



**University Staff Committee
Meeting Agenda
April 18, 2019, 10:00 – 11:30 a.m.
Instructional Services Bldg., Room 1034**

1. Call to order
2. Roll call
3. Review & approval of January's Assembly and February minutes
4. Treasurer's report & update
5. HR labor management updates
6. USC governance committee updates
 - a. Election Committee
7. Campus appointive committee updates
 - a. Strategic Budget
8. Old Business
 - a. Toner program update
 - b. UWGB – Manitowoc Rep vacancy
9. New business
10. Adjournment

The next USC meeting will be on May 16, 2019, 10:00 a.m., IS 1034

4/17 HR Update – Julie Flenz, liaison

- **Title and Total Compensation Project:**
 - Timeline has been extended at least 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 developed the draft standard job descriptions. Campus subject matter expert review of those draft descriptions is currently ongoing, and will continue through the end of February
 - Updates to Advisory Council – proposal to make the joint governance groups the new advisory council. HR held a meeting with UW-Green Bay joint governance reps on 2/12/19 to discuss.
 - 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 Regent has *recommended* a 3%/3% pay plan for 2019-2021 biennium. This is just 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 26th 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.
- **Policy updates (informational only):**
 - In the Works:
 - Revisions to the Recruitment and Hiring Policy- with leadership to finalize
- **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:

- **Custodian (Second Shift) Operations:** Incumbent – Keith Bani – Elizabeth Stenson was hired started on 2/18/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt
- **Facilities Repair Worker – Marinette** Facilities: Incumbent – Eric Berg
- **Custodian** – Lead Operations: Incumbent – Rick Weston
- **USPA Residence Life:** Incumbent – Julianne Crayton
- **Technician** Information Technology: Incumbent – Matthew Williams
- **Program Associate (USPA)** Provost and Vice Chancellor: Incumbent – Jan Snyder

Health & Safety Committee Meeting Minutes

Monday, April 1, 2019 1:00pm

Public Safety Conference Room

Members Present:

Tomas Kujawa	Jill Fermanich
Scott Schroeder	Amy Henniges
Jeff Gross	Kathleen Jurecki
Aaron Maternowski	Jagadeep Thota
Leanne Zhu	Paul Pinkston
Kurt Nimmer	

Brought to attention at 1:00 pm

Minutes taken by: Scott Schroeder/
Chief Kujawa

- Handouts
 - Agenda
- 1. Coastal University
 - a. Public Safety completed security threat assessments for all 3 of the new campuses.
 - b. Coastal campuses policies will match UW Green Bay's policies, including building access.
 - c. Coastal campuses do not have security or police. Local law enforcement will handle their campuses.
 - d. All campuses will have BIT. (Behavioral Intervention Team) and UWGB and Public Safety is represented on each team.
 - e. The Sheboygan campus cameras are up and running. Manitowoc does not have cameras yet and Marinette cameras are currently down.
- 2. Fire Inspection
 - a. No issue during the fire inspection. The plastic bags were moved to shipping and receiving.
- 3. Electronic Doors
 - a. Project approval to finish installing electronic door locks in SA, TH, MAC and IS. Bids will be out shortly.
 - b. Stem Building – same building hours as Green Bay campus. Card swipe doors controlled by the county.
- 4. Camera Update
 - a. Second building outfitted with cameras in Res Life. The plan is for all of Res Life to have cameras installed.
- 5. Emergency Management Plans
 - a. Sgt Dave Jones is working on changing emergency plans to include more events and to have our plans the same as all other UW schools.
- 6. Counseling and Health
 - a. UWGB is considering contracting out health and counseling services.
 - b. If the change is made it would not be until after July of 2020.
 - c. There is a listening session/Q&A on Monday April 8, 2019 from 2-3 pm.
- 7. Other
 - a. Tornado drill scheduled for April 11, 2019.
 - b. Public Safety wishes to encourage all faculty/staff and students to comply with the procedures of the fire drill and evacuate the buildings when the alarm is activated.



