

**University Staff Committee
Meeting Minutes
December 16, 2021
10:00 – 11:30 a.m.
Virtual Meeting via Teams**

Call to order:

Kim Mezger, USC Chair called the meeting to order at 10:00 am.

Roll Call:

USC: Liz Brinks, Lisa Francl [Webmaster], Kim Mezger [Chair], Kaitlyn O'Claire, Teri Ternes [Treasurer], Lea Truttmann [Secretary], Julie Flenz [HR Liaison, non-voting].

Other: [if your name is not listed or incorrectly listed as attending, please notify usc@uwgb.edu]

Denise Baeten, Brenda Beck, Erin Beres, Sara Chaloupka, Jenny Charapata, Cheryl Charon, Christine Cox, Jane Donlon, Kathleen Gajeski, Becky Haeny, Heather Jobelius, Fred Kennerhed, Jayne Kluge, Carol Kuehne, Kate LaCount, Jane Laurin, Marina Lyudmer, Kimberlee McKeefry, Andrea Meulemans, Theresa Mullen, Olivia Raasch, Loretta Rafter, Donald Ramakers, Danielle Roberts, Tina Tackmier, Barbara Tomashek-Ditter, Jolene Truckenbrod, Mark Vanderveren, Amanda Wildenberg, Kaitlin Williams, Kerry Yang

Guest: Chancellor Michael Alexander

Secretary Report: Teri Ternes, draft attached. Motion to approve made by Liz Brinks; second by Lisa Francl; no discussion. Approved as written.

Chancellor Michael Alexander joined the meeting to discuss:

COMPENSATION in follow-up to his Coffee Break on November 19, 2021, and further explain/clarify the position we are in as a university and relative to the country. Workforce is real, profound, hundreds of employees short at the moment. We are tied to UWS and a state institution so we don't have same flex in salary and how we can pay to employees. Misconception often occurs not all money is green; it's all put to use in specific ways. Program revenue, state funds, tuition rev; different options and pressures than normal workforce. Example: Pay plan/cost of living increases we need to cover %; amt not covered by state. In current position about a decade we were not receiving COL, lowering all salaries to peers. Working to solve and compound the fact that UWGB has been cutting budget; last few years we've been adding but can't add fast enough to recover; compounded even though growth is at beginning of its curve. Two regional situations: losing enrollment/cutting; holding steady/best you and; growing. Our growth isn't all student paying full tuition rate; long term strategy. Trad student pays trad tuition amount, CCIHS pays less, non-trad has diff tuition rate; several varied rates. Crucial to long term. We are diversifying education. We're trying to take money we don't have to sustain and continue to grow. We pulled \$500K to address immediate probs: comp availability o/s univ walls, losing ppl; strategic parts of univ that if we lose a lot, try to get in front of prob areas in future. Looking for pots of \$\$ and hope to increase enrollment in spring/fall. Priority as cabinet to work w/governance on ways to solve probs together; engage everyone's situation and support as best we can. Enjoyment to job: good working enviro and pay matters; need to continue working on this to retain good employees. We've started on this w/Univ Staff: Facilities, Univ Police, Purchasing; IT & some for faculty.

COVID: Always changing and appearing to shift. Proud that we are below what's happening in region. Doing best to solve prob; no rules o/s univ. Trying to navigate and how to provide more freedom for our students where they live. Over break, trial not required to wear masks in dorm bldg. Working to maintain res on campus vs moving out. Vaccine mandated: throughout COVID we've waited as long as possible to comment; continuing again over break. Prepared w/contingency plans. Fac/Staff 80% vac rate; getting close to students.

BUDGET: We continue to be in good position w/one-time cash; can fund spec projects and do things to advance mission. We do not have base \$\$ - ex: \$500K is not base \$\$; need to continue to generate year after year. Good position relative to almost all locations except UWS & Madison. Looking at how we use our balances; most of world having balances above 10% of one year of budget is considered dangerous, but in Wisconsin it's considered to be in great shape. Need to use in responsible way to move forward.

