

## 2022-2023 Academic Staff Committee

### Meeting Agenda

October 19, 2022

1:30 p.m.

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

- I. Meeting called to order at 1:34 pm.
- II. Virginia Englebert will be the minute taker.
- III. Approval of minutes – September 21, 2022 Meeting Minutes  
Bethany Welch motion to approve; Bobbie Webster 2<sup>nd</sup>. Motion approved.
- IV. Review of Information from
  - a. University Committee Meetings  
Annual review process for leadership that was supposed to rollout in October has been delayed until next year. Relevant people targeted for the survey will depend on which leadership people are being reviewed. That will be determined with admins next year. A draft of the questions will be shared once they are ready.
  - b. Faculty Senate Meetings  
Bobbie Webster reported back on the Faculty Senate meeting. It was a very short meeting. There were no questions regarding the ASC committee report. There are not items the ASC committee needs to take action on.
  - c. Academic Staff/University Staff Chairs Chancellor Meeting  
Chancellor will be meeting with all shared governance leaders on Nov 9<sup>th</sup> regarding the budgeting process. Want to be responsive, good stewards of resources and ensure spending is aligned with our goals. Not looking to make cuts necessarily but when we have money/reserves being strategic about hiring rather than just replacing without reviewing needs.
- V. Committee Reports
  - a. L&I  
Lynn Niemi provided minutes from last L&I meeting (attached below).
- V. New Business
  - a. All Academic Staff Meeting Scheduled for December 5<sup>th</sup> from 3 pm – 4:30 pm
    - i. Speakers: Chancellor, Provost, HR, VP Britz from UW System
      1. Others to invite – no other suggestions
      2. Nichole to ask if we can send email to Academic Staff List
    - ii. Hybrid – do we want an in-person option? Decided the meeting should be on Zoom only
  - b. HR Report  
The HR report was provided in advance. Julie Flenz reminded that Open Enrollment will close at 4:30 pm on Friday. There is a final benefits open lab tomorrow from 2:30-4 in IS1129E. Reminder that WEA is no longer an option and all of those employees will have to make a new selection. There are still several who haven't signed up. They will be in Marinette today and there is a virtual 1:1 option available as well.  
New Employee Onboarding will include all ongoing US, AS and LT employees who have started since this past August 23<sup>rd</sup>  
Discussion of Loan Forgiveness – is HR promoting anything? The deadline is October 31<sup>st</sup>. Julie will bring to Melissa – may include in the HR Connect newsletter. If not, we will send something out.
  - c. Guest Speaker
    - i. Dr. Corey King, VP for University Inclusivity and Student Affairs (at 2:30)  
Dr. King joined the meeting and spoke about what is happening in University Inclusivity and Student Affairs. They are focusing on 3 areas: Student Engagement, Mental Health, and Inclusivity. To support these goals, they will be implementing new tools. For student engagement, the Phoenix Connect platform will allow us to track student engagement and recognize when students are not engaging. Identifying these students and why is key to

helping keep them in school. A new training tool called Kognito has been rolled out to help support mental health awareness – over 500 students, faculty and staff have taken the training. The goal is to have over 1000. Also rolling out Bystander Intervention. Currently training the trainers. The last Inclusivity plan was from 2017. Have formed a working group to update the plan. A campus climate survey for faculty & staff will be going out. This will align with the 2022 student survey that was done. Kate Farley is our rep for this. A new residence hall (200+ bed facility) was approved. This will be an UVHI facility and they will demo the oldest state facilities (known as Trads). There was a discussion regarding the need for a mentoring program for new employees. Dr King was willing to be an advocate. There was interest in attending the Kognito training by other members of the committee but it is felt that leadership is not always open to employees doing those sorts of trainings. Can Dr King and upper leadership help with this. Any staff that interact with student workers on any level should take this training. Question on the 5 DEI consultations – there is one from each college. The selections of these consultants should be made in consult with the deans. Not sure who the current CSB rep is – Dr King will circle back around on this. Dr King also talked about restructuring student governance to allow for more representation. They have formed a president’s council that meets very Monday and includes key student leaders from every campus. Dr King spoke briefly about the beginning of Shorewood planning with the following key focuses: 1) Student Engagement and Outdoor Spaces, 2) Cross Country/Nordic Courses, 3) Biodiversity/Arboretum. There was a question about providing food service on other campuses where dining options are severely limited or nonexistent. Dr King said the Chartwells contract is ending next year and they will be exploring options with a goal of providing affordable and quality food options for students, staff & faculty especially in the summer. There will be a \$25 million dollar renovation of the Student Union updating “back of the house” items like HVAC and piping but also enhancing student org spaces like esports, coffee shop and adding more amenities. Follow-up question was asked if there would be a food service contract at all locations. There has been growth in seg fee payers at the Sheboygan & Manitowoc locations so likely. No growth at Marinette location. They are doing “Free Food” 2 days a week and will expand to 3 days/week. Will track participation and market demand. Additional question on the equity at various locations. Why are we discussing fiscal decisions with regard to access to food? Seg Fees and food should be different conversations.

