

University Staff Committee Meeting
Minutes
January 18, 2018
10:00 a.m. – 11:30 a.m.
Instructional Services, IS-1034

ATTENDANCE

University Staff Committee: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Holly Keener (Member), Fred Kennerhed (Member), Monika Pynaker (Member), Julie Flenz (HR Liaison)

University Staff: Jenny Charapata, Jayne Kluge, Kim Mezger, Sue Machuca, Kathy Reissmann, Nate Rusch

Guests: [remote access]

UW-Marinette: Linda Hornick, Ken Lesperance

UW-Manitowoc April Peissig

UW-Sheboygan Dawn Beinemann, Janice Rouse, Kay Sbarbaro

Absent: Helene Rosner (Personnel Committee), Ron Kottnitz (UW Univ Staff Rep)

WELCOME

Jan Snyder, Chair, called the meeting to order at 10 a.m., and welcomed the group. Roll was taken.

UW GREEN BAY SHARED GOVERNANCE OVERVIEW

A. Structure: Jan shared documentation explaining our university staff committee membership

B. Meetings: Jan advised when our university staff meetings are held. Moving forward we will arrange remote access.

C. Elections: Our sister campuses [UW-Marinette, UW-Manitowoc, and UW-Sheboygan] were informed of how our election process works and that elections are approaching for 2017-18 however until the restructure is final they could not be included in our election process.

SHARED GOVERNANCE RESTRUCTURING

A. Issues: Documentation on Restructuring, Issues and Map was shared with our sister campuses.

B. Working Group: Documentation of the tentative working group was presented.

C. Timeline: We need to keep our current structure until July 1, 2018. We will seek restructuring guidance and timing from the Project Coastal Shared Governance Working Group.

SECRETARY'S REPORT/APPROVAL OF MINUTES Holly Keener moved to approve the December minutes as written; second Tracy VanErem; motion carried.

Continued...

TREASURER'S REPORT

Documentation uploaded as reported by Treasurer Tracy Van Erem]

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

**Thursday, January 18, 2018
10:00-11:30 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,450.00	\$ 3,450.00
(136) Revenue Account	\$ 3,018.20	\$ 3,018.20
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 981.59	\$ 981.59
Endowment Account Pro Development Earnings Avail to Spend	\$ 1,387.16	\$ 1,387.16
	\$ 8,836.95	\$ 8,836.95
Endowment Account	\$ 10,033.84	\$ 10,033.84
	GRAND TOTAL	\$ 18,870.79
Professional Development Funds (136):		\$ 3,018.20
Total Approved & Awaiting Disbursement		\$ -
Pro Development Account Ending Balance		\$ 3,018.20
Foundation Discretionary Account Expenses:		\$ 981.59
Total Expenses (Not yet reconciled)		\$ -
Foundation Discretionary Acct (#11100) Ending Balance		\$ 981.59

No action was required; Treasurer's report accepted as presented.

HR UPDATE

[Documentation uploaded as reported by HR Liaison Julie Flenz]

- **Title and Total Compensation Study:** HR staff met with area and divisional leaders to discuss the draft job family/sub family structure and how our campus positions fit into this structure. Feedback from those discussions were sent back to UW System. The UWGB Project Team reviewed draft Levels Guide and feedback was sent to UW System. UW System and UW Madison collaborated and formulated converged Job Family/Sub Family and Level Guide draft documents. UWGB Project team will be reviewing these documents in the coming days. For the latest updates, please review UW System's website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **2017-2019 Proposed Pay Plan:** 17-19 budget included a 4% pay plan (to be implemented in 2- 2% installments), distributed in two equal installments. Currently pending JCOER approval. Merit based pay plan, which will require employees to have satisfactory performance in order to receive pay plan. Completion of online compliance training will also be a requirement of pay plan eligibility. HR/Budget working on a presentation for campus to communicate implementation plan for UW-Green Bay once JCOER approves.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been. Working on finalizing an updated version with inclusion of temporary employees and updated links to new and revised policies.
- **Policy updates (informational only):**
 - **Published**
 - Recruitment and Hiring Policy
 - Revisions to Recruitment & Hiring Policy
 - Compensation and Pay Plan Policy
 - Revisions to the Workplace Conduct Policy
 - **In the Works:**
 - Alcohol and Other Drugs Policy

New Employees:

- **Custodian (LTE) Operations** – New position – Taylor Burmaster was hired and will start on 1/22

Positions Being Recruited:

