

Academic Staff Committee (ASC) Minutes
Wednesday, February 17, 2021
1:30-3:00 MS Teams

Committee Member Present: Sherri Arendt (Chair), Lynn Niemi (Vice Chair), Virginia Englebert, Kate Farley, Patricia Hicks, Lynn Rotter.

Guest Speakers: Jon Shelton, Melissa Nash, Tara DaPra, Holly Keener, Megan Noltner.
There were 8 other guests in attendance.

1. Call to Order: 1:33 PM by Sherri Arendt, Chair.
2. Minutes of January 27, 2021
 - a. Motion to approve – Lynn Niemi
 - b. Second – Kate Farley
 - c. Approved as written.
3. New Business
 - a. UW Green Bay Institutional Guidance for Lecturers and Teaching Professors draft (Jon Shelton Melissa Nash, and Tara DaPra)
 - i. Background/rationale of project shared
 - ii. Impact of *Total Title and Compensation Project* on job titles
 1. Lecturer title will be reserved for non-FTE Instructional Staff
 2. FTE Instructional Staff will be given Teaching Professor ranks, slotted in collaboration with Deans, Department Chairs, and Human Resources.
 - iii. Questions/Comments
 1. Expressions of gratitude to those who worked on these guidelines.
 2. Reminders of the value of Instructional Academic Staff to students, departments, and the University.
 3. Can lecturers simply be waived into openings for teaching professors? No, system-wide policy calls for competitive hiring, so lecturers must apply for open positions.
 - iv. **Committee Decision: Bring guidelines to the University Committee with Academic Staff Committee support.**
 1. Motion – Lynn Niemi
 2. Second – Kate Farley
 3. Motion carried 6-0
 - b. Provost Search and Screen Committee
 - i. ASC has been asked to nominate Academic Staff members, by April 1, to serve on the Provost Search and Screen Committee.
 1. Kate Farley will draft a letter calling for nominations.
 2. Holly Keener will provide staff mailing lists.
 3. Lynn Niemi will compile, and report, results of the nomination process.
 - ii. Sherri to follow up with administration to request additional member on the committee based on specific request to consider the diversity of our constituents and the campus community.

- c. Human Resources Updates (Megan Noltner)
 - i. Title and Total Compensation Project
 - 1. Delayed due to COVID-19.
 - 2. Work resumed October 2020.
 - 3. Implementation target, sometime in 2021.
 - ii. Single (Biweekly) Payroll Project
 - 1. Implementation July 18, 2021
 - 2. Spending and Savings Plan workshops are available February through June at <https://www.wisconsin.edu/ohrwd/well-being/webinars/>
 - 3. For those currently on monthly payroll, go the Single Payroll resources website to join one of these town hall meetings:
 - Wednesday, March 3, Noon-1:00 PM
 - Tuesday, May 4, 8:00-9:00 AM
 - Thursday, May 13, 4:00-5:00 PM
 - Monday, May 17 1:00-2:00 PM
 - iii. Employee Assistance Program
 - 1. Employee Assistance Program (EAP) vendor as of January 1, 2021 is Kepro.
 - a. Free counseling sessions are available for employees and family members in-person, virtually or via phone.
 - b. Individuals may receive up to 6 sessions per issue per year.
 - 2. Kepro can be contacted at 1-833-539-7285 (24/7) or at <https://sowi.mylifeexpert.com> (code: SOWI).
 - d. Academic Staff Professional Development Application (Tara DaPra, Chair, Academic Staff Professional Development Allocation Committee)
 - i. Tara DaPra shared draft revisions to the application form, including changes to:
 - 1. Funding rules
 - 2. Rationale statement
 - 3. Supervisor support for proposal and budget
 - ii. Goal of revision: Clarify and simplify the application process.
 - iii. Concern: Lack of equity of access to matching funds from one department to the next.
 - iv. **Committee Decision: Lynn Rotter (liaison) will work with the Professional Development Allocation Committee as they continue to make revisions to the application.**
4. Governance/AS Committee Report: Strategic Budgeting Committee (Jamee Haslam)
- a. There were more than 80 proposals submitted.
 - b. 25 proposals are currently being evaluated on
 - i. Impact score (benefit to university, students, faculty, staff)
 - ii. Collaboration score (breadth of impact)
 - iii. Budget
 - c. Proposals will be reviewed by March 2.
 - i. Recommendations will be considered by Chancellor's Cabinet mid-March.
 - ii. Results will be shared with the University community in early April.
 - d. Questions/Comments
 - i. In future, it would help to have a rubric, or other guide, for drafting proposals.
 - ii. Who will work on initiatives? Will there be funding for training, release time, etc.?
5. Carry-over to March 10th meeting - Voluntary Assessment Tool: COVID-19 Rubric (Patricia Hicks)

6. Adjourn 3:07 PM
 - a. Motion - Lynn Rotter
 - b. Second - Kate Farley

Respectfully submitted,
Patricia Hicks