

**University Staff Committee Meeting Minutes
November 14, 2017
1:00 – 2:30 p.m.
Wequiock Room, University Union**

In Attendance: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Holly Keener (USC), Fred Kennerhed (USC), Monika Pynaker (USC), Julie Flenz (HR Liaison), Ron Kottnitz (UWS Rep), Kathy Reissmann (US Web), Jenny Charapata, Jayne Kluge, Kim Mezger, Tina Tackmier

Welcome

The meeting was called to order at 1 p.m. by Jan Snyder who welcomed the group. Roll was taken.

Approval of Minutes The October minutes were approved as written with edits.

Treasurer's Report

[Upload report/Tracy Van Erem]

Tuesday, November 14, 2017 1:00-2:30 p.m., Wequiock Room (UU 101B)		
	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,450.00	\$ 3,450.00
(136) Revenue Account	\$ 5,636.42	\$ 7,140.85
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 981.59	\$ 981.59
Endowment Account Pro Development Earnings Avail to Spend	\$ 1,387.16	\$ 1,387.16
	\$ 11,455.17	\$ 12,959.60
Endowment Account	\$ 10,033.84	\$ 10,033.84
	GRAND TOTAL	\$ 22,993.44
Professional Development Funds (136):		\$ 7,140.85
Total Approved & Awaiting Disbursement		\$ -
Pro Development Account Ending Balance		\$ 7,140.85
Foundation Discretionary Account Expenses:		\$ 981.59
Total Expenses (Not yet reconciled)		\$ -
Foundation Discretionary Acct (#11100) Ending Balance		\$ 981.59

[Upload report/Julie Flenz]

- **Title and Total Compensation Study:** Job Family/Sub Family feedback has been provided to UW System and they are reviewing all campus feedback for revisions necessary. Monthly meetings will continue with the UWGB Project Team with the next focus on the job level guides.
- **Year End Leave Information:** As we near the end of 2017, University Staff are reminded to review their leave balances. For an explanation of what each leave balance is, please review this blog post: <https://blog.uwgb.edu/hr/2017/11/important-year-end-leave-information-for-university-staff-3/>. You can review your leave balances by logging into the My UW Portal and making your way to the View Absence Balances screen. Instructions on how to do that are also in the same blog post.
- **Policy updates (informational only):**
 - **Published**
 - Recruitment and Hiring Policy
 - **In the Works:**
 - Compensation and Pay Plan Policy- updates underway
 - Alcohol and Other Drugs Policy
 - Revisions to the Workplace Conduct Policy

New Employees:

- **HVAC Refrigeration Specialist** Facilities Management: Incumbent – Kyle Paal – Robert Snell was hired and will start on 11/20

Positions Being Recruited:

- **Custodian (1st Shift)** Operations: Incumbent – Connie Austin
- **Custodian (50%)** Operations: Incumbent – James Mezger
- **USPA** Continuing Education and Community Engagement: Incumbent – Patti Cole
- **ADA PEA/DJS** Incumbent – Christina Baudhuin
- **ADA Nursing & Health Studies** and Phuture Phoenix Incumbent – Anna Maier/Terra Wendtland

USC Governance Committee Reports

Election Committee

Holly Keener, chair, reported that the election resulted in a tie; the end vote went to Jenny Charapata who will be replacing Christina Baudhuin on the Personnel Committee. Jenny will fill the position until 2018

Personnel Committee

Welcome Jenny Charapata, new interim member, replacing Christina Baudhuin.

Professional Development Committee

USC CONFERENCE: Teri reported that the USFC 2017 held October 28 had a good turnout; expense report should be finalized by the December meeting. Tracy reported it should be close to break even.

JOINT WORKSHOPS: The next workshop entitled “Financial Check-Up” is scheduled for tomorrow November 15. There will be a morning session titled ‘Budgeting Practices and Strategies’; the afternoon session is titled ‘Identity Theft’. UW Credit Union staff are presenting the workshops from Madison. We currently have 22 registered for AM, and 19 for PM session.

