

**University Staff Committee  
Meeting Minutes  
May 16, 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, UWS Rep), Tracy Van Erem (Treasurer), Theresa Mullen (USC Member), Monika Pynaker (USC Member), Julie Flenz (HR Liaison), Denise Baeten, Blair Beyer, Jenny Charapata, Kathleen Jurecki, John McMillion.

**Absent:** Jayne Kluge (USC Member), (USC Member Manitowoc), Brian Rabideau (USC Member Marinette), Sue Machuca (USC Member Sheboygan)

**Guests:** Melissa Nash, Megan Noltner

**APPROVAL OF MINUTES**

The April 14, 2019 meeting minutes –

Edits included: Page 3, spelling correction to Greg Kannenberg; Page 4 Theresa Mullen attended the 3/27/19 Faculty Senate meeting; upload report.

Holly Keener moved to approve the minutes with edits, Kim Mezger seconded. Discussion, none. Minutes approved.

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

University of Wisconsin - Green Bay					
University Staff Committee					
TREASURER REPORT					
Thursday, May 16, 2019					
10:00-11:30 a.m. ~ Instructional Services, Room 1034					
		Previous Month	Current Month		
(102) Staff Development Account		\$ 2,471.75	\$ 2,347.75		
(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		\$ 2,559.82	\$ 2,559.82	\$ -	
		\$ 10,979.70	<b>\$ 10,855.70</b>		
Endowment Account Book Value		\$ 10,183.84	\$ 10,183.84		
		<b>GRAND TOTAL</b>	<b>\$ 21,039.54</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>					

- **Title and Total Compensation Project:**
  - Timeline has been extended.
  - UW System job titles and descriptions are being modernized. The goal is to have all UW System titles and job descriptions represent the work commonly done across the system. A new standardized job description format is being implemented that is concise, consistent, and aligns with the Job Framework. While this standardized job description format is simpler, it does not change daily tasks as currently assigned. Some titles used today will not change. New titles are being created for instances where (1) current job titles do not accurately describe the work being performed or (2) current titles do not match those in the market for comparable work.
  - As a result of this transition, all UW System positions will be mapped to a Job Family, Job Sub-Family, and Standard Job Title and Description. Our understanding is that this mapping will be an interactive process between HR and managers, and will take place between August and December.
  - Discussions regarding the title determination appeal process has begun. This will take the form of a multi-step process and will likely involve shared governance. More communication will be delivered to the joint governance reps on May 10<sup>th</sup>, and HR will work with shared governance throughout the next 6-9 months on developing a process which meets the needs of the UW-Green Bay employee community.
  - Training is being developed for Fall 2019 to engage human resources staff, managers, and employees in conversations about the transition to the new, modernized and market-informed Job Framework.
  - 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 mid- to late-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 later in the summer. No information re: potential distribution schedule (may not be the same as last time).
- **Project Coastal (HR-related):** HR is working on information for ongoing non-instructional academic staff related to contracts and career progressions (and alignment with UW-Green Bay practice) and will be communicating this information in the coming weeks.
- **Policy updates (informational only):**
  - In the Works:
    - Revisions to the Workplace Conduct Policy (information sent in separate e-mail to the ASC chair)
      - 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.
  - 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.

New Employees:

- **Program Associate (USPA)** Provost and Vice Chancellor: Incumbent – Jan Snyder – Mary Kate Ontaneda was hired and started at 5/13/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Custodian** – Lead Operations: Incumbent – Rick Weston
- **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
- **Financial Specialist Senior** Athletics: Incumbent – Beth Jones
- **Electronics Technician Media (3 Opens, 1 at each branch campus)** Information Technology: Incumbent – New
- **Facilities Repair Worker (Sheboygan)** Facilities Incumbent – Scott Joyal
- **Custodian (2<sup>nd</sup> Shift)** Operations: Incumbent – Keith Bani
- **Financial Specialist Senior** Facilities: Incumbent – Mary Kujawa

**NOTE:** Melissa Nash and Megan Noltner, HR, reported on the TTC. Their report is inclusive in the HR Update.

TITLE AND TOTAL COMPENSATION PROJECT



## Possible Appeals Process Elements

### Core Components

#### Step 1 Initial Review and Determination

- Employee initiates appeal
- HR initial determination

#### Step 2 Committee Review and Recommendation (minimum recommendations)

- HR representation/recommend knowledge of titling and compensation
- Joint governance representation/recommend knowledge of job family/group(s) in question

