**2019-20 Academic Staff Committee**

**MEETING MINUTES**

**August 21, 2019**

**1:30 p.m.; CL 735**

**Attendees: Jamee Haslam, Lynn Niemi, Bao Sengkhammee, Lynn Rotter, Patricia Hicks, Sherri Arendt**

**Guests: Laura Nolan, Melissa Nash, Michael Alexander**

1. Call meeting to order at 1:35 pm
2. Bao Sengkhammee volunteered to be minute taker for meeting
3. Approval of minutes
	1. Minutes from July 17, 2019, motion to approve minutes by Jamee, second by Sherri, minutes approved
4. New Business
	1. AS Committee Chairs (AS Personnel – Jena Richter Landers; L&IC – Jodi Pierre; PDAC – Joe Schoenebeck; PDPC – Laura Nolan)
		1. Committee Charges: Laura shared there were some questions on PDPC charge and the next meeting is Sept. 5 to discuss
		2. Open Meetings and Records Laws: Laura shared PDPC information was submitted to SOFAS
		3. Committee updates: Laura shared interest survey was emailed out to staff to gain interest of program suggestions, PDPC committee is currently working on programs/speakers for this year
			1. Select new member for L&IC: discussed and Lynn will forward name to L&I and SOFAS
	2. HR Update – Melissa Nash:
* [**Title and Total Compensation Project:**](https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/)
	+ Implementation of title structure set for March, 2020
	+ Recently, the Office of Human Resources and Workforce Diversity held open forums for employees and managers. To view the open forum presentation, please [click here](http://www.uwgb.edu/UWGBCMS/media/hr/files/August-2019-TTC-Forum-Presentation.pdf).
	+ For Title & Total Compensation Project background information related to job titles, job descriptions, compensation, and benefits, please see this August, 2019 updated [handout](http://www.uwgb.edu/UWGBCMS/media/hr/files/TTC-Handout-August-2019.pdf).
	+ Please print off this [poster](https://www.wisconsin.edu/ohrwd/download/ttc_project_documents/TTC-Project-Poster_June-2019.pdf) and showcase within your department!
	+ **Titles and Job Descriptions**
		- Review of the draft titles and standard job descriptions is complete! The job titles and standard job descriptions will remain in draft form until after employee-manager conversations December 1, 2019 through February 15, 2020.
		- The next step is job mapping. UW System Human Resources will provide a proposed match for each current job title to an updated job title and job description. Job mapping will then take place at the institutional level where UW-Green Bay human resources will work with divisional leaders to match each employee’s current job title to a new job title, utilizing the job mapping crosswalk. Work on job mapping will wrap up during the fall of 2019.
		- Job mapping will lead to a process of discussions where employees will review their updated job title and standard job description with managers during winter 2019-2020. Compensation will not be discussed during these employee/manager conversations.
		- While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.
	+ **Benefits**
		- UW partnered with Mercer Consulting to compare UW benefits to what other employers with similar workforces are offering.
		- A summary of the benefits analysis preliminary findings will be available to employees in the fall of 2019.
		- Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.
		- Changes to current benefits offerings are out of scope of this project and subject to Board of Regents and legislature reviews and approvals.
	+ **Compensation**
		- This project creates the foundation for a market informed UW compensation structure for leadership to identify compensation issues and advocate for employees, but does not directly address compensation issues.
		- After the title structure is finalized in March 2020. the compensation structure can be finalized, which means that job titles will have updated salary ranges. More details will be forthcoming in March 2020 about updated salary range. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.
		- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future
	+ Appeals process will be discussed with shared governance throughout the late summer/fall to ensure that there is a consistent structure/process for employees to appeal their mapped title (should they disagree with the mapping).
	+ UW-Green Bay has implemented a monthly blog post as well as a dedicated area in the HR Connect to align with System communication strategy.
	+ For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
* **Pay Plan:** Board of Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor’s budget. This remains a proposal – still needs to be approved by JCOER (Joint Committee on Employment Relations). No information re: potential distribution schedule (may not be the same as last time).
* **Information for University Staff Supervisors - Bi-weekly Payroll Processing Transition:** With the creation of UW-Shared Services, we have re-evaluated the strategic plan moving forward for the UW-Green Bay Office of Human Resources and Workforce Diversity in order to continue to best serve our employees and campus needs.  As a result of a thorough analysis, the decision has been made to transition UW-Green Bay bi-weekly payroll functions to UW-Shared Services beginning in September, 2019. Monthly payroll will not change. The impact to bi-weekly payroll includes:
	+ UW-Shared Services will send an e-mail reminder every other Thursday to University Staff employees and approvers. This will remind University Staff to complete their timesheets and absence entries prior to the payroll period ending. It will also remind approvers to approve all exceptions, absence requests, and time entries by the approval deadline.  Additional email reminders may be sent by UW-Shared Services during the payroll processing week as needed.
	+ UW-Shared Services will now handle the day-to-day bi-weekly payroll processing functions.Questions and troubleshooting will be resolved through UW-Shared Services staff.
	+ Timesheets, absence information, and the approval process will all remain the same as is currently in place for employees and approvers.  Likewise, new hire paperwork, changes to appointments, and updates to payroll information (W-4 Forms, Direct Deposit Forms, etc.) will continue to be submitted to UW-Green Bay’s Office of Human Resources and Workforce Diversity.
* **Performance Evaluations –**Academic Staff and Limited Performance Evaluation are due on August 30th. The process and forms are consistent with previous years.
* **Policy updates (informational only):**
	+ In the Works:
		- Revisions to the Workplace Conduct Policy- with leadership to finalize.
			* Addition of information related to bullying
	+ Approved by Cabinet (will be posted to the Policies/Procedures page shortly)
		- Revisions to the Recruitment and Hiring Policy, Revisions include:
			* Addition of information re: the new personnel and reference check System policies
			* Information re: required implicit bias training and revised requirement of Chancellor approval for underutilized positions which request an internal recruitment
			* Revision of immigration-related information due to structural changes.

