

**UW-Green Bay Academic Staff Assembly
WINTER ASSEMBLY AGENDA
December 7, 2020; 3:00PM
Via TEAMS**

I. Call Assembly to Order (Sherri Arendt, ASC Chairperson)

- a. Approval of Agenda
- b. Introductions of ASC & Leadership

II. Chancellor Report (Michael Alexander, Chancellor)

- a. UW-Green Bay News
- b. State Budget News
- c. UW-Green Bay Budget update

III. Provost Report (Interim Provost – Kate Burns)

- a. COVID
- b. Non-COVID Academic Affair Initiatives

IV. New Business

- a. Lecturer policy update presented by University Committee member, Jon Shelton
- b. Academic Staff Vote- Bylaw change - AS Personnel Committee Charge (see addendum for text)
- c. Academic Staff Vote- Bylaw change – ASC B. Membership & D. Meetings (see addendum for text)

V. Human Resources Report (Melissa Nash, Human Resources, Kimberly Sipiorski, Human Resources)

- a. All-encompassing HR update
- b. Single Pay

VI. AS Committee Reports – See Addendum

- a. Personnel Committee – Laurie Wellhouse, Chair
- b. Professional Development Allocations Committee – Tara DaPra, Chair
- c. Professional Development Programming Committee – Sara Bakken, Chair
- d. Leadership and Involvement Committee – Jodi Pierre, Chair

VII. Other Business

- a. Next regular ASC Meeting: December 16th 2020 1:30PM via TEAMS
- b. Spring AS Assembly: May Date YTB

Addendum

b. Academic Staff Vote- Bylaw change - AS Personnel Committee Charge

3) Responsibilities -

~~d) a)~~ To serve as a hearing body in personnel issues, including but not limited to nonrenewal, dismissal for cause, complaints, and grievances and submit its findings to the Chancellor.

b) To review denials of the promotional process, as defined in the Progression of Fixed-Term Appointments for Academic Staff, and to review and provide recommendations on title appeals. ~~in the Title Review Policy.~~

~~<http://www.uwgb.edu/UWGBCMS/media/policies/files/TITLE-REVIEW-POLICY-HR-14-15-6.pdf?ext=.pdf>~~

~~f) c)~~ To undertake related special assignments at the request of the Academic Staff Committee.

~~g) d)~~ To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.

NEW BYLAWS

Academic Staff Personnel Committee Charge

a) To serve as a hearing body in personnel issues, including but not limited to nonrenewal, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.

b) To review denials of the promotional process, as defined in the progression of Fixed-Term Appointments for Academic Staff, and to review and provide recommendations on title appeals.

c) To undertake related special assignments at the request of the Academic Staff Committee.

d) To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.

c. Academic Staff Vote- Academic Staff Vote- Bylaw change – B. Membership & D. Meetings

ARTICLE III - ACADEMIC STAFF COMMITTEE

B. Membership of the Academic Staff Committee

1) Representatives The Committee comprises ~~six~~ seven eligible Academic Staff members two or three elected each year for three-year terms. Members of the Committee should broadly represent the campus community. One Academic staff member on the committee should be an Academic Staff member from one of the alternate locations. If no Academic Staff member from the alternate locations

is available to serve, the seventh position on the Academic Staff Committee will remain vacant until filled.

D. Meetings

1) The Committee shall meet ~~bi-weekly during the academic year and monthly during the summer~~, or as business dictates.

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1) The Committee shall meet monthly, or as business dictates.

Academic Staff Personnel Committee Mid-Year Report

Meeting Minutes

August 10, 2020

10 -11 a.m., Microsoft Teams

Meeting called to order 10:00 a.m. (Motion: Lauri, seconded: Laura)

Attendees: Lauri Welhouse, Laura Nolan, Jena Richter Landers, Allen Voelker, Bryan Hulbert

- I. Reviewed old business
 - a. Per Melissa Nash: UPG 7 is no longer in existence and changes to charge will be necessary.
 - b. Clarification received from ASC: We will not be tasked with writing an open letter at this time.
 - c. Last meeting minutes approved (Motion: Laura, Seconded: Lauri)
- II. New business
 - a. Committee Charge
 - i. Motion to removed Line A (Lauri, seconded: Bryan)
 - ii. Lauri to verify with Human Resources that we are not responsible for Line B. If so, we will remove.
 - iii. We will be making slight changes to Line C, addition of Layoffs (Motion: Laura, Seconded Lauri)
 - iv. Lauri to ask if we do Line E, if not it will be removed (Motion: Laura, Seconded: Lauri)
 - v. We will keep Line G (Motion: Jena, Seconded Laura)
- III. Open discussion:
 - a. Allen to take concerns with self-assessment questionnaire to Academic Staff Committee

Meeting adjourned at 10:45 a.m.

Academic Staff Committee: Update to Academic Staff Personnel Committee

RE: New Business, part a.) Committee Charge

November 18, 2020

Draft of Revised Academic Staff Personnel Committee Charge (with re-lettering)

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B) To review denials of the promotional process, as defined in the progression of Fixed-Term Appointments for Academic Staff, and to review and provide recommendations on title appeals.

C) To undertake related special assignments at the request of the Academic Staff Committee.

D) To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.

Academic Staff Leadership & Involvement Committee Mid-Year Report

November 2020

Committee members

Mike Kline, Nathan Kraftcheck, Megan Leonard, Jodi Pierre (chair), Bobbie Webster, Virginia Englebert (liaison from ASC)

Summary of activities

The Leadership & Involvement Committee met to review our committee charge. At our next meeting we will review the committee preference survey, which the SOFAS office will distribute to all academic staff in late January.

To date, we have helped facilitate replacements for one mid-term committee vacancy.

Submitted by Jodi Pierre

Academic Staff Professional Development Programming Committee (ASPDPC) Mid-Year Report

November 2020

Members: Sarah Bakken (Chair), Laura Nolan, Roger Wareham, Nichole LaGrow (Secretary/Treasurer), Kate Farley (ASC Liaison)

Mid Year Update:

- Sarah Bakken took on the role of committee chair. With Laura's appointment to the committee ending soon, she wanted to allow a smooth transition so she could mentor incoming chair.
- In addition to Sarah, new members include Nichole LaGrow and Roger Wareham
- Committee co-sponsored a virtual event with University Staff featuring guest speaker, Nurse Jesse this past November

- We will be supporting CATL's virtual Instructional Development Institute this January with programming expanded again to reach Academic Staff. This year's theme is "Making Meaningful Connections."
- We are meeting again in January to discuss larger programming for Spring, which will have an emphasis on diversity, equity, and inclusion.

Submitted by Sarah Bakken