



**University Staff Committee
Meeting Minutes
September 16, 2021, 10:00 – 11:30 a.m.
Virtually on TEAMS**

1. Call to order: 10:02 am
2. Roll call: Denise Baeten, Erin Beres, Brenda Beck, Sara Chaloupka, Cheryl Charon, Colleen Cowling, Christina Cox, Jane Donlon, Lisa Francl, Kathleen Gajeski, Patrick Goggins, Diane Grubisha, Amy Ibuaka, Heather Jobelius, Fred Kennerhed, Jayne Kluge, Carol Kuehne, Sara Locke, Marina Lyudmer, Sue Machuca, Kimberlee McKeefry, John McMillion, Andrea Meulemans, Kim Mezger, Melissa Nash (guest), Kaitlyn O'Claire, Monkia Pynaker, Olivia Raasch, Loretta Rafter, Donald Ramakers, Lisa Schmelzer, Courtney Sherman (Guest), Jill Siegmund, Krissti Simon, Erik (check mailroom), Teri Ternes, Barbara Tomashek-Ditter, Jolene Truckenbrod, Lea Truttmann, Amanda Wildenberg, Bea Yang Thao, Kerry Yang, Leon Zitlow, Theresa Mullen, Joan Schaller, Nancy Balaban, Jennifer Van Beek, Dolly Jackson, Brian Rabideau
3. Approval of Minutes - June General Assembly (see meeting attachment): Kaitlyn motioned to approve the minutes; Lisa 2nd the motion; minutes approved.
4. Vote for Secretary to replace Theresa Mullen – USC Vote in Chat: Did not select a secretary. Will need to appoint a replacement for Monika on the committee and will revisit this. Until then, the secretary position will rotate through the USC members until a secretary can be determined.
5. Vote for UW System University Staff Representative – USC Vote in Chat: Sue nominated Teri as the UWS Rep; Kaitlyn 2nd the nomination. Teri was voted unanimously as the UWS Rep (and has accepted the role) for 2021-2022 AY. Kate LaCount will remain as the back-up UWS Rep.
6. Title and Total Comp (T&TC) Update – Melissa Nash (10:15 am): Melissa gave an update To the new timeline. Sent the full mapping to UWS on September 10th. Everything is set with the exception of a couple of extenuating circumstances. Over the next month, work will mainly be occurring in the background, getting uploaded to the HRS system. Notifications will be sent out to individual employees in late October/early November. The new pay ranges will be disclosed around November 7th. Questions:
 - Were all employees mapped the same way across system? Melissa: mapping was done by each, individual position versus just an across the board mapping.
 - Once the pay ranges are available, what percentage of positions will be out of whack compared to the associated pay range? Melissa: since the pay ranges have not been disclosed yet, it is really hard to say how this will look. We do realize that we are at the lower end of pay ranges as it is right now. At the end of the day, everything revolves around funding and money. The next stage will be compensation and leadership is aware of this.

- Have talked with numerous people across campus who are talking to their supervisors regarding the job descriptions not necessarily matching what they are currently doing. Will this be addressed? Melissa: the job descriptions were purposely made very broad to cover a large scope of employees and job responsibilities.
- Question about people being moved from non-exempt to exempt and told money would be discussed later? Melissa: There won't be any compensation adjustments with this movement. If employees are being moved from hourly to salaried but not told what their new salary yet, how can they make a decision about the move? Melissa: the salary rate will be based on their current hourly rate multiplied by 2,080 hours.
- Why is the education level so low on so many of these job descriptions? Melissa: UWS determined the lowest level of education that could be applicable for this positions. That said, it does not limit campuses to require a higher degree. For example, a standard position description has Associate's for lowest level for USA position, but a department can require a Bachelor's degree on the UWGB position description. Also, when reviewing the position description, just looking at the job duties more so than the overall description (i.e., minimum education).

