

Academic Staff Committee Meeting

Meeting Minutes

June 19, 2019

ASC Members Present: Jamee Haslam, Jan Malchow, Bao Sengkhammee, Sherri Arendt, Lynn Niemi, Parker Nadeau (skype),

ASC Members Absent: Bethany Welch, Mark Krell, Eric Craver

Guests: Patricia Hicks, Lynn Rotter

Next meeting: Wednesday, July 17th, 2019 1:30 pm CL 735

- I. Call to Order 1:35 pm
- II. Determine Minute taker for meeting
 - a. Sherri assigned
- III. Approval of Amended Meeting Agenda
 - a. Agenda received
- IV. Approval of minutes
 - a. Minutes from meeting May 22, 2019
 - i. Motion to approve by Bao
 - ii. 2nd by Jan
 - iii. Minutes for May 22nd, 2019 approved.
 - iv. Jamee will submit to SOFAS to post.
 - b. Minutes from Spring Assembly May 9th, 2019 meeting (draft on SOFAS site)
 - i. Minutes will be approved at next AS Fall Assembly
- V. New Business
 - a. Human Resources report (Melissa Nash)- see addendum attached
 - b. Discussion of Resolution in support of faculty and staff of UWW
 - i. Committee determined no action to be taken at this time
 - c. SOFA Bylaws updates including Limited Staff item 2.03
 - i. Committee reviewed the changes suggested by SOFAS to the bylaws
 - ii. Motion to approve the discussed changes made by Lynn
 - iii. 2nd by Jan
 - iv. Vote: Motion to approve the discussed changes approved
 - v. Jamee will send to SOFAS to update and post
 - d. ASC 2019-20 discussion
 - i. Meetings times and dates were determined to remain biweekly on Wednesday afternoon at 1:30pm in CL 735
 - ii. Committee selected replacement for CWC committee
 - iii. Selection of Chair of 19-20 ASC nomination of Lynn Niemi made by Jamee, 2nd by Lynn R
Vote: Approved --- Vice Chair of 19-20 ASC nomination of Sherri Arendt made by Lynn N, 2nd by Jamee, Vote: Approved
 - iv. Thank you to Jan for years of service to the ASC and active involvement in shared governance
- VI. Governance/AS Committee Reports- see attached for updates
- VII. Future business for 19/20 Committee
 - a. Determine AS Committee liaisons for year 19-20
- VIII. Adjourn 2:55 pm
 - a. Motion to adjourn by Lynn N
 - b. 2nd by Sherri

Respectively submitted by Sherri Arendt

Academic Staff Committee HR Update – 6/19/2019

- **Title and Total Compensation Project:**
 - Implementation set for March, 2020
 - For Title & Total Compensation Project background information related to job titles, job descriptions, compensation, and benefits, please see this [handout](#).
 - New [poster](#) is available about Title & Total Compensation Project to showcase within your department!
 - Updated job titles & standard job descriptions are on track to be posted online by the end of the calendar year 2019. The TTC project team will work over the summer to provide a proposed match for each employee to an updated job title. This will be followed by review/revision by institutional stakeholders (HR, managers, division leaders). Employees and managers can anticipate fall training in preparation for employee-manager conversations in winter 2019-2020. The fall training will offer instructions on where to find the updated titles and job descriptions, the new job title structure, and the next steps. This work sequence will allow for more productive and informed employee-manager conversations.
 - Employee Benefits Preferences Survey. Forty-seven percent (18,634) of UW benefits-eligible employees took the survey to help the UW assess employee priorities, needs, and wants related to benefits. Mercer Consulting, is developing a summary of the survey with a comparative analysis of benefits other employers with similar workforces are offering. We anticipate that this summary will be made available to employees in fall 2019. The TTC project team will develop benefits enhancement recommendations that will be shared with employees, based on Mercer's analyses, by the end of the calendar year 2019.
 - Appeals process will be discussed with shared governance throughout the late summer/fall to ensure that there is a consistent structure/process for employees to appeal their mapped title (should they disagree with the mapping).
 - UW-Green Bay has implemented a new monthly blog post as well as a dedicated area in the HR Connect to align with System communication strategy. The next T&TC Open Forums will likely be scheduled in late-summer.
 - For the latest updates, please review UW System's website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **Pay Plan:** Board of Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor's budget. This remains a proposal – would need to be approved by JCOER (Joint Committee on Employment Relations). Likely would not be approved until later in the summer. No information re: potential distribution schedule (may not be the same as last time).
- **Performance-Based Funding for Branch Campus Employees:** Chancellor sent out a [memo](#) to branch campus employees regarding the second phase of Performance-Based Funding distribution. Performance-based funding is separate and distinct from pay plan dollars. Phase 1, in June of 2018, set \$15 per hour as the lowest compensation rate paid to any employee in a permanent or ongoing position at the University. Second phase of distribution will be based upon merit, in accordance with the [Compensation and Pay Plan Policy \(I. iii\)](#). Guidelines for requests are consistent with the green bay campus process, and were included with the Chancellor's memo. Decisions are being made this week, and will be communicated to branch campus employees on June 21st.

