

**University Staff Committee Meeting**  
**Minutes**  
**September 20, 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 10:01 a.m. and welcomed all in attendance.

**IN ATTENDANCE**

**University Staff:** Jan Snyder (Chair), Kim Mezger (Vice-Chair), Tracy Van Erem (Treasurer), Holly Keener (Secretary), Julie Flenz (HR Liaison), Brian Rabideau (MNT), Janice Rouse (SHB), April Peissig (MAN), Monika Pynaker, Jayne Kluge, Blair Beyer, Theresa Mullen, Teri Ternes, Raelynn Smith, Kay Sbarbaro (SHB), Jane Donlon (SHB) and Dawn Beinemann (SHB).

**Guests:** Melissa Nash (HR) and Megan Noltner (HR)

**Absent:** Ron Kottnitz

**HR LABOR MANAGEMENT UPDATES**

**Title and Total Compensation Study**

Melissa Nash joined our meeting to provide an update on Title and Total Compensation Study. She passed out a hand-out and promised to send the link to this document to our group for reference.

This project was originally started in Feb 2017 with an initial end date of March of 2019. This completion date has been delayed and will now most likely be the end of 2019. This is an inclusive study of all comprehensives and UW-Madison. It includes a review of Academic, Limited and Classified titles with the goal of limiting the number of job titles and insuring that our comprehensive structures are more market-informed. It also includes an analysis of our benefits structures. Huron Corp has now been brought in as a project partner to help work through this particular piece of the study. One of the biggest areas of change is in the way our position descriptions are structured. Currently they are very “person” specific. A goal of this project is to provide us with standardized job descriptions for titles throughout the system. JDXpert will be the clearinghouse for our job descriptions. The work this fall is focused on developing these job descriptions and is being done hand-in-hand with the development of the job titles. To spread the work around the system, different campuses have been asked to work on different job classifications. UWGB’s subject matter experts will work on developing job descriptions for Athletics and Libraries and will be trained in October.

A benefits preference survey will be distributed to all employees so that System can get a sense of where we stand in this regards. This survey will be distributed in late November with a deadline of December 14<sup>th</sup>. This will go out to every benefits-eligible employee throughout the system.

- 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/>.
- For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>

A couple of things to note:

There are no dollars associated with these changes to structure, so no-one's pay will be cut and no-one's pay will be increased "just because of the new title structure." Ranges may be adjusted. If someone is below the minimum of these new ranges, it's possible that these people will be adjusted based on the new ranges. The current thought on this project team is that there will probably be an "adjustment period" for institutions before they are required to conform to new salary levels.

Another goal of this project is to structure our titles and compensation so that they are "market-informed." Question: What type of process will be put into place to make sure that our salaries continue to be "market-informed?" Will there be any assurances? .... Answer: Melissa indicated that there will be a follow-up project phase defined to provide a structure for keeping our salaries up-to-date based on current market information.

What are the next steps? Informational meetings, open forums, HR discussions, etc. to be conducted during the Spring of 2019. HR will send out announcements as they are scheduled.

UW System Update to policies.

System has now updated the Employment and Veterans policy. Our campus now needs to develop our Veterans Employment Plan of Action. HR is going to be working on this.

**Employee Relations and Compliance** (Megan Noltner) - UPS Policies (HR 13: Personnel Files, TC1: Recruitment)

A draft of a policy was sent out by Jan regarding these policies and asking for feedback by October 5<sup>th</sup>. The System is currently in the "gather feedback" process. Please review these policies and provide any and all feedback directly to System using the two online forms provided (links to forms in Jan's email).

A couple of things to note:

Reference checks will now include very specific questions to the final candidates and also to their references. We will also be required to contact the current supervisor or the most recent supervisor for a reference. If the candidate being interviewed has ever worked at a UW institution, we will also need to contact that institution to get their information on file. If somebody on our campus is contacted to provide a reference, we will need to notify the caller that the files are located in HR. Question: What is our current policy for reference checks? Answer: We don't have a policy for reference checks at this time. We do have "best practices" but no policy.

The group had quite a few questions and there was a lot of discussion regarding how interviews will work and how references will be checked in the future. Megan stated that this is indeed a culture shift for our institution and it will take some time to get the process in place. She then encouraged the group to provide feedback by the October 5<sup>th</sup> deadline.

