

## 2022-2023 Academic Staff Committee

### Meeting Minutes

August 24, 2022

1:30 p.m.; Wood Hall 215 on the Green Bay Campus or Zoom

Attendees: Nichole LaGrow, Laura Nolan, Bethany Welch, Virginia Englebert, Lynn Niemi

Absent: Roshelle Amundson, Bobbie Webster

I. Call meeting to order at 1:35PM

II. Lynn Niemi will be the minute taker

III. Approval of minutes – [July 20, 2022](#)

Laura made a motion to approve and Bethany 2<sup>nd</sup>. Motion approved

IV. Review of Information from

- a. Monthly meeting with US/AS Chairs - August 16<sup>th</sup>
  - i. Monthly meeting with US/AS Chairs - Monthly meeting with Chancellor – Chancellor wants us to focus on being a public resource and changes are not because we doing things wrong but trying to adapt to changing world. Striving to be a world class university for our region.
  - ii. Qualtrics Survey to ASC Members
- b. UWGB Board of Regents Meetings - August 18-19<sup>th</sup>

Virginia attended in person and Nichole attended virtually. There is a special table for shared governance table. Virginia sat at the table with other members from other campus. Do we want to send a representative to sit at table in BOR. In BOR meeting, they sent to legislature for 4% and 4% increase for 2023-2025 biannual budgets. UWGB is going to pilot HelioCampus (data link) to allow us to have a data warehouse. WI Tuition Promise was approved for one year and asking the legislature to approve the follow year.
- c. Fall Convocation - August 24  
Improvements on reception but information was expected as it was stated in BOR meetings last week.

V. New Business

- a. Update on Academic Staff Committee Guest Speakers for Fall
  - i. September – Susan Grant Robinson
  - ii. October – Dr. Corey King
  - iii. November - AVC Student Success or Budget
  - iv. December - Business meeting
  - v. All Academic Staff Meeting – Nicole will look at a block of time 3-4:30PM in December.
- b. Outreach to New Academic Staff Members  
Nichole attended Orientation and we didn't have any information or our table. Nichole didn't see anyone else from Shared Governance at New Employee Orientation. Last year Laura made a flyer and it was shared in Teams.

c. HR

i. Format of HR Update Discussion

Action: Requested Megan to send meeting notes ahead of time so we can ask questions versus Megan reading the report.

ii. Update (Megan N)

• **Non-Instructional Academic Staff & Limited Employee Performance Evaluation Calendar Transition Reminder**

The start of a new fiscal year historically would kick off the annual performance evaluation process for Non-Instructional Academic Staff & Limited employees. However, in an effort to create a more consistent review period across employee classifications and support future technology enhancements in the performance evaluation process for non-instructional staff, Cabinet approved a change in calendar for Non-Instructional Academic Staff and Limited employee evaluations. **Non-Instructional Academic Staff and Limited evaluations will now be based upon a calendar year review period and will be conducted annually in January/February.**

To facilitate this transition in calendar, Non-Instructional Academic Staff & Limited employees are not expected to complete annual performance evaluations with the start of this fiscal year. However, supervisors are strongly encouraged to schedule a touch-point during the month of July/August with all of their Non-instructional Academic Staff & Limited Employees to provide an opportunity to informally:

- **Discuss job performance**
- **Review established prior years goals and determine need to create additional goals to work towards over the additional six-month evaluation period**
- **Discuss opportunities for professional development**

This change in evaluation schedule will not impact six-month evaluations for new Non-Instructional Academic Staff and Limited employees. Timely individual notifications will continue to be provided to supervisors for employees required to have a six-month evaluation.

Per the UW-Green Bay Compensation and Pay Plan Policy, compensation adjustments must be based upon merit and employee performance. Any compensation adjustment to include the upcoming January 2023 pay plan distribution will be assessed utilizing last years annual evaluation (July 1, 2020 – June 30, 2021), or a six-month evaluation for any employee hired after July 1, 2020.

• **New Supervisor Toolkit Published**

The Office of Human Resources and Workforce Diversity is excited to announce the publishing of a supervisor toolkit as part of the HR website. This toolkit has been designed to support supervisors through all aspects of the employee career cycle and provide leadership development resources to further their own career growth. The supervisor toolkit includes information and resources in the areas of:

- Leadership Development
- Recruitment & Hiring
- Reference Checks

- Onboarding Employees
- Time & Absence Approval
- Title & Compensation Review Processes
- Performance Management/Evaluation
- Employee Relations
- Managing Telecommuting Employees
- Offboarding Employees
- Employee Motivation and Engagement

The information within the toolkit applies specifically to the supervision of professional faculty and staff at UW-Green Bay. Information about hiring and supervising student employees can be found on the student employment website.

