

MEETING AGENDA

August 19th 2020

1:30 p.m.; TEAMS

I. Call meeting to order

II. Determine minute taker for meeting

III. Approval of minutes

- a. Minutes from July 22nd, 2020 meeting
 - a. Kate Farley made a motion to approve minutes
 - b. Pat Hicks seconded the motion
 - c. All committee members were in favor
 - d. Sherri will send minutes to SOFAS

IV. New Business

- b. ASC Assembly dates for year
 - a. Offered Dec 2 or Dec 8 as options to administration for first meeting. This would replace the regular ASC meeting for December/
 - b. Offered May 5 or May 11 for second meeting.
 - c. The December meeting will be virtual. May format TBD.
 - d. Lynn Niemi will take that charge
- b. Replacement appointment for Ac Staff PDPC
 - a. L&I Committee ok'd candidate Roger Wareham.
 - b. Virginia Englebert recommended Roger Wareham be appointed to the Academic Staff Professional Development Programming Committee. No one opposed.
 - c. Kate Farley will reach out to him.
- c. Results of polling for training – ASPDPC – Kate Farley
 - a. Draft of the survey is ready to send out. Waiting for Univ Staff to approve changes to survey.
 - b. Survey includes questions about training on Working Remotely and trainings offered in the past
 - c. Sherri will report to Cliff Ganyard on schedule target
- d. Fall planning

- a. Members of the committee shared fall planning from their areas of campus/perspectives to include Housing, CATL, Academic Affairs, Union and Wellness Center
 - a. Sherri asked if a liaison from the Office of Covid Response should be invited to the next meeting. Virginia Englebert will ask Amy Henniges to attend.

e. HR update – Melissa Nash

Academic Staff Committee HR Update – 8/19/2020

- **Title and Total Compensation Project:** The title and Total Compensation Project has been further delayed with implementation expected sometime in 2021. HR will be in communication with the campus community when updates are available

- **COVID-19**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [UW-Green Bay Coronavirus Information Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

Electronic Health Assessment

All employees (including student employees) who are scheduled to be working on campus are required to complete an [online health self-assessment](#) prior to arriving to campus each day. For information on this requirement for employees, please see this [blog post](#). For additional information for supervisors, please see this [blog post](#). FAQs are currently being developed and will be posted soon.

The [How To: Employee Screening Questionnaire](#) document provides instructions for completion of the [online health assessment](#). This document also provides instructions for supervisors in seeing which employees have completed the assessment.

If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or helpdesk@uwgb.edu. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

Time Reporting for Workforce-Wide Intermittent Furloughs

Monthly employees are required to complete a [biweekly timesheet](#) for each week in which they are assigned an intermittent furlough day.

- The biweekly timesheet entry has different deadlines than monthly leave reporting (biweekly timesheet entry deadlines: https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf), so you may need to enter your intermittent furlough day before the end of the month
- You will still need to enter your [monthly leave report](#) as usual for the month
- You will only need to enter hours on the timesheet for the week that you have the furlough day - not both weeks.

Please note that this procedure is different than the regularly monthly leave reporting. Timesheet entry instructions can be found online at

https://uwservice.wisconsin.edu/docs/covid19/Furlough_timesheet_entry_monthly.pdf

Workforce-Wide Furlough Information and Resources for UW-Green Bay Employees

The purpose of [SYS 1200-Interim 04-Furlough](#) is to address institutional financial challenges in a way that minimizes long term layoffs and maximizes UW-Green Bay's ability to continue to perform its critical educational mission both during the event and in years to come. [Workforce-wide furlough](#) notices were distributed to all eligible employees in late June.

The Office of Human Resources and Workforce Diversity has published a [website](#) to help employees understand the current [furlough actions](#) for UW-Green Bay, applicable policies and links, and frequently asked questions for those impacted by furloughs as a result of the COVID-19 Crisis. Please visit the [UW-Green Bay Furlough Information](#) webpage to access these resources.

Online Well-Being Resources

We recognize these unprecedented events may cause stress and other life challenges for you, your employees, and your family members and friends. We encourage employees to utilize individual providers through your health insurance program and/or UW-Green Bay's [Employee Assistance Program \(EAP\)](#), which is available for all employees, to include student employees. EAP offers services to support employee well-being and resilience in work and life, including navigating anxieties related to COVID-19.

