

2019-20 Academic Staff Committee
MEETING MINUTES
May 6, 2020
1:30 p.m. via Skype

Committee Members in attendance via Skype: Lynn Niemi, Sherri Arendt, Jamee Haslam, Patricia Hicks, Lynn Rotter, Bao Sengkhamee, Anthony Sigismondi

Guests: Steve Meyer (SOFAS), Kathryn Marten, Jodi Pierre (Chair of Leadership & Involvement), Melissa Schleicher, Laura Delikowski, Jeff Ellair, Allen Voelker, Kay Voss, John Landrum, Melissa Nash (Human Resources), Chancellor Michael Alexander

- I. Call meeting to order: 1:30 pm by Lynn Niemi, Chair
- II. Determine minute taker for meeting - Jamee
- III. Approval of minutes
 - a. Minutes from April 22, 2020 meeting
 - Motion to approve by Sherri, 2nd by Jamee
 - Lynn Niemi will forward minutes to SOFAS to post
- IV. New Business
 - a. Leadership & Involvement update on nominations and election (Jodi Pierre)
 - Jodi provided ASC with a list of individuals elected to committees and also provided names for each opening of appointive committees.
 - ASC reviewed names for appointive committees. Lynn Niemi will forward appointed individuals names to SOFAS
 - Leadership & Involvement Committee (3 vacancies)
 - Sherri motioned to appoint 3 AS members, Anthony 2nd
 - All members in favor
 - Professional Development Programming (3 vacancies)
 - Lynn Niemi will send email out regarding nominees
 - Awards and Recognition (2 vacancies)
 - Jamee motioned to appoint 2 members to committee, Lynn Rotter 2nd
 - All members in favor
 - Committee on Workload & Compensation (1 vacancy)
 - Motion made by Lynn Rotter to appoint individual to committee, 2nd by Pat.
 - 6 members in favor, 1 member abstained
 - b. Response from AS on furloughs
 - General concerns from academic staff that notices were emailed to academic staff via email and no conversation with supervisor ahead of time
 - Concern overall as to what June will look like
 - c. HR update (Melissa Nash)

Academic Staff Committee HR Update – 5/6/2020

- **Title and Total Compensation Project:** The title and Total Compensation Project has been delayed for at least 3 months. 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](#).
- Interim Policy on Extension of Carryover for Vacation, Sick and Compensatory Time through June 30, 2021**

The COVID-19 crisis has had a disruptive effect on employee schedules, including the ability to take planned time off. Some employees have vacation or personal holidays that must be used by June 30, 2020 or they risk forfeiting those benefits/paid time off entitlements. UW System has recently published [SYS 1200- Interim 05, Vacation, Compensatory Time and Personal Holiday Carryover](#). This interim policy temporarily amends several policies related to the carryover of paid leave to allow employees the option of carrying over these leave balances for an additional year. For more information about the new interim policy, please see this [blog post](#).

Furlough Information and Resources for UW-Green Bay Employees

In response to the COVID-19 Health Crisis, the University of Wisconsin-Green Bay has been required to change many facets of its operation. As a result of these changes there are an increased number of fiscal challenges. In temporary response to this event, the University of Wisconsin System Board of Regents, has authorized the implementation of a variety of workforce reduction and cost saving measures, including furlough, beyond existing policies. 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. Employees who have been identified for furlough in May 2020 were provided a formal notice via email on Friday, April 24, 2020.

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.

Benefits and Payroll Information for Employees on Furlough

Employees are encouraged to review the [UW System Benefits During Furlough webpage](#) to understand their insurance benefits options while on furlough. If needed, the [Insurance Selections Form](#) is available for employees on a consecutive day furlough to indicate their preference for their insurance benefits. For information about reporting time on furlough, please see <https://blog.uwgb.edu/hr/2020/05/furlough-benefits-and-payroll-information/>.

