

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 Supervisor 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. This program is designed for new supervisors or those who have not gone through a supervisor training program before.
- **Employee Handbook**- HR is waiting for review by SOFAS and final publication of the ASC Bylaws before publishing and moving forward on the handbook.
- **Policy Updates:** all updated policies will be communicated annually in policy notification (September) and rolled out when handbook is finalized/communicated.
 - **Published:** <http://www.uwgb.edu/directory/policies/>
 - **Consensual and Familial Relationship Policy:** This newly published policy takes the place of the prior Consensual Relations Statement and includes information on necessary factors in consensual and familial relations in the workplace/classroom.
 - **Workplace Expectations Policy**
 - **In the Works:**
 - Compensation and Pay Plan Policy
 - Updates to: Harassment and Discrimination Policy and Educational Assistance
- **[Annual On-Site Health Screening Registration Open](#)** – Mark your calendar! Wednesday, April 26, 2017 is the day for the Annual On-Site Health Screenings. Making the choice to get a health screening gives you a snapshot of your overall health. Discover your numbers at this free health screening which is available to employees and their spouse/domestic partner who are enrolled in the State of Wisconsin Group Health Insurance Program.
- **[Self-Insurance & Regionalization: What's coming and where to get more information](#)** – We are learning more information about the changes coming to our Health Insurance effective January 2018. Under the self-insured model, the [Department of Employee Trust Funds \(ETF\)](#) would hold health insurance funds in a reserve to pay individual health care claims instead of paying health insurance companies a fixed dollar amount for employee health insurance. Please visit our blog post for more information and for a link to a [short video](#) to learn more about Self-Insurance and Regionalization and what it means to you.
- **[Student Hours Reminder](#)**
As a reminder, UW-Green Bay student employees can work up to 40 hours per week between March 12 and March 18, 2017. They must reduce their [hours](#) to 25 hours per week starting March 19, 2017. If you have any questions, please contact Human Resources at x2390 or payrollandbenefits@uwgb.edu

New Employees:

- **Inventory Control Coordinator** Institutional Support: Colleen Cowling (equals AI) was hired and started on 3/2
- **Student Status Examiner – Associate (Two Vacancies)** Admissions: Christy Vincent was hired started on 2/27 and Jonathan Allen was hired and started on 2/13

Positions Being Recruited:

- **Police Officer** Public Safety: Incumbent - Nick Dennis
- **Dean Assistant** Austin E. Cofrin School of Business: New Position
- **USPA (Two Vacancies)** Continuing Education & Community Engagement (formerly Outreach & Extension): One to replace JoAnn Feeney (retiring) and one new position
- **Financial Specialist Senior** Union: Incumbent – Tammy Olp
- **USA2** Provost: Incumbent – Avery Garcia

Elections Committee

The results of the Personal Preference Surveys are in. We had 35 of our 179 University Staff members respond (20% return rate). On a positive note, this is up from a 14% return last year (25/178). Due to a backlog in the SOFAS office, we're running behind our preferred timeline. The committee is going to meet on the 22nd and now hopes to have the elective committee ballot distributed on Monday, March 27th, closing Friday, March 31st. The Academic Staff and Faculty ballots are behind schedule as well; however, according to the SOFAS office, their delay is due to a lack of eligible candidates for some of the vacancies. Their ballots should also be going out on Monday the 27th.

Personnel Committee

No update. Jan indicated that Sue was going to meet with Christine to discuss the feedback from the Assembly. Jan will touch base with Sue to confirm that this is going to happen.

Professional Development Committee

Teri not here today so Jan provided an update for this committee.

- ASC/USC Workshops – the last one for the year is scheduled for May 23 (details to follow); we have a workshop entitled, "Dealing with Disruptions," tentatively scheduled for fall.
- Our year-end social is pending; will be scheduled at Lambeau Cottage
- Fall Conference, work in progress; save the date – October 20th at Tundra Lodge

Univ Staff System Rep Report

The University Staff System reps met last Friday. They discussed how to define "merit" relative to the 2+2 pay plan that was approved. What is "merit?" This is problematic since different supervisors could determine different definitions of merit. They will continue to discuss this and Ron will provide further information as it becomes available.

Jan asked Julie Flenz (our HR liaison) whether HR has developed the performance evaluation matrix yet. This was apparently discussed in HR at one time. Julie was not familiar with the matrix and will talk with Christine to see if something is in the works.

Question: if the "merit" box is checked "no" on a performance evaluation, is this determination challenge-able through the grievance process? The overall thought was that it is NOT a grievable condition. Julie will talk to Christine about this as well.

The US System reps also met with the Academic Staff Reps. This discussion centered around the title and compensation study. There is concern about the who's, what's and when's of this study. It is not clear how this study is happening and who is involved.

Also, the Joint Finance committee will be conducting listening sessions on the budget. They will be in Marinette on April 7th. This is the closest to Green Bay they will be for these sessions.