Next steps: formal appeals process. First step is to appeal to HR; next step is to appeal to the panel committees within each governance group (which includes an HR rep); final step is to appeal to the Chancellor. Appeals need to be sent in between November 7-December 31, 2021. One caveat, if the position is switching from exempt to non-exempt, then there will be two reps from USC and 2 from ASC as part of the panel review committee (step 2). The panel committees will vote to make the decision regarding the appeal for step 2. If the panel votes to recommend a title change, Melissa will automatically move these to step 3. If the panel votes to not recommend the title change being requested by the employee, Melissa will be notified, but she won't move it on to Step 3, that would need to come from the employee. If there any other questions about the appeals process, please email Melissa by September 25th. Hope is to have this process finalized by mid-October and will then hold open sessions, etc. to go over the appeals process after. Even if you did initially agree to your title in July, you absolutely still can appeal your title change starting November 7th.

7. Updates – Interim Associate Provost Courtney Sherman (10:30 am): Took over for Cliff Ganyard as of July 1, 2021. Gave an overview of the upcoming Higher Learning Commission (HLC) visit to our campus. HLC is the university's accrediting body. We have been accredited for a number of years. Every 10 years, HLC does a site visit for reaccreditation. At the last reaccreditation visit, HLC did request to meet with the shared governance groups, so don't be surprised if a request pops up about meeting with HLC. There will also most likely be a couple of open forums. Reason for HLC's visit is that when we merged Manitowoc, Marinette, and Sheboygan with Green Bay, this basically restarted the reaccreditation process. Huge thank you to Kim Mezger for all her help with getting the reaccreditation document together with Courtney. HLC site visitors are coming to Green Bay on Sunday, October 3rd and planning to visit (in person at this moment, but it could change to virtual) UWGB on October 4th and 5th. Courtney will get more information regarding the visit next week (i.e., is it changing to virtual, who all do they want to meet with, etc.). Question was asked if the site visitors will be visiting any of the other locations beside Green Bay? Courtney: at this time, no, however that could change when she meets with the site visitor chair next week. The Chancellor's approach to this visit is a little different this time. He is more interested with keeping this low-key and to simply go about your day when the site visitors are here. In other words, don't stress too much about the

site visitors. Sue asked if Courtney could touch on tomorrow's (Sept. 16th) open forum for UWS President. Per Jon Shelton (on the UWS President search committee), the chair of the committee is very interested in the comprehensives thoughts, etc. If you are interested in attending, please attend. Courtney can send out the link to anyone who would like to attend (link: <https://www.wisconsin.edu/presidential-search/>).

8. Treasurer's Report & Update – Dolly Jackson: see meeting attachment
9. HR Report – Jolene Truckenbrod: see attached HR Report. Sue: reminder to read the policy email sent out recently by HR...very important to read through this email since it is the policy on all our policies.
10. HR Liaison Discussion: traditionally, our HR Liaison has been a University Staff member. Julie will be moving to Academic Staff. So, the question is, do we still want Julie to be our Liaison, even though she will be an Academic Staff member, or do we want the Liaison to be University Staff. Sarah: if we determine that we want the Liaison to be University Staff, we may run into a problem that all HR staff will eventually be Academic Staff. Sue will send out an opinion poll to all University Staff to see if they would prefer the HR Liaison Rep to be University Staff or Academic Staff. As a reminder, you do have to fully open the email in order to vote.
11. Old Business
 - a) University Staff Fall Conference – Sue Machuca: the Professional Development Committee has been meeting to discuss the University Staff Fall Conference. It has been determined that this will be a half day conference at the Weidner Center. The keynote speaker will be Neil Ihde.
 - b) Provost Search Update – Dolly Jackson and Nate Ruetten
12. New Business – Any?
13. Committee Reports
 - a) Election Committee – Brenda Beck: Brenda is the chair of the Election Committee. Will hopefully be finalizing the Committees list between now and the next USC meeting.
 - b) Personnel Committee – Brenda Beck: If anyone would like to be involved as part of the T&TC appeals process, please email Brenda. Sue had a question that if an employee met with their supervisor in July and did not agree with the new title, we have to wait until November 7th in order to appeal. And that it has already been sent to UWS to be mapped. Questions regarding what happened if your supervisor did not meet with you to discuss the new title? Discussion as to what constituted as the “conversation” with the employee regarding the job title change. The deadline has passed for these conversations, so if you either did not have a conversation or did not have an opportunity to see the paperwork, please reach out to Brenda and she will get in touch with HR. Two issues that are coming out: one is did the employee receive all of the correct paperwork; second issue is did the notification come in a timely manner. Kim recommended that all University Staff let Sue know their experience with the supervisor conversations re: new titles so she can take this to the Chancellor at an upcoming monthly meeting with him.
 - c) Professional Development Committee – Sue Machuca/Barb Tomashek-Ditter: an invite will be coming out next week regarding an upcoming event.

