



**University Staff Committee  
Meeting Agenda  
February 20, 2020, 10:00 – 11:30 a.m.  
Instructional Services Bldg., Room 1034**

1. Call to order: Holly called the meeting to order at 10:00 am.
2. Roll call: Kim Mezger (Chair), Holly Keener (Vice-Chair), Tracy Van Erem (Treasurer), Theresa Mullen (Secretary), Jayne Kluge (USC Member), Kaitlyn O'Claire (USC Member, Marinette), Dolly Jackson, Melissa Nash, Julie Flenz, John McMillion, Savanna Mishler, Barb Swanson, Raelynn Smith, Kate LaCount, Lisa Franci, Sara Chalupka
3. Review & approval of January and Assembly minutes: January 16, 2020 minutes approved pending the addition of Jayne Kluge. Assembly minutes approved.
4. Treasurer's report & update
  - a. Update 136 account: See attached
5. Old Business
  - a. Melissa Nash – UW System Total Title & Compensation update: Melissa updated all on the Title and Total Compensation. The Employee-Manager discussions should start occurring in the next few months. Communications regarding these discussions should be sent out in roughly two weeks time. Trying to keep the TTC job title meetings and performance evaluations separate. The job title and description will be tentative until all parties (i.e., employee and manager) agree that this is a good fit. Employees can decline to meet with their manager, however, HR needs to be notified in writing of the declination. New titles will be implemented on July 1, 2020, with official notification of job titles being sent out in a formal letter in May. Appeals can start after the official notification has been sent. Numerous questions were asked regarding the mappings and job descriptions. Some of the highlights include:
    - i. Progression titles? There will still be a progression option, however instead of a title change, will be a salary range progression.
    - ii. How do we pay for these salary range progressions? Per Melissa, feels that these conversations will be occurring in the 4-5 months regarding how salary range progressions will be dealt with.
    - iii. Working titles, isn't this new mapping supposed to remove them? The hope is that there will be less working titles, however for some positions, no way to avoid a working title. Working titles will also be called business titles.
    - iv. Can we look up our current title and see what it could be in the library? Due to the difficulty in mapping some titles, this was not possible.

Appeals Process: There will be a 3-step appeals process, and this process is not specific to TTC, this will be the process from here on out (until changed again).

  - i. First step in the process will be an appeal to HR. HR will have 3 options: approve the title change, send the request back for further information, or deny the request. This step will most likely be "skipped" during the initial TTC discussions between employees and managers, and the appeals process will instead begin at Step 2. Once everything is hashed out with the job title changes from TTC, then Step 1 will be the first stop in the appeals process.
  - ii. Step 2: This will be a panel review of your classification. Members on the

panel will include an HR rep, and at least one person from shared governance (i.e., for a University Staff's appeal, there should be a representative from University Staff Committee). This panel could be the USC Personnel Committee or it could be a combination of both USC members, USC Personnel Committee members and HR. Just know that depending on our decision, our panel could change with changes to either group with July 1<sup>st</sup> changes. With the TTC meetings, appeals will come directly to the panel versus starting out in HR. John has requested that the Personnel Committee and either Melissa and/or Megan meet to further discuss the options and the makeup of the panel. There is a minimum of 2 people required on the panel: an HR rep and a shared governance rep. It was also suggested by Julie for there to be a back-up plan in place with regards to the potential influx of appeals from TTC. UW System is also offering training to assist in the appeals process, John suggested it might be a good idea for both USC members and the Personnel Committee all go through the training together.

- iii. Step 3: the appeal will go to either the Chancellor or the Chancellor's designee.

6. New business

- a. Election Committee – Preference Survey update: Holly reported that there was a 12.6% return rate on the interest surveys (this comes out to 24 people that completed the interest survey). The Election Committee will be meeting in the next week or two to put together the ballots, and hoping to send the ballots out by end of February.
- b. Winter Social: Planned for March 11<sup>th</sup> at the Bar on Lime Kiln. They offer Music Bingo (like Bingo but with songs instead of numbers...and no, singing is not a requirement) on Wednesdays starting at 7 pm, so come out, mingle with colleagues, and have fun!