Matt Dornbush and Christine Olson requested to present at the next joint workshop meeting on 12/5/17 for a general discussion/conversation regarding professional development across campus. The session is to brainstorm how to coordinate efforts of ASC, USC, HR, Wellness Committee, New Employee Orientation, etc.

PROFESSIONAL DEVELOPMENT FUNDS: There are three requests pending at \$20 each [Froelich, Koetz, VanLanen, Facilities], a payout of \$100 [Heim, CIT], and a \$300 request approved/pending [Alexander, CIT].

UW-System Univ Staff Rep Report

Ron stated that at the 10/27/17 meeting, the majority of discussion was about restructuring. Ray Cross gave rationale behind proposal and included demographics. There were many questions with few answers. Cross said each 4-yr campus taking on 2-yr will have to 'figure your own way'. There was some talk regarding pay raises; it was explained it would not be two processes, only one. The first payout of 2%; 2nd payout is anticipated for January 2019. The raises are based on merit, not equal across the board. If you get part I you will get part II. Ron's understanding is that the Chancellor has discretion over how/where the money goes and is divided. Monika did not think it was based on merit on this campus. Next meeting December.

Shared Governance Committees

Title and Comp Study No report

Awards and Recognition No report

Committee on Workload and Compensation – CWC No report

Learning Technology Collaborative Committee – LTCC Fred Kennerhed stated there was a vote to disband the LTCC at the last meeting. The vote failed, partially because Tech Council disbanded. Now the question is "Is there a need for LTCC to exist? Are they duplicating responsibilities?" Further discussion was tabled until the next meeting, February 2018. At that time, they will need to determine to change the 'charge' or 'disband'.

University Committee No report

Faculty Senate No report

Master Advisory Plan Group No report

UW System Meetings No report

OLD BUSINESS

PAYOUT/DONATIONS TO OTHER GROUPS:

In October it was discussed and voted that USC would no longer approve donations to other groups. Jan agreed to notify the advisors of past committees we donated to and sent the following: Prior to becoming a UW System shared governance body, UWGB's university staff had an elected campus advisory group with the flexibility of conducting fundraisers to provide funding for activities and/or supplies not eligible for payment with state dollars. This included, for example, decorations for workshops and conferences, food and refreshments for meetings, and employee social events. For several years, the Classified Staff Advisory Council and more recently the University Staff Committee also received support funding requests from various campus programs.

We are now in a position where these discretionary dollars are very scarce, so the University Staff Committee recently came to the decision that we will no longer be able to provide funding for activities other than university staff-related professional development or events. Unfortunately, we are sorry to say that this includes the:

- Student Employee of the Year Awards program
- Veteran Services speakers
- UWGB Holiday Float
- Employee Appreciation Week
- Lavender Graduation ceremony

We hope that for each of these worthwhile programs and events the funding gap created by this decision will be filled from other sources so that your programs will continue. Please know that we sincerely wish all of you success with your important events!

WEBSITE: Teri spoke with Kathy Reissmann, Dean's Assistant, College of Science and Technology who had shown interest in the work and knowledge in Kentico; Kathy agreed to work on the University Staff website. Kathy will meet with Jan and Amanda to further discuss challenges, guidelines and procedures and begin the 'facelift'! Although Kathy is not a member of the USC, she has interest in the position and plans to attend USC monthly meetings regularly to keep informed. The secretary will forward approved minutes to Kathy to upload to the web, as well as copy to USC@uwgb.edu for the governance files.

PROJECT COASTAL: (UW Colleges Restructuring)

Jan provided input on the restructuring progress. UWGB will be meeting with the three 2-yr campuses that will be joining us: UW-Marquette, UW-Manitowoc, UW-Sheboygan, later this week. She will keep us informed of activities to include governance group bylaws, meeting structure, etc. We are encouraged to review their websites and familiarize ourselves with their campuses.

NEW BUSINESS

Winter Social: A social was discussed and the committee agreed we should do it again. The PDC will work on plans for the event and schedule for January, February or March; committee approved a \$250 budget. All members were encouraged to share venues.

Adjourned 1:50 p.m.

Submitted by Teri Ternes, Secretary

The next USC meeting will be held on December 21, 2017, 10:00 a.m., MAC 201 (The Gathering Room)