

**University Staff Committee  
Meeting Minutes  
January 19, 2017, 10:00 – 11:30 a.m.  
MAC – 201**

*Approved 3/16/2017*

**In Attendance:** Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Tina Tackmier (Treasurer), Holly Keener (Secretary), Fred Kennerhed, Teri Ternes, Julie Flenz (HR Liaison), Jayne Kluge, Christina Baudhuin, Kim Mezger, Sarah Pratt, Monika Pynaker

**Absent:** Ron Kottnitz

**Welcome and Approval of Minutes**

Jan called the meeting to order at 10:04 and welcomed Christina, a new employee in the Communication Sciences Dept. Amanda asked if we could all introduce ourselves to her new mentee, so we did.

**Approval of Minutes** – Because of the tardiness of the distribution of our December 15<sup>th</sup> draft minutes (they were completed and distributed just prior to today's meeting), the group agreed that we would send comments and corrections to Holly via email. A final approval can be done at our next meeting.

It was also suggested by one individual that the minutes be written with a little less "flare," given that these are a record of our group's meetings and, in her opinion, should be a little more professional. The group discussed this for a time and decided not to take issue, since the "flare" is generally what makes them actually read the minutes. It was also pointed out that the SOFAS adds quite a bit of flare into the Faculty Senate minutes. Not hearing any motions, Jan moved on to the next order of business.

**Treasurer's Report:**

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3,147.50	\$ 2,247.50
Regular Account (136)	\$ 14,313.57	\$ 9,416.95
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 1,804.80	\$ 1,688.89
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 28,399.71	\$ 23,387.17 <i>Grand Total</i>

**Professional Development Funds (pending):**

Helen Alexander	\$300.00
Bonnie Landrie	\$300.00
Fred Kennerhed	\$300.00
Nathan Carlton	\$300.00
<b>Total approved and awaiting disbursement</b>	<b>\$ 1,200.00</b>

**Discretionary Account (pending):**

Holiday Float co-sponsorship	\$ 250.00
<b>Total Expenses (Not yet reconciled)</b>	<b>\$ 250.00</b>

The group expressed its continued confusion regarding the numbers coming out of Advancement. What is the difference between “book value,” “Market value” and “earnings available to spend?” Why do these numbers not seem to compute? Is it possible to get a better explanation from Advancement? It was suggested that we have Kelly from Advancement come to a meeting to talk to us about these funds. No decision was made either way.

### **HR Update**

- **University Staff Performance Evaluations** - It's that time of year again for annual evaluations. Completed evaluations are due by Friday, March 24, 2017. Our blog post has links to the forms and a presentation to familiarize yourself with the process. If you have questions, contact our office.
- **Supervisor Trainings** – HR has planned two Supervisor training sessions. The first is Supervising for Success: Effective Management for the UW-Green Bay Workforce (formerly called Supervisor Bootcamp). This is a two-day session being held on Tuesday, April 11 and Wednesday, April 12, 2017 in the 1965 Room, and is designed for new supervisors or those who have not gone through a supervisor training program before. The second training is Supervising for Success for the Experienced UW-Green Bay Supervisor and these sessions are geared towards those in upper level Leadership roles across campus (Dean/Division Head or higher) and those who have already attended the two-day course. These sessions begin in February and go through December. For more information on either of these sessions, please contact HR or see the associated blog post.
- **New I-9 Form** – Reminder to start using the new I-9 ASAP. Deadline to use new form is January 22, 2017. Thank you to all who attended our training. If you were unable to make it, please contact Jenny Charapata. On our blog, you will find a post entitled [Form I-9: Troubleshooting Access on Certain Browsers](#) which will hopefully help those who are having issues when using the online version of the form.
- **Employee Handbook**- The ASC has voted on the handbook and it was passed at their recent assembly. Please forward any feedback on the handbook to Jan by 1/26. She will then forward our compiled feedback to Christine by Friday 1/27. She will be in touch about next steps in the roll out process.
- **Workplace Expectations Policy** – Final policy was codified. Will be disseminated as part of the new handbook roll out.
- **Compensation and Pay Plan Policy** – Work is being done on a finalized draft of a compensation and pay plan policy and will be coming to governance groups for review soon.

### **New Employees:**

- **Financial Specialist Senior** Facilities: Incumbent Melissa Huckabee – Mary Kujawa was hired and started on 1/9/17
- **Custodian (2<sup>nd</sup> Shift)** Operations: Incumbent – Connie Austin – Steven Walter was hired and will start on 1/30/17
- **Facilities Maintenance Specialist** Facilities: Incumbent –Adam Calewarts – Craig Loberger has been hired and started 1/6/17
- **Academic Department Associate** – Community Sciences PEA/DJS: Incumbent – Katie Stilp – Christina Baudhuin was hired and started on 1/9/17
- **University Services Associate 2** NAS: Incumbent - Sara Krouse – Jane Laurin was hired and started on 1/9/17
- **IS Resources Support Technician Senior** Financial Aid: Incumbent – Julie Jubin – Search failed

### **Positions Being Recruited:**

- **Student Status Examiner – Associate (Two Vacancies)** Admissions: Incumbents Kathleen Mertens and Raelynn Bohrmueller
- **Police Officer** Public Safety: Incumbent - Nick Dennis
- **Inventory Control Coordinator** Institutional Support: Incumbent – Al Cartwright

### **Elections Committee**

The Elections Committee (Holly) is moving into its Spring Election season. They will be meeting on Monday to approve the Personal Preference Survey which SOFAS would like to distribute on February 15<sup>th</sup>. The tentative schedule for the election process this spring is as follows:

Preference Survey distributed – February 15<sup>th</sup>

Survey deadline – February 24<sup>th</sup>

Ballot distribution – March 6<sup>th</sup>

Ballot Closes – March 10<sup>th</sup>

Jan reminded the committee that we had agreed to ask the SOFAS (Steve Meyer) to write a letter to all supervisors asking them to support shared governance by encouraging their employees to take part in the preference survey and become active members on committees. It is hoped that Steve could send this letter out just prior to the distribution of the preference survey so all university staff members could feel comfortable completing the survey and volunteering.