New Employees:

* **Area Coordinator** – Residence Life – James Zarling – Mary (MJ) Miller started on 7/8/2019
* **Lecturer – Geoscience & Environmental Science (1-year) –** Kelly Wilhelm **–** Dragos George Zaharescue started on 8/19/2019
* **Lecturer – Accounting** – Heather Kaminski – Kathrine Burke will start on 8/19/2019
* **Lecturer – Accounting** – Steven Muzatko – Gary Christens will start on 8/19/209
* **Dean of the Austin E. Cofrin School of Business** – Douglas Hensler – Matt Dornbush started on 7/1/2019
* **Director of Public Safety** – Public Safety – Tom Kujawa – Dave Jones started on 8/5/2019
* **Director of Grants and Research** – Office of Grants and Research – Lidia Nonn – Roger Wareham started on 8/19/2019
* **Lecturer & Child Welfare Coordinator** Social Work – Dana Johnson – Heather Lawrence started on 7/17/2019
* **Foundation Accounting Supervisor** University Advancement – Kelly Tanck – Nora Langolf will start on 9/3/2019
* **Head Softball Coach** Athletics – Scott Wachholz – Sara Kubuske started on 7/18/2019
* **IT Support Specialist (Three Vacancies)** Information Technology – Pat Theyerl, Ryan Ledvina, Kevin Boerschinger – Justin Loritz, Zach Gloshen, and Kim Miller started on 8/13/2019, 8/1/2019, and 8/29/2019
* **Director of Player Development – Men’s Basketball** Athletics – Tyler Kelly – Dytanya
* **Cheer Coach (10%)** Athletics – Cydnee Totzke – Cameo Jastrow started this appointment (as an overload) 8/1/2019
* **Student Services Coordinator** Graduate Studies – Mary Valitchka – Pang Yang started on 7/8/2019
* **Program Coordinator for Outreach and Programming** Career Services – NEW – Abigail Drapalik started on 8/12/2019
* **Student Success Evaluation and Retention Coordinator (2-year)** Provost Office – NEW – Pooja Agarwal will start on 8/21/2019
* **Assistant Coach (Women’s Basketball)** Athletics – Amanda Perry – Clyde Manns started on 7/5/2019

Failed Recruitments:

* **Lecturer of Computer Science** NAS – Ben Geisler
* **Grant Writer/Proposal Coordinator** – Office of Grants and Research – Michelle Goetsch
* **Assistant Director** – Trio and Precollege – Myra Gilreath

Positions Being Recruited:

* **Lecturer – Geoscience & Environmental Science (1-year) –** Ryan Currier
* **Lecturer – Mechanical Engineering (Sheboygan)** – Steven Gehling
* **Network Specialist** – Information Technology – NEW
* **Executive Director of Advancement** University Advancement – Tracy Heaser
* **Health Educator for Sexual Violence Prevention (50%)** Counseling and Health – Dana Stueber
* **Academic Advisor (Marinette Campus)** Academic Advising – Madeline Marquardt
* **Academic Advisor (Sheboygan Campus)** Academic Advising – Mark Krell
* **Associate Dean** Austin E. Cofrin School of Business – NEW
* **Senior Director of Sales & Audience Development** Weidner Center – NEW
* **IT Project Manager** Information Technology – Ron Kottnitz
* **Performing Arts Coordinator** Music & Theatre/Dance – Marisa Balistreri
* **Program Specialist, K-12 Relations** CECE – NEW
* **Study Abroad Coordinator** International Education – Anya Toledo
* **Assistant Vice Chancellor for Enrollment Services** Enrollment Services – Christina Trombley
* **Budget Director** Business & Finance – Dick Anderson
* **Marketing Manager** Marketing & University Communications – Eric Craver
	1. Provost Michael Alexander – Welcome and Updates: Michael discussed: welcomed, thanked the committee for their work, and prefers to be called Mike, talked about budget committee funds and that the funds are there and can be used, and departure of Chancellor Gary Miller and hire of a new chancellor
1. Governance/AS Committee Reports – see attached for updates
	1. T&TCS Project Team Report (Sherri Arendt)
	2. Replacement on L&IC (two year term)
2. Other Business/items for next meeting (September 11, 2019)
	1. Invite UWGB Chief of Police to next meeting
3. Adjourn at 3:05 pm, Motion by Sherri, second by Jamee, approved