- **Supervisory Leadership Certificate Program**

The [Division of Continuing Education and Community Engagement](#) is pleased to offer the [Supervisory Leadership Certificate Program](#) to any UW-Green Bay supervisor who is seeking professional development. The Fall cohort for this program reached maximum participants. The next cohort will be in Spring 2023!

Supervisors can complete this program with only \$299 in expenses for materials and other items charged to their departmental funds. Supervisors are encouraged to discuss the cost with Division Heads/Area Leaders if funding is a barrier to participation. There is no limit to the amount of supervisors who are able to enroll.

Classes will be held on Zoom from 8:30 AM – 12:00 PM unless otherwise noted.

Full course descriptions can be found at this link: <https://www.uwgb.edu/certificate-programs/supervisory-leadership/>

If you have questions about the Supervisory Leadership Certificate Program or would like to enroll, please contact Christopher Ledvina at [ledvinch@uwgb.edu](mailto:ledvinch@uwgb.edu) or (920) 465-2164.

**Annual Benefits Enrollment & WEA Trust Departure**

The Annual Benefits Enrollment period will take place September 26 – October 21 this year. WEA Trust will no longer offer health insurance as of December 31, 2022. This change affects all current WEA Trust network areas and plan designs offered by the Group Health Insurance Program. The Group Insurance Board met August 17<sup>th</sup> and approved expanded service areas and provider networks for the State of Wisconsin Group Health Insurance Program in 2023.

The HR Office understands that this will impact many employees within UW-Green Bay, and are currently working to ensure that we provide support and resources throughout this transition. We will be coordinating a Benefits Fair at the Green Bay campus on September 28<sup>th</sup>, offering open lab drop-in sessions, and providing one-on-one Teams meeting opportunities for employees to receive support from our benefits staff throughout the Open Enrollment period. In

addition, ETF will offer vendor and health benefit webinars during open enrollment to assist members in making benefits decisions.

Our office will continue to provide more information and resources as it becomes available. We expect that open enrollment materials will be published in September.

- **COVID-19**

As we prepare for the fall 2022 semester, please be aware that the University plans to continue to follow [CDC recommendations](#) as they relate to both the prevention of community spread and the specific recommendations pertaining to Institutions of Higher Education. Should community health factors or CDC/Public Health recommendations change, modifications or reinstatement of past practices may occur.

The HR Office has provided reminders and information around masking, testing, vaccinations, quarantine & isolation, missing work, and PPE, which can be found in the [Fall 2022 COVID Guidance blog post](#).

- **Wellness Activities**

Webinar:

- [Establishing a Great Relationship with your Child's Teacher](#), September 14<sup>th</sup> at 12:30pm

[Register for Flu Clinic](#)

The Well Wisconsin Program is offering workplace flu clinics. Flu vaccinations are free and voluntary for all who are eligible for the Well Wisconsin Program. The clinics will be October 25<sup>th</sup> in the Phoenix Room of the Union on the Green Bay campus and October 17<sup>th</sup> at the Sheboygan campus. Visit the [blog post](#) for more information including the link to register.

[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 22<sup>nd</sup> in the Phoenix Room of the Union on the Green Bay campus. Visit this [blog post](#) for more information including the link to register.

New Employees:

- **Recreation Program Coordinator** University Recreation – Casey Pivonka – Jeff Williams (started 8/10/22)
- **Cooperative Educational Program Coordinator** Education – Erin Carlson – Kory Baker (started 8/16/22)
- **Assistant Director** Housing & Residential Education – Megan Leonard – Lindsey Lecus (started 8/1/22)
- **Assoc Athletics Director for External Operations** Athletics – Joey Daniels – Sean Daniels (started 8/1/22)

- **Assistant Director** Housing & Residential Education – Lindsey Lecus – Nick Lauer (started 8/15/22)
- **Academic Advisor** Academic Advising – Brent Fisher – Mai Yang (started 8/15/22)
- **Admissions & Recruitment Coordinator II** Admissions – Kory Baker – Callyn Diamond (started 8/22/22)
- **Graduate Admissions Coordinator** Provost & Vice Chancellor – Morgan Theobald- Sarah Denis (starts 8/31/22)
- **Lecturer in Social Work** Social Work – Nicole Schneider – Emily Jahnke (started 8/22/22)

