

**University Staff Committee
Meeting Minutes
March 15, 2018
10AM – 11:30AM
IS-1034**

Attendance

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

University Staff: Brenda Beck, Jenny Charapata, Janet Gomez, Dolly Jackson, Mary Kujawa, Sue Machuca, Anna Maier, Nate Rusch, Raelynn Smith, Tina Tackmier, Bea Yang Thao

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

Absent

University Staff Committee: Holly Keener, Fred Kennerhed

Other Committees: Helene Rosner, Ron Kottnitz

Welcome

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

Secretary's Report/ Approval of Minutes Monika moved to approved the January minutes with edits per Jan; second Tracy; motion carried. Minutes of the February General Assembly meeting will report in; pending edits from several guest speakers.

APPROVED

Continued...

Treasurer's Report

Documentation uploaded as reported by Treasurer Tracy Van Erem]

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

**Thursday, March 15, 2018
10:00-11:30 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>	
(102) Staff Development Account	\$ 3,412.50	\$ 3,367.50	
(136) Revenue Account	\$ 2,755.29	\$ 2,755.29	
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 845.09	\$ 845.09	
Endowment Account Pro Development Earnings Avail to Spend	\$ 1,973.09	\$ 2,089.43	
	<u>\$ 8,985.97</u>	<u>\$ 9,057.31</u>	
Endowment Account	\$ 10,033.84	\$ 10,103.84	Earned \$70
	GRAND TOTAL	\$ 19,161.15	

Month-to-Date EXPENSES

Staff Development Funds (102):

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

Professional Development Funds (136):

Registration Fees/Fix - J. Hamel 200.00
Registration - B. Holschbach 150.00
Registration - B. Tomashek-Ditter 125.00

Foundation Discretionary Account Expenses:

None

Jan explained to Project Coastal attendees that the endowment account consists of donations received for scholarships/dept/committee efforts and that we can spend any amount over \$10K plus earned interest.

HR Update

[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.
 - Open Forums were held on February 27th and 28th to go over more in-depth updates.
 - 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 Proposed Pay Plan:** FY18-19 budget included a 4% pay plan (to be implemented in 2- 2% installments). JCOER approved on 2/14/2018. We are still waiting for budgetary details (i.e. whether installments will be compounded). Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training will also be 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.
 - **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 an updated version with inclusion of temporary employees and updated links to new and revised policies. This should be released in the next few weeks.
 - **Policy updates (informational only):**
 - **Published**
 - Alcohol and Controlled Substance Policy
 - Responsible Service Policy (Alcohol)
 - Revisions to Recruitment & Hiring Policy
 - Compensation and Pay Plan Policy
 - Revisions to the Workplace Conduct Policy
 - New and revised policies were sent to governance committees for distribution. In addition, because of the scope of these policies, a blog post was created and communicated: <https://blog.uwgb.edu/hr/2018/01/recently-approved-new-and-revised-uw-green-bay-policies/>

New Employees:

- **Groundskeeper** Facilities Management: Incumbent – Brad Jozwiak – Jason Philibeck was hired and started on 2/12/18
- **Automotive/Equipment Technician Senior** Facilities Management: Incumbent – Jim Valentine – Peter Falish was hired and started on 3/12/18
- **Custodian (2nd Shift)** Operations: Incumbent - Linda DeBauche - Leah DuBois was hired and started on 2/26/18
- **ADA Nursing & Health Studies and Phuture Phoenix:** Incumbent – Anna Maier/Terra Wendtland – Blair Beyer was hired and started on 2/19/18
- **Dean Assistant** College of Science and Technology: Incumbent - Kathy Reissmann - Amy Ibuaka was hired and started on 2/19/18

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities Management: Incumbent – Adam Edwards

- **HVAC Refrigeration Specialist** Residence Life: Incumbent – Melvin Jones

USC Governance Committee Reports

Elections Committee Anna Maier reported: This was the lowest response for interest survey. There are some positions open; discussion to consider resending & eliminating ‘why?’ you want to run/would be a good candidate. Committee to review/consider resending.

Personnel Committee Update to replacement for Kathy Reissmann. Consider Jenny Charapata who is currently filling Nathan Carlson’s position ‘17-18, to continue for Kathy’s term ‘18-19]. Concerns brought to our attention from General Assembly [4 questions]; Jan addressing to specific committees; PDC address #3.

Professional Development Committee

University Staff Fall Conference Teri Ternes reported that the committee met on Monday 3/12/18 and suggested a theme and keynote; timeline set for ‘Save the Date” notices, LOG notices, registration open/close; details to follow.

