

**University Staff Committee Meeting**  
**Minutes**  
**October 18, 2018**  
**10:00 a.m. – 11:30 a.m.**  
**Instructional Services, IS-1034**

APPROVED:  
November 15, 2018

**WELCOME / CALL TO ORDER**

Jan Snyder (USC Chair) called the meeting to order at 10:03 a.m. and welcomed all in attendance.

**IN ATTENDANCE**

**University Staff:** Jan Snyder (Chair), Kim Mezger (Vice-Chair), Julie Flenz (HR Liaison), Jenny Charapata, Tracy Van Erem (Treasurer), Blair Beyer, Barb Swanson, Denise Baeten, Raelynn Smith, Theresa Mullen, Monika Pynaker, Teri Ternes, Holly Keener (Secretary), Kay Sbarbaro (SHB), April Peissig (MAN), Kathleen Jurecki, and Jane Donlon (SHB)

**Guests:** Ben Joniaux, Chancellor's Chief of Staff

**Absent:** Ron Kottnitz (USC System Rep), Jayne Kluge (USC member), Brian Rabideau (MNT), Janice Rouse (SHB)

**APPROVAL OF MINUTES**

August 16, 2018 minutes were unanimously approved with no changes.

September 20, 2018 minutes were unanimously approved with no changes.

**HR UPDATES**

**Title and Total Compensation Study**

- **Title and Total Compensation Study:**
  - Timeline has been extended, likely through 2019.
  - 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 been developing the draft standard job descriptions. Next step is subject matter expert review of those draft descriptions, which will happen in late fall.
  - 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. Target survey dates are mid-November through mid-December, with results anticipated in February, 2019.
  - 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 6/24/2018 and 12/23/2018 for bi-weekly employees). 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.
- **Performance-Based Funding:** Chancellor sent out a memo to campus on October 1<sup>st</sup> regarding the second phase of Performance-Based Funding distribution. Performance-based funding is separate and distinct from pay plan dollars. 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. Second phase of distribution will be based upon merit, in accordance with the [Compensation and Pay Plan Policy \(I. iii\)](#). Guidelines for requests were included with the Chancellor's memo. Any questions about the distribution process can be directed to the Vice Chancellor or Cabinet-Level Director for your area.

- **Project Coastal (HR-related):** Welcome letters went out to all transitioning UW Colleges employees from the Chancellor in mid-June. A special HR Connect went out on July 2<sup>nd</sup> to UW Colleges employees with additional information about HR Staff and university programs (Wellness, ERGS, professional development, etc.), and transitioning employees are receiving all HR Connect newsletters. HR held office hours on the campuses in July, August, and September and we will be evaluating (in coordination with CEOS) future presence on the campuses. UWGB HR has been working closely with Colleges HR to try to make the transition as seamless as possible for employees.
- **Annual Benefits Enrollment:** The annual open enrollment period is currently in effect and will be ending on Friday, October 26, 2018. Open Benefit Lab sessions are being held throughout the month for employees to stop in with questions and get assistance with the online enrollment process.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been.
- **Policy updates (informational only):** no updates at this time.
- **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** Provost and Vice Chancellor: Incumbent – Mariah Pursley – Pang Yang was hired and will start on 10/24/18

#### Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt
- **HVAC Refrigeration Specialist Advanced** Facilities Management: Incumbent – Jim Carncross
- **Inventory Control Coordinator** Facilities: Incumbent – Peggy Van Rixel
- **Financial Specialist Senior** Controller's Office: Incumbent – Terri Greve
- **University Services Program Associate** Continuing Education & Community Engagement: Incumbent – Crystal Williams
- **University Services Program Associate** Marinette Campus Incumbent – Linda Hornick

## 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	\$ 3,410.36	\$ 1,735.77
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,206.28	\$ 2,206.28
	<b>\$ 8,834.45</b>	<b>\$ 7,159.86</b>
Endowment Account	\$ 10,183.84	\$ 10,183.84
	<b>GRAND TOTAL</b>	<b>\$ 17,343.70</b>

Important to note: the 136 account is down due to the expense of the speakers at the conference.

