

Academic Staff Committee (ASC) Minutes
Wednesday, February 16, 2022
1:30-3:00 MS Teams

Committee Members Present: Virginia Englebert (Chair), Patricia Hicks, Nichole LaGrow, Laura Nolan, Lynn Rotter, and Bethany Welch.

Guests: Patricia Terry and Melissa Nash.

1. Call to Order: 1:30 PM by Virginia Englebert, Chair.
2. Chair made a motion to add two items to new business, and the committee approved:
 - a. Michael Martin Memorial Scholarship Fund
 - b. Mask Mandate
3. Minutes of January 19, 2022
 - a. Motion to approve – Laura Nolan
 - b. Second – Nichole LaGrow
 - c. Approved as written.
4. 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?
 - a. Response: Ask for volunteers.
 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.
 - c. 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

