

2021-2022 Academic Staff Committee

Meeting Agenda

April 20, 2022

1:30 p.m.; TEAMS

- I. Call meeting to order at 1:32 pm
 - a. Pat Hicks and Lynn Rotter will be rotating off so we can expect two new members of the committee.
 - b. Virginia asked us to consider if anyone would like to step forward as chair or vice chair
- II. Determine minute taker – Nichole LaGrow
- III. Approval of minutes – March 23, 2022
 - a. Nichole LaGrow posted the last minutes to the Teams site.
 - b. Lynn Niemi motioned to approve. Bethany Welch seconded.
- IV. New Business
 - a. HR Update (Megan Noltner with Melissa Nash)

Academic Staff Committee HR Update – 4/20/2022

- **Title and Total Compensation Project:**
As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) was delayed due to the COVID-19 pandemic, however it was implemented on November 7, 2021. For details related to T&TC as well as resources (including open forum recordings and FAQs), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

Appeal Process:

As part of the Title & Total Compensation Project (T&TC), all in-scope positions have been mapped to a title within the new structure. If an employee disagrees with their mapped title, they were able to formally appeal the decision no later than February 4, 2022. At this time, the appeal submission period has ended.

Please note that by submitting an appeal, an employee is stating that their T&TC mapped UW System title was not accurate as of November 7, 2021. Any requests to review titles because of job duty changes which occurred **after** November 7, 2021 should be processed through the standard [Title Review Request](#).

Overall, four appeals were submitted (2 University Staff and 2 Academic Staff). At this time, three appellants have been provided an HR approval and/or were withdrawn, which includes both Academic Staff appeals. For more information about the Title & Total Compensation appeal process, please see the [Title Appeal Guidelines - T&TC](#).

Continue to review UW System Website: “Areas Under Review”:

After the Title and Total Compensation (TTC) Project implemented on November 7, 2021, UW System Human Resources (UWSHR) has received feedback from local human resources (HR) professionals, campus leadership and employees about the new job title structure. As with any large project, it is normal to adjust once the new structure is in place. UW System has published a new website which communicates which areas (titles, job families, etc.) are currently under review. Please see [here](#) to access that website.

- **[Non-Instructional Academic Staff and Limited Employee Position Description Collection](#)**

As part of the [Title & Total Compensation Project](#) (T&TC) employee-manager conversations in Summer 2021, supervisors and employees started to collaborate on developing revised UW-Green Bay [position descriptions](#). This winter, the Office of Human Resources is coordinating a collection and review of those updated UW-Green Bay position descriptions.

We asked that an updated position description be signed and submitted for all non-instructional Academic Staff/Limited employees **no later than March 25, 2022**. Please see [here](#) for instructions on creating the new position description utilizing the [UW-Green Bay Position Description Library](#). Reminders will be sent to supervisors this week for those position descriptions out office has not yet received.

University Staff position descriptions will also be updated in accordance with this timeline as a part of the [US performance evaluation process](#). This process does not impact Faculty or Instructional Academic Staff.

Should you have any questions about the position description development process, please contact Human Resources at hr@uwgb.edu.

- **Outside Activities Reports (OAR)**

Each year, all **faculty, academic staff, and limited appointees with appointments of halftime or more** are responsible for reporting **Outside Activities** (according to Board of Regent and UW System guidelines, UWS Chapter 8.025, and the Wisconsin Administrative Code). On **April 4**, all employees required to submit an Outside Activity Report (OAR) should have received a message with instructions to complete the OAR from UWSystemHR@uwss.wisconsin.edu. Following the initial notice, employees will receive reminders throughout the month.

Further information on OARs can be found on the UW System [Conflicts of Interest and Outside Activities](#) website and this [blog post](#).

- **Employee Handbook Update**

During Spring, 2022, the Office of Human Resources and Workforce Diversity coordinated an update of the Employee Handbook (which was last updated in January, 2019). Due to changes in UW System Policy, T&TC, UW-Green Bay mission, etc., the Employee Handbook - Academic and University Staff is quite out of date, and need to be updated accordingly. After providing an opportunity for both the ASC and USC to provide feedback, the updated [Employee Handbook](#) was published as of April 4, 2022. An email communicating the publication was provided to the ASC & USC chairs along with a [blog post](#). The Human Resources office wants to give a big thank you to the ASC for their collaboration on this project!

- **COVID-19**

[Phoenix Forward Website](#)

The [Phoenix Forward website](#) has the most up to date information on the current policies and procedures regarding keeping campuses safe in the uptick of COVID-19. The Phoenix Forward Website also includes updated [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency.