### Discussion of the Mission Statement (Guest: Ben Joniaux, Chancellor's Chief of Staff)

Ben joined our group and provided the rationale and a bit of the history of the current mission statement revision process. To summarize: The Chancellor was asked to revise the mission statement when he interviewed for his position in 2014. Due to some conflicting priorities (i.e. budget cuts, HLC 10-year accreditation, restructure), the revision was placed on hold for a while. The Chancellor's office has now been actively working on this revision since early last spring (2018). They have held open forums and listening sessions and have discussed these changes with all of the shared governance groups. They are also travelling to the branch campuses to discuss these changes and have gotten good feedback from all of the groups. They have made changes based upon the comments they have received. Ben stated that by revising our mission, we are telling our elected officials in Madison that this is who we believe we are and who we want to be. They will now use this mission to consider our requests for capital resources and programs and will now be able to confirm that our requests match up to our mission.

The Chancellor is hoping to have all of the shared governance approvals done this semester so that they can send a final version to the Board of Regents (BOR) for a first reading at their February meeting. Following their first reading, the BOR will then bring the mission statement back into our community for some listening sessions and then it will need to go back to the BOR for the second reading and final vote.

The Faculty Senate approved the most recent revision during their October 10<sup>th</sup> meeting. The Chancellor is asking us to support the version that was approved by Senate. This version reads:

*"The University of Wisconsin-Green Bay is a multi-campus comprehensive university offering exemplary undergraduate, masters, and select doctoral programs and operating with a commitment to excellence in teaching, scholarship and research, and service to the community. The University provides a problem-focused educational experience that promotes critical thinking and student success.*

*The culture and vision of the University reflect a deep commitment to diversity, inclusion, social justice, civic engagement, and educational opportunity at all levels. Our core values embrace community-based partnerships, collaborative faculty scholarship, and innovation.*

*Our commitment to a university that promotes access, career success, cross-discipline collaboration, cultural enrichment, economic development, entrepreneurship, and environmental sustainability is demonstrated through a wide array of programs and certifications offered in four colleges: College of Arts, Humanities, and Social Sciences:*

*College of Science, Engineering, and Technology (including the Richard Resch School of Engineering); College of Health, Education, and Social Welfare; and the Austin E. Cofrin School of Business, leading to a range of degrees, including AAS, BA, BAS, BM, BS, BSW, BBA, MS, MSW, MSN, and Ed.D.”*

Holly Keener made a motion to approve the most recent version of the mission statement that was passed by the Faculty Senate during their last meeting (as written above). Monika Pynaker seconded the motion. A couple of points were brought up for discussion:

Monika commented that Ben has done a nice job of explaining why we are using the statement “problem-focused” rather than “solution-focused.”

Kim noted that she was surprised at the removal of the word “relevant”. During the most recent listening session, the Chancellor really put a lot of emphasis on the reason behind keeping this word in the statement. Ben indicated that in the end the faculty were leery of how future administration might use this word to potentially discontinue “irrelevant” programs. The Chancellor agreed that this word was not worth holding up the approvals, so it was agreed that it would be removed.

A question was raised about whether we would need to go through this entire process again just to add or delete programs from the last paragraph. Ben assured us that the programs offered can be changed by a simple vote from the Faculty Senate and would not have to go through the Board of Regents process.

Hearing no more discussion, Jan called for a vote of the USC. The Mission Statement was approved unanimously.

#### **Election Committee (Holly Keener, Chair)**

Nothing really new to report. Jenna Hunt’s appointment to the Committee on Disability Issues (CDI) was approved by the Provost. And this is old news, but worth repeating ... Monika is now our representative on the Awards and Recognition committee. All other committees are “good to go” at this time.

#### **Personnel Committee**

*John McMillion (chair) was absent so Jenny Charapata presented*

The Personnel Committee was asked by the USC By-Laws Committee to review their charge and make recommendations for revisions. These revisions will be reviewed by the By-Laws Committee and then added into our proposals for the by-laws. The committee is still aiming to bring these revisions to the full assembly during our spring assembly in January 2019.

The committee met with Christopher Paquet to review the charge and came up with the following revised statement:

#### 2) Responsibilities

- a) ~~To review the status of new, vacant, and replaced university staff positions.~~
- b) ~~To act as a liaison to Human Resources regarding new university staff hires and the university-wide new employee orientation process.~~
- c) ~~To serve as a hearing body in personnel issues including, but not limited to, termination, denials of position conversion, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.~~
- d) ~~To review denials of the promotional process.~~
- e) ~~To submit all finds and recommendations for review and conversion to the Director of Human Resources and the Chancellor.~~ **C, D, and E were combined into the new a) below.**

- 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:
  - Terminations
  - Position conversions
  - Complaints
  - Grievances
  - Promotion denials
  - Dismissals for cause
- b) To review proposed and approved University policy changes that pertain to university staff, and submit feedback to the USC as deemed necessary.
- c) To undertake related special assignments at the request of the USC.

