



**University Staff Committee
Meeting Agenda
January 21, 2021, 10:00 – 11:30 a.m.
Virtually on TEAMS**

1. Call to order: 10:04 am
2. Roll call: Colleen Cowling, Krissti Simon, Lisa Franci (USC Member), Teri Ternes (USC Member), Kim Mezger (USC Vice Chair), Michael Bielski, Jennifer Van Beek, Wayne Chaloupka, Kathleen Gajeski, Danielle Roberts, Sara Chaloupka, Jayne Kluge (USC Member), Susan Machuca (USC Chair), Tina Tackmier, John Zimonick, Fred Kennerhed, Eric Knapowski, Lea Truttmann, Brenda Beck, Jared Koch, Barbara Tomashek-Ditter, Sarah Locke, Diane Grubisha, Ericka Bloch, Lisa Glinski, Joan Schaller, Lore Slattery, Christine Cox, Kassandra Dechamps, Monika Pynaker (USC Member), Marina Lyudmer, Jane Donlon, Dolly Jackson (USC Treasurer), Olivia Raasch, Amy Ibuaka, Loretta Rafter, Bea Yang Thao, Nancy Balaban; Kate LaCount, Kimberlee McKeefry; Jules DuPrey, Joe Schmitt, Jenny Charapata; Lisa Schmelzer, Kaitlyn O'Claire (USC Member), Cheryl Charon, Stephanie Alvey, Jolene Truckenbrod; Heather Jobelius, Theresa Mullen (USC Secretary)
3. Approval of Minutes (see attached): Teri motioned to approve the minutes; Lisa 2nd the motion; approved 8-0-0 (two members were in attendance at the time of voting).
4. Treasurer's Report & Update – Dolly Jackson (see attached): No changes from December report.
5. HR Report – Jenny Charapata (see attached): COVID-19 information is coming out on a daily basis, please pay attention to both the Phoenix Forward page and announcements from UWS.
 - a) Professional Development Opportunities
 - b) COVID Testing: all employees (faculty, academic staff, university staff, LTEs, and student employees) who come onto campus at least once a week must be tested every 14 days. Testing locations are included on attached documents. HR will be working with supervisors regarding 2nd and 3rd shift employees. At this time, we do not expect the campus testing protocols to change regardless if the employee is vaccinated or not. FAQ document is available. Please complete the daily self-assessment for every day you come to campus. For any technical issues with the self-assessment, please contact the HelpDesk.
 - c) COVID Vaccine: question did come up if employees will be required to get the vaccine, and no, the campus will not require this. See "New Business" for additional information
 - d) EAP Vendor and Use: new EAP Vendor: Kepro (phone number: **833-539-7285**). Also, could a tutorial on using it be set up? The process in getting set up is a little confusing. Per Jenny, best option would be to email Payroll and Benefits and they can help walk you through the process. Per Jolene, easiest

way to contact Kepro is to call **833-539-7285**. Is this available for families? If so, does the contact need to be initiated by the employee or can the family member just call. Per Jolene: this is available for family members, however the counseling for the family member may need to be initially set up by the employee.

- e) Evaluation Process – COVID Rubric: Rubric will be attached. Caregiver Taskforce (through UW System). Please don't think that this is just extra work, this is an opportunity for employees to show how COVID-19 has affected their jobs and themselves. The rubric will not be sent to the supervisors as part of the performance evaluation emails from HR, because this is considered to be a shared governance document and not an official HR document. This is available as an extra tool. A request was made to send the rubric out to all University Staff so everyone receives it. Sue will do what she can to share this with all University Staff. The supervisors are aware of the rubric, it just is not being sent by HR. If the rubric is filled out and sent to HR along with the evaluation and RAP Sheet, it will be included in the employee's file.

There was continued discussion about COVID testing. This is for people who are regularly on campus at least once per week. If you come to campus once every 15+ days (or minimum once every 2 weeks), you do not have to get a test. If you have had COVID, you do not have to be tested for 90 days after your initial positive. In the self-assessment, it will now ask if you have been tested, you do not have to give the results of that test, just the date when the test was administered. HR does not necessarily read through all the self-assessments, these are completely on the honor system. Huge shout-out to Casey Pivonka for handling all of the COVID testing and vaccination site for Prevea!

Question regarding the Coffee Break and where can we find the recordings if we were unable to attend? Can click on the Coffee Break link in the email invitation and access it that way, otherwise it does come out in the Log. Last resort, can always email Sue Bodilly.

