



**University Staff Committee  
Meeting Agenda  
February 17, 2022, 10:00 – 11:30 a.m.  
Virtually on TEAMS**

1. Call to order
2. Roll call
3. Approval of Minutes – January 20, 2022 meeting (see meeting attachment)
4. New Business
  - a) Employee Handbook changes – Melissa Nash (10:15-10:30am)
  - b) TEAMS Channels
  - c) TTC Training
5. Treasurer’s Report & Update – Teri Ternes (see meeting attachment)
6. HR Report – Julie Flenz (see meeting attachment)
7. Committee Reports
  - a) Election Committee – Brenda Beck
    - a. Interest Survey?
  - b) Personnel Committee – Brenda Beck
  - c) Professional Development Committee – Barb Tomashek-Ditter
  - d) UW System University Staff Representative – Teri Ternes
  - e) UC – Kim Mezger
  - f) Other Campus Appointive Committees & Working Groups
8. Old Business
  - a) Bylaw Review – need members
  - b) Professional Development Committee
    1. Fall Conference
    2. Chair
9. Other
10. Adjournment

The next USC meeting will be **March 17, 2022**, 10:00 - 11:30 am, virtually on TEAMS.

**USC Members** – Kim Mezger, Chair; Teri Ternes, Treasurer, Lea Truttmann, Secretary, Member; Liz Brinks, Member; Kaitlyn O’Claire, Member MAR rep; Jules Duprey, Member and Webmaster; Christine Cox, Interim Member; Amy Ibuaka, Interim Member; Amanda Wildenberg, Interim Member

University Staff Treasurer's Report

February 17, 2022



UNIVERSITY of WISCONSIN  
GREEN BAY

University Staff Treasury Report				
As of Feb 17, 2022 TT	Account Balance	Jul 01 - Feb 17, 2022 Expenses	Fiscal YTD Expenses	Expense Description
120215				
(102) Staff Development Account	\$3,450.00	\$0.00	\$0.00	
(136) Revenue Account	\$5,499.51	\$0.00	\$0.00	
(233) Professional Development Funds (Provost)	\$18,000.00			
Foundation Discretionary Account (#11100 "Discretionary Fund")	\$17.81			
Endowment Account Pro Development Earnings Avail to Spend	\$3,031.00			
	<b>\$29,998.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Endowment Account Book Value as of 01/31/22	\$10,283.84			
Endowment Account Market Value	\$15,591.67			

Submitted: Teri Ternes, Interim Treasurer

## University Staff Committee HR Update – 2/17/2022

- **[Title and Total Compensation Project:](#)**

As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) was delayed due to the COVID-19 pandemic, however it was implemented on November 7, 2021. For details related to T&TC as well as resources (including open forum recordings and FAQs), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

### **Appeal Process:**

As part of the Title & Total Compensation Project (T&TC), all in-scope positions have been mapped to a title within the new structure. If an employee disagrees with their mapped title, they were able to formally appeal the decision no later than February 4, 2022. At this time, the appeal submission period has ended.

Please note that by submitting an appeal, an employee is stating that their T&TC mapped UW System title was not accurate as of November 7, 2021. Any requests to review titles because of job duty changes which occurred **after** November 7, 2021 should be processed through the standard [Title Review Request](#).

Overall, four appeals were submitted (2 University Staff and 2 Academic Staff). We are currently in Step 1 of the appeal process (HR Review). For more information about the Title & Total Compensation appeal process, please see the [Title Appeal Guidelines - T&TC](#).

### **New UW System Website Communicates “Areas Under Review”:**

After the Title and Total Compensation (TTC) Project implemented on November 7, 2021, UW System Human Resources (UWSHR) has received feedback from local human resources (HR) professionals, campus leadership and employees about the new job title structure. As with any large project, it is normal to adjust once the new structure is in place. UW System has published a new website which communicates which areas (titles, job families, etc.) are currently under review. Please see [here](#) to access that website.

- **University Staff Performance Evaluations for Calendar Year 2021**

The time is here to begin the University Staff performance evaluation process for the evaluation period of January 1, 2021 – December 31, 2021.

Annual performance evaluations are a key component to employee performance and development and provide employees and their supervisors an opportunity to discuss job performance, set goals for professional development, establish objectives for contributing to the department’s mission, and discuss expectations and accomplishments.

As part of the Performance Evaluation process, it is important that we continue to recognize the opportunities, challenges and changes in the way employees did work due to the global COVID-19 pandemic. Supervisors are asked to keep this in mind when assessing goal completion and setting goals for 2022.

In accordance with the [Title & Total Compensation Project](#), the template for [position descriptions](#) has changed. We ask that the performance evaluation process for ALL university staff employees include the development of an updated position description this year, which should be signed and submitted along with the evaluation by the due date below. Please see [here](#) for instructions on creating the new position description utilizing the [UW-Green Bay Position Description Library](#).

We will be transitioning to electronic performance evaluations for all non-instructional employees in January, 2023. The new position descriptions developed this year will be the foundation for the electronic evaluation structure moving forward. Please watch for communications about this new system during the 2022 calendar year.

In an effort to facilitate timely completion, performance evaluations and position descriptions are due by Friday, March 25, 2022.

