



**University Staff Committee
Meeting Agenda
April 16, 2020, 10:00 – 11:30 a.m.
Virtual Meeting via Teams**

1. Call to order
Kim Mezger (USC Chair) called the meeting to order at 10:00 am.

2. Roll call

University Staff: Denise Baeten, Nancy Balaban, Scott Berg, Sara Chaloupka, Jenny Charapata, Cheryl Charon, Dolly Jackson, Julie Flenz, Terry Giesler, Patrick Goggins, Berenice Guerrero Vazquez, Jane Donlon (USC Member, Sheboygan), Holly Keener (Vice-Chair), Jayne Kluge (USC Member), Jared Koch, Kate LaCount, Sarah Locke, Susan Machuca (USC Member), John McMillion, Sherri Meglic, Kim Mezger (Chair), Karen Peterson, Monika Pynaker, Loretta Rafter, Danielle Roberts, Lisa Schmelzer, Raelynn Smith, Tina Tackmier, Barbara Tomashek-Ditter, Jolene Truckenbrod, Tracy Van Erem (Treasurer), Philip Walters, Paul Wikgren, Amanda Wildenberg; Teri Ternes (USC Member; 10:55); Barbara Holschbach (joined at 10:35), Theresa Mullen (Secretary).

Guest: Christopher Paquet (11:00 am)

3. Review & approval of February minutes:

February 20, 2020 minutes unanimously approved.

4. Treasurer's report & update: see attached

5. Old Business:

Items discussed under Old Business were Elections and the Fall Conference; both of these topics are on the agenda under "New Business."

6. New business

- a. Fall Conference:

It has been decided to postpone the University Staff Fall 2020 Conference. All of the speakers that have been lined up for the fall conference will now present/speak at the University Staff Fall 2021 Conference. See attached Professional Development Committee meeting minutes for additional information.

- b. Election:

Per Holly, the election ballots have not yet been sent out, partly due to not having enough people on the ballot for upcoming committee openings, and partly due to COVID-19. The USC unanimously voted to hold off on the elections for Spring Semester, and instead move them to Fall Semester. Current incumbents will continue on their respective committees through the summer until after the election has been held. Both the USC and Election Committee feel that University Staff have enough going on given the current

situation with COVID-19, and this would be one less thing that staff would have think about.

c. Survey to membership:

Kim sent out a Qualtrics survey to all University Staff asking about how they are doing in reference to campus being closed and having to work from home. Received almost 50 responses, with the majority of the responses being positive. There were some concerns regarding the working environment for essential employees (these concerns have been forwarded on to HR). There were also questions regarding the time logs, there is a lot of variety among what supervisors are asking for. Some University Staff are being asked to document what they are doing every 15 minutes every day (for certain programs that are funded by grants, this may need to be done, but does this need to be done for other employees?). Kim has forwarded the survey results to Christopher Paquet and will also forward on to the University Staff Committee.

d. Resolution for 2020-2021 Performance Evaluations:

Kim asked if University Staff Committee should put together a resolution about performance evaluations for 2020-2021 and ensuring that there will be leniency with regards to the current work situation (with almost all University Staff working from home right now and various situations they are now dealing with). The resolution would ask that this situation be taken into account when it comes to discussing if our goals for this year were completed, or if a University Staff member has not set up goals yet for this year, there be leniency in light of our current situation as well.

Christopher Paquet joined the meeting at 11:00 am. Kim quickly informed Christopher of our current discussion regarding the performance goals as they related to the University Staff performance evaluations and putting out a resolution statement similar to Academic Staff's statement. Christopher's input was this wouldn't hurt for us to send through a resolution and that both the Interim Chancellor and Chancellor Designee have endorsed Academic Staff's resolution. Christopher's hope is that supervisors should be understanding of this current situation, that COVID-19 will be factored into both current goals that have not yet been established since not all performance evals were completed prior to March 13, 2020, and evaluating goals in the 2020-2021 performance evaluations. Christopher also commented on the survey that Kim sent out to University Staff. Per Christopher, the survey reflects who well University Staff Committee has been keeping University Staff informed as we all have been transitioning to working from home. That we transitioned the best way that we could. Yes, there are things that if we could back and change them, we would, but we did the best we could in light of the situation and the fast response/transition time. Numerous questions were asked, questions and responses are below:

- This directive is in effect until the end of the month and it could go on longer, are custodial staff at risk of losing their positions? Christopher's response was at this time no one is at risk of losing their job right now, however this could change depending on enrollment numbers for fall (which we won't know until fall semester). There is concern about the safer-at-home continuing into summer and that will have a direct negative effect on the state budget since tourism money will be incredibly low. Summer tourism brings in a lot of money to our state budget and economy.
- Time/work task log brought in a lot of questions in the survey. Is there anything being done to potentially streamline or provide more of a template for logging this information. Many different University Staff are being asked to provide their work tasks in a variety of ways. Christopher: HR is currently working on developing a more unified tool for both exempt and non-exempt employees. Their stance is to be more

lenient on work times for staff (i.e., allowing staff to work outside of the 7:45-4:30 hours).

- The task/work log conversation continued, but with the question being asked regarding grant funded versus non-grant funded. For grant funded employees, there is a need for documenting how long it takes to work on various tasks due to the grant. However, does this pertain to non-grant funded employees? Do they really need to document down to the minute what they are doing during their work time?
Christopher: there are basically two issues going on here: quality versus time increments of what is being done and the need to change the time increments. Bottom line, you are as efficient as you be during your work time. HR can send out a statement to supervisors that if they need a minute-by-minute accounting of employees' workdays, do the time increments need to be every 15 minutes, or can these be extended. HR has some of the policies in place for these, but not the procedures; these policies that are established can be used as tools for this. With this new situation, there could more options opening up in the future for allowances to work from home for some positions.
- One question asked was if we don't have to submit minute-by-minute reports of our work when we are physically on campus, then we do we need to do this from home?
Christopher: there are positions that are based on deliverables and some that are not. Also, when in the office, supervisors see you working whereas when at home, they aren't there to see that you are working. Yes, both UW System and the supervisors trust that you are working, but there still needs to be some accountability. One comment made during this from staff is that this is a way to also protect employees.
- You mentioned that jobs won't be lost, but there is a very real possibility that revenue and/or wages may be lost. Will there a hiring freeze go into effect? Christopher: UW System is currently working on a furlough policy that should be released in the next day or two. There are many factors that need to be considered with what the current situation is. Regardless of the situation, furloughed employees will be able to apply for unemployment while being furloughed. Christopher also reminded staff of the difference between a layoff (which is a permanent separation from employment) and the furlough (a specific period of time where you won't be working). Employees who are furloughed will still have access to benefits during the furlough period.
- What is the amount of time that you have to be on furlough to be eligible for unemployment? Christopher: the DWD is the only area that could possibly answer this right now, and they are even unsure of all of the answers as they relate to COVID-19. Regardless, there will be an FAQ that will come out with the furlough policy or announcement.
- Can Christopher comment on if the University will allow flexibility with carried over comp time? Christopher: vacation time will be allowed to carry over to next year, however they are still discussing comp time.
- What is happening with the new title change process? Christopher (and Kim): this is currently in a holding pattern, however if you have questions or concerns, please feel free to reach out to Melissa Nash.
- Any chance that the performance evaluation due date will be pushed out again? Christopher: he will put this on the list of questions for the next HR management meeting.

Thank you to Christopher for joining us and answering our questions to the best of his ability!

7. Adjournment: Kim adjourned the meeting at 11:50 am.

The next USC meeting will be on May 21st at 10:00am virtually through Teams.