

**University Staff Committee  
Meeting Minutes  
September 17, 2015, 10:00 – 11:30 a.m.  
MAC – 201 (Gathering Room)**

approved 10/15/15

**Members in Attendance:** Teri Ternes, Sarah Pratt, Monika Pynaker, Kevin Boerschinger, Kim Mezger, Tina Tackmier (Treasurer), Amanda Wildenberg (Vice-Chair), Jan Snyder (Chair), Holly Keener (Secretary), Ron Kottnitz, Theresa Mullen

**Guests:** Christine Olson

**Approval of Minutes**

Jan gaveled the meeting to order at 10:06 a.m.

The minutes for the August 20th USC meeting were unanimously approved with no changes.

Committee access to SharePoint was discussed as part of our process by which we receive committee materials. Holly and Monika will discuss the logistics “offline.”

**Treasurers’ Report**

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3,450.00	\$ 3,450.00
Regular Account (136)	\$ 18,255.90	\$ 18,155.90
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,842.66	\$ 2,842.66
Endowment Account	\$ 9,668.14	\$ 9,668.14
	=====	=====
	\$ 34,216.70	\$ 34,116.70 <i>Grand Total</i>

**US Committee Reports**

- **Election Committee** – Nothing to report.
- **Personnel Committee** – The committee is still working on the USC handbook. They have not had any meetings to-date. Jan requested that we send our comments on the Code of Conduct materials directly to Christine in HR. The ex-officio member on the Personnel Committee this year will be Christine Olson.
- **Professional Development Committee** – There is one pending request for Amanda Wildenberg for \$199.

The Conference planning is going along well. Early bird registration ends Friday. We currently have 77 people registered: 30 from GB, 29 from TC and 18 from elsewhere.

The Provost agreed to write a letter to UWGB supervisors in support of attendance at the conference in case there are some supervisors who decide it’s not “in the budget.” We also discussed the possibility of helping those that are denied due to finances with some of our Professional Development funds. It was agreed that

we would suggest that the affected employees contact Teri Ternes if a problem arises and she will assist the individuals in finding funds as appropriate.

Other newsworthy notes: We voted on the design of a new banner and Teri will place the order. A new brochure is in the process and we all agreed that we'd like to plan another Winter Social sometime in late January or early February.

- **UW University Staff Rep** – Theresa attended the most recent BOR meeting in Whitewater. She thought it was an “interesting” process and was surprised to hear how the funding is being approved and how most things are “handpicked” by the Legislature. Ron will be attending the System University Staff Rep meeting in Madison tomorrow where they will be discussing Assembly Bill 305, a possible special resolution on the use of Fetal Tissue and Regent’s Policy Doc 2020. There is also a teleconference next week.
- As a general “housekeeping” note: Holly asked us to remember to send meeting notices and agendas to the SOFAS email box 48 hours prior to all committee meetings and then send draft AND approved minutes to the SOFAS as well. It’s important that the SOFAS (Steve) receives the minutes in a timely manner so he can follow-up on “actionable” items as quickly as possible.

## HR Report

### New Employees:

- **Academic Department Associate (75%, 9-month) in Human Development/ICS** – Helene Rosner was hired into this position and started on 9/3/15– replacing Nicole Miller

### Positions Being Recruited:

- **Custodian (50%)** Weidner Center – to replace Brian Seidl (transferred to Kress)
- **Custodian Lead (100%)** Facilities Management – to replace Ken LeCloux
- **University Services Associate 2 (100%)** Provost Office – to replace Charmaine Robaidek and Dana Mallet
- **University Services Program Associate (100%)** Outreach and Adult Access – to replace Mary Ann DuPont
- **Academic Department Associate (75%, 9-month)** Humanistic Studies – to replace Karely Mendez
- **University Services Associate 2 (9-month)** Dean of Students – to replace Toni Bergeon
- **Library Services Associate – Senior (100%)** Library – to replace Jeanette Skwor
- **HVAC Specialist (100%)** Facilities Management – to replace Michael Van Oss
- **Financial Specialist Senior (100%)** Bursar’s Office – to replace Paul Sheedy
- **Student Status Examiner – Senior:** Registrar. Incumbent: Christine Nelson
- **IS Resources Support Technician:** Registrar. Incumbent: Carl Graf
- **IS Business Automation Analyst:** Financial Aid. Incumbent: Adam Parks
- **Custodian:** Operations. Incumbent: Terri Antonio-Martinez (not yet posted)

### Recruitments on Hold:

- **Electronic Technician Media Intermediate (100%)** Academic Technology Services. Incumbent: Ron Kottnitz.

