

ASC Attendees: Sherri Arendt, Virginia Englebert, Kate Farley, Pat Hicks, Lynn Rotter and Lynn Niemi
Guests: Melissa Betke, Megan Noltner

I. Call meeting to order

II. Lynn Niemi volunteered to be the minute taker for the meeting.

III. Approval of minutes

Minutes from November 18th, 2020 meeting(s) & AS Winter Assembly December 7th, 2020 Virginia Englebert made a motioned, Kate Farley 2nd. Minutes for both meeting dates were approved. Sherri will forward to SOFAS for posting approved minutes.

IV. New Business

- a. Annual Review COVID 19 Assessment Form Staff rubric–use for evaluations. Reviewed the rubric. The governance units will send form and help employees to complete the form with their supervisors (not HR). Who would be helping AS employees? Discussion with Personnel Committee to see if they would be willing to guide AS Employees. This document would live in Personnel file. Pat and Sherri will meet with Personnel Committee to gain their support to write a statement to go to AS employees.
- b. HR update – Representative from Human Resources - Megan Noltner

Academic Staff Committee HR Update – 1/27/2021

- **Title and Total Compensation Project:**
As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. During this delay, there has been some behind-the-scenes work being done by UW System and UW-Madison. Starting in October, T&TC Project work has actively been re-engaged across the System, with a target implementation date in 2021. In October, UW-Green Bay re-engaged our [T&TC Project Team](#) which is made up of members of the [Committee on Workload and Compensation](#), Joint Governance Reps (who serve as the T&TC advisory council for UW System), and HR/B&F staff and administration. HR and Dean/Division Leaders recently relooked at last year’s proposed mapping for new employees, separated employees, and job changes. As more information is known, we will provide updates to the University community.
- **Fiscal Year (FY) 2021 Pay Plan Information**

In the fall of 2019, Governor Evers and the Joint Committee on Employment Relations (JCOER) approved the Board of Regent proposed 2019-2021 pay plan for UW System employees. This pay plan provides a base rate increase to all eligible employees of 2% in FY20 and 2% in FY21, with the FY21 pay plan allocation occurring in January of 2021.

Eligible employees for the 2% FY 2021 pay plan include faculty, academic staff, limited, university staff, and university staff project appointments in ongoing positions with a budgeted FTE of 50% or greater. Human resources sent individualized pay plan notices via email to all ongoing employees on December 23, 2021. If there are questions about the FY21 pay plan distribution, please contact human resources at hr@uwgb.edu.

- **Single Payroll Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to move forward with a single biweekly payroll for all employees. This is a system-wide initiative to standardize System payroll by moving all employees to the current biweekly payroll cycle. Based on feedback from leadership, human resources teams, and joint governance groups, President Thompson has approved an adjustment in the final implementation date, moving from January, 2021 to July 18, 2021. Please watch for more information about the Single Payroll Project in the upcoming months.

- **EAP Vendor Change**

The new Employee Assistance Program (EAP) vendor as of January 1, 2021 is Kepro. The prior vendor was FEI. The EAP provides helpful resources on their website, as well as free and confidential counseling services for employees and their family members. Counseling sessions are available in-person, virtually or via phone, and individuals may receive up to 6 sessions per issue per year. Kepro can be contacted at 1-833-539-7285 (24/7) or website at <https://sowi.mylifeexpert.com/> (code: SOWI).

- **COVID-19**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [Phoenix Forward Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

[Phoenix Forward Website](#)

Review the [Phoenix Forward Website](#) to understand how we'll be operating this Spring and what we need you to do to stay safe. The Phoenix Forward Website includes [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. Questions may also be submitted to the Question and Answer form on the right side of that [page](#).

[COVID-19 Testing for Faculty and Staff](#)

Consistent with [SYS 600-01: Interim: Spring Semester 2021 COVID-19 Testing Requirements](#), beginning on Tuesday, January 19th, any individual who holds a faculty, academic staff, university staff, limited appointment, student employment, employee-in-training, temporary, or project appointment who comes into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a

subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

All employees may obtain testing through [UW Green Bay Testing Centers](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. As a reminder, individuals who have any [COVID-19 symptoms](#) should not use the on-campus testing option and should contact their medical service provider for immediate confirmation testing.

On-Campus Testing Logistics:

Since testing is a requirement for working on campus, employees expected to work on-campus at least once a week should be allowed to get their biweekly (every other week) tests on work time during their scheduled work hours. Non-symptomatic employees may receive testing on the campuses at the following times/locations:

Green Bay Campus (East Gym located in the Kress Events Center)

- Schedule a time utilizing the [MyPrevea app](#)- **Recommended to schedule 24 hours in advance of test*

- o Monday-Thursday, 7 a.m. to 4 p.m.
- o Fridays from 8 a.m. to 12:00 p.m.

