

**University Staff Committee
Meeting Minutes
November 15, 2018
10:00 a.m. – 11:30 a.m.
Instructional Services, IS-1034**

WELCOME / CALL TO ORDER

At 10:01 a.m. Jan Snyder (USC Chair) called the meeting to order, passed out a rather lengthy agenda and welcomed all in attendance.

IN ATTENDANCE

University Staff: Jan Snyder (Chair), Kim Mezger (Vice-Chair), Julie Flenz (HR Liaison), Tracy Van Erem (Treasurer), Blair Beyer, Raelynn Smith, Theresa Mullen, Monika Pynaker, Sara Locke, Teri Ternes, Holly Keener (Secretary), Jayne Kluge (USC member), John McMillion, Kay Sbarbaro (SHB), April Peissig (MAN), and Jane Donlon (SHB)

Guests: None

Absent: Ron Kottnitz (USC System Rep), Brian Rabideau (MNT), TBD (SHB)

APPROVAL OF MINUTES

October 18, 2018 minutes were unanimously approved with no changes.

TREASURER'S REPORT (Tracy Van Erem)

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,200.00	\$ 3,200.00
(136) Revenue Account	\$ 1,735.77	\$ 6,582.28
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,206.28	\$ 2,206.28
	\$ 7,159.86	\$ 12,006.37
Endowment Account	\$ 10,183.84	\$ 10,183.84
	GRAND TOTAL	\$ 22,190.21

HR UPDATES (Julie Flenz, HR Liaison)

Title and Total Compensation Study

- **Title and Total Compensation Project:**
 - Timeline has been extended, likely through 2019.
 - UW System and UW Madison have updated converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>.
 - Work is currently being done related to standardized job descriptions. UW Madison and UW System, with project management by Huron have been developing the draft standard job descriptions. Next

step is subject matter expert review of those draft descriptions, which will be taking place now through the end of December.

- Benefits Preference Survey – designed to assess employee preferences regarding available benefits and determine if current programs are meeting employees’ diverse needs. Participants to include all benefits-eligible employees. Target survey dates are November 28 through December 14, with results anticipated in February, 2019. Employees should watch for an e-mail from UniversityofWisconsin@mercer.com on November 28th. Survey will be electronic through a secure site and responses will be confidential.
- 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 compounded installments effective 6/24/2018 and 12/23/2018 for bi-weekly employees). Merit based pay plan, which required employees to have satisfactory performance and completion of online compliance training. Pay Plan Notices were sent out to eligible employees in late June.
- **Performance-Based Funding:** Chancellor sent out a memo to campus on October 1st regarding the second phase of Performance-Based Funding distribution. Performance-based funding is separate and distinct from pay plan dollars. Phase 1, in June of 2018, set \$15 per hour as the lowest compensation rate paid to any employee in a permanent or ongoing position at the University. Second phase of distribution will be based upon merit, in accordance with the [Compensation and Pay Plan Policy \(I. iii\)](#). Guidelines for requests were included with the Chancellor’s memo. Any questions about the distribution process can be directed to the Vice Chancellor or Cabinet-Level Director for your area.
- **Project Coastal (HR-related):** Welcome letters went out to all transitioning UW Colleges employees from the Chancellor in mid-June. A special HR Connect went out on July 2nd to UW Colleges employees with additional information about HR Staff and university programs (Wellness, ERGS, professional development, etc.), and transitioning employees are receiving all HR Connect newsletters. HR held office hours on the campuses in July, August, and September and we will be evaluating (in coordination with CEOS) future presence on the campuses. UWGB HR has been working closely with Colleges HR to try to make the transition as seamless as possible for employees.
- **Policy updates (informational only):**
- **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:

- **University Services Program Associate** Continuing Education & Community Engagement: Incumbent – Crystal Williams – Tessa Tilot was hired and will start on 11/27/18
- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts – Fredric Jonas was hired and will start on 1/7/19
- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt – Mike Joachim was hired and will start on 12/10/18
- **Campus & Executive Officer Assistant** Sheboygan Campus – Sue Machuca was hired and started on 10/23/18

Positions Being Recruited:

- **HVAC Refrigeration Specialist Advanced** Facilities Management: Incumbent – Jim Carncross
- **Inventory Control Coordinator** Facilities: Incumbent – Peggy Van Rixel

- **Financial Specialist Senior Controller's Office:** Incumbent – Terri Greve
- **University Services Program Associate** Marinette Campus Incumbent – Linda Hornick
- **Academic Department Associate** Humanities, Music, Art & Design, Theatre & Dance: Incumbent – Pang Yang and Janet Gomez

An additional note regarding the 2nd phase of performance based funding (per Holly Keener) – The Provost announced at the Faculty Senate meeting yesterday that the requests for this merit pay were discussed during the Position Review Committee (PRC) meeting on Tuesday. They will be approved at the next PRC and letters to the recipients of these funds are scheduled to go out the Friday after Thanksgiving.

