



**University Staff Committee General Assembly Meeting
Meeting Agenda
June 17, 2021, 10:00 am – 12:00 a.m.
Virtually on TEAMS**

1. Welcome & Call to order – Sue Machuca: 10:00 am
2. Roll call: Brenda Beck, Erin Beres, Colleen Cowling, Christine Cox, Kassandra Dechamps, Julliann Duprey, Julie Flenz, Kathleen Gajeski, Dolly Jackson, Susan Machuca, Kim Mezger, Cheryl Pieper, Donald Ramakers, Erik Knapowski, Tina Tackmier, Teri Ternes, Sherry Toseland, Sara Chaloupka, Diane Grubisha, Becky Haeny, Taylor Hilgart, Patrick Goggins, Dr. Corey King (Guest), Kaitlyn O’Claire, Loretta Rafter, Barbara Tomashek-Ditter, Jolene Truckenbrod, Paul Wikgren, Amanda Wildenberg, Kerry Yang, Jennifer Zeitler, Kate LaCount, Bea Yang Thao, Marina Lyudmer, Michael Bielski, Theresa Mullen, Fred Kennerhed, Jayne Kluge, Jenny Charapata, Lisa Glinski, Sarah Locke, Lisa Schmelzer; Jennifer Van Beek, Heather Jobelius, Andrea Meulemans, Denise Baeten, Jill Siegmund, Sheryl Van Gruensven (Guest), Lisa Jackovich (Guest)
3. Approval of Minutes (see attached); Kim motioned to approve; (#9 Eau Claire conference was \$79, not \$75). Teri 2nd with change.
4. Year End Treasurer’s Report & Update – Dolly Jackson (see attached)
5. Year End Committee Reports
 - a) University Staff Committee – Sue Machuca: Gave some background on the University Staff Committee, introduced the committee members, and talked a little about what our committee does. In reflecting on this past year, one of our biggest achievements was that we all supported each other through some major changes, including working through COVID, Shop UW+ implementation, transitioning to working from home, representing our membership, COVID rubric as part of performance evaluations.
 - b) Election Committee – Holly Keener: Brenda gave the report on behalf of Holly. Committee includes Holly, Brenda and Kate LaCount. All committee vacancies are now filled!
 - c) Personnel Committee – Brenda Beck: Prepping for potential TTC meetings.
 - d) Professional Development Committee – Barb Tomashek-Ditter: Lisa Schmelzer, Barb, Sue, and Kate LaCount as members. Working on the Fall Conference (no additional details at this time, but planning is in progress) as well as working on a joint professional development workshop with Academic Staff on June 20-21, 2021. Also gave a little run through of the joint workshops offered with Academic Staff throughout AY 2020-2021.
 - e) UW System University Staff Representative – Teri Ternes: Kate LaCount serves as Teri’s backup. Was asked if Teri has heard about when the UWS University Staff Representative meetings will return to being in person. Teri has not seen the new dates for AY 2021-2022, so not sure yet, but would assume that they will be returning to in person.

- f) UC – Sue Machuca: University Committee, which is comprised of faculty, a student representative, Academic Staff representative, and University Staff representative.
 - g) Strategic Budgeting Committee – Monika Pynaker
6. Campus Appointive Committees & Working Groups
- a) UW Green Bay Council for Equity, Diversity, and Inclusion – Theresa Mullen: Theresa gave an update on the committee.
 - b) Committee on Accessibility Issues – Raelynn Smith and Theresa Mullen: Theresa gave an overview of the Committee.
 - c) Health & Safety Committee
 - d) Master Plan Advisory Committee – Kim Mezger, Fred Kennerhed, Holly Keener: Fred and Kim gave an overview of what has been occurring around campus. Link for current and upcoming projects: <https://www.uwgb.edu/facilities/constructive-projects/>
 - e) Wellness Committee – Lisa Schmelzer: Lisa gave an overview of the Wellness Committee. There is also a newsletter that employees can subscribe to. Link for the newsletter is included in the HRConnect emails.
7. Year End HR Report – Julie Flenz: See attached.
- a) TTC: Julie went through the updated timeline for the roll-out of TTC. Additional information will be communicated with employees throughout summer and into fall. For any additional questions, please do not hesitate to reach out to HR.
 - b) Wellness updates
 - c) COVID Updates: Phoenix Forward website will be reviewed and updated with regards to Summer 2021 and Fall 2021. Went through updated policies as well for both vaccinated and unvaccinated employees. Questions: If fully vaccinated, you don't need to wear a mask? Julie: correct.
 - d) Policy updates: update telecommuting policy is working through processes. Additional information will be coming in the next few weeks.
 - e) Employment updates.
8. Open Discussion and Member Concerns
9. Remarks – Dr. Cory King, Vice Chancellor for Inclusivity and Student Affairs (11:00 am): Dr. King gave some his background information. Discussed the UW-Green Bay Council for Equity, Diversity, and Inclusion Committee's strategic goals and objectives. For additional information, please visit: <https://www.uwgb.edu/inclusive-excellence/>. Also has Student Affairs under his purview and gave updates on some upcoming projects, including new res halls and an expansion to the University Union. Questions: the golf course. Dr. King: the golf course has been operating at a loss for the last couple of years. Challenge has been finding a team to maintain the course and any required in the chemical maintenance of the course. Changes to the Dean of Students office: Dr. King: the changes are primarily related to TTC. There will also be an assistant Dean of Student who will serve on each of the branch campuses as well. Curious as to where the new res halls will be built. Also walked the golf course yesterday and has a hard time to seeing how the golf course could even be ready in a week? Dr. King: To be honest, the golf course is not sustainable since it is \$200,000/year in the hole, however, it also a good idea to at least make a good faith effort. For the res hall, it will be built in the main parking lot area. Also asked if campus looked into bringing in a private company to run the golf course? Dr. King: yes, that was considered and unfortunately it was too expensive. What is being planned

