



**University Staff Assembly Agenda  
January 29, 2020, 1:00 – 2:30 p.m.  
Phoenix Room C, University Union**

1. Welcome & Call to Order
2. Provost, Mike Alexander
3. Who Are We?
4. Human Resources Update
5. Committee Reports
6. Q&A
7. Closing Remarks
8. Adjournment

# University Staff Assembly 2020 Committee Updates

## **UNIVERSITY STAFF GOVERNANCE COMMITTEES**

### **University Staff Committee 2019-20 to Date**

**Committee Members:** Kim Mezger, Chair; Holly Keener, Vice Chair; Theresa Mullen, Secretary; Tracy Van Erem, Treasurer; Lisa Francl; Jayne Kluge; Kaitlyn O'Claire; Sue Machuca; Julie Flenz, HR Liaison.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 3 years in duration and are staggered for continuity (i.e. some members' terms are currently 2018-20, and some are 2019-2022).

**Meetings:** We meet the 3<sup>rd</sup> Thursday of each month August through June from 10:00-11:30 a.m. The June meeting is an informal time of transition, where we thank outgoing members and welcome incoming members.

#### **Primary charge:**

- Recommend and actively participate in the development of campus policies and practices, which are in the best interest of the university staff at-large and consistent with the goals and mission of the University.
- Serve as liaison to faculty, academic staff, and student governance groups.
- Survey needs, review concerns, and identify goals of the university staff.
- Channel information regarding university staff issues between the USC and the Chancellor, other university administrators, or UW System officials.
- Play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- Facilitate the retention of and promote/encourage involvement and leadership in the university staff governance process.

#### **2019-20 Activity:**

- Provided a list of university staff members to serve on the search and screens for Chancellor and Vice Chancellor of Student Affairs.
- Discussed Academic Affairs Strategic Priorities and sent to membership for feedback.
- Met with Interim Chancellor to discuss campus priorities for spring semester.
- Reviewed layoff status notice for 1 university staff member.

*Submitted by Kim Mezger, Chair*

## Election Committee

### 2019-20 to Date

**Committee Members:** Holly Keener, Chair; John McMillion.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 3 years in duration and are staggered for continuity (i.e. some members' terms are currently 2018-20).

**Meetings:** The committee meets as needed during the year, particularly in late winter to prepare for elections.

**Primary charge:** Prepare for and facilitate the election process each year, and determine recommendations for committee vacancies as they arise.

**2019-20 Updates:** *Given verbally during Assembly.*

Currently preparing for the election season. The tentative schedule:

Preference Survey goes out	January 31
Survey Closed	February 14 @ 5:00 p
Elective Ballot preparation by Election Committee	Feb 14 - Mar 22
Elective Ballot goes out	Mar 23
Elective Ballot Closes	Mar 30 @ 5:00 p

*Spring Break 2020  
March 16-22*

*Submitted by Holly Keener, Chair*

## Personnel Committee

### 2019-20 to Date

**Committee Members:** John McMillion, Chair; Denise Baeten, Gregory Kannenberg, Sarah Locke, Christopher Paquet, HR Liaison.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 3 years in duration and are staggered for continuity (i.e. some members' terms are currently 2018-20, some are 2019-2022).

**Meetings:** The committee meets as needed during the year.

**Primary charge:**

a) To serve as a hearing body and submit findings and recommendations at the request of the Chancellor, Human Resources, and/or budget authority for the following personnel issues:

- i. Complaints
- ii. Grievances
- iii. Position conversions
- iv. Promotion denials
- v. Dismissals for cause
- vi. Terminations

b) To provide procedural information at the request of an employee for any personnel issues listed in section a) above.

- c) To review proposed and approved University policy changes that pertain to university staff and submit feedback to the USC as deemed necessary.
- d) To undertake related special assignments at the request of the USC.
- e) To report the committee's activities to the USC, and to submit an annual report to the Secretary of the Faculty and Staff.

**2019-20 Updates:** We continue to work with HR to put together a handbook/guidebook on how to handle specific situations that come up with employees. This handbook will be something that will be handed down from chair to chair. There is still no estimated timeframe for the completion of this document, but we are all committed to getting it done. We also anticipate involvement with the Title and Total Compensation appeals process, and will receive training from HR when our role is further defined.

