**2019-20 Academic Staff Committee**

**MEETING MINUTES**

**November 6, 2019**

**1:30 p.m.; CL 735**

Members Present: Lynn Niemi, Sherri Arendt, Bao Sengkhammee, Jamee Haslam (via Skype),

Anthony Sigismondi (via Skype)

Guests Present: Christopher Paquet

1. Call meeting to order at 1:31 pm.
2. Minute taker: Bao Sengkhammee
3. Approval of minutes October 23, 2019 meeting
   1. Motion to approve: Bao Sengkhammee
   2. Second: Sherri Arendt
   3. Minutes approved as written
   4. Chair will submit minutes to SOFAS for posting
4. New Business
   1. UW-Green Bay Cellular Phone Policy HR 14-19-1
      * 1. Christopher Paquet briefed group about this policy. If a person does work on a personal email this is subject to public records. Question about Dueo was raised and Christopher states this is a function and he will clarify about this use.
   2. Single Pay Ambassador Request from Christopher Paquet
      * 1. Discussed about some of the frequently asked question sheet from UW-Shared Services
   3. Update UC meeting (Lynn Niemi)
      * 1. Parking was discussed and performance reviews to be at 5 years
   4. HR Updates (Melissa Nash) see updates below.
5. Old Business
   1. AS Winter Assembly Agenda Draft (Lynn Niemi)
      * 1. Lynn will put together agenda and send to the group
6. Governance/AS Committee Reports
   1. AS Prof. Development Committee member replacement for 18-20 term
      * 1. A replacement was selected
7. Other Business/items for next meeting (November 20, 2019) is canceled
   * + 1. UW-President search, no University and Academic staff on search, motion to support statement of lack of University and Academic Staff representation on UW-President search, motion approved
8. Adjourn at 3 pm by Sherri, 2 nd by Anthony

Governance /AS Committee Reports

1. UWS System Rep (Sherri Arendt)
2. T&TCS Project Team Report (Sherri Arendt)

Current status Update (timeline, phases, etc.)

1. Anticipated schedule is unchanged per Melissa Nash
2. Title Mapping Project – mapping on our campus and HR review in the job library - the 29 division leaders across campus and some area leaders met with HR. Nash was impressed with leader engagement in the campus process. 772 records to review and only 15 need to be sent to system for new position description after the review.
3. Training/Communication Plan – training for managers (open for anyone to attend) will occur. In late November, managers should get the list of mapping--this list will be sent out to all employees on the TTC website for viewing. Melissa discussed sample meeting agenda for employee-manager conversations. The next open forums for campus will take place November 13-14. It is encouraged that employees view the TTC system page virtual town halls and the e-learning module and explainer videos for employees and managers to stay briefed on the topic.
4. Appeals process – the appeals process will most likely be discussed at the November 1st System meeting with reps. Also, the process for progression in range has not yet been developed. There might be a need for supplementary documentation to accompany the mapping of jobs in the long run for employees.

Next meeting to be November 21st, 2019 at 1-2pm in CL 735

1. Comp and Workload Committee (Sherri Arendt)
2. Strategic Budgeting Committee (Jamee Haslam and Joe Schoenebeck)
3. Master Planning Workgroup (Lynn Niemi)

**Parking and Roadways Committee** – Meeting on October 28, 2019

Continued discussions on how to fund roads and parking lots. Committee asked for a breakdown on the upcoming expenses for repairs and ongoing maintenance expenses (plowing, minor repairs, etc.) for the next meeting. Paul estimated around $300,000 for road maintenance the university will need but asked to look into it further. We are looking to increase parking fees for students, staff and faculty along with looking at ways to incorporate roadway fees to guest coming on campus. Discussion on residential students and if they should be limited to parking in the residential lots or be charged extra to park in the other parking lots (all access pass). Studio Arts lot will have an app for overnight and guest parking starting in the near future. No overnight parking can be in any other lots for guests.

Next meeting is November 25, 2019 at 1:00PM.

1. AS Personnel Committee (Pat Hicks)
2. AS Professional Development Allocations Committee (Bao Sengkhammee)
3. AS Professional Development Programming Committee (Lynn Rotter)
4. Leadership & Involvement Committee (Jamee Haslam)

**Academic Staff Committee HR Update – 11/6/2019**

* [**Title and Total Compensation Project:**](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/)

The University of Wisconsin (UW) is embarking on a complete redesign of its current classification and compensation structure. The goal of the [Title & Total Compensation Project](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/) is to develop new systems that will enable institutions to continue to attract and retain the best talent.

Please [click here](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/resources/) for recently published resources, including explainer videos, eLearning module, Manager Resource Guide, etc.

UW-System is holding their third **Virtual Town Hall Meeting** on **November 15th**. Please see this [blog post](https://blog.uwgb.edu/hr/2019/09/title-total-compensation-project-virtual-town-hall-meetings/) for more information about the town hall meetings. A recording of the previous Town Hall Meetings can be found [here](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/).

November 4th – 7th, UW-Green Bay Human Resources held [Manager trainings](https://blog.uwgb.edu/hr/2019/10/title-total-compensation-training-sessions-for-managers/). The next set of all-employee [open forums](https://blog.uwgb.edu/hr/2019/10/title-total-compensation-project-open-forums-november-2019/) are scheduled for November 13th and 14th.

**Recent UW System Updates:**

**Titles and Job Descriptions**

* + Review of the draft titles and standard job descriptions is complete! The job titles and standard job descriptions will remain in draft form until after employee-manager conversations December, 2019 through March 15, 2020.
  + Initial job mapping is finishing up at the institutional level, where institution Human Resources offices will match each employee’s current job title to a new job title, using the job mapping workbook and consulting with division leaders.
  + The full SJD Library will be posted publically on line in mid-November, 2019.
  + Employees will discuss their updated job title and job description with their manager or HR representative between December, 2019 and March 15, 2020. Employees will receive their updated job title information prior to their meeting with their manager. Employee feedback and questions are appropriate, valid, and expected during the Employee-Manager conversations.
  + While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.

