



**University Staff Assembly Agenda
February 15, 2018, 10:00 – 11:30 a.m.
Phoenix Room C, University Union**

1. Welcome & Call to Order
2. Welcome & Campus Outlook, Provost Greg Davis
3. Who Are We?
4. College Restructuring & Shared Governance
5. Resolution Voting
6. Human Resources Update
7. Resolution Voting Results
8. Committee Reports
9. VC for Student Affairs and Campus Climate, Eric Arneson
10. Phoenix Bookstore Status, Rick Warpinski
11. Q&A
12. Adjournment

**University Staff Committees, Campus Joint Governance
& Campus Appointive Committee & Working Group Reps
2017-18**

University Staff Committee		
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
Holly Keener	USC Member	2016-2018
Fred Kennerhed	USC Member	2016-2018
Monika Pynaker	USC Member	2017-2019
Jan Snyder	Chair	2017-2019
Teri Ternes	Secretary	2016-2018
Tracy Van Erem	Treasurer	2017-2019
Amanda Wildenberg	Vice Chair	2016-2018

Election Committee		
Holly Keener	Chair	2016-2018
Ron Kottnitz	EC Member	2016-2018
Anna Maier	EC Member	2017-2019

Personnel Committee		
Brenda Beck	PC Member	2017-2019
Jenny Charapata	PC Member	2017-2018 (replacement for 2 nd year of Nathan Carlton's term)
Christopher Paquet	Human Resources Liaison	Ex-officio, non-voting
Jayne Kluge	PC Member	2016-2018
TBD	PC Member	2017-2019 (vacant per Kathy Reissmann's resignation)
Helene Rosner	Chair	2016-2018

Professional Development Committee		
Julie Flenz	PDC Member	2017-2019
Kim Mezger	PDC Member	2016-2018
Sarah Pratt	PDC Member	2017-2019
Teri Ternes	Chair	2016-2018
Crystal Williams	PDC Member	2017-2018 (replacement for 2 nd year of Nathan Carlton's term)

UW System University Staff Representative	
Ron Kottnitz	2017-2019
Fred Kennerhed, backup	2016-2018

(Campus Joint Governance & Campus Appointive Committee & Working Group Reps on page 2)

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee (appointed)	Janet Ludke	2017-18
Committee on Workload and Compensation (appointed)	Jayne Kluge	2015-18
	Kim Mezger	2017-20
	Lisa Schmelzer	2016-19
	Teri Ternes, liaison to USC, non-voting	2017-18
Learning Technology Collaborative Committee (elected)	Michael Bubolz	2017-19
	Fred Kennerhed	2016-18
	John McMillion	2017-19

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor's Council on Diversity & Inclusive Excellence	Theresa Mullen	2016-18
Committee on Disability Issues	Theresa Mullen	2016-19
Health & Safety Committee	Kurt Nimmer	2017-19
	Lisa Schmelzer	2016-18
Master Plan Advisory Committee	Holly Keener Fred Kennerhed Kim Mezger	TBD
Strategic Budgeting Committee	Monika Pynaker Kevin Boerschinger (alternate)	TBD
Wellness Committee	Lisa Schmelzer	2016-19

Resolution on a “Shared Governance Transition Year” to Accommodate Our University Staff Colleagues at UW-Marinette, UW-Manitowoc, and UW-Sheboygan to Participate in Shared Governance during the 2018-19 Academic Year

WHEREAS, the two-year campuses at UW-Marinette, UW-Manitowoc, and UW-Sheboygan are scheduled to join UW-Green Bay (four campuses, one university) on 1 July 2018.

THEREFORE be it resolved, the 2018-19 academic year shall be declared a “Shared Governance Transition Year” such that one University Staff member will be elected from each of the three branch campuses to serve as voting members on the University Staff Committee during that academic year.

University Staff Assembly 2018

Committee Updates

UNIVERSITY STAFF GOVERNANCE COMMITTEES

University Staff Committee

2017-18 to Date

Committee Members: Jan Snyder, Chair; Amanda Wildenberg, Vice Chair; Teri Ternes, Secretary; Tracy Van Erem, Treasurer; Holly Keener, Fred Kennerhed, Monika Pynaker; Julie Flenz, HR Liaison.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

Meetings: We meet the 3rd Thursday of each month August through June from 10:00-11:30 a.m. The June meeting is an informal time of transition, where we thank outgoing members and welcome incoming members.

