



**University Staff Committee
Meeting Agenda
April 15, 2021, 10:00 – 11:30 a.m.
Virtually on TEAMS**

1. Call to order: 10:00 am
2. Roll call: Nancy Balaban, Brenda Beck, Sara Chaloupka, Colleen Cowling, Mark Damie, Kathleen Gajeski, Amy Ibuaka, Dolly Jackson, Holly Keener, Lisa Francl, Julliann Duprey, Eric Knapowski, Jared Koch, Sarah Locke, Marina Lyudmer, Sue Machuca, Olivia Raasch, Donald Ramakers, Danielle Roberts, Joan Schaller, Lisa Schmelzer, Joe Schoenebeck, Krissti Simon, Barbara Tomashek-Ditter, Jennifer van Beek, Paul Wikigren, Amanda Wildenberg, Bea Yang Thao, Jenny Charapata, Julie Flenz, Lisa Glinski, Diane Grubisha, Holly Keener, Fred Kennerhed, Andrea Meulemans, Lore Slattery, Tina Tackmier, Lea Truttmann, Jayne Kluge, Kate LaCount, Loretta Rafter, Kimberlee McKeefry, Joseph Schmitt, Mark Vanderveren, Leon Zitlow, Kaitlyn O'Claire, Christine Cox, Heather Jobelius, Kerry Yang, Brian Rabideau, Jolene Truckenbrod, Patrick Goggins, Erin Beres, Cheryl Charon, Teri Ternes, Denise Baeten, Jennifer Zeitler

Guests: Michelle Gauger, Danielle Alexander, Tory Ortscheid, and Provost Kate Burns

3. Approval of Minutes (see attached): Holly move to approve; Lisa 2nd; approved
4. Treasurer's Report & Update – Dolly Jackson (see attached)
5. HR Report – Julie Flenz, HR Liaison (see attached):
 - a. Title & Total Comp: see attached HR report for updated information regarding TTC. Melissa Nash would like to attend the USC meeting in May for feedback and to answer any questions. The question was asked if the open forums will be virtual? Yes, the open forums will be virtual. Are all the new and updated job description templates available on the TTC website (<https://www.uwgb.edu/human-resources/titling-compensation/promotion-progression/>)? Yes, this website has been continually updated. Link will be in attached HR Report. There was a question regarding any changes made to the Position Description (PD) changes at the time of annual performance evaluation? Julie will check into this and get back to us. Another question was what changes were made to the PD templates? Julie: unable to answer at this time, but will get back to us.
 - b. Non-instructional staff will only be eligible for internal market funding at this time due to the rollout of TTC. Question asked: did we ever get a dollar amount on what was already spent and what is being held for non-instructional staff. No, we do not know that amount at this time.
 - c. Split payroll deductions will start next week. Also, single monthly payments will switch to biweekly payments in July for faculty and staff. Direct deposit updates/changes can now be updated via our employee portals. Code of conduct and employee relationships with educational lenders are available for review. Any

issues with Duo, please reach out to IT. Reminder to do COVID assessments if you are coming to campus, and wear masks.

6. Old Business

- a) Provost Search Nominations: Dolly Jackson (UWGB Campus) and Nate Ruetten (Sheboygan Campus) will be representing University Staff on the Provost Search. Kick-off meeting on April 20th. Please reach out to Dolly and Nate if you have any concerns or questions you would like addressed with regards to the search.

