

**University Staff Committee
Meeting Minutes
February 21, 2019
10:00 a.m. – 11:30 a.m.
Instructional Services, IS-1034**

<p style="text-align: center;">APPROVED: April 18, 2019</p>

WELCOME / CALL TO ORDER

At 10:00 a.m. Kim Mezger (USC Chair) promptly called the meeting to order and got right down to business. This is her first “official” meeting as Chair.

IN ATTENDANCE

University Staff: Kim Mezger (Chair), Jayne Kluge (USC member), Blair Beyer, Tracy Van Erem (Treasurer), Holly Keener (Secretary), Julie Flenz (HR Liaison), Jenny Charapata, Ron Kottnitz (USC System Rep), Theresa Mullen (USC member), Teri Ternes (USC Member), John McMillion, Raelynn Smith, Brian Rabideau (MNT rep), Jane Donlon (SHB) and Monika Pynaker (stopped in to say hello and named Ron Kottnitz as her “proxy” for any votes to be taken).

Guests: none

Absent: TBD – Manitowoc, and TBD – Sheboygan rep.

APPROVAL OF MINUTES

January 17, 2019 Minutes – Jayne moved to approve the January 17, 2019 minutes and John seconded. With no objections, Kim declared, “You’re good Hols!”

Spring Assembly Minutes – Theresa moved to approve the Assembly minutes and Tracy (seconded). No objections. Minutes approved.

TREASURER’S REPORT (Tracy Van Erem)

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,200.00	\$ 3,067.75
(136) Revenue Account	\$ 5,930.32	\$ 5,930.32
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,441.87	\$ 2,491.87
	\$ 11,590.00	\$ 11,507.75
Endowment Account	\$ 10,183.84	\$ 10,183.84
	GRAND TOTAL	\$ 21,691.59

HR UPDATES (Julie Flenz, HR Liaison)

- **Title and Total Compensation Project:**
 - Timeline has been extended at least 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 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 February
 - Updates to Advisory Council – proposal to make the joint governance groups the new advisory council. HR held a meeting with UW-Green Bay joint governance reps on 2/12/19 to discuss.
 - For the latest updates, please review UW System’s website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **Pay Plan:** Board of Regent has **recommended** a 3%/3% pay plan for 2019-2021 biennium. This is just a proposal – would need to be approved by JCOER (Joint Committee on Employment Relations). Likely would not be approved until the summer. No information re: potential distribution schedule (may not be the same as last time).
 - **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 has developed 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):**
 - 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.
One question was raised regarding HR’s mentor program: Is HR still using the old list of mentors. Julie confirmed that they are still working off of the old list. When Jayne enthusiastically asked Julie to add her name to the list, Julie agreed to put her in the number one spot.

New Employees:

- **Custodian (Second Shift) Operations:** Incumbent – Keith Bani – Elizabeth Stenson was hired and started on 2/18/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt
- **Facilities Repair Worker – Marinette** Facilities: Incumbent – Eric Berg
- **Custodian** – Lead Operations: Incumbent – Rick Weston
- **USPA Residence Life:** Incumbent – Julianne Crayton
- **Technician** Information Technology: Incumbent – Matthew Williams
- **Program Associate (USPA)** Provost and Vice Chancellor: Incumbent – Jan Snyder

Election Committee (Holly Keener, Chair)

Teri Ternes is the new USC voting member fulfilling the term vacated when Jan retired. Her term will end June 30, 2019.

Our Manitowoc Rep, April Peissig, resigned from the USC. Holly will reach out to the CEO to fill that position.

We are still looking for someone to fill the vacant Sheboygan position. Holly will reach out to the CEO to see if she can suggest a replacement.

We have 19 vacancies on committees going into the 2019-20 academic year and only 24 people completed the preference survey. The committee discussed options for increasing participation: resending the survey, creating a mentoring program for new university staff employees, setting up an informational booth in a highly trafficked area, sending out an email from the University Staff Governance email address providing more information on the committees and inviting people to join us, moving our meetings to the afternoon so that 2nd shifters would be able to attend, reaching out one-on-one to people we know who are not currently participating and sending a postcard with a lifesaver to all university staff as a plea for rescue.

In the end, the lifesaver on the postcard and setting up an informational booth were the preferred options for the short-term. We will also delay the distribution of our elective ballot until the week following Spring Break in order to allow us time to drum up a little more interest our committees.

The new timeline will be:

Preference Survey open until March 8th

Elective ballot open March 22 – 29th

Teri and Jayne agreed to spearhead the lifesaver and booth efforts. HR will provide a complete list of all university staffers for the distribution of postcards. Kim will put together an email that we will send out with another link to the preference survey.

Personnel Committee (John McMillion, Chair)

“Got nothin’.” The committee has not met recently and HR is still working on the training manual. No updates to report.

Professional Development Committee Report (presented by Teri Ternes)

The University Staff Professional Development Committee met on 2/11/19.

CONFERENCE: The 2019 USFC is being held on Friday October 18, 2019 at the Hyatt, downtown Green Bay. Theme & speakers pending. Save the Date notices will be sent to university staff at UWGB and branch campuses, UW System campuses, NWTC, FVTC, LTC in March. Cost: TBD; early bird TBD. Parking is in the downtown city ramp; there will be a charge.

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. Currently six requests approved; pending payout \$1004.50.

WINTER SOCIAL:

Held on Tuesday, February 19, 2019 at Mackinaw’s Grill & Spirits. Attendance: 20
Thank you to Provost Davis for providing the funding for this event.

The University Staff Professional Development Committee met with the Academic Staff Professional Development

Programming Committee on 2/7/19.