Reminder, student employees do have to fill out a self-assessment. Anytime students are only on campus only to work, then they fill out the employee self-assessment. On days that students are both attending in-person classes and working on campus, then they only fill out the student self-assessment.

6. Old Business

- a) Facilities and Grounds Update: There were 3 or 4 kick off meetings (2 virtual and 2 in person). The meetings were to give information on the climate survey in facilities. There was also the ability to sign up for one on one time to meet with either Julie or Melissa. If you are still interested in talking with either Julie or Melissa, please let them know. Idea is to get feedback (either positive or negative) on what is working/not working. Any improvements that could be made for your job, etc. Jenny: Julie and Melissa are wrapping up Phase 2 and moving to Phase 3. There were employees who want to meet with Julie and Melissa, but were unable to meet during the 2-week period, so Julie is currently working with them to schedule these meetings. As a reminder, these meetings are private and the names of the individuals who have met with or are scheduling a meeting with either Julie or Melissa will not be released. Sue: our

Chancellor is listening to us and wants to help us as much as he can. This is our time!

7. New business

- a) Facilities and Grounds Update
- b) Vaccine site: Sheboygan campus is only a host vaccine site. Unable to give out any specific information about the vaccines, solely a hosting site. This is also a positive since we will basically be having all these “visitors” coming to our campuses. Some of these people may have never stepped foot on the campuses, so we can also look at this as a way of showcasing our locations. Monika: Marinette is also going to be a vaccination site as well. Amazing how quickly our campuses have been able to facilitate and get these vaccination sites set up! Lisa F. asked if Manitowoc will be considered as a site in the future? Monika: have not heard yet regarding Manitowoc being a vaccination site.

8. Committee Reports

- a) Election Committee – Holly Keener/Sue Machuca: See attached; Remember, when we get the surveys, please fill it out. Sue did give a quick overview of the committees and how they are a great way to get involved with our campuses and networking opportunities with our colleagues.
- b) Personnel Committee – Brenda Beck: nothing new to report.
- c) Professional Development Committee – Mary Kate Ontaneda/Sue: met with Academic Staff; discussed possible trainings/meetings/professional development opportunities. Some ideas included Teams trainings, a social café (for all campus employees) via Teams or Blackboard, LinkedIn Learning (<https://www.uwgb.edu/information-technology/training/>). Also discussed using the app Jabber for anyone who has their workline rolled over to personal cell phones. Question did come up if there will be a fall conference in Fall 2021. At this time, nothing is planned, but are considering it.
- d) UW System University Staff Representative – Teri Ternes: has not met since last USC meeting, next meeting is actually tomorrow.
- e) UC – Sue Machuca: enrollment issue came up: enrollment is increasing, but students are taking less credits (more as part-time versus full-time).
- f) Strategic Budgeting Committee (Monika): will be meeting tomorrow.
- g) Wellness Committee: Kaitlyn: has a challenge coming up, more info is coming, please keep an eye out and share, share, share! Someone asked if the Mental Health program could be applied to our Wellness WI program? Kaitlyn was not sure that this would apply but will look into it. Do need to sign up for the wellness emails (link is included in the HE Connect emails).
- h) Joint Governance
- i) Campus Appointive Committees and Working Groups
 - 1. Caregiver Task Force Update – Sue Machuca

9. Adjournment: adjourned at 11:31 am.

The next USC meeting will be February 18, 2021 at 10:00am, virtually on TEAMS.



UNIVERSITY of WISCONSIN GREEN BAY

University Staff Treasury Report

As of December 31, 2020	Account Balance	Dec 2020 Expenses	Fiscal YTD Expenses
(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	\$14,852.24		

University Staff Committee HR Update – 01/21/2021

- **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. During this delay, there has been some behind-the-scenes work being done by UW System and UW-Madison. Starting in October, T&TC Project work has actively been re-engaged across the System, with a target implementation date in 2021. In October, UW-Green Bay re-engaged our [T&TC Project Team](#) which is made up of members of the [Committee on Workload and Compensation](#), Joint Governance Reps (who serve as the T&TC advisory council for UW System), and HR/B&F staff and administration. HR and Dean/Division Leaders recently relooked at last year's proposed mapping for new employees, separated employees, and job changes. As more information is known, we will provide updates to the University community.

- **Fiscal Year (FY) 2021 Pay Plan Information**

In the fall of 2019, Governor Evers and the Joint Committee on Employment Relations (JCOER) approved the Board of Regent proposed 2019-2021 pay plan for UW System employees. This pay plan provides a base rate increase to all eligible employees of 2% in FY20 and 2% in FY21, with the FY21 pay plan allocation occurring in January of 2021.

