

2021-2022 Academic Staff Committee  
MEETING MINUTES  
November 17, 2021  
1:30 p.m.; TEAMS

- I. Called meeting to order at 1:32
  - a. Attendees: Virginia Englebert, Bethany Welch, Patricia Hicks, Nichole LaGrow, Lynn Rotter, Lynn Niemi, and Jamee Haslam (guest)
- II. Laura Nolan will be the minute taker
- III. Approval of minutes – October 20, 2021
  - a. Bethany Welch made motion for approval, Lynn Rotter second minutes. Minutes were approved.
- IV. New Business
  - a. University Compensation
    - i. Emergency related to hiring and retention of employees.
    - ii. Targeting certain groups of people for merit raises.
    - iii. Looking for ways to raise the starting way and borrow against set aside funds – Chancellor is still working on a plan and will attend December meeting to share.
    - iv. Chancellor is meeting with the Committee on Workload and Compensation Committee Thursday 11/18/21 at 8am.
      1. What efforts will be made to make it as equitable as possible?
  - b. 2022 Regents Academic Staff Excellence Awards
    - i. Going to bring founder awards forward from leadership
    - ii. This is a change from previous procedures.
    - iii. Lynn will follow-up with Courtney to see who they are going forward in nominating.
  - c. HR Update (Megan)
    - i. See update at end of minutes
  - d. Strategic budget committee – Jamee Haslam
    - i. Committee will look at collecting data and using data to advice to chancellor or designee regarding strategic planning.
    - ii. List of metrics being reviewed
      1. What do people want to see related to the budget, how often, and what venue?
      2. Proposed metrics list portion that are highlighted are being focused on. Plan is to use the metrics to set goals for the future.
      3. Email Jamee with any feedback and questions on the highlighted metrics.
- V. Old Business
  - a. Committee Charge & Bylaws Review – Did not discuss due to time constraint
  - b. ASC Fall Assembly discussion
    - i. Discussed arrangements. December 7<sup>th</sup> at 2:30pm via zoom. Nichole LaGrow will make the agenda and zoom appointment. Nichole and Laura Nolan will be co-hosts for zoom.

- ii. Chancellor to discuss workforce challenges (compensation and hiring), pay plan, Covid update, mask, and vaccine.
    - iii. Provost to discuss review and plan for next six months.
    - iv. HR update on appeal process and timeline for people below their bottom of their range for being bumped up.
    - v. Patricia Hicks to invite the union to attend
    - vi. Committee reports – Nichole LaGrow will request the committee reports and invite to the meeting.
  - c. Administration Evaluation – discuss our role, review proposed UC plan -Did not discuss due to time constraint
  - d. Academic Staff Committee Openings update - Did not discuss due to time constraint
- VI. Governance/AS Committee Reports
  - a. University Committee – Virginia
  - 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
  - g. Other
- VII. Other Business/items for next meeting
- VIII. Adjourn
  - a. Meeting adjourned at 3:03 PM -motioned and second: Lynn Neimi and Laura Nolan 2<sup>nd</sup>

### Academic Staff Committee HR Update – 11/17/2021

- **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. We have updated the [UW-Green Bay Title & Total Compensation Website](#) with the following timeline:
  - **November 1, 2021:** New [salary structure](#) published by UW System on their website
  - **November 7, 2021:** Official go-live of the new title structure.
  - **November 7, 2021:** UW-Green Bay will formally publish the governance-reviewed (and leadership approved) updated Title Review Policy, Title Guidelines, IAS Guidelines, Title Appeal Guidelines, and associated forms.
  - **Week of November 15th:** Formal notices of revised titles sent by UW System to employees
  - **November 7, 2021 - December 31, 2021:** Appeals submission period for employees (all TTC appeals must be submitted by December 31, 2021)
  - **January 1, 2022 - June 30, 2022:** Appeals processing period. All appeals will be settled by June 30, 2022.

For details related to T&TC as well as resources (including open forum recordings and newly-revised 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 are able to formally appeal the decision. To initiate a title appeal, an employee must submit a [Title Appeal Request](#) with supporting documentation **between November 7, 2021 and December 31, 2021**. The institution will settle appeals between January 1, 2022 and June 30, 2022.

Only title of record can be formally reviewed and appealed. Pay range, compensation, FLSA exemption status, business title, university scaling and language in the Standard Job Descriptions cannot be appealed.

For more information about the Title & Total Compensation appeal process, please see the [Title Appeal Guidelines - T&TC](#). For instructions to help in completing the Title Appeal Request form, please see the [T&TC Title Appeal Guide](#).

