Academic Staff Committee Meeting
Meeting Minutes
February 14, 2018

ASC Members Present: Eric Craver, Jamee Haslam, Jan Malchow, Amy Bartelme, Joe Schoenebeck, Lynn Niemi
Guests: Melissa Nash (HR), Leah Stroebel (UW Sheboygan), Clif Ganyard (Associate Vice Chancellor)

Next meeting: Wednesday, February 28, 2018 1:30 pm CL 735

I. Call to Order 1:30 pm
   A. Introduction of Leah Stroebel (UW Sheboygan)
   B. Overview of Shared governance at UW Colleges

II. Approval of Meeting Agenda
   A. Any changes
      i. Amend as follows:
         1. Update item IV C. Restructuring update by Clif Ganyard
         2. Add VII C. Proposal to dissolve Learning Technology Collaborative Committee (LTCC)
      ii. Motion to approve agenda with amendments by Joe
      iii. 2nd Jan
      iv. All members were in favor of approval of Agenda as amended

III. Approval of minutes from January 31, 2018 meeting
   A. Motion to approve minutes by Joe
   B. 2nd by Amy
   C. Approved by all members
      i. Eric will submit amended minutes to SOFAS to post.

IV. Reports (Human Resources update – Melissa Nash; Restructuring update – Clif Ganyard)
   A. Title and Total Compensation Update (Melissa Nash)
   • Title and Total Compensation Study: Getting farther along in Phase 2.
      o UW System and UW Madison have created converged Job Family/Subfamily and Career Stream documents, which are posted at [https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/). These are in final review, and have been reviewed by and feedback was gathered from the UWGB Project Team.
      o Next step is JDXpert – standardized job descriptions. Will start with UW System and Madison review of 500 benchmarked jobs. Then peer review, campus HR review, and then socialization with manager/employees.
      o Open Forums are scheduled for:
         ▪ February 27 @ 2:00 p.m. in the Christie Theatre
         ▪ February 28 @ 11:00 a.m. in the Christie Theatre
      o For the latest updates, please review UW System’s website and project update presentations: [https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/)
   B. Pay Plan Update (Melissa Nash)
   • FY 2018-2019 Proposed Pay Plan: FY18-19 budget included a 4% pay plan (to be implemented in two- 2% installments). Currently pending JCOER approval (scheduled to meet today – 2/14/18). Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training will also be a requirement of pay plan eligibility. HR held open forums on 2/12/18 and 2/13/18 to discuss pay plan. Once formally approved, will provide the presentation and further information on the HR Connect blog and newsletter.

   • Required Compliance Trainings: Four new trainings were introduced in January, 2018. They are listed on the HR Blog at [https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/](https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/). For instructions on how to view what trainings are outstanding, employees can visit [https://blog.uwgb.edu/hr/2018/01/instructions-for-viewing-outstanding-required-compliance-training/](https://blog.uwgb.edu/hr/2018/01/instructions-for-viewing-outstanding-required-compliance-training/). Faculty and staff must complete all required compliance
Trainings by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan. Please see the Compensation and Pay Plan Policy for additional eligibility requirements.

OTHER Human Resources Updates:
- **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
    - Alcohol and Controlled Substance Policy
    - Responsible Service Policy (Alcohol)
    - Revisions to Recruitment & Hiring Policy
    - Compensation and Pay Plan Policy
    - Revisions to the Workplace Conduct Policy
  - New and revised policies were sent to governance committees for distribution. In addition, because of the scope of these policies, a blog post was created and communicated: [https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/](https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/)

New Employees:
- **Fitness Coordinator** Kress Events Center: Incumbent – Samantha Goeller – Alexandra Reichenberger started on 2/7/2018
- **Admissions Advisor** Admissions: Incumbent – Andy Arends – Katelyn Strzok started on 2/12/2018
- **Admissions Advisor** Admissions: Incumbent – Jennifer Koroll – Samantha Post started on 2/12/2018

