

Academic Staff Committee Meeting
Meeting Minutes
March 14, 2018

ASC Members Present: Eric Craver, Jamee Haslam, Jan Malchow
ASC Members Absent: Lynn Niemi, Amy Bartelme, Joe Schoenebeck
Guests: Melissa Nash (HR), Laura Delikowski (ASPD Programming Chair)

Next meeting: Wednesday, March 28, 2018 1:30 pm CL 735

- I. Call to Order 1:33 pm
- II. Approval of Meeting Agenda
 - A. Tabled – no quorum
- III. Approval of minutes from February 28, 2018 meeting
 - A. Tabled – no quorum
- IV. Old Business
 - A. Human Resources Report/ Update (Melissa Nash)

Academic Staff Committee HR Update – 3/14/2018

- **Title and Total Compensation Study:** Getting farther along in Phase 2.
 - UW System and UW Madison have created converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>. These are in final review, and have been reviewed by and feedback was gathered from the UWGB Project Team.
 - Next step is JDXpert – standardized job descriptions. Will start with UW System and Madison review of 500 benchmarked jobs. Then peer review, campus HR review, and then socialization with manager/employees.
 - Open Forums were held on February 27th and 28th to go over more in-depth updates.
 - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **FY 2018-2019 Pay Plan:** FY18-19 budget included a 4% pay plan (to be implemented in 2- 2% installments). JCOER approved on 2/14/2018. We are still waiting for budgetary details (i.e. whether installments will be compounded). Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training will also be a requirement of pay plan eligibility. HR held [open forums](#) on 2/12/18 and 2/13/18 to discuss pay plan. HR is developing a schedule of reminders for performance evaluations and required trainings.
- **Required Compliance Trainings:** Four new trainings were introduced in January, 2018. They are listed on the HR Blog at <https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/>. For instructions on how to view what trainings are outstanding, employees can visit <https://blog.uwgb.edu/hr/2018/01/instructions-for-viewing-outstanding-required-compliance-training/>. **Faculty and staff must complete all required compliance trainings by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan. Please see the [Compensation and Pay Plan Policy](#) for additional eligibility requirements.**
- **Outside Activities Reports:** Pursuant to [Chapter UWS 8](#) and [Regent Policy Document 20-7](#), all UW System faculty, academic staff, and limited appointees with half-time appointments or more are required to report annually (by April 30 of each year) outside activities and interests related to their areas of professional responsibility and for which they receive remuneration. An e-mail was sent out to all Academic Staff, Limited, and Faculty appointees on 3/8/18 with a form attached. In response to the 2017 Ethics Audit, an escalation schedule and process will be required by the UW System to address those employees who are non-compliant with the Outside Activities Reporting requirements. Please see the e-mail from 3/8/18 for more information.

- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Working on finalizing version with updated contract language and inclusion of temporary and Limited employees.
- **Policy updates (informational only):**
 - No new policies for this update

New Employees:

- **Institutional Research Analyst** Provost Office: Incumbent – Debbie Furlong – Kinga Jacobson started on 2/19/2018
- **Associate Researcher – Aquaculture (one-year appointment)** Natural and Applied Sciences: Incumbent – Ken Webb started on 3/12/2018
- **Associate Athletics Director for Finance & Human Resources Operations** Athletics: Incumbent – Brent Tavis – Jodi Schleis started on 3/12/2018
- **Head Coach (Women’s Volleyball)** Athletics: Incumbent – Sean Burdette – Abbey Sutherland started on 3/12/2018

Positions Being Recruited:

- **Lecturer – Human Biology:** New Position
- **Assistant Building Operations Manager** University Union: New Position
- **Dean – College of Arts, Humanities, and Social Sciences** CAHSS: Incumbent – Scott Furlong
- **Curator of Art and Arts Management Instructor** Art & Design: Incumbent – Leslie Walfish
- **Lecturer – Social Work** Social Work: New Position
- **Research Manager – Consortium of Applied Research (1-year appointment)** Human Development: New position
- **Human Resources Specialist (80% Appointment)** Human Resources: Incumbent – Christine Olson
- **Advisor** Financial Aid: Incumbent – Julie Jubin (restructured position)
- **Trainer and Development Specialist** Behavioral Health Training Partnership (BHTP): Incumbent – Jessica Delzer

B. Shared Governance Work Group Update (Lynn)

Meeting with Collegium at UW Manitowoc 3/6/18

- Dr. Steve Meyer, Dr. Patricia Terry, Jan Snyder and Lynn attended
- Shared information on our shared governance structure. Dr. Meyer told them we look at their campus as opportunities and welcome them to UWGB.
- Concerns were on faculty coming up on tenure.
- UW Manitowoc is suspending some of their shared governance committees for the 2018-19 year due to the integration.
- They were pleased we are looking to have them be a part of our shared governance.

Meeting with Collegium at UW Sheboygan 3/8/18

- Dr. Steve Meyer, Dr. Patricia Terry, Jan Snyder and Lynn attended.
- Shared information on our shared governance structure. Dr. Meyer told them we look at their campus as opportunities and welcome them to UWGB.
- Concerns were on faculty coming up on tenure.
- Looking to suspended all committees except Steering Committee and maybe establishing an on call committee to handle anything else that arises. Will discuss in April meeting
- Looking for names to serve on the UW Green Bay committees (8-9 committees). Will take names in April and vote in late April.

C. Shared Governance Transition Year resolution update

- i. AS Survey for Shared Governance resolution is out. Voting to close Friday, March 16th.

- ii. Results to be reviewed at March 28th meeting
 - D. Discussion on proposal to dissolve LTCC
 - i. Tabled until March 28, 2018 meeting – no quorum
- V. Department/Committee Reports
 - A. UWS System Rep (Eric)
 - a. Next meeting May 3, 2018 Eric is planning to attend
 - B. UC (Eric)

UC Meeting 3/7/18 – Lynn attended

- No meeting next week (Spring Break)
- Discussion with Art faculty on buildings being closed to students from 12AM-6AM. The UC will check on the reason for the building closure and if there can be a reasonable solution for students to work on their art projects during that time.
- International/Domesticated Travel trips: This was discussed at Faculty Senate that we don't offer many travel trips in the US. Brent from the international office said that the reason we don't is because students if they travel within the US will be charged tuition. Tuition is waived if it is an international trip.
- Interim Dean Rybak answered questions about gen eds as students are concerned about getting some classes that look interesting to take in different majors but can't due to prerequisites. He listened to concerns and will discuss with his division and get back to the UC.
- Courtney Sherman will be UC Chair next year.

- C. Faculty Senate (Jamee) - next meeting 3/28/18
- D. Title & Total Comp (Jan/ Steve Newton)
 - a. Meeting next week
- E. Personnel Committee (Lynn) - none
- F. Professional Development Allocations Committee (Joe) - none
- G. Professional Development Programming Committee (Jan)
 - a. Laura Delikowski indicated the committee has contacted two possible presenters for yet this spring – Dr. Bonnie Nesbaum and Angie Lee. They are waiting to hear back
- H. Leadership and Involvement Committee (Amy)
 - a. Eric indicated election ballots will go out next week.

VI. New Business

- A. Question from Programming Committee on professional/personal development (Laura D.)
 - i. Discussion on types of programs that can be offered as professional development

VII. Other business/items for next meeting

- A. Approval of minutes for February 28, 2018 and March 14, 2018 minutes
- B. Discussion on proposal to dissolve LTCC
- C. Shared governance resolution results

VIII. Next regular meeting: March 28, 2018 1:30 pm CL 735

IX. Adjourn 2:29 pm