### **T&TC Job Title Change Confirmations for Academic Year Basis (9-month) appointments:**

Late in the day on November 16<sup>th</sup> our office learned that the Title & Total Compensation Job Title Change Confirmations sent out by UW System contained incorrect Salary Ranges for 9-month (academic year basis) appointments. Our office sent out notices to our impacted employees that afternoon. Impacted employees included:

- 9-month Non-Instructional Academic Staff
- Ongoing Instructional Academic Staff
- Temporary Instructional Academic Staff

We will be working to send out amended T&TC Job Title Change Confirmations to the impacted employees within the next week. Please direct any questions related to the T&TC Job Title Confirmations to our office.

### **Town Halls:**

UW System is hosting a [Salary Structure Town Hall Meetings](#) on November 18<sup>th</sup> for employees to learn more about the salary structure. Please mark your calendars to attend.

The Town Hall meeting will cover: How UW System's salary structure was built; How jobs fit into the salary structure; How the salary structure will be maintained; Answer commonly asked questions about employee pay.

- **Proposed FY 2022 Pay Plan**

Last spring, Governor Evers included a proposed 2021-2023 pay plan for UW System employees within the state budget, which would provide a base rate increase to all eligible employees of 2% in FY22 and 2% in FY23. At this time, the Joint Committee on Employment Relations (JCOER) has not yet voted on the pay plan. That group has final determination on the amount and timeline for pay plan distribution, and thus it is not finalized. However, as we have done in past years, we will be taking measures to prepare for a potential pay plan increase for eligible employees pending JCOER approval.

In order to be eligible for the proposed pay plan, eligibility requirements (specifically the required trainings and performance evaluations) must be complete by November 30, 2021.

Employees who were missing Mandatory Training received a second individual notification that identified trainings that they had outstanding on Monday, November 15, 2021. For those employees who did not get an email, all trainings have been completed and no further action is needed. For questions about the proposed FY 2022 pay plan or eligibility requirements visit this [blog post](#) or contact Human Resources at [hr@uwgb.edu](mailto:hr@uwgb.edu) or by phone at ext. 2390.

- **Payroll Processing Transition to UW-Shared Services**

The implementation of Single Payroll this summer significantly increased the workload associated with processing payroll for faculty, academic staff and limited employees. At the same time, our office recently restructured in order to better align our office's practices and processes with institutional strategic initiatives such as digital transformation and data-based decision making. In order to fully embrace our office restructure and allow our staff to delve into more complex data and analytics to meet institutional needs, we will be moving forward with transitioning additional payroll functions to UW-Shared Services effective November 15, 2021. The functions moving to UW-Shared Services are less complex and allows for streamlined processes at the UW System level.

UW-Shared Services will now handle all questions related to the following payroll functions:

- Timesheets (entry, approval and corrections)
- Absence entry/approval
- Missing leave reports
- Leave balances
- Direct Deposit/W-4 inquiries
- Earning Statement inquiries

Our Human Resources office will continue to handle all Personnel Action (PA) related questions including compensation adjustments, additional payments and funding updates.

As of November 15<sup>th</sup>, questions related to the payroll functions listed above should be directed to UW-Shared Services at [payroll@uwss.wisconsin.edu](mailto:payroll@uwss.wisconsin.edu).

- **Policy Updates (informational only):**
  - **[Building Hours and Access Policy \(Amended\)](#)**
    - Consistent with the issuance of a new UWSA Policy- [SYS 620, Working in Isolation](#), the University has integrated the Working in Isolation Policy into the [UW-Green Bay Building Access and Office Hours Policy](#).
- **COVID-19**

### **[Phoenix Forward Website](#)**

The [Phoenix Forward website](#) has been recently updated with the latest 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. For more details about the UW-Green Bay Covid-19 response, review the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#).

### **COVID-19 booster vaccinations will be available to UW-Green Bay Faculty & Staff**

The Office of COVID Response will be working to provide COVID-19 booster vaccinations to UW-Green Bay faculty and staff January 5, 12 and 19 from 2 to 4 p.m. at The Wellness Center on the Green Bay Campus. Appointments are now available on those dates by calling 920-465-2380. See the CDC's booster shot [recommendations and eligibility information](#).

### **COVID-19 Testing Extended to Faculty & Staff**

Routine surveillance testing continues to not be required at this time. However, the Wellness Center and partner Prevea Health have expanded testing to include faculty and staff from all four campuses for those employees who wish to get tested. Now all members of the four-campus community (faculty, staff and students) can make appointments via the [MyPrevea](#) app by selecting “surveillance testing.” The testing center is located in the Alumni Room, University Union on the main campus, and is for asymptomatic individuals. Those experiencing any COVID-19 symptoms are requested to schedule a confirmatory test within the community. Availability will be based upon open appointments listed within the app (generally 8:30 a.m. to 2 p.m.), but this varies based on staff availability.

