

2020-2021 Academic Staff Committee
MEETING MINUTES
10/21/2020
1:30 p.m.; TEAMS

- I. Call meeting to order
 - a. Sherri called the meeting to order at 1:34 PM
- II. Determine minute taker for meeting
 - a. Kate Farley
- III. Approval of minutes: Minutes from 9 23rd, 2020 meeting
 - a. Lynn Neimi motion to approve
 - b. Virginia Englebert seconded
- IV. New Business
 - a. Email distribution lists
 - b. Bylaw change for alt location representation - Lynn Niemi
 - i. Sherri shared the bylaw change—this was the first reading of the bylaw change; market that we’re looking for a representative from alternate locations at our next meeting.
 - ii. Sherri asked for a motion to approve the bylaw change
 1. Motion passed 6 to 0.
 - c. SOFAS committee frequency
 - i. Sherri asked if there were any updates to send along to Steve Meyer.
 - d. Review Scholarship policy
 - i. Sherri asked if there were questions about the scholarship policy; Kate Burns wanted to get some feedback about the scholarship policy. We need more “need-based” scholarship funding. If there are comments from departments, send feedback to Kate Burns.
 - e. Virtual AS Fall Assembly
 - f. HR update – Melissa Nash - 10/21/2020
 - i. 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 is actively being re-engaged across the System, with a target implementation date in 2021. At the end of October, UW-Green Bay will be re-engaging 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. Further updates will be shared as available.

ii. COVID-19

1. 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.

iii. Phoenix Forward Website

1. Review the Phoenix Forward Website to understand how we'll be operating this fall 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.

iv. Self-Assessment

1. Complete the daily checklist for each day you are on campus. 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.

v. Reminder of Workplace Expectations:

1. 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.
2. K-12 Adjustments, eFMLA and Office Staffing Flexibility:
3. The University of Wisconsin – Green Bay and the Office of Human Resources and Workforce Diversity are committed to providing a flexible working environment to facilitate

employee work/life balance during the COVID-19 pandemic while still meeting operational needs. For information about staffing options, leave resources, and flexible work arrangements, please see this blog post.

vi. Reporting

1. 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.

vii. Fall and Winter Break Office Hours, University Operations, and Travel Reminders

1. With the academic fall and winter breaks fast approaching, members of the campus community must remain diligent about protecting themselves from COVID-19 infection while away from campus. Large gatherings and travel are customs of the season for many individuals and families. For the protection of both yourself and others, please remember to follow COVID-19 Safety Practices while engaging in these activities.
2. The Chancellor and HR have put out some guidance related to fall and winter break office hours, university operations, and travel. Please see this blog post for more information.

viii. Furlough

1. For up-to-date information related to Furlough, please see the Furlough Information page on the HR website.
2. Time Reporting for Workforce-Wide Intermittent Furloughs
3. Monthly employees are required to complete a biweekly timesheet for each week in which they are assigned an intermittent furlough day.
4. The biweekly timesheet entry has different deadlines than monthly leave reporting (biweekly timesheet entry deadlines:
https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf), so you may need to enter your intermittent furlough day before the end of the month
5. You will still need to enter your monthly leave report as usual for the month

6. You will only need to enter hours on the timesheet for the week that you have the furlough day - not both weeks.
 7. Please note that this procedure is different than the regularly monthly leave reporting. Timesheet entry instructions can be found online at https://uwservice.wisconsin.edu/docs/covid19/Furlough_timesheet_entry_monthly.pdf
- ix. Employee Health & Wellness
1. 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.
 2. 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.
- x. REMINDER: Performance Evaluations for Non-Instructional Academic Staff and Limited Employee were due to Area Leaders on Friday, August 28th
1. Please follow the procedure outlined on the Performance Evaluation Narrative Form, For more information on the review process, please visit this blog post. Please review the statement published by the Academic Staff Committee on Annual Reviews here.
- xi. 2021 Annual Benefits Enrollment (ABE) period
1. The 2021 Annual Benefits Enrollment (ABE) period is September 28, 2020 – October 23, 2020. Additional information about the ABE period can be found here.
- xii. New Employees:
1. Director of Basketball Operations Athletics – Dytanya Johnson – Samuel Vander Plas started on 9/21/2020