*Submitted by John McMillion, Chair*

### **Professional Development Committee 2019-20 to Date**

**Committee Members:** Teri Ternes, Chair (2018-2020), Dolly Jackson (2018-2020), Kate LaCount (2019-2020), Lisa Schmelzer (2019-2022), Barb Tomashek-Ditter (2019-2022)

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 3 years in duration and are staggered for continuity (i.e. some members' terms are currently 2018-20, some are 2019-2022).

#### **Recap of USPDC charge:**

- Consists of 5 University Staff members elected by University Staff
- Annually surveys University Staff to determine development needs
- Plans programming for conferences and seminars
- Works jointly with Academic Staff Professional Development Program Committee to plan & sponsor professional development events/workshops
- Reviews and approves professional development funding requests submitted by University Staff

The University Staff Professional Development Committee had another busy and successful year. The committee meets monthly setting plans for our fall conference. In addition, the committee meets regularly with the Academic Staff Professional Development Program Committee to plan joint workshops throughout the academic year. The USPDC is instrumental in planning our winter after hours social, and assists the USC with other scheduling needs as requested. Here is a recap of events this committee is responsible to address.

**Professional Development Funding:** The committee reviews the procedure and funding request amount yearly. The 2018-19 maximum allotment is 50% of the registration fee. We reimbursed a total of \$1,970.50. For 2019-20, we added lodging, and travel to the reimbursement allowable at a maximum of \$300. To date we received and approved 18 requests for professional development funding. Sixteen have been processed & paid for a total of \$460.83; two are pending payout for a total of \$364.50. Guidelines for funding be found at <https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/>

**Fall Conference:** The Professional Development committee sponsored a very successful Fall Conference on September 28, 2018 at Tundra Lodge. The Hyatt Regency/KI Center set the stage for the 2019 conference and

plans for 2020 are already “in the works”. Save the date: October 16, 2020. The conference will be held at the Hyatt Regency/KI Center. We can always use help with the conference, so let us know if you are interested!

**Professional Development Joint Workshops:** The University Staff Professional Development Committee joins with the Academic Staff Professional Development Program Committee in sponsoring educational workshops. In '18-19 workshops included 'Dealing with Disruption-Safety & Intervention', 'Trauma Informed Care 1 & 2', 'A Rolodex of Lived Experiences', 'Comedy City Improv', 'Wisconsin Demographics'. In '19-20 we sponsored three workshops presented by UWGB University Police: 'Active Shooter: Run, Hide, Fight', 'Crisis First Aid...What To Do Before Help Arrives', and 'Self Defense: Protecting Yourself In A Crisis Situation'. Another workshop is pending for spring 2020.

**Social:** In 2019 we held our social at Mackinaws Grill & Spirits. We tentatively have March 11 blocked for this year; location TBD. The committee encourages all university staff to attend. This is a great opportunity to share laughs, and rekindle old and new friendships. Watch your email for details.

**Committee:** I would like to extend a huge 'Thank You' to Julie Flenz, Kate LaCount, Dolly Jackson, Lisa Schmelzer, and Barb Tomashek-Ditter for serving on the USPDC. We encourage anyone with an interest in planning professional development events, and who is willing to give of their time & talents while having a little fun along the way, to consider serving on the University Staff Professional Development Committee.

*Submitted by the University Staff Professional Development Committee, Teri Ternes, Chair*

### **UW System University Staff Representative 2019-20 to Date**

**Representative:** Teri Ternes

**Terms:** Appointed by the USC. Membership term begins on July 1, coinciding with the start of the campus fiscal year, and it is 3 years in duration.

**Terms:** Appointed by the USC. Membership term begins on July 1, coinciding with the start of the campus fiscal year, and it is 2 years in duration.

**Meetings:** The shared governance representative attends meetings in Madison as scheduled by UW System, which are generally three times per semester. The representative is also invited to attend the Board of Regents monthly meetings. Attendance is optional.

