

2018-19 Academic Staff Committee
MEETING MINUTES
October 24, 2018
1:30 p.m.; CL 735

Present: Jamee Haslam (Chair), Eric Craver, Sherri Arendt, Bao Sengkhamee, Lynn Niemi, Parker Nadeau, Jan Malchow, Bethany Welch

Absent: Mark Krell

Guests: Jena Landers, Greg Davis, Melissa Nash, Ben Joniaux

I. **Call meeting to order** at 1:36 p.m.

II. **Minute Taker**

Eric Craver will take minutes for the meeting

III. **Approval of meeting agenda**

VOTE: Motion to approve meeting agenda by Lynn, second by Jan – Approved

IV. **Approval of Minutes** from October 10, 2018 meeting

Must correct the spelling of Sherri's name

VOTE: Motion to approve meeting minutes by Sherri as amended, second by Lynn – Approved

V. **New Business**

a. November 9 meeting with UW System reps (Jamee)

i. Jamee attending this meeting with Steven Hopper and Katherine Mayer, two new upper-level administrators from UW System as a “meet and greet.”

b. Start draft of AS Assembly agenda (December 4, 2018 Christie Theatre; 3 p.m.)

i. Proposed topics of discussion for Provost Davis and Associate Provost Ganyard (Chancellor Miller unable to attend)

1. UW-Green Bay Campus Budget update

2. Enrollment update/numbers

3. Project Coastal update

a. UW-Green Bay shared governance issues after the transition year and inclusion of branch campus Academic Staff on campus committees.

4. Time and Total Compensation Study update

5. Report on implementation of Merit Pay Raises

ii. Post-assembly social gathering

1. Shorewood Pro Shop immediately following the meeting. Provost's Office to provide refreshments.

iii. Communication plan

1. Notification to all AS on all four campuses will take place through standard channels (e.g., email, *The LOG*, etc.)

VI. **Old Business**

a. Professional Development Allocations Committee: Presentation by Jena Landers, proposing to adjust wording in the committee charge and clarify guidelines for use/application of professional development funds.

i. **VOTE:** Motion to accept changes to committee charge by Lynn, second by Jamee – Approved

ii. **VOTE:** Motion to accept changes to guidelines for use/application by Eric, second by Jamee – Approved

iii. Changes must go to the December 4 AS Assembly for a final approval.

- b. Re-missioning (Provost Davis)
 - i. Review draft of Select Mission approved by Faculty Senate on 10/10/18
 - 1. Must update the list of degrees to add missing degrees (BSN, MSHW, etc.)
 - 2. Provost said not everyone will be happy with the new Mission. It is a fluid document that can be revised as necessary to meet changing institutional goals.
 - 3. Anyone interested in reviewing the full evolution of the drafts of this proposed mission can access that information at the Provost's Office.
 - 4. **VOTE:** Motion to accept proposed draft of the UW-Green Bay Select Mission *with the inclusion of missing degrees* by Jan, second by Eric – Approved by acclimation
 - ii. ASC options – all AS vote or just ASC vote?
 - 1. The final proposed revised Select Mission must go before the AS Assembly on December 4 for a final vote.
 - iii. Draft communication to Chancellor of vote results
 - 1. Jamee will notify the Chancellor via email
- c. ASC Bylaws discussion
 - i. Vice Chair to Chair succession
 - 1. Language will be proposed at the December 4 AS Assembly, indicating that the ASC Vice Chairperson *can but is not required to* assume the role of Chairperson the following year.
 - ii. Continue bi-weekly meetings or draft language to change to monthly meetings
 - 1. Language will be proposed at the December 4 AS Assembly.

VII. **Governance/AS Committee Reports**

- a. Human Resources Report (Melissa Nash)
 - i. See APPENDIX A
- b. Compensation and Workload Committee update (Jan) – No Report
- c. UWS System Rep. (Sherri) – No Report
- d. University Committee (Jamee) – No Report
- e. Faculty Senate (Jamee) – No Report
- f. T&TCS Project Team Report (Jan) – No Report
- g. Personnel Committee (Jan) – No Report
- h. Professional Development Allocations Committee (Parker)
 - i. Just the changes to charge and guidelines for use as approved earlier in the meeting.
- i. Professional Development Programming Committee (Bao) – No Report
- j. Leadership and Involvement Committee (Lynn) – No Report

VIII. **Other Business/items for next meeting**

- a. Jamee will invite SOFAS, Steve Meyer, to the next ASC meeting to talk about AS Committees in 2019-20
- b. Human Resources was asked to provide total numbers on AS employees on all four campuses
- c. Finalize December 4 AS Assembly agenda
- d. Draft language for proposed changes to the AS Bylaws

IX. **Adjourn**

VOTE: Motion to adjourn by Sherri, second by Jan – Approved
 Next Meeting: **Wednesday, November 7; 1:30 p.m.; CL 735**
 Meeting adjourned at 3 p.m.

