

**University Staff Committee
Meeting Minutes
April 19, 2018
10:00-11:30AM
IS-1034**

Attendance

University Staff Committee: Jan Snyder (Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Amanda Wildenberg (Vice-Chair), Holly Keener (USC), Fred Kennerhed (USC), Julie Flenz (HR Liaison)

University Staff: Jenny Charapata, Mary Kujawa, Kim Mezger, Tina Tackmier

Guests: Chancellor Gary Miller, Ben Joniaux, Todd Dresser, Luke Konkol

UW-Marquette: Linda Hornick

UW-Manitowoc: Brittany McWilliams, April Peissig

UW-Sheboygan: Dawn Beinemann, Jane Donlon, Ann LaForce, Karen McArdle, Janice Rouse, Kay Sbarbaro

Absent

University Staff Committee: Monika Pynaker

Other Committees: Ron Kottnitz, Helene Rosner

Welcome

The meeting was called to order at 10 a.m. by Jan Snyder who welcomed the group. Roll was taken.

MISSION STATEMENT REVISION

Chancellor Miller presented stating we are young; our community is changing rapidly; we are looking more like Milwaukee and we need a Mission Statement that matches those potentials. He asked that we [USC] set a process & put forth a draft statement. He asked us to organize ourselves in such a way that we can provide good feedback to him in the fall and then vote to support the mission at that time. This is going to be an incredible space for our university to take advantage of our new structure. We have a lot of room to grow. We need to get a new mission.

Q: How are the other campuses giving feedback?

A: The colleges [MMS] have a copy of the memo; they will be engaged through the summer and fall.

Q: Will the open forums be university wide or should we do our own forums?

A: The forums are for everybody but if the USC wants to organize their own forums and invite the Chancellor's office to be a part of it, they would be happy to participate. The chancellor's view is that we need to get to work on this and it would be helpful if we would put together a group to discuss it so that they can get our feedback.

The USC (Jan) will be sending the mission document to the USC Project Coastal [Marquette, Manitowoc, Sheboygan] College personnel and will make sure they are included in any of the discussions. The chancellor also indicated that the Project Coastal presentation to the Board of Regents was extremely well received and they are very excited to hear what we will be doing in the future.

Process: The memo [attached 03/27/18 revision] needs our approval and then the Board of Regents will come to GRB to talk with the community about our Mission Statement. We will hold public hearings to confirm community support; we expect opposition. The HLC will then need to approve; process could take up to one year.

Proposal: Did propose, with change:

- 1) Statement of what we believe qualities of higher learning are.
- 2) Declarative statement of what we are going to do; distinguish us as very connected to this region. Sets us up as multi campus university applying 'research' because we will need to ramp it up.
- 3) Retained term 'problem focused learning' a long time value of this institution.
- 4) Omit interdisciplinary; not distinctive of what we do.

Requested organizing ourselves that when we meet in fall we know what we want which states what we recommend/support.

[Chancellor Miller and Ben left the meeting!]

Secretary's Report/ Approval of Minutes The February General Assembly and March USC meeting minutes will be edited & sent via email; send any correction/notations to Teri. These reports and the April draft minutes will be reviewed for approval in May.

APPROVED

Continued....

Treasurer's Report upload report/Tracy

Documentation uploaded as reported by Treasurer Tracy Van Erem]

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

**Thursday, April 19, 2018
10:00-11:30 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,367.50	\$ 3,367.50
(136) Revenue Account	\$ 2,755.29	\$ 2,355.29
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 845.09	\$ 498.05
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,089.43	\$ 2,089.43
	\$ 9,057.31	\$ 8,310.27
Endowment Account	\$ 10,103.84	\$ 10,103.84
	GRAND TOTAL	\$ 18,414.11

Month-to-Date EXPENSES

Staff Development Funds (102):

Services - Internal (2/15/18) (Video Conference) 45.00

Professional Development Funds (136):

Supplies - Folders 75.00

Foundation Discretionary Account Expenses:

Mackinaws (USC Winter Social) 347.04

Continued....

