

*University of Wisconsin-Milwaukee*  
**Academic Staff Committee**

March 2, 2020  
9:00 am, Lubar N456

**MINUTES**

Present: Cashin, Daly, Esguerra, Foran, Kohlmetz, Kunkel, Oswald, Rufer, Wallace  
Guests: Mark Mone, Tim Danielson, Donna McGee

- I. *Call to Order.* The meeting was called to order at 9:01 am.
  
- II. *Automatic Consent.*
  - A. Agenda: K.Esguerra moved and S. Cashin seconded to approve as amended, adding the 2018-19 Academic Staff Appointments report.
  - B. Minutes of February 17, 2020: Approved as presented.
  
- III. *Guests<sup>a</sup>:*
  - A. Chancellor Mone reported on the following:  
2019-20 state budget was largest biennial capital budget ever including a compensation plan for employees; however declining enrollments resulting in revenue loss means additional reductions are necessary in FY21. The campus will enact Voluntary Separation Incentive Program (VSIP) this year to address current budget reductions. The program will be available to employees who are eligible for full retirement and who are faculty, academic staff with indefinite, rolling horizon or fixed term and university staff with ongoing status. Each school, college and division will determine which departments and positions are eligible for VSIP. Eligible employees will be notified in April after approved by deans and division heads.  
Mone and the UWM Crisis Management Team are monitoring COVID-19 very closely and addressing challenges with students returning from studying abroad. The Team is assessing issues surrounding travel by students, faculty and staff, including managing the risks of international travel and ensuring continuity in providing instruction.
  
  - B. Tim Danielson, HR, answered questions presented by ASC from the last AS Senate meeting. UW System training resource for supervisors will be online-email message will be sent on Tuesday, March 3<sup>rd</sup>. Supervisors will be asked to work with their HR Specialist. The message will urge managers and supervisors to follow guidelines and consistency. Title review process will follow a similar process as the current ASTAC. Salary ranges are unknown compensation structure is being developed. Process for progressing within range will be established in consultation with the ASC. T. Danielson will develop high level points and share with the ASC for establishing the process, ideally to be in place by Fall 2020. The use of the Senior prefix as official title is being eliminated but Senior can be used as business title. T. Danielson was asked when proposed titles will be announced to employees? He expects the Standard Job Description (SJD) Library will be finally completed the week of March 16<sup>th</sup> and the goal is to finish all manager/employee conversations by late April.

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<sup>a</sup>Committee may go into closed session to discuss personnel matters per Wisc. Stats. 19.85(1)(c) or 19.85(1)(f)

- C. Donna McGee, Legal Affairs talked about UWS 12, ASPPP 104, 106, 108 and 110 and notice periods for layoffs and nonrenewals due to budgetary reasons. She noted that Deans and Division Heads and Provost must notify ASC of layoffs per Chapter 110 ASPPP, however the same is not required for non renewals. The ability to shorten notice periods under UWS 12 exists. Discussion about layoffs vs non renewal took place.

IV. *Chair's Report.* L. Wallace reported on topics for the Chancellor to present at the March General Meeting and other guests (see item VII.A.2).

V. *Unfinished Business.*

- A. Academic Staff Subcommittee Discussion- No update.
- B. Workload Policies Update-No update.
- C. Title and Total Compensation (TTC) Update – See item III. B.

VI. *New Business.*

- A. Interim International Travel Policy – Dev Venugoplan submitted to the ASC for review and comment. As UWM faces challenges due to the COVID-19 outbreak, the UWM Crisis Management Team has discussed the need for a UWM policy to address international travel by faculty, staff, and students to locations that are identified by the US State Department and Centers for Disease Control and Prevention with travel advisories. As the situation develops in a very dynamic way across the world, it is necessary to have a policy that would provide guidance for travelers and the involved units on campus. The ASC reviewed the draft of the policy that campus administration is planning to adopt on an emergency basis immediately.
- B. 2018-19 Academic Staff Appointments Report – This report, prepared by former ASC Chair Kristin Roosevelt, was reviewed, and numbers of academic staff appointments by type and their net changes in the past year were highlighted. S. Cashin noted that some of the calculations in the tables needed correcting. It was suggested the final, revised document be shared at the April or May Senate meeting as an Academic Staff Document for approval.

VII. *Reports.*

- A. Senate Agenda Items
  - 1. Automatic Consent-
  - 2. Other Business- Revisions to Chapter 111, Guests include Chancellor Mone, Provost Britz, Tim Danielson, Kay Eilers and Dave Clark and Julie Reindl. Nominations from the floor for Nominations Committee and the Non-Teaching Academic Staff Review Committee.
- B. Campus Committee Reports – None.

VIII. Closed session for Personnel Matters per *Wis. Stats. 19.85 (1) (c) and/or (f)*. None.

IX. The meeting was adjourned at 11:17am.