to help students return to campus in a positive way? Dr. King: there is a strong collaboration working on this right now. Do have the bridge program so we will have some new students on the campus over summer. Also have the first-year seminar courses that are required for all new students. Beefing up mental health services offered for students. Also rolling out Cognito program, which will help faculty & staff recognize when students might be having mental health issues. We also don't know 100% what the students will need until they honestly get here. This upcoming academic year will need to be one of our most flexible years! Do we still have a UWGB golf team and where will they be practicing? Dr. King: honestly, he does not know the answer. Will have to get find out.

Thank you, Dr. King!

10. Old Business

- a) Board of Regents University Staff Excellence Awards – Teri Ternes: University Staff Excellence Awards Committee consists of Teri Ternes, Kim Mezger, Sue Machuca, Dolly Jackson, Jayne Kluge, and Theresa Mullen. Survey went out in May for nominations, we received a total of 5. Of the five, we are putting forth Monika Pynaker for the individual award and the UWGB Police Department for the department award.
- b) University Staff Fall Conference – Save the Date: October 22, 2021

11. Welcome and Budget Discussion - Vice Chancellor Sheryl Van Gruensven (11:30 am):

Gave an overview of history on the campus. Currently working on better aligning our budget with our strategic goals. Any questions in what we would like to see in the budget process. Would be interesting for a lot of people to see how FTE is figured out. How do we figure that out and what plays into it? Sheryl/Lisa: this process starts at the beginning of each budget year. We have given a certain number of FTEs. Only way we can really get new FTEs is by getting more GPR dollars. Tuition targets also play a roll in our GPR dollars and essentially the number of FTE that we receive. Currently, much of the growth that we have been seeing has been coming from 131 tuition dollars, which means we need to continue growing our student enrollments so that we can cover the salaries and fringe (for salaries paid from GPR dollars, the state covers the fringe). Is the BOR looking at the GPR formula to make adjustments for campuses? Sheryl: The BOR did look at this at about 2017, however nothing came of it because ultimately it would require that the BOR takes money away from one campus and gives it to another campus and that was not something that the BOR wanted to do. We also advocating for additional GPR funding, UWGB has historically been underfunded through GPR dollars, so this is something that is advocated for. Sheryl asked if there is anything that we would like to see. Kim: would love to see the numbers of new hires and classifications. Feels like University Staff are always in a compression. Sue: there is also the perception that the branch campuses are pulling UWGB down, could it also be broken down by location as well? Sheryl: this year will be really skewed, the online course tuition will all be assigned to UWGB, and all of the campus location budgets have really been integrated into one. Are there any additional furloughs being discussed? Sheryl: no, furloughs are not being discussed right now. Focus for next year is to become a more data-focused campus, we have not always been as good at collecting some data.

Thank you, Sheryl Van Gruensven and Lisa Jackovich!

12. Adjournment: 12:04 PM

The next USC meeting will be August 19, 2021, 10:00am, virtually on TEAMS.

Teri will start doing the newsletter again, so if anyone has anything they would like included in the newsletter, please email it to usc@uwgb.edu.



