

**University Staff Committee
Meeting Minutes
May 31, 2018 [rescheduled]
9:00-10:00AM
IS-1034**

Attendance

University Staff Committee: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Holly Keener (USC), Fred Kennerhed (USC), Monika Pynaker (USC), Julie Flenz (HR Liaison)

University Staff: Ron Kottnitz, Sarah Locke, Sue Machuca, Kim Mezger, Kurt Nimmer

Guests: UW-Marinette: Linda Hornick

UW-Manitowoc: April Peissig

UW-Sheboygan: Dawn Beinemann, Kristen Dreps, Janice Rouse, Kay McArdle, Kay Sbarbaro

Absent

University Staff Committee: None

Welcome

The meeting was called to order at 9 a.m. by Jan Snyder who welcomed the group. Roll was taken.

Secretary's Report/ Approval of Minutes The February General Assembly minutes and the March and April general meeting minutes were distributed via email to USC members. They are to review/edit/approve by email to Teri no later than Friday June 8. There will not be minutes for the June Farewell-Welcome luncheon. The minutes from today will be sent via email for approval as well.

Continued...

Treasurer's Report

Documentation uploaded as reported by Treasurer Tracy Van Erem]

University of Wisconsin - Green Bay			
University Staff Committee			
TREASURER REPORT			
Thursday, May 31, 2018			
9:00-10:00 a.m. ~ Instructional Services, Room 1034			
		Previous Month	Current Month
(102) Staff Development Account		\$ 3,367.50	\$ 3,054.59*
(136) Revenue Account		\$ 2,355.29	\$ 2,355.29
Foundation Discretionary Account (#11100 "Agency" acct)		\$ 498.05	\$ 498.05
Endowment Account Pro Development Earnings Avail to Spend		\$ 2,089.43	\$ 2,089.43
		\$ 8,310.27	\$ 7,997.36
Endowment Account		\$ 10,103.84	\$ 10,103.84
		GRAND TOTAL	\$ 18,101.20
Month-to-Date EXPENSES			
Staff Development Funds (102):			
Fall Conference Speaker Stipend Payment		\$ 287.50	
Name Badges		\$ 25.41	
Professional Development Funds (136):			
Foundation Discretionary Account Expenses:			

Addendum: Discussion on 102 funding balance* and how can we spend down. It's nice to have funds remaining however if we don't spend allotment that will be taken into consideration for BY19, thinking we don't need as much and budget could be lessened. PDC will discuss and spend down by July 1st. Consider looking back and increasing amts prev paid out for '17-18; some expenses possible from IT; Teri suggested a laptop for USC, primary usage by Secretary. PDC will submit recommendation via email after their June meeting.

HR Update

[Documentation uploaded as reported by HR Liaison Julie Flenz]

- **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/>. A recently revised document for Job Families/Sub Families has been released and is being reviewed by 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 sent out personalized reminders last week to employees who are eligible for pay plan but missing required trainings or evaluations. **Faculty and staff must complete all required compliance trainings and have satisfactory performance document in a recent evaluation by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan. There will be no exceptions made. Please see the [Compensation and Pay Plan Policy](#) for additional eligibility requirements.**

- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Handbook has been updated on the HR Policies, Procedures and Handbooks page: <https://www.uwgb.edu/human-resources/policies-procedures-handbooks/> This update now includes information related to University Staff Temporary and University Staff Project appointments.
- **Policy updates (informational only):**
 - No new policies for this update

New Employees:

- **Human Resources Assistant** Human Resources: Incumbent – Mitchell Sabez – Maria Vander Heiden was hired and started on 5/29/18
- **Facilities Repair Worker – Advanced** Facilities: Incumbent – Kevin Smith – Todd Curro was hired and will start on 6/11/18
- **Student Billing Specialist (75% Appointment)** Financial Specialist Senior Bursar: Incumbent – Suzanne Lyons – Tracy Tilleman was hired and started on 5/22/18

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Custodian Lead** Operations: Incumbent – Leon Zitlow
- **Academic Department Associate** Human Development and Communication & Information Sciences: Incumbent – Helene Rosner

