

**University Staff Committee
Meeting Minutes
December 20, 2018
10:00 a.m. – 11:30 a.m.
Instructional Services, IS-1034**

<p style="text-align: center;">APPROVED: January 17, 2019</p>

WELCOME / CALL TO ORDER

At 10:01 a.m. Jan Snyder (USC Chair) called the meeting to order and thanked everyone for being here.

IN ATTENDANCE

University Staff: Jan Snyder (Chair), Kim Mezger (Vice-Chair), Tracy Van Erem (Treasurer), Holly Keener (Secretary), Ron Kottnitz (USC System Rep), Julie Flenz (HR Liaison), Jayne Kluge (USC member), Theresa Mullen (USC member), April Peissig (MAN rep), Brian Rabideau (MNT rep), John McMillion, Raelynn Smith, Denise Baeten, Jenny Charapata, Monika Pynaker, and Jane Donlon (SHB)

Guests: Megan Noltner (HR)

Absent: TBD (SHB Rep)

APPROVAL OF MINUTES

November 15, 2018 minutes were unanimously approved with edits as read by Holly. John moved to approve / Jayne seconded.

TREASURER'S REPORT (Tracy Van Erem)

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,200.00	\$ 3,200.00
(136) Revenue Account	\$ 6,582.28	\$ 5,930.32
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,206.28	\$ 2,206.28
	\$ 12,006.37	\$ 11,354.41
Endowment Account	\$ 10,183.84	\$ 10,183.84
	GRAND TOTAL	\$ 21,538.25

Kudos to Tracy for working out the process of getting updates for each meeting. This is an exciting change!

HR UPDATES (Julie Flenz, HR Liaison)

- **Title and Total Compensation Project:**
 - 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 December.

- Benefits Preference Survey – designed to assess employee preferences regarding available benefits and determine if current programs are meeting employees’ diverse needs. Participants to include all benefits-eligible employees. **Survey will be open through December 21st**. Survey is electronic through a secure site and responses will be confidential.
- 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 Pay Plan:** FY18-19 budget included a budgeted 4.04% pay plan (to be implemented in 2 compounded installments effective in July, 2018 and January, 2019. Merit based pay plan, which required employees to have satisfactory performance and completion of online compliance training. Pay Plan Notices were sent out to eligible employees in late June. **Notices to remind University Staff employees of December 23rd increase amounts were sent this week.**
- **Performance-Based Funding:** Phase 1, in June of 2018, set \$15 per hour as the lowest compensation rate paid to any employee in a permanent or ongoing position at the University. Chancellor sent out a memo to campus on October 1st regarding the second phase of Performance-Based Funding distribution. Second phase of distribution was based upon merit, in accordance with the [Compensation and Pay Plan Policy \(I. iii\)](#). Guidelines for requests were included with the Chancellor’s memo. Notices were distributed on Friday, November 23rd to employees who were approved for compensation adjustments. Any questions about the distribution process can be directed to your supervisor or Division Leader.
- **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 is developing 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):**
 - Following the Board of Regent’s adoption of Resolution 11038 on June 7, 2018, two human resources policies were modified to address concerns related to sexual violence and sexual harassment. Specifically the following two UW System operational policies were modified:
 - [UPS Operational Policy: HR 13 Personnel Files](#)
 - [UPS Operational Policy: TC 1 Recruitment Policies](#)

The modified policies will be effective **January 1, 2019.**

 - 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:

- **University Services Program Associate** Marinette Campus Incumbent – Linda Hornick – Kaitlyn O’Claire was hired and started on 12/10/18
- **Inventory Control Coordinator** Facilities: Incumbent – Peggy Van Rixel – Brad Gajeski was hired and will start on 1/2/19

- **HVAC Refrigeration Specialist Advanced** Facilities Management: Incumbent – Jim Carncross – Paul Derenne was hired and will start on 1/7/19
- **Financial Specialist Senior** Controller’s Office: Incumbent – Terri Greve – Carrie Schultz was hired and will start on 1/7/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt
- **Custodian (Second Shift)** Operations: Incumbent – Keith Bani
- **Custodian (60%)** Operations: Incumbent – James Mezger
- **Academic Department Associate** Humanities, Music, Art & Design, Theatre & Dance: Incumbent – Pang Yang and Janet Gomez

Megan Noltner joined in the HR Update portion of our agenda to update the group on policy compliance and changes. Personnel files will now be shared between all UW institutions and Notices of Investigation are required to be placed in the files. If a charge of misconduct is determined to be an actual issue following investigation, the final notice will be placed in the file. If the charge is found to have no merit, the notice of investigation will be pulled from the file.