**Wellness Committee
AGENDA
Tuesday March 19, 2019
2:00 – 3:00 p.m., CL 735**

OLD BUSINESS	
TOPIC	DISCUSSION/ACTION
Student Gov't Smoke Free Initiative	<ul style="list-style-type: none"> • With Student Government • > 50% of UW campuses are smoke free; St. Norbert's will be smoke free on 1/1/19
Budget	<ul style="list-style-type: none"> • FY2019 budget is \$1,000
Organic produce	<ul style="list-style-type: none"> • Garden to Doorstep Organics, LLC delivering to campus each week on Tuesdays to RH 320
Organic Eggs	<ul style="list-style-type: none"> • Mary Valitchka has organic eggs available for \$3.50 per dozen in CL 835
NEW BUSINESS	
TOPIC	DISCUSSION/ACTION
Project Coastal	<ul style="list-style-type: none"> • Consider ideas to incorporate UW-Manitowoc, UW-Marinette & UW-Sheboygan in wellness challenges/events/LNL's/etc. • Representatives: Melissa Schleicher (Sheboygan) & Jared Dalberg (Manitowoc); Kaitlyn O'Claire (Marinette) • Invite to meetings & use Jabber • Only way to send items is via US mail currently
Wellness Council of Wisconsin learning opportunities	<ul style="list-style-type: none"> • Learning circles in GB on 5/22, 7/23 & 10/29 (ex. Apply Authenticity to Influence Employee Wellbeing) – cost ~\$200; https://www.wellnesscouncilwi.org/WCWI/Events/Learning-Circles.htm
Golden House	<ul style="list-style-type: none"> • Workplace Domestic Violence program – Goal to increase knowledge about domestic violence and Golden House • Jen Schanen-Materi received a power point, sample policy, manager's guidelines • Emailed materials to Melissa Nash for consideration in supervisor training & policies • Idea to share information with Provost & Deans at All Campus Chairs Committee; blog post
30 day challenges	<ul style="list-style-type: none"> • Posted on Wellness website & need to create blog post
Lime Bikes	<ul style="list-style-type: none"> • Not returning to city of Green Bay
Wellness Champion Certificates	<ul style="list-style-type: none"> • Please let me know if you would like to have a Wellness Champion Certificate
Wellness Toolkit for Managers	<ul style="list-style-type: none"> • Thanks Alex for putting together poster! • Idea to change to Menu of Activities, programs, ideas, tools? • Add Ergonomics assessment/presentation (Jill Fermanich) • Add mental health (ex. reflective, mindfulness, team dynamics, personality test; possible presenters: Counseling & Health Center (summer only), Reed Hardy) • Lunch 'n Learn topics could be cooking demo & potluck (ex. soups, breakfast, 30 minute meals), fun get to know you activity, StayWell recorded webinar • Could add tour/demo on equipment in Kress • Get leadership buy-in, offer one time & see how it goes, have deadline to sign up to schedule presenters, can combine departments for classes/presentations, need to create separate lists for branch locations
Instructional Development Institute	<ul style="list-style-type: none"> • Need to contact Caroline Boswell/Holly Keener/SOFAs about having Wellness table there
Wellness website	<ul style="list-style-type: none"> • Moved to separate site, could add photo (wait & do outside)/list of current members • https://www.uwgb.edu/wellness-committee/
UPCOMING BUSINESS	
2019 runs/walks schedule	<ul style="list-style-type: none"> • 2018 schedule: https://blog.uwgb.edu/hr/2018/02/2018-runs-and-walks/ • Will post information for 2019 runs/walks
Bellin Run	<ul style="list-style-type: none"> • New captain orientation on 3/7/19 at 8-9 am – thanks Alex for attending! • T-shirt design: Emailed Kate LaCount 2/26/19; deadline is 4/5/19 • Vendor: Student Life used "Quali-T" from Luxemburg for their T-shirts, Promotional Designs used for uniforms • \$10 registration fee discount for employees; 5/1/19 deadline for free gift

