

**University Staff Committee Meeting**  
**Minutes**  
**August 16, 2018**  
**10:00 a.m. – 11:30 a.m.**  
**Instructional Services, IS-1034**

APPROVED:  
October 18, 2018

**WELCOME / CALL TO ORDER**

Jan Snyder (USC Chair) called the meeting to order at 10 a.m. and welcomed all in attendance.

**ATTENDANCE (ROLL CALL)**

**University Staff:** Jan Snyder (Chair), Kim Mezger (Vice-Chair), Tracy Van Erem (Treasurer), Holly Keener (Secretary), Julie Flenz (HR Liaison), Linda Hornick (MNT), Janice Rouse (SHB), Amanda Wildenberg, Tina Tackmier, Blair Beyer, Denise Baeten, Teri Ternes, Ron Kottnitz, John McMillion

**Absent:** Jayne Kluge, April Peissig (MAN), Monika Pynaker

**SELECT COMMITTEE POSITIONS**

Jan announced the results of the USC officer elections that were conducted by the SOFAS office via email. These elections were conducted by the SOFAS via email due to the anticipated absence of a couple of USC members at today's meeting. This method was approved by the SOFAS due to these special circumstances.

Kim Mezger was elected Vice Chair | Holly Keener was elected Secretary

**CONFIRM CAMPUS ELECTIVE & APPOINTIVE REPS**

Jan breezed through the need for officers for our various US committees and shared governance committees, and then explained the responsibilities of the chairs for these subcommittees.

1. Election Committee – Holly (as past chair), will convene the Election Committee's first meeting.
2. Personnel Committee –John McMillion will organize the first meeting of the personnel committee at which they will elect a chair.
3. Professional Development Committee – Teri Ternes has already been elected to continue as chair of this committee. She is also serving as chair of the Fall Conference for 2018. There is a vacancy on this committee due to the transition of Crystal Williams to Academic Staff. As a result, there will be a special election this fall, coordinated by the Elections Committee and conducted by the SOFAS.
4. Committee on Disability Issues (CDI) - There is currently a vacancy on the CDI due to Theresa Mullen being appointed as the campus ADA coordinator, which is an ex officio position on that committee. The Elections Committee will gather to discuss nominees and recommendation for appointment can be voted on at the next USC meeting. This is a Provost appointed committee.

Jan introduced our new USC members from the campuses and explained that these reps are now voting members of the USC. Linda Hornick from Marinette, April Peissig from Manitowoc, and Janice Rouse from Sheboygan will be with us through the 2018-19 transition year.

The newly formed US By-Laws committee has begun working on reviewing our current By-laws and hopes to make a proposal to the USC by the end of the year so that we can present the new version for approval to the full University Staff at our Spring Assembly.

**SELECT WEB AUTHOR**

Following an impassioned discussion, Kim Mezger agreed to be our Web update guru (in lieu of being charged with oversight of the Toner Recycling program).

## **TONER RECYCLING**

A plea went out for a volunteer to take over the toner recycling program. The job entails inventorying the toners that have been collected and then working with the vendors on shipment to the recycling center. This person would also need to work to identify the vendors (the current vendor has been discontinued). Ron Kottnitz piped in and stated that at some point we might lose any access to the toner recycling program. IT is currently in the process of working on contracting with a "managed print" vendor who would have responsibility over all printers, toners and all associated tasks. This would make our recycling program a non-entity. Amanda will take care of shipping the current toners out. We'll table the discussion pending the "managed print" decision.

This predicament opens up a whole new question: how do we make money for our Agency account? Some thoughts: bake sales, rummage sale, Packer Concessions (PMI), sponsor a tailgate party, Go-Fund Me account, etc.

Challenge to all – think about how we could earn money.

## **REVIEW COMMITTEE EXPECTATIONS IN BY-LAWS**

Jan reviewed the committee charges and explained that we are in the midst of reviewing our by-laws as they relate to the restructure. As stated above, the By-Laws committee is working on this piece of the puzzle. Jan continued on to explain the expectations of our committees. We are expected, as governance groups, to post any minutes for meetings that we have as committees / sub-committees. The SOFAS office will distribute the instructions on posting meetings to the Master Calendar to all committee chairs, department chairs, deans and ADAs. Holly is hoping to have this updated and distributed by the beginning of the semester. SOFAS also requires an annual report from each of the committees. Writing this report is the responsibility of the chairs and will be requested at the end of the year by SOFAS.