- d) UW System University Staff Representative – Teri Ternes
- e) UC – Sue Machuca
- f) Strategic Budgeting Committee – Monika Pynaker
- g) Other Campus Appointive Committees & Working Groups

14. Other

15. Adjournment: 11:38 AM.

The next USC meeting will be the annual General Assembly Meeting, October 21, 2021, 10:00am, virtually on TEAMS.

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Title Appeal Guidelines

T&TC Application

Academic staff, university staff and limited position titles are grouped into job classifications to provide comparability of substantially similar positions across institutions and campus units. In accordance with SYS 1257, Title Change, UW-Green Bay policies and procedures allow for the ongoing review of formal title assignments with associated position descriptions that are accurate and current.

Included in the review of formal title assignments, SYS 1257: Title Change allows for the development of an institution-level title appeals process. This guidance document for non-instructional positions has been developed in accordance with SYS 1257: Title Change as well as the UW-Green Bay Title Review Policy.

As part of the Title & Total Compensation Project (T&TC), all in-scope positions have been mapped to a title within the new structure. If an employee disagrees with their mapped title, they are able to formally appeal the decision. To initiate a title review, an employee must submit a Title Review Request with supporting documentation.

Only title of record can be formally reviewed and appealed. Pay range and business title determinations cannot be appealed.


Standard of Review for Title Appeals:

- Documentation must present clear and convincing evidence that a different title of record is a better fit for the position (in accordance with the UW-Green Bay Title Guidelines).
- Submitted documentation from the employee may include (but is not limited to) position descriptions (both current and previous), standard job description, original job posting, performance evaluations, offer letter, org chart, training documentation, and/or any other relevant documentation.
- An employee may work with their supervisor and/or Human Resources to gather needed documentation.
- If an employee disagrees with their title mapping as part of the T&TC process, they must initiate a Title Appeal Request no later than December 31, 2021.
- The institution will have until June 30, 2022 to settle all appeals related to T&TC mapping.
- If a reversal of the T&TC title mapping is reached through the appeal process, the title will be changed retroactive to November 7, 2021.



UW-Green Bay Title Appeal Process Steps

Step 1: Initial Review and Determination

If an employee disagrees with the decision made for mapping to the new title structure, they may initiate a formal title appeal by submitting a  Title Appeal Request with the UW-Green Bay Office of Human Resources and Workforce Diversity. This form will include electronic approval from the employee's direct supervisor. The manager/supervisor approval does not signify agreement, but rather acknowledges the appeal request and moves it forward in the process to Human Resources.

After receipt of the formal appeal request, Human Resources reviews the appeal request and:

- Makes an initial title determination (approved/denied), or
- Pushes back the title appeal to the employee if the information in the title appeal and/or documentation is insufficient to make a determination (employee can resubmit with additional information).

Human Resources (through BP Logix) will communicate the outcome of the initial review as well as provide justification for the decision. If the employee disagrees with the decision in Step 1, they have the option to send the appeal to Step 2.