Primary charge:

- Recommend and actively participate in the development of campus policies and practices, which are in the best interest of the university staff at-large and consistent with the goals and mission of the University.
- Serve as liaison to faculty, academic staff, and student governance groups.
- Survey needs, review concerns, and identify goals of the university staff.
- Serve as the channel for official communication from the Chancellor in regards to issues affecting the university staff, and to consider any matters which may be referred to the USC by the Chancellor.
- Initiate communication with the Chancellor, other officers, and other employee groups of the institution when appropriate.
- Play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- Promote the participation of all university staff members in the governance process.

2017-18 Activity:

- Worked with HR on creating a joint University Staff/Academic Staff [Employee Handbook](#), which was completed last fall. The handbook contains pertinent references and links to policies unique to each employee body.
- Participated in HLC Peer Review Team Site Visit shared governance session.
- Provided input for the Compensation Pay Plan Policy and the Workplace Conduct Policy.
- Completed the creation of the [University Staff Governance website](#). Many thanks to Kathy Reissmann for her efforts in making recent updates and improvements.
- Reviewed layoff status notices for 3 university staff members; 2 due to a probable Phoenix Bookstore buyout, and 1 for significant reduction in position (from 80% to 55%) due to grant funding.
- Since Project Coastal was launched in the Fall of 2017, we have been working and will continue to work with other shared governance representatives and campus administrators on achieving all aspects of the restructuring. If you have questions, concerns, or input please contact any of the members of the Steering Committee, the 4 Implementation Teams, or the 41 Working Groups. The complete committee rosters

with contact information will soon be posted on the [Project Coastal website](#). In the meantime, please feel free to contact [Jan Snyder](#).

Submitted by Jan Snyder, Chair

Election Committee

2017-18 to Date

Committee Members: Holly Keener, Chair; Ron Kottnitz, Anna Maier.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

Meetings: The committee meets as needed during the year, particularly in late winter to prepare for elections.

Primary charge: Prepare for and facilitate the election process each year, and determine recommendations for committee vacancies as they arise.

2017-18 Updates: *Given verbally during Assembly.*

Holly Keener, Chair

Personnel Committee

2017-18 to Date

Committee Members: Helene Rosner, Chair; Brenda Beck, Jenny Charapata, Jayne Kluge; Christopher Paquet, HR Liaison.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

Meetings: The committee meets as needed during the year.

Primary charge:

- Act as a liaison to Human Resources regarding new university staff hires and the campus-wide new employee orientation process.
- Serve as a hearing body in personnel issues, including but not limited to termination, denials of position conversion, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.
- Review denials of the promotional process.

2017-18 Updates: The committee has not been called upon to get involved in any personnel issues.

Helene Rosner, Chair

Professional Development Committee

2017-18 to Date

Committee Members: Teri Ternes (Chair), Julie Flenz, Kim Mezger, Sarah Pratt, Crystal Williams.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

Recap of USPDC charge:

- Consists of 5 University Staff members elected by University Staff
- Annually surveys University Staff to determine development needs
- Plans programming for conferences and seminars
- Works jointly with Academic Staff Professional Development Program Committee to sponsor professional development events/workshops
- Reviews and approves funding procedures and requests submitted by University Staff

The University Staff Professional Development Committee has had another very busy and successful year. The committee meets at least once monthly setting plans for our fall conference. In addition, they meet regularly with the Academic Staff Professional Development Programming Committee to plan joint workshops throughout the academic year. The USPDC is also responsible for planning our winter after hours social. Here is a recap of events this committee is responsible to address:

Professional Development Funding: The committee reviews the procedure and funding request amount yearly. The 2017-18 maximum allotment is 50% of the registration fee at a maximum of \$300. To date we received and approved nine requests for professional development funding; seven have been processed & paid for a total of \$685; two are pending payout for a total of \$350.

Fall Conference: The Professional Development committee sponsored a very successful Fall Conference on October 20, 2017 at the Tundra Lodge. Plans for 2018 are already "in the works". Save the date: September 28, at the Tundra Lodge. We can always use help with the conference, so let us know if you are interested!