A representative from each of the subcommittees is also asked to attend the USC meetings each month to provide an update to the main committee. If a rep is not available for the USC meeting, the chair of the committee should send an update to Jan PRIOR to that month's USC meeting.

Reminder: All meetings need to be accessible to all campuses via SKYPE or teleconference. Chairs, make sure you have your meetings in an appropriately wired location and are working with the campus reps to make this happen.

## **REVIEW BUSINESS GOALS FOR 2018-19**

1. **Mission Statement:** The Chancellor's office has asked that we plan to vote on the revised mission statement during our September meeting. Jan will send out the draft mission statement once it is available from the Chancellor and will ask that our feedback be sent back to her. She will then provide that feedback to the Chancellor's office in a summarized document. All governance groups will be doing this at the beginning of the year.
2. **Master Plan Advisory Group:** This committee works on the facilities and physical planning for the campus. This group has not met in a while. The next meeting is scheduled to take place on September 12<sup>th</sup>.
3. **Master Strategic Budgeting Committee:** Monika Pynaker is our representative on this committee and was unable to be here today to give an update.
4. **Policies:** When HR policies are revised, Christopher Paquet's office (HR/Legal) will send them to Jan for review by the USC. Jan will then distribute to the University Staff for review and feedback. When you receive these, you are asked to do a thorough review and provide feedback if you see something that is questionable. Jan is tracking the changes as the revisions are published.
5. **Project Coastal:** The Project Coastal Steering Committee has gone into sunset mode - meaning, based on the

opinion of the steering committee, this group is no longer needed. While the steering committee may no longer be meeting, if there is anything that comes up, there are some working groups that will still be active. The Shared Governance Working group will be our contact for anything that comes up re: shared governance. If anyone has any issues or questions, don't hesitate to get in touch with Jan or the SOFAS office and they will direct you to the appropriate contact.

**CONFERENCE FUNDING FOR 2-YEAR CAMPUS ATTENDEES**

Teri Ternes provided clarification on additional financial support for attendance at our Fall Conference. Following our last meeting, there was a perception that the offer for financial support to attend our conference was only extended to the branch campuses. This was a miscommunication. The Professional Development Committee would like to clarify that this procedure would be for ALL of the UW-GB campuses, not just the 2-year campuses. If your department needs help sending you to the conference, you are encouraged to apply for funding through the Professional Development Committee. Teri will process your application as appropriate. If there's an additional need after that, Teri will send a request to the Provost (through Holly) for additional funding.

**FINANCIAL REPORT**

The budgets have not been loaded into WISDM, but don't panic. We have requested \$3450 and Tracy expects that these funds will be loaded soon.

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 2,297.23	\$ -
(136) Revenue Account	\$ 3,082.11	\$ 3,082.11
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 498.05	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,089.43	\$ 2,089.43
	<u>\$ 7,966.82</u>	<u>\$ 5,189.35</u>
Endowment Account	\$ 10,103.84	\$ 10,103.84
	<b>GRAND TOTAL</b>	<b>\$ 15,293.19</b>

**HR LABOR MANAGEMENT UPDATES**

- **Title and Total Compensation Study:** Getting farther along in Phase 2.
  - UW System and UW Madison have updated 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 revised document for Job Families/Sub Families was released and was 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. From the most recent Advisory Council update, this process is scheduled to happen between June and December of this year.
  - 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 compounded installments in July 2018 and January 2019). JCOER approved on 2/14/2018. Merit based pay plan, which required employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training is also a requirement of pay plan eligibility.

Pay Plan Notices were sent out to eligible employees in late June.

