Call to Order: 1:30 PM by Virginia Englebert, Chair.

Chair made a motion to add two items to new business, and the committee approved:
   a. Michael Martin Memorial Scholarship Fund
   b. Mask Mandate

Minutes of January 19, 2022
   a. Motion to approve – Laura Nolan
   b. Second – Nichole LaGrow
   c. Approved as written.

New Business
   a. Proposed Faculty/Lecturer Mentor Model (Patricia Terry)
      i. Rationale
         1. Hiring and retaining diverse faculty/lecturers.
         2. Supporting new hires.
      ii. Proposal
         1. Formal multiple mentor program for all new faculty/lecturers.
      iii. Funding needed for:
         1. Mentor training.
         2. Group mentoring events.
         3. Stipends.
      iv. Governance
         1. Faculty Code: With approval of Faculty Senate, will add mentoring program to Chapter 3 of the UWGB Faculty Handbook (Faculty Appointments).
   v. Questions/Comments
      1. Comment: Academic staff no longer have an active mentoring program.
         a. Question: Can/should ASC add similar mentoring language to the Employee Handbook?
            i. Response: Mentoring for academic staff would most likely be considered a program, not a policy.
            ii. Task: Chair will seek guidance from SOFAS re: Policy vs. Program.
            iii. Task: Mentoring proposal will be added to the Spring Assembly agenda, for discussion.
      2. Question: How will mentors be recruited?
      3. Question: Will there be incentives to encourage volunteers?
         a. Response:
            i. Stipends
            ii. Merit review: Service Component
b. Michael Martin Memorial Scholarship Fund
   1. Request for ASC contribution: denied.
   2. Rationale
      a. Funding not available.
      b. Process not clear.
         i. Task: Chair will consult with SOFAS re: Committee financial contributions rules.

c. Human Resources (HR) Updates (Melissa Nash)
   i. Title and Total Compensation Project
      1. Questions/Comments
         a. Title change
            i. Question: What happens if a job title has to be changed after it has been approved?
            ii. Response: This will fall under the Title Review Process.
         b. Job description change
            i. Question: What should we do if there is a significant change to a job description/responsibility?
            ii. Response: As a first step, discuss the issue with supervisor.
   ii. Areas Under Review
      i. Question: Please explain “areas under review.”
      ii. Response: Certain areas, such as Athletics, do not fit the same titling criteria across the entire System, and so are under review.

ii. Employee Handbook – Academic and University Staff Handbook Revision
   1. Employee Handbook revision is underway.
   2. HR will share draft of revised handbook with ASC, asking for feedback.
      a. Task: Nichole LaGrow will share the draft in Teams for committee feedback.
   3. Revisions include:
      a. UW System policy updates.
      b. Link updates, as needed.
      c. UWGB policy updates.
      d. T&TC language updates consistent with System language.
      e. Mission Statement update.
      f. Payroll update.
      g. UWGB locations updates.
      h. Calculation of FTE update.

d. Academic Staff Spring Assembly
   i. Task: Virginia Englebert will coordinate planning and prepare meeting agenda.
   ii. Task: Nichole LaGrow will handle technology and location arrangements.
   iii. To be decided:
      1. Virtual?
      2. In-person?
      3. Both?

e. Committee Vacancies
   i. Committee on Student Misconduct
      1. Three names were put forward.
      2. Task: Chair will contact prospects re: willingness to serve.
   ii. Professional Development Allocation Committee
1. There was no update from the Leadership and Involvement Committee re: Professional Development Allocation Committee vacancy.

f. Mask Mandate
   i. Mask mandate will end March 1 and will not be extended at this time.
   ii. Chancellor will discuss this decision and answer questions at his February 21 “Coffee Break” (Teams, 8:30 – 9:30 AM)
   iii. Concerns/Questions
       1. Are we moving too quickly in eliminating the mandate?
       2. How will we handle
          a. Risk to immune-compromised faculty, staff, and students?
          b. Risk to faculty, staff, and students with unvaccinated children?
       3. Is it legal to insist on masks in certain offices/departments?
       4. Once mask mandate ends, will the University provide fit-testing for N95 masks?

5. Old Business
   a. UW System Presidential Transition Plan
      i. Available on Teams for comment until Friday, February 18.
   b. Institutional Climate Survey – Chair asked for a motion to table item until March meeting.
      i. Motion – Bethany Welch
      ii. Second – Laura Nolan
      iii. Item tabled.

6. Governance Committee Reports
   a. University Committee – no updates.
   b. Title and Total Compensation Committee – no updates.
   c. Academic Staff Personnel Committee (Patricia Hicks)
      i. Committee members attended one of three T&TC title appeal training sessions:
         1. January 25
         2. February 8
         3. February
      ii. HR shared a link to training resources with attendees.
   d. Leadership and Involvement Committee – no updates.
   e. Professional Development Committee (Nichole LaGrow)
      i. Meeting monthly again.
      ii. Requesting Teams and Zoom training from IT.
      iii. Working to sponsor a local, external speaker in response to the themes identified in the annual survey.
   f. Professional Development Allocation Committee (Lynn Rotter) – no updates.
   g. Workload and Compensation Committee (Laura Nolan)
      i. Draft of UW-Green Bay Compensation Philosophy and Salary Administration Guidelines was shared with ASC.

7. Adjournment
   a. Motion to adjourn – Lynn Rotter
   b. Second - Bethany Welch
   c. Adjourned at 3:01 PM

Respectfully submitted,
Patricia Hicks