Positions Being Recruited:
- **Institutional Research Analyst** Provost Office: Incumbent – Debbie Furlong
- **Associate Researcher – Aquaculture (one-year appointment)** Natural and Applied Sciences: Incumbent – none
- **Lecturer – Human Biology:** New Position
- **Assistant Building Operations Manager** University Union: New Position
- **Dean – College of Arts, Humanities, and Social Sciences** CAHSS: Incumbent – Scott Furlong
- **Associate Athletics Director for Finance & Human Resources Operations** Athletics: Incumbent – Brent Tavis
- **Head Coach (Women’s Volleyball)** Athletics: Incumbent – Sean Burdette
- **Curator of Art and Arts Management Instructor** Art & Design: Incumbent – Leslie Walfish
- **Lecturer – Social Work** Social Work: New Position
- **Research Manager – Consortium of Applied Research (1-year appointment)** Human Development: New position
- **Human Resources Specialist (80% Appointment)** Human Resources: Incumbent – Christine Olson

C. Restructuring Update – Clif Ganyard
   i. Shared governance
      1. UWGB committee is meeting – proposed resolution drafted
      2. SGA group – Mark Olkowski is meeting with to find out how that will work.
   ii. Working groups are formed and meeting
   iii. UW System – meeting again Friday 2/16/18 (Clif and Matt are attending)
   iv. Budget – still many questions, discussions happening, no decisions made
   v. HR/IT functions – unsure
   vi. Marketing – received some recruiting funds and Jen Jones is working with those funds to set up transfer fairs at each campus
   vii. Tuition differential – no movement yet
   viii. AAS degree – curriculum working group is meeting to review, no decisions yet
   ix. BAS (UWGB) versus BAAS (some UWC campuses have – Marinette, Sheboygan, and Manitowoc do not have it) – UWGB will not have the BAAS

V. Old Business
   A. Academic Staff Spring elections update (Amy)
      i. Ballots will be sent out mid-March
      ii. Leadership & Involvement committee meets next early March
   B. Shared Governance Work Group update (Lynn)
i. Next meeting February 19, 2018
ii. Draft resolution from SOFAs – looking to get an update from UW Colleges campuses on their thoughts

C. Discussion of Limited Staff served by ASC
   i. Jan motioned to leave AS By-laws as is (Limited AS with an AS back up or no back up to be served by ASC)
   ii. Lynn 2nd
   iii. All ASC members were in favor

VI. Department/Committee Reports
A. UWS System Rep (Eric)
   a. Last meeting topics
      i. Restructuring update by President Ray Cross
      ii. Title & Total Compensation update
      iii. Legislative updates
   b. Next meeting March 9, 2018
B. UC (Eric) - Eric attending meeting today February 14, 2018
C. Faculty Senate (Jamee)
   i. Next meeting February 21, 2018 – Jamee attending, submitting brief update to SOFAs for agenda
D. Title & Total Comp (Jan/ Steve Newton) - no update
E. Personnel Committee (Lynn) - no update
F. Professional Development Allocations Committee (Joe)
   a. Joe will get update from Chair of committee on what funds (if any) remain
G. Professional Development Programming Committee (Jan)
   a. March training – should have a decision soon. Watch for invite
   b. Another opportunity in May/June
H. Leadership and Involvement Committee (Amy)
   a. Meeting in early March

VII. New Business
A. Academic Staff Resolution on Shared Governance Transition Year
   i. ASC members review the resolution – bring any discussion, suggestions to 2/28/18 meeting.
   ii. Lynn will give an update on what UW Colleges thoughts are from the governance working group meeting next week.
B. Move meetings to accommodate videoconferencing?
   i. CL 735 appears to have video conferencing capability
   ii. Leah will check at UW Sheboygan to get a room set up there to do video conference
   iii. Eric will contact Manitowoc and Marinette
   iv. ASC will need to consider video conferencing for May AS Assembly
C. Proposal to dissolve Learning Technology Collaborative Committee (LTCC)
   i. Tabled for next meeting on 2/28/18

VIII. Other business/items for next meeting
A. Christopher Paquet – Eric will request that he provide an update as to his role and HR role
B. AS Resolution on Shared Governance Transition year
C. Proposal to dissolve Learning Technology Collaborative Committee (LTCC)

IX. Next regular meeting: February 28, 2018 1:30 pm CL 735
X. Adjourn 2:59 pm
   A. Motion to adjourn by Joe
   B. 2nd by Amy

Approved, March 1, 2018