

**University Staff Committee  
Meeting Minutes  
April 18, 2019  
10:00 a.m. – 11:30 a.m.  
Instructional Services, IS-1034**

**WELCOME / CALL TO ORDER**

At 10:00 a.m., Kim Mezger (USC Chair) promptly called the meeting to order.

**IN ATTENDANCE**

**University Staff:** Kim Mezger (Chair), Holly Keener (Vice-Chair), Teri Ternes (Secty, USC Rep), Tracy Van Erem (Treasurer), Julie Flenz (HR Liaison), Jayne Kluge (USC member), Brenda Beck, Blair Beyer, and John McMillion.

**Guests:** none

**Absent:** Marinette, Brian Rabideau  
Manitowoc, TBD  
Sheboygan, Sue Machuca

**APPROVAL OF MINUTES**

The February 21, 2019 meeting minutes – Jayne Kluge moved to approve the minutes as written, Holly Keener seconded. Discussion, none. Minutes approved. Note: minutes were tabled due to cancellation of March meeting.

**TREASURER'S REPORT (Tracy Van Erem)**

<b>University of Wisconsin - Green Bay</b>				
<b>University Staff Committee</b>				
<b>TREASURER REPORT</b>				
<b>Thursday, April 18, 2019</b>				
<b>10:00-11:30 a.m. ~ Instructional Services, Room 1034</b>				
		<b><u>Previous Month</u></b>	<b><u>Current Month</u></b>	
(102) Staff Development Account		\$ 3,067.75	\$ 2,471.75	
(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		\$ 2,491.87	\$ 2,559.82	\$ 67.95
		\$ 11,507.75	<b>\$ 10,979.70</b>	
Endowment Account Book Value		\$ 10,183.84	\$ 10,183.84	
		<b>GRAND TOTAL</b>	<b>\$ 21,163.54</b>	
<b>Month-to-Date EXPENSES</b>				
<b>Staff Development Funds (102):</b>				
<b>Professional Development Funds (136):</b>				
<b>Foundation Discretionary Account Expenses:</b>				

## **HR UPDATES (Julie Flenz, HR Liaison) 04/18/2019**

- **Title and Total Compensation Project:**
  - Timeline has been extended.
  - The Standard Job Description (SJD) review process is on track, and it is anticipated that all employees will be able to see these in draft form later in 2019. The second phase of the review process for SJDs is set to kick-off this month. This phase is expected to be completed by the end of May 2019. Collaborative Feedback Review Teams, made up of UW System and UW-Madison members, will work together to process the feedback received from the previous Subject Matter Expert review.
  - The **Advisory Council** for the TTC Project transitioned to system-wide Joint Governance, effective March 1, 2019. The reconfiguration of the Advisory Council incorporates representation from all UW stakeholder institutions, which supports the project goals of (1) enhancing communication; (2) broadening outreach efforts; (3) better supporting institution's project teams; (4) deepening interest in and awareness of the project by UW employees; and (5) providing change management leadership for institutions and employees.
  - UW-Madison and UW System Administration drafted a strategic communication plan that will structure outreach and communication efforts. The plan identifies target audiences and specifies communication goals, objectives, and tactics aimed at increasing awareness and understanding of the TTC project among all employees.
  - UW-Green Bay has implemented a new monthly blog post as well as a dedicated area in the HR Connect to align with System communication strategy. The next T&TC Open Forums will likely be scheduled in late spring or early summer.
  - 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 – would need to be approved by JCOER (Joint Committee on Employment Relations). Likely would not be approved until the summer. No information re: potential distribution schedule (may not be the same as last time).
- **Project Coastal (HR-related):** HR travelled to the branch campuses the week of November 26<sup>th</sup> and held open forums related to Title & Total Compensation Project and other HR-related topics. There was also time for individual questions before and after the open forums. UW-Green Bay HR has developed a work plan from now through June 30, 2019 to ensure a holistic alignment of policies and procedures so that all campus employees are treated consistently.

Instructional Academic Staff – differences identified related to titling, appointments, and compensation between UW Colleges and UW Green Bay policies/practices. Initial memo sent to branch campus IAS to outline differences. Decisions about appointments were made by the Deans (in consultation with the Department Chairs/CEOs). Follow-up memos were sent to branch campus IAS on March 18<sup>th</sup>. See accompanying aggregate data.