Run/Walk club	<ul style="list-style-type: none"> • Kick off at Couch to 5K LNL on 3/6/19 w/Nate Vandervest & Jolene Sell – 16 attendees • 15 members signed up so far • 3/25/19 – first group run/walk; meet at Kress front desk lobby at 5 pm • Phoenix 5K April 27, Cellcom 5K in May 18 (\$10 discount), Bellin 10K June 8 (\$10 discount); can participate in Title Town series runs • Idea to have Run/Walk Club category on HR Connect blog, link on Kress website and Wellness website; communicating via email now; need to put together info about Cellcom discount
Workstation/wellness equipment rotation	<ul style="list-style-type: none"> • Have 2 ball chairs, 2 kneeling chairs, 4 pedal exercisers & 10 wobble cushions • Rotation of 3 weeks; email Wellness@uwgb.edu to check out, keep spreadsheet of equipment • Thanks Jen for creating a flyer and chair instructions! Review & suggest ideas. • No waiver needed per Jill Fermanich & Christopher Paquet, need to label each item
ETF Wellness Grant for FY19	<ul style="list-style-type: none"> • Awarded \$3,460 for fiscal year 2019 (\$78.07 remaining & in FY19 budget) • - Bellin Run T-shirts: \$450 • - Bellin Run Registration Fee \$10 discount: \$250 • - Run/Walk Registration Fee discount: \$250 • - Chair massages during employee appreciation week: \$600 • - WELCOA conference travel & lodging expenses: \$360 • - Goat yoga – 2 outdoor sessions: \$300 (need yoga instructor, towels & wipes) • Incentives for participation in wellness activities/programs: \$720 • Wellness speakers/workshops: \$500 • Ideas for FY20 grant: <ul style="list-style-type: none"> • - Modified shared workstations in common areas (ex. sit/stand desk & ball chair in CE & CE shared area that anyone could use), SAD lamps, massage chair, treadmill desk, items for contemplative practices room?
Employee Appreciation Week	<ul style="list-style-type: none"> • May 13-17, 2019 • Massages on May 14th by Brookside in WH441; 3/15/19: LMOM looking for length & email address • Need second masseuse for GB; idea to have chair massages at other 3 locations • Goat Yoga on May 10th at Noon to 3 pm by LaClare Farms– 3 classes; split cost with Healthy Choices; one for employees & two for students; 20 attendees per class ideal but can have up to 50; 30 minutes for yoga & 15 minutes for pictures; waiting on cost & then will email contract • Thanks Amy for your work on this!
Contemplative Practices room	<ul style="list-style-type: none"> • WH 441 – for employees & students • Should we offer to donate a yoga mat & block? (cost ~ \$15)
Onsite health screenings for 2019	<ul style="list-style-type: none"> • 4/2/19 at Marinette; 4/23/19 at Sheboygan; 4/11/19 & 9/26/19 at Green Bay • Registration is open, GB (106/112 slots filled), Marinette (15/20 filled) & Sheboygan (11/20 filled) • Idea to have Wellness Committee table w/granola bars, water, etc. outside room
Benefits & Wellness Fair	<ul style="list-style-type: none"> • 10/14/19 at 11:30 am to 2 pm in Phoenix rooms
Flu shot clinics for 2019	<ul style="list-style-type: none"> • Registration not open yet • 10/14/19 at Green Bay during Benefits fair hopefully
QUARTERLY CHALLENGES	
TOPIC	DISCUSSION/ACTION
Healthy Heart Challenge	<ul style="list-style-type: none"> • 26 people participated in challenge or attended LNL • Submitted sheets: GB (16), Manitowoc (1), Marinette (2) & Sheboygan (1) • Mesh produce bags sent to all; drawing & 3 winners (Laura Nolan, Pam Olson & Lea Truttmann); need to do blog post
Spring/Summer Challenge	<ul style="list-style-type: none"> • Idea for “Wellness Wednesday” – how many employees can swipe in to Kress; Walking Wednesday – water/snacks for walkers instead of Get the Scoop
Prizes	<ul style="list-style-type: none"> • We have: 1 can cooler, 1 key chain, 1 carabineer clip, 1 gym towel, lunch totes/coolers, 8 yoga mats & 13 blocks, head lamp, Healthier at Home book, 16 water bottles, 31 T-shirts, 3 cooling towels, 4 survival bracelets • Ideas for new prizes: Guest pass to Kress, UWGB clothing from bookstore (dry fit, long sleeve or pullover w/zipper), bike case, hand massager, cutting board, athletic socks, tea strainer, car first aid kit, tea/coffee container, vegetable chopper, Bento box container, salad dressing container, winter headband, headband with head lamp built in, head lamp, essential oils & diffuser, olive oil, zoodle maker, stress ball, reusable shopping bag
MONTHLY LUNCH AND LEARNS	

