



**University Staff Committee  
Meeting Agenda  
August 15, 2019, 10:00 – 11:30 a.m.  
Instructional Services Bldg., Room 1034**

**1. Call to order**

Kim Mezger (USC Chair) called the meeting to order at 10:37 am.

**2. Roll call**

University Staff: Kim Mezger (Chair), Holly Keener (Vice-Chair), Tracy Van Erem (Treasurer), Theresa Mullen (Secretary, arrived late), Lisa Francl (USC Member, Manitowoc), Kaitlyn O’Claire (USC Member, Marinette), Teri Ternes (USC Member), John McMillion, Jenny Charapata, Julie Flenz, Sarah Locke, Mary Kate Ontaneda, Amanda Wildenberg.

**Absent:** Jayne Kluge (USC Member), Sue Machuca (USC Member, Sheboygan)

**Guests:** Kimberly Sipiorski, Provost Alexander

**3. Review & approval of July minutes**

Holly moved to approve May 16, 2019 minutes after Teri’s changes; Teri 2<sup>nd</sup> the motion.  
Discussion: none; minutes approved.

Teri moved to approve July 18, 2019 minutes; Holly 2<sup>nd</sup> the motion. Discussion: none; minutes approved.

**4. Treasurer’s report & update**

**University of Wisconsin - Green Bay  
University Staff Committee  
TREASURER REPORT**

**Thursday, August 15, 2019  
10:00-11:00 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 2,347.75	\$ 3,450.00
(136) Revenue Account	\$ 5,930.32	\$ 5,930.32
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,559.82	\$ 2,677.34
	<hr/> \$ 10,855.70	<hr/> <b>\$ 12,075.47</b>
Endowment Account Book Value	\$ 10,183.84	\$ 10,233.84
	<b>GRAND TOTAL</b>	<b>\$ 22,309.31</b>

## Month-to-Date EXPENSES

### Staff Development Funds (102):

### Professional Development Funds (136):

Fall Conference Speaker - Ann Kerian	\$	2,500
Fall Conference Speaker - Terra Fletcher	\$	1,800
Fall Conference Speaker - Bellin Health	\$	100
	\$	<u>4,400</u>

### Foundation Discretionary Account Expenses:

#### 5. Old Business

##### a. Toner program update

The toner recycling program is officially done and all the toner has been shipped. Thank you to Amanda, Teri, and Kim for pulling the boxes and finishing the program.

#### 6. New business

##### a. Dr. Mike Alexander, Provost – Discuss upcoming year:

Provost Alexander stopped in to introduce himself and to give an update on UW-Green Bay and the branch campuses. Bottom line, UW-Green Bay is becoming financially healthy and Provost Alexander is excited for this upcoming academic year.

##### b. Kimberly Sipiorski – UW-Shared Services for Payroll:

Payroll will now be moving to UW-Shared Services in Madison. UW-Shared Services will start sending out bi-weekly reminders to both University Staff employees to fill out and submit timesheets, and to supervisors to approve the timesheets. This is being done to make Payroll more centralized and efficient, while UW-Green Bay's Human Resources restructures so they are able to be more strategically for UW-Green Bay and the branches. HR will continue processing PA requests and grants payments, along with direct retros.

##### c. Appointed committee positions

##### d. Interest Survey results for upcoming year:

Teri had previously sent out the Interest Survey, and did receive a few responses. USC members and attendees discussed what it is we want to get out the survey, what we are looking for from all University Staff (US) employees across the campuses. Committee decided to make the survey an open survey in the hopes of eliciting comments and/feedback from US employees. This will also be mentioned at the January assembly.

##### e. Total Title and Compensation update – Appeals:

Jenny gave an update to the Total Title and Compensation and the appeals process. Next steps will be mapping out the positions and the supervisors talking with employees regarding how their positions are mapping out. Additional information is below in the HR Update.

##### f. UW System UPS Policy memo:

See HR Update below for more information regarding current policy updates.

#### 7. Adjournment

Meeting adjourned at 11:30 am.

The next USC meeting will be on September 19<sup>th</sup> at 10:00am, in IS 1034.