- **Policy updates (informational only):**
  - In the Works:
    - 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.
  - UW System is in the process of integrating all policies into one UW System Administrative (SYS) policy framework. The goal of this reorganization is to make all system wide policies more accessible by

housing them in one place. The next step will be integrating the existing UPS policies (Ops) into that framework. No substantive changes will be made to policy language.

- **University Staff New Employee Mentors** – I am in need of new employee mentors. You will be assigned a new employee and we ask that you connect with them for about 6 months, take them on a campus tour, invite them to a USC meeting, encourage them to attend events on campus, etc.

#### New Employees:

- **USPA Residence Life:** Incumbent – Julianne Crayton – Daniel Karoliussen was hired and started on 4/15/19
- **Power Plant Operator in Charge** Power Plant: Incumbent – Tony Zwick – Vincent Bellantonio was hired and started on 4/14/19
- **Facilities Repair Worker – Marinette** Facilities: Incumbent – Eric Berg – Brian Rabideau was hired and started on 3/3/19
- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt – Gary Vincent was hired and started on 3/25/19
- **Technician** Information Technology: Incumbent – Matthew Williams – Terry Geisler was hired and started on 3/25/19

#### Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Custodian** – Lead Operations: Incumbent – Rick Weston
- **Program Associate (USPA)** Provost and Vice Chancellor: Incumbent – Jan Snyder
- **USPA – Manitowoc** Provost Office: Incumbent – April Peissig
- **Student Status Examiner – Senior** Office of Graduate Studies New position
- **Power Plant Operator Senior** Power Plant: Incumbent – Vincent Bellantonio
- **Groundskeeper** Facilities: Incumbent - Jason Philibeck
- **Library Services Assistant Senior (Archives Assistant)** Archives: Incumbent – Joe Dyal

#### **HR Mentor Program:**

Julie Flenz encouraged us to sign up for the mentor program. It was suggested that HR consider inclusivity and diversity initiatives and although gender match seems preferred, they not be as concerned when assigning mentors. This may allow for more ‘matches’.

#### **Election Committee (Holly Keener, Chair)**

Holly announced the new elected appointments; she will notify these individuals via email.

Newly elected members of the University Staff Committee [term 2020-2022] are Tracy Van Erem, Teri Ternes, Kaitlyn O’Claire Marinette campus, Sue Machuca Sheboygan campus; TBD Manitowoc campus. These individuals will join USC members Holly Keener, Jane Kluge, Theresa Mullen, and Kim Mezger who will serve through 2020.

Other elected members include Kate LaCount, Lisa Schmelzer, and Barb Tomashek-Ditter [Professional Development Committee]; Anna Maier [Election Committee], Greg Kanenberg and Sarah Locke [Personnel Committee].

Holly will set up meeting with Election Committee to review the nominations for the appointive committees

#### **Personnel Committee (John McMillion, Chair)**

No report

## **Professional Development Committee Report (Teri Ternes, Chair)**

### **USPDC Report for USC Meeting 04/18/19**

The University Staff Professional Development Committee met on 3/11/19 and 4/8/19.

#### **FALL CONFERENCE:**

The 2019 USFC is being held on Friday October 18, 2019 at the Hyatt Regency, downtown Green Bay. Theme & speakers pending final arrangements. "Save the Date" notices have been sent to university staff at UWGB and branch campuses, UW System campuses, NWTC, FVTC, and LTC in March. There is also a post to our Conference FB page. Cost: \$109, with NO Early Bird registration. Parking is in the downtown city ramp; there will be a charge.

#### **PD FUNDS:**

Reminder to review policy/procedure and obtain request form on website [uwgb.edu/university-staff-governance](http://uwgb.edu/university-staff-governance); click on Professional Development/Professional Development Funding [<https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/>]. The current reimbursement is limited to 50% of the registration fee with a maximum of \$300 per academic year per individual. Currently 17 requests have been received, 16 were approved, and one was denied. Total payout approved \$1486.50, paid \$1175, pending payout \$311.50; balance \$1963.50. The PDC voted at the April 8<sup>th</sup> meeting to spend down any remaining funds by the end of academic year. This could mean each approved request may receive additional reimbursement.

#### **JOINT WORKSHOPS:**

The University Staff Professional Development Committee met with the Academic Staff Professional Development Programming Committee on 3/8/19 and 4/5/19.

A workshop is scheduled for Tuesday March 19, afternoon. Comedy City will be returning for team-building workshops [3 sessions, max attendance 12/session], followed by a stand-up comedy event in the Phoenix Club. Complimentary popcorn, \$.50 soda, \$5 pizza, as well as full menu will be available after 3PM and during the show.

