

Academic Staff Committee Meeting  
Meeting Minutes  
April 11, 2018

ASC Members Present: Eric Craver, Jamee Haslam, Jan Malchow, Lynn Niemi, Amy Bartelme, Joe Schoenebeck

ASC Members Absent:

Guests: Melissa Nash (Human Resources)

Next meeting: Wednesday, April 25, 2018 1:30 pm CL 735

Academic Staff Assembly Thursday, May 3, 2018 3:00 pm UU Christie Theatre

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- I. Call to Order 1:36 pm
- II. Approval of Meeting Agenda
  - A. Motion to approve by Lynn
  - B. 2<sup>nd</sup> by Jamee
  - C. All members approved agenda
- III. Approval of minutes from March 28, 2018 meeting
  - A. Motion to approve by Lynn
  - B. 2<sup>nd</sup> to approve by Jan
  - C. All members in favor of approving minutes for March 28, 2018
- IV. Old Business
  - A. Committee election results
    - i. Reviewed election results.
    - ii. Suggested to revisit process of getting the word out and encouraging more participation in elections.
    - iii. Motion to approve election results for elected committees by Jan
    - iv. Motion to approve 2<sup>nd</sup> by Amy
    - v. 1 member abstained, All other members approved
    - vi. Eric submitting approval to SOFAS and Leadership & Involvement Committee
  - B. Chancellor and Provost March 27, 2018 emails: Both coming to next meeting April 25, 2018
    - i. To discuss Remissioning and Academic Program Stability
    - ii. Provost questions:
      1. Where does UWGB fit compared to other UW campuses with budget?
      2. How will this change with UWGB gaining 3 UW Colleges campuses (compared to other comprehensives who are gaining 1 or 2 UW Colleges campuses)?
  - C. Reminder: Discussion on Restructuring MOU (Discuss with Steve)
    - i. Is there any concern from a shared governance perspective?
  - D. Discussion about May 3, 2018 All AS Assembly
    - i. Lynn will confirm audio/visual and room reservation (Christie Theatre)
    - ii. Lynn has contacted Shorewood and will continue working with them regarding social at Shorewood after the assembly
    - iii. Eric will
      1. email all committees to get updates,
      2. check with Paula to confirm attendance by Chancellor Miller and Provost Davis,
      3. draft agenda to review at next meeting
      4. email reminder to Marinette, Manitowoc, and Sheboygan academic staff
    - iv. Draft Agenda
      1. Chancellor Report – Remissioning
      2. Provost Report – Academic Program Stability
      3. Clif Ganyard – Project Coastal update
      4. Melissa Nash (HR update) – Title & Total Comp update, Pay Plan update, and Handbook
      5. ASC items (Eric)
        - a. Recognize 17/18 committee members
        - b. Introduce new 18/19 committee members

- V. Department/Committee Reports
  - A. Human Resources update (Melissa Nash)

### Academic Staff Committee HR Update – 4/11/2018

- **Title and Total Compensation Study:** Getting farther along in Phase 2.
  - UW System and UW Madison have created converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>. These are in final review, and have been reviewed by and feedback was gathered from the UWGB Project Team.
  - Next step is JDXpert – standardized job descriptions. Will start with UW System and Madison review of 500 benchmarked jobs. Then peer review, campus HR review, and then socialization with manager/employees.
  - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **FY 2018-2019 Pay Plan:** FY18-19 budget included a budgeted 4.04% pay plan (to be implemented in 2- 2% compounded installments in July 2018 and January 2019). JCOER approved on 2/14/2018. Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training and Outside Activity Reports will also be a requirement of pay plan eligibility. HR held [open forums](#) on 2/12/18 and 2/13/18 to discuss pay plan. HR is developing a schedule of reminders for performance evaluations and required trainings.
- **Required Compliance Trainings:** Four new trainings were introduced in January, 2018. They are listed on the HR Blog at <https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/>. For instructions on how to view what trainings are outstanding, employees can visit <https://blog.uwgb.edu/hr/2018/01/instructions-for-viewing-outstanding-required-compliance-training/>. **Faculty and staff must complete all required compliance trainings by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan. Please see the [Compensation and Pay Plan Policy](#) for additional eligibility requirements.**
- **Outside Activities Reports:** Pursuant to [Chapter UWS 8](#) and [Regent Policy Document 20-7](#), all UW System faculty, academic staff, and limited appointees with half-time appointments or more are required to report annually (by April 30 of each year) outside activities and interests related to their areas of professional responsibility and for which they receive remuneration. An e-mail was sent out to all Academic Staff, Limited, and Faculty appointees on 3/8/18 with a form attached. In response to the 2017 Ethics Audit, an escalation schedule and process will be required by the UW System to address those employees who are non-compliant with the Outside Activities Reporting requirements. Please see the e-mail from 3/8/18 for more information.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Working on finalizing version with updated contract language and inclusion of temporary and Limited employees.
- **Policy updates (informational only):**
  - No new policies for this update