HR Update upload report/Julie

[Documentation uploaded as reported by HR Liaison Julie Flenz

- **Title and Total Compensation Study:** Getting farther along in Phase 2.
 - UW System and UW Madison have created converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>. These are in final review, and have been reviewed by and feedback was gathered from the UWGB Project Team.
 - Next step is JDXpert – standardized job descriptions. Will start with UW System and Madison review of 500 benchmarked jobs. Then peer review, campus HR review, and then socialization with manager/employees.
 - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **FY 2018-2019 Pay Plan:** FY18-19 budget included a budgeted 4.04% pay plan (to be implemented in 2- 2% compounded installments in July 2018 and January 2019). JCOER approved on 2/14/2018. Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training is a requirement of pay plan eligibility. HR held [open forums](#) on 2/12/18 and 2/13/18 to discuss pay plan. HR is developing a schedule of reminders for performance evaluations and required trainings. The July 2018 installment will go into effect on 6/24/18, which will be reflected on the 7/19/18 paycheck. We are waiting on exact dates for the January payroll from UW System.
- **Required Compliance Trainings:** Four new trainings were introduced in January, 2018. They are listed on the HR Blog at <https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/>. For instructions on how to view what trainings are outstanding, employees can visit <https://blog.uwgb.edu/hr/2018/01/instructions-for-viewing-outstanding-required-compliance-training/>. **Faculty and staff must complete all required compliance trainings by Friday, June 15, 2018 in order to be eligible for a proposed FY 2018-2019 pay plan. Please see the [Compensation and Pay Plan Policy](#) for additional eligibility requirements.**
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Working on finalizing version with inclusion of temporary and Limited employees.
- **WRS Annual Statement of Benefits** are now available in our My UW System Portal
- Wellness Activities
 - **Self Defense class on Monday, April 23rd**
 - Excellent class offered on campus from Noon to 1:00 p.m. in Union Room 103 (no cost to employees)
 - **Mindfulness classes**
 - Noon to 12:30 p.m. in Mauthe Center on Thursday, April 26th and Friday, May 11th (no cost to employees)
 - **Arboretum Poker Walk Challenge** started April 9th and goes through May 11th
- **Policy updates (informational only):**
 - No new policies for this update

New Employees:

- **HVAC Refrigeration Specialist** Residence Life: Incumbent – Melvin Jones – Kevin Smith was hired and started on 4/15/18

- **Custodian Float Operations:** Incumbent – Chad Eastman – Leon Zitlow was hired and will start on 4/30/18
- **Student Billing Coordinator (Financial Specialist Senior)** Bursar: Incumbent – Kevin Suddick - Cheryl Pieper was hired and will start on 5/21/18

Positions Being Recruited:

- **Student Billing Specialist (75% Appointment)** Bursar: Incumbent – Suzanne Lyons
- **Facilities Repair Worker – Advanced** Facilities: Incumbent – Kevin Smith
- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts

NOTE: 2018-19 PAY PLAN: July 2018 and January 2019 will each pay out a 2% increase. Make sure the online trainings are completed by June 15th or you will not be eligible [all or none!]

USC Governance Committee Reports [Teri had to leave the meeting; Holly Keener continued as Secretary]
Elections Committee Holly explained the switch of positions/terms of Jenny Charapata [thru '19] and Ron Kottnitz [thru '18] on the personnel committee due to the vacancy of Kathy Reissmann. Refer to report attached [and 3/15/18 minutes].

Personnel Committee See report attached regarding questions received at the General Assembly in February. Discussion regarding CPR training. Jolene (Wellness Committee) will be asked to look into the grants available for CPR training. Holly agreed to approach Public Safety regarding the location of the AED's, training for the AED's, getting a list of certified people that are close to each AED, and then putting those names in a publication or something so that if there is any kind of an emergency and someone needs to use the AED, we will know who in the immediate vicinity is trained.

Helene is retiring as of the end of May. Her vacancy is included on our next ballot.

