Equity Foundation Courses. • Action re: faculty department meeting trainings • Develop and implement Inclusivity and Equity Certificate Level 3. • Continue to support an annual team of participants in the NCORE Conference. • Develop the “next step” in implicit bias training. • Evaluations for faculty 	<p>Aug, 2020: First train-the-trainer course for prospective IE Foundation Course facilitators.</p>	<ul style="list-style-type: none"> • 	

Goal #3

Create intentional programs, structured interactions, and academic curricula to support learning and growth around Inclusive Excellence for current students, future students, and businesses.

Work Group Lead: Courtney Sherman &

Work Group Participants: John Katers, Cathy McKee, Athony Siasmoudi, Melissa Scheicher

Work Group Participants (Suggested): Al Chu, CECE (Teri Zuege-Halvorsen?), Cindy Baily, Dufrane-Goose, Stacie Christian, Chuck Rybak, Advising, Michael Casbourne, Social Work, Jennifer Ronsman (Stacie will ask)

Actions	Benchmarks	Outcomes	IE Council Review
<ul style="list-style-type: none"> • Develop and implement student leader training related to inclusivity and equity. • Create an Inclusive Excellence student academic internship. • Support the creation of a leadership focus group comprised of diverse students. • Improve student engagement in the Chancellor’s Council for Diversity and Inclusive Excellence and its respective subcommittees. • Design intentional classroom goals and rubrics to be inclusive of diverse students. • Develop program for Commencement credits <p>Identity new relationships Should we reach out and strengthen old relationships?</p>		<ul style="list-style-type: none"> • 	

Goal #4

Increase the compositional diversity of the student body (both credit and non-credit seeking) by increasing the enrollment of under-represented groups, creating collaborative connections with K-12 schools, etc.

Work Group Lead: Matt Dornbush & Susan Gallagher-Lepak

Work Group Participants: Jenell Holstead, Mussie

Work Group Participants (Suggested): Enrollment Services, Mai Lo Lee, Michael Casbourne, CECE (Jason Mathwig, Meagan Strehlow), Mary Sue Lavin, Stacie Christian, marketing, Christin DePouw (others?)

Actions	Benchmarks	Outcomes	IE Council Review
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Goal #5

Improve retention for credit and non-credit students by implementing initiatives to mitigate opportunity gaps.

Work Group Lead: Caroline Boswell (need co-chair)

Work Group Participants: Heidi Fencl, Sherri Arndt

Work Group Participants (Suggested): Karrie Winkler, Clif Ganyard/Vince Lowery, Advising, Enrollment Services, Mai Lo Lee, Stacie Christian, Lynn Niemi, students, Deans, CEOs (others?), Pooja Agarwal, Karen Stahlheber,

Actions	Benchmarks	Outcomes	Review
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Goal #6

Increase engagement with other community members/groups.

Work Group Lead: Chancellor Alexander need a co-chair (Preston Cherry?)

Work Group Participants: Tammy Clausen, Judy Price

Work Group Participants (Suggested): Lisa Poupart, Pau Lor, Mary Sue Lavin, Aubrey Schramm David Coury, Kelli Strickland, Alison Staudinger,

Actions	Benchmarks	Outcomes	Review
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e. HR Update (Melissa Nash) - 2PM

Academic Staff Committee HR Update – 6/16/2020

- **Title and Total Compensation Project:** The title and Total Compensation Project has been further delayed with implementation expected sometime in 2021. HR will be in communication with the campus community when updates are available
- **COVID-19**
New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [UW-Green Bay Coronavirus Information Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

Employee Workplace Expectations for July 1, 2020 – August 31, 2020

Due to the COVID-19 Event, UW-Green Bay has restricted access to campuses for the public, staff, faculty, and students. Consistent with Chancellor Alexander’s communication on June 15, 2020, the University will allow access to campus buildings from 7:00 a.m. to 6:00 p.m., Monday through Friday starting July 1, 2020. Access will be permitted for employees, students, and members of the public transacting University business.