UNIVERSITY of WISCONSIN GREEN BAY

University Staff Treasury Report

As of June 15, 2021	Account Balance	May 15 - Jun 15 2021 Expenses	Fiscal YTD Expenses	Expense Description
120215				
(102) Staff Development Account	\$2,144.25	\$139.50	\$1,166.25	Keener Professional Development
(136) Revenue Account	\$5,499.51	\$0.00	\$0.00	
(233) Professional Development Funds (Provost)	\$18,000.00			
Foundation Discretionary Account (#11100 "Agency" acct)	\$17.81			
Endowment Account Pro Development Earnings Avail to Spend	\$3,031.00			
	\$28,692.57	\$139.50	\$1,166.25	
Endowment Account Book Value as of 05/31/21	\$10,283.84			
Endowment Account Market Value	\$15,682.27			

University Staff Committee HR Update – 6/17/2021

- **Title and Total Compensation Project:**

As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. At this time, it has been announced that we will be moving forward with an implementation date for the new title structure in November, 2021. Below is a timeline from now until go-live:

- **April – May, 2021:**

- Consultation with Governance and Leadership to finalize the following documents:
 - updated Title Review Policy including appeal process (to be effective Nov. 2021)
 - NEW Titling Guidelines
 - revised Position Description template
 - NEW Business Title Request Form
- Open Forums for Employees to learn about T&TC (Recordings of the open forums can be found [here](#))

- **Late May - June, 2021:**

- Confirmation of proposed mapping by supervisors
- Supervisor Training (four different sessions – two longer sessions for those who are new to T&TC and two shorter sessions for those who want a shorter update)

- **July 1 – September 10, 2021:**

- Employee-manager conversations
- Supervisor network sessions

- **November, 2021:** Go-live

- **Post Go-Live:** Formal Appeals Process

To reiterate some important talking points about T&TC:

- **You will not lose your job**
- **You will not have to reapply for your job**
- **The work you do will not change**
- **Your pay will not be cut**
- **Your pay will not be automatically increased**
- **Your benefits will not change**
- **Your supervision will not change**

What *may* change is your job title and job description.

More information will be communicated to the campus community throughout the summer and fall. For recordings of recently-held open forums for all employees, please see this [blog post](#). For additional details related to T&TC as well as resources, please visit the UW System [Title & Total Compensation \(T&TC\) Project Website](#).

- **Wellness Activities**

Challenges:

- [Financial Wellness](#)

Webinar:

- [Financial Wellness for Women](#) (6/22 at 12-12:30)

[UREC Summer Fitness Schedule](#)

[Bellin Run](#) is June 12-21 (virtual again this year)

[Onsite Health Screenings](#) are available at Green Bay and Sheboygan campuses in September, and you can sign up now (a step towards your \$150 wellness incentive)

- **COVID-19**

Over the next several weeks the Phoenix Forward Website will be reviewed and updated to understand how we'll be operating this Summer and what the Fall semester may look like in order to continue to protect our Phoenix Family.

Reminder on [COVID-19 Testing & Exemptions for Fully Vaccinated Faculty and Staff](#)

Faculty and Staff who are fully vaccinated and do not have symptoms of COVID-19 will no longer be required to participate in bi-weekly surveillance testing (effective May 10, 2021).

An exemption can be made by documenting their vaccination(s) [through this form](#) found on the MyUW Portal. As part of the form, employees will be required to upload proof of vaccination, by providing a copy of their vaccination record from the [Wisconsin Immunization Registry](#).

Instructions on how to complete the form can be viewed [here](#).

An individual is considered fully vaccinated:

- Two (2) weeks after receiving both doses of a two-dose vaccine (Pfizer or Moderna); **or**
- Two (2) weeks after receiving a one-dose vaccine (Johnson & Johnson)

Faculty and staff who frequent campus and are not fully vaccinated or choose not to receive the vaccination will still be required to obtain a test through the [UW Green Bay Testing Center](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. Please note campus testing locations and hours have changed.

An [FAQ](#) with answers to common questions has been added to the Phoenix Forward website. Should information need to be updated as we learn more, the answers of the FAQs will be updated.

[Face Coverings & Social Distancing](#)

Aligned with the Center for Disease Control's "CDC" recent update to the [COVID-19 Safety Guidelines](#), the University of Wisconsin System removed the System-wide mask mandate.