Out of Office Email and Voicemail Messages for Employees on Furlough

During employee furlough periods, those furloughed are not permitted to engage in any work, including responding to emails or voicemails. To ensure that it is clear that an employee is unavailable, the University asks that employees change their out of office notification during their furlough period on both their email and voicemail account. It is requested that both of these messages include information on how to make contact with the operational area in the event that an individual needs immediate assistance. Employees do not have to disclose that they are on furlough during this period of time, but they also are not prohibited from doing so. The Office of Human Resources has published template messages which can be used for out of office email and voicemail messages.

See the templates

<https://blog.uwgb.edu/hr/2020/04/out-of-office-email-and-voicemail-messages-for-employees-on-furlough/>

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.

- **University Staff Performance Evaluations** are due to the HR Office on June 1, 2020. Academic Staff members who are supervisors of University Staff employees should be concluding the review process with their employees in the coming weeks.

New Employees:

- **Counselor (75%)** Health & Counseling – Stephanie Schultz. John Cheslock will start on 8/3/2020
- **First Nations Student Success Coordinator** Education – NEW. Crystal Lepscier started on 5/4/2020

Positions Being Recruited:

- **Lecturer – Mathematics** Engineering – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Marketing** Marketing & Management – NEW
- **Lecturer – Management** Marketing & Management – NEW
- **Lecturer – Education (Three Vacancies)** Education – NEW, Karen Eckhardt
- **Lecturer – Computer Science** Engineering – Ben Geisler
- **Lecturer – History** Humanities – Vince Lowery
- **Director of Admissions** Admissions – Jen Jones
- **Assistant Director of Advising and Retention** Academic Advising – Major Cooper
- **Lecturer – Nursing & Health Studies** Nursing & Health Studies – NEW
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- **Lecturer – Writing Foundations** Humanities – NEW
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- **Lecturer & MSW Field Coordinator** Social Work – Margaret Kubek
- **Vice Chancellor for Student Affairs and Campus Climate** Student Affairs – Eric Arneson
- **Associate Director of Residence Life** Residence Life – Joanie Dovekas
- **Director of Freshwater Strategy** CSET – NEW
- **Camps and Outreach Coordinator** CSET – NEW
- **Assistant Controller** Controller – Lisa Jackovich
- **Academic Advisor – One Year Temporary** Academic Advising – Linda Briggs-Dineen
- **Admissions Counselor – One Year Temporary** Admissions – Michelle Behm Popoutsis
- **Instructional Designer** CATL – NEW
- **LMS Administrator** CATL - NEW

d. Campus update (Chancellor Mike Alexander)

- \$1.4 million budget lapse notification received last week. Means in May and June we need to find funds to send back to the state.
 - Hoping that this will help the state not need to make more damaging cuts in the future
- Enrollment is looking good.
- Hoping in the next week or two to announce plans for opening campus and preparing for fall. Intend to have classes in person for fall and need to be very nimble. Currently working on ways to support campus in order to make that transition if we need to transition mid semester
- June furloughs will be announced in the coming weeks

e. Chair and Vice Chair for ASC 2020-21

- ASC discussed positions for 2020-21
- Sherri is interested in Chair for 20-21; Lynn Niemi is interested in Vice Chair
- Motion made by Bao; 2nd by Patricia
- 4 members agree; 2 members abstained

f. Making quorum given furloughs

- May – 111 AS and Limited furloughs; 38 are intermittent and 73 are consecutive
- June furlough notices should go out at the latest by May 22nd (the latest possible date of

notice)

- Melissa will get total AS/US, Instructional versus non instructional Academic staff figures to Lynn

V. Old Business

VI. Governance/AS Committee Reports – see meeting agenda for information

VII. Other Business/items for next meeting (May 20, 2020)

- a. Items will be added as business comes up

VIII. Adjourn

- a. Motion to adjourn by Jamee
- b. 2nd by Anthony
- c. Adjourned at 2:59 pm