A question was raised as to whether our HR liaison could run for committee membership. Answer: yes. If our liaison becomes a voting member, HR would then be able to appoint someone else as liaison.

### **Personnel Committee**

Brenda Beck is our new member. They have not had a meeting yet. No report or updates.

### **Professional Development Committee**

- The recent Comedy City workshop was well attended.
- Ben Fauske's Joint workshop is scheduled for March 16<sup>th</sup> - morning and afternoon sessions. These sessions are not tied together so you can attend both sessions or just one. The title of the session is: Coaching by Performance. The morning session currently conflicts with our USC meeting on the morning of the 16<sup>th</sup>. This was discussed and Teri determined that the committee will revisit the scheduling of this with ASC.
- It was suggested that we have another comradery happy hour.
- The May joint workshop is still pending. Suggestions are welcome.
- Next year's conference has been scheduled. Save the date: Friday, October 20<sup>th</sup> at Tundra Lodge
- Our winter social is scheduled for Groundhog Day (Thursday, February 2<sup>nd</sup>) at Stillmank Brewery on Henry Street. The committee will be providing the taco bar but drinks will be "on your own."
- The Summer gathering/year-end party was discussed. The committee will get to work on this event.

### **Univ Staff System Rep Report**

No Ron. No update. Jan mentioned that the UW System telepresence group was sent a document to look over regarding US shared governance principles. Jan will check with Ron to get a status update on the development of this document. It is being developed for use by all governance groups to define the University Staff governance group.

### **Campus Shared Leadership Group**

There has been no activity.

### **Awards & Recognition (A&R)**

No one from committee was in attendance today but Holly indicated that the call for the nominations has gone out for the Founders Awards. Deadline for nominations is March 6<sup>th</sup>.

### **Legislative Affairs Committee (LegAff)**

This committee has been disbanded.

### **Library Advisory Committee (LAC)**

This committee has been disbanded.

### **Facilities Management Committee (FMC)**

This committee has been disbanded.

### **Committee on Workload and Compensation (CWC)**

The committee has not met so there is nothing to report. However, Jan did mention that there “may” be rumblings out there about the necessity for this committee. Steve Meyer asked Jan if she had heard anything “on the wind.” Jayne also indicated that there was a discussion at the last meeting about the committee’s relevancy, but no action was taken.

### **Learning Technology Collaboration Committee (LTCC)**

The committee has met. Nothing to report.

### **University Committee (UC) / Faculty Senate Report**

The UC and Faculty Senate have been really busy. The UC met last night. During this meeting the Provost shared the not-so-good news that we are still not out of the woods in terms of our budget. Enrollment has gone up but revenue has not. Campuses may also need to cover up to half of the compensation plan if it goes through. Yes, we are still in a budget crunch.

The UC is also having quite the to-do on the 24-hr credit workload policy. They’re discussing what goes into the definition of credit load. The colleges don’t all agree on how this should be handled so it is taking quite a bit of time to come up with a proposal. They are also still working on the annual review policy. The Post-Tenure review policy has been passed through System.

Tom Kujawa met with the group to discuss campus security. There is security and awareness training available for anyone who would like to learn more about handling disruptive situations. Public Safety is also willing to come into any of the offices to point out security issues and possible solutions. The UC are also looking at the possibility of supporting the “Fund the Freeze” resolution. This will be a future order of business.

The next Faculty Senate meeting has been cancelled. The UC does not feel they have enough business to warrant a meeting at this time.

### **University System Teleconference**

The January teleconference has been cancelled.

### **OLD BUSINESS**

#### **Emeritus Proposal**

Amanda will be sending out a meeting invitation to the USC and anyone else who is interested in discussing the Emeritus proposal. If you would like to be a part of this discussion, please send Amanda an email. Holly notified the group that the Emeritus reception will no longer be held in February but will be combined with the Campus Cook-out in May. Feel free to share this information should anyone ask.

#### **Other Items**

Jan sent out the link to the Employee handbook revisions. Please review this document for “red flags” and send Jan your comments. In the future, our By-Laws document will include a link to the employee handbook and vice versa. All employee policies will be housed on the HR website.

Website committee: Tomorrow is their first Kentico training.

SEOTY Request for funding: Alan Voelker requested funds to support the Student Employee awards again this year. Amanda moved to approve funding in the amount of \$250 / Fred seconded the motion. Funding was approved unanimously.

US Staff Assembly: - It's time to plan our Spring Assembly. Jan suggested some possible dates and passed out a tentative agenda. She is proposing that it be held in mid to late February, depending on room availability and speaker schedules. After some discussion, it was decided that we would shoot for February 16<sup>th</sup> in place of the currently scheduled USC meeting. Jan will send out a "save-the-date" email and will request agenda items at the same time.

**New Business:** None

**Adjourn**

Meeting adjourned at 11:24 a.m.

***GO FORTH AND BE AWESOME!!***

DATE	TIME	DAY	LOCATION
February 16, 2017 (tentative Assembly)	10:00 – 11:30 a.m.	Thursday	MAC - 201
March 16, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
April 20, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
May 18, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
October 20, 2017	TBD	Friday	TUNDRA LODGE