



**University Staff Committee
Meeting Minutes
November 19, 2020, 10:00 – 11:30 a.m.
Virtually on TEAMS**

1. Call to order: Meeting was called to order at 10:03 am by USC Chair, Susan Machuca
2. Roll call: Colleen Cowling, Philip Walters, Sara Chaloupka, Sherri Meglic, Sarah Locke, Danielle Roberts, Nancy Babalan, Brenda Beck, Lisa Schmelzer, Sue Machuca, Tina Tackmier, Julie Flenz, Barbara Tomasheck-Ditter, Monika Pynaker, Berenice Guerrero Vazquez, Joseph Schmitt, Jane Donlon, Jennifer Van Beek, Teri Ternes, Kaitlyn O'Claire, Holly Keener, Dolly Jackson, Heidi Nell, Jayne Kluge, Jenny Charapata, Joan Schaller, Amanda Wildenberg, Mary Kate Ontaneda, Jared Koch, Lore Slattery, Loretta Rafter, Jolene Truckenbrod, Bea Thao Yang, Lea Truttmann, Fred Kennerhed, Olivia Raasch, Cheryl Charon, Kate LaCount, Lisa Glinski, Marina Lyudmer, Wayne Chaloupka, Toby Froelich, Patrick Goggins, Barbara Holschbach
3. Welcome New Members – Sue Machuca and All
4. Approval of Minutes (see attached): Dolly motioned to approve; Jayne 2nd pending change to last sentence. Minutes approved.
5. Treasurer's Report & Update – Teri Ternes and Dolly Jackson (see attached): RN Jesse has not yet been paid from 102 account. Dolly will check with Nora in Advancement about how the extra funding from the endowment account can be spent (i.e., only professional development or other expenses such as team-building, etc.).
6. HR Report (see attached):
 - TTC: Please see attached
 - Pay Plan update: still waiting for approval by state legislatures, but that should be coming. Please see attached for additional information.
 - Single Payroll Project: Based on feedback from HR groups and others, President Thompson has rolled back the implementation date from January to July 18th. This allows HRS time to work through kinks with the change, and employees more time to update their banking systems (i.e., adjusting dates for automatic payments, etc.).
 - Supervisory leadership program: offer an exclusive supervisory leadership program to five employees. If interested, please complete top section of report and forward on to supervisor.
 - COVID: fall and winter break office break reminder: remain diligent about protecting selves from COVID. Watch the Phoenix Forward website, lots of great info and links. Reminder to do self-assessments prior to coming to campus. Next Friday is the campus-wide furlough (Nov. 27th). HR has already done the furlough entry in our timesheets. Jayne asked if someone is not furloughed, can they go into the office to work? (People 100% on grants were not furloughed). Julie will check into this and get back. Also questions about the COVID testing, is it mandatory for all employees to get tested weekly? Julie will get some clarification on this as well.
 - Employee update. With regards to employee movements being included in the HR Connect, Sue asked if HR could also note where the employee moved from. Julie will look into this for both the HR Connect and blog.
7. Old Business
 - a. Election Results (results attached) – Sue Machuca: Dolly Jackson is the Treasurer; Theresa Mullen is Secretary; Kim Mezger is the Vice Chair; Sue is the Chair. Other

members include Teri Ternes, Jayne Kluge, Monika Pynaker, Kaitlyn O’Claire, and Lisa Francl

- b. Facilities and Grounds Update – Sue Machuca and Kim Mezger: 3 Grounds employees will officially be laid off as of Nov. 30th, and SSC Services for Education will take over starting Dec. 1st. Sue’s impression from the Chancellor is that our Grounds crew has dwindled down to 3. Would need to hire at least 3 more people to get our grounds back up to where they were and benefits are not cost effective. The best option was to go with SSC (at least that is the impression from the Chancellor). To the three being laid off, please know that we are behind you and are there for you. If you need anything, please reach out to us.