USC Governance Committee Reports**Elections Committee**

Holly reported new members/terms. Document, 5/18/18, follows:

**University Staff Committees, Campus Joint Governance
& Campus Appointive Committee & Working Group Reps
2018-19**

University Staff Committee		
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
Linda Hornick	USC Member – Marinette	2018-2019
Holly Keener	USC Member	2018-2020
Jayne Kluge	USC Member	2018-2020
Ann La Force	USC Member - Sheboygan	2018-2019
Kim Mezger	USC Member	2018-2020
Theresa Mullen	USC Member	2018-2020
April Peissig	USC Member – Manitowoc	2018-2019
Monika Pynaker	USC Member	2017-2019
Jan Snyder	Chair	2017-2019
Tracy Van Erem	Treasurer	2017-2019

Election Committee		
Holly Keener	EC Member	2018-2020
Anna Maier	EC Member	2017-2019
Jon McMillion	EC Member	2018-2020

Personnel Committee		
Denise Baeten	PC Member	2018-2020
Brenda Beck	PC Member	2017-2019
Jenny Charapata	PC Member	2017-2018-2019 (replacement for Nathan Carlton's term & then Kathy Reissman's)
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
John McMillion	PC Member	2018-2020
Pang Yang	PC Member	2018-2020

Professional Development Committee		
Julie Flenz	PDC Member	2017-2019
Dolly Jackson	PDC Member	2018-2020
Sarah Locke	PDC Member	2017-2019
Teri Ternes	PDC Member	2018-2020
Crystal Williams	PDC Member	2018-2020

UW System University Staff Representative	
Ron Kottnitz	2017-2019
TBD, back-up Fred Kennerhed – needs replacement	2018-2020 (TBD)

(Campus Joint Governance & Campus Appointive Committee & Working Group Reps on page 2)

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee (appointed)	TBD	2019-20
Committee on Workload and Compensation (appointed)	Jenny Charapata	2018-21
	Kim Mezger	2017-20
	Lisa Schmelzer	2016-19
	TBD, liaison to USC, non-voting	2018-19

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor's Council on Diversity & Inclusive Excellence	Theresa Mullen	NA
Committee on Disability Issues	Theresa Mullen	2016-19
Health & Safety Committee	Kurt Nimmer	2017-19
	Kathleen Jurecki	2018-20
Master Plan Advisory Committee	Holly Keener Fred Kennerhed Kim Mezger	NA
Strategic Budgeting Committee	Monika Pynaker Kevin Boerschinger (alternate)	NA
Wellness Committee	Lisa Schmelzer	2016-19

Red text are the newly elected members

Personnel Committee No report; *[see addendum]. Jan suggested that since Union disbanded someone from HR should be contacted & attend a committee meeting to discuss/explain what to do/how to handle personnel issues relating to layoff and grievance.

Professional Development Committee

University Staff Fall Conference The conference "The Joy of Work: How to Make Your Work Environment Sizzle", is scheduled for Sept 28, Tundra Lodge. Registration is \$99, no EB, registration opens 8/13. MMS [April Peissig] asked if any funding will be available. I reiterated my previous email discussion w/her stating that once we 'join' [after 7/1] we can give a better answer but that some PD funding could be possible. Holly told the PC campuses to send their staff and not worry that she'd discuss financials/reimbursement w/the Provost's office.

Workshops Last for '17-18 was held 5/23, 2 sessions, well-attended; guest speaker Dr. Bonnie Nussbaum; evals pending.

Professional Development Funds No change; will further discuss spend down of 102 funds per notation under Treasurer's report.

UW-System Univ Staff Rep Report Ron Kottnitz reported they met in May and that they deferred electing a chair until fall due to constituent of committee changing w/campuses. Discussed payout of banked leave; most campuses have similar policies to ours to payout in one lump sum; questioned if transferring, would new inst be willing to take on your banked leave 'load'; past situation not handled that way. Some talk around application fees, finding \$55 to apply at each school – proposal discussion to keep fee the same but allow up to 3 school w/in system, also possible sliding scale; cause & effect – pending; Ron noted alum do not pay appl fee

if they come back. No feedback on 5/22 mtg w/Ray Cross; assumption that info at mtg in fall '18 is same in that faculty & academic staff get rights from statutes; university staff get from regent policy!