It was also determined that we will not be changing how we currently do reference checks. HR will do a follow-up call to ask criminal background check types of questions. The search and screens committees will NOT be a part of these reference/criminal background checks.

HR will also provide statements to supervisors regarding reference checks that are requested from outside companies looking for a reference. *Question: why are UWGB supervisors allowed to provide references? Shouldn’t these types of calls go directly to HR? Answer:* There are institutions in the UW System that do not allow references to be given other than from HR. Megan agreed to continue to look into the process but stated that HR will be providing supervisors with a statement that they will be required to read that will state that any questions regarding background checks will need to go through HR.

Question: What if a reference doesn’t know or refuses to answer a question on criminal background during a reference check? Answer (Jenny Charapata): We are doing our due diligence in asking the questions. It’s the best we can do.

Professional Development Committee Report (presented by Julie Flenz)

Teri Ternes was not in attendance due to new grandbaby Harper!!! CONGRATULATIONS TERI!!!

- Winter Social: The date is set – Wednesday February 19, 2019. Venue, TBD
- Fall Conference: A survey was taken to see what day of the week was preferred for the 2019 conference. Friday was the day of choice. The 2019 USFC is being held on Friday October 18, 2019. Venue pending.
- PD Funds: Reminder to review policy/procedure and obtain request form on website uwgb.edu/university-staff-governance; click on Professional Development/Professional development funding [<https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/>]. The current reimbursement is limited to 50% of the registration fee with a maximum of \$300.
- Joint Workshops: TIC 2 was well-received. Another workshop, based on a book-study, is being considered during winter break; details to follow.
Mark O’Connell will present “Wisconsin Demographics – How the Changes Affect the University Potential”, on April 18 @ 10AM & 1:30PM. Watch your email for registration & further details.
We are tentatively planning a workshop for year-end with Angie Lee, former Big 10 coach of

the year, who helps struggling students. Angie comes to us with a contagious, enthusiastic attitude. More to follow!

The Professional Development Committee's Next Meeting is scheduled for Monday, 1/14/2019

Personnel Committee (John McMillion, Chair)

No news. HR is working on the training document that was discussed at their last meeting but Megan Noltner (from HR) left before we could ask her for a status update. John will bring an update to our next meeting.

Election Committee (Holly Keener, Chair)

Holly sent around copies of last year's Interest Survey. We are revising the survey now and hope to have it sent out by the end of January. Please send any comments to Holly within the next few weeks. Holly will send a reminder to the group in a couple of weeks.

System Rep Report

Ron provided a report to the group regarding the last rep meeting in Madison. They discussed Title and Total Compensation and the new policy regarding criminal background checks and personnel files.

A proposal has been made by the TTC steering committee that the Univ. Staff and Acad. Staff reps be inserted into the TTC work groups so that the reps can bring information back to the rep meetings for discussion. The group didn't think this was a necessary element, since there is already shared governance representation on the Committee on Workload and Compensation; however, System would like to have some more "champions" of their cause. More to come.....

There was discussion regarding setting up an Exec. Committee of System reps in case - in the interest of time - something needed to be done through shared governance. If a short turnaround was needed, the members of this exec. committee could meet with System Admin to make decisions. This will be a topic of further discussion.

Comment: Regarding the System Rep Exec. Committee – the group would like to get more information on this proposal. It seems interesting that we would want only a few people making decisions for the majority of people.
Response from Ron: This is really just the first step in the proposal for this type of committee. Ron will continue to keep us updated.

Question: what would a reason be that they would need to have this exec committee make a decision? What type of issue would cause this committee to be called upon?

Response from Ron: example – in the case of a natural disaster, this would be a way to bring people to the table to make decisions if something happened on a campus and they needed to pull people together quickly.

... More to come.

University Staff prof development opportunities are being discussed during a conf. call that will take place on Thursday, Jan 17th with Dr. Shenita Brokenburr, head of HR at System. Anyone who wants to be a part of this call is invited. There are at least two people on the USC who have expressed interest. If there is a group that would like to gather, Ron will arrange a place for us to meet to take this call.

System extended the deadline for completion of the benefits survey. UWGB's participation was higher than most of the other institutions at 44% as of last week. All others were at 30% or below. Please complete the survey if you haven't already done so. The survey link will be in HR Connect today. Please encourage the folks in your offices to complete this survey. It's an important piece of information for our benefit offerings.

Question: Jan sent info regarding the sick leave policy that included a PowerPoint presentation. Why was this sent? It just looked like historical information.