Professional Development Committee Report (Teri Ternes, Chair)

The committee is reviewing different venues for the fall conference. They have two dates they are looking at for the conference next year but are not ready to provide any further details. The conference WILL be on a Friday. Teri asked for speaker suggestions if anyone has any thoughts. They are also planning and finalizing the winter social – the Provost committed \$300 for this event. Trauma Informed Care 1 was well attended and donations for the food cupboard were well received. TIC 2 registrations will be open soon.

The question of whether there was ever any closure on the issue of paying for professional development if an employee then leaves the university? There has been some discussion about this, but there really is no way to enforce a policy. We can ask for a statement of continued employment, but there's no way we can require it. Teri will put this on her next committee agenda.

Personnel Committee (John McMillion, Chair)

The committee met with Christopher and Megan in HR. They plan to put together a handbook/guidebook on how to handle specific situations that come up with employees. This handbook will be something that is handed down from chair to chair. There is no estimated timeframe for this as a deliverable, but they all committee to getting it done.

Election Committee (Holly Keener, Chair)

We are still waiting to fill the vacancy for the Sheboygan rep. Holly asked their faculty senator to mention to the campus that we need a replacement. We'll also be working on the preference survey with SOFAS soon. Otherwise, not much happening at this time. We have a retirement coming up and need to be aware of the process – Vice-Chair takes over the chair position until the end of the current term, which will be June 30, 2019.

System Rep Report

Ron was not able to attend our meeting today, but he did send a report from the most recent UW System Rep meeting that Jan read:

On Wednesday November 7 I sat in on a teleconference with the rest of the UW System University Staff reps and System President Ray Cross. UW Shared Services executive Director Steve Wildeck gave a presentation to those who were present on how shared services will work. He stated that operationally it will function as a separate organization from any school or System.

*For more information on what shared services is and will do go to <https://uwss.wisconsin.edu/>
There has been (or will be soon) a customer counsel created to advise UW Shared Services on how to operate.*

It was also stated that this move to shared services may require people doing some of the jobs that will be shared services on campuses now to do other things.

There was also discussion of the loss of good colleagues due to morale issues and what some perceive as a hostile work environment. Unfortunately there weren't any specifics that were able to be brought up, it was just kind of general sense. One thing President Cross did say during this discussion was that we're

going to pay people better. There may be less people but they'll be paid better. But with that there will also be higher expectations.

We also talked about University Staff's concern that we will not be included in the restructuring and in Shared Services and there was concern that it could end up like the HRS implementation if we are not. We also learned of a pilot program called UW-Lead that was rolled out at UW System Administration to develop talent. Shenita Brokenburr will be working with the University Staff reps to create a professional development strategy across the UW.

On Friday November 9 I teleconferenced in to the System Reps meeting at the Pyle Center. I did miss a portion of the meeting due to issues they were having on site with connectivity. There was continued discussion about the same items that were discussed the previous Wednesday.

In the joint session they mainly discussed the changes to CEOEL (Continuing Education, Outreach & E-Learning) which was part of UW-Extension but will now be attached to System to spotlight their role. They will also be changing their name to UW Extended Campus. Their goal is to better attract and help non-traditional students succeed because currently the University of Minnesota serves more Wisconsin non-traditional students than UW System. How they will operate is they will front the money to campuses to develop new collaborative programs (like the Bio-Technology Masters program that UWGB is a part of) and fund it until such time as it hits the break-even point. After the break-even any money generated will be distributed amongst all the participants.

Faculty Governance

Faculty Senate meeting – Holly provided a brief summary of the Faculty Senate meeting (see Faculty Senate minutes on the SOFAS website [Faculty Senate Minutes Nov. 14, 2018](#)).

Campus Master Plan Committee Meeting – There has not been a meeting of the Master Plan committee but the members did receive an email from Sheryl Van Gruensven with an update of progress. Holly agreed to attach the email to these minutes (see attached).

NEW BUSINESS

University Staff By-Laws discussion

A motion to approve the bylaws as proposed (attached) was offered and seconded. This motion to approve includes the addition of "Human Resources" on page 7 (Section C.2.c). After a relatively brief discussion the motion was approved unanimously. Jan will send the approved, proposed By-Laws to all University Staff to review prior to the University Staff Assembly in January. As a point of information, Jan explained that once these changes are approved, we do not need any further approval from the Chancellor or System. They will be uploaded to our website and recorded in the SOFAS office.

Search and Screen procedures for administrative appointments

The University Committee decided NOT to bring the proposed amendments to the Faculty Senate as indicated in the document attached to today's USC agenda. Because the Provost search is just getting underway, they decided that it would be best to wait until later in the semester so as not to make it look like the changes were being required by the Chancellor. These were changes that were in the works before the Provost announcement his resignation.

