

Academic Staff Committee Meeting
Meeting Minutes (Approved 10/11/2017)
September 27, 2017

ASC Members Present: Eric Craver, Lynn Niemi, Jamee Haslam, Joe Schoenebeck, Amy Bartelme

ASC Member Absent: Jan Malchow

Guests: Melissa Nash (Human Resources), Josh Goldman (Academic Staff Representative serving on the Strategic Budgeting Committee)

Next meeting: Wednesday, October 11, 2017 1:30 pm CL 735

- I. Call to Order at 1:32PM
- II. Approval of Meeting Agenda
 - Eric suggested to add Josh's update on Strategic Budget committee to the agenda; all members were in favor of approval
- III. Approval of minutes from September 13, 2017 meeting
 - Joe motioned to approve
 - Amy 2nd the motion
 - All members approved

ADDITION TO AGENDA: Josh Goldman – Strategic Budgeting Committee

- 1st Meeting of the committee was Friday September 22, 2017
 - Capital Planning process
 - Facilities working on 2 year maintenance/ repairs plan
 - Campus Master Plan is from 2006 see <http://www.uwgb.edu/masterplan/>
 - RE-Missioning in the next year
 - Residence Life Master Plan
 - New residence hall with dining option(s) possibly in the hall
 - Academic Affairs
 - New academic building possibly in next 5 years
 - Lab Sciences building
 - Looking at class scheduling as University is not at capacity
 - In December – ETP (television station) is leaving and that space will be converted to lab space or the time being.
 - Plans from 2006 envision research park with possible retail space
 - STEM Center
 - Approved in State budget - \$5 million
 - Funding will come from Brown County as it will be a County owned building
 - Working on the rest in raising capital through donations which is going well
 - Location has been determined (across from LS loading docks)
 - County owned – may not be connected to University utilities (still be reviewed)
 - House space for Engineering Tech program, Einsten Project and UW Ext
 - Will not be connected to academic buildings tunnels

- Ideas for projects – let your division leaders or Deans know so those ideas can be brought forward to the planning committee
- Strategic Planning meetings are open to all and are on the University’s Master Calendar – see calendar.uwgb.edu

IV. Old Business

- A. Eric has been in contact with Greg and he will be at a meeting in October
 - a. Questions to discuss with Greg
 - i. Where is the university at with past budget cuts
 - 1. Where does the University stand with the enrollment increase plan?
 - 2. Is it past the time where we can’t fix by increasing enrollment? Are we able to increase enrollment fast enough?
 - 3. What are next steps?
 - ii. Will there be budget cuts in the future?
 - 1. Amount and when will it need to be reduced by?
 - 2. What is the plan for this?
 - iii. Enrollment services
 - 1. Candidate for that position?
 - 2. Concerns regarding course offerings (student apply for admissions but then had no courses to enroll in)
 - 3. Enrollment increase goals – do we anticipate adding enrollment services positions to support increased enrollment?
- B. Participation in ASC meetings by other governance groups (Jamee)
 - a. Regular attendance by SGA isn’t necessary; however if an issue arises that affects students we will reach out to SGA to have representation at the discussion
 - b. Faculty Senate participation – we are there to gather information
 - i. Eric reaching out to Jan (USC) and Eduardo (SGA) to see if they would be on board with requesting to have all governance committee updates moved to earlier in the Faculty Senate meetings. Eric will notify ASC of that result
 - ii. Then we would make the request to SOFAs
 - iii. Jamee will check with other ASC representatives on days that she cannot attend entire meeting to see if there is someone else that can.
 - iv. If our updates are moved to earlier in the meeting, we would then have to option to give the update and leave if we cannot stay for the entire meeting
 - 1. Utilize meeting minutes to review.
- C. Joe and Melissa Nash
 - a. AS positions from 2011-2016 data discussed at 9/13/17 meeting
 - b. Melissa clarified the data includes all ongoing non temporary employees
 - i. did not include any position for which payroll has an end date which usually are LTE/project/temporary positions
 - c. Melissa indicated there a few things that explain the data
 - i. 14/15
 - 1. Voluntary Separation/Retirement (VSIP)
 - 2. Voluntary reassignment (some “classified” positions moved to AS)
 - ii. 15/16
 - 1. Restructuring – 4 college model
 - 2. Data includes limited AS (Deans/Associate Deans)
 - d. Melissa indicated she can provide the data each year (October)
- D. Communication via email to AS (Eric)

