

UW-Green Bay Academic Staff Assembly

Spring 2023

Wednesday, May 17, 2023

1:30 pm – 3:00 pm

Microsoft Teams meeting

Join on your computer, mobile app or room device

Meeting ID: 265 516 407 443

Passcode: dPyvrn

[Click here to join the meeting](#)

I. Meeting Welcome

- a. Call to Order
- b. Assign Notetaker—Bethany Welch
- c. Approval of April meeting minutes, motion by Lynn Niemi, seconded by Katrina Hritivak, unanimously approved

II. Leadership Reports and Questions

- a. Mike Alexander, Chancellor, 1:30 – 1:45
 - Thanks to Laura Nolan for her leadership of ASC
 - Officially broken ground for 200-person dorm, can expand over time
 - Cofrin Technology Education Center moving forward more slowly; we have a financial gap to fill first and are hoping to resolve that in the fall
 - Budget
 - President Rothman has asked UWs to have 30-60 days worth of revenue balance in reserves, which is between \$5-9 million; we have \$8 million (was \$12 but we've successfully spent that down)
 - Our budget aligns each year; we don't want a structural deficit
 - Progress on Phoenix Innovation Park
 - UW System is 43rd in country in funding
 - On September 13, UWGB will be hosting Estamos Aquí, a Hispanic arts festival
 - Tuition differential
 - This money will go to support these areas, among others: Career Services, Academic Advising, professional development for faculty and staff, compensation adjustments, student wages, backfill in Financial Aid, HIP funding increases
 - Tuition increase
 - This will go to cover pay plan—we have to pay 30% of that
 - We've begun the process of equalizing tuition across all locations, which will help with clarity in student billing; won't make much on that leveling
 - Mission alignment
 - Meeting with Vice Chancellors in each area and will then go down the line to each unit; watch for emails over Summer about changes made based on suggestions from different areas/units

- b. Sofas Update, 1:45-2:00 pm
 - Steve Meyer is retiring and we want to formally extend our appreciation for all of your support; he was SOFAS for 8 years; last day will be August 20, 2023 (half-time role during Summer)
 - Steve confirms that salsa will still be around—check with Patricia Terry or the CSET Dean’s office
 - SOFAS position oversees shared governance on campus, helping with committee charges, agendas, minutes, open meetings laws compliance
 - SOFAS office will be two positions now: SOFAS and Shared Governance Leader, with some unique responsibilities and some shared responsibilities; both will report to Associate Provost
 - Positions will be announced in due time
- c. Kate Burns, Provost, 2:00-2:10 pm
 - Enrollment: trending well in terms of head count and credit hours for Summer; looking good for Fall—GBO starts next week; we’re up with continuing students compared to previous years, which speaks to our advising model working well
 - We’re up in GBO signups compared to last year, too
 - Continuing to monitor Rising Phoenix students graduating with their AAS and who is continuing with us for a Bachelor’s—numbers continuing with us are higher this year than last year
 - Career Services embedded within Colleges, similar to Advising; Deans recently met with CS to start planning on that; tuition differential money will help with that
 - Gen Ed Realignment—working on reduced requirements and more High Impact Practices built into the curriculum
- d. Human Resources Update, 2:10-2:20 pm (Melissa Nash)
 - Administrative Transformation Program (ATP) is a large-scale project at UW System level that will impact some of our systems in the future
 - Workday instead of PeopleSoft, will streamline admin functions, expected to transition July 1, 2024
 - Differences from our perspectives: onboarding, offboarding, recruitment, time off requests, etc.
 - Finance space: new process for reimbursement of expenses, less manual entry, new department and funding codes across the Sytem, and replacement of WISR
 - Standardizing and streamlining grant/research stuff—lots of changes
 - UWGB has a campus readiness team in place to help with the transition to Workday (HR, Finance, IT, among others)
 - Communications will start going out about ATP soon, along with the launch of a website about it
 - Steven Hopper, UW System CIO, will be attending governance meetings over the next year to provide guidance
 - Trainings forthcoming in Spring of 2024
 - Benefits specialists from UW comprehensives are brought together to consult on inquiries
 - New HR orientation program; twice each month, HR holds an in-person orientation for new employees, including a tour and headshot
 - Climate Survey was completed with over 400 responses in all; anticipate receiving those reports later this Summer; appreciation to the work group for everything they’ve done so far and the work coming up as they review

reports this Summer and recommend action items

- Questions:
 - Orientations: Will there still be the annual day-long orientation at the beginning of each academic year? Yes, that will still happen every August.
 - FMLA is still processed in UWGB HR office? Yes.
 - Is shared governance discussed at orientation? Yes, at both types of orientation events.

III. Academic Staff Committee Reports – 2:20-2:25 pm

- i. Academic Staff Personnel Committee
 - Did not meet; no concerns brought
- ii. Academic Staff Leadership and Involvement Committee
 - Almost done with work for the year; elections and most appointments have been completed and new members have been notified; terms begin July 1; there are a handful of appointments yet to be confirmed
 - Thank you to everyone present for participating in shared governance
- iii. Academic Staff Professional Development Allocation Committee
 - Received 23 applications and approved 21 with 2 pending; we've used our \$9,000 budget and awarded over \$1800 of additional funding that was made available for ASPDAC, as well
- iv. Academic Staff Professional Development Programming Committee
 - Held four trainings based on feedback from Fall semester, with \$1500 of budget toward IDI conference; looking for additional feedback to update survey that goes out in order to meet needs in future semesters

IV. Discussion on Professional Development Preference – 2:25-2:40 pm

- a. Are people interested in one major training during the year, or multiple smaller topics? What is everyone interested in? Provost Burns has given us additional funds for Professional Development but we know our survey may not cover everything, so we wanted to open the floor for discussion today.
 - Bring people together across the university and encourage dialogue and relationship-building/networking
 - Can we take busloads of people to MAN/MNT/SHB from time to time to network in person?
 - Access across all locations for other trainings, too
 - Utilize the talent on our campus in terms of speakers (finance, psychology, etc.)
 - Book clubs
 - For the survey, what kinds of questions should we ask to gather diverse ideas? Is anything keeping people from attending trainings?
 - Add time of year/months to survey
 - Training to assist our diverse students now that we are an access institution, working with students with low/developmental reading and math skills, for example, or student parents
 - Melissa Nash: Tuition Assistance Program, credit-based for faculty and staff, central and departmental funds that can be used for advanced certifications, licensing, etc.

- [https://www.uwgb.edu/UWGCMS/media/policies/files/EducationalAssistance-Policy-HR-14-08-01-\(002\).pdf?ext=.pdf](https://www.uwgb.edu/UWGCMS/media/policies/files/EducationalAssistance-Policy-HR-14-08-01-(002).pdf?ext=.pdf)
 - Trainings from this past semester were in shorter chunks but perhaps some would prefer day-long trainings, perhaps with multiple topics
- b. Watch for the survey to go out soon, and then again in the Fall to catch anyone else that may have been missed

V. Questions and comments – 2:40-2:42 pm

- a. Thanks to all of our Academic Staff for all of your hard work!
- b. Motion to adjourn by Roshelle Admundson, seconded by Bobbie Webster. Adjourned at 2:42 p.m.