

2021-2022 Academic Staff Committee
MEETING MINUTES
September 15, 2021
1:30 p.m.; TEAMS

Present: Virginia Englebert (chair), Patricia Hicks, Nichole LaGrow, Lynn Niemi, Laura Nolan, and Lynn Rotter.

I. Call meeting to order

- a. Virginia Englebert called the meeting to order at 1:32 pm

II. Determine minute taker

- a. Nichole volunteered.
- b. Beginning with the next meeting we will assign the notetaker by alphabetical order by last name. Lynn Niemi will be the meeting notetaker at our next meeting.

III. Approval of minutes – August 18, 2021

- a. Laura Nolan moved to approve as written. Patricia Hicks seconded.
- b. All agreed.
- c. Virginia Englebert will confirm with SOFAS if we need to include the meeting minutes from the subcommittee or if they are provided separately.

IV. New Business

- a. Administration Evaluation – discuss our role, review proposed UC plan
 - i. The University Committee is working on creating a Committee of Six Faculty to review administrative staff on a rotation. The University Committee has asked that we review the proposed administrator review policy and consider our own list of administrators to review.
 - ii. A general conversation focused on clarifying the project.
 1. This is not an HR project, so centralizing within HR was not welcomed. HR coordinates the supervisory annual review process.
 2. This is an opportunity for feedback from subordinates that would be collected by the Committee of Six, shared with the leader, and submitted to HR to be included in their file.
 3. There were questions regarding
 - a. Administrative overlap, e.g. CEO's or someone whose supervisor is a Dean but they are part of academic or university staff.
 - b. The privacy or confidentiality of the feedback.
 - c. Whether or not we need a consistent tool to be applied across all assessments, perhaps a core set of questions are the same for everyone.
 - d. As a formative assessment, should this be something shared directly with the individual evaluated.
 - e. What is the ultimate purpose?
 4. Do we think there is any value in doing administrative evaluations on a two-year cycle as outlined in our charter?
 - a. Yes – then we need to move forward.
 - b. No – then we need to remove the charge from our charter.
 - c. Perhaps before we can answer that question, we need clarification from the Chancellor to let us know if such an effort is needed.

5. At this point in time, we are not comfortable moving forward in pursuing a plan to evaluate specific leadership.
 - a. It was suggested that we may want to consider a climate survey that we offer to academic staff on a two-year cycle.
 - b. If we move in the direction of a climate survey we would need to revise our charge to make that change.
- b. Provost Search – who will attend/can't attend, what questions
 - i. The committee was invited to the open forums.
 - ii. Virginia Englebert, as chair, was invited to an afternoon session for governance.
 1. Questions:
 - a. What is their experience working with shared governance? How have they worked with academic staff to make sure they have a voice?
 - b. Each organization has its own culture. How will you go about learning our culture?
 - c. Something about our broader community environment and growth in non-traditional student engagement.
 - d. Our four-campus location dynamic.
- c. UW System Listening Sessions
 - i. Lynn Niemi plans to attend in person. Send questions to Lynn Niemi.
 1. Question about the relationship between UW System and Legislator, need to assure the person will be an advocate for our University and either has or can build connections.
- d. Review ASC Liaison to AS Personnel Committee
 - i. Pat Hicks led the conversation of whether or not it would be more effective to have one person attend.
 1. Nichole raised the concern of the role of a liaison does not have the right to vote, so perhaps we do not want to lose the right to vote if we combine that role into one person.
 2. We do not want to lose our voting rights, so both Pat Hicks and Laura Nolan will continue to attend and will work together if they should need to miss a meeting.
 - ii. Workload and Compensation Committee is connected to TTC so there is also confusion regarding our liaison who attends that meeting and also attending the TTC meetings.
- e. Guests for upcoming meetings
 - i. The Committee Chairs will be invited to the October Meeting.
 - ii. SOFAS will be invited to the November Meeting.
 - iii. New CIO/AVC will be invited to the December Meeting
- f. HR Update

Academic Staff Committee HR Update – 9/15/2021

- **Title and Total Compensation Project:**
As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. Below is the most recent timeline:
 - **November 7, 2021:** Go-live of new title structure

- **Post Go-Live:**
 - Formal Appeals Process begins – HR has collaborated with ASC/USC Personnel Committees to design the institutional appeals process. Draft guidelines have been sent to USC/ASC and will be shared with leadership groups later this month.
 - Revised pay ranges are disclosed and revisions to applicable policies/procedures are drafted (and circulated for feedback/review)
 - IAS process development for utilization of Teaching Professor series (for implementation in August, 2022)

To reiterate some important talking points about T&TC:

- **You will not lose your job**
- **You will not have to reapply for your job**
- **The work you do will not change**
- **Your pay will not be cut**
- **Your pay will not be automatically increased**
- **Your benefits will not change**
- **Your supervision will not change**

What *may* change is your job title and job description.

More information will be communicated to the campus community throughout the fall. For details related to T&TC as well as resources (including open forum recordings), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

- **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. This page now includes a designated section for FAQs in the classroom to provide additional clarification for Faculty and Instructional Academic Staff. For more details about the UW-Green Bay Covid-19 response, review the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#).

Those with Verified Vaccinations are Considered 'Exempt'

UW-Green Bay is required to report vaccination percentages to the UW System in the weeks ahead. The only way campus leaders know the percentages of the University community vaccinated, is if those fully vaccinated, complete the confidential exemption form. Being "exempt" simply 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

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.

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.

