



**University Staff  
Committee Meeting  
Minutes  
January 16, 2020, 10:00 – 11:30 a.m.  
Instructional Services Bldg., Room  
1034**

**1. Call to order**

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

**2. Roll call**

University Staff: Kim Mezger (Chair), Holly Keener (Vice-Chair), Theresa Mullen (Secretary), Jane Donoin (USC Member, Sheboygan), Kaitlyn O'Claire (USC Member, Marinette), Teri Ternes (USC Member), Jayne Kluge (USC Member), John McMillion, Julie Flenz, Dolly Jackson, Monika Pynaker, Kat Jurecki

**Absent:** Tracy Van Erem (Treasurer)

**3. Review & approval of December minutes:**

Due to lateness of receiving the December minutes, will vote on them via email.

**4. Treasurer's report & update:**

See below. There was a question as to how we can spend the endowment earnings. Kim will talk to Tracy to find out.

**5. Old Business**

**a. General Assembly:**

Reminder to send committee reports next week. Put together the agenda for the General Assembly.

**b. Winter Social:**

Looking at mid-March for the Winter Social. Any ideas as to what to do, please pass along to Teri.

**6. New business**

**a. Search and Screen for Vice Chancellor Student Affairs & Campus Climate:**

Interim Chancellor Sheryl Van Gruensven has asked for 5-6 names for the Search and Screen Committee for the Vice Chancellor Student Affairs & Campus Climate search. Please submit names to Kim.

**b. Total Title Compensation (TTC):**

Kim, Teri, and Julie have met with staff in Operations and Facilities to go over TTC and the job library.

**c. Chancellor's Coffee Chat – Jan. 31<sup>st</sup>:**

Reminder to RSVP for the Coffee Chat.

**7. Adjournment**

Meeting adjourned at 11:24 am.

The next USC meeting will be on February 20<sup>th</sup> at 10:00am, in IS 1034

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

**Thursday, January 16, 2020  
10:00-11:30 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,295.00	\$ 2,989.17
(136) Revenue Account	\$ 5,513.09	\$ 5,513.09
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development (Earnings Avail to Spend)	\$ 2,911.44	\$ 2,911.44
	<u>\$ 11,737.34</u>	<b>\$ 11,431.51</b>
Endowment Account Book Value	\$ 10,283.84	
	<b>GRAND TOTAL</b>	<b>\$ 11,431.51</b>

## **HR Update – 1/16/2020**

- **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 Human Resources held training for managers as well as campus updates for employees.
- 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](#).
- **Pay Plan:** Governor Evers and the Joint Committee of Employment Relations (JCOER) approved the Board of Regent proposed 2019-2021 pay plan for UW System employees. The pay plan provides a base rate increase to all eligible employees of 2% in FY20 and 2% in FY21. In accordance with the UW-Green Bay Compensation & Pay Plan Policy, eligibility for pay plan includes employees having more than six-months of service in an ongoing position as of the effective date of the pay plan, having an acceptable level of performance as documented during the employee's last review period, and being compliant with all required trainings. Notifications were sent on January 6<sup>th</sup> to all ongoing employees communicating the details of pay plan application.
- **University Staff Performance Evaluations:** University Staff Performance Evaluations should be happening now and are due to HR by Friday, March 20, 2020.
- **Policy updates (informational only):**
  - Update to UW-Green Bay [Compensation and Pay Plan Policy](#) (minor administrative updates to align with LAB recommendations)
  - New UWGB Policy for [Email Distribution Lists](#). Prior to the implementation of this policy there were only guidelines set forth by CIT, policy was signed by the interim chancellor and published to the Policy Directory page on 1/6/20

- UW System Policy Updates:
  - [SYS 1254, Performance Management](#)
  - [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#)
  - [SYS 1277, Compensation](#)

New Employees:

- **HVAC Specialist (Sheboygan)** Facilities: Incumbent – Jeffrey Schara – Scott Cleveland was hired and will start on 1/21/20
- **USPA Behavioral Health Training Partnership:** Incumbent – Elizabeth Hessler – Savanna Mishler was hired and will start on 1/16/20
- **USA2 Dean of Students Office:** Incumbent - Amanda Wildenberg – Jennifer VanBeek was hired and will start on 1/21/20

Positions Being Recruited:

- **Custodian Lead (Sheboygan)** Operations: Incumbent – Gary Alfson
- **HR Assistant (Temporary, 9 Month Appointment)** Human Resources: Incumbent – New
- **Police Officer** University Police: Incumbent – Justin Mueller
- **USPA Residence Life:** Incumbent – Dawn Abernathy
- **Financial Specialist Senior** Controller's Office: Incumbent – Carrie Schultz
- **Custodian Lead** Residence Life: Incumbent – Terry Zarnoth
- **Food Retail/Catering Leader 1** Sheboygan: Incumbent – Kay Schmitz
- **HVAC Refrigeration Specialist** Facilities Management: Incumbent – Robert Snell
- **USPA CECE:** Incumbent – New
- **Library Services Assistant – Advanced** Library (Sheboygan): Incumbent – Karen McArdle
- **Custodian LTE (Marinette)** Operations: Incumbent: Brian Rabideau