

2021-2022 Academic Staff Committee

MEETING MINUTES

August 18, 2021

1:30 p.m.; TEAMS

- I. Call meeting to order
 - a. 1:35 p.m.
 - b. In attendance: Virginia Engelbert, Lynn Niemi (left at 2:30 p.m.), Laura Nolan, Nichole LaGrow, Patricia Hicks, Bethany Welch
- II. Determine minute taker
 - a. Bethany Welch
- III. Approval of minutes – July 21, 2021 meeting
 - a. Motion: Lynn Niemi, seconded by Laura Nolan
- IV. New Business
- V. a. Title & Total Compensation update
 - i. Lynn's update: She and Sherri were both at meetings; your title will be shared by your supervisor, conversations will happen, and if there are concerns, the Personnel Committee will handle those; that should be done by January
 - ii. Concerns about progression, manager, and director titles (require supervision); this is causing problems for those who were running departments but cannot be called directors
 - iii. For IAS, everyone will be called a Lecturer (not Senior Lecturer, etc.), which might also pose a concern
 - iv. Conversations with supervisors are supposed to be done by September 10
 - v. We'll keep this under Old Business to revisit next time, since the Personnel Committee will be meeting on August 23rd and we can get updates
 1. Virginia will send reminders to committee chairs to invite ASC liaisons to meetings; we may want to invite chairs to our September meeting
- b. HR Update (Megan Noltner joined at 2 p.m.)
 - i. System has provided guidelines/structure to provide feedback from personnel committees on decision points
 - ii. Performance evaluations almost due for academic staff; due August 27th to area leaders; some extension requests have been received
 - iii. COVID-19: Reps from shared governance met with the Chancellor to discuss concerns; there are still outstanding questions
 1. Vaccination percentages will be shared at some point, but not sure when; Megan will check back on that
 2. Mask mandate from Chancellor is back regardless of vaccination status with no end date
 3. Working on getting communications out with regularity through HR Connect and in other ways
 4. Reminder that reporting form is still active on Phoenix website
 - iv. Wellness Initiative—links were added
 - v. New employees are listed and some new positions, too
- c. ADA request
 - i. Kimberly gave a brief outline of the process; HR policies webpage describes this and Employee Relations has a page for Accommodations and the application

process, so if an employee needs this, that's where they'd start (Forms page also has those links)

- ii. Employee is party responsible for initiating an employee accommodation request (look for Megan's email, which will include links), provide medical documentation, and turn in forms to HR (confidential, not part of personnel file); once HR receives forms, able to initiate process—a meeting between Kimberly and employee's supervisor; reasonable accommodations are decided on case-by-case basis per the employee request, medical provider recommendation, and what is possible from the university
- iii. Timeline: the accommodation request typically comes through quickly but not always the medical documentation, so nothing will be done until all forms are received; then the discussion/interactive process will be scheduled; equipment requests may experience delays for purchasing/installation, etc.
- iv. Questions: In general, how do you determine whether a request is reasonable or not? Is there an appeal process? Answer: A couple of factors, from purchasing additional equipment to types of accommodations requested...have to look at request in terms of responsibilities of individual's position to see if it is reasonable (Kimberly can give more specifics); there's not a perfect standard of review because each case can be very unique; as to an appeal process, Melissa would review that appeal from an employee
- v. Question: What happens if the accommodation is reasonable but the department can't afford to purchase equipment? Answer: HR shouldn't tell the employee that the department doesn't have the money; the department would have to come up with the funds
- vi. Question: What do employees requesting accommodations do while they are waiting for the process to play out if they are unable to work until an accommodation is provided? Answer: Case by case basis to measure severity and see what all is needed
- vii. Megan will send follow-up questions to Kimberly, then forward responses to Virginia, who can share them with us

V. Old Business

- a. Committee Charge & Bylaws Review
 - i. Virginia put a copy of these in Teams; take a look at both before our September meeting and see if there's anything we'd want to change so it can be formalized
- b. Academic Staff Committee openings update
 - ii. Megan Leonard (chair of Leadership & Involvement Committee) and Nathan Kraftcheck (on committee) both knew of people who might be willing to serve and Bobbie Webster self-nominated, but Virginia said according to SOFAS, it requires a straw ballot at the least to fill; Bethany will reach out to Megan and Steve for clarification
- c. ASC Fall Assembly discussion
 - i. Looking at doing this in November or perhaps early December; early December is the consensus of this group for planning purposes
 - ii. Nichole will reach out to Holly and Mary Kate for date ideas and post those in Teams for us to vote on (week of December 6)
 - iii. Format: point to point classroom from GBY shared out could work, but it'll depend on what time of day to work around classes (late afternoon time); suggestion to start a little earlier (4 instead of 4:30)

- VI. Governance/AS Committee Reports
 - a. Discussion on Chancellor Order GB-50-21-2
- VII. Other Business/items for next meeting
- VII. Adjourn
 - a. Motion: Laura Nolan, seconded: Bethany Welch

ADA Accommodations Process

The University is dedicated to providing reasonable accommodations to qualified students, employees, and all those with disabilities participating in its programs and services. This is done in accordance with the [Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act of 1990](#).

