

University Staff Committee
SPRING ASSEMBLY Minutes
January 29, 2019
1:30 – 3:00 p.m.
Phoenix Room C

APPROVED: April 18, 2019

In Attendance:

Samantha Anderson, Denise Baeton, Brenda Beck, Blair Beyer, Kevin Boerschinger, Dave Bugni, Sara Chaloupka, Jane Donlon (SKYPE), Andrea Felmer, Julie Flenz, Brad Gajeski (SKYPE), Dolly Jackson, Holly Keener, Jayne Kluge, Ron Kottnitz, Mary Kujawa, Sarah Locke, Janet Ludke, Karen McArdle (SKYPE), Kimberlee McKeefry, John McMillion, Kim Mezger, Matt Neiman, April Peissig (SKYPE), Monika Pynaker, Brian Rabideau (SKYPE), Carrie Schultz, Raelynn Smith, Jan Snyder, Marlene Strelbel, Tina Tackmier, Teri Ternes, Barb Tomashek-Ditter, Sherry Toseland, Lea Truttman, Tracy Van Erem, Colleen Wilde, Amanda Wildenberg, Bea Yang,

Guests: Steve Meyer (SOFAS), Melissa Nash (HR), Megan Noltner (HR), Clif Ganyard (ASSOC PROVOST)

Welcome and Call to Order

Jan welcomed the group, introduced the campuses on SKYPE. She then explained that the purpose for holding this assembly is to update the university staff body on shared governance, employee, and overall campus issues, as well as to listen to concerns and suggestions. For the benefit of those from our joining campuses, as well as others who may not yet be acquainted with shared governance, we will discuss who we are, what we have been doing, and where we are going as a governance body.

She then introduced Clif Ganyard and thanked him for his efforts in leading the Project Coastal restructure, as well as the very successful HLC accreditation effort.

Associate Provost Report (Clif Ganyard)

A lot has been going on this year, as you all know. We have been very busy. We have launched a lot of new programs (including: BS in Mechanical Engineering, Nursing MBA). We have some new buildings on campus (Viking Long House, STEM Innovation Center). We have spent a lot of time building our relationship with local schools (NWTC, GBAPS). The biggest change by far has been Project Coastal and our three new campuses. You have all been involved in this effort in one way or another. Thank you. We moved forward. It has been a lot of work and we are making great strides. Problems crop up every day, but we have made a lot of progress. Recruiting and enrollment are now being coordinated. Academic departments have integrated faculty and staff. HR continues their work to integrate University Staff and Academic Staff. Tuition continues to be a headache. How we assess students still needs to be figured out. We have 16 counties in northeastern Wisconsin now. We have new connections with business and communities. The Chancellor and other administrators have been working in the communities. The Chancellor is working on a strategic plan that will help guide us through the next few years and beyond.

Clif opened the floor for questions, but no questions were asked. He took this to mean that we are all very well informed. However, if anyone does have any questions, he encouraged us to bring them to his attention and he will answer them as best he can.

Clif then said some wonderful words about Jan. One thing that was particularly impactful for this note taker: Jan assisted nearly ½ of the graduates from UWGB during the years she coordinated commencement ceremonies.

Note: Due to the impending inclement weather, Jan's retirement celebration was changed from Thursday to Friday. Same Bat-time. Same Bat-place.

WHO ARE WE? (Jan Snyder)

Shared governance in the UW System and at UW-Green Bay consists of four main groups: faculty, academic staff, university staff, and students. These bodies represent their respective colleagues when policies are developed and decisions are made as to how we operate as an institution, as well as in initiating discussions to resolve issues.

The university staff employee group has a wide range of position categories, and our goal is to get as varied a representation from these categories involved in shared governance as possible. University staff governance is your avenue of opportunity to make things happen.

All of our committee charges and responsibilities are posted on the University Staff Governance website (see PowerPoint/website on computer), in our bylaws, and on the SOFAS website. The current membership roster is also included in your handouts today.

Thanks to Kim Mezger, our USC Vice-Chair, for creating today's PowerPoint presentation and being the designated computer driver.

SOFAS

Our campus has a shared governance overseer, Steve Meyer, who keeps all of us in line with campus and System policies, codes, and regulations. His title is Secretary of the Faculty and Staff, cleverly abbreviated as SOFAS.

Secretary of Faculty and Staff Report (Steve Meyer, SOFAS)

Steve explained what the SOFAS does and how we all work together to get the business of the university accomplished. He then thanked Jan because she has done so much for shared governance through her years. She has worked diligently to move the Classified Staff organization to the University Staff governance that we currently operate under. We are really going to miss her leadership and dedication to shared governance.

Steve encouraged everyone to get involved in Shared Governance. The Chancellor values Shared Governance and has always asked the input of our governance groups in making decisions that affect us all. Please complete the preference survey that will be sent to you on February 4th. This is your opportunity to help. Please do so.