2. 75% Academic Advisor Nursing and Health Studies – Sharon Gajeski – Nicole Micolichuk started on 9/28/2020
 3. Teaching, Learning, and Technology Consultant CATL – Nathan Kraftcheck – Samantha Mahoney started on 10/12/2020
 4. Marketing and Graphics Design Specialist University Union – NEW – Francesca Rabas started on 10/19/2020
- xiii. Positions Being Recruited:
1. Associate Director of Residence Life Residence Life – Joanie Dovekas
 2. Multicultural Admission Counselor Admissions – Yee Leng Yeng
 3. Manager of Special Events and Annual Giving University Advancement – Morgan Fuller
 4. Environmental Health Specialist Risk Management & Occupational Safety – Jill Fermanich
 5. Associate Director of Student Life University Union – Claudia Guzman
 6. Grants and Research Program Specialist Office of Grants and Research – NEW
 7. Student Services Specialist GBOSS Sheboygan Campus – Peggy Osthelder
 8. Associate Director of Student Life University Union – Claudia Guzman
 9. Student and Community Relations Coordinator CECE – NEW
 10. Bilingual Academic Advisor (2 Vacancies) Academic Advising – NEW
 11. Bilingual Academic Coach (2 Vacancies) The Learning Center – NEW
 12. Director of Institutional Strategy and Effectiveness Provost Office – Kinga Jacobson
 13. Assistant Controller Controller – Kevin Sevcik
 14. Graduate Admissions Recruiter Graduate Studies - NEW
 15. Lecturer in Finance Accounting & Finance – Wei Jiao
 16. Program Coordinator Student Life – Grant Winslow
- xiv. Recruitments Paused:
1. Camps and Outreach Coordinator CSET – NEW

- xv. Melissa answered a question about Personnel Committee charge; point C. Patricia Hicks will follow up with Lauri Welhouse about that question.
- xvi. Question about evaluations and legislative audit bureau (LAB) and conversation that happened with Christopher Paquet; Megan Nolter joined meeting to give us the update. Context: All staff have gone through the appropriate trainings; UWS Policy 12.54; annual performance evaluation on file; UC updates to faculty handbook to review faculty and instructional academic staff documentation for meeting that training criteria. UC moved forward with approving a form: “meets criteria,” works for faculty; now IAS form will go forward. Employees need this on file so that they can move forward with pay plans. If IAS, or any employee, are not “up to date” on their review criteria for required trainings, then HR will communicate to employees, supervisors, and division leaders.
- xvii. Melissa solicited questions from the group about email from HR that went out on Friday (10/16/2020); Fall and winter break hours; reminders for travel and gatherings. Lynn Niemi brought up how certain staff can’t use their vacation for closing those offices (e.g. Residence Life, University Police, Facilities). Melissa said area leaders can help to determine where those flexibilities might happen for on-campus presence from staff. Lynn Niemi asked about the appeals process; Melissa said that ASC can be a representative for those employees, or they can contact their supervisor or their next level supervisor so that they know where their resources are. Sherri asked if this was a cost savings measure or if it was strictly in response to COVID-19; Melissa said it was in response to employees being tired and needing

V. Old Business

- a. Interest survey results – Kate Farley
 - i. <https://ql.tc/8sFyJq>
 - ii. Kate will send a short update of the interest survey
 - iii. One of the important trends we saw in the survey responses was the desire for more training around equity, diversity, and inclusion, as well as development and strategies for working remotely.
- b. Reminder of December 7 winter assembly; 3-4:30 time
 - i. Ask the chairs of our committees to come with an update

VI. Governance/AS Committee Reports

- a. UWS System Rep Lynn Niemi
 - i. No updates. Next meeting is Friday, October 30th
- b. T&TCS Project Team Report Lynn Niemi
 - i. No updates. Next meeting is Tuesday, October 27th
- c. Comp and Workload Committee (update only)
- d. Strategic Budgeting Committee (update only)
- e. Master Planning Workgroup Lynn Niemi
 - i. **UW-System Master Planning Cycle – 2021-27:**
 - ii. Paul & Jeff: The next UW-System Planning Cycle for the 2021-23 biennium and 21-27 six-year plan has been completed and submitted to UW System. Updates can still be made to existing project requests or for new project requests as circumstances dictate. Attached is the current 2021-27 Priority and Sequence Chart listing project requests and budget allocations for these project types:
 - iii. a. All Agency (AA) – Typically repair and infrastructure projects \$300K - \$3M
 - iv. b. Instructional Space (IS) – Classroom and Lab updates and renovation \$300K - \$3M
 - v. c. Minor Facility Repair Projects - (MFR) – Projects between \$3M - \$7M
 - vi. d. Major Projects (MP) (enumeration within State budget) Any new construction or over \$7M
 - vii. **2019-21 Construction Projects Update - Jeff:**
 - viii. a. Environmental Sciences MEP Infrastructure Renovation (AA) – Project is nearing completion and replace plumbing piping, fixtures, HVAC and some electrical and lighting. Estimated occupancy date is after October 18, due to mechanical equipment delivery delays.
 - ix. b. WCPA Membrane Roof Replacement (AA) – Project replaces original aging rubber membrane roofing at WCPA. Const should be complete by Oct.1. Est. Cost \$456,000. Bid \$364,900.
 - x. c. Instr. Services – Electrical Engineering Tech, Media & Physics Labs (IS) – Project budget \$5,763,500. Design documents in 35% review phase now. State Bldg. Commission to approve for construction at their October meeting. Bidding in spring 2021 and construction in summer & fall 2021 for EE, EET, Comm and Physics Labs.