Step 2: Panel Review and Recommendation

UW System institutions have the authority to determine the composition of this panel in accordance with the language in SYS 1257: *Title Change*. At UW-Green Bay, panel membership for the Title Appeal Process will be composed of:

- a Human Resources representative with expertise in titling methodology (this representative will not be involved in step 1 or the Director of Human Resources/AA Officer)
- **at least 2 members of the respective shared governance unit (to be named by the ASC or USC personnel committee). If a position may switch FLSA exemptions, at least 2 members from each governance unit (USC/ASC) will be part of the panel.**

The panel will review the request, considering whether or not there is ***clear and convincing evidence*** that a different title of record is a better fit for the position.



After the panel reviews a title appeal request, by process of **vote**, panel members will make a majority recommendation to the Director of Human Resources/AA Officer for one of the following:

- Approve the title change as requested by the employee
- Deny the title appeal if the documentation does not present a clear and convincing argument that a different title of record is a better fit for the position.

The Director of Human Resources/AA Officer will either:

- Accept the panel's recommendation *if the decision would not change the employee's title*
- Pass along the appeal to Step 3 for final decision *if the recommendation is to change the employee's title*

If the HR Director accepts and communicates a panel's recommendation to deny the title appeal, the employee has the option to send the appeal to Step 3.

Human Resources (through BP Logix) will communicate the outcome of the panel review as well as provide the justification for the decision.

Step 3: Institutional Chancellor or Chancellor's Designee Review and Decision

The final step in the title appeals process is the review and decision by the Chancellor or Chancellor's Designee (i.e. Vice Chancellor for the particular area).

Human Resources (through BP Logix) will communicate the outcome of the Chancellor or Chancellor's Designee review as well as provide the justification for the decision.



Title Appeal Guidelines

Academic staff, university staff and limited position titles are grouped into job classifications to provide comparability of substantially similar positions across institutions and campus units. In accordance with [SYS 1257, Title Change](#), UW-Green Bay policies and procedures allow for the ongoing review of formal title assignments with associated position descriptions that are accurate and current.

As part of this review of formal title assignments, [SYS 1257: Title Change](#) allows for the development of an institution-level title appeals process. This guidance document for non-instructional positions has been developed in accordance with [SYS 1257: Title Change](#) as well as the [UW](#)-Green Bay Title Review Policy.

To initiate a title review, an employee must submit a [Title](#) Review Request with supporting documentation. The initial decision regarding whether or not the title should be adjusted will be made by the Position and Compensation Review Committee (PRC), as delegated by the Chancellor. If an employee would like to appeal the decision of PRC, they may do so according to the process below.

Only title of record can be formally reviewed and appealed. Pay range and business title determinations cannot be appealed.

Standard of Review for Title Appeals:

- Documentation must present clear and convincing evidence that a different title of record is a better fit for the position (in accordance with the UW-Green Bay [Title](#) Guidelines).
- Submitted documentation from the employee may include (but is not limited to) position descriptions (both current and previous), standard job description, original job posting, performance evaluations, offer letter, org chart, training documentation, and/or any other relevant documentation.
- An employee may work with their supervisor and/or Human Resources to gather needed documentation.
- Employees must initiate a Title Appeal Request within 20 calendar days after PRC decision.
- Each step of the appeal process should be completed within 30 calendar days (for a total of 90 days for all three steps). However, if the review for any individual step will take more than 30 days, the employee should be provided adequate notice.
- If a reversal of PRC decision is reached through the appeal process, the title will be changed retroactive to the start of the first payroll after the Appeal was initially submitted by the employee with complete documentation.