### Vacant Positions:

- **Program Assistant:** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **Library Services Assistant – Advanced:** Library. Incumbent: Wendy Guerra
- **University Services Program Associate:** University Advancement. Incumbent: Elizabeth Teubert

### Other Updates

- Reminder of Fall Training week being held next week- September 22 and 23. Please register for any sessions you plan to attend. Information can be found on the HR website and blog.

- Open enrollment upcoming- October 5-30. Stay tuned for more information regarding benefit changes for 2016. Some significant changes will be coming with health insurance and dental. Plan to attend the benefits fair being held Wednesday, October 7, 2015 in the Phoenix Rooms.
- Reporting requirements under the Patient Protection and Affordable Care Act (PPACA) will require UWGB to change reporting of hours and efforts to cut down on lump sum payments. More communication will come to those directly affected by this in the coming months, but to make sure we comply with reporting, we will need to track all hours for lump sum, and non-hourly employees.
- The Fair Labor Standards Act (FLSA) is up for review and revision by the federal government. Initial reports stated that they were looking to increase the FLSA exemption limit to \$50,440, which is more than 2X the current limit at \$23,660. This will have a substantial impact to our campus if this goes through. Feedback was received and the final rule on this change is expected to be released in early January 2015. Once final rules are released, UW-Green Bay will need to implement a plan for absorbing any changes this may bring about. Discussions are underway to gauge the impact and plan for implementation of a potential change. We will provide updates as more is known on this.

### **Campus Shared Governance Committee Reports and Updates**

- **Shared Governance Leadership Group** – The Chancellor sent out a couple of letters from System for review by the Shared Governance groups. The Merit Compensation document explains how funds will be distributed IF (when) there are funds available. The Chancellor has asked for suggestions on an annual merit review process.

And, the system-wide Strategic Planning document. There have been a couple of “listening sessions” and the Chancellor is asking us to brainstorm and provide feedback to him by November. Jan asked each of us to review the document, complete a questionnaire and return our input to her as quickly as possible. She will summarize our feedback and present this summary at our October meeting.

- **University Committee** – Jan will be attending the UC meetings with Amanda as her alternate. The UC is currently working on the Tenure Task Force.
- **Legislative Affairs** – Has not yet met.

In an effort to speed through the remaining items on the agenda (time was running short), Jan QUICKLY rolled through the following updates.

- **CWC** – no meetings yet but they have identified some issues to work on this year: turnover of faculty and staff as it related to workload and compensation; increased course load and workload issues and their relation to compensation.
- **University Committee** – Jan will be attending the UC meetings with Amanda as her alternate. The UC is currently working on issues facing the Tenure Task Force.
- **Faculty Senate** – Patricia Terry was elected Speaker and Christine Style was elected Deputy Speaker.
- **US System Committee** – System is STILL working on health premium deductions on a per pay period basis instead of monthly.

### **Other News:**

Jan handed out a Contact List for all campuses and encouraged everyone to check out the websites to see what the other campuses are doing.

The April Board of Regents meeting will be held in Green Bay. This is an incredible opportunity for us to showcase our campus and our organization. Let's think about what we might like to do for the University Staff reps while they are here.

**New Business:** None

The meeting adjourned at 11:30 a.m.

***GO FORTH AND BE AWESOME!!***

**2015 – 2016 Upcoming Meetings**

October 15, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
November 19, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
December 17, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
January 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
February 18, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
March 17, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
April 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
May 19, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201

**SAVE THE DATE: FALL CONFERENCE November 6, 2015** at Tundra Lodge