**Benefits**

* + A summary of the benefits analysis findings is available [here](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/total-compensation-benefits/#benefits-value-analysis-preliminary-findings).
  + Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a long-term benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.

**Compensation**

* + This project creates the foundation for a market informed UW System compensation structure. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.
  + Market in its simplest form is the places in which we are competing for talent. For some jobs, that means we are looking nationally to secure talent to fill a particular role, and in other jobs it is regionally or locally,
  + The goal is to retain talent within the UW System and provide employees the ability to grow within the new Job Framework and compensation structure. Once a market-informed structure is created, the next question is how project data is used to address issues for current employees as well as in recruitment. The TTC Project allows us to gather the necessary title and compensation data so that we can look at solutions.
  + After the title structure is finalized in March 2020. the compensation structure can be finalized, which means that all job titles will have an updated salary range. More details will be forthcoming in March 2020 about updated salary ranges. Introducing compensation before or during the title discussion may introduce unintentional bias for higher or lower titles. Right now, it is best to focus on the work being performed and the job alignment, rather than to look at compensation. Managers will have no more info than employees on compensation. Managers will look at titles and job descriptions based on same amount of information as the employee.
  + Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future

**In the Queue:**

* **November 15:** UW System will host the final scheduled virtual [town hall meeting](https://blog.uwgb.edu/hr/2019/09/title-total-compensation-project-virtual-town-hall-meetings/).
* **Late November, 2019:** Job titles and standard job descriptions will be posted online.
* **December, 2019 – March 15, 2019**: Employee-manager meetings will be held. Managers will meet with employees to explain and verify the new job titles and job descriptions capture the work being performed.
* **Spring, 2020**: Job titles and job descriptions will go-live and formal appeals process will commence.

**UW-Green Bay Updates:**

* UW-Green Bay Human Resources has been collaborating with divisional leaders to confirm position mapping within the new title structure.
* UW-Green Bay has an institutional T&TC **project team**, whose goal is to engage with subject matter experts and stakeholders. Feedback and information about T&TC flows to and from the project team. A listing of members of the UW-Green Bay institutional T&TC project team can be found [here](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/uw-system-project-structure/#uw-green-bay).
* **Pay Plan:** Board of Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor’s budget. This remains a proposal – still needs to be approved by JCOER (Joint Committee on Employment Relations). No information re: potential distribution schedule (may not be the same as last time).
* **Performance Evaluations –**Academic Staff and Limited Performance Evaluation were due on August 30th. The process and forms are consistent with previous years. UWGB HR is starting conversations with UW System Administration about a potential e-performance module. Likely roll-out would be July 2020 for AS/LI. We will be working with ASC on this project in the spring of 2020.
* **Policy updates (informational only):** 
  + As a part of T&TC, UW System is working on draft updates for Title Change (Admin Policy 1257) and Title Definitions (Admin Policy 1276). New guidelines for salary administration are also being drafted. Next step is for these draft policies/guidelines to be shared with joint governance representatives.
  + [Cellular Phone Policy](https://www.uwgb.edu/UWGBCMS/media/policies/files/14-19-1-Cellular-Phones-Policy.pdf?ext=.pdf): Governance leaders received notice of this new policy on 11/4/2019. Employees directly affected by this policy were noticed individually.

New Employees:

* **Study Abroad Coordinator** International Education – Anya Toledo – Miriam Brambham started on 10/21/2019
* **Academic Advisor (Marinette Campus)** Academic Advising – Madeline Marquardt – Bethany Welch will start on 1/3/2019
* **Academic Advisor (Sheboygan Campus)** Academic Advising – Mark Krell – Laura Mintel will start on 11/6/2019
* **Student Services Specialist for Information (Manitowoc Campus)** GBOSS – Parker Nadeau – Junliang (Johnny) Lai will start on 11/22/2019

Positions Being Recruited:

* **Associate Dean** Austin E. Cofrin School of Business – NEW
* **Senior Director of Sales & Audience Development** Weidner Center – NEW
* **Assistant Vice Chancellor for Enrollment Services** Enrollment Services – Christina Trombley
* **Budget Director** Business & Finance – Dick Anderson
* **IT Project Manager** Information Technology – Ron Kottnitz
* **Marketing Manager** Marketing & University Communications – Eric Craver
* **Bilingual Enrollment Services Front Desk Advisor** GBOSS – Erinn Aubry
* **Distance Education Coordinator** Provost Office – NEW
* **Associate Vice Chancellor for Graduate Studies** Provost Office – Mathew Dornbush
* **Advisor** Trio and Precollege – Maya Gilreath
* **Marketing and Communication Recruitment Coordinator** Admissions – NEW
* **Grants and Research Program Director** Office of Grants and Research – Michelle Goetsch
* **Bilingual Admissions Counselor/Career Coach** Admissions – Sam Post
* **Lecturer – Mathematics** Engineering – NEW
* **Lecturer – Marketing** Marketing & Management – NEW
* **Lecturer – Marketing** Marketing & Management – NEW
* **Lecturer – Management** Marketing & Management – NEW
* **Lecturer – Education** Education – NEW
* **Associate Director Union Operations** University Union – Lee Reinke
* **Campus Executive Officer** Sheboygan Campus – Jennifer Williamson-Mendez
* **Associate Director of Facilities Management** Facilities Management – NEW
* **Student and Community Engagement Coordinator** AECSB - NEW