

2018-19 Academic Staff Committee
MEETING MINUTES
September 26, 2018
CL 735

Guests: Linda Briggs-Dineen; Megan Nolter; Melissa Nash

Attendee: Jamee Haslam, Jan Malchow, Sherri Arendt, Bao Sengkhammee, Lynn Niemi

Absent: Eric Craver, Parker Nadeau, Bethany Welch, Mark Krell

- I. Call meeting to order at 1:35PM
- II. Lynn Niemi will be the notetaker for the meeting
- III. Approval of meeting agenda
1st – Lynn; 2nd – Jan – Agenda approved.
- IV. Approval of minutes from September 12, 2018 meeting
1st – Jamee; 2nd – Jan – Minutes approved.

Fire Drill from 1:40PM-1:55PM today

- V. New Business
 - a. Linda Briggs-Dineen upcoming Draft Mission discussion (UWGB United discussion 9/27/2018 3:30 pm Christie Theatre)
Linda invited all of us to attend and help get the word out. She knows of two Academic Staff that are on UWGB United.
 - b. Master Planning Workgroup – AS member to replace Josh Goldman (notify Tracy Van Erem)
AS Committee forwarded Lynn Niemi’s name to represent AS on this committee. Motion made by Sherri, 2nd by Jan. All approved.
 - c. ASC Charge – propose change to add “HR Liaison” as an official ex-officio, non-voting member of the ASC.
Questions were asked about this change and we wanted more details. Jamee will request Steve Meyer attend our next meeting to get more clarification on this.
 - d. UW System request for feedback regarding Proposed revisions to UPS Policies (HR13 and TC1)
On June 7, 2018, the Board adopted Resolution 11038 on employee personnel files and reference checks, which required the development or modification of certain human resource policies for all UW institutions regarding:
 - i. documenting sexual harassment allegations and investigations in personnel files;
 - ii. maintaining personnel files and conducting reference checks; and
 - iii. exchanging personnel files between all UW institutions and State of Wisconsin agencies.

In response to Resolution 11038, a work group was formed and updated drafts of UPS policies HR 13 (personnel files) and TC 1 (Recruitment and Reference Checks) were created. These drafts were shared with the Board at the August Board meeting ([video](#)).

We are now in the feedback phase and would like your input on the HR 13 and TC 1. UW-Madison is following a parallel process to update their HR Design policies and will be reaching out separately to their campus stakeholders.

The Board has mandated certain aspects of the policy changes which are therefore **not open to change**:

HR 13 – Personnel Files:

1. Violations of sexual violence and sexual harassment policies must go in p-file
 - a. May not be removed
2. If an employee leaves during an active investigation, it must be documented in the p-file
 - b. Documentation of the active investigation will be removed at the conclusion of investigation
3. P-files must be shared with other UW and State institutions upon hire

TC 1 - Recruitment:

1. Institutions must disclose violations of sexual violence and sexual harassment policies **to any hiring institution** when the institution or a supervisor is contacted for a reference
 - a. UW institutions must conduct reference checks
2. Must ask about sexual violence and sexual harassment during the reference check

The main areas we are seeking feedback for are:

1. What are your greatest concerns with the changes in the policies?
2. Where is additional clarification needed for the policy changes?

UWSA has created an online form for individuals to submit feedback until **October 5, 2018**. If you wish to submit feedback, please use the links below:

[HR 13 \(Personnel Files\)](#)

[TC 1 \(Recruitment and Reference Checks\)](#)

Please **do not** submit comments via email. The form allows attachments if you need to upload documents.

- e. Office Hours and Institutional Closure Policy – Christopher Paquet email dated 9/20/18 Reviewed policy <http://www.uwgb.edu/UWGBCMS/media/policies/files/Office-Hours-and-Institutional-Closures.pdf?ext=.pdf>

This policy clarifies essential offices that will remain open during normal business hours. All other offices must follow the Notice of Closure.

VI. Old Business (**All other business was tabled due to time except HR update, 1st by Sherri; 2nd by Jan**)

- a. Re-missioning – Tabled
- b. ASC By law discussion – Vice Chair to Chair succession - Tabled
- c. Awards update (Eric) - Tabled
- d. Academic Performance Solutions Implementation - Tabled
 - i. Memo from Chancellor Miller dated 9/5/18

VII. Governance/AS Committee Reports

- a. Human Resources Update (Melissa Nash)
 - **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.
 - 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.
 - **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 will be October 1 -26, 2018. Payroll & Benefits will be sending out more communications regarding the changes for 2019 in the near future. Open Benefit Lab sessions will once again be held throughout the month for employees to stop in with questions and get assistance with the online enrollment process.
 - **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):**
 - Finalized:
 - UPS Operational Policy: [EEO 3 Employment of Veterans](#)
 - In Request for Feedback Status:
 - UPS Operational Policy HR3: Personnel Files
 - UPS Operational Policy TC1: Recruitment

New Employees:

- **Campus Executive Officer (Two Vacancies – Manitowoc and Sheboygan)** – NEW Positions – Rachele Bakic was hired at Manitowoc and Jennifer Williamson-Mendez was hired at Sheboygan.
- **Outdoor Adventure Recreation Coordinator** Kress Events Center – New Position – Ethan Harvey started on 8/13/2018
- **Multicultural Admissions Counselor** Admissions: Incumbent – Ron Morris – Two selected from the pool. Yee Leng Yang started on 8/20/2018 and Emely Villanueva started on 9/10/2018
- **Program Specialist – Marinette Campus** Continuing Education and Community Engagement: New position – Linda Hornick started on 8/30/2018
- **Research & Instruction Librarian** Cofrin Library: Incumbent – Rebekah Vrabel – Sarah Weber started on 9/17/2018
- **Graphic Designer** Marketing and University Communications – Bridget Smith started on 8/21/2018.

Positions Being Recruited:

- **Counselor (75%)** Counseling and Health: Incumbent – Greg Smith
- **Server Administrator** Information Technology – New Position
- **Program Specialist – Manitowoc & Sheboygan Campuses** Continuing Education and Community Engagement: New position
- **Dietetic Internship Director** Dietetic Internship Program – Laura Rowell
- **Director of the Phoenix Fund** Athletics – Nelson Pouliot
- **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
- **Business Analyst** Information Technology – Nathan Carlton
- **Training Coordinator** Behavioral Health Training Partnership – Sharon Locklin
- **Student Services Coordinator for Student Life & Solution Center** Sheboygan Campus – Sara Juckem
- **Academic Advisor** 50/50 Manitowoc and Sheboygan Campuses – New/Neil Hall

- b. UWS System Rep. (Sherri) - Tabled
- c. University Committee (Jamee) - Tabled
- d. Faculty Senate - Tabled
- e. T&TCS Project Team Report (Jan) - Tabled
- f. Personnel Committee (Jan) - Tabled
- g. Professional Development Allocations Committee (Parker) - Tabled
- h. Professional Development Programming Committee (Bao) - Tabled
- i. Leadership and Involvement Committee (Lynn) - Tabled

VIII. Other Business/items for next meeting

- a. Invite Steve Meyer to discuss ASC Change for HR Liaison
- b. Add all Old Business

IX. Adjourn:

1st by Lynn; 2nd by Jan. Meeting Adjourned at 2:59PM

Minutes are respectively submitted by Lynn Niemi

Approved by ASC 10/10/2018