The Office of Human Resources and Workforce Diversity is also ready to support employees and supervisors who may have questions about benefits, leave, flexible work arrangements, and other personnel-related topics. Please do not hesitate to contact us at hr@uwgb.edu or (920) 465-2390.

- **Performance Evaluations: Non-Instructional Academic Staff & Limited Employees**

Non-instructional academic staff and limited employees and their supervisors should be working through the performance evaluation process for the prior fiscal year (July 1, 2019 – June 30, 2020). Please follow the procedure outlined on the [Performance Evaluation Narrative Form](#), submitting the completed evaluation to the area leader's office no later than **Friday, August 28, 2020**.

Please note – An annual performance evaluation is not required for individuals hired after July 1, 2019 if a six-month evaluation has already been completed.

Part of the performance review process should be a discussion regarding changes in position responsibilities, appropriateness of the assigned title, and the eligibility towards career progression if employees are in a progression series title.

Per the UW-Green Bay [Compensation and Pay Plan Policy](#), compensation adjustments must be based upon merit and employee performance. Therefore, any future pay adjustments will be contingent upon satisfactory performance.

Please review the statement published by the Academic Staff Committee on Annual Reviews [here](#).

- **2021 Annual Benefits Enrollment (ABE) period**

The 2021 Annual Benefits Enrollment (ABE) period will be September 28, 2020 – October 23, 2020. As we get closer to the ABE period, additional information will be provided to employees.

New Employees:

- **Lecturer & MSW Field Coordinator** Social Work – Margaret Kubek – Sara Greenwood started on 7/6/2020

- **Lecturer – Management Marketing & Management** – NEW – Susan Craver will start on 8/24/2020
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW – Sharon Gajeski will start on 8/24/2020
- **Student Services Coordinator** Education – Jamie Froh Tyrrell – Erin Carlson started on 8/10/2020
- **Deputy Athletic Director for Compliance & Student Services** Athletics – Kassondra Batchelor – Jermaine Rolle will start on 8/24/2020
-

Positions Being Recruited:

- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson
- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Marketing and Graphics Design Specialist** University Union – NEW
- **Multicultural Admission Counselor** Admissions – Yee Leng Yeng
- **Manager of Special Events and Annual Giving** University Advancement – Morgan Fuller
- **Environmental Health Specialist** Risk Management & Occupational Safety – Jill Fermanich
- **Associate Director of Student Life** University Union – Claudia Guzman
- **Director of Basketball Operations** Athletics – Dytanya Johnson
- **Cabinet Liaison for Internal Affairs** Chancellor’s Office – Paula Marcec
- **Assistant Women’s Basketball Coach** Athletics – Clyde Manns
- **Grants and Research Program Specialist** Office of Grants and Research – NEW
- **75% Academic Advisor** Nursing and Health Studies – Sharon Gajeski
- **Teaching, Learning, and Technology Consultant** CATL – Nathan Kraftcheck

Recruitments Paused:

- **Camps and Outreach Coordinator** CSET – NEW

V. Old Business

- a. Letter to administration regarding messaging
 - a. Sherri spoke of communication from Chancellor speaking to the alternate location communities about how we are going forward. This may change our letter writing/messaging that is planned.
 - b. The drafts of 2 messages are on TEAMS. All members should review and comment. Kate Farley will create documents in the files area and tag all members.

VII. Governance/AS Committee Reports

- a. AS Personnel: Pat Hicks reported the committee is working on getting new members up to speed and going over procedures.
- b. PD Allocations Committee: Lynn Rotter reported the committee is getting organized, determining meeting schedule and selecting new chair.
- c. PD Programming Committee: Kate Farley reported the survey should come our soon after the new contract starts. Sending email to SOFAs to clarify budget. Working on statement to campus supporting PD and requesting supervisors support staff/faculty attending.
- d. L&I Committee: Virginia Englebert reported no meeting held but members approved Roger Wareham appointment via emails.

VIII. Other Business/items for next meeting September 9th, 2020

- a. Tentative responses from survey & update on results of polling for training

VIII. Adjourn

Kate Farley motioned to adjourn at 2:27 PM

Lynn Rotter seconded