- **FY 2018-2019 Pay Plan:** FY18-19 budget included a budgeted 4.04% pay plan (to be implemented in 2 compounded installments effective 6/24/2018 and 12/23/2018 for bi-weekly employees). Merit based pay plan, which required employees to have satisfactory performance and completion of online compliance training. 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.), and transitioning employees are receiving all HR Connect newsletters. HR held office hours on the campuses in July, August, and September and we will be evaluating (in coordination with CEOS) future presence on the campuses. UWGB HR has been working closely with Colleges HR to try to make the transition as seamless as possible for employees.

- **Annual Benefits Enrollment:** The annual open enrollment period will be October 1 -26, 2018. Payroll & Benefits will be sending out more communications regarding the changes for 2019 in the near future. Open Benefit Lab sessions will once again be held throughout the month for employees to stop in with questions and get assistance with the online enrollment process.

#### Benefits Fair to be held on October 9<sup>th</sup>

All Colleges employees will be invited to our benefits fair since they will not have one of their own. Jan stated that she hopes everyone will plan to attend because there are lots of goodies and lots of treats ☺ (oh, and lots of info too).

- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been.
- **Policy updates (informational only):**
  - UPS Operational Policy: [EEO 3 Employment of Veterans](#)
- **University Staff New Employee Mentors** – I am in need of new employee mentors. You will be assigned a new employee and we ask that you connect with them for about 6 months, take them on a campus tour, invite them to a USC meeting, encourage them to attend events on campus, etc.

#### New Employees:

- **HVAC Refrigeration Specialist** Facilities Management (Residence Life): Incumbent – Kevin Smith – Joe Schmitt was hired and started on 9/17/18
- **Academic Department Associate** Human Development and Communication & Information Sciences: Incumbent – Helene Rosner - Kaya Brann was hired and started on 8/20/18
- **Custodian** Operations: Incumbent - Lori Burmaster – Matthew Pings was hired and started on 9/2/18

#### Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt
- **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
- **Inventory Control Coordinator** Facilities: Incumbent – Peggy Van Rixel

#### APPROVAL OF MINUTES

Holly reviewed the changes made to the August meeting's draft minutes per input she had received via email; however, quite a few people had not seen the posted minutes. Following a discussion about the process, it was determined that the draft minutes from the August meeting would be sent out to everyone in attendance at the August meeting, edits would be made based on input, and approval would happen at the October meeting. In the future, Holly will send draft minutes to everyone at the meeting for review and editing. Holly will then make the appropriate edits and distribute a final draft version of the minutes to the USC for review prior to the next scheduled meeting.

Jan had some updates made to the University Staff website. Agendas and Minutes are now a little easier to find. Go check it out ([University Staff Governance](#))

## FINANCIAL REPORT

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,450.00	\$ 3,200.00
(136) Revenue Account	\$ 3,082.11	\$ 3,410.36
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,089.43	\$ 2,206.28
	\$ 8,639.35	<b>\$ 8,834.45</b>
Endowment Account	\$ 10,103.84	\$ 10,183.84
	<b>GRAND TOTAL</b>	<b>\$ 19,018.29</b>

Teri pointed out that our Foundation's Discretionary account is now sitting at \$17.81. This is the account that we have traditionally used to pay for refreshments for our general assembly. What should we do now? Holly suggested that a request for Provost funds be sent to Greg since he has been approving requests for the Academic Staff assemblies and Faculty Senate. It is not out of line to ask him to also support the USC's general assembly. Teri committed to putting together a budget request and sending it forward to the Provost Office for approval.

### Election Committee (Holly Keener, Chair)

The special election for a replacement for Crystal Williams on the Professional Development Committee has been put on hold per a discussion with Teri Ternes (chair of the committee). The Prof Dev Committee indicated that they are "good to go" this semester with the people on the committee. Holly agreed to have the Elections Committee work to fill this vacancy beginning second semester. A special election will need to be held sometime in December.

Holly then presented a recommendation to nominate Jenna Hunt (Counseling and Health) as a candidate for the current vacancy on the Committee on Disability Issues (CDI) that was left when Theresa Mullen was appointed ADA coordinator. Teri Ternes presented a bit of Jenna's background. The Committee unanimously approved Jenna's nomination. Holly will send a request for appointment to the Provost.

### Personnel Committee (Jenny Charapata)

This committee recently met to review their charge and elect a chair for the year. John McMillion was elected chair.

### Professional Development Committee Report (Teri Ternes, Chair)

Fall Conference is approaching very quickly. We have 147 people registered to date. The emergency info surveys have been sent, evaluations will auto-send at the end of the conference, food is ordered, tech needs are covered, centerpieces are being worked on, the final contracts and agendas have been set to the speakers, folders are set up, the Provost is scheduled to provide the welcome address and the committee is excited for the day to be here.