Mark O'Connell will present "Wisconsin Demographics – How the Changes Affect the University Potential", on April 18 @ 10AM & 1:30PM. Information for registration was sent via email. Log article was submitted.

A workshop, based on a book-study, has been cancelled. The presenter, Dana Johnson, resigned from UWGB.

The workshop with Angie Lee, former Big 10 Coach of The Year, who helps struggling students will be held on June 18, 10AM, Phoenix Room B. Watch your email for details/registrations for this year-end workshop.

**Next Meeting** ASPDPC/USCPDC, Friday 5/10/19, World Unity A, 1-2:00PM  
USPDC, Monday 5/13/19, TH 335H, 1:30-3PM

#### **System Rep Report**

There was not a March system rep meeting. Teri will be attending the May 10 meeting in Madison.

#### **University Committee**

Holly attended the March meeting. The calendar for next year was reviewed. UC leadership for '19-20 was discussed; seeking members. Budget concerns to be directed to the faculty senate.

#### **Faculty Senate Meeting (Notes by Theresa Mullen, USC Rep)**

Faculty Senate Meeting  
March 27, 2019

#### **3. Chancellor's Report:**

- Chancellor Miller started his report with the announcement of the commencement speaker: Jan Allman, CEO at Marinette Marine. Also announced the honorary degree recipient (did not catch name).

- Carl Robe and David Axelrod will be on campus next week for a discussion about civil discourse over current political situations.
- Update on Provost search: airport interviews will take place next week at General Mitchell Airport in Milwaukee, interviewing 15 candidates.
- Received support from UW System to hire an Entrepreneur Residence; the person will be a University employee, but will be based at Tiletown Tech in the Tiletown District.
- Discussed Governor Evers' budget proposal, specifically the \$3.2 billion that was marked for UW System Capital Expenditures.
- Update on strategic plan: still continuing work on this, and hoping to roll it out by commencement.
- Starting Fall 2019, looking to offer 5-6 Bachelors degrees through the Branch campuses.
- New Mission statement: Board of Regents will consider the mission next week at the BOR meeting, and then vote on it on Friday. Next step after their approval is Higher Ed (commission?).

#### 4. Old Business:

- Request for Authorization to Implement a Master of Science – Sport, Exercise, and Performance Psychology at UW-Green Bay (second reading):
  - This passed

#### 5. New Business:

- Information Security:
  - Cyber Travis and Paula gave a presentation. Highlights:
    - Privacy Policy is currently being updated, shared governance committees should look over the policy and please provide any feedback that you have.
    - Discussed upcoming programs/protections that will be occurring:
      - Umbrella (blocks certain websites, i.e. porn/gambling sites)
      - Cloudlock: protects our Office 365 cloud
      - AMP: will check for malware and ransomware on workstations
      - Stealthwatch: not much info available yet.
    - Duo authentication will be extending to Office 365 and Outlook. For Outlook, we will be prompted every 2 weeks to authenticate your identity instead of daily (like we currently need to do for SIS).
- Teaching Evaluation Review
  - Course eval policy has not been reviewed in over 10 years, and now with the branch campuses in the mix. Branch campuses do not use the same evaluation tool we use. Need to look at process, specifically with the branch campuses. The 2019-2020 AY process will look like this:
    - Department ADAs at UWGB will pull course eval information for all courses in that department (regardless of where the course is taught). Will set up course eval packets for the courses at each branch campus, and these packets will be dropped off at the Cofrin Library for delivery. Library will deliver all the course eval packets for each of the branch campuses to each branch's CEO. The CEO/staff will distribute them to each course, students will volunteer to collect the complete evals, return them to CEO/staff. These will be brought back to UWGB campus, and will go to ATS/Scott Berg to be processed (like normal process).
  - Also will be re-evaluating/reviewing policy and discussions will start as to either standardizing the course evals (and if so, then building that standardized eval), or open it up to each unit to develop their own. Some units already do use their own due to accreditation standards.