UWS PRES SEARCH: Progress; likely end January/February will name new President.

QA: None. Chancellor Alexander extended Thank You and appreciates all the work we are doing. Extending Happy Holidays & Happy New Year and looks fwd to seeing us all soon.

Treasurer's Report: Teri Ternes, no changes since last report; attached.

Should consider how to spend PD funds; actual; explained profit of 136 from USFC.

Discussion: Kaitlyn O'Claire commented PDC wanted to spend down funds for conf but cancelled; looking for diff ways to utilize; prefer in-person, not successful. Requesting ideas from those present; online not preferred; possible sustainability ideas. Would like take-away suggestions. Contact USC or Kaitlyn. Kim commented prefers in-person. Consider survey and/or comment on web page. Kaitlyn agreed to create survey & get to Kim to send out. Consider outdoors, summer.

HR Report: Julie Flenz, attached. [An abundance of news...READ IT!!]

Brenda Beck, as Personnel Committee Chair asked if Personnel Committee will be notified & when of any appeals. Julie not sure; will verify. Stated appeals won't be reviewed until January 1st.

Jane Laurin asked about pay plan raise for new employees. Julie responded that an individual must be employed six mos. before eligible.

Amanda Wildenberg reminded employees to be sure timesheet is correct. Our HR isn't proofing anymore since additional services moved to Shared Services. Just a side note!

Discussion on candidate Administrative Support Pool [AAll and AAlll]. Hopefully this will speed-up searches and the hiring process. Pool will 'refresh' every 6 months; candidates will be notified and if they are still seeking a position they can re-apply. [Administrative Assistant Continuous Pool Recruitment](#). It is our hope that this pool will allow for departments to fill positions faster because they will not need to wait for the 10-day posting period.

Brenda asked if hourly rate for AAll and AAll is currently less than what is listed in pool what is happening? Kim is hoping that these are positions the Chancellor is addressing, and wondering how many employees this will affect? Some may apply for new positions just to make more \$\$\$. Julie not sure on either, but will take back and advise. Pool is still work in progress. May extend to Operations and others. Pool posting is generic; specifics will be related to the candidates.

Addendum: Jolene Truckenbrod reminded usage before end of year of: Vacation, LH, PH, bank vacation if eligible, use Christmas floating LH.

Committee Reports

Election Committee: Brenda Beck, no report

Personnel Committee: Brenda Beck, no report; not anticipating any appeals

Professional Development Committee: Barb Tomashek-Ditter; per above discussion under Treasurer's report, send comments/suggestions to USC@uwgb.edu. Also, if we hold fall conference please consider helping as the committee will need assistance.

UW System University Staff Representative: Teri Ternes, report attached [Addendum: Approved: two individuals from each gov group will be represented at the UWS Pres listening sessions Jan 18th; appeals deadline has been extended to

University Committee: Kim Mezger, wanting admin evals [Chanc, Provost, Deans], will advise as it moves forward.

Campus Master Plan: Kim Mezger, discussion on progress/changes in Cofrin Library; goal F27/S28?

Other Campus Appointive Committees & Working Groups: no reports

Old/New Business:

Care Giver Task Force: Kim Mezger reporting, Year-end report, attached. Sue Machuca was our rep & will need to be replaced on this committee. Anyone interested email usc@uwgb.edu

Joint Shared Gov [US, AS, Faculty Senate]: Meeting scheduled for January cancelled; send agenda items to SOFAS@uwgb.edu

Bylaws: There has been preliminary review/discussion, and anyone interested in working on the bylaws email usc@uwgb.edu

Workmen's Compensation: pending future meetings [Sara Chaloupka, Jenny Charapata]

Adjourned: 11:30AM, Kim Mezger

Next Meeting: Thursday January 20, 2022 via TEAMS, Kim Mezger Facilitator

Submitted by: Lea Truttmann, Secretary, January 10, 2022