Testing information for Faculty & Staff

No routine surveillance testing is required at this time. Employees are encouraged to seek surveillance testing through their medical service provider or other community source. Please see [Reporting Faculty & Staff](#) and the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#) for more information about faculty and staff who become infected, suspected, or exposed-close contact.

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**

- Deadline to earn \$150 wellness incentive is 10/8/21 ([blog post](#))
- Onsite Health Screening and Flu Vaccine clinic are Tuesday, September 21st in the Phoenix Room of the Union at the Green Bay campus. Pre-registration is required. ([Flu vaccine blog post](#)) ([Onsite health screening blog post](#))
- September Challenge: Sleep Tight, Feel Right ([blog post](#))
- Earth Miles 4 Maywood event in September ([blog post](#))
- Walk to End Alzheimer's on 9/25/21 in Green Bay ([website](#))
- [UREC Fall Fitness Schedule](#)
- Annual Benefits Enrollment period is coming up; benefits fair will be virtual again this year and you will be getting information via email later this month

New Employees:

- **Process Improvement Specialist** IT Network and Systems- NEW- Steven Drapalik (started 8/23/21)
- **Academic Advisor** Academic Advising (6 Vacancies) – NEW- Ashley Luebeck, Bao Sengkhammee, Alex Kurowski, Gaoci Lo Yang & Ryan Roberts (started 8/30/21) Danny Panella & Amy Yang (started 9/7/21)
- **Admissions Counselor** Admissions (2 Vacancies) – Lynn Brandt & Hannah Fameree- Ashton – Brittany Choma & Alyssa Simonar (started 9/13/21)

Positions Being Recruited:

- **Director of Development (Athletics)** University Advancement- Shane Starr
- **Campus Planner** Facilities Management & Planning – NEW
- **School Social Work Coordinator** Social Work – NEW
- **Lecturer in Nursing** Nursing & Health Studies – NEW
- **Lecturer in Human Resources Management** Marketing & Management – NEW
- **Building & Grounds Supervisor (Manitowoc/Sheboygan)** Facilities Management & Planning – Scott Joyal
- **Manager of Collection Development** Library – Joan Robb
- **Business Analyst** Division of IT – Desiree Kittle
- **Desktop Administrator** Division of IT – Andrew Teresinski
- **International Recruiter & Admissions Counselor** International Education – NEW
- **Assistant Dean of Students (Manitowoc/Sheboygan)** Student Affairs & Dean of Students - NEW

i.TTC

1. All spreadsheets have been turned in.
2. Next step is the development of our position description.
3. Appeal process will be formalized.
4. Revised pay ranges will be disclosed and shared for feedback.
5. August 2022 – Teaching Profession positions process will go into effect.
6. The committee had a general conversation and report from the AS Personnel Committee liaison, Laura Nolan, regarding our individual departments' processes through the TTC title review process.

ii.COVID-19 information – check your email for weekly messages from Marketing & Communication and HR Connect is updated to follow the same messaging. A FAQ for the classroom is now included in the COVID-19 Page

1. Reminder, no one is required to share if they have COVID, but they can be encouraged to avoid campus if sick.
2. Any update on the lawsuit against the University's COVID protocols or the Executive Order from Evers or President Biden's guidelines. No changes at this time.
 - a. Percentage – roughly 60% of students vaccinated.
 - b. Percentage – roughly 80% of staff vaccinated.

- iii. Wellness Incentives must be completed by the end of October. There are still appointments for the flu vaccine.
- iv. New appointments have slowed with the start of the semester, but the open positions list is still quite long.
- v. ADA – follow up on questions provided as a separate attachment from Virginia Englebert.
- vi. HR is working to review solutions for an online performance development process for processing the paperwork that will be applied to University Staff, Academic Staff, and Limited (no instructional or faculty). We will set up a longer meeting to review the demo.

V. Old Business

- a. Committee Charge & Bylaws Review
 - i. If we do make changes, we would need to present to the entire Academic Staff Committee.
- b. Academic Staff Committee Openings update
 - i. Changes in staffing created a need for a fill two vacancies through the Leadership and Involvement Committee
 - 1. Virginia Englebert and clarify with Lynn Rotter and Bethany Welch.
- c. ASC Fall Assembly discussion – December 7th confirmed.
 - i. Need to reserve time for any voting, but also will have time for guests
 - ii. Need to make sure that we include SOFAS and Melissa Nash to provide updates.
 - iii. Perhaps we should request updates on the new Library and the new residential facility.
 - iv. Virginia Englebert will create a working agenda and share the document with the committee.

VI. Governance/AS Committee Reports

- a. Send reports to Nichole LaGrow to add into the Meeting Minutes.
 - i. UW System Liaison (Lynn Niemi)
 - 1. No report – Next meeting is Friday, September 24th. Virginia Englebert will be attending for Lynn
 - ii. Title and Total Compensation (Lynn Niemi)
 - 1. No report – Next meeting is Tuesday, September 28th
 - iii. Campus Master Planning (Lynn Niemi)
 - 1. No report – Next meeting on Monday, September 20th
 - iv. Professional Development Committee (Nichole LaGrow)
 - 1. The Academic Staff and University Staff Professional Development Committees are sponsoring a workshop, Building Resiliency and Self-Care Strategies Workshop with Dr. Katie Olbinski from Prevea Health, on Wednesday, October 6th from 1 pm – 2:30 pm.

VII. Other Business/items for next meeting

VIII. Adjourn

- a. Lynn Niemi motioned to adjourn. Lynn Rotter seconded. All in favor. Meeting adjourned at 2:58.