- xi. d. MAC Hall Envelope Repair / Wood Hall Envelope repair (MFR) - \$5,427,000 approved for design and construction / repairs in summer of 2021. Preliminary design is in progress. Project replaces exterior finish system and concrete repairs on Wood Hall, repairs brick flashings, skylights, metal roofing on MAC Hall.
- xii. e. New Primary Electric Service (AA) - Two projects will install new primary electrical service gear in some buildings, replace primary electrical service gear in other buildings, and replace outdated secondary switch gear and panel boards in multiple buildings. Project groups are North Campus: SS, SA, TH, UU, WCPA, Trad Dorms, RL Shop & Admin. \$2,594,000. South Campus: ES, H/C, IS, KEC, LS, WH, RH, MAC. \$1,966,000. Engineers for both projects selected in April. Schedule has SBC approval 12/20 and work complete by 9/22.
- xiii. f. WCPA Life Safety Improvements – Project provides new emergency lighting and generator for the building. Proposed for approval in 19-21 budget for \$1,560,000.
- xiv. **2021-25 Construction Projects Update - Total Dollar Value \$214,399,000**
- xv. a. 400-Bed Freshman Dorm – Major Project proposed construction in 2023-25. Replaces five 60-bed buildings (300 beds) in UVHI buildings. \$70,347,000. Pre-Design Study in progress and should be complete in winter 2021.
- xvi. b. Wood Hall Business School Lab Renovations – Instructional Space Project changes existing classrooms into Business School Labs and collaboration spaces. Project for 2021-23. \$3,372,000.
- xvii. c. Renovation of Visual Arts Labs Studio Arts – Instructional Space Project renovates six visual arts labs & three corridor spaces for storage and replaces HVAC systems. Project will likely move ahead in 2021-23 with budget of \$3,268,000.
- xviii. d. Healthcare Skills & Simulation Labs: \$1,872,000 Request is for Instructional Space type space in 21-23 budget. Project will update the MAC 117 Nursing Lab for Senior Care skills, and WH317 and WH324 for Nursing Skills and High Def skills Labs.
- xix. e. Refer to Project priority and Sequence Chart for all 28 projects in que for the 21-27 planning cycle including parking lot repaving work, water main replacement in Res Life, University Union Addition & Renovation, New Health Sciences & Clinical

- Practice Building, and infrastructure work on chillers and electrical systems.
- xx. f. If there are other academic project needs that will exceed \$300,000 in project budget, please bring them forward via the Campus Small Group Planning committee representatives through your Deans or Student Affairs.
 - xxi. g. Our Campus Physical Development Plan (CPDP) Project Request list and supporting documents have been submitted for the next six-year planning cycle with a total dollar value in excess of \$265,848,000. Revisions to the Project Priority & Sequence Chart will be made and projects added or combined as they are developed through studies and budget updates.
 - xxii. **Pre-Design Studies:** Paul / Jeff:
 - xxiii. a. The Cofrin Library Study Core Committee has completed their work. Recommendations have been made for building replacement instead of renovation. Interim plans are in progress for exterior brick stabilization until construction moves forward. Campus is hoping for this project to be enumerated in the 21-23 biennium budget being developed by UW-System.
 - xxiv. b. University Union Renovation and Expansion. Pre-Design Study request is approved and underway. Schedule is to meet monthly and issue draft report in February and final Study in May 2021.
 - xxv. c. Residence Life New 400 Bed Freshmen Dorm. Pre-Design Study has had several specific design meetings for various aspects of the building – IT, structural, MEP, environmental, parking and site drainage, general design. Preliminary study due around Oct. 1 and final Study Report due November.
 - xxvi. d. Campus Master Plan Update - A/E selected is Engberg-Anderson. Core committee includes: Mike Alexander, Paul Pinkston, Jeff Schulz, Chuck Rybak, Sheryl Van Gruensven, John Katers, Gail Sims-Aubert, Charles Guthrie, Heidi Sherman, Lynn Niemi, Matt Suwalski,
 - xxvii. Susan Gallagher-Lepak, Kate Burns, Matt Dornbush, Ben Joniaux and Jeff Krueger. Schedule is pending contract execution.
 - xxviii. e. New Health Sciences and Clinical Practice Building Pre-Design Study request is approved. Core Committee members are: Paul Pinkston, Jeff Schulz, Amanda Nelson, Scott Ashmann,