Employees will need to enter through the exterior door of the East Gym. Please look for COVID-19 Testing signage.

Marinette Campus (Cafeteria)

- o Walk-In Testing
 - Employees will be required to download [MyPrevea app](#) to receive results
 - Every other Tuesday from 10:00 a.m. – 12:00 p.m. starting on January 19th

Manitowoc Campus (Gym)

- o Walk-In Testing
 - Employees will be required to download [MyPrevea app](#) to receive results
 - Every other Tuesday from 1:00 p.m. – 3:00 p.m. starting on January 26th

Sheboygan Campus (Fine Arts Gallery – Theater Building)

- o Walk-In Testing
 - Employees will be required to download [MyPrevea app](#) to receive results
 - Every other Tuesday from 10:00 a.m. – 12:00 p.m. starting on January 26th

From what we understand at this time, we do not expect campus testing protocols to change based on someone's vaccination status. This means employees will still be required to test bi-weekly if coming to campus at least one time per week even if they have received the vaccination. Current studies have focused only on if the vaccine protects an individual. Meaningful data does not exist to determine if the virus can spread to a vaccinated person to an unvaccinated person.

An [FAQ](#) with answers to common questions has been added to the Phoenix Forward website. Should information need to be updated as we learn more, the answers of the FAQs will be updated.

Self-Assessment

Complete the [Daily Self-Assessment](#) for each day you are on campus. Employees will be required to confirm acknowledgement of a completed test within the past 14 days along with the date of the most recent test daily through the [Daily Self-Assessment](#). If you have technical

questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or helpdesk@uwgb.edu. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

COVID-19 Vaccination

UW-Green Bay does not have independent control over the COVID-19 vaccine roll out or prioritization. The Prevea Community COVID-19 Vaccination Clinics (including the clinics at the UW-Green Bay campuses) and other medical health providers will provide COVID-19 vaccinations to all community members eligible for the vaccine under the [vaccination prioritization guidelines](#) set by the Wisconsin Department of Health Services (DHS). For information about eligibility, you are encouraged to review the [DHS website](#) or contact your medical provider. If UW-Green Bay receives more detailed information from Prevea and/or DHS related to vaccine eligibility specifically for faculty and staff within a higher education setting, we will share that information through our regular communication channels (COVID-19 Digest, HR Connect, etc.).

Appointments will be required for all Prevea Community COVID-19 Vaccination Clinic locations, and Prevea encourages patients and members of the public to create a MyPrevea account at myprevea.com as this is where vaccine scheduling will be available. You do not have to be a Prevea patient to sign up for a MyPrevea account. You can also visit www.prevea.com/vaccine or call (833) 344 – HERE (4373) for more information.

Reminder of Workplace Expectations:

While our University is doing exceptionally well in maintaining a safe environment for students and staff, it is important that we not become complacent with our adherence to the [COVID 19 Workplace Expectations](#). It is critically important that all faculty and staff continue to strictly follow the 3 W's; **Wear your mask / Wash your hands / Watch your distance**. In addition to following the safety guidelines, it is also necessary that all faculty and staff follow public health principles when not on a campus. For more information about employee responsibilities, please see this [blog post](#).

Reporting

The University requests that all faculty and staff who become infected, suspected or exposed-close contact or faculty and staff who receive a first-hand report of someone who is infected, suspected or exposed-close contact, complete the [COVID-19 Case Report](#).

Employee Health & Wellness

We recognize these unprecedented events may cause stress and other life challenges for you, your employees, and your family members and friends. We encourage employees to utilize individual providers through your health insurance program and/or UW-Green Bay's [Employee Assistance Program \(EAP\)](#), which is available for all employees, to include student employees. EAP offers services to support employee well-being and resilience in work and life, including navigating anxieties related to COVID-19.

The Office of Human Resources and Workforce Diversity is also ready to support employees and supervisors who may have questions about benefits, leave, flexible work arrangements, and other personnel-related topics. Please do not hesitate to contact us at hr@uwgb.edu or (920) 465-2390. Please also see the [Employee Health & Wellness website](#) for more information.