Professional Development Joint Workshops: The University Staff Professional Development Committee joined with the Academic Staff Professional Development Program Committee and has sponsored six workshops thus far in the '17-18 academic year. Those workshops included 'Dealing with Disruptions', September 29 & 30, 2017; 'Financial Check-up: Budgeting Practices and Strategies' and 'Financial Check-up: Identity Theft', November 15, 2017; 'Dealing with Disruptions', January 10, 2018; 'Trauma Informed Care', January 16, 2018. There are two more workshops tentatively planned for this academic year.

Social: The committee would like to encourage all university staff to attend our winter social scheduled for March 14, Pi Day, in the Outpost Room at Mackinaw's Grill & Spirits. It is a great opportunity to enjoy good food, have a few laughs, and rekindle old and new friendships with co-workers. Snacks provided; cash bar.

I would like to extend a huge 'Thank You' to the individuals who are serving on the USPDC. Terms will be ending for Teri, Kim and Crystal. I encourage anyone who has an interest in planning professional development events and who is willing to give of their time & talents while having a little fun along the way, to consider serving on the Professional Development Committee.

Submitted by Teri Ternes, Chair

UW System University Staff Representative 2017-18 to Date

Representative: Ron Kottnitz

Terms: Appointed by the USC. Membership term begins on July 1, coinciding with the start of the campus fiscal year, and it is 2 years in duration.

Meetings: Representative attends meetings in Madison three times per semester, and is also invited to Board of Regents monthly meetings (attendance optional).

Purpose:

At the meetings in Madison there are two different sessions that take place. One session is just the University Staff Reps from each institution, UW Extension, Colleges, and System Administration in a room discussing what is happening throughout System that affects University Staff. The second session is all of the Reps from University Staff, Academic Staff, Faculty, and Students meeting together. Those sessions are led by UW System Administration and covers mainly topics that require shared governance input or have an effect on shared governance as a whole. Information gathered at these meetings is then shared at the monthly University Staff Committee meetings.

Submitted by Ron Kottnitz, UWS University Staff Representative

JOINT GOVERNANCE COMMITTEES

Awards & Recognition Committee

University Staff Representative: Janet Ludke

The university staff representative typically is the person selected as the previous year's recipient of the University Staff Award for Excellence.

Primary charge:

- Coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
- The committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; University Staff Award for Excellence.
- The committee advises the Chancellor as to candidates for non-academic awards.

Updates: We have not met as a committee yet this year. Deadline for submitting nominations for the Founders Association Awards for Excellence is March 9, 2018. For more information regarding the call for nominations and descriptions of the various award categories, please go to <https://www.uwgb.edu/foundation/founders-association/awards/>.

Submitted by Janet Ludke, Representative

Committee on Workload and Compensation

University Staff Representatives: Jayne Kluge, Kim Mezger, Lisa Schmelzer, Teri Ternes (USC liaison).

Primary charge:

- Identifying the various existing and potential components of workload and forms of compensation for Academic Staff, University Staff, and Faculty,
- Identifying areas of concern and stress among personnel relating to workload and compensation, and
- Formulating options for remedying perceived workload and compensation shortcomings, dysfunctional procedures, or inequities on this campus.

Note: A campus project committee was formed by Human Resources, in conjunction with the UWS Title and Total Compensation Study, and its membership is primarily representatives from the Committee on Workload and Compensation. Progress of this study has been shared through HR newsletters, and is available on the [UWS website](#).

Updates: None reported.

Learning Technology Collaborative Committee

University Staff Representatives: Michael Bubolz, Fred Kennerhed, John McMillion

Primary charge:

- Make suggestions regarding the operational support required for instructional technologies at UW-Green Bay at an institutional level.
- Evaluate learning and instructional services to identify efficiencies and possible areas of improvement.
- Explore and exchange ideas about new, existing, and maturing technologies.
- Advocate for the support of the University's instructional technology budgetary, professional development, and support needs as necessary.

Updates: None reported.

CAMPUS APPOINTIVE COMMITTEES & WORKING GROUPS

Chancellor's Council on Diversity & Inclusive Excellence

University Staff Representative: Theresa Mullen

Purpose: In the spirit of the University's guiding principle to "support a community devoted to diversity/inclusivity of thought and experience," the Chancellor's Council on Diversity and Inclusive Excellence will provide the Chancellor with advice and recommendations that will promote a learning community that pursues and embraces equity, diversity, and inclusion.

