

Academic Staff Committee Meeting
Meeting Minutes
June 20, 2018

ASC Members Present: Jamee Haslam, Jan Malchow, Joe Schoenebeck, Eric Craver

ASC Members Absent: Lynn Niemi, Amy Bartelme

Guests: Melissa Nash (HR), Christopher Paquet (VC Business & Finance), Christina Thill (Financial Aid), Sherri Arendt (Learning Center)

Next meeting: Wednesday, July 18, 2018 1:30 pm CL 735

- I. Call to Order 1:34 pm
- II. Approval of Meeting Agenda
 - A. Motion to approve by Joe
 - B. 2nd by Jan
 - C. All members approved agenda
- III. Approval of minutes from June 6, 2018 meeting
 - A. Motion to approve by Joe
 - B. 2nd to approve by Jan
 - C. Minutes for June 6, 2018 approved
- IV. Old Business
 - A. Elections – Appoint new AS committee members for Awards & Recognition Committee (A &R) and the Committee on Compensation and Workload (CWC) 2018-19
 - i. Discussed AS members for A & R committee service (need to appoint 2 members)
 1. Motion to approve two AS nominees by Joe
 2. 2nd by Jamee
 3. All members were in favor
 4. Eric will forward names of those appointed to Leadership & Involvement and SOFAs
 - ii. Discussed AS members for CWC committee service (need to appoint 1 member)
 1. Motion to approve AS nominee by Joe
 2. 2nd by Jan
 3. All members were in favor
 4. Eric will forward name of appointed individual to Leadership & Involvement and SOFAs
- V. Governance/AS Committee Reports
 - A. Human Resources Report (Melissa Nash)

Academic Staff Committee HR Update – 6/20/2018

- **Title and Total Compensation Study:** Getting farther along in Phase 2.
 - UW System and UW Madison have updated converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>. A recently revised document for Job Families/Sub Families has been released and is being reviewed by 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. From the most recent Advisory Council update, this process is scheduled to happen between June and October of this year.
 - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **FY 2018-2019 Pay Plan:** FY18-19 budget included a budgeted 4.04% pay plan (to be implemented in 2 compounded installments in July 2018 and January 2019). JCOER approved on 2/14/2018. Merit based pay plan,

which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training and Outside Activity Reports will also be a requirement of pay plan eligibility.

HR sent out personalized reminders to employees and their supervisors/area leaders who are eligible for pay plan but were missing required trainings or evaluations. **Faculty and staff must have completed all required compliance trainings and have satisfactory performance document in a recent evaluation by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan. There will be no exceptions made. Please see the [Compensation and Pay Plan Policy](#) for additional eligibility requirements.**

- **Project Coastal (HR-related):** Welcome letters went out to all transitioning UW Colleges employees from the Chancellor last week. We will be sending out a special HR Connect on July 2nd to UW Colleges employees with additional information about HR Staff, university programs (Wellness, ERGS, professional development, etc.). HR will be holding office hours on the campus during July and August, with a special Phoenix Orientation for Colleges employees in the planning stages for late August/Early September.
- **Employee Handbook:** Handbook has been updated on the HR Policies, Procedures and Handbooks page: <https://www.uwgb.edu/human-resources/policies-procedures-handbooks/>
- **Policy updates (informational only):**
 - The following UW System Operational Policies have been recently updated:
 - [GEN 8](#): Consensual Relationships
 - [HR 4](#): FLSA Designation
 - [HR 11](#): I-9 Verification
 - [HR 14](#): Labor Relations and Collective Bargaining Procedures
 - [TC 3](#): Compensation

New Employees:

- **Trainer and Development Specialist** Behavioral Health Training Partnership (BHTP): Incumbent – Jessica Delzer – Elizabeth Bartz started on 6/11/2018
- **Counselor (75%)** Counseling and Health: New Position – Megan Gauger will start on 7/25/2018
- **Assistant Volleyball Coach** Athletics: Incumbent – Alexa Frank – Korey Schroeder started on 5/25/2018
- **Assistant Men's and Women's Swimming Coach** Athletics: Incumbent – Tara Dowling – Edward Gille will start on 6/25/2018

Positions Being Recruited:

