

Academic Staff Committee
MEETING MINUTES
May 23, 2018
1:30 p.m.; CL 735

- I. Call meeting to order at 1:38PM
- II. Approval of meeting agenda
First – Lynn; Second – Jan – Agenda approved
- III. Approval of minutes from April 11 and 25 meetings and May 3 Assembly
First – Lynn; Second – Jan – All minutes approved
- IV. Old Business
 - a. Leadership & Involvement: Elections for AS committees next year
Reviewed candidates for AS Leadership & Involvement Committee and selected three to serve on the committee. Names submitted to SOFAS.
Reviewed candidates for AS Professional Development Programming Committee and selected three to serve on the committee. Names submitted to SOFAS.
 - b. Review of May 3 Academic Staff Convocation – Tabled until next meeting
 - c. Project Coastal Update – Tabled until next meeting
 - d. Discussion on Remissioning. Who attended the fora? – Tabled until next meeting
- V. Governance/AS Committee Reports
 - a. Human Resources Report (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/>. 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.
 - 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- 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 this week to employees who are eligible for pay plan but missing required trainings or evaluations. **Faculty and staff must complete all required compliance trainings and have satisfactory performance documented 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.**

- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. 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):**
 - No new policies for this update

New Employees:

- **Lecturer – Human Biology:** New Position – Setareh Khalili will start on August 20, 2018
- **Dean – College of Arts, Humanities, and Social Sciences CAHSS:** Incumbent – Scott Furlong – Chuck Rybak started on May 10, 2018
- **Curator of Art and Arts Management Instructor Art & Design:** Incumbent – Leslie Walfish – Failed Recruitment
- **Research Manager – Consortium of Applied Research (1-year appointment)** Human Development: New position – Michael Holstead started on May 23, 2018
- **Advisor Financial Aid:** Incumbent – Julie Jubin (restructured position) – Christina Thill started on May 7, 2018.

Positions Being Recruited:

- **Trainer and Development Specialist** Behavioral Health Training Partnership (BHTP): Incumbent – Jessica Delzer
- **Assistant Director for International Recruitment** International Education: Incumbent – Katy Isler
- **Study Abroad Coordinator** International Education: Incumbent – Kristy Aoki
- **Counselor (75%, Two Vacancies)** Counseling and Health: Incumbents – Greg Smith and New Position
- **Assistant Volleyball Coach** Athletics: Incumbent – Alexa Frank
- **Assistant Men's and Women's Swimming Coach Athletics: Incumbent – Tara Dowling**
- **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
- b. UWS System Rep. (Eric)
 - c. University Committee (Eric) – Could not make today's meeting. Asked a volunteer to attend. No one could attend.
 - d. Faculty Senate (Jamee) – No report
 - e. T&TCS Project Team Report (Jan) – No report
 - f. Shared Governance Work Group update (Lynn) – No report
 - g. Personnel Committee (Lynn) – No report
 - h. Professional Development Allocations Committee (Joe) – No report
 - i. Professional Development Programming Committee (Jan) – No report
 - j. Leadership and Involvement Committee (Amy) – Amy provided insight on the process for us to select 3 for each AS committees. No report
- VI. New Business
 - a. Shared Governance Discussion with President Cross June 1 – Need AS delegate
 - VII. Other Business/items for next meeting
Will address agenda items that were tabled.
 - VIII. Next Regular Meeting: Wednesday, June 6, 2018, 1:30 p.m.: CL 735
 - IX. Adjourn at 2:50PM

Respectively submitted by Lynn Niemi

Approved: June 6, 2018