

2019 – 2020 ACADEMIC STAFF COMMITTEE (ASC)
MEETING MINUTES
OCTOBER 9, 2019
1:30 p.m. CL 735

Members Present: Lynn Niemi (Chair), Sherri Arendt, Jamee Haslam, Patricia Hicks, Lynn Rotter, Bao Sengkhammee, Anthony Sigismondi (via Skype).

Bao Sengkhammee distributed *Save the Date* cards for Kwanzaa Celebration, Saturday, December 7, 4:30 p.m. – 6:30 p.m., Phoenix Rooms.

- I. Chair called the meeting to order at 1:37 p.m.
- II. Minutes recorder: Patricia Hicks
- III. Approval of minutes of September 25 meeting
 - a. Motion to approve: Sherri Arendt
 - b. Second: Jamee Haslam
 - c. Minutes approved as written
 - d. Chair will submit minutes to SOFAS for posting
- IV. New Business
 - a. Human Resources (HR) Updates – Melissa Nash
 - i. Academic Staff performance evaluations: Discussions taking place regarding e-performance system, with likely rollout July 2020.
 - ii. Reminder: Annual benefits open enrollment period will end October 25
 1. Open Benefit Lab sessions will be held throughout this month.
 2. The Annual Benefits & Wellness Fair is Monday, October 14, 11:30 a.m. to 2:00 p.m. in the Phoenix Rooms.
 - iii. Policy updates
 1. Amended policies
 - a. Alternative work schedule
 - b. Recruitment and hiring
 - c. Workplace conduct re: bullying
 2. New policy: Inter-campus travel reimbursement
 - b. New Hires/Open positions
 - i. 6 hires, with 23 positions being recruited
 - ii. Campus Connections mentors wanted
 1. Goal: Building personal and professional relationships across disciplines
 2. Commitment: 6 months
 3. Examples of activities:
 - a. Campus tours
 - b. Exploring campus culture/social life
 - c. Orientation to governance and committee structure

4. Please contact Julie Flenz (HR) at flenzi@uwgb.edu if you are interested in serving as a mentor.
- c. Title and Total Compensation Project (TTC) Updates – Melissa Nash
 - i. Upcoming virtual Town Hall sessions: October 10, November 15
 - ii. Review of titles and job descriptions is complete.
 - iii. Positions: HR is currently mapping positions to new job titles; will complete by the end of this month.
 1. HR meeting with Deans/Division leaders through October 24 re: new job titles and descriptions.
 2. November 1: Job title appeal policy (UW System) published
 3. Later in November: Job titles and descriptions available on line.
 4. December 1, 2019 – February 15, 2020: managers meet with employees to discuss proposed job titles and descriptions. HR will provide resources and training for these discussions.
 5. March 1, 2020: New title structure implementation
 - iv. Benefits: Benefits Survey results are not available yet.
 - v. Compensation: No pay plan information updates at this time
 - vi. Reminder: Continue to support the TTC effort
 - d. University Committee (UC) Updates – Sherri Arendt
 - i. Annual and Merit Review process revisited
 - ii. Parking Committee updates shared
 - iii. Committee discussion: Naming academic units
- V. Old Business
- a. Winter Staff Assembly: Tuesday, December 3, Christie Theater, snacks provided
 - b. Spring Staff Assembly: possible dates are May 4 and May 5
- VI. Governance/Academic Staff Committee Reports
- a. Academic Staff Professional Development Programming Committee policy proposal – Lynn Rotter
 - i. Article IV, Section F, proposal to remove wording: *... and consult with senior administrators to determine professional development needs and priorities.*
 1. Motion to approve proposal for removal of wording: Jamee Haslam
 2. Second: Lynn Rotter
 3. Unanimous vote to approve
 - ii. Proposal will be added to the agenda of the December 3 staff assembly
- VII. Other Business
- a. Academic Affairs Strategic Priorities <https://www.uwgb.edu/academic-affairs-strategic-priorities/>
 - i. Make link available to staff
 - ii. Ask for feedback on plan
 - iii. Discuss plan/feedback at December 3 assembly

VIII. Adjournment

- a. Motion to adjourn: Jamee Haslam
- b. Second: Lynn Rotter
- c. Meeting adjourned at 2:50 p.m.

Next meeting: October 23, 1:30 p.m.

Respectfully Submitted,
Patricia Hicks

Academic Staff Committee HR Update – 10/9/2019

- **Title and Total Compensation Project:**

The University of Wisconsin (UW) is embarking on a complete redesign of its current classification and compensation structure. The goal of the [Title & Total Compensation Project](#) will be to develop new systems that will enable institutions to continue to attract and retain the best talent.

In August, the Office of Human Resources and Workforce Diversity held open forums for employees and managers. To view the open forum presentation, please [click here](#).

UW-System is holding **Virtual Town Hall Meetings** on **October 24th**, and **November 15th**. Please see this [blog post](#) for more information about the town hall meetings.

Recent UW System Updates:

Titles and Job Descriptions

- Review of the draft titles and standard job descriptions is complete! The job titles and standard job descriptions will remain in draft form until after employee-manager conversations December 1, 2019 through February 15, 2020.
- Job mapping is taking place at the institutional level, where institution Human Resources offices will match each employee's current job title to a new job title, using the job mapping workbook and consulting with division leaders. Work on job mapping will wrap up during October.
- This step of job mapping will allow employees to discuss their updated job title and job description with people managers between December 1, 2019 and February 15, 2020.
- While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.

