

Academic Staff Committee Meeting  
Meeting Minutes  
December 6, 2017

ASC Members Present: Eric Craver, Lynn Niemi, Jamee Haslam, Joe Schoenebeck, Jan Malchow, Amy Bartelme

Guests: Melissa Nash (HR), Laura Delikowski (Advising, Chair of AS Programming Committee)

Next meeting: Wednesday, December 20, 2017 1:30 pm CL 735  
AS Assembly Thursday December 14, 2017 3 pm Christie Theatre

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- I. Call to Order 1:32 pm
- II. Approval of Meeting Agenda
  - A. Any changes
    - i. Amend to include:
      1. Old Business
      - C. Update on Limited Employee involvement in ASC groups
      - D. Driver authorization
    - ii. Motion to approve Agenda as amended by Amy
    - iii. 2<sup>nd</sup> by Jan
    - iv. All members were in favor of approval of Agenda as amended
- III. Approval of minutes from November 8, 2017 meeting
  - A. Motion to approve by Lynn
  - B. 2<sup>nd</sup> by Amy
  - C. All members approved
- IV. Human Resources Report – Melissa Nash

### **Academic Staff Committee HR Update**

- **Title and Total Compensation Study:** HR staff met with area and divisional leaders to discuss the draft job family/sub family structure and how our campus positions fit into this structure. Feedback from those discussions were sent back to UW System. The HR Project Team has begun the review of job levels and will be working with the advisory council and planning team to continue this discussion as we move through phase 2. For the latest updates, please review UW System's website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **2017-2019 Proposed Pay Plan:** 17-19 budget included a 4% pay plan (to be implemented in 2- 2% installments), distributed in two equal installments. Currently pending JCOER approval. Merit based pay plan, which will require employees be evaluated as eligible for merit increase in order to receive pay plan. HR/Budget working on a presentation for campus to communicate implementation plan for UW-Green Bay.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Working on finalizing version with updated contract language and inclusion of temporary and Limited employees.
- **Policy updates (informational only):**
  - **Published**
    - Moving Expense Reimbursements
    - Revisions to Recruitment and Hiring Policy
  - **In the Works:**
    - Compensation and Pay Plan Policy- with leadership to finalize
    - Alcohol and Other Drugs Policy

- Revisions to the Workplace Conduct Policy – almost finalized

New Employees:

- **Assistant Vice Chancellor of Enrollment Services** Enrollment Services: Incumbent – Christina Trombley – Recruitment failed. Jen Jones appointment Acting Assistant Vice Chancellor of Enrollment Services.
- **Coordinator of Institutional Research** Institutional Research and Assessment: Incumbent – Debbie Furlong – Recruitment failed. Will be reposted.
- **Area Coordinator** Residence Life: Incumbent – Julianne Crayton – Mindy Sackett will start on 1/2/2018
- **Enrollment Services Front Desk Advisor** GBOSS: Incumbent – Hannah Fameree – Morgan Theobald started on 11/13/2017

Positions Being Recruited:

- **Associate Researcher – Aquaculture (one-year appointment)** Natural and Applied Sciences: Incumbent – none
- **Director of Student Life** Student Life: Incumbent – Lisa Tetzloff
- **Special Assistant** Chancellor’s Office: Incumbent – Ron Pfeifer
- **Lecturer – Human Biology:** New Position
- **Fitness Coordinator** Kress Events Center: Incumbent – Samantha Goeller
- **Admissions Advisor** Admissions: Incumbent – Andy Arends
- **Admissions Advisor** Admissions: Incumbent – Jennifer Koroll

V. Old Business

- A. Final review of Assembly Agenda and responsibilities
  - a. Agenda will be submitted to SOFAS for posting online
  - b. Reminder will be sent to all AS by Eric
  - c. Amend agenda to add letter C to HR update to include a summary on Employee Handbook updates
  - d. Motion to approve amended AS Assembly Agenda
    - 1<sup>st</sup> by Amy
    - 2<sup>nd</sup> by Jan
    - All members approved
- B. Verify committee attendance at remaining Dec UC Meetings
  - i. Jamee attending 12/6
  - ii. 12/13 is Faculty Senate (Joe attending)
  - iii. 12/20 Amy indicated she may be able to attend
  - iv. 12/27 – no meeting (per UC meeting on 12/6/17)
- C. Update on Limited Employee Involvement
  - i. Per documentation from Steve (SOFAS)
    1. Article III – Academic Staff Bylaws section 2.03 Limited appointments with AS fallback appointments AND those without a fallback appointment – can be on AS and fully participate.
    2. This will be discussed further at future meetings in spring term
- D. Driver Authorization
  - i. Discuss at AS Assembly

VI. Department/Committee Reports

- A. UWS System Rep (Eric)
  - a. November meeting discussed Title & Total Compensation
  - b. December 15<sup>th</sup> is next meeting – Eric is planning to attend
- B. UC (Eric)
  - a. Lynn attended last meeting

- i. Interdisciplinary requirement
  - ii. Pay Plan (some departments rank faculty)
  - iii. Branch campuses – how will calendars work and a number of other questions
  - iv. Next meeting 12/6/17 3 pm (Jamee attend)
- C. Faculty Senate (Jamee)
  - i. November 15<sup>th</sup> – Holly attended and gave AS update as Jamee was out
  - ii. Jamee emailed notes to all ASC members based on meeting minutes on 12/5/17
  - iii. Joe attending next Senate 12/13/17

