

2022-2023 Academic Staff Committee

Meeting Agenda

February 15, 2023

1:30 p.m.

Green Bay Campus IS 1020 or [Zoom Link](#)

- I. Call meeting to order – 1:33 p.m.
 - a. Laura Nolan, Virginia Englebert, Lynn Niemi, Bobbie Webster, Roshelle Amundson, Bethany Welch, Katrina Hrivnak, Kate L
- II. Determine minute taker – Bethany Welch
- III. Approval of minutes – January 18, 2023 – 1:34 p.m. unanimously approved
- IV. Review of Information from
 - a. University Committee Meetings
 - i. Admin Review Questions
 1. Discussion was held about the comments and proposed revisions in the draft
 2. This will be a three year cycle: first the Chancellor and Provost, and then the Deans (two by two); if we want there to be evaluations of others (Vice Chancellors, for example), we'll have to put those together in the future
 3. Laura will let the committee know that we have no additional feedback
 - ii. SOFAS
 1. Faculty/IAS will want to have conversations about how this position will be divvied up between staff and have it no longer be a faculty member in that position; Steve did so many things and represented IAS so well, if we could get more clarification of what this is going to look like, that would be great
 2. Kate L shared that IAS records are “sort of” held by SOFAS but HR has everyone’s records and they would be the source; the Provost is wondering what changes we are looking into; it’s not completely a done deal but got out earlier than intended, so input is desired; recommended that we invite Provost to our next meeting
 - b. Faculty Senate Meetings
 - i. Attendance for upcoming meetings
 1. February 22, 2023 – Virginia Englebert
 2. March 29, 2023 – Roshelle Amundson
 3. May 3, 2023 – Bobbie Webster
 - c. Academic Staff/University Staff Chairs Chancellor Meeting—the first is next Tuesday; let Laura know if you want her to bring anything up
- V. New Business
 - a. Provost emailed Laura about funds; USC sends an update about Professional Development Funds; there is \$18K extra funding to add to the ASPDAC; we need to know more about any potential limits on this funding; Laura will invite someone for next month

- b. Letter for nominations for UW System Academic Staff Awards
 - i. Letter is in Teams folder; minimal revisions were made; Bobbie made a motion, Lynn seconded, all in favor to send it along to the Provost's office
- c. HR Report

- **Faculty & Staff Climate/Engagement Survey**

On Tuesday, January 31st, employees with at least a one-semester appointment received an invitation from the Higher Education Research Institute (HERI) to participate in the Faculty & Staff Climate and Engagement Survey. The distribution and collection period for the survey is January 31, 2023 – March 9, 2023. The actual request to participate with the link to the survey and reminders during the collection period were sent from HERI directly from the following email addresses:

- Faculty Survey: HERIFacultySurvey@DataRecognitionCorp.com
- Staff Survey: heri@vainc.net

The survey is voluntary, and your confidentiality is assured. If you did not receive an invitation on January 31st, please contact HR at hr@uwgb.edu. We greatly appreciate your participation in taking the upcoming survey and encouraging peers to participate as well! Please visit this [blog post](#) for frequently asked questions regarding the 2023 Faculty & Staff Climate and Engagement Survey.

Any questions about the climate survey at this time can be directed either to work group members, including Kate Farley who is the Academic Staff representative on the work group.

- **Annual Performance Evaluations**

As a reminder all Performance Evaluations are due March 24, 2023. To help facilitate changes to the performance evaluation process, the Office of Human Resources offered several trainings both specific to supervisors and employees. At these sessions, we will briefly highlight why changes to the form were necessary, an overview of the new forms (including update to electronic process), and in-depth discussion on filling out the form. All sessions will be held in person, with a Teams option for those that would prefer to attend virtually. Please see below for specific dates and times:

- A recording of the Supervisor Training can be found [here](#).
- There will be one more Employee Training held on Wednesday, February 15, from 2:30 – 3:30pm in GAC Lab A (1129A) [For Teams link click here](#).

Please visit this [blog post](#) for more information on the Annual Performance Evaluations process.

- **UW Shared Services Mandatory Training Schedule Update**

Mandatory Employee Training (MET) courses will now be required to be completed by employees in March of each year. This change will include Information Security Awareness required annually and Sexual Harassment (Title IX) required every three years. Mandated Reporter will continue to be assigned at the time of hire with no requirement of retraining. Our understanding that in this transition year, those individuals who took the training between October 1 – December 31, 2022 will not be required to take the training until March 2024. Information from UW Shared Services continues to be shared during this transition, as we know more our office will provide updates.

- **Wellness Activities**

Well Wisconsin Radio: [Find Your Authentic Purpose](#)

Purpose and wellness go hand in hand. But purpose isn't only an idea...it's a verb, too.

How do you not only discover your purpose, but take action to actually live it? On Thursday, February 16th at Noon CST., join Christine Whelan, Ph.D., and your fellow colleagues for an educational session on Authentic Purpose: Why it Matters and How to Make It Happen.

America Saves Week is happening February 27 – March 3, 2023 this year, and there are free virtual webinars available to improve your financial wellness. For more information visit this [blog post](#).

Group Fitness Punch Cards – Attend 12 group fitness classes this semester and receive a price! Please see this [blogpost](#) for additional information along with a class schedule.

Positions Being Recruited:

- **IT Business Analyst II** IT Enterprise Apps & Int (2 vacancies) – Bob Blihar & Steven Drapalik
- **Instructional Designer** CATL – Nichole LaGrow
- **Lead, Classroom Technology** IT Tech Support Services – Eric Amenson
- **Applications Administrator** Registrar – Nou Long Moua
- **Grants & Research Program Specialist** Office of Grants & Research – Kristin Kearns
- **Student Success Coach, Rising Phoenix** Student Access & Success (5 Vacancies) – NEW
- **System Engineer III** IT Enterprise Apps & Int – Jenna Lemke
- **New Student Transitions & Family Engagement Manager** Student Engagement – Michael Cocuzza
- **Signature & Cultural Events Coordinator** Student Engagement – Megan Dufrane-Groose
- **Program Specialist, Community Theater & Arts (Marinette)** CECE – Linda Hornick
- **Grants & Research Program Specialist** Office of Grants & Research – Kristin Kearns

- i. **First Year Experience Manager & Co-Coordinator for First Gen Student Success**
Student Access & Success – NEW
 - d. ASC emails—Laura will continue to send them to our committee members but not to all AS
 - e. Laura is currently the Chair and the Vice Chair, so we need to elect a new Vice Chair; Bobbie will check to see if she can do this
 - VI. Old Business
 - a. AS Committees Liaisons
 - VII. Other Business/items for next meeting
 - a. Committee Reports
 - i. L&I—The interest survey is out, so encourage people to complete it.
 - ii. Personnel Committee
 - iii. Professional Development Allocation
 - iv. Professional Development Programming
 - VIII. Adjourn—Lynn motioned, unanimously adjourned at 2:56 p.m.

Upcoming ASC Meetings

February 15th, March 15th, April 19th, May 17th (need June mtg date)