Benefits

- A preliminary finding of the Employee Preference Survey showed the most valued UW employee benefits include: pay, healthcare benefits, retirement plans, paid leave, job security, and job flexibility.
- A preliminary finding of the Benefits Value Analysis showed the UW System provides competitive benefits offerings across both university and Wisconsin peer groups, especially in the areas of retirement savings and health insurance.
- A summary of the benefits analysis findings will be available to employees in the fall of 2019, and were previewed in the [open forum](#).
- Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a long-term benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.

Compensation

- This project creates the foundation for a market informed UW System compensation structure. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.
- After the title structure is finalized in March 2020, the compensation structure can be finalized, which means that your job title will have an updated salary range. More details will be forthcoming in March 2020 about updated salary ranges.

- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future

In the Queue:

- **October 24, and November 15:** UW System will host [virtual town hall meetings](#).
- **Mid- to Late-November:** Job titles and standard job descriptions will be posted online in conjunction with employee-manager conversations.
- **December 1, 2019 – February 15, 2019:** Employee-manager meetings will be held. Managers will meet with employees to explain and verify the new job titles and job descriptions capture the work being performed.
- **March 1, 2020:** Job titles and job descriptions will go-live.

UW-Green Bay Updates:

- UW-Green Bay Human Resources has begun the mapping process, and will be collaborating with divisional leaders in the coming weeks to confirm position mapping within the new title structure.
- **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 – still needs to be approved by JCOER (Joint Committee on Employment Relations). No information re: potential distribution schedule (may not be the same as last time).
- **Performance Evaluations** –Academic Staff and Limited Performance Evaluation were due on August 30th. The process and forms are consistent with previous years. UWGB HR is starting conversations with UW System Administration about a potential e-performance module. Likely roll-out would be July 2020 for AS/LI. We will be working with ASC on this project in the spring of 2020.
- **Annual Benefits Enrollment:** The annual open enrollment period is currently in effect and will be ending at 4:30 p.m. on Friday, October 25, 2019. [Open Benefit Lab sessions](#) are being held throughout the month for employees to stop in with questions and get assistance with the online enrollment process. The [Annual Benefits & Wellness](#) Fair will be held on Monday, October 14th from 11:30 a.m. to 2:00 p.m. in the Phoenix Rooms.
- **Policy updates (informational only):**
 - Three policies have been amended and are now published:
 - Alternative Work Schedule
 - Minor changes updated based on changes in employee classification and application of UWSA Operational Policies
 - Recruitment and Hiring Policy
 - 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.
 - Workplace Conduct Policy
 - Addition to include prohibition on bullying behavior

- One new policy implementation:
 - Inter Campus Travel Reimbursement Policy
 - Policy governs reimbursement for business related travel between the four campuses of UW-Green Bay
- An email notification of these policy amendments and implementation was sent from Christopher Paquet to Shared Governance Leaders on Tuesday 9/17/19.

New Employees:

- **Lecturer – Mechanical Engineering (Sheboygan)** – Steven Gehling – Nabila Rubaiya started on 8/19/2019
- **Network Specialist** – Information Technology – NEW – Benjamin Ahearn started on 9/23/2019
- **Executive Director of Advancement** University Advancement – Tracy Heaser – Joy Wick started on 9/16/2019
- **Health Educator for Sexual Violence Prevention (50%)** Counseling and Health – Dana Stueber – Caitlin Henricksen started on 10/7/2019
- **Performing Arts Coordinator** Music & Theatre/Dance – Marisa Balistreri – Tricia Adams started on 9/4/2019
- **Program Specialist, K-12 Relations** CECE – NEW – Samantha Post started on 9/16/2019

Positions Being Recruited:

- **Academic Advisor (Marinette Campus)** Academic Advising – Madeline Marquardt
- **Academic Advisor (Sheboygan Campus)** Academic Advising – Mark Krell
- **Associate Dean** Austin E. Cofrin School of Business – NEW
- **Senior Director of Sales & Audience Development** Weidner Center – NEW
- **IT Project Manager** Information Technology – Ron Kottnitz
- **Study Abroad Coordinator** International Education – Anya Toledo
- **Assistant Vice Chancellor for Enrollment Services** Enrollment Services – Christina Trombley
- **Budget Director** Business & Finance – Dick Anderson
- **Marketing Manager** Marketing & University Communications – Eric Craver
- **Student Services Specialist for Information (Manitowoc Campus)** GBOSS – Parker Nadeau
- **Bilingual Enrollment Services Front Desk Advisor** GBOSS – Erinn Aubry
- **Distance Education Coordinator** Provost Office – NEW
- **Associate Vice Chancellor for Graduate Studies** Provost Office – Mathew Dornbush
- **Advisor** Trio and Precollege – Maya Gilreath
- **Marketing and Communication Recruitment Coordinator** Admissions – NEW
- **Grants and Research Program Director** Office of Grants and Research – Michelle Goetsch
- **Bilingual Admissions Counselor/Career Coach** Admissions – Sam Post
- **Lecturer – Mathematics** Engineering – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Management** Marketing & Management – NEW
- **Lecturer – Education** Education – NEW
- **Associate Director Union Operations** University Union – Lee Reinke