#### Step 3 Final Review and Determination

- Final institution CHRO/HRD determination

### TTC Process

Report out to TTC Project Team for data tracking and quality assurance from employee notification – 90 days

Report appeals and determination to TTC Project Team

TTC Project Team identifies trends and if necessary, notifies CHRO/HRD of any systemwide updates

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

Holly presented the 2019-20 election results/terms per below. Due to the change in bylaws with terms extended to 3-year, there was discussion to stagger USC members, including the 3-year campuses. USC members Theresa Mullen, Tracy VanErem, and Teri Ternes volunteered to 2021 term end. The Election Committee will further review; they will also review & stagger the terms of our three campus representatives. Teri will discuss term ends for the PDC and advise at the next meeting.

## **University Staff Committees, Campus Joint Governance & Campus Appointive Committee & Working Group Reps 2019-2020**

<b>University Staff Committee</b>		
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
Holly Keener	Vice-Chair, Spring 2019	2018-2020
Jayne Kluge	USC Member	2018-2020
Theresa Mullen	USC Member	2018-2020
Tracy Van Erem	Treasurer	2019-2022
Teri Ternes	Secretary, Spring 2019	2019-2022
<b>Kim Mezger</b>	<b>Chair, Spring 2019</b>	2018-2020
TBD	USC Member – Manitowoc	2019-2022
Sue Machuca	USC Member – Sheboygan	2019-2022
Kaitlyn O’Claire	USC Member - Sheboygan	2019-2022

<b>Election Committee</b>		
Holly Keener	EC Member	2018-2020
Anna Maier	EC Member	2019-2022
John McMillion	EC Member	2018-2020

<b>Personnel Committee</b>		
Denise Baeten	PC Member	2018-2020
Sarah Locke	PC Member	2019-2022
Greg Kannenberg	PC Member	2019-2022
Christopher Paquet	Human Resources Liaison	Ex-officio, non-voting
John McMillion	PC Member	2018-2020
Pang Yang	PC Member	2018-2020

<b>Professional Development Committee</b>		
Lisa Schmelzer	PDC Member	2019-2022
Dolly Jackson	PDC Member	2018-2020
Barb Tomashek-Ditter	PDC Member	2019-2022
Teri Ternes	PC Member	2018-2020
Kate LaCount	PDC Member	2018-2020 – replacement or longer term?

UW System University Staff Representative	
Ron Kottnitz – needs to be replaced	2017-2019
TBD, back-up Fred Kennerhed – needs replacement	2018-2020

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee (appointed)	TBD	2019-20
Committee on Workload and Compensation (USC appointed)	Jenny Charapata	2018-21
	Kim Mezger	2017-20
	Lisa Schmelzer	2016-19
	TBD, liaison to USC, non-voting	2019-20

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor’s Council on Diversity & Inclusive Excellence	Theresa Mullen	NA
Committee on Disability Issues	Raelynn Smith	2019-22
	Theresa Mullen, ex-officio	NA
Health & Safety Committee (B&F Appointed)	Kathleen Jurecki	2018-20
	TBD	2017-19
Master Plan Advisory Committee	Holly Keener Fred Kennerhed Kim Mezger	NA
Strategic Budgeting Committee	Monika Pynaker Kevin Boerschinger (alternate)	NA
Wellness Committee	TBD	2016-19

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

No Report

**Professional Development Committee Report (presented by Teri Ternes)**

Refer to 5/16/19 agenda; report attached.

## System Rep Report



## University Staff Reps Meeting w/President Cross

### AGENDA

May 9, 2019 | 3pm-4:15pm

Van Hise Hall, UW-Madison, 1220 Linden Dr., Suite 1920

1. Review of Fall (November) Meeting Items
  - a. Shared Governance in Shared Services
  - b. Attitude and Morale of the University Staff
  - c. New Approaches to working with Shared Governance
2. Recent Policy Updates
  - a. Emeritus
  - b. Parking
3. Professional Development
  - a. Status since last meeting
  - b. Going forward, what's needed
4. Other / Open Discussion

There was not an April meeting. Teri Ternes attended the May 9-10, 2019 meeting of the UW-System Shared Governance Representatives in Madison.

Meeting w/President Cross; continued 5/10/19 w/US governance reps:

Facilitator Jeremy Johanski, Chair, UWS University Staff Reps Council

1a. Shared governance in shared services is ongoing w/2 yr. campuses. How will 2yr campuses fit into governance group?