- **Assistant Director for International Recruitment** International Education: Incumbent – Katy Isler
- **Study Abroad Coordinator** International Education: Incumbent – Kristy Aoki
- **Counselor (75%)** Counseling and Health: Incumbent – Greg Smith
- **K-12 Relations Outreach Specialist** Continuing Education and Community Engagement – NEW Position
- **Campus Executive Officer (Two Vacancies – Manitowoc and Sheboygan)** – NEW Positions
- **Outdoor Adventure Recreation Coordinator** Kress Events Center – New Position
- **Director of Player Development (Assistant Coach) Women's Basketball** Athletics: Incumbent – Hannah Quilling-Iverson
- **Head Coach (Men's and Women's Tennis)** Athletics: Incumbent – Tim Dean
- **Server Administrator** Information Technology – New Position
- **Multicultural Admissions Counselor** Admissions: Incumbent – Ron Morris
- **Research & Instruction Librarian** Cofrin Library: Incumbent – Rebekah Vrabel
- **Program Specialist – Marinette Campus** Continuing Education and Community Engagement: New position
- **Program Specialist – Manitowoc & Sheboygan Campuses** Continuing Education and Community Engagement: New position

B. UWS System Rep (Eric)

- i. June 1, 2018 UW System meeting with Ray Cross regarding Shared Governance now and moving forward
- ii. Eric requesting notes and will forward

C. UC (Eric) - no update

- D. Faculty Senate (Jamee)
 - i. Last meeting April 25, 2018. No meetings until September
 - ii. Jamee sent all 18/19 ASC members the UC and Senate schedule for 18/19
- E. Title and Total Compensation Project Team (Jan)
 - i. Meeting next week
- F. Shared Governance Work Group update (Lynn) – no update
- G. Personnel Committee (Lynn) - no update
- H. Professional Development Allocations Committee (Joe)
 - i. 18/19 Liaison contact Mat Dornbush for 18/19 budget as soon as possible
 - ii. Consider meeting with Mat and committee chair to discuss budget. Joe is not on ASC for 18/19 but is on the Allocations committee for 18/19 so said he would be happy to attend the discussion
- I. Professional Development Programming Committee (Jan)
 - i. Met and elected 18/19 committee Chair, Secretary and Treasurer
 - i. Laura Nolan, Chair
 - ii. MarySue Blavin, Secretary/Treasurer
 - ii. Planning events – Dealing with Disruptions (early Fall) and another event in November
 - iii. Coordinating with HR to send the training interest survey
- J. Leadership and Involvement Committee (Amy) - no update

VI. New Business

- A. Christopher Paquet to talk about policy on working Labor Day Weekend
 - i. Move in day is Sunday, September 2nd and Monday, September 3rd (Labor Day)
 - ii. Necessary offices are expected to have staff on to conduct basic business and answer questions each day from 10 am – 2 pm (examples of those offices include Financial Aid, Registrar, DOS, Bursar, Union, etc)
 - iii. Up to each area supervisor as to coverage needed each day
- B. Talk about transition into 18/19 committee
 - i. July 18th meeting to include 9 members of the 18/19 committee
 - ii. Identify Vice Chair, Secretary (minutes), and liaisons for all committees
 - iii. Discuss UC and Senate 18/19 calendar and UW System schedule
 - iv. 18/19 ASC meetings begin 7/18/18 and meet biweekly on Wednesday afternoon CL 735
 - v. Eric will be asking all 17/18 Chairs for their final reports and then will compile the 17/18 ASC Chair final report and submit to SOFAs
 - vi. Thank you Joe and Amy for your years of service and active involvement!
 - vii. Welcome Sherri Arendt and Bao Sengkhammee to the 2018-19 ASC
- C. Establish meeting/assembly dates for 18/19
 - i. Discuss during July 18th meeting
 - 1. Transition meeting in August
 - 2. Winter and Spring Assembly
 - 3. All AS Social events (coordinate with Assembly or not)

VII. Other business/items for next meeting

- A. 18/19 Committee Leadership and event dates

VIII. Next regular meeting: July 18, 2018 1:30 pm CL 735

IX. Adjourn 2:53 pm

- A. Motion to adjourn by Joe
- B. 2nd by Eric