New Employees:

- **Manager of Special Events and Annual Giving** University Advancement – Morgan Fuller – Kassandra Linzmeier started on 12/1/2020
- **Environmental Health Specialist** Risk Management & Occupational Safety – Jill Fermanich – Scott Piontek started on 12/1/2020
- **Director of Institutional Strategy and Effectiveness** Provost Office – Kinga Jacobson – Bojan Lujbenko started on 1/11/2021
- **Bilingual Academic Coach (2 Vacancies)** The Learning Center – NEW – Sam Lee and Kristin Espinar started on 1/15/2021
- **Graduate Admissions Recruiter** Graduate Studies – NEW – Morgan Theobald will start on 2/9/2021
- **Camps and Outreach Coordinator** CSET – NEW – Samantha Betencur will start on 3/1/2021
- **Bilingual Academic Advisor (2 Vacancies)** Academic Advising – NEW – Panhia Lor and Lindsay Martens started on 12/7/2020
- **Student Affairs/Student Resource Strategist** Student Affairs – NEW – Michael Cocuzza started on 12/15/2020
- **Associate Director of Student Life** University Union – Claudia Guzman – Katherine Lesperance started on 1/4/2021
- **Executive Assistant for University Leadership** Chancellor’s Office – Paula Marcec – Mary Kate Ontaneda will start on 2/1/2021

Positions Being Recruited:

- **Lecturer in Finance** Accounting & Finance – Wei Jiao
- **Lecturer in Marketing** Marketing & Management - NEW
- **Program Coordinator** Student Life – Grant Winslow
- **Lecturer in Social Work** Social Work – NEW
- **Lecturer in Nursing** Nursing and Health Studies – NEW
- **Dual Enrollment Program Manager** CECE – NEW
- **Rising Phoenix Program Manager** CECE – NEW
- **Talent Management and Development Specialist** Human Resources – Maria VanderHeiden (restructured position)
- **Director of Development** University Advancement – NEW
- **Academic Advisor** Academic Advising – Anne Flesch
- **HIMT Director & Lecturer or Assistant Professor** Nursing & Health Studies – Brenda Tyczkowski
- **GBOSS Student Services Specialists (2 Vacancies)** GBOSS – Morgan Theobald and Jessica Martens

c. ASC Staffing

Kate will be going on FMLA in late February or Early March. We will not seek out a temporary replacement during her leave. ASC will need to have 3 members present to maintain quorum during this time.

d. Preference survey

L&I Committee sent out survey that is open until February 5th. Encourage AS to complete survey. Will ask to send a reminder out for next week.

V. Old Business

a. T&TC Teaching Professor Title discussion

We may want to wait to discuss this later as there are changes today to IAS job titling from HR. It will be discussed at the UC today. Sherri will continue to advocate for IAS. Question posed by ASC member on whether IAS will move to senior status right away or if they will have to go through the progression will be raised at UC and reporting back.

VII. Governance/AS Committee Reports

UWS System Rep (Lynn Niemi)

Meeting was on Friday, January 22nd

(All UW ASC reps were in attendance)

1. Update: Vaccine roll out.

At this time, UW System has not put us at 1B. Thoughts were that we are waiting to get the elderly to get vaccinated first.

2. Discussion: UW System initiatives. Should they continue?

All of these initiatives were viewed as important to continue to support.

- Fresh Water initiative.
- Mental Health initiative.
- UW Prison Education initiative
- On-Line Learning initiative.
- Expanding support for Agriculture

3. Campuses Updates

Each campus gave updates that all were pretty similar in nature. All are requiring students and Staff (including faculty/instructional staff) to be tested if they come to campus at least once a week every two weeks. Some campuses are concerned about layoffs and budget impacts. Discussion were about the processes for layoffs and making sure we are following them. Question asked if Reps were on Admin Counsel. Sal may set up survey to evaluate AS structures.

4. Update from ASPRO (no update provided)

UW SYSTEM JOINT SESSION (1 hour)

- a. **TTC** – Making sure our mapping is up to date. Making sure standard job descriptions and templates are up to date. Next step is to hold executive sponsor meeting (end of

January) and clarify timeline. Waiting for the go forward date. Questions were on progression especially in the instructional staff position. Discussions on benefits, working remotely, etc.

- b. **Employee Value Proposal** – Joint project with Communications and HR to promote our campuses and employees. Benefits of working at UW. This project came before COVID. One question is how to we get away from other states/universities taking our most valuable/sought after employees.
- c. **Jeff Buhran (Vaccines)** –

Statewide:

1) We have offered to be a part of the vaccines. We are having nursing, pharmacy students to be part of this. Wanting to help to deliver it.

2) want campuses to be host and we want to be at the center of this. We hope to get more vaccines in our communities.

Employees:

Faculty and staff wanted to be 1B but not currently the case

How do we set the priority? Want faculty and staff who directly related to students regularly are a priority.