Second part with facilities: a complaint was brought up on behalf of all facilities employees regarding their work environment. Kim sent the official complaint to the Vice Chancellor. It was then forwarded to UW System, and have talked with Kelly Cook for further discussion. Have also met with facilities employees, as well as met with Sheryl Van Gruensven and Christopher Paquet, and Kelly Cook. Sue and Kim will be working with Julie Flenz and Melissa Nash to set up a survey to check on climate. Can’t open an official investigation at this time because there has not been an official complaint filed from an employee against a specific person or the entire facilities department.

Sue: something that her and Kim stressed with HR is to tell people why things are happening. The question was asked if we are going to try and talk to individual employees? Per Sue, that is the plan. Also, if people are talking and are 6 feet+ apart, we should be cognizant that people still need these human connections. We also need to try to keep up morale. Sue reminded USC members to keep an eye on their emails.

- c. Housing of Statements and Resolutions – Sue Machuca and Lisa Francl: We currently have a University Staff website and a SOFAs website, with documents and statements on both. Holly clarified that the SOFAs website is where all of the final documents (i.e., approved (USC minutes, finals agendas, etc.). However, trying to figure out best solution for housing working documents or items that aren’t being posted on SOFAS or US website. Monika did mention the SharePoint that had been established for USC. Question was asked about SharePoint vs. Teams, per Monika, they are basically the same. Decision was made to set up Teams account, will hold working documents, agendas and draft minutes. Anything that needs to go to SOFAS can be pulled from the Teams, Lisa Francl will also post any finalized documents on the US website, and the rest will remain in Teams. Will also create a subfolder for the USC executive committee members as well.

8. New business

- a. University Staff Committee Statement on Adjusting Goals for Staff (statement attached): lots of discussion surrounding faculty, their PAR reports and COVID affects. This also affects Academic Staff (non-instructional) and University Staff. Currently, a rubric is being created to go along with the RAP sheets and performance evaluations. Reminder that we all check our goals that we established for 2020 during our evals in February/March 2020 and determine if any goals changed due to COVID.
- b. Single Payroll Implementation: see HR report from Julie.
- c. Other: Dolly asked if we need to include in the minutes that she was officially voted in as Treasurer; that was included in the special meeting called to vote Dolly in as Treasurer.

9. Committee Reports

- a. Election Committee – Holly Keener: will be pulling the elections committee to determine how they want to replace Savanna Mishler. Strategic Budget Committee, had briefly discussed having a back-up for Monika. Heidi Nell stepped up and offered

to be the alternate. Teri motioned to accept Heidi as the alternate; Kaitlyn 2nd; USC members unanimously voted Heidi Nell as back-up.

- b. Personnel Committee – Brenda Beck: No updates at this time.
- c. Professional Development Committee – Mary Kate Ontaneda: RN Jessie program. Had about 40 people attend the first event, and about 45 attended yesterday's. Did not have fall conference. Probably have one more meeting yet this year.
- d. UW System University Staff Representative – Teri Ternes
- e. UC – Sue Machuca: testing of students: before students leave for Thanksgiving (only students who live in the dorms) will be tested, and then tested twice upon their return. System has said that UWGB must accommodate students who may decide not to come back after Thanksgiving break. All classes for Spring 2021 and Fall 2021 will be planned as if Covid is still going on. Much easier to move from Covid to non Covid than from non Covid to Covid. There is currently a discussion about extending the Interim Provost's position for a year. More information will be coming.
- f. Joint Governance: Teri: discussions about outsourcing staff 10/31; discussions about the pending payroll changes; also, discussions about allowing employees to take courses at a discount if not full. Mental health and effect of COVID on employees was discussed as well.
- g. Campus Appointive Committees and Working Groups: nothing to report.

10. Adjournment: Sue thanked everyone for attending the meeting. Times are tough, remember to take advantage for employee assistance if needed! Reminder to talk to USC Members if supervisors are not giving you leeway.

Teri motioned to adjourn the meeting 11:33 am; Dolly 2nd the motion. Meeting adjourned at 11:33 am.

The next USC meeting will be on December 17, 2020 at 10:00am, virtually on TEAMS.