## HR Update – 8/15/2019

- **Title and Total Compensation Project:**
  - Implementation of title structure set for March, 2020
  - For Title & Total Compensation Project background information related to job titles, job descriptions, compensation, and benefits, please see this [handout](#).
  - New [poster](#) is available about Title & Total Compensation Project to showcase within your department!
  - **Updated job titles & standard job descriptions are on track to be posted online by the end of the calendar year 2019.** The UW System TTC project team will work over the summer to provide a proposed match for each employee to an updated job title (via a crosswalk). This will be followed by review/revision by institutional stakeholders (HR, Division Leaders). Employees and managers can anticipate fall training in preparation for employee-manager conversations in winter 2019-2020. The fall training will offer instructions on where to find the updated titles and job descriptions, the new job title structure, and the next steps. This work sequence will allow for more productive and informed employee-manager conversations.
  - **Employee Benefits Preferences Survey.** Forty-seven percent (18,634) of UW benefits-eligible employees took the survey to help the UW assess employee priorities, needs, and wants related to benefits. Mercer Consulting, is developing a summary of the survey with a comparative analysis of benefits other employers with similar workforces are offering. We anticipate that this summary will be made available to employees in fall 2019. The TTC project team will develop benefits enhancement recommendations that will be shared with employees, based on Mercer's analyses, by the end of the calendar year 2019.
  - Appeals process will be discussed with shared governance throughout the late summer/fall to ensure that there is a consistent structure/process for employees to appeal their mapped title (should they disagree with the mapping).
  - UW-Green Bay has implemented a monthly blog post as well as a dedicated area in the HR Connect to align with System communication strategy.
  - For the latest updates, please review UW System's website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
  
- **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).
  
- **Bi-weekly Payroll Processing Transition:** With the creation of UW-Shared Services, we have re-evaluated the strategic plan moving forward for the UW-Green Bay Office of Human Resources and Workforce Diversity in order to continue to best serve our employees and campus needs. As a result of a thorough analysis, the decision has been made to transition UW-Green Bay bi-weekly payroll functions to UW-Shared Services beginning in September, 2019. The impact to bi-weekly payroll includes:
  - UW-Shared Services will send an e-mail reminder every other Thursday to University Staff employees and approvers. This will remind University Staff to complete their timesheets and absence entries prior to the payroll period ending. It will also remind approvers to approve all exceptions, absence requests, and time entries by the approval

deadline. Additional email reminders may be sent by UW-Shared Services during the payroll processing week as needed.

- UW-Shared Services will now handle the day-to-day bi-weekly payroll processing functions. Questions and troubleshooting will be resolved through UW-Shared Services staff.
  - Timesheets, absence information, and the approval process will all remain the same as is currently in place for employees and approvers. Likewise, new hire paperwork, changes to appointments, and updates to payroll information (W-4 Forms, Direct Deposit Forms, etc.) will continue to be submitted to UW-Green Bay's Office of Human Resources and Workforce Diversity.
- **Policy updates (informational only):**
    - In the Works:
      - Revisions to the Workplace Conduct Policy- with leadership to finalize.
        - Addition of information related to bullying
      - Revisions to the Recruitment and Hiring Policy- with leadership to finalize.  
Revisions include:
        - 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.

#### New Employees:

- **Groundskeeper Facilities:** Incumbent - Jason Philibeck – Tyler Schiesser was hired and started on 6/11
- **Power Plant Operator Senior** Power Plant: Incumbent – Vincent Bellantonio – Andy Van Schyndel was hired and started on 6/25/19
- **Graduate Student Status Examiner** Graduate Program: New Position – Elizabeth Langer was hired and started on 6/25/19
- **USPA – Manitowoc** Provost Office: Incumbent – April Peissig – Lisa Francl was hired and started on 7/1/19
- **Library Services Assistant Senior (Archives Assistant)** Archives: Incumbent – Joe Dyal – Hannah Hacker was hired and started on 7/8/19
- **Custodian (2<sup>nd</sup> Shift)** Operations: Incumbent – Keith Bani – Lisa Belleau was hired and started on 7/22/19
- **Electronics Technician Media (3 Opens, 1 at each branch campus)** Information Technology: Incumbent – New
  - Parker Nadeau was hired and started in Manitowoc on 7/24/19
  - Nathaniel Ruetten was hired and started in Sheboygan on 8/5/19
  - Craig Young was hired and started in Marinette on 8/12/19
- **Student Status Examiner – Associate** Admissions: Incumbent – Christy Vincent – Amanda Doperalski was hired and started on 8/1/19
- **USPA** Counseling and Health: Incumbent – Denise Baeten – Nicole Sees was hired and started on 8/1/19