Professional Development Committee

Winter social was awesome! If you did not go, you missed out. Who got the most pie in the face? Probably Sarah. Food was great. Space at Mackinaws was nice.

University Staff Fall Conference No update!

Workshops Next workshop 5/23/18, details to follow.

Professional Development Funds No change.

[Teri had to leave the meeting; Holly continued as secretary]

UW-System Univ Staff Rep Report Ron unable to be here today. USC Reps talked about Title and total Comp. Ron will be going to Madison for the next meeting on May 22nd. Denise Ehren will be taking an Academic Staff position. She has been the overall chair of the Univ Staff personnel for the System. The group will be voting on a new chair for this next AY.

Yesterday was the yearly supervisor training session. Jan was invited to give a brief overview of shared governance on campus. Steve asked for feedback from the supervisors in attendance on why they may or may not encourage their employees to participate in shared governance. No one indicated any significant reason why they would not want their employees to participate. There was a question about the times of the meetings. Some of their employees could not attend during these times. Is there any way we might consider changing the meeting times on a monthly basis so more of these individuals can attend? Jan committed to discussing this for our next AY.

Campus Shared Governance Committees

Title and Comp Study No report

Awards and Recognition

A&R is working hard on identifying awardees for the Founders Awards. Finalists have been identified and supporting docs are due to the committee by the end of April.

Committee on Workload and Compensation – CWC No report

Learning Technology Collaborative Committee – LTCC

Discussion about disbanding the committee. Luke Konkol and Todd Dresser attended to answer questions. Jan moved to approve the disbanding of the LTCC; Tracy 2nd; passed unanimously. Jan to send the approval to the SOFAS. Refer to attached document.

University Committee No report

Faculty Senate No report

Campus Appointive Committees

Master Advisory Plan Group

STEM building update. We are still short about a million bucks for the funding. Still moving forward. Hoping to break ground in Aug or Sept. Ready for use by Aug of 2019. IT is working on all of the stuff needed for the building. Plans are coming together and moving forward.

They are working on the campus master plan. Last one done in 2006. System's meeting was rescheduled due to Winter Storm Evelyn and is now slated for end of May. Our "ask" is about 3 million dollars for repairs – nothing extravagant is being requested at this time. Once the mission has been realigned, this will help make our case for upgrading our campus master plan.

The Res Life study group has had some forums. They are looking into building a fairly large new residence building and possibly taking down some of our older ones and building in their place. It has been suggested that we need more common spaces for the students. Scion is doing a big study. They will do more student forums in the fall. The group also talked about the Engineering programs and getting them accredited in 2020. John Katers indicated that they need to get the programs up and running and then accreditation will happen.

Wellness Committee No report

OLD BUSINESS None 😊

NEW BUSINESS

Need to establish a timeline and get an idea of the representatives from the campuses. The Colleges reps are: Marinette, TBD; Manitowoc, April Peissig; Sheboygan, Ann LaForce. The call for nominees was just sent out by the Colleges Steering committee and will be determined at the next collegium.

We cannot start any earlier than July 1st because this is the cutover when they will be part of our institution. Once July 1st rolls around, we'll bring in our reps from the Colleges and will get to work on our transition year tasks. We need to establish a working group to work on the by-laws; will need a rep from each of the Colleges.

We have one more regular monthly meeting next month. June will be a thank you to the outgoing and a welcome to the in coming. It will take place at Lambeau Cottage. Typically, we don't do anything in July, but we may want to do something, given the restructure. Do we want to get going in July?

Start reviewing the mission and let's think about how we want to provide feedback on that.