12 0215	Month Reporting	Expenses	
	10/15/2020	9/16-10/15/20	
(102) Staff Development Account	\$3,450.00	\$0.00	
(136) Revenue Account	\$5,499.51	\$0.00	
Foundation Discretionary Account (#11100 "Agency" acct)	\$17.81		
Endowment Account Pro Development Earnings Avail to Spend	\$3,031.00		
	\$11,998.32	\$0.00	
Endowment Account Book Value	\$10,283.84		
Endowment Account Market Value	\$13,667.25		
<i>Endowment as of 10/31/20, unaudited</i>			Revised 11/18/20 TT

University Staff Committee HR Update – 11/18/2020

- [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 will be re-engaging 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. We are currently relooking 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](#)

Last fall, 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. President Thompson has indicated that Institutions should prepare for the January 2% increase for FY21 despite statewide fiscal challenges. A final confirmation from Wisconsin State Legislature and UW System Administration is required, and that should occur in the coming weeks.

Eligible employees for the proposed 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 has been assessing eligibility of employees. During the month of November, the HR Office will be sending reminders to employees, supervisors, and Dean/Division Leaders of any missing training and/or performance evaluation requirements (most recent reminders went out on Monday, November 16th). Please make sure to be looking out for these emails over the next month. If an employee is not notified that they are missing requirements, they are all set. For more information, please review this [blog post](#).

- **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.

- [Supervisory Leadership Certificate Program](#)

The University is pleased to offer an exclusive Supervisory Leadership Certificate Program available to five UW-Green Bay supervisors seeking professional development. This program is designed to build your leadership skills, fulfill your potential and enhance the capabilities of your department with a program designed to advance careers. If you're interested in being considered for this program, please complete the top section of the [Interest Form](#) and forward electronically to your supervisor. Next level supervisors should review and complete their portion of the form, and forward to the Area Leader no later than December 4, 2020. Forms will be forwarded to the Position Review Committee for consideration, and decisions made on attendees will be communicated to employees and supervisors in mid-December. For more information about this program, please visit this [blog post](#).

- **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](#).

[Fall and Winter Break Office Hours, University Operations, and Travel Reminders](#)

With the academic fall and winter breaks fast approaching, members of the campus community must remain diligent about protecting themselves from COVID-19 infection while away from campus. Large gatherings and travel are customs of the season for many individuals and families. For the protection of both yourself and others, please remember to follow [COVID-19 Safety Practices](#) while engaging in these activities.

[Phoenix Forward Website](#)

Review the [Phoenix Forward Website](#) to understand how we'll be operating this fall 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](#).

[Self-Assessment](#)

Complete the [daily checklist](#) for each day you are on campus. 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.

[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](#).

The Chancellor and HR have put out some guidance related to fall and winter break office hours, university operations, and travel. Please see this [blog post](#) for more information.

[Furlough](#)

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

Time Reporting for Workforce-Wide Intermittent Furloughs

The all-campus furlough day on November 27th will be reported for all applicable employees by the Office of Human Resources. No action is needed related to furlough entry for that day.

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

[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.

The Office of Human Resources and Workforce Diversity is also ready to support employees and supervisors who may have questions about benefits, leave, flexible work arrangements, and other personnel-related topics. Please do not hesitate to contact us at hr@uwgb.edu or (920) 465-2390. Please also see the [Employee Health & Wellness website](#) for more information.

New Employees:

- **Academic Technology Specialist (Marinette)** Client Services: Incumbent - Craig Young – Donald Ramakers was hired and started on 11/2/20
- **Custodian 1st Shift** (Library) Operations: Incumbent – Lisa Fink – Christopher Lersch was hired and will start on 11/23/20
- **USPA Residence Life:** Incumbent – Kelly Steffes – Ashleigh Henrickson was hired and started on 10/28/20

- **Custodian 1st Shift** (Wood Hall) Operations: Incumbent – Lori Burmaster – Cassandra DeChamps was hired and started on 10/26/20

Positions Being Recruited:

