



**University Staff Committee
Meeting Agenda
March 17, 2022, 10:00 – 11:30 a.m.
Virtually on TEAMS**

Call to order: Kim Mezger, USC Chair called the meeting to order at 10:01am

Roll call: Brenda Beck, Erin Beres, Theresa Brown, Jennifer Buhr, Sara Chaloupka, Colleen Ciampoli, Benjamin Counard, Kassandra Dechamps, Nina Dessoir, Jullian Deprey, Mark Fischer, Julie Flenz, Becky Haeny, Jean Haroldson, Amy Ibuaka, Heather Jobelius, Jane Laurin, Carolyn Loberger, Terina Luedtke, Marina Lyudmer, Kim Mezger, Karen Murphy, Kaitlyn O’Claire, Beverly Pence, Kayle Petijean, Olivia Raasch, Krissi Simon, Tina Tackmier, Teri Ternes, Jolene Truckenbrod, Mark Vanderveren, Amanda Wildenberg, Kerry Yang

Approval of Minutes – February 22, 2022 meeting (see meeting attachment): Approved as written by Teri Ternes. Second: Kaitlyn O’Claire.

New Business

- a) End of Year Social—pizzas & salad, team building games. Facility that will not charge us. Still finding answers and need to do a survey to see interest.
- b) Nominations for Regents University Staff Excellence Awards should be sent to usc@uwgb.edu by Friday March 25. *Both departmental and individual awards.

Treasurer’s Report & Update – Teri Ternes (see meeting attachment)-No change to report.

HR Report – Julie Flenz (see meeting attachment)

- Conflict Management Training: Wednesday March 23 at 10am and Wednesday March 23 at 1:30pm
- Title & Total Compensation: 4 appeals were submitted-2 academic staff and 2 University staff. Two applicants have been provided an HR decision. The other two are currently under HR review. Continued title series reviews.
- University Staff Performance Evaluations: Transitioning to electronic performance evaluations in January 2023. Performance Evaluations due Friday March 25, 2022. Should be signing new position descriptions.
- Employee Handbook Update: Changes due today March 17. Additional information supplied by Melissa Nash. Forms went from paper to online links. Titles of groups changed. No policy changes.

- Covid 19: Directive on Face coverings ended March 1, 2022. Contact HR if you would like an N95 mask.
- Wellness Activities: Sign up now for onsite health screening! Health screenings will be April 6 and September 22 in the Phoenix Rooms. This helps you reach your goal for the \$150 incentive!
- New Employees: Long list! Please see attachment! Kaitlyn O’Claire- recruiting for Manitowoc/Sheboygan campuses as well.

Committee Reports

- Election Committee – Brenda Beck-welcome to use the interest survey to use as a ballot. Will be sent out again today. Looking for new and old employees to show interest.
- Personnel Committee – Brenda Beck-
- Professional Development Committee – Sarah Chaloupka-planning Friday, September 30, 2022 at the Radisson. Speakers & keynotes scheduled. Topic is sustainability. Fun breakouts on personal sustainability and earth sustainability.
- UW System University Staff Representative – Teri Ternes
- UC – Kim Mezger
- Other Campus Appointive Committees & Working Groups

Old Business

- Employee Handbook changes – Melissa Nash-updated handbook was sent to Kim and then sent to USC. No updates. Publish updated handbook after all approvals. Any further questions or concerns on handbook should go to Melissa Nash.
- Elective Committee Ballot
- Professional Development Committee
 - Fall Conference

Other

Adjournment: Meeting is adjourned at 10:44am

The next USC meeting will be April 21, 2022, 10:00 - 11:30 am, virtually on TEAMS.

USC Members – Kim Mezger, Chair; Teri Ternes, Treasurer, Lea Truttmann, Secretary, Member; Kaitlyn O’Claire, Member MAR rep; Jules Duprey, Member and Webmaster; Christine Cox, Interim Member; Amy Ibuaka, Interim Member; Amanda Wildenberg, Interim Member



USC Agenda
February 22-minute:



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Submitted by: Lea Truttmann, Secretary, March 2022