Eligible employees for the 2% FY 2021 pay plan include faculty, academic staff, limited, university staff, and university staff project appointments in ongoing positions with a budgeted FTE of 50% or greater. Human resources sent individualized pay plan notices via email to all ongoing employees on December 23, 2021. If there are questions about the FY21 pay plan distribution, please contact human resources at hr@uwgb.edu.

- **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.

- **EAP Vendor Change**

The new Employee Assistance Program (EAP) vendor as of January 1, 2021 is Kepro. The prior vendor was FEI. The EAP still provides helpful resources on their website, as well as free and confidential counseling services for employees and their family members. Counseling sessions are available in-person, virtually or via phone, and we can have up to 6 sessions per issue per year. We can contact Kepro at 1-833-539-7285 (24/7) or go on their website at <https://sowi.mylifeexpert.com/> (code: SOWI). If an employee was working with a counselor through FEI prior to 1/1/21, they should contact Keypro to see if that provider is in the Keypro network, or be set up with a new provider. The FEI providers also received a communication

from FEI about this change to Keypro, which included information for them to become a Keypro provider. HR Connect blog post: <https://blog.uwgb.edu/hr/2021/01/employee-assistance-program-vendor-change-january-1-2021/>

- **University Staff Performance Evaluations**

Communication to Supervisors regarding University Staff Performance Evaluations will be sent this week to commence the annual review process and will be due to HR by Friday, March 26, 2021.

The University Staff Committee Statement on Adjusting Goals for Staff on Performance Reviews and Recording Time and Effort will be provided to Supervisors as part of the communication. In addition, HR will inform supervisors that they may receive a COVID-19 “Rubric” document from some employees, that was provided by shared governance as a voluntary assessment tool. Supervisors will be educated how they may use this document in their assessment. If these forms are received in the HR Office as part of the completed performance evaluation it will be placed in the employees personnel file. Any aggregate data regarding the rubric will not be shared.

- **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 at the following times/locations:

Green Bay Campus (East Gym located in the Kress Events Center)

- Schedule a time utilizing the [MyPrevea app](#)- **Recommended to schedule 24 hours in advance of test*
 - Monday-Thursday, 7 a.m. to 4 p.m.
 - Fridays from 8 a.m. to 12:00 p.m.

Employees will need to enter through the exterior door of the East Gym. Please look for COVID-19 Testing signage.

Marinette Campus (Cafeteria)

- Walk-In Testing
 - Employees will be required to download [MyPrevea app](#) to receive results
 - Every other Tuesday from 10:00 a.m. – 12:00 p.m. starting on January 19th

Manitowoc Campus (Gym)

- Walk-In Testing
 - Employees will be required to download [MyPrevea app](#) to receive results
 - Every other Tuesday from 1:00 p.m. – 3:00 p.m. starting on January 26th

Sheboygan Campus (Fine Arts Gallery – Theater Building)

- Walk-In Testing
 - Employees will be required to download [MyPrevea app](#) to receive results
 - Every other Tuesday from 10:00 a.m. – 12:00 p.m. starting on January 26th

HR is actively working with the supervisors of 2nd and 3rd shift employees to determine alternative testing options. We are hoping to have these options solidified and communicated to this employee group by the end of this week.

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.

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](#).

[K-12 Adjustments, eFMLA and Office Staffing Flexibility:](#)

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 [blog post](#).

[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](#).

[Furlough](#)

For up-to-date information related to Furlough, please see the [Furlough Information](#) page on the HR website.

For information related to time reporting for furlough, please review this [blog post](#).

New Employees:

- **USPA BHTP:** Incumbent Savanna Mishler – Andrea Meulemans was hired and started on 1/11/21

Positions Being Recruited:

- **Academic Department Associate** Cofrin School of Business: Incumbent – Barb Swanson
- **Police Officer** UW-Green Bay Police: Incumbent – Bryanne Gawlik
- **Police Officer** UW-Green Bay Police: Incumbent – Tyler Lovato
- **Facilities Maintenance Specialist** Facilities: Incumbent – Todd Curro

- **Custodian (2nd Shift) Operations** Incumbent: Kassandra DeChamps
- **Arboretum Project Coordinator** New position

Election Committee Report for January 20, 2021

The proposed timeline is:

	<u>Spring 2021</u>
Preference Survey Sent	February 15
Survey Closed	February 24 @ 5:00 p
Elective Ballot preparation by Election Committee	done by Mar 15
Elective Ballot Sent	Mar 22
Elective Ballot Closed	Mar 29 @ 5:00 p