- **Facilities Repair Worker - Advanced** Residence Life: Incumbent – John Zimonick
- **Academic Department Associate** Cofrin School of Business: Incumbent – Barb Swanson
- **USA 2** HB, NAS, and RSE: Incumbent – Jane Laurin
- **USPA** Residence Life: Incumbent Dan Karoliussen
- **USPA** BHTP: Incumbent Savanna Mishler
- **Police Officer** UW-Green Bay Police: Incumbent – Bryanne Gawlik
- **USA 2** Wellness Center: Incumbent – Lea Truttmann
- **USA2 (Project Appointment)** Admissions - New position
- **USA2** Disability Services: Incumbent – Kim Mezger

**University Staff Committees, Campus Joint Governance
& Campus Appointive Committee & Working Group Reps
FALL 2020**

University Staff Committee		
Teri Ternes	USC Member	2019-2022
Dolly Jackson	USC Member	2020-2023
Jayne Kluge	USC Member	2018-2021
Theresa Mullen (C)	Secretary	2018-2021
Monika Pynaker	USC Member	2020-2023
Kim Mezger	USC Member	2020-2022
Lisa Francl, Manitowoc	USC Member – Manitowoc	2020-2023
Kaitlyn O'Claire, Marinette	USC Member – Marinette	2019-2021
Sue Machuca, Sheboygan	USC Member - Sheboygan	2019-2022

Election Committee		
Holly Keener	EC Member Chair 18-20	2018-Sept. 2021 (extended to a 3-yr term)
Brenda Beck	EC Member	2020-2023
Kate LaCount	EC Member	2019-2022

Personnel Committee		
Sarah Locke (C)	PC Member	2019-2022
Savanna Mishler (no longer with UWGB)	PC Member	2020-2021 (replacement term)
Jenny Charapata	PC Member	2020-2023
Sue Machuca	PC Member	2020-2023
Brenda Beck	PC Member	2020-2022
Christopher Paquet	AVC, Human Resources	Ex-officio, non-voting

Professional Development Committee		
Lisa Schmelzer	PDC Member	2019-2022
Barb Tomashek-Ditter	PDC Member	2019-2022
Sue Machuca	PDC Member	2020-2023
Kaitlyn O'Claire	PDC Member	2020-2023
Mary Kate Ontaneda	PDC Chair	2020-2023

UW System University Staff Representative	
Teri Ternes	2020-2021
Kate LaCount (back-up rep)	2020-2021

(Campus Joint Governance & Campus Appointive Committee & Working Group Reps on page 2)

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee (appointed)	Barb Holschbach / (voting, Fall20) Amanda Doperalski (non-voting Fall20)	2020-21
Committee on Workload and Compensation (USC appointed)	Jenny Charapata	2018-21
	Heidi Nell	2020-23
	Sara Chaloupka	2019-22
	TBD, Liaison to USC, non-voting	2019-20

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor's Council on Diversity & Inclusive Excellence	Theresa Mullen	NA
Committee on Disability Issues	Raelynn Smith	2019-22
	Theresa Mullen, ex-officio	NA
Health & Safety Committee (B&F Appointed)	Wayne Chaloupka	2019-21
	Sherri Meglic	2020-22
Master Plan Advisory Committee	Holly Keener Fred Kennerhed Kim Mezger	NA
Strategic Budgeting Committee	Monika Pynaker Heidi Nell (nominated by Elections Committee 10.15.20)	NA
Wellness Committee	Lisa Schmelzer	2019-21

University of Wisconsin-Green Bay
University Staff Professional Development Report
11/19/2020

The University Staff Professional Development Committee [USPDC] has not met since October 8, 2020.

FALL CONFERENCE:

The committee's new leadership will further discuss. We currently have \$5499.51 in the 136 account.

PROFESSIONAL DEVELOPMENT FUNDS:

No requests pending. Reimbursement for 2020-21 is 50% of allowable expenses; max reimbursement of \$300. The reimbursement request form can be found on our website.

JOINT WORKSHOPS:

We have two virtual workshops scheduled with Nurse Jesse entitled "It Makes Me Happy". The workshop offers attendees tools to reconnect with their authentic selves and a simple formula to find joy in everyday living. The workshop is a mix of storytelling, self-assessments and interactive "play" to get started on the "It Makes Me Happy!"™ journey. Registration for the 11/12 session was 37: 18US, 19AS; registration for 11/18 is currently 38: 26US & 12AS.

