

**2019-20 Academic Staff Committee
MEETING MINUTES
March 11, 2020
1:30 p.m.; CL 735**

Members present: Lynn Niemi (Chair), Pat Hicks, Jamee Haslam, Anthony Sigismondi, Bao Sengkhammee

Members absent: Sherri Arendt, Lynn Rotter

Guests: Jodi Pierre (Chair, Leadership & Involvement Committee)

- I. Call meeting to order
Lynn Niemi, Chair – called the meeting to order at 1:34 pm
- II. Determine minute taker for meeting – Jamee Haslam
- III. Approval of minutes
 - a. Minutes from February 12, 2020 meeting
 - Motion to approve the minutes made by Jamee
 - Pat second motion
 - All committee members were in favor
 - Lynn will send approved minutes to SOFAS to post
- IV. New Business
 - a. HR Update (Melissa Nash) – postponed to next meeting
 - b. IAS proposal from University Committee
 - Discussion to occur during ASC meeting on March 25, 2020
 - Lynn will communicate as to if the meeting will be in person or all over skype
 - Skype link will be sent as the event is closer
 - c. Chancellor Search feedback (Lynn)
 - Any academic staff who have feedback on candidates, please send feedback to Lynn Niemi via email by March 16, 2020.
- V. Old Business – no items
- VI. Governance/AS Committee Reports – see attached for updates
 - a. Leadership and Involvement Committee & AS Survey (Jodi Pierre)
 - Jodi reviewed AS Interest Survey results
 - Election ballot will be sent out by SOFAS mid to late March, watch UWGB email
- VII. Other Business/items for next meeting (March 25, 2020)
 - a. IAS proposal from UC (Jon Shelton)
 - b. Personnel Committee update
 - c. Professional Development Allocations funding update
- VIII. Adjourn
 - a. Motion to adjourn made by Pat
 - b. Second motion by Bao
 - c. Adjourned 2:26 pm

Governance /AS Committee Reports

1. UWS System Rep (Sherri Arendt)
 - Next meeting Friday, March 13, 2020
2. T&TCS Project Team Report (Sherri Arendt)
 - Next meeting Thursday, March 12, 2020 – meantime check HR website for T&TC updates
3. Comp and Workload Committee (Sherri Arendt)
 - No meeting scheduled
4. Strategic Budgeting Committee (Jamee Haslam and Joe Schoenebeck)
 - Next meeting March 30, 2020
 - 20-21 will be another shadow year
5. Master Planning Workgroup (Lynn Niemi)
6. AS Personnel Committee (Pat Hicks)

Personnel Committee Met March 3, 2020

Title and Total Compensation (TTC) Project Title Appeal Process Updates: Melissa Nash (HR)

Draft Handouts:

Title Appeal Policy

TTC Project Appeal Process Request Form

1. Overview TTC
 - a. Titles are mapped.
 - b. Employee/manager title talks will begin in a couple of weeks.
 - i. Delay in talks due to constant updating of title library.
 - ii. Library will be “frozen” starting next week to allow talks to begin.
 - c. Notification of new titles will be completed in May.
 - d. New titles will take effect July 1.
2. Title appeal process
 - a. Appeals will begin in mid-May.
 - b. Timeline:
 - i. 12-month employees
 1. File appeal: May 15-June 15
 2. Appeal decision: June 15-some time in December
 - ii. 9-month employees
 1. File appeal: May 15-September 17
 2. Appeal decision: September 17-some time in December
 - c. Appeal process will be conducted based on status of employee at time of proposed title change.
 - d. Appeal process will carry into the future, so it must be relevant for any title changes going forward.
3. Appeal Process Steps
 - a. Step 1: Employee submits appeal to HR for initial review and recommendation. HR may approve the request, decline the request (usually more information is needed) or move the request to step 2. If the appellant is not satisfied with the result of step 1, he/she may submit the request to a panel for review (Step 2).
 - b. Step 2: A panel will review the HR recommendation and will make a decision regarding the title

appeal. If HR and the employee cannot agree, the process moves to step 3.

c. Step 3: Chancellor or designee makes a final decision.

4. Appeals Panel (Step 2)

a. Panel membership must include 1 HR representative and at least one representative from shared governance.

b. AS Personnel committee members will serve on the panel.

c. Training will be required and will be offered sometime before June 15.

d. Recusal process guidelines will be developed.

5. Final word: Salary ranges are TBA and will not be disclosed until title notifications have been made. Salary ranges are not open to appeal.

End of HR Updates

Personnel Committee Discussion

1. Makeup of Appeals Panel

a. AS Personnel Committee will take the lead in panel membership and training (per Bylaws, the personnel committee hears appeals of the titling process).

b. The Committee will work with the Academic Staff Committee (ASC) to train members for the panel should the number of appeals warrant a larger pool of shared governance employees to sit on panels.

c. The Committee will work with the AS Leadership and Involvement Committee to figure out the best ways to deal with appeals training in the midst of changes in personnel and academic staff committee membership.

2. Some suggestions for appeals panels

a. All current members of AS Personnel Committee will be trained; new members will be asked to begin their duties early in order to take advantage of training.

b. All members of the personnel committee will be invited to sit on panels, as they are available to do so.

7. AS Professional Development Allocations Committee (Bao Sengkhammee)

- Budget update will be provided at next meeting

8. AS Professional Development Programming Committee (Lynn Rotter) – no update

9. Leadership & Involvement Committee (Jamee Haslam)

- AS 20-21 committee election ballot coming soon! Watch email!

10. Parking and Roadways Committee

- Committee disbanded after making recommendations to Leadership. Leadership will determine if recommendations are implemented and timeline.