Jan reminded us that the Chancellor is looking for some University Staff representatives for the Provost Search and Screen. If anyone is interested in being a part of this search, please send an email to Jan. The Chancellor would like to have our suggestions for candidates for the committee by December 14th.

A quick FYI: Following Jan's retirement, her position in the Provost office will split. Commencement will be removed from the responsibilities of this position and is moving over to Student Life as an Academic Staff position. The other parts of this position will become a full-time position in the Provost office with other duties within the Provost area being added to make it a 100% position. Recruiting for Jan's replacement will probably begin in January.

ADJOURN

Meeting adjourned at 11:45-ish a.m.

Next Meeting: December 20, 2018, 10:00 a.m., IS 1034

DRAFT

Keener, Holly

From: Van Erem, Tracy
Sent: Friday, November 9, 2018 2:16 PM
To: Gomez, Guillermo - gomegf03; Hrivnak, Katrina; Keener, Holly; Kennerhed, Fred; Lo Lee, Mai; Lowery, J. Vincent; Mahfuz, Mohammad Upal; Mezger, Kim; Mueller, Paul; Niemi, Lynn; Pinkston, Paul; Schulz, Jeffery; Van Erem, Tracy; Van Gruensven, Sheryl
Cc: Van Erem, Tracy
Subject: Campus Master Planning Committee Update

Good Afternoon,

With no significant matters to discuss at the Campus Master Planning Committee meeting scheduled for next week Wednesday, November 13th, we have decided to cancel the meeting.

Please find below a synopsis of the projects being conducted on campus from Jeff Schulz, Campus Facilities Planner.

Thank you,

Tracy Van Erem

UNIV. EXECUTIVE STAFF ASST./ BUDGET COORDINATOR

Business & Finance, CL830

UW-Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311

tel: (920) 465-2699 | e-mail: vaneremt@uwgb.edu | web: www.uwgb.edu



A synopsis of three major planning projects being conducted on campus. They are:

1. **Residence Life Master Plan:** The Res Life Master plan is being finalized now and should be ready for a final presentation on campus some time during the first week in December. The study has been presented to the UVHI Board for consideration by the consultant Epstein – Uhen Architects of Milwaukee and one final review of the existing physical conditions of the UVHI housing stock is also being done by BSA, a local firm. Their results and recommendations will also be incorporated into the Campus Master Plan Update. This plan will likely recommend that UVHI build a new dorm structure for 300-400 freshman students on land swapped with the State. When completed, this will result in eventual demolition of several smaller 60 +/- bed units. This would make more room for additional dorm buildings in a long range growth plan.
2. **Cofrin Library Renovation and Use Study:** This project is Campus funded and will be scheduled for Architect – Engineer selection by and through the DFDM in Madison in December. Once A/E selection is made, there will be a kickoff meeting on campus with the Committee, State Project Manager, UW-System reps and the A/E team to fully review the project scope. From that meeting the A/E will prepare a fee proposal to DFDM and a contract can be prepared. That usually takes 4-6 weeks. Therefore the Library Study Committee won't really get moving until about mid-February. We're hoping for a study duration of 6-9 months from that point. The Library Study Committee consists of Paula Ganyard, Eric Arneson, Sheryl Van Gruensven, Greg Davis, Paul Pinkston, Janet Bonkowski, Fred Kennerhed, Holly Keener, Caroline Boswell, Mohammad Muhfaz and myself. The committee will only guide and advise the consultant in their

evaluation work of the library structure, mechanical / electrical / plumbing/ fire alarm and IT systems, and recommended functions and uses for how the building can better serve the campus needs.

3. **Campus Master Plan Update:** It has been suggested that the Master Plan update should not begin until after the Provost's office revises the Academic Plan so we know where we should be heading with Campus Master Plans. Also, the committee should not proceed until after the results are finalized from the Residence Life Master Plan and any other long range visions have been made known, such as Phoenix Innovation Park. The Campus will need to make a Small Project Request to UW-System for the Master Plan update, using the Scope and Budget forms they provide. Facilities has begun this process by creating draft documents for Project Scope. In addition, we will need to fund this project with Campus money. The process is going to be a lot like the Cofrin Library Renovation Study. Clearly the results of that study and the Res. Life Study will also impact the Master Plan Update. Therefore, I don't foresee the Master Plan Update starting until well after the new year.

I hope this gives you and the Campus Planning Committee a clearer view of what is happening and where we stand in the progress of each of these important projects for UWGB's future. Thank you.

Jeffery Schulz, AIA, NCARB
Campus Facilities Planner
University of Wisconsin - Green Bay
2420 Nicolet Drive
Green Bay, Wisconsin 54311-7003
920.465.2202
920.465.2178 fax