Effective June 1, 2021, employees who have a verified vaccination will be exempt from the use of face coverings and the practice of social distancing. Please see [here](#) for more information and instructions on how to verify vaccination.

[Reminder of Workplace Expectations](#)

While our University is doing exceptionally well in maintaining a safe environment for students and staff, it is important that we not become complacent with our adherence to the [COVID 19 Workplace Expectations](#). It is critically important that all faculty and staff continue to strictly follow the 3 W's; **Wear your mask / Wash your hands / Watch your distance**. In addition to following the safety guidelines, it is also necessary that all faculty and staff follow public health principles when not on a campus. For more information about employee responsibilities, please see this [blog post](#).

Reporting

The University requests that all faculty and staff who become infected, suspected or exposed-close contact or faculty and staff who receive a first-hand report of someone who is infected, suspected or exposed-close contact, complete the [COVID-19 Case Report](#).

- **Policy updates (informational only):**

- [SYS 1228, Telecommuting-](#)

- Consistent with communication sent to Shared Governance on May 18, 2021- President Tommy Thompson approved the revised Telecommuting Policy.
 - An updated UWGB policy is currently being reviewed by leadership and governance to align with UW System policy. Feedback is due back to Christopher Paquet from governance groups by Friday, June 25, 2021. The University is committed to supporting flexibility for our employees while still ensuring the best experience for our students. A page on the HR website will also be developed concurrent with the implementation of the revised institution policy that will offer policy links, FAQs and additional resources for both employees and supervisors. Additional information will be coming in the next few weeks.

New Employees:

- **USPA (1 Year Project Appointment)** Continuing Education & Community Engagement: Incumbent – Berenice Guerrero Vazquez – Annika Kochaver was hired and started on 6/14/21
- **Talent Acquisition & Engagement Coordinator** Human Resources: Incumbent – Maria Vander Heiden – Pang Yang was hired and will start on 6/28/21
- **Police Officer** UW-Green Bay Police: Incumbent – Michael Aschinger – Kyle Hofacker was hired and started on 6/17/21
- **USPA** Continuing Education & Community Engagement: Incumbent – Sherri Meglic – Kayle Petitjean was hired and will start on 6/24/21

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Gary Vincent
- **Custodian (2nd Shift)** Operations Incumbent: Kassandra DeChamps
- **Facilities Repair Worker** Facilities: Incumbent – Wayne Chaloupka
- **Electrician** Facilities Management: Incumbent – Joe Biese
- **Office Operations Associate** Risk Management: Incumbent – Cindy Estrup
- **Power Plant Operator Senior** Power Plant: Incumbent – Shane Haines
- **Police Officer** Police Department: Incumbent – Anne Brink
- **Police Officer (Temporary)** Police Department: Incumbent – New
- **Police Officer (Temporary)** Police Department: Incumbent – New

Failed Recruitments:

- **USPA** Residence Life: Incumbent – Dan Karoliussen

**UW System Shared Governance University Staff Representative
January 2020 to Date [June 17, 2021]**

Representative: Teri Ternes

Terms: Appointed by the USC 2019 [1 yr for Ron Kottnitz who moved to Academic Staff]. Membership term begins on July 1, coinciding with the start of the campus fiscal year, and it is 2 years in duration. Reappointed 2020-2022.

Meetings: The shared governance representative attends meetings in Madison as scheduled by UW System, generally three times per semester. From March 2020 through the 2020-21 academic year all meetings were schedule virtually via Cisco WebEx.

Your shared governance representative is also invited to attend the Board of Regents monthly meetings. Attendance is optional. Again, from March 2020 through the 2020/21 academic year all meetings were virtual.

Purpose:

In person meetings are held at the Pyle Center on the UW Madison campus. There are two sessions that take place. During the AM session, University Staff Reps from each institution and System Administration have the opportunity to share their institutional report. There is discussion on what is happening throughout the UW System that affects University Staff. We discuss & share ideas on various topics such as payroll & benefits, social events, professional development, student retention and growth. Since March 2020 to date, discussions have primarily centered on COVID [testing and vaccination sites], enrollment since the pandemic and for F21, delivery methods, furloughs, job loss/change, and the Title and Total Compensation Project.

All shared governance representatives [students, university staff, academic staff, and faculty] jointly meet in the afternoon. This session, led by UW System Administration, covers topics that require shared governance input or have an effect on shared governance as a whole. Information received at these meetings is reported at the monthly University Staff Committee meeting.

Submitted by Teri Ternes, UWS Shared Governance University Staff Representative, UW-Green Bay

6/17/21