There are still people who are at significant risk if they contract COVID. If someone that is required to be around you asks you to wear a mask in their presence, I ask that you do your best to honor their wishes. This allows for personal choices to be made regarding the precautions each of us will take moving forward.

Faculty or staff who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of Human Resources by [email](#) or ext. 2390

Please, Protect Your Phoenix Family

Faculty and staff experiencing COVID-19 symptoms should not come to campus. This is the case for all symptomatic individuals, regardless of vaccination status. For more information on COVID-19 protocol for faculty and staff (including information regarding positive, suspected, or close contact cases), please see the [Reporting Faculty & Staff](#) page of the Phoenix Forward Website.

- **Wellness Activities**

[Onsite Health Screening](#)

Sign up now for your onsite health screening, which is a step towards getting your \$150 wellness

incentive! The next opportunity for the health screenings will be Thursday, September 22nd in the Phoenix Room of the Union on the Green Bay campus. Visit this [blog post](#) for more information including the link to register.

[UREC Spring Group Fitness Classes](#)

Check out the fun group fitness classes at the Kress this spring [here!](#)

Bellin Run 2022

Registration is now open for the 46th Annual Bellin Run! The Bellin run will be an in-person and virtual event on June 11th in Green Bay. Visit this [blog post](#) for more information including the link to participate as part of the UW-Green Bay Corporate team.

[Invitational Team Steps Challenge](#)

Get a team of 5 people together and participate in this UW-System wide steps challenge from May 4th to June 7th. (Register by May 3rd)

New Employees:

- **Assistant Vice Chancellor for Inclusive Excellence** Student Affairs – NEW – Stacie Christian (started 3/28/2022)
- **Instructional Designer** CATL – Todd Dresser – Luke Konkol (started 4/18/2022)
- **Assistant Coach – Women’s Volleyball** Athletics – NEW – Katie Adams (started 4/4/2022)
- **Digital Collections & Metadata Librarian** Library – Deb Strelka – Kate Farley (started 4/4/2022)
- **Assistant Women’s Soccer Coach** Athletics – Julie Grutzner – Evan Connolly (started 4/18/2022)
- **Student Success Coordinators-3 Vacancies** CECE – NEW – Samantha Post and Kara Koerner (started 4/11/2022) Hleeda Vang (starts 4/21/2022)
- **Program Specialist, Lifelong Learning Institute** CECE – Susan Pike- Heidi Jahnke (starts 4/25/2022)
- **Academic Advisor** Academic Advising – Alex Kurowski – Brent Fisher (starts 5/2/2022)

Positions Being Recruited:

- **Lecturer in Scenic Design** Theatre & Dance – Jeff Entwistle
- **Residential Education Coord (2 Vacancies)** Housing & Residential Education – Amelia Kimmes-Kneser & Megan Leonard
- **Lecturer in Social Work** Social Work – Paul Schneck
- **Lecturer in Computer Science** Resch School of Engineering – Mai Moua
- **Procurement Manager** Controller’s Office – Tory Ortscheid
- **Assistant Controller** Controller – Danielle Alexander
- **Lecturer in Education** Education – Lauren Mauel
- **Financial Aid Director** Financial Aid – Jim Rohan
- **Police Lieutenant** UW-Green Bay Police – Tony Decker
- **Assistant Vice Chancellor for Student Success** Provost Office – Vince Lowery
- **Director, Upward Bound – Upward Math & Science** Trio & Precollege – Michael Casbourne

- **Counselor** The Wellness Center – NEW
- **Cofrin School of Business Program Outreach Specialist** CSB – NEW
- **Software Engineer & Developer II** IT Enterprise Apps & Int – Marlene Strebel
- **Lecturer - Mathematics** Resch School of Engineering – Tonya Estebo
- **Assistant Teaching Professor – Entrepreneurship** Business Administration – Ryan Kauth
- **System Engineer III** IT Enterprise Apps & Int – Ryan Maes
- **Academic Advisor** Academic Advising – Laura Mintel
- **Chief Facilities Officer** Facilities Management – Paul Pinkston
- **Business Development Specialist** CECE – Tammy Clausen
- **Associate Provost** Provost Office – Clif Ganyard
- **Assistant Teaching Professor in Nursing (2 Vacancies)** – NEW
- **Director of CATL** CATL – Caroline Boswell
- **Director, Technology Support Services** IT Tech Support Services – Monika Pynaker
- **Assistant Teaching Professor in Entrepreneurship** CSB – Ryan Kauth
- **Student Billing Manager** Student Billing Services – Laurie Rentmeester
- **Assistant Teaching Professor in Marketing** CSB – Kathy McKee
- **IT User Support & Telecommunications Services Coordinator** IT Tech Support Services – Don Ramakers
- **Veterans Services Coordinator** Financial Aid – Elaina Koltz
- **Study Abroad/Away Program Manager** International Education – Jemma Lund
- **Instructional Designer** CATL – Nathan Kraftcheck
- **Website Manager** Marketing & University Communications – Brandon Langer
- **System Engineer II** IT Tech Support Services – NEW
- **Senior Assoc AD for Resources Enhancement** Athletics – NEW
- **Teaching, Learning and Technology Consultant** CATL – Kate Farley
- **Director of Cofrin Center for Biodiversity** Cofrin Center for Biodiversity – Robert Howe
- **Software Engineer & Developer II** IT Enterprise Apps & Int – Robert Blihar