Positions Being Recruited:

- **Lecturer in Computer Science** Resch School of Engineering – Mai Moua
- **Website Manager** Marketing & University Communications – Brandon Langer
- **System Engineer II** IT Tech Support Services – NEW
- **Director of Cofrin Center for Biodiversity** Cofrin Center for Biodiversity – Robert Howe
- **Program Coordinator for Outreach & Programming**, Career Services – Abigail Drapalik
- **Community Engagement & Outreach Coordinator** Weidner Center – NEW
- **Cultural Outreach & Development Specialist** Weidner Center – NEW
- **Career Coach** Admissions – Evelyn Neziri
- **Dual Enrollment Services Specialist, Early College Credit Program** CECE – NEW
- **Events and Annual Giving Specialist** University Advancement – Kassie Linzmeier
- **Residential Education Coordinator** Housing & Residential Education – Amelia Kimmes-Kneser & Megan Leonard
- **Lecturer in Physics** NAS – NEW
- **Admissions Counselor** Admissions – Pachee Stern
- **Assistant Director of Procurement** Purchasing – Tory Ortscheid
- **Recruitment Marketing Specialist** Marketing & University Communications – Al Champion
- **Campus Facilities Planner** Facilities Management & Planning – NEW
- **Executive Assistant & Event Specialist** Chancellor – Mary Kate Ontanado
- **Program Coordinator** Student Engagement – John Landrum
- **Instructional Designer** CATL – Luke Konkel
- **Business & Government Outreach Coordinator** CECE – Judy Price
- **User Support Specialist III** IT Tech Support Services – Don Ramaker
- **Bi-Lingual Career Coach** Admissions – Evelyn Neziri
- **Manager of The Learning Center** Learning Center – Sherri Arendt
- **Admissions Marketing & Visit Manager** Marketing & University Communications – Katelyn Dolezal
- **Business & Government Outreach Program Manager** CECE, Kassie Van Remortal

Failed Recruitments:

- **SEPP Internship Coordinator** Psychology – NEW
- i. **Update from Megan, HR regarding vaccines (8/25/2022)**  
Q: Will there be a Flu Vaccine Clinic at either Manitowoc or Marinette?

- A: The Well Wisconsin Program requires that a certain number of individuals register in order to host the clinic. Unfortunately, there were not enough participants in years prior when it was offered on these additional locations.

Q: Has there been any discussion/information on cost of COVID-19 vaccines and/or boosters through insurance if they are no longer being federally funded.

- A: At this point there has been no communication with what we can expect this to look like for out of pocket cost / covered by insurance. Our office has not yet received materials for this year's open enrollment so there may be a possibility that it will provide additional information on this but we won't know for sure until we get the materials.

d. Resources for Academic Staff Committees and Working Groups

Nichole has sent us the information on our liaison committees. We may need to assist to help them get started. SOFAs need to send out information in July when the terms begin.

Discussions were on how we can transition the committees better with our liaison and create folders for each committee to help with the transition.

Action: Nichole will put word doc to help with liaisons and then look at charging the committees to put the guideline documents.

Action: Want all committees identified by May 1<sup>st</sup> so we can help transition of committees.

Action: Virginia will get Nichole added to distribution list.

#### VI. Old Business

- a. AS Committees Liaisons
  - i. Confirm receipt of Email of Introduction from Nichole
  - ii. SOFAs will host meeting with us for chairs and liaisons in September
- b. Professional Development feedback for Chancellor – reminder to complete survey.
- c. Governance/AS Committee Reports – Confirm ASC Contact
  - i. University Committee – Nichole LaGrow
  - ii. Faculty Senate Rotation – read or refer to the report provided by Nichole
    1. September 14, 2022-- Nichole
    2. October 12, 2022 --
    3. November 9, 2022 -- Roshelle
    4. December 7, 2022 -- Lynn
    5. January 25, 2023 -
    6. February 22, 2023 -
    7. March 29, 2023 -
    8. May 3, 2023 -

#### VII. Other Business/items for next meeting

- a. In-person meeting will move to IS 1020
- b. Preference for Zoom or Teams for Virtual? Will stick with Zoom.

#### VIII. Adjourn

Laura made a motion and Lynn 2<sup>nd</sup> the motion. Meeting adjourned at 2:59.

Minutes respectfully submitted by Lynn Niemi