Answer from Ron: Jan sent it around for purely informational purposes. This particular email has nothing to do with University Staff. This is a policy for unclassified employees. Apparently there are a lot of people who abuse this policy when reporting sick leave. The purpose of sending this out was to remind academic staff and faculty that they will lose the waiver if it is discovered that they are not reporting their sick leave appropriately.

Faculty Senate Meeting (Kim Mezger, USC rep)

During their December meeting, the Senate voted on a resolution that addresses the discontinuance of low enrolled programs. They approved the merger of HUD and Psychology. Chancellor Miller explained that he had met with Tony Evers (incoming Governor of WI) and is very confident that Tony will support our efforts. He also stated that he will not back a tuition increase but we could very well see other increased support in the coming years. The Senate also approved the BFA (Bachelor in Fine Arts) program.

Theresa Mullen is on schedule to be the USC rep at the January Faculty Senate meeting.

Budget Alignment & Development Steering Committee (Monika Pynaker)

There is a movement to shift our budgeting to a Cost Recovery Management system. Monika explained a little about how this RCM (Responsibility Centered Management) will be developed. This is a huge fundamental shift in how the finances work at this institution. The steering committee has representation from all of the division heads and the three governance units. We are really in the beginning stages of the process and there is a lot of discussion about what costs should be placed where. They are going to try to roll this out in 18 months. More to come....

Health & Safety Meeting (report submitted by Kathleen Jurecki – read by Jan Snyder)

Public Safety completed their security review of each campus. Here are some of the items that will be addressed in the near future:

- Coastal campus policies will be brought up to match UWGB policies including building access;
- they will begin CEO walks on the coastal campuses to match our chancellor walk each year;
- UWGB will take over emergency management in July 2019; because coastal campuses do not have police, decisions will need to be made regarding security plans for the campuses;
- campuses will be moved to our GB Alert system which will allow users to sign up for one or more campus locations;
- the committee is looking into adding coastal campus members to the Health & Safety committee;
- Public Safety will be offering their “Dealing with Disruptions” presentation on each campus.

Other items that were addressed at the meeting include:

- Inattentive driving and walking is still a concern around campus. Police will increase enforcement for these violations;
- The hallway in the Union by MESA seems narrow, but it is up to code;
- Roundabouts on Nicolet Drive? This is a city of Green Bay issue;
- Fire Drills – most people exited the building quickly. There was one issue with a classroom not leaving;
- Recycled plastic bags can no longer be stored in the hallways due to a flammability issue, they were moved to the loading dock;
- Electronic door locks will continue to be installed on the exterior doors. Facilities was about ¾ done a couple of years ago and then had an issue with the contract and needed additional funds to finish the work;
- Card swipe doors on the STEM building will be controlled by the County;
- Security cameras: Kress added cameras, Union will be adding cameras, Residence Life will be adding cameras to all buildings;
- There may be an issue with the blue security phones on campus. This is a 20-year old system that is failing. Administration and student government will be discussing the future of the blue phones on

campus. There really has never been an emergency call on the emergency phones since they have been in service. The only 2 calls on these phones have been when someone couldn't find their cars. These phones are also grouped in with the elevator phone services and are analog systems.

- AED locations were discussed. The Wellness committee for the heart walk has everyone walk past the AEDs. They should continue this practice.
- Smoke free campus discussion was held. The student rep is taking the discussion back to SGA for input.

Provost Search and Screen

The names of 4 willing candidates were to the Chancellor for selection. These names are: Brenda Beck, Holly Keener, Kim Mezger and Amanda Wildenberg. The Chancellor has not yet made the appointments nor pulled together the committee. Should be soon after the New Year.

By-Laws Discussion

The version of the By-Laws that was approved at our last USC meeting was sent out to the full University staff for review and comment. Jan did not receive any feedback. This version will be presented at the Jan 29th University Staff assembly for approval. Once approved through the assembly, these changes will go into effect. We do not need any further approval from the Chancellor or Board of Regents (BOR).

NEW BUSINESS

Jan 17th is our next normal monthly meeting. Our assembly is on the 29th. If we don't have anything to discuss on the 17th, Jan may cancel this monthly meeting. Stay tuned.

During the assembly, the Chairs of our subcommittees should be prepared to report on their committee's activities so far this year. Chairs need to also send a written summary to be included in the assembly agenda. The chairs can stand up and introduce their committee and say a little blurb, if desired.

Hearing no requests for further business, Jan asked for a motion to adjourn. Hearing none (because everyone was already walking out), Jan adjourned the meeting.

ADJOURN

Meeting adjourned at 11:20ish a.m.

Next Meeting: January 17, 2019, 10:00 a.m., IS 1034