- a. Getting positive feedback from AS regarding email communications
- b. Cabinet directive to streamline and decrease emails to staff and utilizing the LOG
 - i. Talking with Sue Bodilly
 - ii. Eric will check with other governance groups to find out their plan
 - iii. For now we will continue with our emails to AS and include a note that we may be transitioning to having information sent through the LOG to encourage AS to read the LOG
 - iv. If we transition to the LOG we likely will continue sending emails for a short time (using both means of communication) and include timelines for complete transition to LOG in our emails.

E. Driver Authorization (Jan)

- a. Tabled for future meeting as Jan was traveling and not at this meeting

V. Department/Committee Reports

- A. HR Report from Melissa Nash. Melissa will provide an update at the 2nd meeting of each month and will email her notes in word document for use in minutes.

Academic Staff Committee HR Update

- **Title and Total Compensation Study:** The study is underway and has now moved into Phase 2 of 5, focused on assessment of current positions and modernizing the job title structure. An open Forum was scheduled for Friday, September 22 from 10 am to 11 am in the 1965 Room. Future forums will be held, and will be announced in the HR Connect blog and e-mail newsletter.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been.
 - Discussion about updated contract language/years of service? Waiting on ASC feedback before finalizing updated version.
- **Policy Updates:** all updated policies will be communicated annually in policy notification (late September/early October).
 - **Published**
 - Employee Relocation Reimbursement Expense
 - Clery Compliance Policy
 - Both of these were emailed on Tuesday by Christopher Paquet to governance groups. Christopher will be distributing updated policies (for all areas) to governance groups to share with constituency in the manner they see fit.
 - **In the Works:**
 - Compensation and Pay Plan Policy- updates underway.
 - Alcohol and Other Drugs Policy
 - Revisions to Recruitment and Hiring- with leadership to finalize
 - Revisions to the Workplace Conduct Policy
- **Annual Benefits Enrollment** period is October 2 to 27, 2017
 - Open Forums on October 3rd and 4th
 - Open Labs throughout ABE
- **Benefits & Wellness Fair** on Thursday, October 5th at 11:30 a.m. to 2:00 p.m. in the Phoenix Rooms
- **Flu Shot clinic** will be held during the fair too, but employees need to register ahead of time (see [HR Connect blog](#) for details; flu shots only available to employees who are enrolled in the state group health insurance)

- **Domestic Partnership Benefits:** On September 21, 2017, Governor Walker signed the 2017-2019 State Budget Bill. The budget bill contains a provision that eliminates the Chapter 40 domestic partnership program which will impact employees who are in a domestic partnership. Our office will be working directly with employees who will be affected by this change.

New Employees:

- **Admissions Advisor** Admissions: Incumbent – Andrew Meyer – Hannah Fameree was hired and started on 9/20/2017
- **Assistant Women’s Softball Coach** Athletics: Incumbent – Aimee Sisson – Elizabeth Murray has accepted this position. Start date TBD

Positions Being Recruited:

- **Director of Athletics** Athletics: Incumbent – Mary Ellen Gillespie
- **Executive Director of the Weidner Center** Weidner Center: Incumbent – Kate Green
- **Assistant Vice Chancellor of Enrollment Services** Enrollment Services: Incumbent – Christina Trombley
- **Coordinator of Institutional Research** Institutional Research and Assessment: Incumbent – Debbie Furlong
- **Assistant Director for Multimedia Services** Athletics: Incumbent – Justin Helm
- **Graphic Designer (temporary through 6/30/18)** Marketing and University Communications: Incumbent – Sarah Tonner
- **Area Coordinator** Residence Life: Incumbent – Julianne Crayton
- **Enrollment Services Front Desk Advisor** GBOSS: Incumbent – Hannah Fameree
- **Associate Researcher – Aquaculture (one-year appointment)** Natural and Applied Sciences: Incumbent – none
- **Director of Student Life** Student Life: Incumbent – Lisa Tetzloff

