2021-2022 Academic Staff Committee
Meeting Agenda
March 23, 2022
1:30 p.m.; TEAMS

I. Virginia Englebert called the meeting to order at 1:31.
II. Determine minute taker – Nichole LaGrow
III. Approval of minutes – February 16, 2022
    a. Motioned to approve, Lynn Rotter, seconded by Lynn Niemi. Meeting minutes approved as written.
IV. New Business
    a. Guest Speaker – Wendy Woodward, CIO, Topic: Digital Transformation at the University
        i. Virginia Englebert introduced our new CIO, Wendy Woodward, who has been charged by the Chancellor to lead our institution in its digital transformation strategy.
        ii. Wendy Woodward provided a PowerPoint overview of Digital Transformation (DX) to help provide a context of what we are working towards in this institution-wide initiative. DX blends technology, data, and operational processes to support our movement forward. The goal is not perfection or simply purchasing resources, but an integrated, proactive approach. The focus should be on DX as an end result of considering our intentional changes (access, EDI, and post-COVID) in light of our cultural/workforce/technology changes.
        iii. Wendy shared four underlying pillars:
            1. IT Team Re-Alignment/Focus – IT is Strategic to ALL aspects of the institution servicing faculty, staff, and students and focused ITIL and Prioritization of projects. In order to gain clarity of our role, rebranded as GBIT. In order to focus on GB specific needs, partnering with UWS to offer IT services that cross all campuses.
            2. IT Advisories Established – Administrative (representatives from across campus); Data Governance (representatives from across the campus); Students; Academics (Provost, Deans, CATL Director)
            3. Rules of Engagement – rethinking what services we provide to whom and what expectations should be as well as what technology will be supported through the GBIT
            4. Technology Plan – document available online on the GBIT webpage; based on a large stakeholder feedback session as well as meetings with individuals and groups to develop the rolling three-year plan; we will need to continually attend to changes in technology and our institution.
        iv. The biggest challenge we have right now is to gain understanding of and confidence in the support from leadership to drive the necessary changes at our institution. We are all IT at UWGB. For example, the privacy policy was a collaborative effort across campus and the confidentiality policy will follow the same collaborative process, spearheaded by the Data Governance IT Advisory Group, that emphasized how each of us is responsible for using technology responsibly. IT is working on additional

policies, structures, and processes to streamline our work. In essence, we are rethinking services and considering ways to engage faculty and IT together to think strategically about how to infuse technology into our teaching that would be met through the new position, Academic Strategy Manager, that we will be a member of CATL. We have not been given enough resources and the resources we have been given have sometimes been used poorly (e.g. renting a slide advancer/laser pointer for $50 rather than purchasing one for the department). Wendy's focus is on streamlining our process and identifying the people/roles that are unique to UWGBIT.

v. Some of the projects GBIT is working on include Campus Calendar (a response from the Advisory Committee work); Alemba (Service Desk Tickets); Demo's of tolls we have, e.g. EAB Navigate; Budget for classroom upgrades (both this year and $300,000 each year); Housing upgrades; New Software (Presence, Tableau, Raiser's Edge, CLAS); Moving to cloud-based services

vi. A general discussion with the committee explored the past work on DX (prior to Wendy's arrival) and what our end goal should be. We also explored the impact of UW Shared Services; we are able to guide how we engage with the shared services initiative. Current staff turn over requires that we work with UW Shared Services for Security and Networking and Phones. Once we are stabilized, we will analyze whether or not we should move some of the services to UW Shared Services and what should stay with UWGBIT. We also asked how we could partner with GBIT – keep open lines of communication with GBIT and Wendy especially, and be open to engaging in the process with GBIT to identify needs, develop metrics,

b. HR Update (Melissa Nash in place of Megan N)

Academic Staff Committee HR Update – 3/23/2022

- **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 decision. We are currently working through the appeal process (HR Review) for one. 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.

At this time, we ask 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](#).

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.

- **Employee Handbook Update**

During Spring, 2022, the Office of Human Resources and Workforce Diversity is coordinating 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 must be updated accordingly. After the February 16th meeting, the ASC chair was sent a Word version of the handbook with proposed changes noted. ASC members were asked to review those suggested changes before the March 23rd meeting. During the March 23rd meeting, HR will gather feedback from ASC, with an intent to publish the updated handbook in the next couple of weeks. A similar feedback process has been happening with USC on this same timeline.