Campus Shared Leadership Group

There has been no activity. However, the chairs of each of the shared governance groups, along with the SOFAS, will be getting together to present information at the Supervising for Success workshops taking place in April. This is their chance to talk to employees about the importance of shared governance.

Awards & Recognition (A&R)

No one from this committee was in attendance today but Holly indicated that the nominations for the Founders Awards have been sent on to the committee for ranking. Once the committee has determined their selections for the finalists, they will be requesting additional materials from the nominators. This should happen by the end of March.

Committee on Workload and Compensation (CWC)

The committee has not met so there is nothing to report. Ron did comment, however, that he had had a discussion with Christine Olson during the Assembly about this committee. Apparently the Chancellor does not recognize this committee as an official committee. The UC is now discussing disbanding it.

Learning Technology Collaboration Committee (LTCC)

The committee has not met. Nothing to report.

University Committee:

- Program Discontinuance Policy in progress
- Safeguards for Students document in progress, to tie into work on Program Discontinuance Policy
- final review of Annual Review Policy next week
- Commencement Speaker Nomination Policy – per faculty request, Clif developed a policy whereby we'll go back to the practice of sending a call for nominations to Cabinet and Administrative Council for distribution to the rest of the faculty and staff.
- UC is considering changing the voting domain of ICS for campus committee representation
- considering a statement of institutional commitment to principles of General Education in light of potential collaboration/outsourcing; faculty are concerned about losing students, course sections, and watering down the courses we offer
- approved Institutional Learning Outcomes document from Clif for accreditation process
- approved Steve Meyer updating/streamlining Faculty Handbook

Faculty Senate:

- passed Memorial Resolution for Juanita Theile (former chair of Nursing who passed away)
- passed Resolution Supporting Diversity at UW-Green Bay
- Fund the Freeze initiative was presented
- passed Resolution on Workload Equity 25-2
- had 1st reading of Annual Review Policy for Faculty
- presented IRB Protocol Submission Update
- presented Enrollment Strategy Updates

On a side note: Lance Cavanaugh has resigned from Advancement and Tony Warner has been hired to take his place.

Notes from the Provost presentation: Greg stated that he doesn't believe that the self-insurance initiative is going to pass through the necessary chains to make it a reality. He also did not believe the tuition cut was going to make it through all of the necessary approvals. Academic Affairs is now being required to cut another \$2 million. Deadline is Friday.

UPIC – As of this past Monday (March 13th) the UPIC has been disbanded. This group is no longer functioning as the Chancellor had first intended. They are not empowered to do some of the types of work that is needed at this time (i.e. Budget Reductions and Interdisciplinarity). The Chancellor reconsidered the issues and, given the types of issues that the group had been asked to address, determined that there were different groups that needed to work on these problems. Once we are out of crisis mode, it is hoped that a group of this type could be recreated. The University Staff members voiced their concern that we would now be disconnected from the Administration and this was very disappointing. The UPIC provided us a chance to be "at the table." They also suggested that the Shared

Governance Leadership Group be reinstated in order for us to be able to be a part of the discussions rather than merely a method of communication.

University System Teleconference

The next teleconference is scheduled to take place on April 12th (10:00 – 11:30).

OLD BUSINESS

Emeritus Proposal

Our request for Emeritus status has been approved by the Chancellor. This approval will be added to the employee handbook. Supervisors have been alerted to the new opportunity for status and will hopefully take advantage of this as we have eligible University Staff retire.

Complaint and Grievance Policy

Mark-ups and comments to this draft policy have been requested by HR. If we have any additional comments, please send them to Jan and she will compile all responses and send them to HR.

Campus Website

Jan found a couple of places where “Classified Staff” is still referenced on the UWGB website. She has contacted WebDev about this. One question: is there an archive for our Classified Staff BLOG? Jan will touch base with Kim to figure this out. What on our BLOG is relevant today? What can be eliminated? Because the USC website committee has begun the work of translating our website into Kentico, it was suggested that we not eliminate things until we know that our records are archived. Some of the group expressed their frustration with getting any responses from WebDev. Monika explained that, given the recent turn-over in WebDev, we may need to follow-up on any work orders that had been established previously. If you don’t receive a response from the HelpDesk and you have already elevated your request to Kevin, you may need to contact Josh Goldman or Barb Holschbach for action. Barb is now the manager over WebDev. Per Monika, we may want to send a “SILVER” work order to the HelpDesk clearly detailing what the issue is and explaining why it’s a priority. You should then get a quick response from WebDev.

Other Items

SharePoint folders update: Basic info is on SharePoint for all UnivStaff. There is also a folder specifically for the USC with our working documents. Jan will continue to keep this drive updated.

New Business:

Employee Appreciation Week – Tina asked if we would be able to support Employee Appreciation week again this year. Last year they requested \$250 and spent a little over \$200. Amanda moved to donate \$250 to the cause, Ron seconded. No discussion. The motion was approved.

Adjourn

Meeting adjourned at 11:34 a.m.

GO FORTH AND BE AWESOME!!

| DATE | TIME | DAY | LOCATION |
|------------------|--------------------|----------|--------------|
| 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 |