- Employees are responsible for initiating requests for an ADA accommodation by completing the [Request for Reasonable Accommodation](#).
- Individuals requesting an accommodation are required to provide medical documentation regarding the disability and requested accommodation. The employee needs to work with their medical provider to complete a [Documentation of Disability](#) to assist with the accommodation process.
- Both the Request for Reasonable Accommodation and the Documentation of Disability form are returned directly to the Office of Human Resources, treated confidentially and are maintained independent of an employee's personnel file.
- Once both forms are returned to Human Resources, the documentation is reviewed and HR initiates an interactive process with employee seeking the accommodation and the employee's supervisor.
- What constitutes as a reasonable accommodation is made on a case-by-case basis and can come in a wide variety of forms.
- The timeline for the accommodations process can vary between requests. Impacts to the timeline include items such as: length of time to receive the required documentation, number of accommodations being requested, discussions (interactive process) needed to determine what is considered reasonable, purchase/installation of equipment (if needed), etc.

Addition Resources & Links Found on the HR Webpage:

- Policies, Procedures & Handbooks - [Americans with Disabilities](#) ○ Document outlines UWGB procedures for determining reasonable accommodations in employment
- Forms – [ADA Accommodation Request & ADA Documentation of Disability](#) ○ Request form is to initiate an ADA request by the employee
 - Documentation is the form the employee's medical provider would need to complete
- Employee Relations -> [Disability Accommodations](#)

Academic Staff Committee HR Update – 8/18/2021

- [Title and Total Compensation Project:](#)
As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. At this time, it has been announced that we will be moving forward with an implementation date for the new title structure in November, 2021. Below is a tentative timeline from now until go-live:
 - **July 1 – September 10, 2021:**
 - Employee-manager conversations
 - Supervisor network sessions
 - **November, 2021:** Go-live
 - **Post Go-Live:** Formal Appeals Process– currently, HR is working with ASC/USC Personnel Committees to design the institutional appeals process.

To reiterate some important talking points about T&TC:

- **You will not lose your job**
- **You will not have to reapply for your job**
- **The work you do will not change**
- **Your pay will not be cut**
- **Your pay will not be automatically increased**
- **Your benefits will not change**
- **Your supervision will not change**

What *may* change is your job title and job description.

More information will be communicated to the campus community throughout the summer and fall. For details related to T&TC as well as resources (including open forum recordings), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

- **Performance Evaluations: Non-Instructional Academic Staff & Limited Employees**

A new fiscal year is only a few weeks away, with that will kick off annual performance evaluations for Non-Instructional Academic Staff & Limited Employees. Annual performance evaluations are a key component to employee performance and development. The objectives of annual performance evaluations are to provide all employees and their supervisors an opportunity to:

- Discuss job performance
- Set goals for professional development
- Establish objectives for contributing to the department's mission
- Discuss expectations and accomplishments
- Discuss career progression eligibility

The Academic Staff Committee [Statement](#) on Adjusting Goals for Staff on Performance Reviews will be provided to Supervisors as part of the communication. In addition, HR will inform supervisors that they may receive a COVID-19 "Rubric" document from some employees, that was provided by shared governance as a voluntary assessment tool. Supervisors will be educated how they may use this document in their assessment. If these forms are received in the HR Office as part of the completed performance evaluation it will be placed in the employees personnel file. Any aggregate data regarding the rubric will not be shared. More about the Performance Evaluation process can be found [here](#).

Completed Performance Evaluations should be submitted to Area Leaders no later than Friday, **August 27, 2021**.

- **COVID-19**

[Phoenix Forward Website](#)

Over the next several weeks the [Phoenix Forward Website](#) is continuing to be reviewed and updated to understand how we'll be operating during the Fall semester in an effort to continue protecting our Phoenix Family.