- **Performance Evaluations** – The Academic Staff and Limited Performance Evaluation process will kick-off in July. The process will be consistent with previous years and more information will be sent from HR in the coming weeks.
 - We are looking at transitioning to an electronic performance evaluation process (e-performance) with a go-live date of July, 2020. E-performance is a module of the HRS system. While there is a standard template, it is designed to be highly configurable and customizable by each institution. We are currently working with the UW Service Center to coordinate a design and implementation plan. This process will be collaborative with shared governance to ensure that there is ample opportunity for feedback and adjustments as we move through the roll-out of the system.
- **Project Coastal (HR-related):** HR communicated information to branch campus non-instructional academic staff related to contracts and career progressions (and alignment with UW-Green Bay practice) a couple of weeks ago. This communication was the last that was needed related to alignment of titling/compensation/contracts.
 - **New EAP Program:** Effective July 1, 2019, the Employee Assistance Program (EAP) vendor will be changing to *FEI*. The EAP program is a *free, confidential* service to you, your dependents, and anyone living in your household. *Most of the features of the program will remain the same as they are today with some additional [features](#) and benefits.* The Payroll & Benefits office will be distributing flyers and brochures to employees starting the week of July 1st.
- **Policy updates (informational only):**
 - In the Works:
 - Revisions to the Workplace Conduct Policy (information sent in separate e-mail to the ASC chair)
 - Addition of information related to bullying
 - Revisions to the Recruitment and Hiring Policy- with leadership to finalize. Revisions include:
 - Addition of information re: the new personnel and reference check System policies
 - Information re: required implicit bias training and revised requirement of Chancellor approval for underutilized positions which request an internal recruitment
 - Revision of immigration-related information due to structural changes.
 - UW System is in the process of integrating all policies into one UW System Administrative (SYS) policy framework. The goal of this reorganization is to make all system wide policies more accessible by housing them in one place. The next step will be integrating the existing UPS policies (Ops) into that framework. No substantive changes will be made to policy language.

New Employees:

- **CRM Recruitment Specialist** Admissions – Baylei Schmit – Blake Pogrart started on 6/3/2019
- **Director of the University Union** – University Union – Rick Warpinski – Matthew Suwalski started on 6/17/2019
- **Lecturer of Engineering** Engineering – NEW – Taskia Khan will start on 8/19/2019
- **Lecturer of Mathematics** NAS – NEW – Terrisa Deprez will start on 8/19/2019
- **Budget Analyst** – Business & Finance – Lisa Atwater – Andrew Bleier started on 6/10/2019
- **Admissions Advisor** – Admissions – Marisa Leza de Rosa – Adam Landenberger started on 6/3/2019
- **Information Specialist** – Sheboygan Campus – Kelsey Herrick – Peggy Osthelder started on 5/28/2019
- **Marketing Manager** – MUC/CECE – NEW – Tori Welhouse started on 6/17/2019

Positions Being Recruited:

- **Area Coordinator** – Residence Life – James Zarling
- **Lecturer of Computer Science** NAS – Ben Geisler
- **Lecturer – Geoscience & Environmental Science (1-year)** – Kelly Wilhelm
- **Lecturer – Geoscience & Environmental Science (1-year)** – Ryan Carrier
- **Lecturer – Mechanical Engineering (Sheboygan)** – Steven Gehling

- **Lecturer – Accounting** – Heather Kaminski
- **Lecturer – Accounting** – Steven Muzatko
- **Dean of the Austin E. Cofrin School of Business** – Douglas Hensler
- **Grant Writer/Proposal Coordinator** – Office of Grants and Research – Michelle Goetsch
- **Director of Public Safety** – Public Safety – Tom Kujawa
- **Assistant Director** – Trio and Precollege – Myra Gilreath
- **Director of Grants and Research** – Office of Grants and Research – Lidia Nonn
- **Network Specialist** – Information Technology – NEW
- **Executive Director of Advancement** University Advancement – Tracy Heaser
- **Lecturer & Child Welfare Coordinator** Social Work – Dana Johnson
- **Foundation Accounting Supervisor** University Advancement – Kelly Tanck
- **Head Softball Coach** Athletics – Scott Wachholz
- **IT Support Specialist (Three Vacancies)** Information Technology – Pat Theyerl, Ryan Ledvina, Kevin Boerschinger
- **Health Educator for Sexual Violence Prevention (50%)** Counseling and Health – Dana Stueber
- **Director of Player Development – Men’s Basketball** Athletics – Tyler Kelly
- **Cheer Coach (10%)** Athletics – Cydnee Totzke
- **Student Services Coordinator** Graduate Studies – Mary Valitchka
- **Program Coordinator for Outreach and Programming** Career Services – NEW
- **Student Success Evaluation and Retention Coordinator (2-year)** Provost Office – NEW
- **Assistant Coach (Women’s Basketball)** Athletics – Amanda Perry

Governance /AS Committee Reports

- a. UWS System Rep. (Sherri)
 - Met 5/10/19, the last meeting of the academic year.
- b. University Committee (Sherri)
 - UC meetings ended 4/24/19
- c. Faculty Senate (Sherri)
 - Last Senate was May 1, 2019 (last meeting for the academic year). Draft minutes are available at <http://www.uwgb.edu/sofas/structures/governance/senate/index.asp>
- d. T&TCS Project Team Report (Jan)
 - Up to date information is available at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- e. Strategic Budgeting Committee
 - FY 20 is shadow year with incentive based budget model
 - Will meet during the week of July 15, 2019
- f. Personnel Committee (Jan)
 - Two members of the committee are serving on the Counseling & Health RFP committee.
- g. Professional Development Allocations Committee (Parker)
 - Professional Development funds are expended for the year.
- h. Professional Development Programming Committee (Bao)

Upcoming Events:

 - Angie Lee speaker (topic: follow your passion & taking risks, from La Crosse, WI area) June 18th in Phoenix B at 10-11 am
- i. Leadership and Involvement Committee (Lynn)
 - Election results were reviewed and names submitted to Leadership & Involvement and SOFAS