The revision, as proposed, changes the wording to adapt it to indicate that we are more of a “hearing” body than an “advocate” for the employee. Rationale for this change: if we put ourselves in the position of an “advocate”, this could then appear that we are placing ourselves on the side of the employee. It was suggested that our role is to ask questions on process and be supportive, but we may not want to look like we’re taking sides on any issue.

The group discussed the changes to the by-laws relative to the Grievance and Complaint Policies. This change in wording seems to correlate with the wording in the UWGB HR policy that was approved in April of 2017 (University Staff Complaint and Grievance Policy: HR 14-15-7a). In this policy the personnel committee is defined as an “Impartial Hearing Officer.”

The suggestion was made that we make sure that the Personnel Committee has access to the resources necessary for the affected employees in the case of a grievance or complaint. HR may be the initial point of contact for the employee and can certainly provide all of the paths by which the employee can grieve or complain, but we should be equipped with this information so that we can also provide support to employees who may wish to remain anonymous.

Kay Sbarbaro suggested that maybe having a workshop to address the training for the personnel committee might be a good idea. As a branch campus employee, it’s a bit difficult to know who to go to or what policies pertain to us. Maybe a workshop on our policies and procedures would be a good thing. Teri agreed to bring this up at the next Prof Dev committee meeting.

During this discussion, it became clear that we need some clarification on what our role really is in these types of situations. What part does the personnel committee play in our grievance and complaint process? How are we able to help our employees?

In order to cut to the chase, the group asked Jan to arrange for a special meeting with Christopher so that we can discuss these issues directly with him before we vote on any changes to our by-laws. Jan agreed to arrange the meeting and will send out invitations to everyone once she has Christopher scheduled.

#### **Professional Development Committee Report (Teri Ternes, Chair)**

The fall conference is over and the job of reviewing comments from the attendees has begun. Many of the comments received were specifically related to the venue and food choices and not necessarily the content of the conference. Most notably, people are wondering if we can find a different venue for this conference. Rest assured, the committee is looking into this and hopes to be able to provide us with a date for next year’s conference at the November USC meeting.

Dealing With Disruption Workshop – only 8 people registered for the workshop so they opened it up to walk-in attendees. Teri did not have a final attendance count.

Nov 14<sup>th</sup> – there will be another presentation of Trauma Informed Care (TIC1)  
Nov 30<sup>th</sup> - TIC 2 – which is a follow-up to TIC 1. Attendance at TIC 1 is a prerequisite.

Funding for refreshments for our Spring Assembly is still pending a request to the Provost.

Suggestions for workshops or conferences were tossed around. Some of the more colorful suggestions were: “SOS when you’re SOL” and “Where to go when you’re in hot water.”

Toner Collection: no status update on the Toner Collection program. We may be going to a universal vendor for our toner needs. This would make our toner collection program obsolete. It was agreed that we will need to get an update from Amanda Wildenberg and/or Ron Kottnitz.

### **System Rep Report**

Ron was not in attendance so Jan did a quick update. The next meeting of the System Reps is on Nov. 7<sup>th</sup> in Madison. The suggested topics for the next agenda are: State of the System (in terms of our employment category), Attitude & Esteem for the US Class, and Shared Governance in the UW-System. Jan will work to find a replacement for Ron if he is unable to attend the Nov. 7<sup>th</sup> meeting.

### **Faculty Governance**

UC tidbits: Tracy Van Erem attended the most recent UC meeting. They discussed the faculty promotion process at the branch campuses, the class absence notification process used by the students who work with Phuture Phoenix, and potential trust issues between the faculty at the branch campuses and their UWGB department colleagues.

### **NEW BUSINESS**

Update from the Title and Total Compensation Benefits Working Group (Kim Mezger) – This group is working on gathering information on what types of benefits all employees would like to have offered. There will be a survey sent out the weekend after Thanksgiving and we will have a relatively short amount of time to comment. Make sure you complete your survey if you would like to have your suggestions heard.

Quick update from Jan – all committee members should now have access to the SharePoint folders. Please double check to make sure you do. If you have issues, let Jan know.

In other news: Provost Davis has decided to step down from the Provost position and go back to his Faculty appointment. This will take place in the Fall of 2019. This is very “new” news, so no additional details on a search for his replacement have been discussed. Holly will keep us posted.

### **ADJOURN**

Meeting adjourned at 11:35-ish a.m.

**Next Meeting:** November 15, 2018, 10:00 a.m., IS 1034