Work with your local county health and build partnerships

Timeline for students – they will be pretty late (April or May???)

T&TCS Project Team Report (Lynn Niemi)

- 1. Current Status Update (timeline, phases, etc.)
 - a. Brief update from joint governance reps
 - b. Timeline and Current Activity

What we are hearing at this point is that UW System is potentially anticipating an implementation date of July, 2021 – not finalized.

- i. Title Mapping Project
 - October, 2020 – Review by HR to update proposed mapping spreadsheets (add new employees, remove separated employees, account for job/title changes)
 - November, 2020 – Secondary review by Deans/Division Leaders to provide feedback on updated mapping
 - Late November, 2020 – sent proposed mapping spreadsheets to UWSA to do some analysis (presented analysis to T&TC Project team last meeting)
 - Once we know what the implementation date will be, we will be moving forward with supervisor review of mapping and then employee-

manager conversations to finalize mapping. More to come about these processes in upcoming meetings.

- i. Upcoming UW-Green Bay documents for review by the Project Team
 - Title-related documents that need to be updated/created as a part of T&TC are currently being drafted by HR and will be sent to governance groups and the T&TC project team for feedback during the next few months (not necessarily all at the same time). These include:
 - a. **Updated campus Title Review Policy** – to remove career progression information for AS progressive titles and update the title appeal policy/process
 - b. **New Title Guidelines** – to provide guidance in an effort to be consistent and equitable in topics such as title methodology, use of business titles, and determination of supervisory titles.
 - c. **New Business Title Request Form** – Will likely have this form electronic (BP Logix or HRS form) to align with the new UW System rules around business titles
 - d. **Updated UW-Green Bay Position Description** – to align with SJDs moving forward while still providing critical additional items (i.e. CSA identification, position of trust, qualifications, organizational competencies, etc.)
 - c. Standard Job Description Library
 - i. No update
 - d. Updates on IAS titling conversations
 - i. Please see communication to Shared Governance re: IAS titles sent as a separate attachment
 - The UC has provided draft IAS title guidelines to Melissa and Kate Burns for review. Melissa and Kate will attend UC tomorrow (Wednesday, January 27th) to discuss further.
 - e. Appeals Process Update
 - i. No update for this meeting. Will be working with ASC/USC to confirm processes this spring. Appeal processes will be documented in the upcoming revised Title Review Policy.
2. Communication updates
- a. [Resources](#) from UW System (explainer videos, eLearning module, Manager Resource Guide, Town Hall replays):
 - b. From UW-Green Bay (HR Connect, Governance Meetings, Blog Posts)

NEXT TTC MEETING: February 23, 2021: 11:00 a.m. – 12:00 p.m. via Teams

Comp and Workload Committee (update only)

No update provided.

Strategic Budgeting Committee (update only)

No update provided.

Master Planning Workgroup (Lynn Niemi)

No updated. Next meeting February 18th

AS Personnel Committee (Patricia Hicks)

AS Professional Development Allocations Committee (Lynn Rotter)

Still money available. Will remind to send in the Log

AS Professional Development Programming Committee (Kate Farley)

- ASPDPC reviewed the feedback from the “It Makes Me Happy” sessions,
- reaching out to Corey King’s office to cross-post PD opportunities, going to offer more “webinar” like trainings for Teams, Collaborate Ultra, the newly revised IT accessibility policy,
- create a playlist from LinkedIn Learning about Teams, other remote working strategies.
- going to start a short “newsletter” for USPDC/ASPDPC.

Leadership & Involvement Committee (Virginia Englebert)

Leadership & Involvement Committee Meeting Minutes (Draft)

Wednesday, January 6, 2021 at 10 a.m. Microsoft Teams

Present: Megan Leonard, Mike Kline, Virginia Englebert (AS Liaison), Jodi Pierre (chair)

Absent: Bobbie Webster, Nathan Kraftcheck

1. The meeting was called to order at 10 a.m.
2. The minutes from the October 8, 2020 meeting were approved.
3. New business
 - a. The committee reviewed the academic staff preference survey. Virginia shared a few corrections regarding the description of the Academic Staff Committee: it now meets monthly and has seven members, one of whom is from an alternate location. The committee agreed that after those changes were made and a reminder to submit was added to the end of the survey it would be ready to distribute. Jodi will make the changes and send it to the SOFAS office.
4. The meeting adjourned at 10:20 a.m.

VIII. Other Business/items for next meeting, February 17th, 2021

VIII. Meeting Adjourn at 2:59PM motioned by Virginia, Kate second. Meeting adjourned.

Respectfully submitted by Lynn Niemi