7. New Business

- a) SilverCloud - Michelle Gauger (10:15 am): SilverCloud is an online mental health tool that is available for faculty, staff, and students (at no cost). Self-guided program. Is available whenever you want to work on it. Link: <https://www.uwgb.edu/wellness-center/silvercloud/>. When you sign in for the first time on your phone, you do need to select a region (listed at the bottom of the opening page). There are a number of available tools on SilverCloud, including journaling, worksheets that can be printed off and filled out, mood tracker, etc. Does take a couple of times going in to feel more engaged. The further you go in, the more helpful information you will get. How long will this be available? Currently under contract for 2 years. Also looking at getting MSW students in as coaches, so thinking the contract will either be renewed or extended. Any suggestions on how to get someone motivated enough to get into SilverCloud? Maybe promoting that the student get in and sees a counselor, as well as SilverCloud. Some could be just checking back in with the student and ask if they have checked out SilverCloud. Might be helpful for us to check it out so we can help students as well. Sue: what about a buddy system to check in and help to keep ourselves motivated to continue using. Michelle really liked the buddy system idea and had even heard one campus in UW System has set up groups to help each other with going through the different modules, etc. If anyone else has comments, questions, please feel free to reach out to Michelle. Now is the time for feedback. Wellness Center phone number 920-465-2380, can also email.
- b) ShopUW+ - Purchasing – Danielle Alexander, Assistant Controller and Tori Ortscheid, Purchasing Director (10:30 am): New ShopUW+ opens tomorrow (April 16th). Tory and Danielle have agreed to come in talk through the new process and answer any questions, etc. Tory: new software is similar to MDS, but with a lot more features. Includes catalogs as well as purchasing process/procedures for any items not included in the catalogs. New process will involve going into ShopUW+ tool and submitting a requisition to purchase these items. All staff are mapped as shoppers, and there are training modules available for the new processes. Basic roles include the shopper (all staff), requester (primary purpose is to review and assign the funding string to any cart that has been opened; can also act as a shopper), and the approver (three different levels of approvers based on the dollar amount of the created carts). The three different levels of approvers: Approver 1 approves purchases over \$100; Approver 2 approves purchases over \$5,000; Approver 3 approves purchases over \$25,000. Dolly: clarification: ShopUW+ is not just for catalog orders, but also all payments that we had previously submitted either a PIR or a payment memo to Accounts Payable. Blanket POs will continue to be processed as current process through end of FY2021. Starting in FY2022, these will be processed through ShopUW+ and the term will be

changed to “Standing Orders”. Encourage that we all go through the Canvas trainings that have been set up. Please reach out to Purchasing/Controller’s Offices for any questions you may have regarding ShopUW+. Much of the user experience, when it comes to catalog purchases, will be similar.

Questions: How long will the training sessions be available? Danielle: no specific timeline, but feels they should be available for quite a while. In Trio, there are times when they have to go to Walmart, etc., for quick purchases with the P-cards. Will this process change? Tory: no, the P-card process will not change, they do recommend that you check out the ShopUW+, but realize that is not always possible. Dolly: can still add favorites and templates, which can be really helpful. Can we split the funding when adding in the funding strings? Yes, we can split the funding which will help reduce the need for chargebacks. Once everyone has completed the trainings in Canvas, will there be additional campus specific trainings? Tory: ask that people go through the Canvas trainings and if anyone has questions, please reach out and they will be addressed. There will also be job aids on the Purchasing website to assist as well.

- c) Provost Burns – Update and Q&A – (11:00 am): Thank you for finding the \$18,000 PD funds! Provost Burns: update on the surge testing at the Weidner, able to continue offering this through May. Cares Act (HERF Funds): working towards finding different ideas for spending this money. If you have ideas (must be COVID related), please share with your dean or division head. Compensation update: for the first rounds, there were some different eligibilities: instructional staff were eligible for equity both internal equity and external market equity. The other portion is for non-instructional and only limited to internal equity. Employees will be notified tomorrow (April 16th) of any compensation increases. After TTC has been implemented, a 2nd round of additional compensation adjustments will be made for non-instructional and these will be based off external market values. Questions regarding summer and fall planning: still trying to work through what summer will look like. There will be a little more availability for business travel after May 14th. Staffing returns: on the academic side, have encouraged that departments start having conversations about what will work, etc. Will anticipate that this will depend partly on the position roles, supervisors, and departments are going to need to consider students needs when planning for office coverage. With that said, there can be more flexibility with coverage times to better fit needs. Curious about the balance between in-person and online classes? Is the push for more in-person, or will we increase the number of online courses? Provost: has similar feelings that we don’t operate enough online and we are not currently meeting these demands for the online courses. Have built both online and in-person options into the schedule. Assessing what the students want as well. Currently surveying students every day after they register for their courses: asking if they were able to get into the courses they want/need for major, do they have a modality preference? Staff member commented that they feel like we could work to better serve our non-traditional students as well. Also, greatly appreciated the text reminder to sign up for her classes for Fall 2021. For the TTC funds that are available, is the internal compression also being taken into account? Provost: Compression is problematic across the university (both instructional and non-instructional sides). Right now, understanding is that the available funds are only for looking at market value. Have to recognize that this is a drop in a

