

2018-19 Academic Staff Committee
MEETING MINUTES
December 19, 2018
1:30 p.m.; CL 735

Attendee: Jamee Haslam, Jan Malchow, Bao Sengkhamee, Parker Nadeau, Sherri Arendt, Eric Craver, Lynn Niemi

Absent: Bethany Welch, Mark Krell

Guests: Melissa Nash, Megan Noltner

- I. Call meeting to order at 1:32 pm
- II. Lynn Niemi is minute taker for meeting
- III. Approval of meeting agenda
1st by Eric, 2nd by Bao, Approved
- IV. Approval of minutes
 - a. From Winter AS Assembly December 4, 2018
1st by Lynn, 2nd by Jan, Approved
 - b. From December 5, 2018 regular ASC meeting
1st by Sherri, 2nd by Bao, Approved
- V. New Business
 - a. Academic Staff Excellence Awards – review submissions and submit name(s) to Clif Ganyard (due 1/2/19)
Lynn will submit four names to Clif Ganyard.
 - b. Budget Alignment & Development Steering Committee questions
The committee had some questions after the presentation from Dana Johnson (our AS Rep) in our last meeting. Jamee will send the list of questions to Dana see if he can get the information for us at the next meeting.
- VI. Old Business
 - a. ASC By law - Vice Chair to Chair succession (Jan Malchow)
The Bylaws were reviewed and an edit was made. Jan will make the change and bring it to our next meeting for a vote.
 - b. Academic Staff Committee 19-20 and forward
The committee discussed some options. Before any action will be taken, the committee developed some questions we would like the branch campuses to answer on their involvement in shared governance and the Academic Staff Committee. Lynn will write up the questions discussed and Jamee will request the AS reps to bring to each of the branch campuses.
- VII. Governance/AS Committee Reports
 - a. Human Resources update (Melissa Nash)
 - **Title and Total Compensation Project:**
 - UW System and UW Madison have updated converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>.

- Work is currently being done related to standardized job descriptions. UW Madison and UW System, with project management by Huron have developed the draft standard job descriptions. Campus subject matter expert review of those draft descriptions is currently ongoing, and will continue through the end of December.
 - Benefits Preference Survey – designed to assess employee preferences regarding available benefits and determine if current programs are meeting employees’ diverse needs. Participants to include all benefits-eligible employees. **Survey will be open through December 21st**. Survey is electronic through a secure site and responses will be confidential.
 - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **FY 2018-2019 Pay Plan:** FY18-19 budget included a budgeted 4.04% pay plan (to be implemented in 2 compounded installments effective in July, 2018 and January, 2019. Merit based pay plan, which required employees to have satisfactory performance and completion of online compliance training. Pay Plan Notices were sent out to eligible employees in late June. **Notices to remind Academic Staff employees of January 1st or January 4th increase amounts will be sent this week.**
 - **Performance-Based Funding:** Phase 1, in June of 2018, set \$15 per hour as the lowest compensation rate paid to any employee in a permanent or ongoing position at the University. Chancellor sent out a memo to campus on October 1st regarding the second phase of Performance-Based Funding distribution. Second phase of distribution was based upon merit, in accordance with the [Compensation and Pay Plan Policy \(I. iii\)](#). Guidelines for requests were included with the Chancellor’s memo. Notices were distributed on Friday, November 23rd to employees who were approved for compensation adjustments. Any questions about the distribution process can be directed to your supervisor or Division Leader.
 - **Project Coastal (HR-related):** HR travelled to the branch campuses the week of November 26th and held open forums related to Title & Total Compensation Project and other HR-related topics. There was also time for individual questions before and after the open forums. UW-Green Bay HR is developing a work plan from now through June 30, 2019 to ensure a holistic alignment of policies and procedures so that all campus employees are treated consistently.
 - **Policy updates (informational only):**
 - Following the Board of Regent’s adoption of Resolution 11038 on June 7, 2018, two human resources policies were modified to address concerns related to sexual violence and sexual harassment. Specifically the following two UW System operational policies were modified:
 - [UPS Operational Policy: HR 13 Personnel Files](#)
 - [UPS Operational Policy: TC 1 Recruitment Policies](#)
The modified policies will be effective **January 1, 2019**.
 - In the Works:
 - Revisions to the Recruitment and Hiring Policy- with leadership to finalize

New Employees:

- **Area Coordinator** Residence Life – Mindy Sackett – Megan Leonard will start on 1/2/2019
- **Admissions Advisor (Marinette/Upper Michigan Territory)** Admissions –Marisa Leza De Rosa – recruitment failed
- **Academic Advisor** 50/50 Manitowoc and Sheboygan Campuses – New/Neil Hall – Cassandra Goff started on 12/10/2018
- **Outreach Specialist** Small Business Development Center – Chuck Brys – David Stauffacher started on 12/13/2018

Positions Being Recruited:

- **Counselor (75%)** Counseling and Health: Incumbent – Greg Smith
- **Director of Development** University Advancement – Tracy Heaser
- **Assistant Director of Residence Life – Operations** Residence Life – New position
- **Building and Grounds Supervisor** – Manitowoc/Sheboygan Campuses – New position
- **Associate Dean for Recruitment, Outreach, and Communication (50%)** CAHSS – Donna Ritch
- **Lecturer (1-year appointment)** – Human Development/Psychology – Joel Muraco
- **Director of Student Success and Engagement** Provost Office – Denise Bartell
- **Head Women’s Soccer Coach** Athletics – Kimberly Brandao
- **Assistant Director of Regional Recruitment** Admissions – Aubrey Schramm
- **Lecturer of Data Science** AECSB – NEW
- **Lecturer of Philosophy** Humanities – Christopher Martin
- **Lecturer of Mathematics** NAS – NEW
- **Desktop Administrator** Information Technology – Helen Alexander
- **Client Services Manager** Information Technology – Bill Hubbard
- **Marketing Content Writer** Marketing and University Communications - NEW

b. UWS System Rep. (Sherri)

Sherri provided an update from the last meeting. There was a discussion on sick leave and losing it if you don’t submit your monthly leave statement as some employees’ sick leave was reduced. If employees submitted their leave statements, changes were made to increase their sick leave. President Ray Cross did not attend AS meeting.

c. University Committee (Jamee) – No report

d. Faculty Senate (Jamee) – Jamee sent her notes prior to meeting.

e. T&TCS Project Team Report (Jan) – No report

f. Personnel Committee (Jan) – No report

g. Professional Development Allocations Committee (Parker) – No report

h. Professional Development Programming Committee (Bao) – No report

i. Leadership and Involvement Committee (Lynn) – No report

VIII. Other Business/items for next meeting, January 2, 2019

Meeting for January 2, 2019 will be cancelled. Jamee will notify the SOFAS Office and remove from our calendars.

IX. Adjourn at 2:27PM

Motion to adjourn by Sherri, 2nd by Bao – Approved

Approved by ASC 1/16/2019