



**University Staff Committee
Meeting Agenda
October 17, 2019, 10:00 – 11:00 a.m.
Instructional Services Bldg., Room 1034**

1. Call to order
2. Roll call
3. Review & approval of September minutes
4. Treasurer's report & update
5. Old Business
 - a. Fall Conference update – attendance
 - b. Election Committee – special election
6. New business
 - a. Provost Mike Alexander - will speak right after roll call – Academic Affairs Strategic Priorities
 - b. Melissa Nash, HR – Internal candidates and job requirements/lay off procedure
 - c. Administrative Transformation Program – UW System
7. Adjournment

The next USC meeting will be on November 21st at 10:00am, in IS 1034.

HR Update – 10/17/2019

- **Title & Total Compensation Project**

The University of Wisconsin (UW) is embarking on a complete redesign of its current classification and compensation structure. The goal of the [Title & Total Compensation Project](#) is to develop new systems that will enable institutions to continue to attract and retain the best talent.

Please [click here](#) for a new UW-System explainer video titled “What is a Standard Job Description”.

UW-System is holding **Virtual Town Hall Meetings** on **October 24th**, and **November 15th**. Please see this [blog post](#) for more information about the town hall meetings. A recording of the September 27th Town Hall Meeting can be found [here](#).

In August, the Office of Human Resources and Workforce Diversity held open forums for employees and managers. To view the open forum presentation, please [click here](#).

Recent UW System Updates:

Titles and Job Descriptions

- Review of the draft titles and standard job descriptions is complete! The job titles and standard job descriptions will remain in draft form until after employee-manager conversations December 1, 2019 through February 15, 2020.
- Job mapping is taking place at the institutional level, where institution Human Resources offices will match each employee’s current job title to a new job title, using the job mapping workbook and consulting with division leaders. Work on job mapping will wrap up during October.
- Employees will discuss their updated job title and job description with their manager or HR representative between December 1, 2019 and February 15, 2020. Employees will receive their updated job title information prior to their meeting with their manager, and the full title library will also be posted publicly at this time. Employee feedback and questions are appropriate, valid, and expected during the Employee-Manager conversations.
- While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.

Benefits

- A summary of the benefits analysis findings is available [here](#).
- Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a long-term benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.

Compensation

- This project creates the foundation for a market informed UW System compensation structure. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.

- Market in its simplest form is the places in which we are competing for talent. For some jobs, that means we are looking nationally to secure talent to fill a particular role, and in other jobs it is regionally or locally,
- The goal is to retain talent within the UW System and provide employees the ability to grow within the new Job Framework and compensation structure. Once a market-informed structure is created, the next question is how project data is used to address issues for current employees as well as in recruitment. The TTC Project allows us to gather the necessary title and compensation data so that we can look at solutions.
- After the title structure is finalized in March 2020, the compensation structure can be finalized, which means that all job titles will have an updated salary range. More details will be forthcoming in March 2020 about updated salary ranges. Introducing compensation before or during the title discussion may introduce unintentional bias for higher or lower titles. Right now, it is best to focus on the work being performed and the job alignment, rather than to look at compensation. Managers will have no more info than employees on compensation. Managers will look at titles and job descriptions based on same amount of information as the employee.
- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future

In the Queue:

- **October 24 and November 15:** UW System will host [virtual town hall meetings](#).
- **Late November, 2019:** Job titles and standard job descriptions will be posted online in conjunction with employee-manager conversations.
- **December 1, 2019 – February 15, 2019:** Employee-manager meetings will be held. Managers will meet with employees to explain and verify the new job titles and job descriptions capture the work being performed.
- **March 1, 2020:** Job titles and job descriptions will go-live.

UW-Green Bay Updates:

- UW-Green Bay Human Resources has been collaborating with divisional leaders to confirm position mapping within the new title structure.
- UW-Green Bay has an institutional T&TC **project team**, whose goal is to engage with subject matter experts and stakeholders. Feedback and information about T&TC flows to and from the project team. A listing of members of the UW-Green Bay institutional T&TC project team can be found [here](#).
- **Pay Plan:** Board of Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor's budget. This remains a proposal – still needs to be approved by JCOER (Joint Committee on Employment Relations). No information re: potential distribution schedule (may not be the same as last time).
- **Performance Evaluations** –UWGB HR is starting conversations with UW System Administration about a potential e-performance module. Likely roll-out would be July 2020 for AS/LI. And January 2021 for US. We will be working with USC on this project beginning in the spring of 2020.