Respectfully submitted by Bao Sengkhammee

Governance /AS Committee Reports

1. UWS System Rep (Sherri Arendt)
2. T&TCS Project Team Report and Comp and Workload Committee (Sherri Arendt)

Joint Governance Advisory Council & T&TCS Update for August 21st ASC Meeting

T&TC – HR created and posted fliers on campus bulletin boards

Notices for open T&TC forums first weeks in August – urge attendance

-Summer Title & Total Compensation Teleconference (T&TC) was held July 19th

(Technical difficulties and fires in Madison affected communication capabilities)

* Project Update
* Compensation Philosophy
* Benefits Update
* Next Steps

UWGB- T&TCS Project Team Meeting July 25th 2019

* Current Status Update Review of the draft titles and SJDs is complete! March 2020 is the implementation timeline for moving employees into the title structure. There are 700+ titles and standard job descriptions (SJDs)
* Next step is job mapping. Manager and HR meetings to occur to look at SJDs. HR will provide a proposed match for each employee to an updated job title and job description. This should wrap up in the fall. In Winter, the step of job mapping will allow employees to discuss their updated title and SJD with people manager
* Training/Communication plan ---there will be a people manager assessment using qualtrics going out to supervisors to gather feedback on how much they know about T&TCS
* The appeals process “policy” coming from System soon and should be vetted by the advisory council. Any appeals will occur after the March 2020 implementation through the process.
* HR determining who will attend the train the trainers
* Communication updates ---Attend All-Employee open forums in early August
* Employee benefits survey preliminary findings results to be released in fall of 2019
* The project team, based on Mercer benefits analysis and stakeholder input, will *recommend* a benefits strategy by Jan 1st 2020 to enhance UW benefit offerings. Changes (enhancements to benefits, not decreases) would be subject to BOR and legislative reviews and approvals.

Updates check out this website: <http://blog.uwgb.edu/hr/2019/08/title-total-compensation-project-update-august-2019/?utm_source=dlvr.it&utm_medium=facebook>

1. Strategic Budgeting Committee (Jamee Haslam and Joe Schoenebeck)

Update: Met 7/18/19

* + Sheryl and Mike Alexander (Provost) are co chairing the committee so any questions outside of meetings can be sent to them.
	+ Any questions about timeline, process should be brought forth to Sheryl and Mike (Provost)
	+ Andy Bleier joined the Business and finance office as a Budget Analyst and will be working with Dick and Sheryl on implementation.
	+ Next steps – Business and Finance office and Provost Alexander will be working with Academic Units via UC Chair – Jim and Faculty Senate starting this fall to communicate timeline. They will requesting that units formulate an “academic plan and growth model” then they will help the unit build a budget to fit the plan. This will start this fall. Conversations will be had with support center leaders regarding plans as well. Moving to 5 year budget planning - it’s a matter of when, how and getting the process right. Mike stated this budget model gives incentives for doing good work in supporting each other.

Future Strategic Budget Committee meetings are as follows:

* Thursday, October 17 ~ 1:00-2:00 pm in CL735 (Human Resources)
* Thursday, December 12 ~ 1:00-2:00 pm in CL735 (Human Resources)
* Tuesday, March 31 ~ 1:00-2:00 pm in CL735 (Human Resources)
1. Master Planning Workgroup (Lynn Niemi)-tabled
2. AS Personnel Committee (Pat Hicks)-tabled
3. AS Professional Development Allocations Committee (Bao Sengkhammee)-tabled
4. AS Professional Development Programming Committee (Lynn Rotter)-tabled
5. Leadership & Involvement Committee (Jamee Haslam)

Election results from spring 2019 reviewed for additional interested individuals to serve on L & I committee to replace Parker Nadeau (moved to University Staff position)

ASC to discuss at 8/21/19 meeting and will forward to L & I Chair and SOFAS