- **Employee Handbook Update**

During Spring, 2022, the Office of Human Resources and Workforce Diversity is coordinating an update of the Employee Handbook (which was last updated in January, 2019). Due to changes in UW System Policy, T&TC, etc., the [Employee Handbook - Academic and University Staff](#) must be updated accordingly. After this February 17<sup>th</sup> meeting, USC will be sent a Word version of the handbook with proposed changes noted. USC members are asked to review those suggested changes before the March 17<sup>th</sup> meeting. During the March 17<sup>th</sup> meeting, HR will gather feedback from USC, with an intent to publish the updated handbook in April. A similar feedback process will be happening with ASC on this same timeline.

- **COVID-19**

[Phoenix Forward Website](#)

As indicated in the most recent communication from Chancellor Alexander, the current situation is very fluid and new guidance is coming out daily as to how to respond. The [Phoenix Forward website](#) has the most up to date information on the current policies and procedures regarding keeping campuses safe in the uptick of COVID-19. The Phoenix Forward Website also includes updated [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency.

**Faculty & Staff COVID-19 Reporting**

For full information about current COVID-19 protocol, please see the [Spring 2022 COVID-19 Protocol Matrix](#).

No one is *required* to submit vaccination information as a condition of participation in any University activity. Vaccination status is confidential.

**Chancellor Directive on Face Coverings Extended**

The [Chancellor's Directive on Face Coverings](#) is in effect through February 28, 2022. In an email update from the Chancellor's Office on Wednesday, February 16, UW-Green Bay will end its mask mandate on March 1. This decision applies to masking only; all other COVID protocols regarding quarantining, isolation, and staying home if you are sick remain in place at this time.

**Personal Protective Materials Available**

During the Spring 2022 Semester, the University has made available N95 face masks to all faculty and staff as a method of reducing the spread of COVID-19 infection. Please see the recent email from the Chancellor for more information regarding how to request and safely use N95 masks.

**Please, Protect Your Phoenix Family**

Faculty and staff experiencing COVID-19 symptoms should not come to campus. This is the case for all symptomatic individuals, regardless of vaccination status. For more information on COVID-19 protocol for faculty and staff (including information regarding positive, suspected, or close contact cases), please see the [Reporting Faculty & Staff](#) page of the Phoenix Forward Website.

- **Wellness Activities**

- **America Saves Week** is next week (Feb. 21-25), and there are free virtual webinars available daily to improve your financial wellness (details: <https://blog.uwgb.edu/hr/2022/02/america-saves-week-2/>). Some topics are Home Buying, Emergency Savings, Retirement Planning, Strategies for Student Loan Debt, Eldercare, and Creating a Budget.
- Full-size **Kindness Calendars** are available – just email [wellness@uwgb.edu](mailto:wellness@uwgb.edu) if you would like one sent to you. It includes daily activities to promote compassion and overall well-being. These calendars were paid for with a wellness grant from the Department of Employee Trust Funds (ETF). (Details: <https://blog.uwgb.edu/hr/2022/01/kindness-calendars-available/>)

**New Employees:**

Name	Department	Incumbent	New Hire	State Date
Administrative Assistant III	Social Work	Theresa Mullen	Colleen Ciampoli	2/28/22
Office Operations Associate	Business & Finance	New	Judy Murphy	2/21/22
Assistant to the Vice Chancellor and Vice Chancellors	Student Affairs	Jeni Van Beek	Jennifer Buhr	2/21/22
Financial Specialist II	Division of Information Technology	New	Melissa Huff	2/9/22

Financial Specialist II	Facilities	Heidi Nell	Theresa Brown	2/21/22
Financial Specialist II	Business and Finance	Karen Peterson	Tracy Van Erem	2/21/22
Library Assistant II (Marinette)	Library	Danielle Roberts	Karen Murphy	2/28/22
2nd Shift Custodian (Sheboygan)	Operations	Kay Sbarbaro	Jarrold Hogue	2/22/22

Positions Being Recruited:

Name	Department	Incumbent
Front Desk & Mailroom Coordinator	Housing & Residential Education	Ashleigh Henrickson
Campus & Executive Officer Assistant (Sheboygan)	University Advancement	Sue Machuca
Campus & Executive Officer Assistant (Manitowoc)	University Advancement	Lisa Francl
Financial Specialist II	Continuing Education & Community Engagement	Jill Siegmund
Financial Specialist II	Union/UREC	Lea Truttmann
Police Officer	Police Department	New
Library Assistant II (Sheboygan)	Library	Jane Donlon
Library Assistant II (Manitowoc)	Library	Nancy Balaban
Library Assistant III (Manitowoc)	Library	Jared Koch
2nd Shift Custodian (Sheboygan)	Operations	Randy Frazier
2nd Shift Custodian (Manitowoc)	Operations	Randall Kabat
Custodian Lead (2 <sup>nd</sup> Shift)	Operations	Heather Wade
Administrative Assistant III	Provost & Vice Chancellor (Grad Studies, G&R)	Liz Brinks
Administrative Assistant III	Art & Design	Kate LaCount
HR Coordinator	Human Resources	Jenny Charapata
Shipping & Receiving Coordinator	Facilities Management	Colleen Cowling