Updates: We meet monthly, and so far this year we have been developing policies for UW-Green Bay based off the recommendations put forward by the UW System Task Force on Campus Climate (sent out on June 28, 2017).

Submitted by Theresa Mullen, Representative

Committee on Disability Issues

University Staff Representative: Theresa Mullen

Primary charge: The Committee on Disability Issues is responsible for providing information and recommendations relating to the needs and concerns of persons with disabilities. As needed, the Committee also examines existing programs and investigates unmet needs of persons with disabilities.

Updates: We have only met once so far this academic year, and we went over the report from 2016-2017, along with a review of the committee charge. The meeting also included some updates to the Emotional Support Animal Policy, the new software system in Disability Services (ACCESS) and the new accommodations process.

Submitted by Theresa Mullen, Representative

Health & Safety Committee

University Staff Representatives: Kurt Nimmer, Lisa Schmelzer

Purpose: The University of Wisconsin-Green Bay Health & Safety Committee is established to advise the Vice Chancellor for Business and Finance on issues relating to the health, safety, and wellness of the university community.

Activities:

- Completed Key Audit – collected old keys
- Installed 90 plus security cameras
- Implemented building hours and access policy
- Implemented change to GAC lab hours
- Implemented electronic locks on half of the exterior doors on campus
- Held fire drill on Oct 4
- Held chancellors Walk on 10/30 – mostly lighting and pedestrian crossing concerns
- Looking into blue emergency phones, smoke free campus

Submitted by Lisa Schmelzer, Representative

Master Plan Advisory Committee

University Staff Representatives: Holly Keener, Fred Kennerhed, Kim Mezger

Purpose: To collaborate with campus administration as they consider some modifications to the campus Master Plan related to arising opportunities (e.g., STEM Innovation Center, Phoenix Innovation Park, siting of the Viking Long House), as well as long-range capital plans.

Updates: No report.

Strategic Budgeting Committee

University Staff Representative: Monika Pynaker (alternate is Kevin Boerschinger)

Charge summary: This committee is advisory to the Chancellor and provides leadership in the development and coordination of internal planning processes, including strategic planning and budgeting. The fundamental responsibility of this committee is to ensure that planning occurs in a coordinated, integrated, and timely manner.

Updates: None at this time.

Submitted by Monika Pynaker, Representative

Wellness Committee

University Staff Representative: Lisa Schmelzer

Purpose: The Wellness committee is committed to promoting and supporting programs that foster the wellness of the campus community.

Monthly Lunch n Learns:

- 2/2017: CSA with Suzi from Sleepy Hollow Farm
- 3/2017: Kroc Center – Nutrition and Fitness
- 3/2017: How to Make Kombucha
- 4/17: Couch to 10K Bellin run

Wellness Webinars:

- 2/17: Demo Stay Well Wellness Portal
- 3/17: Intro to Health Coaching
- 4/17: Clean & Simple Nutrition
- 5/17: Sound Science for Sound Sleep
- 6/17: Mindful Mess or Mindfulness
- 7/17: Debunking Fitness Myths
- 8/17: Fitting a Healthy Life in a Hectic Lifestyle
- 9/17: Make Mealtime Family Time
- 10/17: Understanding Health Values
- 10/17: Cooking 101 Demo - Chartwells
- 11/17: Cooking 101 Demo w/ Dietetic intern
- 11/17: The Greatness of Gratitude
- 12/17: Celebrate with Energy & Cheer

Other Activities and Events:

- Biometric Screening event
- CSA with Suzi from Sleepy Hollow farms
- Table at Wellness Fair
Corporate Team for Bellin Run
- Fall Healthy Potluck
- Winter Break Challenge at the Kress center
- Winter Bingo Challenge
- Spring Challenge – Poker Walk in the Arboretum
- Mindfulness Challenge - Meditation and Tai chi sessions
- Dietetic Interns provide recipes and articles on [Wellness Website](#) and [HR Connect blog](#)
- 9/11 Memorial Stair Climb
- Hosted Well Wisconsin Flu Clinic in October
- Promoted Bicycle Benefits program
- Promote and offer fitness bands & pedometers to employees
- Table at Phoenix Orientation

Submitted by Lisa Schmelzer, Representative