VIII. Motion was made to table the remainder of the agenda by Lynn. Seconded by Bobbie. Adjourned at 3:01 pm.

Respectfully submitted by Virginia Englebert

## Academic Staff Committee HR Update – 10/19/2022

- **Annual Benefits Enrollment (ABE)**

The Annual Benefits Enrollment period is 9/26/22 to 10/21/22, which allows an opportunity for us to make changes to certain insurance benefits for 2023. As before, we can log in to our My UW portal to make updates during the Annual Benefits Enrollment period, and then these updates will go into effect on January 1, 2023. The biggest change this year is that WEA Trust will no longer be offering health insurance after 2022, so employees who have WEA Trust for their health plan will select one of the other health plan options. HR is offering one-on-one meetings and open labs to help with questions. Please make sure to complete your 2023 insurance benefits enrollment in your My UW portal by 4:30 pm this Friday, October 21<sup>st</sup>.

- **Proposed FY 2022 Pay Plan**

Last year, JCOER approved a 2021-2023 pay plan for UW System employees, which provides a base rate increase to all *eligible* employees of 2% in FY22 and 2% in FY23. At this time, the Office of Human Resources is taking measures to prepare for the second 2% pay plan increase for eligible employees, which will be effective on January 1, 2023.

In order to be eligible for the proposed pay plan, required trainings, OAR forms, and performance evaluations **must be complete by November 30, 2022.**

During October and November, the HR Office will be sending reminders to employees for any missing training and/or performance evaluation requirements. Employees will only receive emails from our office if they are missing something. Please make sure to be looking out for these emails over the next month.

For questions about the proposed FY 2022 pay plan or eligibility requirements contact Human Resources at [hr@uwgb.edu](mailto:hr@uwgb.edu) or by phone at ext. 2390.

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

During the 2022-2023 academic year UW-Green Bay will conduct an institution-wide climate/engagement survey for faculty & staff. UW-Green Bay conducted a climate survey for UW-Green Bay students in 2021 through HERI. At that time, we decided to postpone a faculty & staff survey due to COVID.

The climate survey proposal was presented to the University Committee (UC) on August 31<sup>st</sup> and they expressed their support for the process, timeline, and work group participants. And, the Chancellor has approved the use of the Higher Education Research Institute at UCLA (HERI) [survey instruments](#) to be used. Actual distribution of the survey will happen in early spring, 2023.

At this time, the work group (which includes representation from faculty and staff governance groups) is participating in customization of the survey. Throughout the year, this work group will also be responsible for serving as liaison to constituent groups and will receive updates throughout the process. Any questions about the climate survey at this time can be directed either to Kate Farley (Academic Staff representative on the work group) or Melissa Nash (work group lead).

- **New Career Opportunities Page Launched**

We are excited to announce that our [Career Opportunities](#) webpage has a new look! In partnership with the Marketing and University Communications Team, our Talent Acquisition Team has worked to update this page and showcase our talented and innovative university to job seekers. One of the exciting new features is the ability for our potential applicants to search our job postings on our [Position Listing](#) page by keyword, category, or even campus location! We encourage you to explore our new modernized webpage and share it far and wide with anyone who may be looking for their next opportunity to rise.

- **New Employee Onboarding**

As mentioned last month, our HR Talent Acquisition team is working hard to enhance our onboarding program for new employees. We are in the final stages of developing an HR Orientation session that will include a headshot provided by Marketing & University Communication, a presentation from our Talent Team about UW System and UW Green Bay, along with a condensed campus tour led by an Admissions ambassador. We will be holding HR Orientation sessions twice a month on the 2<sup>nd</sup> floor of the Cofrin Library on Wednesdays, with our kick off session on Wednesday, November 2<sup>nd</sup>. The first Wednesday of the month, the session will be from 1:00 pm to 3:30 pm and the third Wednesday of the month will be from 9:00 am to 11:30 am. These sessions are for new, ongoing University Staff, Academic Staff, and Limited employees at this time and HR will be sending out individual invitations to the sessions for each new employee. For our first session, we will be inviting those employees who have started since August 23<sup>rd</sup> (the day after Phoenix Orientation). After the first session, we will invite those employees who have start dates that land between our sessions dates.

- **Wellness Activities**

#### **Register for Flu Clinic**

The Well Wisconsin Program is offering workplace flu clinics. Flu vaccinations are free and voluntary for all who are eligible for the Well Wisconsin Program. The clinics will be October 25<sup>th</sup> in the Phoenix Room of the Union on the Green Bay campus. Visit the [blog post](#) for more information including the link to register.

#### **Kognito Simulation Training Wellness Challenge**

UW-Green Bay has adopted the Kognito online avatar-based conversation simulation platform “At-Risk Mental Health” for Faculty & Staff, to help us learn to notice signs of distress, use techniques to discuss our concerns, and refer students to appropriate resources. The Wellness Committee will be awarding 20 employees who complete the training by December 31<sup>st</sup>. For more information or to access the training link, visit this [blogpost](#).