All employees will be allowed to return to their work areas during the above listed times, but will be required to adhere to the established [Employee Workplace Expectations](#) which are set forth in the attached document. These expectations have been established to protect both employees and members of the public who access University facilities. Please carefully review the attached, and confirm your receipt and understanding by completing this [electronic acknowledgment form](#). **Employees will not be permitted to return to campus on or after July 1, 2020 until the [acknowledgment](#) is completed.**

The University continues to encourage all employees to work remotely so long as they wish to do so and are able to perform their assigned work in a remote environment. Prior to returning to your work area, please advise your supervisor of your desire to return so they can appropriately establish staffing as well as secure the necessary safety materials for your office space. If you have been requested to return to work and do not feel comfortable doing so, please advise your supervisor who can work with Human Resources to resolve the issue.

Intermittent Furloughs for FY21

As Chancellor Alexander announced in the most recent Coffee Break, workforce-wide intermittent furloughs will be implemented during the first half of FY21 (July 1, 2020 – December 31, 2020). It has been proposed that all eligible employees will be on furlough the day after Thanksgiving (November 27th). The other furlough days will be employee choice with some parameters. The Office of Human Resources is hoping to have individual notices as well as additional process information out by the end of this week or early next week.

Time Reporting for Intermittent Furloughs

Monthly employees are required to complete a [biweekly timesheet](#) for each week in which they are assigned an intermittent furlough day.

- The biweekly timesheet entry has different deadlines than monthly leave reporting (biweekly timesheet entry deadlines: https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf), so you may need to enter your intermittent furlough day before the end of the month
- You will still need to enter your [monthly leave report](#) as usual for the month
- You will only need to enter hours on the timesheet for the week that you have the furlough day - not both weeks.

Please note that this procedure is different than the regularly monthly leave reporting. Timesheet entry instructions can be found online at

https://uwservice.wisconsin.edu/docs/covid19/Furlough_timesheet_entry_monthly.pdf

Furlough Information and Resources for UW-Green Bay Employees

The purpose of [SYS 1200-Interim 04-Furlough](#) is to address institutional financial challenges in a way that minimizes long term layoffs and maximizes UW-Green Bay's ability to continue to perform its critical educational mission both during the event and in years to come. Employees who have been identified for furlough in June 2020 were provided a formal notice via email on Friday, May 15, 2020.

The Office of Human Resources and Workforce Diversity has published a [website](#) to help employees understand the current [furlough actions](#) for UW-Green Bay, applicable policies and links, and frequently asked questions for those impacted by furloughs as a result of the COVID-19 Crisis. Please visit the [UW-Green Bay Furlough Information](#) webpage to access these resources.

Benefits Information for Employees on Furlough

Employees are encouraged to review the [UW System Benefits During Furlough webpage](#) to understand their insurance benefits options while on furlough. If needed, the [Insurance Selections Form](#) is available for employees on a consecutive day furlough to indicate their preference for their insurance benefits.

Interim Policy on Extension of Carryover for Vacation, Sick and Compensatory Time through June 30, 2021

The COVID-19 crisis has had a disruptive effect on employee schedules, including the ability to take planned time off. Some employees have vacation or personal holidays that must be used by June 30, 2020 or they risk forfeiting those benefits/paid time off entitlements. UW System has recently published [SYS 1200- Interim 05, Vacation, Compensatory Time and Personal Holiday Carryover](#). This interim policy temporarily amends several policies related to the carryover of paid leave to allow employees the option of carrying over these leave balances for an additional year. For more information about the new interim policy, please see this [blog post](#).

Out of Office Email and Voicemail Messages for Employees on Furlough

During employee furlough periods (both consecutive and intermittent), those furloughed are not permitted to engage in any work, including responding to emails or voicemails. To ensure that it is clear that an employee is unavailable, the University asks that employees change their out of office notification during their furlough period on both their email and voicemail account. It is requested that both of these messages include information on how to make contact with the operational area in the event that an individual needs immediate assistance. Employees do not have to disclose that they are on furlough during this period of time, but they also are not prohibited from doing so. The Office of Human Resources has published template messages which can be used for out of office email and voicemail messages.

See the templates

<https://blog.uwgb.edu/hr/2020/04/out-of-office-email-and-voicemail-messages-for-employees-on-furlough/>

Online Well-Being Resources

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.