Campus Shared Governance Committees

<u>Title and Comp Study</u>	Reported in HR report above
<u>Awards and Recognition – ARC</u>	No report
<u>Committee on Workload and Compensation – CWC</u>	TTC report w/HR
<u>Learning Technology Collaborative Committee – LTCC</u>	Committee disbanded.
<u>University Committee</u>	No report
<u>Faculty Senate</u>	No report

Campus Appointive Committees

Master Advisory Plan Group No meeting since last report

Health & Safety Kurt Nimmer indicated we're planning to add more 'hard zappers'; also drug control/training; electrician will update lighting area per students concern w/LED parking lot lights; there is also intention to update/add to camera system.

Strategic Budgeting Monika reported the committee primarily reviewed various budgets hearing about all campus challenges w/budgets. The colleges reported about what they did in BY18 and what they would like to do BY 19 w/hopeful money in the budget. Committee will now be meeting monthly.

OLD BUSINESS

Jan asked the colleges if they get updates/emails from UWGB regarding PC. April did get info regarding share drive for them to access; Janice did receive communication from Janet Bonkowski {UMC}. PC campuses were advised to check w/their campus administrators if you are not getting emails from University Marketing and Communications office that includes info/actions on system level.

NEW BUSINESS

Bylaws Committee: Discussion on how to form, how many on the committee, how often to meet in '18 so the following year we are working on those bylaws. Holly suggested we take PDC funds and travel to campuses. Suggested several from UWGB who were instrumental in CSAC to USC bylaws be on the committee.

It was decided that the membership would include 1 representative from each of the 3 branch campuses, 1 SOFAS Liaison [non-voting], and 4 other members, which will give us 7 voting members. Those who agreed to serve on the bylaws committee include Jan Snyder, Amanda Wildenberg, Teri Ternes [UW-Green Bay]; Linda Hornick [UW-Marinette]; April Peissig [UW-Manitowoc]; Kay Sbarbaro [UW-Sheboygan]. Holly Keener, [UW-Green Bay], will serve as a non-voting liaison to the SOFAS.

Jan will ask for 2 more people from those at UWGB who are serving on committees during 2018-19 to step forward and volunteer to serve on this committee. One person will begin serving right away, and one person will potentially step into Jan's place after she retires in February 2019 [it's uncertain at this time how long the work of revising the bylaws will take]. Although this second person will not be required to attend the meetings prior to February 2019 and will not be a voting member until then, he/she is welcome to attend the meetings to familiarize themselves with the work being done in case it isn't finished by February.

The committee hopes to begin meeting in June and move forward w/changes that need immediate attention. They will address policies re personnel, layoff & grievance; will travel to PC campuses when/if necessary; will work via email to get the bylaws revised. Consideration to spend down 102 funds is a possibility.

Adjourned Jan adjourned the meeting at 10:05AM

Next Meeting June 21, 2018; 11:30am – 1:00pm
Year-End Farewell & Welcome Luncheon
Lambeau Cottage [lunch provided w/discretionary funding]

Submitted by: Teri Ternes, Secretary
Date: 5/31/18

***ADDENDUM**

This report was submitted by committee chair Helene Rosner to Jan via email following the 5/31/18 University Staff committee meeting.

Personnel Committee

To update the USC membership about a change to recommendations that came out of the assembly feedback items to Personnel Committee the committee reported the following:

At the monthly meeting in April the committee discussed how to move forward with the comments related to CPR training. It was decided to work with Jolene Truckenbrod, Chair of the Wellness Committee to promote and potentially look into working on a grant to fund CPR training. When Helene spoke with Jolene, she had recently attended the Health and Safety Committee meeting and learned that Public Safety would be announcing upcoming CPR and AED training on campus.

Helene spoke with Chief Tom Kujawa and he said they could conduct AED training to departments upon request (typically at department meetings) and that the 4-hour CPR training would also be available to small groups. Anyone interested in either the AED or the CPR training should contact Public Safety.