#### 6. Provost's Report:

- Final FTE count for Spring 2019 is 67 FTE; reports are indicated strong admissions for Fall 2019 as well.
- Lidia Nonn is retiring on April 1<sup>st</sup>.
- Business Dean search update: current schedule is looking at on-campus interviews for end of April.
- Upcoming events:

- April 9<sup>th</sup>: UWGB is hosting an academic competition
- April 11<sup>th</sup>: There will be an educator task force during the evening.
- April 13<sup>th</sup>: UWGB will be hosting Destination Imagination
- April 17<sup>th</sup>: Research in the Rotunda
- April 26<sup>th</sup>: URSCA

#### 7. University Committee Report:

- Sheryl VanGruensven will be attending the final Faculty Senate meeting of the AY in April for discussion on RCM budget model. There will also be three listening sessions in the month of April (Courtney, Interim Dean Mat Dornbush, and Provost Davis could not remember the dates). Courtney is encouraging that everyone attends at least one listening session, and please encourage your colleagues to attend as well!

#### 8. Faculty Representative Report:

- Christine Vandenhouten reported on the most recent Faculty Rep meeting. Here are the highlights:
  - RCM budget model was discussed:
    - There are a number of other UW campuses that are various stages of implementing this model: UWs Madison, Milwaukee, Parkside, Oshkosh, Plateville (there may 1 or 2 others, but I can't remember them...her notes will be sent out).
    - System is looking into repealing the law that dictates when the first date of the fall semester is
    - Sick leave reporting policies are being looked at by System, specifically the policy that you lose some of the sick leave if you fail to submit a leave report or the sick leave summary.
    - Update on Chancellor searches at UW Whitewater and UW Stout.
    - Discussion over SYS 102-Program monitoring policy (Provost Davis stepped in on this item. Per him, there are three views regarding the policy: 1) UW System should provide more back up when a campus decides to end a program(s); 2) some would like the policy left alone; and 3) Provost Davis' view-scrap the policy altogether and let the individual campuses decide what is best for them and how to handle whether or not to end a program.
    - UW System budget
    - Expansion of the Title and Total Compensation workgroup.
    - A staff member for a state legislature emailed the Faculty Reps requesting to meet with them to discuss some things, including: the tuition freeze (what will happen when it is lifted, tuition caps, etc.); getting rid of shared governance and instead doing an institutional governance that consists of 6 members (3 faculty members, 1 academic staff, 1 university staff, 1 student); segregated fees and limiting what they can be used for, how much can be collected, etc.; credit transfers between UW System and UWTCs; etc. Per Christine, this email has been forwarded on to UW System.

#### 9. Student Government Report

- Abbie touched on the kerfuffle over the Arboretum and the proposed new signage by Hwy 54/57 (it was a miscommunication and the intention was not to remove a chunk of the arboretum).
- Student Senate discussed whether or not they should take over the Student Nominated Teaching Award; final decision was to not take it over.
- SUFAC has approved the budgets for 2019-2020 and will be notifying orgs soon.
- Elections are coming up, please encourage your students to vote.
- SGA is performing a constitutional review in the remaining meetings.
- Also mentioned composting project (although I missed what she said about it).

## **A&R Committee**

No Report

## **Budget Alignment & Development Steering Committee (Monika Pynaker)**

Mike, from Huron, will discuss Incentive Based Budget vs Incremental [current platform]. Revenue would distribute to four colleges based on stats per college - Dean will generate revenue and expenses; strategic defined plan by Provost – and will pay bills/support center. Balance to subvention funds and branch college overrun; remaining funds to spend as wish. Base distribution to colleges allows more spending control by Dean.

## **Committee on Disability Issues (CDI)**

No report

## **Strategic Planning Committee (Holly Keener and Kim Mezger)**

No report

## **OLD BUSINESS**

Toner collection – toners have been collected, sorted, counted and boxed. Discussion as to when/how we will announced that University Staff are no longer collecting toner cartridges, when/where are we sending current supply, and how do we dispose of any we currently have. IT is no longer supporting stand-alone printers. We now use MARCO; they supposedly monitor printers and ship toner automatically when supply is low. How/where do we dispose of MARCO cartridges? Some 'glitches' w/MARCO; pending resolution. Monika Pynaker suggested we contact Colleen in the mailroom to see if we can recycle cartridges along with their electronics. Advised to contact ATS for toner concerns.

## **NEW BUSINESS**

Farewell/Welcome summer meeting is scheduled for June 20, Lambeau Cottage, 11:45a.m. Due to a funding 'shortage', this year we will have a 'potluck'. This meeting is a social to extend thanks and farewell to outgoing committee members and welcome incoming committee members.

## **ADJOURN**

Kim moved to adjourn the meeting at 11:23 a.m.; Teri seconded; no discussion; meeting adjourned.

**Next Meeting:** May 16, 2019, 10:00 a.m., IS 1034

Approved Minutes Submitted by: Teri Ternes, USC Secretary, 7/17/2019