#### **Wellness Resource Card Challenge**

The Wellness Committee recently created the Wellness Resource Card Challenge and invite faculty/staff to complete if they are interested. Our goal is to promote wellness activities and resources for all our faculty and staff! The card can be found on our [HR Blog](#).

#### **Positions Being Recruited:**

- **Director of Cofrin Center for Biodiversity** Cofrin Center for Biodiversity – Robert Howe
- **Residential Education Coordinator** Housing & Residential Education – Amelia Kimmes-Kneser & Megan Leonard
- **Campus Facilities Planner** Facilities Management & Planning – NEW
- **Program Coordinator** Student Engagement – John Landrum
- **Instructional Designer** CATL – Luke Konkel
- **User Support Specialist III – Marinette Campus** IT Tech Support Services – Don Ramakers
- **Study Abroad/Away Program Manager** International Education – Jemma Lund
- **Counselor** The Wellness Center – Theresa Weise
- **Campus Administrative Officer – Marinette Campus** University Advancement – Cindy Bailey
- **Program Specialist – Wisconsin Registries** Continuing Education and Community Engagement – Laura Nolan
- **Executive Director of Housing & Residence Life** Housing & Residence Life – Gail Sims-Aubert (last person in the ongoing role)
- **Assistant Director of Facilities – Athletics, UREC, Kress** Facilities Management – Tim Helein
- **GEAR UP Services Specialist** Continuing Education & Community Engagement – NEW
- **Financial Aid Assistant Director** Financial Aid – NEW
- **Admissions Counselor** Admissions – Meagan Manders
- **Building & Grounds Manager, Marinette** Facilities Management & Planning – Ken Lesperance
- **CRM Administrator** Admissions – Blake Pogrart

#### **Failed Recruitments:**

- **Career Development Coordinator**, Career Services – Abigail Drapalik
- **Bi-Lingual Career Coach** Admissions – Evelyn Neziri
- **Business & Government Outreach Coordinator** CECE – Judy Price

2022-23 Leadership & Involvement Committee

09/22/22 at 1:30PM via Teams  
Minutes

1. Introductions of committee members

Jamee Haslam, Bobbie Webster, Kerry Winkler, Patrick Neuenfeldt, Jodi Pierre & Lynn Niemi

2. Reviewed committee responsibilities

- a. Discussed preference survey
- b. Filling positions throughout the year when vacated will depend on if it is an appointed or elected position.

3. Jodi Pierre has accepted and voted in as the Chair of L&I Committee

4. Reviewed timeline of elections

- a. Will meet in end of December or early January for next meeting

5. Discussed on Employees and how to connect our new employees to UWGB

a. **New Employee Onboarding**

The Talent Acquisition team has been working to enhance the onboarding experience for new employees through a redesigned HR onboarding program. We are excited to announce that starting in November, our office will be holding an HR Orientation twice a month. Orientation sessions will take place on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month. Each month will include one morning and one afternoon session (times to be determined). At this time, this orientation will include information from HR and an employee specific tour of campus led by our Admissions department. The team is still working out additional details of and enhancements with this new program, and will keep governance committees updated as this develops. The biggest goal with this new program is to build connections and ensure our employees know what resources are available to them as they acclimate to the University. We want the new employees that attend these sessions to build connections with each other and with the University.

- b. Conference for Academic Staff
- c. Intranet services or Teams to help with new employees
- d. <https://uknowit.uwgb.edu/page.php?id=117379> Has some information internally

6. Reviewed committee charge

- a. To solicit candidates from among the eligible Academic Staff to serve on elected and appointed committees via a survey annually.
- b. To prepare ballots for the committees named in Article V (B.2.b.) that meet the membership criteria established for each committee, and to strive for broad representation of the campus community.
- c. To facilitate and oversee the voting process, which includes two nominees when possible for each open committee seat, and provide space for write-in candidates.
- d. To submit to the Academic Staff Committee Chair prior to the last Academic Staff Committee meeting of the academic year the numerical results of the election and the recommendations for appointive committee assignments.
- e. To consult with the Office of the Secretary of the Faculty and Academic Staff to determine whether vacancies occurring because of resignations or leaves of absence shall be filled by appointment or special election.
- f. To facilitate retention of Academic Staff and promote/encourage leadership and involvement in Academic Staff governance.
- g. To act as a liaison to Human Resources regarding new Academic Staff hires and the campus-wide new employee orientation process.

L&I Committee will change the survey to **Committee Interest Survey** instead of employee preference survey.

Next steps – Meeting with HR to discuss employee orientation program and discuss if they will look at a mentoring program. Jodi will convene a meeting with committee and HR in November/December.

Meeting adjourned at 2:27

Respectfully submitted by Lynn Niemi