very large bucket and ultimately will not be able to meet all of the needs. That said, this is still a great opportunity and much needed. Question about the self-assessment: if you travel by plane, will need to self-quarantine for 14 days, however CDC guidelines have changed that if you are vaccinated, don't need to quarantine, will our policy reflect CDC guidelines? Provost: are working to follow the CDC guidelines, and will get some clarity with this. Per CDC guidelines, if you follow all of the rules (i.e., fully vaccinated, wear a mask, etc., socially distance as best you can) will you still need to quarantine? Provost: for flying, you will likely be less than 6 feet from other passengers for an extended amount of time. Feels that the guidelines are more about that. Christopher Paquet would be able to answer this better and Provost Burns will reach out to him. Will facilities staff be getting the 2nd half of the pay increase this summer as was discussed and planned last year? Provost: unsure of this answer, but will reach out to Sheryl Van Gruensven for clarification and get back to Sue to send out. Recently had an employee who traveled via plane (wore mask, socially distanced, but was not yet vaccinated), per Megan in HR, employee was eligible to come back before 14 days pending testing after return. Thank you again to Provost Burns and for coming to talk to us!

- d) Board of Regents University Staff Excellence Awards – Sue Machuca: new award that was just approved by the Board of Regents for University Staff. There will be one staff member who will be awarded as well as an entire staff (the staff must be primarily made up of University Staff). One University Staff member from each campus will be moved forward to BOR, as well as the group.

8. Committee Reports

- a) Election Committee – Holly Keener: Did 2nd round of interest survey; received about 5ish responses (including people who changed their original responses and new responses). Proposing that we move forward with the ballots. Question was asked if we think that people may have been deterred by the paragraph request? Holly: does not have any data to say if this played a factor or not. One idea was having a better idea of the level of commitment might be helpful. Can be difficult to assess and give a good idea of what the level of commitment might be. Holly will add this to her notes and see about working to determine (best estimate) for next year's survey.
- b) Personnel Committee – Brenda Beck: nothing new to report. If there are any personnel issues, please feel free to reach out to Brenda.
- c) Professional Development Committee – Kaitlyn O'Claire: Did approve one additional professional development (per Sue). If there is any professional development that you would like to attend, please reach out to the committee. There is money out there for professional development! Holly: Provost has found additional money, that is specifically for University Staff. Ideas for using it include an all University Staff wellness day in the fall or an informal University Staff day. If you have any other ideas for this pot of money, please reach out to the PDC.
- d) UW System University Staff Representative – Teri Ternes
- e) UC – Sue Machuca: Provost Burns addressed what was discussed at recent UC meetings.
- f) Strategic Budgeting Committee – Monika Pynaker

9. Other: Kress Center is open again for faculty and staff usage. Do need to make a reservation, but it is open. Also, Sue has submitted a suggestion that University Staff and non-instructional staff also get laptops as part of the Cares Act funding. Also, new email ingenuity@uwgb.edu has been created, any ideas or thoughts, feel free to submit them to this email and Mary Kate O. is monitoring this inbox and will forward to the appropriate person to respond. Find the thing that made you say "Yay" today.

10. Adjournment: 11:32 AM

The next USC meeting will be May 20, 2021 at 10:00am, virtually on TEAMS.



UNIVERSITY of WISCONSIN
GREEN BAY

University Staff Treasury Report

As of March 31, 2021	Account Balance	Mar 2021 Expenses	Fiscal YTD Expenses
	120215		
(102) Staff Development Account	\$3,050.00	\$0.00	\$400.00
(136) Revenue Account	\$5,499.51	\$0.00	\$0.00
Foundation Discretionary Account (#11100 "Agency" acct)	\$17.81		
Endowment Account Pro Development Earnings Avail to Spend	\$3,031.00		
	\$11,598.32	\$0.00	\$400.00
Endowment Account Book Value	\$10,283.84		
Endowment Account Market Value as of Feb 28	\$14,996.02		