- **Annual Benefits Enrollment**
 - Annual Benefits Enrollment runs through October 25th. All open enrollment changes must be submitted by 4:30 p.m. on Friday, 10/25.

- **Policy updates (informational only):**
 - Three policies have been amended and are now published:
 - Alternative Work Schedule
 - Minor changes updated based on changes in employee classification and application of UWSA Operational Policies
 - Recruitment and Hiring Policy
 - Addition of information re: the new personnel and reference check System policies
 - Information re: required implicit bias training and revised requirement of Chancellor approval for underutilized positions which request an internal recruitment
 - Revision of immigration-related information due to structural changes.
 - Workplace Conduct Policy
 - Addition to include prohibition on bullying behavior
 - One new policy implementation:
 - Inter Campus Travel Reimbursement Policy
 - Policy governs reimbursement for business related travel between the four campuses of UW-Green Bay
 - An email notification of these policy amendments and implementation was sent from Christopher Paquet to Shared Governance Leaders on Tuesday 9/17/19.

New Employees:

- **Facilities Repair Worker (Sheboygan)** Facilities: Incumbent – Scott Joyal - Rick Klein was hired and will start on 10/22/19
- **Dean Assistant** College of Arts Humanities and Social Sciences: Incumbent – Brenda Beck – Amanda Wildenberg was hired and started on 10/7/19
- **Police Officer (2 Vacancies)** UW-Green Bay Police: Incumbents – Sabrina Duchateau and Tony Decker – Issac Gonzalez and Jason Vanboxtel were hired and started on 9/18/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **HVAC Specialist** Facilities Management: Incumbent – Robert Snell
- **Custodian – Oubuildings/Float** Operations: Incumbent Matthew Pings
- **Photographer/Videographer** Marketing/University Communications New Position
- **HVAC Specialist (Sheboygan)** Facilities: Incumbent – Jeffrey Schara
- **Custodian (1st Shift)** Operations: Incumbent – Lynn Renard
- **Custodian (2nd Shift)** Operations: Incumbent – Leah Dubois

USPDC Report for USC Meeting 10/17/19

Report Date 10/10/19

Since my last report dated 9/12/19, the University Staff Professional Development Committee met on 9/18/19. We have also been corresponding via email regarding the USFC19. The USPDC met jointly with the Academic Staff Professional Development Programming Committee on October 3rd.

FALL CONFERENCE:

The speakers for “Your Professional Toolbox” are confirmed, the agenda is finalized, the logo is ‘good to go’, food is ordered, and breakout rooms are set! We have 123 registered for the conference to date. There are 32 from UWGB. Other campuses represented are UW Fox Valley, Eau Claire, Lacrosse, Madison, Oshkosh, Parkside, Platteville, Stevens Point, Stout, Shared Services, Whitewater, NWTC, FVTC. As a reminder, conference attendees who are not staying [overnight] at the Hyatt, must park in the downtown city ramp and will be charge per the City of Green Bay guidelines.

PROFESSIONAL DEVELOPMENT FUNDS:

In 2019-20 [BY20] guidelines for PD funding reimbursement were. University Staff can submit costs to be considered for registration, travel and lodging. Meal costs will not be reimbursed. Reimbursement is 50% of the total costs submitted, with a maximum payout of \$300 per individual, per academic year. Funding requests are reimbursed for the current budget year and must be submitted by May 1 to be considered. A reimbursement request form can be found on our website at uwgb.edu/university-staff-governance; click on Professional Development/Professional Development Funding. To date we received 10 requests; seven have been approved for processing; three are pending.

JOINT WORKSHOPS:

The USPDC and ASPDPC met October 3, 2019. Scheduling of workshops collaborating with University Police is pending. The workshops will focus on AED/General First Aid Training, Active Shooter Training, and Self Defense. We further discussed participating with CATL in the Instructional Development Institute, Bandwidth Recovery, on January 23. Plans are pending further discussion/finalization at the November meeting.

Next Meetings: USPDC, Wednesday, 10/16/19, TH 335H, 1:30-4PM [conference prep]

ASPDPC/USCPDC, Friday 11/7/19, UU-125, 1:30-2:30PM

Submitted by: Teri Ternes, USPDC, Chair

October 10, 2019