

**University Staff Committee
Meeting Minutes
September 19, 2019, 10:00 – 11:30 a.m.
Instructional Services Building, Room 1034**

1. Call to order:

Kim Mezger (USC Chair) called the meeting to order at 10:04 am

2. Roll call:

University Staff: Kim Mezger (Chair), Tracy Van Erem (Treasurer), Theresa Mullen (Secretary), Jayne Kluge (USC Member), Teri Ternes (USC Member, UWS Rep), Kaitlyn O’Claire (USC Member, Marinette), Julie Flenz (HR Liaison), John McMillion, Jenny Charapata, Dolly Jackson

Absent: Holly Keener (Vice-Chair), Sue Machuca (USC Member, Sheboygan), Lisa Francel (UCS Member, Manitowoc)

3. Review & approval of August minutes:

Jayne motioned to approve August minutes; Tracy 2nd the motion; no discussion. Minutes approved. Jayne motioned to approve September 3, 2019 special meeting minutes; Tracy 2nd the motion. No discussion; minutes approved.

4. Treasurer’s report & update:

Currently discussions with Kim, Holly and Mike to look at the professional development account to potentially consider increasing the professional development funds since we now will also be reimbursing US staff from the branches as well. Current process is US staff can be reimbursed up to 50% of their professional development costs.

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

**Thursday, August 15, 2019
10:00-11:00 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 2,347.75	\$ 3,450.00
(136) Revenue Account	\$ 5,930.32	\$ 5,930.32
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,559.82	\$ 2,677.34
	\$ 10,855.70	\$ 12,075.47

Endowment Account Book Value	\$ 10,183.84	\$ 10,233.84
	GRAND TOTAL	\$ 22,309.31

Month-to-Date EXPENSES

Staff Development Funds (102):

Professional Development Funds (136):

Fall Conference Speaker - Ann Kerian	\$ 2,500
Fall Conference Speaker - Terra Fletcher	\$ 1,800
Fall Conference Speaker - Bellin Health	\$ 100
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	\$ 4,400

Foundation Discretionary Account Expenses:

5. HR Update:

See attachment at end of minutes.

6. Old business:

- a. Cindy Estrup is the University Staff rep on the Chancellor Search and Screen. Committee also discussed the selection process for current Chancellor Search and Screen Committee.

7. New business:

a. Lay-off notice: Counseling & Health:

A University Staff employee in Counseling & Health has been placed on lay-off notice until the negotiation is completed with the new potential health services center. Kim has been in contact with the employee regarding the situation. One concern that has risen from discussions regarding current job descriptions in various areas of University is the degree requirements that are being added. Also discussed was the possibility of someone on lay-off notice receiving notification of potential openings prior to the job posting going public. Kim will invite Melissa Nash and/or Christopher Paquet to future meeting for further discussion/clarification regarding degree requirements and early notification of postings.

b. Prof. Development Committee:

PDC has some concerns regarding current number of registrations for Fall Conference. If we don't have enough US staff registering for the Fall Conference, should we extend to Academic Staff? USC discussed this and agreed that this should continue to only be open to University Staff system-wide (and for the equivalent at the Tech Schools).

Per Teri, the Professional Development fund request form has changed a little. Have received a few requests that were for academic staff. Form is on professional development site. Retro-active requests will not be considered.

8. Adjournment:

Jayne motioned Teri 2nd 11:11 am adjournment.

HR Update – 9/18/2019

• **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](#) will be to develop new systems that will enable institutions to continue to attract and retain the best talent.

In August, the Office of Human Resources and Workforce Diversity held open forums for employees and managers. To view the open forum presentation, please [click here](#).

UW-System is holding **Virtual Town Hall Meetings** on **September 27th**, **October 24th**, and **November 15th**. Please see this [blog post](#) for more information about the town hall meetings. **Managers and Division Leaders – would you like a poster for your area about Title & Total Compensation Project?** Please print off this [poster](#) and showcase within your department!

Recent UW System Updates:

Titles and Job Descriptions

- Review of the draft titles and standard job descriptions is complete! The job titles and standard job descriptions will remain in draft form until after employee-manager conversations December 1, 2019 through February 15, 2020.
- Job mapping is taking place at the institutional level, where institution Human Resources offices will match each employee's current job title to a new job title, using the job mapping workbook and consulting with division leaders. Work on job mapping will wrap up during October.
- This step of job mapping will allow employees to discuss their updated job title and job description with people managers between December 1, 2019 and February 15, 2020.
- 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.

Benefits

- A preliminary finding of the Employee Preference Survey showed the most valued UW employee benefits include: pay, healthcare benefits, retirement plans, paid leave, job security, and job flexibility.
- A preliminary finding of the Benefits Value Analysis showed the UW System provides competitive benefits offerings across both university and Wisconsin peer groups, especially in the areas of retirement savings and health insurance.
- A summary of the benefits analysis findings will be available to employees in the fall of 2019, and were previewed in the [open forum](#).