America Saves Week	<ul style="list-style-type: none"> 2/26/19 Using Credit Wisely by UW-Credit Union – 3 attendees
Couch to 5K	<ul style="list-style-type: none"> 3/6/19 – 16 attendees Great job Nate Vandervest & Jolene Sell!
Raising Backyard Chickens	<ul style="list-style-type: none"> Thanks Amy for coordinating! Thursday, March 28th at Noon-12:45 pm in 1965 Room; 4 signed up so far Liz Binversie from UW-Extension presenting; Monika Pynaker agreed to share a little too Bento box lunch containers for attendees; should we give something to Liz?
Bellin Run “It’s not so scary (and is a walk as well)!”	<ul style="list-style-type: none"> Tuesday, April 2nd at Noon to 12:45 pm in World Unity Room B (near Phoenix Club) Presenter: Linda Maxwell Need to post blog Incentive ideas?
Ergonomic workstation/wellness at work	<ul style="list-style-type: none"> Would be presented by Jill Fermanich – desk set-up, micro-breaks Recommendation from CHESW – consider having in their conference room (may limit # of attendees) Could have tour or parade of workstations (Bobbie, Jen, Jill F & Amy Wolf have ergonomic work stations)
How to read your body to diagnose nutrition deficiencies or excesses, or Health at every size and intuitive eating	<ul style="list-style-type: none"> Presented by Sara Wagner, Lecturer – Human Biology/Dietetics Could ask Sara if she would be willing to present a LNL Healthy Choices Task Force (includes students) – Alex & Linda are members
TOPIC	DISCUSSION/ACTION
Conference ideas	<ul style="list-style-type: none"> Idea to have stretch breaks in different offices led by Alex (ex. Wellness Wednesdays) Idea to set goals for committee Idea to ask a membership of University leadership to sit on committee or report data/request support Idea to have departments apply for money to use for walking workstations, etc. Idea to promote mental health – educational events, add link to EAP resources on Wellness website, suicide warning signs, lunch ‘n learn presentation, etc. Idea to have theme for each month (ex. March – mental health; February – heart health) Bellin has free resources online – just need to register to use them; waiting on OK from leadership
Reminders/Ideas	<ul style="list-style-type: none"> Idea to have reminder about Kress employee membership & discount in LOG twice per year (done in September 2018) Consider how we can merge wellness for employees and students Put together list of incentives offered by different health insurance plans Idea to have treadmill and platform for laptop in a shared space Consider how we can reach more employees – we have core group of employees who participate in challenges, attend LNL’s, etc. – how do we improve wellness of and engage other employees? Consider different abilities with physical-related challenges.
<p><i>Lunch ‘n Learn topic ideas:</i> Surviving in fast food lane, time management, holistic medicine, essential oils and health benefits, identity theft, canvas night, curling, rugby, personal defense, body image & body shaming (Lissa Balison presents?)</p>	

Next Meeting: Tuesday, April 23, 2019 at 2-3 pm in CL 735