University Staff Committee HR Update – -4/15/2021

- **[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. This coming Friday (April 16th), HR will be distributing a campus-wide communication related to the implementation date, and will be announcing employee forums which will take place in early May. Below is a tentative 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 (four different sessions – two longer sessions for those who are new to T&TC and two shorter sessions for those who just want an update)

- **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 – mid-September, 2021:**

- Employee-manager conversations
- Supervisor network sessions

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

Two weeks prior to the next USC meeting, Melissa will be sending the documents referenced above for review to the USC executive committee. She will be attending the May USC meeting to gather feedback on those documents as appropriate. All except for the revised position description template will remain in draft status until the November 2021 implementation, but we would like drafts finalized prior to employee-manager conversations.

- **2021 Market/Equity Compensation Program**

As [announced](#) on December 4, 2020, \$75,000 of base funding has been allocated to address compensation on our campuses for faculty and staff. It has been decided that these funds will be specifically used to address salaries based upon internal equity and competitive external market factors.

Guidelines have been developed for the initial stages of the 2021 Market/Equity Compensation Adjustment Program (and were shared in an email to the campus community on March 8th). At this time, instructional faculty/staff may be considered for increases either based upon external market or internal equity reasons. Non-instructional staff will only be considered for internal equity increases, given that Title & Total Compensation (currently slated for implementation yet in 2021) will be providing us with more relevant and comprehensive market data in the form of

revised UW System pay ranges for non-instructional positions. Therefore, a portion of the \$75,000 will be held to address non-instructional market factors at a later date.

In accordance with the guidelines distributed to campus on March 8th, recipients of phase 1 adjustments will be notified on Friday, April 16th.

- **Single Payroll Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to move forward with a single biweekly payroll for all employees. This is a system-wide initiative to standardize System payroll by moving all employees to the current biweekly payroll cycle. Based on feedback from leadership, human resources teams, and joint governance groups, President Thompson has approved an adjustment in the final implementation date, moving from January, 2021 to July 18, 2021. Please watch for more information about the Single Payroll Project in the upcoming months.

- **Split Deductions Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to split payroll deductions over the A and B paycheck in the biweekly payroll cycle. Most deductions for benefits such as health, dental, vision, and life insurance will be split evenly starting with the April 22, 2021, paycheck.

In months when there are three paychecks, benefits deductions will not be taken from that paycheck with the exception of Wisconsin Retirement System, Tax Sheltered Annuity 403(b) and Wisconsin Deferred Compensation 457 contributions.

If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.) review your monthly budget and prepare for biweekly split benefits deductions. You may want to adjust your automatic payments to match your biweekly paycheck amounts.

Employees were invited to attend a virtual Split Benefits Deductions Town Hall Meeting on Tuesday, February 16, from 2:00-3:00 p.m. Employees learned when the split benefits deductions will go into effect, how they will affect your paycheck, and what to do to prepare for the change. Employees were able to ask questions of the presenters as well. A recording of the presentation will be posted at <https://uwservice.wisconsin.edu/split-benefits-deductions>.

Many Spending and Savings Plan workshops are available from February through June: <https://www.wisconsin.edu/ohrwd/well-being/webinars/>.

- **Direct Deposit now Online**

Employees now have the ability to manage their payroll direct deposit information online through the self-service features in the My UW Portal. For more information, see this blog post: <https://blog.uwgb.edu/hr/2021/04/now-available-employees-can-manage-payroll-direct-deposit-online/>.

- **Code of Conduct and Employee Relationships with Educational Loan Lenders**

Each year University Staff is asked to read the Code of Conduct ([RPD 20-22](#)) and all employees to read the policy on Employee Relationships with Educational Loan Lenders [RPD 13-4](#). This year

UW-Green Bay has chosen to streamline and centralize these processes, and requests and notices will come to employees from UW-Shared Services (uwsystemhr@uwss.wisconsin.edu) during the month of April.