The joint AS/US professional development committees agreed to meet on an 'as needed' basis in the future. At this time, we plan to reconvene in January.

OTHER:

None.

Next Meetings: USPDC, none scheduled
ASPDPC/USCPDC, January 2021

Submitted by: Teri Ternes, USPDC, Immediate Past Chair for Mary Kate Ontaneda, Chair
November 13, 2020

Notes on 10/30/2020 Joint Governance University Staff Reps Meeting

Outsourcing of Staff Positions: general discussion w/US reps feel we should stay local to protect the autonomy of our campuses; ppl/staff of outsource will not support UWS and our students like our own staff; poor reflection to community; quality/ownership, dedication will fall by the wayside

Professional Development Per Jeremy, Ray reminds us to stay on top of this; support employees and families

Payroll Calendar Process to begin January, prob need to go direct to vendor for some benefit deductions that are not split equally, hope to arrange fin counseling w/several institutions, HR not here to direct you on that; more to follow Nov 9th; mainly Inst AS & Fac requested to postpone; some concerned w/errors w/a huge conversion @ Shared Gov, and feel more time needed to smooth issues/concerns ; who do we go to w/questions? Inst HR or Madison? Stress impt of smooth rollout; Thompson ready to go for January; will consider delay

COVID Impacts on Staff/Front-line workers Thompson reported % of cases, bringing in 300,00 tests & distributing to most campus locations; free testing to all community, symptoms or not; details to follow. "Stop The Spread" beta test site. Ian Student rep [Stout?] asked about mandatory testing S21 semester; pndg final

Campus-Specific Rep Updates/attendance: UW-Madison – Carol Pope, UW-Platteville – Greg Beis, UW-Stevens Point – Lisa Nelson, UW-Oshkosh – Lisa Goetsch, UW-Green Bay – Teri Ternes, UW-System Admin/UWSS/UWEX – Jeremy Johanski, Gareth Green, Steve Marshall [internal], Diane Waters, UW-La Crosse – Briteny Heineman, UW-Stout – Jason Jenson, UW-Whitewater – Jacqui Palcic, UW-Superior – Jay Conley, Kathy O'Flanagan, UW-Parkside – Amy Chostner, Julie Lee, UW-River Falls – Robert Rust, Other – Attending: Josh Schram [don't know what campus]

Campus reports limited.

UWGB: Growth, PHX Fwd for COVID updates; Grounds being outsourced-concern for our ppl; students on/off campus; ??2% pay plan Jan; furloughs done for 20/21.

UW Superior: tiered furloughs, not enough in top to reduce lower; more furloughs Jan-July; no details; concern +17 days in calendar yr how will that affect creditable yr of serv? Double dip w/furlough and benefit loss?

?? New Chancellor – from Bolling Green

UW: Furloughs ended Nov/Dec; restart January

10AM Joint Session, Pres Thompson

Focused on 10 initiatives

COVID Testing: thousands of test kits we will be receiving as the "Stop the Spread" campaign begins; open to all community members; test sites at various UW campuses; we are beta sites

Biweekly payroll: eff January; UWS announcement 11/9; balance sheets/system is archaic, need to update to one payroll system; many obstacles; support thru transition, listened - concern this is moving too quickly; mostly Inst AS/Faculty [those moving from monthly to biweekly]; reassurance; stress working for smoot process; needs to be done

Cash flow poor; requesting legist to allow us to borrow; no cash flow; have to pay w/CC; only inst in US

Last qstn to Thompson was from me re outsourcing. He understands from fin standpoint but expressed concern w/out of state contracts. Was going to address our campus/Chancellor.

10:50AM Dan Chanan

Discussion/review on TTC and roll out. Refer to website.

Single Biweekly Payroll: Rollout January with followup from UWS 11/9. January will payout December salary, first 50/50 will be February for monthly payroll; discussion pursued to delay biweekly. Dan reassured it will run smoothly and they feel due to other factors [many] this is the best time to make the switch; will provide fin asst through varied fin institutions; not HR resp to guide on financial concerns.

Meeting end 12 Noon; notes TTernes, USSGR