Workshops The joint group met on 3/7/18. A lengthy discussion was held related to the definition of professional development and the charge of this committee to present programs related to professional development. It was decided that each chair [Ternes USC, Delikowski ASC] would take the question back to their group’s governance committee and report at the April 3rd joint meeting. Until a clear definition of “Professional Development” is received from the governance groups, the joint committee elected to cancel the program tentatively scheduled for March. Currently there are not any workshops scheduled for the remainder of the 17-18 academic year, however we still hope to plan an event for May/June.

Action: The PDC would like to ask USC what their understanding of Professional Development is; would this include ‘Wellness’? [Julie Flenz of PDC explained Sara Wagner’s program]. Overall discussion indicated that majority does not feel Sara is professional development, but more wellness; request for Stress Mgmt workshop if focused on ‘work environment’! Amanda W expressed that she felt PDC had the right to run w/a speaker/presentation that they feel is professional development and they don’t need approval of USC as much as possibly HR. PDC will share discussion w/ASC and forward Sara’s information to HR/Wellness.

Another topic discussed was “America Saves Week”, and how does this differ from Wellness/Benefits; deferred to Benefits/Wellness. PDC stated that some staff do not feel they can attend workshops/conferences because of coverage and/or supervisor approval/s. These situations should be reported to USC chair. PDC will currently offer recording/networking of same to Project Coastal university staff members if/when possible.

Professional Development Funds YTD: Requested \$835, paid \$160, canceled \$150, pending \$525
PD funding will be updated on the website as requested.

UW-System Univ Staff Rep Report Jan Snyder presented the following report for Ron Kottnitz: The University staff mostly discussed the latest news from Steven’s Point (the administration’s plan to cut 13 liberal arts majors and direct those resources towards 16 others). We also discussed what the receiving institutions were doing to include university staff from the two-year institutions. Most all were trying to include them either in person or remotely in their committee/council meetings. Whitewater has already changed their by-laws to include representation to their council. I informed them all of our resolution for the coming year and suspect others will follow suit. In the joint meeting, we received updates on Title IX, UW Colleges and Extension restructuring, the 2020 FWD strategic planning, and the 2019-21 biennial budget request. Not much new information came out on any of these but there were a few interesting things in the budget request update. One was a new initiative, similar to Bucky’s Tuition Promise, to provide “last dollar” grant awards to all UW institutions. They are going to request another 2% + 2% pay plan, which will have an estimated cost of \$82.4M for the biennium. System will also be soliciting proposals from all UW institutions that align with UWSA and/or Legislative priorities.

Campus Shared Governance Committees

Title and Comp Study No report. Monica stated the committee is meeting next week.

Awards and Recognition No report. Ian informed UWSA what these awards are for and how they are received.

Committee on Workload and Compensation – CWC

No report

Learning Technology Collaborative Committee – LTCC

No report

University Committee Amanda W reported there was discussion regarding domestic travel courses to make way so UWGB can participate; currently can't take class and travel domestically; OIE shared challenges of which biggest is cost; work in progress. Tracy V said international can dial into approx. \$100 of travel but not sure how domestic travel costs pan out; software programs not avail either; can only do during spring break; unable to do another time of year. Also discussion on Art student's entrance to SA after hours.

*Jan: advised to carry ID w/you if after hours; contact Pub Safety if needing escort to car after hours and be sure to allow sufficient timing for them to arrange schedule.

Faculty Senate

No report

Master Advisory Plan Group No report

Campus Appointive Committees

OLD BUSINESS

Website Volunteer? Jan requested volunteer; Amanda Wildenberg is new Web-Mistress!!

Phoenix Book Store: Reported by Sue Machuca: Follett will be awarded the new contract effective July 1, 2018. They are currently working with campus. Three remaining people have not spoken to Follett re positions; working on our buy back options and how to work spring/summer operations. Current buyback is wholesale and may not be an option/best option for our students. Follett may run buyback as well. Phlash Rewards points will not be good; use now; will not carry over. Meeting next week w/Rick and Follett. Pass Points will be able to be used in the store. Monika has tech questions as well but communications have not been the best.

NEW BUSINESS

Collegium report: Jan reported that it was approved for all Project Coastal campuses to join us effective 7/1/18. UMC also informed us that going forward communication is to include language that this is pending HLC approval. HLC will meet in June.

UW-S Campus Identity & Budget Working Group. Jan, asked if access has been given to any shared files yet. Currently documents are emailed. Monika to work w/campuses & Jan on Share Point. Will keep us informed.

Adjourned Jan adjourned the meeting at 11:22AM

Next Meeting April 19, 2018, IS-1034, 10AM

Submitted by: Teri Ternes, Secretary, 03/15/2018