

ACADEMIC STAFF COMMITTEE MINUTES  
Wednesday, October 19, 2005, 12:30 p.m. - 1:45 p.m.  
Vista Conference Room, MAC Hall

NOTE: This meeting replaces the regularly scheduled meeting for October 26, 2005, which has been cancelled.

Present: Lucy Arendt, Sue Bodilly, Dave Dettman, Paula Ganyard, Samantha Surowiec  
Excused: Jane Swan, Grant Winslow

Guests: Dean Rodeheaver, Provost Sue Hammersmith

1. Call to Order by Chair at 12:31
2. Minutes of October 12, 2005, meeting
3. New Business

A. Discuss pay plan distribution with Dean Rodeheaver, Assistant Chancellor, Planning & Budget

Dean was invited by the committee to provide additional details concerning the budget and pay plan (refers to the pool of dollars that is allocated to each campus based on total unclassified payroll from the previous October). He referred to Provost Hammersmith's email sent on 9/26 as being accurate (included at the end of the minutes).

Dean related that in the future merit will be released in spring to allow governance to become a part of the process. Dean talked about the difficulty of securing flexible salary dollars and the problems departments and units run into by hiring employees at the minimum.

4. Old Business

A. Continuing discussion of community building as a strategic priority for 05-06

Tabled until next meeting.

5. Information Items

A. ASC Chair update

No Update

B. Provost update

The Provost inquired about the committee's sense of the campus climate.

The Committee agreed that the recent survey results should be examined closely and that the issues that the data reveals should be acted upon.

Lucy had suggested that there be some sort of council to address this issue that wasn't part of or reported to one of the faculty/staff governance groups. The Committee discussed with the Provost ideas of what they thought would be things that this kind of group could work on or should address, such as the communication loop.

The ASC also agreed with the Provost that the campus should be made aware of personnel changes and that those changes could be communicated through the log.

Approval of the Minutes - approved as amended

C. Academic staff committee updates, including System Academic Staff Reps report

D. General

1. Information of interest to academic staff is posted on the SOFAS website:  
<http://www.uwgb.edu/sofas/> <<http://www.uwgb.edu/sofas/>>

2. Fall semester ASC meetings are scheduled for every other week, beginning Wednesday, September 14, from 12:30-1:45 p.m. in the Vista Conference Room.

All meetings are open unless otherwise stated.

Adjourned at 1:50

*Respectfully Submitted by Dave Dettman*

September 26, 2005

**To: Faculty, Academic Staff, and Limited Employees**

**From: Sue K. Hammersmith, Provost**

**Re: Methods for Calculating Pay Increases**

The Faculty Senate has suggested that I send something out to unclassified colleagues across campus to share information about the methods used to calculate pay raises for faculty, academic staff, and other unclassified colleagues, and to alert those colleagues that a 2% "pay plan," which you in UWGB's budget *does not* translate into a 2% across-the-board increase for each individual.

This is my attempt to respond to that request. The methodology by which pay plan is distributed is fairly complex, and you are welcome to read as little or as much of this message as you wish.

I also am forwarding to you an Adobe attachment containing the directions that were given to us by UW System. This is highly scintillating reading, of course, and it is guaranteed to either keep you turning pages into the wee hours of the morning, or cure your insomnia, depending on your personal style and preferences.

If you have questions about your specific salary increase, please talk with your supervisor, dean, or division head.

### **This Year's Process**

The UW budget that was finally approved by the legislature and governor provides a 5% “pay plan” increase over the next two years. “It is important to note that “pay plan” refers to the pool of dollars that is allocated to each campus based on total unclassified payroll from the previous October. This allocation is used to cover any permanent salary increase that is not covered by reallocation within the institution. (The chancellor and provost are part of an executive pay group, and are not part of the “pay plan”—their pay group’s salaries are currently frozen.)

This 5% biennial pay plan increase provides for:

- A 2% “pay plan” increase effective July 1, 2005 (or, for nine-month employees, the beginning of the academic year contract). This means a 2% increase relative to our October 2004 total payroll for faculty, academic staff, and other unclassified colleagues. Of that 2%, 10% of the dollars are assigned by the Regents to the Chancellor’s Discretionary Fund (more on that below). The remaining 1.8% is what we commonly mean here on campus when we talk about “pay plan.” That translates into raises that average 1.8%, but not an across-the-board 1.8% increase for each individual.
- Another 2% “pay plan” increase effective July 1, 2006.
- A final 1% “pay plan” increase effective April 1, 2007.