In other PDC news: A funding request from Monika Pynaker is pending processing by the committee. The Provost approved additional conference funding for our two registrants who requested it. Thank you Greg!

Joint workshops: There will be another "Dealing with Disruption" workshop presented with the Academic Staff committee on 10/17. This is a fabulous workshop and all are encouraged to take part. Public Safety will be taking this workshop on the road to our campuses in the coming months.

## **System Rep Report**

Ron is on vacation. No report. Jan did indicate that the following items were on the most recent meeting agenda: Title and Total Comp project, a restructuring update, and a meet and greet. Hopefully Ron will be able to make next month's meeting.

## **Faculty Governance**

All UC and Faculty Senate meetings are covered for the year. Thanks to all who volunteered to attend these meetings.

Quick tidbits from the Faculty Senate: The Senate discussed a BFA and the mission statement. They also discussed Human Development merging with Psych. Academic Affairs Council had a bit of a vacancy issue so they voted to extend Mimi Kubsch's term by a year to help mentor the new people on the committee.

UC tidbits: Jayne Kluge attended the 9.19.18 UC meeting and was told that it was the most interesting meeting they've had in a long time. Christine Vandenhouten presented information on course transferability and the monitoring of programs for enrollment. Dornbush and Boswell talked about introducing a Faculty Chair training program. There will be a proposal for a new major in water sciences. The main topic of interest on the agenda was the revision of the Mission Statement. Some faculty do not like the process / others think the process is fair. Faculty Senate would like an outline of the process. An issue for the faculty is the removal of the term Interdisciplinarity. UC agreed to delay the vote to the November Senate meeting since the Chancellor would like all governance groups to be on board with the changes. The Chancellor will hold open forums for the campuses. There is a bit of a technical voting issue: Since the Senate has already had a first reading, they now need to do a 2<sup>nd</sup> reading and proceed to vote at the next meeting. Holly jumped in (sorry for interrupting Jayne) with a parliamentary procedural "fix" that Steve Meyer (Secretary of Faculty and Staff) proposed to the UC this morning. Given the importance of this issue, and the need to have all governance groups voting on the same mission statement, Steve has proposed that a senator (to be determined) will make a motion at the next Senate meeting to "postpone definitely" the vote on the revised mission until the November 14<sup>th</sup> senate meeting. This will give the Chancellor time to have open forums, will allow the governance groups time to provide their feedback to the Chancellor, and also gives enough time to call a FULL UNIVERSITY meeting if it is deemed necessary. It is hoped that a revised mission statement will be able to be approved and presented to the Board of Regents at their December meeting.

Running short on time, Jan asked the group if they wouldn't mind staying just a bit over time to finish up some important business. Hearing no objection, Jan moved on...

## **Founders Awards**

Congratulations to Monika for being awarded the University Staff Founders Award for Excellence! APPLAUSE ALL AROUND! And ... congratulations (or condolences) on her appointment as this year's member of the A&R committee. Monika shared these words of wisdom: "Even a blind squirrel finds nuts sometimes."

## **A quick bit of business:**

Steve Meyer asked Jan if the USC wanted to fill their liaison spot on the Committee on Workload and Compensation (CWC). The group decided to leave the liaison spot open for now with the thought that 3 voting members on the committee is enough. The group asked the current members of the CWC to make sure they have at least one person attend the monthly USC meetings to provide a report on the committee's activities. Kim Mezger (a current member of the CWC) noted that there had been some consideration to disbanding the CWC last year, but now that Aaron Weinschenk is the new chair, he has asked the group to review their charge and continue their work.

## **By-Laws Committee Update**

The By-laws committee has been working to revise our by-laws to include representation from the Colleges. The consensus at their last meeting was that it is important to have a representative from each campus on the USC. We plan to propose a total of 9 members on the committee with at least 1 member from each of the 3 branch campuses. Also in the works will be a proposal to change terms to staggered 3-year terms rather than the current 2-year terms.

This change will fit in better with the staggering of the 9 members (3 voted in each year). The committee also reorganized some of the structure of the by-laws document, replaced “campus-wide” with “university-wide” and will continue their work with the hope of having a final proposal to the USC in December and a vote to accept all proposed changes at our General Assembly.

#### **NEW BUSINESS**

Cricket (there was no new business).

In the future, Jan would like to have committee updates provided in the form of a brief written report submitted by the committee chairs one week prior to the next USC meeting so that she can include these in the agenda, just in case we run out of time.

#### **ADJOURN**

Meeting adjourned at 11:44 a.m.

**Next Meeting:** October 18, 2018, 10:00 a.m., IS 1034