- **Project Coastal (HR-related):** Welcome letters went out to all transitioning UW Colleges employees from the Chancellor in mid-June. A special HR Connect went out on July 2<sup>nd</sup> to UW Colleges employees with additional information about HR Staff and university programs (Wellness, ERGS, professional development, etc.). HR held office hours on the campuses in July and in August, and will be looking to have a consistent presence on the campuses moving forward (perhaps monthly).
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been.
- **Policy updates (informational only):**
  - No new policies for this update

#### New Employees:

- **Custodian Lead Operations:** Incumbent – Leon Zitlow – Greg Kannenberg was hired and started on 7/1/18

#### Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Academic Department Associate** Human Development and Communication & Information Sciences: Incumbent – Helene Rosner
- **University Services Program Associate** Provost and Vice Chancellor: Incumbent – Mariah Pursley
- **HVAC Refrigeration Specialist Advanced** Facilities Management: Incumbent – Jim Carncross
- **Custodian (50%) Weidner** Operations: Incumbent – James Mezger
- **Custodian** Operations: Incumbent - Lori Burmaster
- **HVAC Refrigeration Specialist** Facilities Management (Residence Life): Incumbent – Kevin Smith

Title and Total Comp is behind the original time line. Total timeline is still a 2 year process.

HR for the campuses is still being handled through Colleges Central Admin in Madison. They will have responsibility through June 2019.

#### OLD BUSINESS

Janet Bonkowski will continue to send out **Project Coastal** updates, so make sure you're reading through those for updates on the Restructure. Jan is also sending out the system-wide updates on the restructure, which may also have good info for us.

#### Professional Development Committee Report (Teri presented the following report):

Committee Members: Teri Ternes (Chair), Julie Flenz, Dolly Jackson, Sarah Locke, Kim Mezger, Crystal Williams. Kim & Crystal agreed to remain on committee for the 2018 conference. Crystal accepted a new position, now AS; seeking replacement.

The committee met on 7/16/18 and 8/6/18. By unanimous vote, Teri Ternes is PDC Chair 2018-20 term, and 2018 Conference Chair.

### Conference updates:

The Joy of Work: How to Make Your Work Environment Sizzle!

Friday September 28th, Tundra Lodge

Registration opened 8/13/18; cost \$99 includes hot breakfast & lunch

No keynote; 8 presenters, 12 topics

[www.uwgb.edu/university-staff-governance](http://www.uwgb.edu/university-staff-governance) and FB

Email notifications sent to 367 individuals including UW-Green Bay US & Temp US, UW System USC Chairs/Vice-Chairs, NWTC & FVTC; HR will inform the PDC of new employees & we will send info

Currently [8:30AM 8/16], 58 registered: UW-Green Bay 18, Parkside 3, Stout 13, Manitowoc 1, LaCrosse 3, Stevens Point 2, Fox Valley 1, Platteville 2, FVTC 2, NWTC 11, Superior 2

Thanks to Amanda for keeping us afloat on the website ☺

The conference committee agreed to consider university staff PD funding for the conference @ 50% [\$49.50], to be submitted in the same way as any other request. If the department still has financial difficulties, Teri will send it to Holly to request additional funding reimbursement from the Provost. In the past we haven't had any requests from UW-Green Bay and it was felt that the majority of the requests would come from the new campuses. In discussions w/the USC reps from the new campuses, they didn't feel more than two from any campus would attend.

### Funding:

Requests approved for Jenny Charapata, Julie Flenz, Jolene Truckenbrod, and Maria Vander Heiden at \$62.50 each to attend HR conference UW-SP, August 2-3. Charge backs processed.

### Joint Workshops:

Dealing with Disruption: 8/28/18, Christie Theatre, 1-2:30PM; another workshop planned for October 17.

Other speakers/workshops pending. Next ASC/USCPDC meeting 10/4/18.

Next USPDC meeting Monday August 27, 2018

Report submitted by: Teri Ternes  
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### University Staff Facebook Page:

We will need to determine who will be an admin on our Facebook page once Jan retires. Kim suggested that Jena might be asked to serve as an Admin on our page. For info purposes, we have a Facebook page AND a conference Facebook page. With regards to the conference page, we may want to consider having our conference committee be admins on this page since they are better equipped to answer questions about the conference. Teri will look at how these pages are set up and report her findings.

### NEW BUSINESS

Our Colleges reps indicated that communications might not be getting to them as readily as they should and asked that we all try to remember to cc: the CEO's admin support people with anything that needs to go to all faculty and staff. The CEO's boxes are being inundated right now and their admin support can help get distributions out more quickly.

### ADJOURN

Meeting adjourned at 11:30 a.m.

Next Meeting: September 20, 2018, 10:00 a.m., IS 1034