**Purpose:**

The meetings are held at the Pyle Center on the UW Madison campus. There are two sessions that take place. During the AM session, University Staff Reps from each institution and System Administration have the opportunity to share their institutional report. There is discussion on what is happening throughout the UW System that affects University Staff. We discuss & share ideas on various topics such as payroll & benefits, social events, professional development, student retention and growth. For the 2018-19 year and to date, discussions have primarily centered on the operations of the 2-year campuses, and Title and Total Compensation Project.

All shared governance representatives [students, university staff, academic staff, and faculty] jointly meet in the afternoon. This session, led by UW System Administration, covers topics that require shared governance input or have an effect on shared governance as a whole. Information received at these meetings is reported at the monthly University Staff Committee meeting.

*Submitted by Teri Ternes, UWS Shared Governance University Staff Representative*

## **JOINT GOVERNANCE COMMITTEES**

### **Awards & Recognition Committee**

University Staff Representative: Cindy Estrup

The university staff representative typically is the person selected as the previous year's recipient of the University Staff Award for Excellence.

#### **Primary charge:**

- Coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
- The committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; University Staff Award for Excellence.
- The committee advises the Chancellor as to candidates for non-academic awards.

**Updates:** Deadline for submitting nominations for the Founders Association Awards for Excellence is March 6, 2020. For more information regarding the call for nominations and descriptions of the various award categories, please go to [www.uwgb.edu/sofas/forms/award.asp](http://www.uwgb.edu/sofas/forms/award.asp).

*Submitted by Cindy Estrup, Representative*

### **Committee on Workload and Compensation**

University Staff Representatives: Jenny Charapata, Kim Mezger, Sara Chaloupka

#### **Primary charge:**

- Identifying the various existing and potential components of workload and forms of compensation for Academic Staff, University Staff, and Faculty,
- Identifying areas of concern and stress among personnel relating to workload and compensation, and
- Formulating options for remedying perceived workload and compensation shortcomings, dysfunctional procedures, or inequities on this campus.

**Note:** A campus project committee was formed by Human Resources, in conjunction with the UWS Title and Total Compensation Study, and its membership is primarily representatives from the Committee on Workload and Compensation. Progress of this study has been shared through HR newsletters, and is available on the [UWS website](#).

**Updates:** None reported.

## **CAMPUS APPOINTIVE COMMITTEES & WORKING GROUPS**

### **Chancellor's Council on Diversity & Inclusive Excellence**

University Staff Representative: Theresa Mullen

**Purpose:** In the spirit of the University's guiding principle to "support a community devoted to diversity/inclusivity of thought and experience," the Chancellor's Council on Diversity and Inclusive Excellence will provide the Chancellor with advice and recommendations that will promote a learning community that pursues and embraces equity, diversity, and inclusion.

**Updates:** None reported.

### **Committee on Disability Issues**

University Staff Representative: Raelynn Smith; Theresa Mullen, ex-officio

**Primary charge:** The Committee on Disability Issues is responsible for providing information and recommendations relating to the needs and concerns of persons with disabilities. As needed, the Committee also examines existing programs and investigates unmet needs of persons with disabilities.

**Updates:** None reported.

### **Health & Safety Committee**

University Staff Representatives: Kathleen Jurecki, Wayne Chaloupka

**Purpose:** The University of Wisconsin-Green Bay Health & Safety Committee is established to advise the Vice Chancellor for Business and Finance on issues relating to the health, safety, and wellness of the university community.

- 1) Emergency Notifications/Alerts
  - a. Public Safety is researching a cloud-based app (Omni Alert) for mass notifications/alerts of emergencies
  - b. Other UW campuses use a combination of cell phone, emergency phones and cell phone apps
  - c. When the old exterior emergency phones ('the blue ones') on our campus fail they will not be replaced
- 2) Alarms
  - a. Current security alarms are being re-evaluated to determine what alarms are needed and how to improve existing alarms and alarm fobs. (No alarms will be removed from areas until an evaluation of its usefulness is completed.)
  - b. Alarm fobs (i.e.: panic buttons) are also being evaluated for their purpose. In most cases fob alarms are delayed by one to two minutes and make for a less effective response from University Police
- 3) Roadway/parking
  - a. Roadways and parking lots are the responsibility of the University Police
  - b. Upkeep and maintenance are paid for from the parking budget and cost exceeds the revenue generated by parking
  - c. Some ideas that were offered to help offset the cost (of painting and repaving roadways and parking lots):
    - i. Fee added to ticket purchases for events on campus ( @Weidner center / Kress Center)
    - ii. Increasing the cost of annual parking permits
    - iii. Closing lots that are not fully utilized (thereby not spending \$ to maintain them)
- 4) Other