B. UWS System Rep (Eric)

- i. Eric attended first meeting September 22, 2017
 1. Title and Total Comp (Phase 2 of 6)
 2. Biennial budget
 3. Academic Update
 - a. 2020 forward <https://www.wisconsin.edu/2020FWD/>
 - b. Transfer issues
 - c. High impact internships
 - d. 360 degree advising
 4. Strategy for addressing issues of low enrollment programs
 - a. Reviewing programs and enrollment percentages
 - b. Not focused on enrollment numbers, more percentages
 - c. Looking at enrollment for major and minor (a program may not have high enrollment as a major but it may be a very high enrollment minor)
 5. UW System Administrative Hiring Workgroup

C. UC (Eric)

- a. Workload policy
- b. Concept of interdisciplinarity
 - i. Movement to discontinue use of the term
 - ii. Interdisciplinarity and its value
 1. Seeking feedback within community as well

D. Faculty Senate (Jamee)

- a. 1st meeting 9/13/17
 - i. Jamee emailed update after the meeting (some notes below – and in future ASC meeting discuss submitting request to move our update to beginning of meeting)

- ii. Provost Davis
 - a. Director Enrollment Services (Christina's position) in person interviews in next 2 weeks.
 - b. Director of Weidner Center – interviews are being set up
 - c. Athletic Director offer will be given next week
 - d. As of September 5, 2017 student enrollment increased by 26 FTE from 16/17 to 17/18
 - e. Hopes that all governance groups can work closer and be more integrated (Faculty, Staff – AS/UC, and students)
 - iii. Sheryl did mention we will be working through another budget reduction of \$600,000 in 18/19 FY
 - a. Mentioned something that colleges can enroll out of reductions. Colleges will be notified about reductions soon.
 - iv. Bachelor of Mechanical Engineering (going to senate at next meeting then to UWS BOR for approval – fall 2019 start potentially)
 - v. MS Nutrition & Integrated Health program (going to senate at next meeting then to UW BOR for approval)
 - vi. Post Tenure Review plan presented and not passed – SOFAs will present options in future again
 - vii. DACA support letter sent to President Trump
 - viii. SGA rep mentioned they will look to Faculty Senate to spend their budget and mentioned they have a budget from the childcare initiative to spend as well
- E. Title & Total Comp (Jan will report at next meeting)
- F. Personnel Committee (Lynn)
- a. 1st meeting in October. May discuss Bookstore changes, committee charge
- G. Professional Development Allocations Committee (Joe)
- a. Open records requirements
 - i. Timing of application to when employee attends the conference is very tight so they need timely approval processes which the online system provides that
 - ii. Committee is going with an assumption that all applicants are approved. Committee members must review each application to make sure everything is in order to approve. (not voting)
 - 1. If an application is not in order, then an in person meeting would take place to discuss and vote on the denial
 - 2. SOFAs indicated this set up would be sufficient
 - 3. Suggested to remind chair of committee to utilize the LOG for advertisement which they do already and tend to have all funding "spent"
 - a. There have been funds left in the past because an applicant may request \$750 and get approved and then go to the training and submit reimbursement and they only spent \$500. (sounds like this happens fairly regularly)
- H. Professional Development Programming Committee (Jan)
- i. Jan not present – tabled until next meeting. We know this committee has events scheduled
- I. Leadership and Involvement Committee (Amy)
- o Chair is Stephanie Murphy
 - o Haven't met since last meeting, most meetings take place in new year

- VI. New Business
 - Assurance Argument Prepared for HLC
 - i. All ASC members should have a copy
 - ii. Review it
- VII. Other business/items for next meeting
 - Title & Total Compensation Forum
 - Revisit Driver Authorization
- VIII. Next regular meeting: October 11, 2017 1:30 pm CL 735
- IX. Adjourn 2:58 pm
 - 1st motion to adjourn by Joe; 2nd by Lynn