- **USPA (3 Openings)** Continuing Education & Community Engagement: Incumbent – 2 New positions, 1 replaced Matt Nieman
  - Melvin Brown was hired and started on 8/5/19
  - Kristen Klescewski was hired and started 8/6/19
  - Sherri Meglic was hired and started on 8/12/19
- **Financial Specialist Senior** Athletics: Incumbent – Beth Jones – Krissti Simon was hired and started on 8/12/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Custodian** – Lead Operations: Incumbent – Karen Nicholas
- **Custodian Float** Operations: Incumbent – Rick Weston
- **Facilities Repair Worker (Sheboygan)** Facilities Incumbent – Scott Joyal
- **Financial Specialist Senior** Facilities: Incumbent – Mary Kujawa
- **USA 2** Provost Office: Incumbent – Pang Yang
- **Police Sergeant (2 Vacancies)** Public Safety: Incumbents – Jeff Gross and Dave Jones
- **HVAC Specialist** Facilities Management: Incumbent – Robert Snell

## USPDC Report for USC Meeting 08/15/19

Since my last report submitted on May 2 for the May 16, 2019 USC meeting, the University Staff Professional Development Committee met on May 13 and July 8 to discuss the fall conference and spend down of professional development funds for BY18. Sub-committees also met on August 6 to discuss changes to the Qualtrics registration for the conference, and professional development funding reimbursement guidelines for BY20. The USPDC met jointly with the Academic Staff Professional Development Programming Committee on July 12.

### **FALL CONFERENCE:**

The speakers for “Your Professional Toolbox” are confirmed, the agenda is finalized, and the logo is ‘good to go’!! Registration for the conference, being held on Friday October 18, 2019 at the Hyatt Regency in downtown Green Bay opens August 26. The cost is \$109; there is no ‘Early Bird’ registration. Watch your email for details. Conference attendees who are not staying 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 2018-19 [BY19] we received 18 requests [17 approved, 1 denied, 1 cancelled] for a total of \$1387.50 in original payout, and an additional \$583 payout [\$53 x11 requests], for a total reimbursement \$1970.50. Because some conferences do not have a registration fee, which was all we were considering for reimbursement the past 2 years, the PDC reviewed reimbursement policies and approved new guidelines for BY20. For the 2019-20 academic year [BY20], you can submit costs for registration, travel and lodging; meal costs will not be considered. Reimbursement will remain the same at 50% of the total costs submitted, with a maximum payout of \$300 per individual, per academic year. Requests must be submitted by May 1 to be considered for reimbursement that budget year. An updated reimbursement request form will be posted to the website at [uwgb.edu/university-staff-governance](https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/); click on Professional Development/Professional Development Funding [https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/].

### **JOINT WORKSHOPS:**

The USPDC and ASPDPC met on July 12; new committee members were introduced. We reviewed the evaluations from Angie Lee, former Big 10 Coach of The Year, who presented “A Rolodex of Lived Experiences” on June 18. Reviews were positive and the joint committee agreed to consider asking Angie to present again, but not this academic year.

Each committee agreed that presenting a well-known speaker draws a better audience. Therefore, we agreed that the academic staff will schedule a workshop in fall and the university staff will schedule a presentation in spring. Sponsorship will be equal. In addition, we will jointly schedule three workshops throughout the year collaborating with Public Safety. These workshops will focus on AED/General First Aid Training, Active Shooter Training, and Self Defense. They will replace “Dealing with Disruptions” which has been previously offered. A certificate of participation will be presented to those attending all three sessions.

**Next Meetings:** USPDC, Monday 8/14/19, TH 335H, 1:30-3PM  
ASPDPC/USCPDC, Friday 9/5/19, UU-125, 1:30-2:30PM

**Submitted by:** Teri Ternes, USPDC, Chair

August 8, 2019