Feedback from the Academic Staff Committee
- Clarify language around the six-month and annual review overlap period.
- Most changes eliminated language in the handbook and pointed individuals to the policies, e.g. Rolling Horizons change , emphasis of "in-the-position" for appeals to non-renew (which was not a change in practice, just a clarification); and under Code of Ethics,

the 15 day timeline to resolve conflicts of interest was no longer included, should it be? (Melissa would check)
- Also suggested that HR follow the best practices in hyperlinks and encouraged an accessibility check of the document.
- Virginia will send Melissa our draft with comments.

- **COVID-19**

Phoenix Forward Website

As indicated in the most recent communication from Chancellor Alexander, the current situation is very fluid and new guidance is coming out daily as to how to respond. 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.

Faculty & Staff COVID-19 Reporting

For full information about current COVID-19 protocol, please see the Spring 2022 COVID-19 Protocol Matrix.

No one is *required* to submit vaccination information as a condition of participation in any University activity. Vaccination status is confidential.

Chancellor Directive on Face Coverings Extended

The Chancellor's Directive on Face Coverings was lifted on March 1, 2022. However, the Chancellor asks us to be mindful that:
1. 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.
2. If the trajectory of the pandemic changes, we will reconsider our protocols, just as we have done throughout the last few years.

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

Personal Protective Materials Available

During the Spring 2022 Semester, the University has made available N95 face masks to all faculty and staff as a method of reducing the spread of COVID-19 infection. Please see the recent email from the Chancellor for more information regarding how to request and safely use N95 masks.

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 health screenings will be Wednesday, April 6th and 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](#)**!

[Stressless Challenge](#)
Join the Stressless challenge and challenge yourself to find 5 minutes each day to focus on something that helps you feel good. Visit this **[blog post](#)** to learn more and register for the challenge.

New Employees:
- **Admin Manager, Housing Admin & Ops** Housing & Residential Education – Megan Leonard (started on 3/21/2022)
- **IT Business Analyst II** IT Enterprise Apps & Int – Barb Tomashek-Ditter – Melissa Huff (started on 3/13/2022)

Positions Being Recruited:
- **Lecturer in Scenic Design** Theatre & Dance – Jeff Entwistle
- **Residential Education Coord** Housing & Residential Education – Amelia Kimmes-Kneser
- **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
- **Assistant Women's Soccer Coach** Athletics – Julie Grutzner
- **Digital Collections & Metadata Librarian** Library – Deb Strelka
- **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
- **Assistant Vice Chancellor for Inclusive Excellence** Student Affairs – NEW
- **Director, Upward Bound – Upward Math & Science** Trio & Precollege – Michael Casbourne
- **Academic Advisor** Academic Advising – Alex Kurowski
- **Counselor** The Wellness Center – NEW

- **Cofrin School of Business Program Outreach Specialist** CSB – NEW
- **Student Success Coordinators-3 Vacancies** CECE – NEW
- **Software Engineer & Developer II** IT Enterprise Apps & Int – Marlene Strebel
- **Lecturer - Mathematics** Resch School of Engineering – Tonya Estebo
- **Assistant Coach – Women's Volleyball** Athletics – NEW
- **Asst AD for Revenue Generation & Ticketing** Athletics – Stephen Wagner
- **Assistant Teaching Professor – Entrepreneurship** Business Administration – Ryan Kauth
- **Program Specialist, Lifelong Learning Institute** CECE – Susan Pike
- **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 (2 Vacancies)** CATL – Todd Dresser and Nathan Kraftcheck

c. Chair Activities Update

Given our robust meeting, the committee agreed to call an additional meeting to address this item which was not covered in this meeting.

d. Telecommuting Policy Issue

Our general conversation focused on the pathways for academic employees. Supervisors need to have the discretion to manage their team schedules but if there appears to be different standards for individuals within the department under the same supervisor the academic staff employee can reach out to HR.

Our solution: Academic Staff Committee can communicate with HR to identify a general concern that supervisors may need additional clarity regarding the process for managing remote work schedules and how to access the remote schedules approved for the year if the person has a new supervisor.

e. Committee Vacancies - Resignation on the L&I committee

Bethany left the meeting early; we will discuss committee needs via email.

f. Distance Education Fees – Pat Hicks

Given our robust meeting, the committee agreed to call an additional meeting to address this item which was not covered in this meeting.

V. Old Business – Given our robust meeting, the committee agreed to call an additional meeting to address the Old Business items that were not covered in this meeting.
  a. EDI-Mentor Proposal – presented by Patricia Terry at the last meeting. Feedback?
  b. Spring Assembly planning – Determine date
  c. Climate survey
      i. 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.

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
  f. Committee on Workload & Compensation – Laura Nolan

VII. Other Business/items for next meeting

VIII. Adjourn