

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.
 - 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/>. These are in final review, and have been reviewed by and feedback was gathered from the UWGB Project Team.
 - 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.
 - 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**
 - For the latest updates, please review UW System's website and project update presentations: <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/>. 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/>. **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/>

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