### New Employees:

- **Assistant Building Operations Manager** University Union: New Position – Staci Jo Baumann started on 4/4/2018
- **Human Resources Specialist (80% Appointment)** Human Resources: Incumbent – Christine Olson – Megan Noltner will start on 6/27/2018

### Positions Being Recruited:

- **Lecturer – Human Biology:** New Position

- **Dean – College of Arts, Humanities, and Social Sciences** CAHSS: Incumbent – Scott Furlong
- **Curator of Art and Arts Management Instructor** Art & Design: Incumbent – Leslie Walfish
- **Lecturer – Social Work** Social Work: New Position
- **Research Manager – Consortium of Applied Research (1-year appointment)** Human Development: New position
- **Advisor** Financial Aid: Incumbent – Julie Jubin (restructured position)
- **Trainer and Development Specialist** Behavioral Health Training Partnership (BHTP): Incumbent – Jessica Delzer
- **Assistant Director for International Recruitment** International Education: Incumbent – Katy Isler
- **Study Abroad Coordinator** International Education: Incumbent – Kristy Aoki
- **Counselor (75%, Two Vacancies)** Counseling and Health: Incumbents – Greg Smith and New Position

- B. UWS System Rep (Eric)
  - a. Next meeting May 4, 2018 Eric is planning to attend
- C. UC (Eric)
  - a. Eric planning to attend next meeting April 11, 2018
- D. Faculty Senate (Jamee) - meeting notes from March 28, 2018 Faculty Senate (Jamee attended)

#### Chancellor's Report

- Project Coastal – continuing. UW Colleges will still handle a lot of processing through 18/19 (he mentioned Financial Aid as an example)
- Remissioning
  - Process just started
  - Initial “draft” developed by Leadership and Deans
  - Will host listening sessions and look to governance for feedback

Eric Arneson gave a brief “training” on dealing with disruptive students and how to help students with resources that I thought was helpful. Mark provided a lot of the information in the “Dealing with Disruptive Students” training that Mark and Amy have done in the past.

#### Resolution on Early Alert back to Senate (2<sup>nd</sup> discussion)

Denise Bartell and Clif Ganyard and Mat spoke in favor and took some questions

Resolution basically requests that Early Alert be only for 100 and 200 level courses and also goes on to state that the Early Alert implementation didn't follow protocol (as it was implemented without Senate approval)

\*A lot of discussion on this

\*The resolution did not pass, there will be further discussion as Denise is reaching out to more faculty to get suggestions for improving the process

There were several first readings that will all be on a future agenda – see New business section of the Faculty Senate Agenda <http://www.uwgb.edu/sofas/structures/governance/senate/agendas/agenda%203-28-18.pdf>

#### Request for new business

- Rebecca Nesvet brought forth a resolution for Childcare. Text wasn't in the agenda .....it was passed out at the senate meeting during the discussion of this resolution (I have pasted the text below). Basically to summarize it – a portion of segregated fees has been going to the Childcare on campus initiative and those funds have been allocated to, I think the SGA to divvy up for child care costs for students and also some of it is in a fund for the childcare project that has been on going and recently stopped (again...it's been on and off for many years). SUFAC voted to stop collecting seg fees for child care and is trying to take those funds and move them to the General Fund. Rebecca and the SGA representative there Courtney said it is thousands of dollars per semester. The resolution was brought forth to try to make this stop to keep childcare funds for childcare (which is a requirement based on what Rebecca indicated). The resolution did pass.