1b. Ability to represent in our own staff base; what is allowable to do o/s business hours; how to engage 2<sup>nd</sup>/3<sup>rd</sup> shift issues [Madison has 'issues committee' and rep is granted to come to work early for council meeting]; services to org s/b recognized and rewarded, & included as part of performance review; set bar & standard for parity.

1c. Submit to Jeremy [Teri, check w/USC & Ron Kottnitz]

2a. Post retirement: what benefits s/b included-library status, uniformity, yrs. of service [transfer; BOR agenda]; called "Honored Retirees"; what do we get at UWGB [ck bylaws!]

2b. Not cheap! \$1300 @ UW; +\$400 if reserved!

3. Phone call survey results need to share w/PDC [Shenita]; want career progression; what is system-wide definition of PD; department or self; dollar amt; goals.

Charge from Pres Cross: What kind of PD would you like to participate in? What is role of shared gov on system level? What are challenges & issues [Legislature wants to micro manage UWS; how to make tech college credits acceptable to our curriculum; collaborate more aggressively w/tech colleges. Requested \$107K, given \$93K; asked for 3% got 2% increase; hope to get \$80-107K, July 4<sup>th</sup> pass by legislature hopeful; payout Jan 2020, 2021].

4. Majority of discussion related to Professional Development – different on all campuses; compared notes/policies/procedures; work in progress. Discussion on educational reimbursement; share campus policies & procedures w/Jeremy; work in progress

## **University Committee Report**

Teri Ternes attended the 4/24/19 UC meeting.

Proposal Student Advocacy Program; \$200-500 startup; collaborate w/Christopher Paquet, Mark Olkowski, MSW Intern Dana Stueber recommended [presented A Gaurkee, A Staudinger]

EAB [Educational Advisory Board] Clif Ganyard; 3 phase rollout start S19, full by F20; contact Darrell Renier if interest in pilot group; a lot of training; possible integration w/Canvas; upload to SIS; to present @ Senate 5/1; see pg. 14 of senate agenda for details.

Discussion of 2019-20 reps: Mark Klemp, Chemistry Marinette Speaker Senate; Christine Smith, Hum Dev or Jon Shelton, DJS UWS Shared Gov Rep; Jim Loebel, Business Admin UC Chair

Discussion reorg AECSB; elevate emphases to majors; to present at Senate, hopeful for F19

Next meeting 5/8/2019

## **Faculty Senate Meeting (Kim Mezger, USC rep)**

### **Awards & Recognition Committee**

Monika reported that the honorees are selected, and will be announced/recognized at convocation.

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

### **Committee on Disability Issues (Theresa Mullen)**

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

## **OLD BUSINESS**

**Toner Project:** The university staff will no longer be collecting/recycling toner as a fundraiser. Amanda Wildenberg has indicated that she wishes to complete the project and will find a vendor to ship the boxed cartridges to by the end of next week. Teri Ternes & Kim Mezger will pickup collection boxes around campus by June 1. All departments holding empty cartridges should dispose of properly. Any empty cartridges from MARCO should be labeled "Mail Room" and sent through campus mail. Auto shipments recd from MARCO in error, and other concerns with MARCO should be directed to the Help Desk and/or reported to Client Services [ATS]. Ryan is no longer the MARCO print contact; Ron Kottnitz is currently hiring two individuals of which one will oversee MARCO print services.

**Committee Report/s: Monthly governance reports** or an email indicating 'no report' need to be submitted to Kim at [usc@uwgb.edu](mailto:usc@uwgb.edu) by 3PM the Friday prior to the next USC meeting. **Next due date: 8/12/2019.** No formal business will take place at the June Year-End Social nor the July transition meeting which will be voting only!

**Annual Committee Reports** are due May 31, 2019. Submit your report as a WORD attachment in an email and send to [SOFAS@uwgb.edu](mailto:SOFAS@uwgb.edu).

## **NEW BUSINESS**

### **ADJOURN**

Teri moved to adjourn the meeting at 11:18 a.m.; seconded Kim Mezger; no discussion; approved

**Next Meeting:** June 20, 2019, Lambeau Cottage, **Potluck**, 11:30 a.m., to thank outgoing committee members and to welcome incoming committee members. Bring your own beverage! This is a year-end social; no formal business will be conducted.

Voting only at the July 2019 meeting, time/location TBD.

Formal business to resume at the August 2019 meeting, time/location TBD.

Submitted by Teri Ternes, Secretary USC, 7/17/19

Draft 2 submitted by Teri Ternes, 8/1/19

APPROVED