The attached documents (the directions given to us by UW System) establish the framework for distributing pay plan dollars. Some adjustments are mandatory across the whole system. At the same time, the framework allows for some flexibility and decision-making at the campus level. I’ll try to give you a brief overview of the methods we used.

**2. Chancellor’s Discretionary Pool.** Ten percent of UWGB’s pay plan pool is reserved for the Chancellor’s Discretionary Pool. The availability of this pool is permitted by the Regents and decided upon by each chancellor separately. At UWGB, a portion of this pool is used to cover the share of faculty promotion increases not covered by the units. Any remaining dollars may be distributed at the Chancellor’s discretion to address such salary issues as compression, equity or market (more on that below), or other issues identified through the governance process. The faculty and non-faculty portions of the chancellor’s discretionary pool are kept separate. The

remaining 90% of UWGB's pay plan pool (i.e., 1.8%) was distributed to the respective budget divisions.

**3. *Across the board, or merit-based?*** For 2005-06, the Regents gave campuses the option of giving out remaining pay plan dollars across-the-board, or according to a combination of across-the-board and merit. The Chancellor's Cabinet (which includes the chair of the University Committee and the chair of the Academic Staff Committee) decided to follow our regular practice of using a combination of across-the-board and merit. Campuses varied in this regard. Regents policy mandates that

- At least 1/3 of that pool (i.e., .06%) be distributed across-the-board to all employees who had satisfactory performance.
- At least 1/3 of that pool (i.e., .06%) be distributed to employees according to merit.
- The remaining 1/3 (i.e., .06%) may be distributed across-the-board, or according to merit, or according to a combination of the two.

For faculty, the resulting raise was based on the unit's pool of available dollars, the unit's decision about how to distribute the last third (above), the individual's unit merit rating, and the individual's base salary. For academic staff, the raises were determined by the division head.

**4. *New employee ineligibility.*** First-year faculty are ineligible for pay plan increases, as their salary is contained in their letter of appointment. Second-year faculty are eligible only for the across-the-board ("satisfactory performance") portion of their unit's pay plan, but not the merit portion. After the second year, faculty are eligible for the full pay plan of across-the-board (for satisfactory performance) and merit (as evaluated by their peers in the prior year's annual review). The relevant policy is attached as "Salary Adjustment Policy New Faculty."

Academic staff whose appointment began in 2005 are ineligible for pay plan increases this year. Those who began July 1-December 31, 2004, are eligible only for the across-the-board ("satisfactory performance") portion of pay plan. Those who began before July 1, 2004, are eligible for the full pay plan of across-the-board (for satisfactory performance) and merit (as evaluated by their prior year's annual review). The relevant policy is attached as "Salary Adjustment Policy Academic Staff."

**5. *Adjust to new minima.*** Each professorial rank, position title, and pay range has an official minimum salary level. The pay plan provided that these would be adjusted upward. UWGB's Office of Planning and Budget adjusted salaries upward, where needed, to raise employees to the new minima for their particular rank, title, or pay range. Again, the faculty and non-faculty portions of the pay plan pool were kept separate for those adjustments. The rank, title, pay range minima are contained in the attached guidelines from System (Adobe attachment).

**6. *Remaining distributions.*** Typically, the pay plan allocation exceeds the amount distributed using the methods noted above. As per System guidelines, the distribution of undistributed pay plan dollars is at the Chancellor's discretion, with guidance from governance groups. This year

the Chancellor delegated distribution of these dollars to the area leaders. (The areas are Chancellor, Business and Finance, and Academic Affairs.) Within Academic Affairs these remaining dollars were used to bring several colleagues up to or closer to the median salary of their peers across the comprehensive universities in the UW System.

**7. *Non-Pay-Plan Compensation Adjustments.*** In addition to all the above, within Academic Affairs there were some additional salary adjustments that were funded through internal reallocation within the budget unit or division. These adjustments took place as the division leaders built their 2005-06 budgets over the past year.

If you are still reading at this point, you are to be congratulated for your perseverance! This was a complicated process, and in many cases more than one of the above adjustments came into play for the same individual. Your new contract letters will be issued this week. If you have questions about your own particular increase, please talk with your supervisor, dean, or division head. If you have further questions in terms of policy or procedures, please let me know.

Thank you.

*Sue H.*

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