

Attendees: Jamee Haslam, Sherri Arendt, Bao Sengkhammee, Jan Malchow, Lynn Niemi

Absent: Eric Craver, Bethany Welch, Parker Nadeau, Mark Krell

- I. Call meeting to order at 1:34PM
- II. Lynn Niemi volunteered to be the minute taker for meeting
- III. Approval of meeting agenda
Vote: Motion to approve meeting agenda by Lynn, second by Bao – Approved
- IV. Approval of minutes
 - a. Minutes from April 24, 2019 meeting
Vote: Motion to approve minutes by Lynn, second by Bao – Approved
- V. New Business
 - a. Human Resources update (Megan Noltner & Melissa Nash)
 - Workplace conduct policy (HR 14-16-6) and Memo on Modification to HR 14-16-6
Megan spoke to committee regarding the addition to the workplace conduct policy relating to bullying. Definitions of bullying and types of bullying were added to the policy. Any recommendations to HR will need to be given by May 28, 2019. At this time, the committee asked a few questions for clarification but didn't have any specific suggestions or recommendations.
 - **Title and Total Compensation Project:**
 - Timeline has been extended.
 - UW System job titles and descriptions are being modernized. The goal is to have all UW System titles and job descriptions represent the work commonly done across the system. A new standardized job description format is being implemented that is concise, consistent, and aligns with the Job Framework. While this standardized job description format is simpler, it does not change daily tasks as currently assigned. Some titles used today will not change. New titles are being created for instances where (1) current job titles do not accurately describe the work being performed or (2) current titles do not match those in the market for comparable work.
 - As a result of this transition, all UW System positions will be mapped to a Job Family, Job Sub-Family, and Standard Job Title and Description. Our understanding is that this mapping will be an iterative process between HR and managers, and will take place between August and December.
 - Discussions regarding the title determination appeal process has begun. This will take the form of a multi-step process and will likely involve shared governance. More communication will be delivered to the joint governance reps on May 10th, and HR will work with shared governance throughout the next 6-9 months on developing a process which meets the needs of the UW-Green Bay employee community.
 - Training is being developed for Fall 2019 to engage human resources staff, managers, and employees in conversations about the transition to the new, modernized and market-informed Job Framework.
 - UW-Green Bay has implemented a new monthly blog post as well as a dedicated area in the HR Connect to align with System communication strategy. The next T&TC Open Forums will likely be scheduled in mid- to late-summer.

- 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 Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor's budget. This remains a proposal – would need to be approved by JCOER (Joint Committee on Employment Relations). Likely would not be approved until later in the summer. No information re: potential distribution schedule (may not be the same as last time).
- **Project Coastal (HR-related):** HR is working on information for ongoing non-instructional academic staff related to contracts and career progressions (and alignment with UW-Green Bay practice) and will be communicating this information in the coming weeks.
- **Policy updates (informational only):**
 - In the Works:
 - Revisions to the Workplace Conduct Policy (information sent in separate e-mail to the ASC chair)
 - Addition of information related to bullying
 - Revisions to the Recruitment and Hiring Policy- with leadership to finalize. Revisions include:
 - Addition of information re: the new personnel and reference check System policies
 - Information re: required implicit bias training and revised requirement of Chancellor approval for underutilized positions which request an internal recruitment
 - Revision of immigration-related information due to structural changes.
 - UW System is in the process of integrating all policies into one UW System Administrative (SYS) policy framework. The goal of this reorganization is to make all system wide policies more accessible by housing them in one place. The next step will be integrating the existing UPS policies (Ops) into that framework. No substantive changes will be made to policy language.

