

2018-19 Academic Staff Committee
MEETING Minutes
February 13, 2019
1:30 p.m.; CL 735

Attendees: Jamee Haslam, Lynn Niemi, Jan Malchow, Sherri Arendt, Parker Nadeau, Bethany Welch

Absent: Bao Sengkhammee, Eric Craver, Mark Krell

- I. Call meeting to order at 1:35 pm
- II. Sherri Arendt is minute taker for meeting
- III. Approval of meeting agenda
VOTE: Motion to approve meeting agenda by Lynn, second by Sherri-Approved
- IV. Approval of minutes from January 16th, 2019 meeting
VOTE: Motion to approve meeting minutes by Jan, second by Lynn-Approved
- V. The committee unanimously voted to go into closed session to consider a personnel matter, as permitted by Sec. 19.85 (1) (c) of the Wisconsin State Statutes
- VI. Old Business
 - a. ASC By Law Change – Vice Chair to Chair succession - tabled
 - b. ASC 2019-20 and forward (including branch campus colleagues)
 - i. Second discussion next committee meeting on ASC members question
 - ii. Possibility to offer liaison type appointment from campuses rather than an appointed or elected committee position
 - iii. ASC welcomes feedback on the topic – send directly to Lynn Niemi
 - c. SOFAS By Laws update Limited staff item 2.03 and other updates - tabled
- VII. Governance/AS Committee Reports
 - a. Human Resources update- (Melissa Nash)

Academic Staff Committee HR Update – 2/13/2019

- **Title and Total Compensation Project:**
 - Timeline has been extended at least through 2019.
 - 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 February
 - Updates to Advisory Council – proposal to make the joint governance groups the new advisory council. Meeting with UW-Green Bay joint governance reps on 2/13/19 to discuss.
 - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>

- **Pay Plan:** Board of Regent has *recommended* a 3%/3% pay plan for 2019-2021 biennium. This is just a proposal – would need to be approved by JCOER (Joint Committee on Employment Relations). Likely would not be approved until the summer. No information re: potential distribution schedule (may not be the same as last time).

- **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 has developed 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.

Instructional Academic Staff – differences identified related to titling, appointments, and compensation between UW Colleges and UW Green Bay policies/practices. Initial memo sent to branch campus IAS to outline differences. Decisions and further communications will happen in the upcoming months.

- **Policy updates (informational only):**
 - Title Review Policy – Updated links as well as language regarding eligibility to align with campus practice
 - Education Assistance Policy – Updated language related to funding sources for tuition assistance as well as revised taxation rules
 - In the Works:
 - Revisions to the Recruitment and Hiring Policy- with leadership to finalize

- **Academic Staff New Employee Mentors** – We are in need of new employee mentors. Mentors are be connected with a new employee, and are expected to mentor them for about 6 months, invite them to a (paid) lunch, take them on a campus tour, invite them to an ASC meeting, encourage them to attend events on campus, etc.

New Employees:

- **Assistant Director of Residence Life – Operations** Residence Life – Julianne Crayton started on 2/1/2019
- **Associate Dean for Recruitment, Outreach, and Communication (50%)** CAHSS – Donna Ritch – Ryan Martin started on 1/4/2019
- **Head Women’s Soccer Coach** Athletics – Kimberly Brandao – Jason Spain started on 1/14/2019

Failed Recruitment:

- **Director of Development** University Advancement – Tracy Heaser

Positions Being Recruited:

- **Counselor (75%)** Counseling and Health: Incumbent – Greg Smith
- **Building and Grounds Supervisor** – Manitowoc/Sheboygan Campuses – New position
- **Lecturer (1-year appointment)** – Human Development/Psychology – Joel Muraco
- **Director of Student Success and Engagement** Provost Office – Denise Bartell
- **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
- **Lecturer of Computer Science** NAS – Ben Geisler
- **Lecturer of Engineering** Engineering – NEW
- **Lecturer of Chemistry/Applied Biotechnology** NAS - NEW
- **Desktop Administrator** Information Technology – Helen Alexander
- **Client Services Manager** Information Technology – Bill Hubbard
- **Marketing Content Writer** Marketing and University Communications – NEW
- **Dean of the Austin E. Cofrin School of Business** – Douglas Hensler
- **Conduct and Accommodations Coordinator** Dean of Students – NEW
- **CRM Recruitment Specialist** Admissions – Baylei Schmit
- **Assistant Coach – Women’s Soccer** Athletics – Wojciech Krakowiak
- **Foundation Accountant** University Advancement – Kelly Tanck
- **Executive Director of Advancement** University Advancement – Tracy Heaser
- **Admissions Counselor** Admissions – Ryan Stewart
- **International Student and Scholar Services Coordinator** International Education – Danielle Clarizio
- **Provost** – Gregory Davis

- c. University Committee- (Bao) No report
- d. Faculty Senate- (Bao) No report
- 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

- a. ASC By Laws – Vice Chair to Chair text
- b. 2nd discussion – ASC 19/20 and forward – including branch campus colleagues: Discuss possible resolution to have each branch campus have a liaison to the ASC
- c. SOFAS By laws update – Limited staff and other updates

IX. Adjourn

Vote: Motions to adjourn by Lynn 2nd by Jan

Next Meeting Wednesday, February 27th, 2019, 1:30, CL 735

Meeting adjourned at 2:55pm

Minutes respectively submitted by Sherri Arendt

Approved by Academic Staff Committee 2/27/2019