Cabinet has approved a change that will move all non-instructional staff and limited staff to a calendar year. All reviews will be completed in January 2023 to reflect July 2021 through December 2022.

Concerns were shared regarding the

- There was a question regarding pay plan, but pay plan relies on most recent evaluation that was due, 6 month or prior annual review.
- Supervisor work load to complete the evaluations
- Individuals who transitioned to new roles or have new supervisors, see response to pay plan.

Academic Staff Committee may be asked to meet with HR Representative to discuss the current processes for employee evaluations.

As part of the System-wide ATP project, we will be transitioning to Workday in 2024. So we are not moving to an e-performance platform at this time, but can certainly explore how technology can streamline and expedite the employee review process.

b. AS Committee Nominations

- i. Virginia shared an update on the appointments that are needed and the ballot is open.
- ii. We will review nominations once the ballot closes and submit to SOFAS.
- iii. Lynn Niemi and Virginia will work to set up a special meeting in May to review nominations.

c. Distance Education Fees – Pat Hicks

- i. Students pay seg fees for all courses. Students who take online courses pay an additional \$25 per credit. If a student enrolls in an online program they are still charged a fee per credit.
- ii. Students are no longer listed as online program only in students.
- iii. To clarify, all courses with an 800 section include the \$25 fee.
- iv. Seg fees are the same for students are in an entirely online program.
- v. The tuition differential is also a consideration.
- vi. Nichole suggested that we brainstorm questions regarding the fee that we would like to ask the Provost's Office and invite to a future meeting to discuss the distance education fee.

d. Professional Development feedback for Chancellor

- i. The Chancellor asked us to consider the allocation of professional development funds for individual efforts and also for professional development committee offerings as part of the benefits offered by the institution.
- ii. The Chancellor would like more information regarding the participation in training offered through these venues.
- iii. What questions or concerns do we have if the training were centralized?
 - 1. How would we assure that the training met the needs of the Academic Staff?
 - 2. How would the resources be allocated across the units?
- iv. Nichole shared the practice of the Academic Staff Professional Development Committee to gather feedback through a survey and provide a balance of internal and external speakers on topics of relevance.
- v. Bethany shared the practice of the Academic Staff Professional Development Allocation Committee that relies heavily on the advocacy of the individual and the department chair. They do ask for more information.
 - 1. Suggested that we ask Melissa and Megan include the Professional Development Allocation Committee information in the HR Connect – send to Julie Flenz.
- vi. The concern may be that the matching funds from the departments are not available.
- vii. Our concern is that additional resources may then be allocated to the

V. Old Business

- a. EDI-Mentor Proposal – presented by Patricia Terry at the last meeting. Feedback?
 - i. No additional feedback at this time.

- b. Spring Assembly planning – Determine date
 - i. Coffee Talks have somewhat replaced our need for a meeting.
 - ii. Committee Chairs will be invited to the May meeting to provide an update for each of their meetings and will be sure to invite all academic staff members to the meetings.
 - c. Climate survey
 - i. Proposed: The Committee agreed to introduce plan to replace requirement to solicit feedback on the performance of the University's with a climate survey at the AS Spring meeting—we will work on a climate survey with the understanding that we will use it if the UC doesn't put out its own.
 - 1. Discussion led to an agreement to table this concept until we are sure that there is a climate survey.
- VI. Governance/AS Committee Reports
- a. University Committee – Virginia Englebert
 - b. T&TC – Lynn Niemi
 - c. AS Personnel Committee – Pat Hicks
 - d. AS Leadership & Involvement Committee – Bethany Welch
 - e. AS Professional Development Programming Committee – Nichole LaGrow
 - i. The Professional Development Programming Committee is working with the University Staff Professional Development Programming Committee to offer a training with UWGB alum on May 12th regarding leadership. The training will be broadcast to all four locations and virtual.
 - f. Committee on Workload & Compensation – Laura Nolan
- VII. Other Business/items for next meeting – next meeting will be our May meeting that will focus on reports from the committees.
- VIII. Adjourned at 3:07. Motioned by Bethany Welch, seconded by Lynn Rotter.