New Employees:

- **Building and Grounds Supervisor** – Manitowoc/Sheboygan Campuses – New position – Scott Joyal started on 4/1/2019
- **Lecturer of Data Science** AECSB – NEW – Praneet Tiwari will start on 8/19/2019
- **Lecturer of Philosophy** Humanities – Christopher Martin – Alexander Bozzo will start on 8/19/19
- **Lecturer of Chemistry/Applied Biotechnology** NAS – NEW – Kiel Nikolakakis will start on 8/19/2019
- **Conduct and Accommodations Coordinator** Dean of Students – NEW – James Zarling will start on 6/3/2019
- **Provost** – Gregory Davis – Michael Alexander starting on 7/1/2019
- **Admissions Advisor** – Ryan Stewart – Meagan Roberts will start on 5/20/2019

Positions Failed – Being Revised and Reposted

- **Foundation Accountant** University Advancement – Kelly Tanck
- **Executive Director of Advancement** University Advancement – Tracy Heaser

Positions Being Recruited:

- **Lecturer of Mathematics** NAS – NEW
- **Lecturer of Computer Science** NAS – Ben Geisler
- **Lecturer of Engineering** Engineering – NEW
- **Lecturer – Geoscience & Environmental Science (1-year)** – Kelly Wilhelm

- **Lecturer – Mechanical Engineering (Sheboygan)** – Steven Gehling
 - **Lecturer – Accounting** – Heather Kaminski
 - **Lecturer – Accounting** – Steven Muzatko
 - **Dean of the Austin E. Cofrin School of Business** – Douglas Hensler
 - **CRM Recruitment Specialist Admissions** – Baylei Schmit
 - **Marketing Manager** – MUC/CECE – NEW
 - **Budget Analyst** – Business & Finance – Lisa Atwater
 - **Information Specialist** – Sheboygan Campus – Kelsey Herrick
 - **Grant Writer/Proposal Coordinator** – Office of Grants and Research – Michelle Goetsch
 - **Director of the University Union** – University Union – Rick Warpinski
 - **Director of Public Safety** – Public Safety – Tom Kujawa
 - **Admissions Advisor** – Admissions – Marisa Leza de Rosa
 - **Assistant Director** – Trio and Precollege – Myra Gilreath
 - **Area Coordinator** – Residence Life – James Zarling
 - **Director of Grants and Research** – Office of Grants and Research – Lidia Nonn
 - **Network Specialist** – Information Technology - NEW
- b. Strategic Budget Committee update (Jamee/Joe)
No updates were given.
- c. Academic Staff 2019-20 Appointed committee discussion (submit names to L&I and SOFAS)
The committee voted on members for the appointive committees. Names were sent to L&I and the SOFAS.
- VI. Old Business
- a. SOFAS By Laws update Limited staff item 2.03 and other updates
Committee decided to table this and add it to the July agenda
- VII. Governance/AS Committee Reports – see attached for updates
- VIII. Other Business/items for next meeting, May 22, 2019
Committee decided to cancel June 5th meeting. Vote: Motion by Sherri, second by Jan - Approved
- IX. Adjourn at 2:55PM

Respectively submitted by Lynn Niemi
ASC Approved 5/22/19

Governance /AS Committee Reports

- a. UWS System Rep. (Sherri)
 - The Reps will meet again on May 10th, the last meeting of the academic year.
- b. University Committee (Sherri)
 - 19/20 UC Chair is Jim Loebel, Speaker of the Senate is Mark Klemp
- c. Faculty Senate (Lynn)
 - Last meeting was 3/27/19 – draft of minutes is available [HERE](#)
 - Next meeting is May 1, 2019 (last meeting for the academic year) - agenda is available [HERE](#)
- d. T&TCS Project Team Report (Jan)
 - Up to date information is available at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- e. Personnel Committee (Jan)
 - Two members of the committee are serving on the Counseling & Health RFP committee.
- f. Professional Development Allocations Committee (Parker)
 - Professional Development funds are expended for the year.
- g. Professional Development Programming Committee (Bao)
 - Upcoming Event:
 - Angie Lee speaker (topic: follow your passion & taking risks, from La Crosse, WI area)
 - June 18th in Phoenix B at 10-11 am
- h. Leadership and Involvement Committee (Lynn)
 - 19/20 election results reviewed.
 - Appointed committee names will be submitted to Leadership & Involvement and SOFAS