### **Resolution on the UWGB Childcare Establishment Fund**

**WHEREAS**, SUFAC has recently voted to cease collecting money for the UWGB Childcare Establishment Fund and to move the existing revenue to the General Fund; and

**WHEREAS**, should this decision be implemented, it would contravene the Student Government Association Childcare Establishment Fund Bylaws (last updated April 2014), specifically, points 4b-4d: that

4b. "The UWGB Childcare Establishment Fund shall maintain a separate line item in the University budget,"

4c. "The UWGB Childcare Establishment Fund shall not be reallocated for any purpose other than those described in these bylaws," and

4d. "The UWGB Childcare Establishment Fund and its supervision by the Equity and Diversity Committee shall continue until the fund is completely distributed or completely disbursed"; and

**WHEREAS**, the provision of adequate childcare is not only an essential equity issue on this campus but also essential to effective student retention and recruitment; and

**WHEREAS**, all of this university's major governing bodies, including student government, have passed resolutions in support of the childcare center initiative,

**THEREFORE, BE IT RESOLVED** that the UW-Green Bay Faculty Senate recommends:

(a) that the existing bylaws of the Childcare Establishment Fund be honored by all parties to them;

(b) prompt progress to completion of a viable Childcare Center; and

(c) that UWGB administration consider allocation of space for a dedicated Childcare Center in the proposed Innovation Park or another space easily accessible to the main campus buildings.

#### Provost update

- Completing Tenure/promotion review
- Interviews for CAHSS Dean are April 16, 17, and 19<sup>th</sup>
- Program discontinuation – UWSP
  - Expected at other campuses
  - Memo from Provost dated 3/28/18
    - Growing enrollment to continue programs and add new programs
    - Advocating that we continue to grow enrollment and increase retention efforts
    - Communication and involvement , looking at costs of programs, enrollment levels, program sizes
- E. Title & Total Comp (Jan/ Steve Newton)
  - a. Nothing additional – Melissa gave accurate update in HR update
- F. Shared Governance Workgroup (Lynn)
  - a. Steve is working to get names from UWC of those sitting on UWGB ASC (and other committees) for the 18/19 Transition year once UW Colleges campuses have elections
- G. Personnel Committee (Lynn) – no update
- H. Professional Development Allocations Committee (Joe)

- a. Reviewing budget specifically those individuals who requested and were approved funding but have not submitted TER to receive the funds.
  - I. Professional Development Programming Committee (Jan)
    - a. April 23<sup>rd</sup> Dr Bonnie Nausbaum. Save the date email will be sent out soon
    - b. Looking at offering a social event with training opportunity in June
  - J. Leadership and Involvement Committee (Amy)
    - a. Appointed committee names submitted to SOFAS for review in next meeting
- VI. New Business
  - A. Discussion on meeting in Madison with President Cross, June 1
    - i. Eric is planning to attend. If anyone else is interested in attending contact Eric
    - ii. Discussion will be regarding Shared governance in 18/19 and UW Colleges restructuring
- VII. Other business/items for next meeting
  - A. Appointive Committee names
  - B. Chancellor update – Remissioning
  - C. Provost update – Academic Program Stability
  - D. All Academic Staff Assembly – May 3<sup>rd</sup> planning
- VIII. Next regular meeting: April 25, 2018 1:30 pm CL 735  
 Academic Staff Assembly: May 3, 2018 3:00 pm Christie Theatre
- IX. Adjourn 2:55 pm
  - A. Motion to adjourn by Jan
  - B. 2<sup>nd</sup> by Jamee