- **Wellness Activities**

UREC Spring fitness schedule – virtual events are free for employees, and in-studio events are free for employees except between 2 and 8 pm Monday-Thursday (details: <https://blog.uwgb.edu/hr/category/wellness/>)

Challenges:

- [Build your Financial Security](#)
- [LinkedIn Learning -Stress Awareness](#)
- [Better Without Booze](#)

Webinar:

- [Racism and Public Health](#) (4/27 at 12-12:30)

[Bellin Run](#) will be virtual and held June 12-21; sign up on UWGB team and get \$10 registration fee discount

[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**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [Phoenix Forward Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

COVID-19 Testing for Faculty and Staff

Consistent with [SYS 600-01: Interim: Spring Semester 2021 COVID-19 Testing Requirements](#), beginning on Tuesday, January 19th, any individual who holds a faculty, academic staff, university staff, limited appointment, student employment, employee-in-training, temporary, or project appointment who comes into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

All employees may obtain testing through [UW Green Bay Testing Centers](#) or have the testing administered at a medical service provider of their choice or an alternative testing location. As a reminder, individuals who have any [COVID-19 symptoms](#) should not use the on-campus testing option and should contact their medical service provider for immediate confirmation testing.

On-Campus Testing Logistics

Since testing is a requirement for working on campus, employees expected to work on-campus at least once a week should be allowed to get their biweekly (every other week) tests on work time during their scheduled work hours. Non-symptomatic employees may receive [testing](#) on the campuses.

From what we understand at this time, we do not expect campus testing protocols to change based on someone's vaccination status. This means employees will still be required to test bi-weekly if coming to campus at least one time per week even if they have received the vaccination. Current studies have focused only on if the vaccine protects an individual. Meaningful data does not exist to determine if the virus can spread to a vaccinated person to an unvaccinated person.

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 Are Required

Consistent with communication from the Chancellor's Office issued on March 31, 2021, addressing the recent court [ruling](#) from the Wisconsin Supreme Court, Interim Policy GB 50-21-1 [Face Coverings: Chancellor Interim Order](#) remains in effect without amendment. While UW-Green Bay and UW System Policies have run in support of the Emergency Orders issued by the Wisconsin Department of Health; the University and UW System Policies implemented to address the COVID-19 Event are unique to UW System Institutions and are separate from the Emergency Order. As such UW System and UW-Green Bay Policies issued as COVID-19 Protocols remain for all individuals present on University property.

Self-Assessment

Complete the [Daily Self-Assessment](#) for each day you are on campus. Employees will be required to confirm acknowledgement of a completed test within the past 14 days along with the date of the most recent test daily through the [Daily Self-Assessment](#). If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or helpdesk@uwgb.edu. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

Phoenix Forward Website

Review the [Phoenix Forward Website](#) to understand how we'll be operating this Spring and what we need you to do to stay safe. The Phoenix Forward Website includes [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. Questions may also be submitted to the Question and Answer form on the right side of that [page](#).

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](#).

Leave Resources

The University of Wisconsin – Green Bay and the Office of Human Resources and Workforce Diversity are committed to providing a flexible working environment to facilitate employee work/life balance during the COVID-19 pandemic while still meeting operational needs. For information about staffing options, leave resources, and flexible work arrangements, please see this [Leave Resources](#) on the Phoenix Forward webpage.

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](#).

New Employees:

- **Police Officer** UW-Green Bay Police: Incumbent – Bryanne Gawlik – Brett Hendzel was hired and started on 3/7/21
- **Police Officer** UW-Green Bay Police: Incumbent – Tyler Lovato – Anne Brink was hired and started on 3/8/21
- **Facilities Repair Worker** Facilities: Incumbent – Todd Curro – Ben Counard was hired and will start on 3/22/21
- **Arboretum Project Coordinator** New position – Andrew LaPlant was hired and started on 4/5/21

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Gary Vincent
- **Custodian (2nd Shift)** Operations Incumbent: Kassandra DeChamps
- **USPA Provost** Incumbent: Mary Kate Ontaneda
- **Facilities Repair Worker** Facilities: Incumbent – Wayne Chaloupka
- **USPA (1 Year Project Appointment)** Continuing Education & Community Engagement: Incumbent – Berenice Guerrero Vazquez
- **Talent Acquisition & Engagement Coordinator** Human Resources: Incumbent – Maria Vander Heiden
- **USPA Enrollment Services:** Incumbent – Lori Slattery