UW-Green Bay Title Appeal Process Steps

Step 1: Initial Review and Determination

Post-T&TC: Step 1 will be bypassed (as HR is a part of the PRC review process). A disagreement with PRC decision on title review will move directly to Step 2 (Panel Review and Recommendation)

Step 2: Panel Review and Recommendation

UW System institutions have the authority to determine the composition of this panel in accordance with the language in SYS 1257: *Title Change*. At UW-Green Bay, panel membership for the Title Appeal Process will be composed of:

- a Human Resources representative with expertise in titling methodology (this representative will not be involved in step 1 or the Director of Human Resources/AA Officer)
- **at least 2 members of the respective shared governance unit (to be named by the ASC or USC personnel committee). If a position may switch FLSA exemptions, at least 2 members from each governance unit (USC/ASC) will be part of the panel.**

The panel will review the request, considering whether or not there is **clear and convincing evidence** that a different title of record is a better fit for the position.

After the panel reviews a title appeal request, by process of **vote**, panel members will make a majority recommendation to the Director of Human Resources/AA Officer for one of the following:

- Approve the title change as requested by the employee
- Deny the title appeal if the documentation does not present a clear and convincing argument that a different title of record is a better fit for the position.

The Director of Human Resources/AA Officer will either:

- Accept the panel's recommendation *if the decision would not change the employee's title*
- Pass along the appeal to Step 3 for final decision *if the recommendation is to change the employee's title*

If the HR Director accepts and communicates a panel's recommendation to deny the title appeal, the employee has the option to send the appeal to Step 3.



Human Resources (through BP Logix) will communicate the outcome of the panel review as well as provide the justification for the decision.

Step 3: Institutional Chancellor or Chancellor's Designee Review and Decision

The final step in the title appeals process is the review and decision by the Chancellor.

Human Resources (through BP Logix) will communicate the outcome of the Chancellor review as well as provide the justification for the decision.

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UNIVERSITY of WISCONSIN GREEN BAY

University Staff Treasury Report

As of Sept 15, 2021

	Account Balance	Jul 01 - Sept 15 2021 Expenses	Fiscal YTD Expenses	Expense Description
120215				
(102) Staff Development Account	\$3,450.00			
(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			
	\$29,998.32	\$0.00	\$0.00	
Endowment Account Book Value as of 08/31/21	\$10,283.84			
Endowment Account Market Value	\$16,175.09			

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University Staff Committee HR Update – 9/16/2021

- **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. Below is the most recent timeline:

- **November 7, 2021:** Go-live of new title structure
- **Post Go-Live:**
 - Formal Appeals Process begins – HR has collaborated with ASC/USC Personnel Committees to design the institutional appeals process. Draft guidelines have been sent to USC/ASC and will be shared with leadership groups later this month.
 - Revised pay ranges are disclosed and revisions to applicable policies/procedures are drafted (and circulated for feedback/review)
 - IAS process development for utilization of Teaching Professor series (for implementation in August, 2022)

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 fall. For details related to T&TC as well as resources (including open forum recordings), please visit the UW Green Bay [Title & Total Compensation \(T&TC\) Project Website](#).

- **COVID-19**

Phoenix Forward Website

The [Phoenix Forward website](#) has been recently updated with the latest policies and procedures regarding keeping campuses safe in the uptick of COVID-19. The Phoenix Forward Website also includes updated [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. For more details about the UW-Green Bay Covid-19 response, review the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#).

Those with Verified Vaccinations are Considered 'Exempt'

UW-Green Bay is required to report vaccination percentages to the UW System in the weeks ahead. The only way campus leaders know the percentages of the University community vaccinated, is if those fully vaccinated, complete the confidential exemption form. Being "exempt" simply means that those with [verified vaccination](#) records *may be* "exempt" from *certain* COVID-19 protocols. Masks are still required by the [Chancellor's Directive](#). In order to

apply for exemption, an individual must have received a full administration of the applicable vaccination not less than 14 days prior to applying for the exemption.

- Faculty and Staff can find the exemption process [here](#)

No one is *required* to submit vaccination information as a condition of participation in any University activity. Vaccination status is confidential.

Chancellor Directive on Face Coverings

Informed by CDC and county health board guidance, [Chancellor Directive on Face Coverings](#) requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces, and public spaces. Faculty or staff who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of Human Resources by [email](#) or ext. 2390.