Jason Cowell, Alan Chu, Brian Merkel. Project schedule pending contract execution with Kahler-Slater Architects.

xxix. **Academic Plan Update:**

- xxx. a. Paul: The Academic Plan has been revised by Chancellor Michael Alexander and is reflected and supported in our Six-Year Campus Capital Planning Documents for 2021-27. Now that the Academic Plan is in place Campus Master Plan updates can occur to reflect the academic vision in the overall Master Plan Document.

xxxi. **Campus Master Plan Update:**

- xxxii. a. Anticipated schedule for this work to start is Fall 2020.
- xxxiii. b. Items to consider for the Master Plan Update are:
- xxxiv. Academic Plan Update (complete)
- xxxv. Res. Life Master Plan (complete)
- xxxvi. Athletic Field Improvements (to be complete in fall 2020)
- xxxvii. Anticipated Drainage and Roadway Improvements (pending Project Priority List from 21-27 CPDP)
- xxxviii. Future Buildings Proposed for Phoenix Innovation Park (anticipated)
- xxxix. Enrollment Projections (completed)
- xl. Current version of 2021027 Campus Physical Development Plan (completed)
- xli. **Internal Projects:** Paul / Jeff:
- xlii. a. Police Department Office Remodeling / Expansion – Start mid-April, complete Nov 13, 2020.
- xliii. b. University Union Coffee House / Corner Store Renovation – Fall 2020 - Winter 2021.
- xliv. *Next meeting Tuesday, November 17th.*
- f. AS Personnel Committee Patricia Hicks
- i. The committee accepted the "meet as needed" recommendation made by the Provost.
- ii. The committee is working on revisions to its charge:
- iii. To review annually and provide recommendations regarding existing institutional guidelines for the conversion of positions, in accordance with UPG 7, from University Staff to Academic Staff, and Academic Staff to University Staff (eliminate – no longer relevant)

- iv. To review, as they're proposed, all conversions of positions from University Staff to Academic Staff, and Academic Staff to University Staff (eliminate)
 - v. To review annually, ascertain compliance with, and provide recommendations regarding existing institutional guidelines for vacant and/or new Academic Staff positions in accordance with UPG 7 (eliminate – no longer relevant)
 - vi. To serve as a hearing body in personnel issues, including but not limited to nonrenewal, denials of position conversion, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.
 - vii. To review denials of the promotional process, as defined in the progression of Fixed-Term Appointments for Academic Staff (revise to explain “progression” to include appeals re: TT&C title changes)
 - viii. To undertake related special assignments at the request of the Academic Staff Committee.
 - ix. To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.
- g. AS Professional Development Allocations Committee Lynn Rotter
 - i. A blurb was sent out to Log regarding funds still being available to assist academic staff in attending professional development opportunities.
 - ii. The committee is ok with suspending meetings since most of the work approving applications is done via email already.
 - h. AS Professional Development Programming Committee Kate Farley
 - i. Committee is bringing in Nurse Jesse to lead sessions called “It makes me happy” Nov. 12 from 9-11 & Nov. 18 from 1-3; advertisement to come out soon.
 - i. Leadership & Involvement Committee Virginia Englebert
 - i. Thursday, October 8, 2020
 - ii. The committee reviewed the committee charge, a general outline of its work throughout the academic year, and the list of committees that Academic Staff serve on. They discussed doing

more to promote involvement in Academic Staff governance and will continue to brainstorm possible methods.

- iii. There is a vacancy on the Academic Staff Committee for a representative from the additional campuses for the final year of a three-year term. Bobbie is going to contact an academic staff member at one of the locations and ask if they or anyone they know is interested in serving. If not, L&I will contact the SOFAS Office and/or HR to investigate ways of getting a message out to all additional locations academic staff.
- iv. As the only returning member of the committee at the meeting, Jodi volunteered to serve as chair. A corresponding motion was made, approved, and passed.

VII. Other Business/items for next meeting November 18th, 2020

- a. Kudos form – Kate will make sample and share with committee
- b. Reaching out to Jena Richter-Landers about sharing thank you messages

VIII. Adjourn

- a. Virginia motion to adjourn at 3:01 PM
- b. Lynn Rotter seconded motion