Adjourned Jan adjourned the meeting at 11:17AM **Next Meeting** May 17, 2018; 10-11:30AM, IS-1034

Submitted by:

Teri Ternes, Secretary; Holly Keener, USC Member

Date: 04/19/18



*Presented
by Chancellor
Gary L. Miller
4/19/18
GARY L. MILLER
Chancellor*

Memorandum

To: University Community
From: Gary L. Miller *Gary L. Miller*
Date: March 27, 2018
Subject: Mission Revision

Last spring I discussed the importance of revising the Board of Regents Select Mission of UW-Green Bay (Memo of April 7, 2017; <http://blog.uwgb.edu/chancellor/files/2017/06/2017.04.07-University-Mission-memo.pdf>). Our original schedule for considering a new mission was delayed by another opportunity: Project Coastal. In addition, the run-up to achieving the Resch School of Engineering consumed considerable time this fall (that effort also brought into sharp relief the need for a new mission.) We are now ready to engage University Shared Governance, University faculty, staff, and students, the Council of Trustees, the greater Green Bay community, special supporters of the University, the President, System Staff, and the Board of Regents in the development and approval of a new select mission for UW-Green Bay.

There are several important reasons for seizing this opportunity at this time:

1. Institutional survival *requires* us to closely match our programs and partnerships to a rapidly changing region.
2. For a variety of reasons - including a large manufacturing and health care sectors, one of two counties in Wisconsin with populations expected to get younger in the next decade, an internationally branded city, the Green Bay Packers, a large and extremely diverse public school system, and an unusually strong community support - UW-Green Bay operates within one of the most dynamic opportunity spaces in the upper mid-west.
3. The University must significantly expand its leadership profile in the arts and humanities if it is to meet its obligations as a public university to nurture the commonwealth and social wellbeing in a dynamic region.
4. The opportunity of Project Coastal significantly expands the footprint of the University as well as its influence, thus requiring a clear, positive, and inclusive mission.

I N N O V A T I O N T R A N S F O R M A T I O N P L A C E

education with the needs of the region we serve. To do this, we must connect ourselves more clearly and directly to the System, the Board of Regents, the Council of Trustees, and this community through a clearer and more externally focused select mission.

I look forward to working with you on this important project.

I N N O V A T I O N T R A N S F O R M A T I O N P L A C E

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University Staff ELECTIONS COMMITTEE
Meeting Minutes DRAFT
1 February 2018, 2:30 – 3:00 p.m.
CL-835

*Jeri/Jon
Carried.*

In Attendance: Holly Keener (Chair), Anna Maier, Ron Kottnitz
Guest: Steve Meyer, SOFAS

The purpose of this meeting was to discuss the vacancy on the US Personnel committee created by Kathy Reissmann's recent resignation from UWGB. With Steve Meyer in attendance, the committee discussed the options available. Per the University Staff By-Laws, "When a vacancy occurs, the person receiving the next highest vote in the last election assumes full membership until the expiration of the term. If there are no available candidates, the USC shall determine, in consultation with the Election Committee, whether to appoint a replacement or to authorize a special election."

Based on the above, the committee voted to recommend the following remedy for the vacancy:

1. With her permission, Jenny Charapata will be appointed as a replacement for Kathy Reissmann and will assume the position immediately. Her term will end in June of 2019.
2. With his permission, Ron Kottnitz – as the next highest vote-getter in the last election – will assume the now vacant term that Jenny Charapata previously held. His term will end in June of 2018.

Steve Meyer fully supports this recommendation.

This recommendation will now need to be approved by the USC at their next meeting.

If the USC determines that this is NOT the route they would like to take, the Election Committee would then recommend that a special election be added into the upcoming Spring ballot for the remaining, one-year term vacated by Kathy. The person elected will assume the position on the committee immediately following the certification of the election results.

The meeting adjourned at 3:00 p.m.

*Addendum Clarification
in minutes 3/15/18
passed 4/19/18*

**Personnel Committee's Recommendations to University Staff Employee's
Feedback from
University Staff Annual Meeting March, 15, 2018**

What can University Staff Governance do for you? If there is anything you would like us to do, or anything you think we should do differently, now is your chance to let us know. We're here for you!

Comment:

Have custodial supervisors encourage their employees to attend staff meeting, conferences, etc.

We should be considered equal to all other staff. Our breakroom and storage rooms are the areas that no one else wants. All other staff have very nice breakrooms. Ours look like dungeons. (And the custodial staff in CL has a freezing cold storage room as a breakroom.)