Please, Protect Your Phoenix Family

Faculty and staff experiencing COVID-19 symptoms should not come to campus. This is the case for all symptomatic individuals, regardless of vaccination status. For more information on COVID-19 protocol for faculty and staff (including information regarding positive, suspected, or close contact cases), please see the [Reporting Faculty & Staff](#) page of the Phoenix Forward Website.

Testing information for Faculty & Staff

No routine surveillance testing is required at this time. Employees are encouraged to seek surveillance testing through their medical service provider or other community source. Please see [Reporting Faculty & Staff](#) and the [Fall 2021 Standard Operating Procedures and COVID-19 Protocol Matrix](#) for more information about faculty and staff who become infected, suspected, or exposed-close contact.

[Employee Health & Wellness](#)

We recognize these unprecedented events may cause stress and other life challenges for you, your employees, and your family members and friends. We encourage employees to utilize individual providers through your health insurance program and/or UW-Green Bay's [Employee Assistance Program \(EAP\)](#), which is available for all employees, to include student employees. EAP offers services to support employee well-being and resilience in work and life, including navigating anxieties related to COVID-19.

• Wellness Activities

- Deadline to earn \$150 wellness incentive is 10/8/21 ([blog post](#))
- Onsite Health Screening and Flu Vaccine clinic are Tuesday, September 21st in the Phoenix Room of the Union at the Green Bay campus. Pre-registration is required. ([Flu vaccine blog post](#)) ([Onsite health screening blog post](#))
- September Challenge: Sleep Tight, Feel Right ([blog post](#))
- Earth Miles 4 Maywood event in September ([blog post](#))
- Walk to End Alzheimer's on 9/25/21 in Green Bay ([website](#))
- [UREC Fall Fitness Schedule](#)

- Annual Benefits Enrollment period is coming up; benefits fair will be virtual again this year and you will be getting information via email later this month

New Employees:

- **Electrician** Facilities Management: Incumbent – Joe Biese – Adam Calewatts was hired and started on 8/30/21
- **Custodian (2nd Shift)** Operations Incumbent: Kassandra DeChamps – Tyler Eichman was hired and started on 8/30/21
- **Police Officer** Police Department: Incumbent – Anne Brink – Mark Meyers was hired and started on 9/14/21
- **Power Plant Operator Senior** Power Plant: Incumbent – Shane Haines – Anthony Kutchera was hired and started on 7/6/21
- **USPA Residence Life**: Incumbent – Dan Karoliussen – Ashleigh Henrickson was hired and started on 8/16/21
- **Financial Specialist Senior** Student Billing Resources: Incumbent – Candi Bauer - Nicole Wirkuty was hired and started on 8/18/21
- **Facilities Repair Worker** Facilities: Incumbent – Wayne Chaloupka – Paul Mondragon was hired and started on 7/12/21

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Gary Vincent
- **Police Officer (Temporary)** Police Department: Incumbent – New
- **Police Officer (Temporary)** Police Department: Incumbent – New
- **Office Operations Associate** Business and Finance: Incumbent – New
- **Talent Acquisition & Engagement Coordinator** Human Resources: Incumbent – Pang Yang
- **Financial Specialist Senior** Student Billing Resources: Incumbent – Nicole Wirkuty
- **Financial Specialist Senior** Division of Information Technology: Incumbent – New
- **Financial Specialist Senior** Facilities: Incumbent – Heidi Nell
- **HVAC/Refrigeration Specialist** Residence Life: Incumbent – Joe Schmitt
- **2nd Shift Custodian Sheboygan** Operations: Incumbent – Kay Sbarbaaro
- **2nd Shift Custodian Sheboygan** Operations: Incumbent – Randy Frazier
- **USPA Residence Life**: Incumbent – Ashleigh Henrickson
- **Custodian Lead** Operations: Incumbent – Lisa Glinski

Failed Recruitments:

- **Office Operations Associate** Risk Management: Incumbent – Cindy Estrup