7. Adjournment: Holly adjourned the meeting at 10:52 am.

The next USC meeting will be on March 19<sup>th</sup> at 10:00am, in IS 1034.

**University of Wisconsin - Green Bay  
University Staff Committee  
TREASURER REPORT**

**Thursday, February 20, 2020  
10:00-11:30 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 2,989.17	\$ 2,989.17
(136) Revenue Account	\$ 5,513.09	\$ 5,499.51
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development (Earnings Avail to Spend)	\$ 2,911.44	\$ 3,031.00
	<u>\$ 11,431.51</u>	<b>\$ 11,537.49</b>
Endowment Account Book Value	\$ 10,283.84	
	<b>GRAND TOTAL</b>	<b>\$ 11,537.49</b>

## **HR Update – 2/20/2020**

- **Title and Total Compensation Project:**

The University of Wisconsin (UW) is embarking on a complete redesign of its current classification and compensation structure. The goal of the [Title & Total Compensation Project](#) is to develop new systems that will enable institutions to continue to attract and retain the best talent.

**The project timeline has been extended to allow for a more in-depth quality assurance review. This extension ensures title applications will be more consistent across UW System.**

Employees can search for UW System job titles through the [Standard Job Description Library](#). The library includes the draft job titles and job descriptions for Academic Staff, University Staff, and Limited Appointees. The library is meant as a reference tool for employees and managers to use during conversations this winter, and will be updated based upon feedback through the employee-manager conversation period.

Please [click here](#) for resources published by UW System related to the Title & Total Compensation Project, including explainer videos, an eLearning module, town hall meeting replays, and a manager resource guide.

### **Recent UW System Updates:**

#### **Titles and Job Descriptions**

- The project implementation timeline has been extended to allow for the review of Standard Job Description library feedback and to ensure the best job title and standard job description matches possible. The project is now expected to finish in Summer, 2020.
- Employees will discuss their updated job title and job description with their manager or HR representative in Spring, 2020. Employees will receive their updated job title information prior to the conversation. Employee feedback and questions are appropriate, valid, and expected during the Employee-Manager conversations.
- While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.
- In-scope employees will receive a formal notification letter with their new title in late spring, 2020 (after employee-manager conversations). The new titles will be effective July 1, 2020.

#### **Benefits**

- A summary of the benefits analysis findings is available [here](#).
- Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a long-term benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.

#### **Compensation**

- This project creates the foundation for a market informed UW System compensation structure. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.

- The goal is to retain talent within the UW System and provide employees the ability to grow within the new Job Framework and compensation structure. Once a market-informed structure is created, the next question is how project data is used to address issues for current employees as well as in recruitment. The TTC Project allows us to gather the necessary title and compensation data so that we can look at solutions.
- After the title structure is finalized in Spring 2020, the compensation structure can be finalized, which means that all job titles will have an updated salary range. More details will be forthcoming in late Spring 2020 about updated salary ranges. Introducing compensation before or during the title discussion may introduce unintentional bias for higher or lower titles. Right now, it is best to focus on the work being performed and the job alignment, rather than to look at compensation. Managers will have no more info than employees on compensation. Managers will look at titles and job descriptions based on same amount of information as the employee.
- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future

#### **In the Queue:**

- **Spring, 2020:** Employee-manager conversations.
- **July, 2020:** Job titles and job descriptions will go-live.