- a. On August 5<sup>th</sup> Sgt. Dave Jones was sworn in as Chief of UW-Green Bay Police, replacing Tom Kujawa who retired April 2019
- b. Power Outages/ Communication: Discussion ensued regarding how communication of power outages should be handled, (ie; via GB Alert?). Often there is only one officer on a shift and they may not always be able to respond to the office in a timely manner to send out a GB Alert.

*Submitted by Kathleen Jurecki, University Staff Representative*

### **Master Plan Advisory Committee**

University Staff Representatives: Holly Keener, Fred Kennerhed, Kim Mezger

**Purpose:** To collaborate with campus administration as they consider some modifications to the campus Master Plan related to arising opportunities (e.g., STEM Innovation Center, Phoenix Innovation Park, siting of the Viking Long House), as well as long-range capital plans.

**Updates:** No report.

### **Strategic Budgeting Committee**

University Staff Representative: Monika Pynaker

**Charge summary:** This committee is advisory to the Chancellor and provides leadership in the development and coordination of internal planning processes, including strategic planning and budgeting. The fundamental responsibility of this committee is to ensure that planning occurs in a coordinated, integrated, and timely manner.

**Updates:** None Reported

### **Wellness Committee**

University Staff Representative: Lisa Schmelzer

**Purpose:** The Wellness committee is committed to promoting and supporting programs that foster the wellness of the campus community.

- Hosted onsite health screening events in April and September 2019. Also provided granola bar and water to those attending.
- Coordinated chair massages and Goat Yoga classes for Employee Appreciation week May 13-17, 2019.
- Two committee members attended “Health innovations at work” forum in November 2019 and “Wellness Council of WI” Conference in WI Dells in September 2019 and brought back info and ideas to the committee.
- Refreshed the wellness website.
- Currently creating a wellness tool kit for managers to utilize with their team/staff –more info to come.
- Had a booth at the annual Benefits & Wellness Fair in October 2019 to share information about the committee.
- Offered a flu shot clinic at the Benefits & Wellness fair in October 2019
- Had a booth at the Campus resource fair in January and August 2019
- Sponsored ASIST Suicide Prevention Program, November 2019
- Shared information with HR to consider adding info to supervisor trainings regarding Workplace Domestic Violence program from the Golden House.
- Organized the Run/Walk club and shared local run/walk info on website.
- Hosted quarterly lunch 'n learn viewings of StayWell webinars



- Offered many in person lunch and learns.
- Coordinated annual 9/11 memorial stair climb event and provided refreshments.
- Coordinated UW-Green Bay corporate team in the Bellin Run in June 2019, offered \$10 registration fee discount and team t- shirts to employees
- Promote area walks/runs, and other wellness events/activities via our UW-Green Bay HR Connect blog, Facebook page, and Twitter
- Posted healthy recipes and wellness related articles from StayWell on HR Connect blog weekly.
- Coordinate Summer Kress Challenge
- Healthy Heart “Spring 2019” Challenge help employees learn about AEDs and their locations. Participants were entered in a drawing for small prizes.
- Promoted unlimited winter and summer break employee access to campus fitness center, and limited employee access during school year on blog, website, Facebook and Twitter.
- Offered fitness and workstation items for rotational use by employees - resistance bands, pedometers, chair wobble cushions, under-desk pedal exerciser, exercise ball chairs, and kneeling chairs
- Completed a grant application on behalf of UWGB and secured an award of \$3,800 in wellness funds from the Department of Employee Trust Funds (ETF) for 2020

*Submitted by Lisa Schmelzer, University Staff Representative*