JOINT WORKSHOPS: Workshop is scheduled for Tuesday March 19, afternoon. Comedy City will be returning for team-building workshops [3 sessions, max attendance 12/session], followed by a stand-up comedy event in the Phoenix Club. Complimentary popcorn, \$.50 soda, \$5 pizza, as well as full menu will be available after 3PM and during the show.

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.

A workshop, based on a book-study, is being considered during winter break; details to follow.

The tentative workshop with Angie Lee, former Big 10 coach of the year, who helps struggling students will be postponed until next academic year.

Watch your email for details/registrations on all upcoming ASC/USC joint workshops.

Next Meeting ASPDPC/USCPDC, Friday 3/8/19, Manistique 1-2:30PM
USPDC, Monday 3/11/19, TH 335H, 1:30-3PM.

System Rep Report

The last meeting of the System reps was on February 1st. Ron did not attend this meeting due to the rescheduling of Jan's retirement celebration. (At least he has his priorities straight! 😊).

The agenda included:

A Title and Total Compensation (TTC) update. The three reps (US / AS / Faculty) are now invited to the TTC meetings to serve as communication liaisons to the System Rep meetings. This is only a temporary appointment until the TTC study is complete. The goal is to have the campus reps serve as the "champions" for this System project.

An update from Steve Wildeck on UW Shared services – he emphasized that this program is NOT part of restructuring and also that this core commitment has been initiated to create operational efficiencies. Apparently, there was a town hall meeting on Jan 10th but no one really knew it was happening. Ron will provide more info as he receives it.

Advisory Board Update – this is a guiding push for student success – it is a student success analytic package brought forward as part of the "20/20 Forward" plan. The reason behind moving towards this software platform system-wide is that it will get us out ahead of issues by identifying them ahead of time. The hope is to discover issues early so we can fix things and help our students succeed. It was emphasized that "this is a research entity with technology and not the other way around."

The planned teleconference with Shenita Brokenburr had technical difficulties and was not able to connect. It has been rescheduled for February 28th at 10:00 a.m. Ron will send the link to Kim and Kim will send it out to the group. Ron will arrange to have the meeting in a bigger conference room if there are more people who want to connect. More info to come....

Faculty Senate Meeting (Kim Mezger, USC rep)

Nothing notable to report from Senate and UC other than the SGA has approved the purchase of a composter. This was a big accomplishment and they hope to have it installed and functional by next year.

A&R Committee

Deadline for Founders Awards Nominations is March 8th. The committee work will begin in earnest once the deadline has passed.

Theresa Mullen is on schedule to be the USC rep at the February 27th Faculty Senate meeting.

Budget Alignment & Development Steering Committee (Monika Pynaker)

Monika was not in attendance so there was no update.

Committee on Disability Issues (CDI)

They will hold their spring meeting on March 13th.

Campus Master Planning Committee (Holly Keener and Kim Mezger)

This committee met on February 14th and had a lot to talk about.

- The Residence Hall study is complete. It is hoped that the first building (a new freshman dorm) will be “online” by the end of 2021.
- A Milwaukee-based firm (Engberg-Anderson) has been hired to do the library renovation study. This study will include the 1st through the 8th floors with an in-depth look at HVAC, plumbing, windows, data, etc. etc. The intent is for the 1st phase of the project to be a 1st and 2nd floor renovation (including a new “entry” as the centerpiece of the campus) and then the 2nd phase would be the 3rd through the 8th floors.
- LS 307, 308 and 309 (Masters in Athletic Training) labs are to be functional for the summer term.
- Single mode fiber optics are being pulled from downtown out to Red Smith School by Brown County. They offered to include us in on the route. This will save us considerable cash, so we opted in. This will allow much higher quality data connections to the residence halls and other areas on campus.
- Campus signage will be re-faced and will go high tech (video) by May 11th (day before commencement). Marketing and Communications dept. will be responsible for the content. New color scheme: silver, lime and dark green. This color scheme will be consistent among all campuses.
- Master Plan Update – to be completed soon, to include the STEM building, the soccer and softball complexes, and the recommendations for the residence halls.
- STEM Building – the steel work is in process and they have only experienced slight delays due to the recent inclement weather. The building will be done by August 15th.
- Pavement work – North Circle Drive will be fixed and Shorewood Drive will be removed this summer.
- The Softball complex fundraising is up over \$700,000. Construction on this might start as early as this summer with the goal that games will be played there starting spring of 2020.

OLD BUSINESS

Toner Program – “this is a dead horse.” The toner we have has to go away. We’ll take as much money as we can get for it and then the collection program will be discontinued. Kim will contact Amanda Wildenberg to find out what needs to be done.

We are in need of USC reps from Manitowoc and Sheboygan – this will be dependent on the CEO’s and who they nominate. Holly will contact the CEO’s and we’ll go from there.

HR can now run a list of university staff at the branch campuses. All employees now have a uwgb.edu email account. Currently, they have access to both emails but as of July 1st they will have to use the uwgb.edu address only.

NEW BUSINESS

The USC Vice-Chair position needs to be filled due to Jan's recent retirement. Per the USC Bylaws, Kim Mezger, as vice-chair, moved in to serve as Chair for the remainder of Jan's term as chair (ending spring 2019). We now need to elect a new vice-chair. After much discussion and contemplation about remaining terms and availability, Jayne moved to have Teri Ternes assume the Secretary position for the remainder of her term (ending spring 2019) and to have Holly move from the Secretary position to the Vice-Chair position until the end of her term (ending spring 2020). Tracy Van Erem seconded the motion. Approved (7 / 0 / 1 abstention).

ADJOURN

Meeting adjourned at 11:31 a.m.

Next Meeting: March 21, 2019, 10:00 a.m., IS 1034