4th of July Floating Legal Holiday

This year, July 4th (7/4) falls on a Saturday. Therefore, employees will be granted floating legal holiday to use at their discretion, per supervisor approval. For more information about the floating legal holiday, please visit <https://blog.uwgb.edu/hr/2020/06/upcoming-legal-holiday-reminder/>

New Employees:

- **Lecturer – Writing Foundations** Humanities – NEW - William Yazbec will start on 8/24/20
- **Lecturer – Writing Foundations** Humanities – NEW – Paul Belanger will start on 8/24/20
- **Lecturer – Mathematics** Engineering – NEW – Katie Burke will start on 8/24/20
- **Lecturer – Computer Science** Engineering – Ben Geisler – Mai Moua will start on 8/24/20
- **Lecturer – History** Humanities – Vince Lowery – Lisa Lamson will start on 8/24/20
- **Head Men’s Basketball Coach** Athletics – Linc Darner – Will Ryan started on 6/10/20
- **Lecturer – Education (Three Vacancies)** Education – NEW Jennie Lambrecht will start on 8/24/20

Positions Being Recruited:

- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Management** Marketing & Management – NEW
- **Lecturer – Education** Education –Karen Eckhardt
- **Assistant Director of Advising and Retention** Academic Advising – Major Cooper
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
- **Lecturer & MSW Field Coordinator** Social Work – Margaret Kubek
- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Assistant Controller** Controller – Lisa Jackovich
- **Instructional Designer** CATL – NEW
- **LMS Administrator** CATL – NEW
- **Multicultural Advisor** MESA – Rosa Serrano
- **Student Services Coordinator** Education – Jamie Froh Tyrrell
- **Assistant Men’s Basketball Coach (3 Vacancies)** Athletics – Randall Herbst, Richard Davis, Ben Swank

Recruitments Paused:

- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson
- **Camps and Outreach Coordinator** CSET – NEW
- **Manager of Union Services** University Union – Rachel Wussow
- **Marketing and Graphics Design Specialist** University Union - NEW

- f. UW System updates including Pres. Cross’ meetings & UW System President Search updates (Sherri Arendt)
- i. Sherri Arendt announced that the lone finalist had formally pulled their name out of the search due to concerns about the relationship between the BOR and faculty, staff, and students on the local/regional campuses.
 - ii. Sherri Arendt also noted that the process for hiring a new President will be postponed for 11 – 12 month and that an interim UW System President would be appointed shortly for the duration of the interim period.

- iii. It was also noted that many BOR agreed that the process was flawed and will certainly be looking to solicit more feedback from staff and students once the hiring process resumes.
- g. Discussion of Act Risk/Layoff policy (Lynn, Sherri, Personnel Chair) – We will have a more detailed discussion of the policy at our next meeting in July.

V. Old Business

- a. Reminder: Interim Policy on Extension of Carryover for Vacation, Personal Holiday and Compensatory Time through June 30, 2021

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

1. UWS System Rep (Sherri Arendt)

System Reps have been participating in dialogue with UW-System Admin and President Cross for almost weekly meetings since early April. Topics have been COVID –19, the Blueprint & UW System President Search. Regents have been part of these meeting occasionally.

System Plan Ahead Task Force is working toward reopening System best practices, PPE acquirement and state government asks acknowledging that local county health and campus leaders will make area decisions.

President Cross Blueprint timelines have been revisited. Collaboration with campus provosts and CATL teams will continue.

As part of the selected representatives to speak at the President Search Open Forum with candidate Jim Johnson, collaboration with Faculty, University Staff and other AS reps gathered and created a question list that was presented within the forum. The candidate has withdrawn his name. The BOR will determine next steps which hopefully includes transparency and proper representation of shared governance moving forward.

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

UW-Green Bay HR as well as System HR has communicated that the T&TC project has been put on pause to allow the concentration on COVID-19 response. It is hoped to be revisited in 2021.

3. Comp and Workload Committee (Sherri Arendt)

The committee has not met.

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

5. Master Planning Workgroup (Lynn Niemi)

Attended Master Planning Kickoff Meeting on 05/19/2020. Next meeting Sept 24, 2020.

6. AS Personnel Committee (Pat Hicks)

7. AS Professional Development Allocations Committee (Bao Sengkhammee)

8. AS Professional Development Programming Committee (Lynn Rotter)

9. Leadership & Involvement Committee (Jamee Haslam)

VII. Other Business/items for next meeting (July 15, 2020)

--Discussion of new lay-off notice policy.

VIII. Adjourn

- a. Motion to adjourn at 3:00 pm– Sherri Arendt
- b. 2nd by Jamee Haslam