Steve then threw in a quick pitch for Phoenix Focus, which is now GB Orientation. We are always happy to have more people become involved in this effort as well. If you have time and are interested in helping, check in with Steve.

Human Resources Update (Melissa Nash)

Melissa gave a brief update on the Title and Total Compensation Project. This project is a complete redesign of the titling and compensation structure of the UW-System, not just UW-Green Bay. The end date for this project has been extended at least through the end of 2019. There are links to new documents on the HR Website.

One benefit of this project is that job descriptions will be less wordy. They will include only the essential job responsibilities for each position and not a long list of individual tasks.

Currently we are in the "subject matter expert" stage. Each institution has been given an area to review. UWGB has been assigned to review Athletics and Library job descriptions. This phase has been extended through the end of February, at the earliest.

UW-System has completed the employee benefits preference survey. The results of that survey are expected to be released in February of 2019.

Open Forums have been held for the Title and Total Compensation projects on all campuses. But, if you have any

additional feedback or questions, feel free to reach out to HR via the link on their website.

Project Coastal Update

Melissa also provided an update on the status of Project Coastal as it relates to Human Resources. The branch campuses are now receiving all HR emails and HR Connect information. The timeline for complete of integration of HR policies and procedures across all campuses is June 30, 2019.

Compensation Increases

Performance based funding has been distributed in a 2-phase process. The total number of university staff that received increases during this process was 103 (includes both 1st and 2nd phase distributions). The distributions for branch campus employees are in the process of being completed.

Future pay plans for the 2019-2021 biennium are currently going through the State approval process. The proposal is for 3 + 3 pay plan that will be fully funded by the State. Approvals will probably be done this summer and then distribution plans will be determined when and if approvals are obtained.

Updates to the UW System Operational Policies (Megan Noltner)

Effective Jan 1, 2019, System has more clearly defined what needs to be included in all Personnel files. It is now required that allegations of sexual misconduct be included in the files. If an allegation is proven to be false or inconclusive, documents will be removed. If it is determined to be true, then the documents remain.

Reference checks also need to include questions about criminal background. HR is still working on the process, but the intent is that Search and Screen committees will NOT be responsible for asking questions regarding criminal conduct. HR will be responsible for making these inquiries and sharing this information.

Committee reports

Each committee was introduced and all were directed to the agenda to review the detailed committee reports. Jan also offered the following comments:

The **University Staff Committee** is considered the executive branch of university staff governance. Most importantly, this committee is charged with: 1) Recommending and actively participating in development of campus policies and practices. 2) Serving collectively as a liaison to faculty, academic staff, and student governance groups. We rotate representation among all of the USC members in attending the meetings of the Faculty Senate and University Committee. This gives everyone a chance to see what issues other governance groups deal with, in particular the faculty, and how they perceive issues that are common to all of us. Having a chance to weigh in on those issues and get other perspectives is a great opportunity for us.

A summary of our 2018-19 activities to-date is included in the agenda handout. Most notably is the work we have done to accomplish the restructuring of our university staff governance body and bylaws to include our branch campus colleagues. Jan also mentioned that we receive a yearly allocation from the Provost for professional development (this year it was \$3450), we have a rollover budget for our yearly conference expenses, and we have an endowment account from which we can draw on the interest earned.

Elections Committee (addendum): Holly Keener (Chair of the Elections Committee), explained the election process and schedule and asked for everyone to make sure they complete the preference survey and vote.

The schedule for the election process is as follows:

Preference Survey Open: Feb 4-15

Ballot Open: March 1-8

Committees filled: April 1

New Committees begin work: July 1, 2019

We need you! There are 19 vacancies for next year. We need new people to bring in fresh perspectives and energy.

US Bylaws Revisions (Jan Snyder)

The University Staff Bylaws Restructuring Committee has been working very diligently since July 16 to revise the current UW-Green Bay University Staff Governance Bylaws. Revisions are necessary 1) to reflect a university staff body and shared governance membership that includes university staff from our 3 branch campuses, 2) to clarify a few of the responsibilities for the committees, and 3) to refine the shared governance and campus committee section.

The committee members are Jenny Charapata, Holly Keener, April Peissig, Brian Rabideau, Kay Sbarbaro, Teri Ternes, Amanda Wildenberg, and Jan Snyder.

All four of the UW-Green Bay university staff governance committees approved the edits proposed by the Bylaws Restructuring Committee. The proposed revised bylaws (attached) were distributed to all university staff at all four campuses for review and consideration, and no feedback or questions were received. If approved, these changes will go into effect on July 1, 2019.

Ron Kottnitz moved to approve the revisions to the By-Laws as provided in the agenda; Teri Ternes seconded the motion. Hearing no discussion, Jan called for the vote to be taken by written ballot. Results: 32/0/0 in favor of approving the revised By-Laws.

Once the vote was calculated and the results were announced, Jan asked for a motion to adjourn. Hearing no objections (as everyone either rushed for the snacks or the door) the meeting adjourned.

Adjourn at 2:36 p.m.