Faculty Senate Nov 15, 2017

## Summary

After review the minutes – the following points are noted for an update at the AS Meeting December 6, 2017:

- Chancellor Miller's update
  - Compensation package was approved. Preliminary reviews indicates 2% at the end of spring 2018 and 2% at beginning of fall 2018; for total of 4%
  - BOR approval of Engineering at UWGB is postponed until February BOR meeting (John Katers reported later in the meeting and indicated approval was delayed once again but they fully expect to receive approval in February)
- UC – Patricia Terry – Interdisciplinary requirement
  - Patricia presented many reasons for removing the requirement that a student have an interdisciplinary major or minor component of the degree
  - SGA rep expressed support to remove the requirement due to her own experiences; and those experiences from other students she has heard
  - Some professors presented many examples in cases where students were forced to select a minor that was not giving them added benefit within their career when they could select a disciplinary minor along with a disciplinary major to help within their career. Many examples within Biology were cited (Biology/Chemistry; Biology/Psych, etc.).
  - Suggested to UC to start a task force comprising of individuals from all areas of campus to study this and the effect on students and the university as a whole, to see exactly how many students are affected and how.
  - It was stated that removing the interdisciplinary requirement not only changes graduation requirements it also can change the University structure. Budgetary units are interdisciplinary and once that requirement is removed some disciplines may want to have their own unit including own budgetary unit (more control) and then the structure changes.
- Provost Davis
  - HLC preliminary report was received and looks great! Two concerns expressed by HLC:
    - Enhance syllabi to include more learning outcome information (HLC is indicating 1 year to improve)
    - They would like to see a better assessment process (HLC is indicating 4 years to improve)
    - Provost indicated with these two concerns – we should have accreditation for 10 years.
  - UW System Outcomes based funding model
    - 4 Components
      - Access
      - Success
      - Expanded contributions to the workforce
      - Enhanced operational effectiveness and efficiency
    - Campus will be allowed to choose the weighting on the metrics

- Outcomes based funding will get us the same amount of funding from System that we have received in the past
- \$5M Innovation fund: split three ways – \$2M nursing programs, \$2M engineering programs, \$1M IT programs. It is one time funding dedicated to increasing access to students and retaining students.

- D. Title & Total Comp (Jan/ Steve Newton) - Melissa covered in HR update
- E. Personnel Committee (Lynn)
  - a. No update – Assembly document from Committee Chair is accurate
- F. Professional Development Allocations Committee (Joe)
  - a. No update – Assembly document from Committee Chair is accurate
- G. Professional Development Programming Committee (Jan)
  - a. Laura Delikowski – chair of committee attended
    - i. Update submission for Assembly to remove March programming as repeats. They are looking at options for programs to run in March – so TBD.
- I. Leadership and Involvement Committee (Amy)
  - a. No update – Assembly document from Committee Chair is accurate

## VII. New Business

- A. Review suggested change to Personnel Committee charge
  - i. Personnel Committee requested to change charge to replace “annually” with “as needed”
  - ii. ASC discussion - Jan motioned to amend the request and to remove “annually” to have it read, “To review all conversions of positions from University staff to Academic staff, and Academic Staff to University Staff.”
  - iii. Lynn 2<sup>nd</sup> the motion to amend
  - iv. All ASC members were in favor
  - v. Lynn motioned to approve the change as amended
  - vi. Amy 2<sup>nd</sup>
  - vii. All ASC were in favor of approval
  - viii. Lynn is sending the change to SOFAS and to the Personnel Committee Chair
- B. Review names to serve on CHASS Dean Search Committee
  - i. The ASC appreciates the many AS who volunteered to serve on the CHASS Dean Search Committee.
  - ii. Discussed those who volunteered
  - iii. Joe motioned to approve 2 volunteers
  - iv. Amy 2<sup>nd</sup> the motion
  - v. All ASC members approved
  - vi. Eric is forwarding selected names to Provost Davis
- C. Select replacement for Jennifer Koroll on the Programming Committee
  - i. Reviewed names submitted for replacement, selected replacement
  - ii. Lynn motioned to approve selected person for appointment
  - iii. Joe 2<sup>nd</sup> the motion
  - iv. All ASC members approved
  - v. Eric submitting name to Stephanie Murphy (L&I chair), and Laura (Chair of Programming committee) to replace Jennifer Koroll

## VIII. Other business/items for next meeting

- A. Shared governance with branch campuses – invite Clif Ganyard

- i. Joe emailing a note to the Admin email address for Project Coastal regarding ideas/thoughts that came up during skype meeting with UW Colleges governance (Marinette, Sheboygan, and Manitowoc reps along with Holly Keener and Patricia Terry met at UW Fox - Joe, Jamee, Steve, Jan (University Staff) and some others joined via skype from Spring conference room)
    - B. Review December 14 AS Assembly - how did it go? Anything to change for spring?
    - C. Spring meetings – review each committee charge
      - i. Leadership & Involvement – possibly consider involvement in mentor program
    - D. Limited appointment discussion per 2.03
- IX. Next regular meeting: December 20, 2017 1:30 pm CL 735  
All Academic Staff Assembly December 14, 2017 3 pm Christie Theatre
- X. Adjourn 2:56 pm
  - A. Motion to adjourn by Joe
  - B. 2<sup>nd</sup> by Amy

Approved: Dec. 20, 2017