[Exemption for Fully Vaccinated](#)

Employees who are [fully vaccinated](#) can get an exemption from COVID-19 protocols by completing the Immunization Record form located in the [MyUWPortal](#). As part of the form, employees will be required to upload proof of vaccination, by either providing a copy of their vaccination record from the [Wisconsin Immunization Registry](#) or a copy of their vaccination card. Instructions on how to complete the form can be found [here](#).

[Chancellor Directive on Face Coverings](#)

Informed by CDC and county health board guidance, [Chancellor Directive on Face Coverings](#) requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces, and public spaces. Faculty or staff who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of Human Resources by [email](#) or ext. 2390.

[Reporting](#)

The University requests that all faculty and staff who become infected, suspected or exposed-close contact or faculty and staff who receive a first-hand report of someone who is infected, suspected or exposed-close contact, complete the [COVID-19 Case Report](#).

[Employee Health & Wellness](#)

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.

- **Wellness Activities**

Challenges:

- [Sustainability Bingo](#)

Webinar:

- [Wisconsin Strong Women Webinars](#) (August)
- [The Brain and Youth Sports](#) (8/24/21 at 12:30pm)
- [Employee Well-being Webinars](#) (August & September)

[UREC Summer Fitness Schedule](#)

[Onsite Health Screenings](#) are available at Green Bay and Sheboygan campuses in September, and you can sign up now (a step towards your \$150 wellness incentive)

[Fast Track to \\$150](#) health coaching offered through Well Wisconsin as another opportunity to earn your \$150 wellness incentive.

New Employees:

- **Advising Manager** Academic Advising (4 Vacancies) – NEW- Lauri Welhouse, Kay Voss, Nora Kanzenbach & Nicole Micolichak (started 8/1/21)

- **Front of House & Event Supervisor** Weidner Center – Elizabeth Anderson – Sam Stranz (started 8/2/21)
- **Librarian Library at Marinette Campus** – John Kuhlman- Carli Reinecke (started 8/9/21)
- **Graduate Programs Manager** Office of Grants & Research – Pang Yang – Marci Hoffman (started 8/16/21)
- **Outreach Specialist (75%)** Education/Phuture Phoenix- Robert Fish- Michelle Wolfe (started 8/16/21)
- **Admissions Counselor** Admissions – Jennie Stroh- Vanessa Hernandez Cevallos (started 8/17/21)
- **Assistant Dean of Students (Marinette)** Student Affairs – Nancy Hart- Katie Mulzer (starts 8/23/21)
- **University Sustainability Coordinator** Chancellor – NEW – Daniela Beall (starts 8/24/21)
- **Lecturer in Psychology** Psychology (1 Vacancy)- Al Bugaj - Macrae Husting (starts 8/23/21)
- **Lecturer in Social Work** Social Work – NEW- Paul Schneck (starts 8/23/21)
- **Lecturer in Nursing** Nursing & Health Studies – NEW- Jenna Liphart Rhoades (starts 8/23/21)
- **HIMT Director & Lecturer or Assistant Professor** Nursing & Health Studies – Brenda Tyczkowski- Misty Neal (starts 8/23/21)
- **Lecturer in Finance** Accounting & Finance – Wei Jiao – Kevin Jaklin (starts 8/23/21)
- **Lecturer in Psychology** Psychology (2 Vacancy)- 2 NEW – Stephanie Cutlan & Herbert Covington (starts 8/23/21)
- **Lecturer in Writing Foundations** (3 Vacancy) Humanities- NEW- Roshelle Amundson, Erica Wiest & Albert Sears (starts 8/23/21)
- **Lecturer in Human Biology/Nutrition Science Human Biology-** NEW – Cassie Groeschl (starts 8/23/21)
- **Lecturer in Environmental Science/Geoscience** NAS – NEW – William Jacobson (starts 8/23/21)
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Positions Being Recruited:

- **Process Improvement Specialist** IT Network and Systems- NEW
- **Director of Development (Athletics)** University Advancement- Shane Starr
- **Campus Planner** Facilities Management & Planning – NEW
- **Academic Advisor** Academic Advising (6 Vacancies) – NEW
- **School Social Work Coordinator** Social Work – NEW
- **Lecturer in Nursing** Nursing & Health Studies – NEW
- **Lecturer in Human Resources Management** Marketing & Management – NEW
- **Building & Grounds Supervisor (Manitowoc/Sheboygan)** Facilities Management & Planning – Scott Joyal
- **Admissions Counselor** Admissions (2 Vacancies) – Lynn Brandt & Hannah Fameree- Vanessa Hernandez Cevallos (started 8/17/21)