

**University Staff Committee
Meeting Minutes
January 20, 2022
10:00 – 10:50 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]

Brenda Beck, Erin Beres, Liz Brinks, Sara Chaloupka, Jenny Charpata, Cheryl Charon, Christine Cox, Tony Decker, Nina Dessoir, Julliann Duprey, Julie Flenz, Lisa Francl, Kathleen Gajeski, Becky Haeny, Amy Ibuaka, Heather Jobelius, Carol Kuehne, Jane Laurin, Denise Baeten, Marina Lyudmer, John McMillion, Andrea Meulemans, Kim Mezger, Kaitlyn O’Claire, Sarah Potratz, Loretta Rafter, Kristi Simon, Tina Tackmier, Barbara Tomaszek-Ditter, Amanda Wildenberg, Kerry Yang, and Jolene Truckenbrod.

Guest: Tony Decker

- One month since taking over..Congrats! Philosophy that Chief Jones had will continue. Tony would like to offer more campus training, continue to be engage with individuals and departments on campus. More educational videos. Get back to training both in person and virtual. Please send suggestions to Tony! Wants the campus police department to be accessible to all of campus. No questions.

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

Treasurer’s Report: Teri Ternes, no changes since last report with the exception of the endowment account. It has gone up a bit. Goal to put treasures report into a grid so we can see it in progression for the academic year. Dates on report can be confusing. Treasurers report is 1/18 but info from WISER is 1/17, while the endowment report is end of previous month. (attached)

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

- Title and Total compensation Project: appeal process deadline has been extended. Can formally appeal decisions until February 4. Settle by June 30. Only appeal Title of Record as of November 7th.. See website on HR for additional information. Kim Mezger clarified that you can go to HR anytime for a Title review. Appeals is only for your Title on November 7.
- University Staff Performance Reviews: evaluation for January 1, 2021-December 31, 2021. Transitioning to electronic performance evaluations for all non-instructional employees in January 2023. Performance evaluations are due by March 25, 2022.
- FY 2022 pay plan: The approved pay plan allows for a 2% raise in January 2022 and in January 2023. Effective date is January 2, and will show on January 27 paycheck.
- Covid 19: Spring 2022 matrix has been updated based on CDC guidelines. (See attachment for full details). Chancellor’s directive on face coverings extended. PPE N95 masks available to faculty and staff. Telecommuting & leave options for Caregiving due to Covid 19-Intermittent Telecommuting may be used during a school closure or need for child to quarantine due to Covid 19. For more info see Telecommuting Policy (see attachment)
- Wellness Activities: Student Debt relief workshop
- New Employees: Lots of changes! Please read the HR report!! Question from Kim M—How many of these postings are failed searches? A lot of positions have been open for a while. Please encourage people to apply!

PRC Replacement Committee update from Kim Mezger: Effective January 1, PRC is no longer available. These decisions will be made by each college. Not just department heads making the decisions. Julie Flenz: Will call

this the Chancellor & Vice chancellor review. Approved at Dean/Area leader level. Made the decision so each school can make their own decision on hiring. Also mentioned before Christmas from UW System regarding pay ranges. Chancellor wanted to clarify that these are pay ranges, it is not saying that executive leadership is getting a raise. Upper levels are not getting raises. (no questions)

Interest survey: lots of spots open! Please complete the survey (end of February) and get involved! No special election. We may ask someone to serve until July. If interested, reach out to Brenda Beck or Kim Mezger. New people please get involved 😊

Committee Reports

Election Committee: Brenda Beck, interest survey in February. Looking for a trial person until June 30, 2022

Personnel Committee: Brenda Beck, Melissa Nash reached out with TTC training. No appeals in University Staff as of today.

Professional Development Committee: Barb Tomashek-Ditter. No update. Money to spend! Looking for volunteers as well. Joint professional development-nothing in the works.

UW System University Staff Representative: Teri Ternes, Two candidates for president search. Next shared governance meeting is tomorrow. (Report attached)

University Committee: Kim Mezger, meets every Wednesday night. Discussion about UW president search. Candidates are both knowledgeable and both are good candidates. Admirable evaluation of Deans, provost, and chancellor working on policy documents. University Staff will support this policy. (see attached)

Campus Master Plan: Kim Mezger, no report

Other Campus Appointive Committees & Working Groups: Sara Chaloupka-CWC-Next meeting is February 16, 2022.

Old/New Business:

Bylaws: There has been prelim review/discussion to update. Anyone interested in working on the bylaws email usc@uwgb.edu. Looking for 2 or 3 people to review. Review terms: change from 3 year to 2-year term. Hoping to get this completed by end of semester.

Fall Conference/Professional Development: attempt to go live in Fall.



USC Minutes
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2021 Admin Eval
Policy draft v3 - HR_I



2022.1 USC HR
Update.docx



USC Treas Report
011822.docx



Report SharedGov
USC Mtg 012022.docx



USC Treas Report
011822.pdf

Adjourned: 10:58AM, Kim Mezger

Next Meeting: Thursday February 17, 2022 via TEAMS, Kim Mezger Facilitator

Submitted by: Lea Truttmann, Secretary, January, 2022