Findings:

In the past, the Chair of the Professional Development Committee has sent a message to the Provost Office asking that they communicate to supervisors to make sure that they encourage their employees to attend the annual conference. This information may not have reached the correct supervisory level to pass on to employees. Employees can also contact this committee to assist with professional development funding.

There are a variety of "breakrooms" or areas on campus where employees can take their break(s). It is hard to influence this concern, as it is typically, what is available in the work areas or buildings.

Recommendations:

Make a statement on the training or meeting announcements regarding encouraging all employees to attend and make sure the appropriate level of supervision is copied on the announcement/invitation. We would also like to recommend that SOFAS be involved in helping to make sure that supervisors get the message to encourage their employees' attendance.

Contact Paul Pinkston and Sheryl Van Gruensven to make them aware of the breakroom comment and ask if they have suggestions to address this concern.

What can University Staff Governance do for you? If there is anything you would like us to do, or anything you think we should do differently, now is your chance to let us know. We're here for you!

Comment:

It would be awesome if CPR training was offered on campus, even if we had to pay a minimal fee. It would be awesome for every dept/division on campus to have a certified CPR member in case of emergencies.

Findings:

Jolene Truckenbrod, Chair of the Wellness Committee, said that it is not something the committee has addressed but they would be happy to promote it and could potentially look into working on a grant to fund this type of training.

Public Safety does offer this type of training about once each semester, but the class is limited to six people per training session. Additional requested training would be based on the availability of department resources. Three Public Safety employees are trained in CPR through the Fox Valley Technical College. There is a \$15-\$20 fee per person for this training, which is charged back to the employee's department. Department budgets would have to allow for the expense.

Casey Pivonka, Kress Center employee, is also certified in CPR training, and may have some ideas regarding more campus wide training. All the Kress Center employees have been trained in CPR.

Amanda Wildenberg is not looking into CPR training but she did take the training/certification with Public Safety through her department a couple years ago.

Recommendation:

We would like to discuss this at the USC monthly meeting and determine how to move forward.

Learning Technology Collaborative Committee Charge

The Learning Technology Collaborative Committee serves as an advisory group to the Director of Academic Technology Services and the Director of Adult Degree Programs on matters involving learning and instructional technology. The members will consult the faculty and solicit feedback on issues of instructional technology planning and policy, as well as other items of general interest. The Learning Technology Collaborative Committee is a Joint Governance Committee.

The charge of the Learning Technology Collaborative Committee is to:

1. Develop and promote channels of communication between the learning and instructional technology staff and the faculty and students.
 - o The Center for the Advancement of Teaching and Learning and the Division of Information Technology will take on these duties.
2. Make suggestions regarding the operational support required for instructional technologies at UW-Green Bay at an institutional level.
3. IT Advisory Council will provide advice to the Division of Information Technology on this area of support. Evaluate learning and instructional services to identify efficiencies and possible areas of improvement.
 - o The Division of Information Technology will be responsible for these improvements and will look to the IT Advisory Council for advice, and in addition feedback from faculty through focus groups and surveys.
4. Explore and exchange ideas about new, existing, and maturing technologies.
 - o The Division of Information Technology does this work and will continue to do so, and will also see out feedback and ideas from the University community.
5. Advocate for the support of the University's instructional technology budgetary, professional development, and support needs as necessary.
 - o This duty of the committee has largely fallen by the wayside since Academic Technology Services has been relocated bureaucratically and no longer has to advocate under the budgetary structure that existed when the charge was written.
6. Act as an advisory group to the Director of Academic Technology Services and the Director of Adult Degree Programs.
 - o Director of Adult Degree Programs is no longer a position at this University. In addition, the Division of Information Technology will now be obtaining feedback and advice through the new IT Advisory Council.
7. Provide policy recommendations to the Technology Council as needed.
 - o The Technology Council is no longer in existence. Input on policy development will be sought out through established administrative bodies such as, the Provost's Administrative Council or the CBO's Director's Group, and the IT Advisory Council. Final approval of policies is done by the Chancellor's Cabinet.