APPENDIX A

Academic Staff Committee HR Update – 10/24/2018

- **Title and Total Compensation Study:**
 - Timeline has been extended, likely through 2019.
 - 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/>.
 - Work is currently being done related to standardized job descriptions. UW Madison and UW System, with project management by Huron have been developing the draft standard job descriptions. Next step is subject matter expert review of those draft descriptions.
 - Benefits Preference Survey – designed to assess employee preferences regarding available benefits and determine if current programs are meeting employees’ diverse needs. Participants to include all benefits-eligible employees. Target survey dates are mid-November through mid-December, with results anticipated in February, 2019.
 - Open Forums are scheduled for the campus community on November 12th and 14th. More information will be coming out about these in upcoming HR Connects.
 - 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 effective in July, 2018 and January, 2019. Merit based pay plan, which required employees to have satisfactory performance and completion of online compliance training. Pay Plan Notices were sent out to eligible employees in late June.

- **Performance-Based Funding:** Chancellor sent out a memo to campus on October 1st regarding the second phase of Performance-Based Funding distribution. Performance-based funding is separate and distinct from pay plan dollars. Phase 1, in June of 2018, set \$15 per hour as the lowest compensation rate paid to any employee in a permanent or ongoing position at the University. Second phase of distribution will be based upon merit, in accordance with the [Compensation and Pay Plan Policy \(I. iii\)](#). Guidelines for requests were included with the Chancellor’s memo. Any questions about the distribution process can be directed to the Vice Chancellor or Cabinet-Level Director for your area.

- **Project Coastal (HR-related):** Welcome letters went out to all transitioning UW Colleges employees from the Chancellor in mid-June. A special HR Connect went out on July 2nd to UW Colleges employees with additional information about HR Staff and university programs (Wellness, ERGS, professional development, etc.), and transitioning employees are receiving all HR Connect newsletters. HR held office hours on the campuses in July, August, and September and we will be evaluating (in coordination with CEOS) future presence on the campuses. UWGB HR has been working closely with Colleges HR to try to make the transition as seamless as possible for employees.

- **Annual Benefits Enrollment:** The annual open enrollment period is currently in effect and will be ending on Friday, October 26, 2018. Open Benefit Lab sessions are being held throughout the month for employees to stop in with questions and get assistance with the online enrollment process.

- **Policy updates (informational only):**
 - None

New Employees:

- **Program Specialist – Manitowoc & Sheboygan Campuses** Continuing Education and Community Engagement: Melissa Schleicher started on 10/1/2018
- **Dietetic Internship Director** Dietetic Internship Program: Incumbent – Laura Rowell – Stephanie Hall will start on 10/29/2018
- **Business Analyst** Information Technology: Incumbent - Nathan Carlton – Desiree Kittle will start on 10/29/2018
- **Director of the Phoenix Fund** Athletics: Incumbent - Nelson Pouliot – Shane Starr will start on 11/12/2018

Positions Being Recruited:

- **Training Coordinator** Behavioral Health Training Partnership: Incumbent - Sharon Locklin
- **Counselor (75%)** Counseling and Health: Incumbent – Greg Smith
- **Server Administrator** Information Technology – New Position
- **Wisconsin Clean Marina Program Coordinator (50%, 3-year)** Center for BioDiversity – New position
- **Area Coordinator** Residence Life – Mindy Sackett
- **Director of Development** University Advancement – Tracy Heaser
- **Signature and Cultural Events Coordinator** Student Life – New position
- **Admissions Advisor (Marinette/Upper Michigan Territory)** Admissions –Marisa Leza De Rosa
- **Student Services Coordinator for Student Life & Solution Center** Sheboygan Campus – Sara Juckem
- **Academic Advisor** 50/50 Manitowoc and Sheboygan Campuses – New/Neil Hall
- **Assistant Director of Residence Life – Operations** Residence Life – New position
- **Outreach Specialist** Small Business Development Center – Chuck Brys