- 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.
- After the title structure is finalized in March 2020. The compensation structure can be finalized, which means that your job title will have an updated salary range. More details will be forthcoming in March 2020 about updated salary ranges.
- 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:

- **September 27, October 24, and November 15:** UW System will host [virtual town hall meetings](#).
- **December 1, 2019:** Job titles and standard job descriptions will be posted online in conjunction with employee-manager conversations.
- **December 1, 2019 – February 15, 2019:** Employee-manager meetings will be held. Managers will meet with employees to explain and verify the new job titles and job descriptions capture the work being performed.
- **March 1, 2020:** Job titles and job descriptions will go-live. For up-to-date information about the Title & Total Compensation Project, please see the [UW System Title & Total Compensation Project website](#). Answers to frequently asked questions can be found on the UW System [FAQ page](#).

UW-Green Bay Updates:

- UW-Green Bay Human Resources has begun the mapping process, and will be collaborating with divisional leaders in the coming weeks to confirm position mapping within the new title structure.
- 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](#).
- **Title & Total Compensation Project – Virtual Town Hall Meetings**
The Title & Total Compensation Project will modernize UW System’s title and compensation programs. The project will result in relevant and market-informed title and compensation structures to help the UW System maintain and grow our outstanding workforce.

UW System is holding Virtual Town Hall Meetings on the following dates/times:

- September 27, 2019 from 3:00 – 4:00 p.m.
- October 24, 2019 from 8:00 – 9:00 a.m.
- November 15, 2019 from 12:00 – 1:00 p.m.

These town hall meetings will allow participants to:

- Learn about the new job titles and job descriptions being created for UW System

- Gain an understanding of the benefits of the project for career development
- Learn about upcoming meetings between employees and managers to discuss changes
- Hear about the results of the Employee Benefits Survey
- Participate in a live Q&A session

For more information and the link for the meetings, please visit

www.wisconsin.edu/ohrwd/title-and-total-compensation-study.

- **Pay Plan:** Board of Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor's budget. This remains a proposal – still needs to be approved by JCOER (Joint Committee on Employment Relations). No information re: potential distribution schedule (may not be the same as last time).
- **Bi-weekly Payroll Processing Transition:** With the creation of UW-Shared Services, we have re-evaluated the strategic plan moving forward for the UW-Green Bay Office of Human Resources and Workforce Diversity in order to continue to best serve our employees and campus needs. As a result of a thorough analysis, the decision has been made to transition UW-Green Bay bi-weekly payroll functions to UW-Shared Services beginning in September, 2019. The impact to bi-weekly payroll includes:
 - UW-Shared Services will send an e-mail reminder every other Thursday to University Staff employees and approvers. This will remind University Staff to complete their timesheets and absence entries prior to the payroll period ending. It will also remind approvers to approve all exceptions, absence requests, and time entries by the approval deadline. Additional email reminders may be sent by UW-Shared Services during the payroll processing week as needed.
 - UW-Shared Services will now handle the day-to-day bi-weekly payroll processing functions. Questions and troubleshooting will be resolved through UW-Shared Services staff.
 - Timesheets, absence information, and the approval process will all remain the same as is currently in place for employees and approvers. Likewise, new hire paperwork, changes to appointments, and updates to payroll information (W-4 Forms, Direct Deposit Forms, etc.) will continue to be submitted to UW-Green Bay's Office of Human Resources and Workforce Diversity.
- **Annual Benefits Enrollment**
 - Annual Benefits Enrollment will be from 9/30/19 – 10/25/19
 - Stay tuned for more information coming out from our office in the coming weeks
- **Policy updates (informational only):**
 - Three policies have been amended and are now published:
 - Alternative Work Schedule
 - Minor changes updated based on changes in employee classification and application of UWSA Operational Policies
 - Recruitment and Hiring Policy
 - Addition of information re: the new personnel and reference check System policies

- Information re: required implicit bias training and revised requirement of Chancellor approval for underutilized positions which request an internal recruitment
 - Revision of immigration-related information due to structural changes.
 - Workplace Conduct Policy
 - Addition to include prohibition on bullying behavior
- One new policy implementation:
 - Inter Campus Travel Reimbursement Policy
 - Policy governs reimbursement for business related travel between the four campuses of UW-Green Bay
- An email notification of these policy amendments and implementation was sent from Christopher Paquet to Shared Governance Leaders on Tuesday 9/17/19.

New Employees:

- **Custodian** – Lead Operations: Incumbent – Karen Nicholas – Lead Dubois was hired and started on 9/16/19
- **Custodian Float** Operations: Incumbent – Rick Weston – Porze Thao was hired and will start on 9/23/19
- **Financial Specialist Senior** Facilities: Incumbent – Mary Kujawa – Heidi Nell was hired and started on 9/11/19
- **Police Sergeant (2 Vacancies)** Public Safety: Incumbents – Jeff Gross and Dave Jones – Sabrina Duchateau and Tony Decker were hired and started on 9/9/19
- **USA 2** Provost Office: Incumbent – Pang Yang – Elizabeth Brinks was hired and will start on 9/30/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Adam Calewarts
- **Facilities Repair Worker (Sheboygan)** Facilities: Incumbent – Scott Joyal
- **HVAC Specialist** Facilities Management: Incumbent – Robert Snell
- **Dean Assistant** College of Arts Humanities and Social Sciences: Incumbent – Brenda Beck
- **Custodian – Oubuildings/Float** Operations: Incumbent Matthew Pings
- **Photographer/Videographer** Marketing/University Communications New Position
- **HVAC Specialist (Sheboygan)** Facilities: Incumbent – Jeffrey Schara