#### **UW-Green Bay Updates:**

- UW-Green Bay has an institutional T&TC **project team**, whose goal is to engage with subject matter experts and stakeholders. Feedback and information about T&TC flows to and from the project team. A listing of members of the UW-Green Bay institutional T&TC project team can be found [here](#).
- **Title Review Policy:** Feedback was gathered by UW System on the draft revisions to *SYS 1257: Title Change*. These draft policy revisions include proposed updates to the Title Appeals process. The appeals process will not be unique to T&TC, but will rather be in effect for appeals moving forward (and will replace our current process as outlined in the UW-Green Bay [Title Review Policy](#)). The proposed appeals process includes three steps of appeal, with a step 2 panel to include human resources and shared governance representation. UW-Green Bay Human Resources is starting conversations with ASC and USC to determine the campus practice for step 2 of the title appeals process.
- **University Staff Performance Evaluations:** University Staff Performance Evaluations should be happening now and are due to HR by Friday, March 20, 2020.

#### **New Employees:**

- **Financial Specialist Senior** Controller's Office: Incumbent – Carrie Schultz – Marina Lyudmer was hired and will start on 3/23/20
- **Custodian Lead** Residence Life: Incumbent – Terry Zarnoth – Nick Carncross was hired and will start on 2/3/20
- **HVAC Refrigeration Specialist** Facilities Management: Incumbent – Robert Snell – Failed
- **Custodian Lead (Sheboygan)** Operations: Incumbent – Gary Alfson – Steve Ninnemann was hired and will start on 2/24/20

Positions Being Recruited:

- **HR Assistant (Temporary, 9 Month Appointment)** Human Resources: Incumbent – New
- **Police Officer** University Police: Incumbent – Justin Mueller
- **Police Officer** University Police: Incumbent – Issac Gonzalez
- **USPA** Residence Life: Incumbent – Dawn Abernathy
- **Food Retail/Catering Leader 1** Sheboygan: Incumbent – Kay Schmitz
- **USPA** CECE: Incumbent – New
- **Library Services Assistant – Advanced** Library (Sheboygan): Incumbent – Karen McArdle
- **Custodian LTE (Marinette)** Operations: Incumbent: Brian Rabideau
- **Office Operations Associate** Golf Course: Incumbent – Catherine Mornard

**USPDC Report for USC Meeting 02/20/2020**  
**Report Date 2/12/2020**

Since my last report dated 1/15/20, for meeting date 1/16/2020, the University Staff Professional Development Committee met on 2/10/2020. The USPDC joint committee with the Academic Staff Professional Development Programming Committee met on 2/6/2020.

**FALL CONFERENCE:**

The 2020 conference is scheduled for Friday October 16, 2020 at the Hyatt Regency, Green Bay. Conference theme is "We Are More Than Work"! Rob Bell will open as a keynote; Dr. Marijuana Pepsi Vandyke will present a morning breakout session and close the conference. Additional breakout sessions & presenters are pending.

The financial report for the 2019 conference stands as reported last month. However, the overall balance in the 136 account is correct as reported by Treasurer Tracy VanErem. I forgot to carry forward the previous balance. The net loss was not expenses to our 102 account.

**GENERAL ASSEMBLY:** The committee assisted with the US General Assembly held on January 29, 2020.

**WINTER SOCIAL:** The winter social for University Staff will be held on Wednesday March 11 at The Bar on Lime Kiln. US from all UWGB locations have been invited. Lite snacks and non-alcoholic beverages will be provided. We have been granted \$250 from the Provost.

**JOINT WORKSHOPS:**

Forty-three Academic & University Staff attended all three workshops - Active Shooter, Crisis 1<sup>st</sup> Aid, and Self-Defense - presented by University Police in January. These individuals will receive a certificate of attendance and a tactical device. The evaluation responses were positive. ASC/USC will consider offering this session again in the '20-21 academic year.

Another joint workshop is being planned before the end of the year.

**Next Meetings:** USPDC, Wednesday, 03/11/20, TH 335H, 1:30-3PM  
ASPDPC/USCPDC, Thursday 03/5/20, UU-125, 1:30-2:30PM

**Submitted by:** Teri Ternes, USPDC, Chair  
February 12, 2020