Those with Verified Vaccinations are Considered ‘Exempt’

Being “exempt” means that those with [verified vaccination](#) records *may be* “exempt” from *certain* COVID-19 protocols. Masks are still required by the [Chancellor’s Directive](#). In order to apply for exemption, an individual must have received a full administration of the applicable vaccination not less than 14 days prior to applying for the exemption.

- Faculty and Staff can find the exemption process [here](#)

**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 has been extended through Nov. 26, 2021.

Informed by CDC and county health board guidance, [Chancellor Directive on Face Coverings](#) requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces, and public spaces. 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.

### **Telecommuting and other Leave Options for Caregiving due to COVID-19**

*Intermittent Telecommuting* may be used during a school closure or need for child to quarantine due to COVID-19, so long as the employee is able to fulfill their work functions during this time, time and leave is reported accurately, and the supervisor approves. This is appropriate because the reason for intermittent telecommuting would fall under the definition as outlined in the [Telecommuting Policy](#) (“transient and specific circumstances lasting no longer than ten business days”). An employee cannot be approved for a part- or full-time, *continuous telecommuting* arrangement for purposes of caregiving.

Intermittent telecommuting does not require the submission of a Telecommuting Request Form, and may be permitted for an eligible employee without a formal written agreement upon the mutual consent of the employee and their supervisor. Telecommuting agreements (both continuous and intermittent) are approved on a case-by-case basis at the discretion of the employee's supervisor consistent with the student-focused mission of the university and the needs of the respective unit/department.

If the employee is not eligible to telecommute based upon operational need, job functions, etc. they may use allocated paid leave for time needed away from work due to school closure or need for child to quarantine, including vacation, personal holiday, and/or sick leave (as outlined in the recently approved [SYS 1200-10, Interim: Sick Leave for Care of Minor Children](#)).

We would encourage employees to continue to reference the UW-Green Bay [Telecommuting Website](#) for full information about telecommuting (both in general and due to the COVID-19 environment).

### **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.

### **[Employee Health & Wellness](#)**

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.

- **Wellness Activities**

- November Wellness Activity: Preventative Care for Men ([blog post](#))
- November/December Well Wisconsin Webinars on Financial Health, Social Health and Physical ([blog post](#))
- [UREC Fall Fitness Schedule](#)

New Employees:

- **Accountant** Controller's Office – NEW- Bea Yang Thao (started 11/1/21)
- **Manager of Collection Development** Library – Joan Robb- Stephanie Alvey (started 11/8/21)
- **Database Administrator** Division of IT – Aaron Maternowski- Virginia Englebert (starts 12/1/21)
- **Business Analyst** Division of IT – Desiree Kittle – Nancy Balaban (started 12/6/21)

Positions Being Recruited:

- **Associate Athletics Director for Development** Athletics – Shane Starr
- **Campus Planner** Facilities Management & Planning – NEW
- **Lecturer in Human Resources Management** Marketing & Management – NEW
- **Desktop Administrator** Division of IT – Andrew Teresinski
- **Compliance Specialist** Business & Finance – NEW
- **Procurement Specialist I** Purchasing – Sarah Locke
- **Executive Manager, Rising Phoenix Early College High School** CECE – Samantha Post
- **Dean Assistant** AESCB – Kathleen Jurecki
- **Lecturer in Physics** Natural Applied Science – Heidi Fencil
- **Lecturer in Scenic Design** Theatre & Dance – Jeff Entwistle
- **International Recruiter & Admissions Counselor** International Education – NEW
- **Website Manager** Marketing & University Communications – Brandon Langer
- **Residential Education Coordinator** Housing & Residential Education – Amelia Kimmes-Kneser
- **Pre-Award Sponsored Programs, Grants & Contracts Specialist** Office of Grants & Research – Terri Fredenberg-Holzman
- **Lecturer in Nursing** Nursing & Health Studies- NEW
- **Associate Athletics Director for Development** Athletics – Shane Starr
- **Lecturer in Social Work** Social Work – Paul Schneck

Failed Recruitments:

- **School Social Work Coordinator** Social Work – NEW
- **Bilingual Student Services Specialist** GBOSS – Malee Moua

HR Note on Recruitment -

As we are sure you all are aware, the current job market is very tough for employers right now. As you try to walk into a store or restaurant, there is a sign that they are closed due to staffing issues or you see on social media that a store has changed their hours due to staffing issues. UW-Green Bay is also feeling the impacts of the job market right now. There are a lot of departments across the University that are



struggling to fill their open positions or have lower than normal applicant pools. We need your help to spread the word that UWGB is a great place to work and to refer the people in your circle of influence to consider working at UW-Green Bay. So, who do you know that would be a great addition to our Phoenix Family? Encourage them to review our [Career Opportunities](#) page on our website and to submit their applications.