- **Custodian (50%) Operations:** Incumbent – James Mezger
- **ADA Nursing & Health Studies and Phuture Phoenix:** Incumbent – Anna Maier/Terra Wendtland
- **Facilities Maintenance Specialist Facilities Management:** Incumbent – Adam Calewarts
- **Groundskeeper Facilities Management:** Incumbent – Brad Jozwiak
- **Custodian (2nd Shift) Operations:** Incumbent - Linda DeBauche
- **HVAC Refrigeration Specialist Residence Life:** Incumbent – Melvin Jones
- **Automotive/Equipment Technician Senior Facilities Management:** Incumbent – Jim Valentine

USC GOVERNANCE COMMITTEE REPORTS

Election Committee Chair Holly Keener reported that the committee met last week to discuss the preference survey. The survey will be similar to last year, but will ask the candidate what interests them in the position and what their background/work history is in relation to the position. This will enhance just stating their term of employment with UW-Green Bay. The timeline is 2/9 survey sent, 2/23 survey closes, 3/5 ballot sent, 3/9 ballot closes. Jan mentioned this timing is to align with faculty, and that we plan the General Assembly to occur before the survey closes and ballots sent, to allow us to explain positions and prompt individuals to gain interest in joining the various committee/s.

Personnel Committee No Report

Professional Development Committee

Workshops: The 'Dealing with Disruptions' workshop was held on January 10 and the 'Trauma Informed

Care' workshop was held on January 16. Both workshops were well attended and sponsored jointly with the Academic Staff Professional Development Programming Committee. A workshop for March is pending.

University Staff Conference The 2018 annual conference, scheduled for Friday September 28, will be held at Tundra Lodge, Green Bay. Details to follow.

Professional Development Funds Pending payouts include \$60 Grounds, \$425 CIT; pending approval \$200 ISD

UW-System University Staff Representative Report Reporting for Ron Kottnitz, Jan stated the committee is currently looking at TTC and discussing health care premiums.

CAMPUS SHARED GOVERNANCE COMMITTEE REPORTS

Awards and Recognition No report

Committee on Workload and Compensation – CWC No report; committee is meeting next week

Learning Technology Collaborative Committee – LTCC Fred Kennerhed reported the committee last met in Oct/Nov, and pending other committee responsibilities it sounds like the LTCC may dissolve. The next scheduled meeting is in February. Fred will address 2-yr campuses involvement concerns with CIO, Paula Ganyard.

Title and Total Compensation Study – TTC No report

University Committee Holly Keener represented the university staff at the 12/06/17 meeting.

Tracy VanErem represented university staff at the 1/17/18 UC meeting and presented the following summary:

1. Matt Dornbush presented information on the policy for Graduate Studies regarding earned credits and degree credits. A policy revision has been made to state that a "D" in a graduate study course is not acceptable. The revised policy will be taken to Faculty Senate next week for approval. Matt will present this revision at Faculty Senate.
2. Interdisciplinary Task Force Charge & Membership: Amy Wolf, Chair of Committee on Committees, was invited to help UC discuss whether the Interdisciplinary group should be a Task Force or a Committee. The group discussed and decided on a Special Committee which will be known as a Task Force on Interdisciplinarity. UC will be asking the Colleges to come up with a list of names from their colleges to be appointed to the Task Force. The UC and Provost will be picking the members (2 from each college) from those lists and will be asking the Task Force to complete the mission by December 2018.
3. Faculty Senate agenda was discussed with SOFAS Steve Meyer.

Faculty Senate Meeting next week

Master Advisory Plan Group No report

CAMPUS APPOINTIVE COMMITTEE REPORTS

Chancellor's Council on Diversity & Inclusive Excellence: No report.

Committee on Disability Issues: No report.

Health & Safety Committee: No report.

Wellness Committee: No report.

OLD BUSINESS

Winter Social The PDC scheduled the winter social for Wednesday March 14 [Pi Day!!], 5PM. The event will be held in the Outpost Room, main level at Mackinaw's Grill & Spirits, 2925 Voyager Drive, Green Bay. Appetizers will be

provided. There will be a cash bar. University Staff from our 2-yr campuses, Marinette, Manitowoc & Sheboygan, will be invited and are encouraged to join us.

NEW BUSINESS

Update on The Phoenix Bookstore Sue Machuca, university staff and employee of the Phoenix Bookstore, reported that the bookstore is currently owned and operated by UW-Green Bay. The 'Request for Bid' [RFB] has been released; Follett, IndiCo, and Barnes & Noble have expressed interest; there could be more companies interested. The RFB filing deadline is 2/2/18; campus hopes to award the bid by of 2/9/18, with complete implementation by 7/1/18. All 2-yr campus bookstores are owned and operated by Follett. Per Ann [UW-Sheboygan], Follett is expensive, hard to contact, & difficult to work with; they have limited staff and limited hours of operation. Linda Hornick [UW-Marinette] mentioned we may want to consider looking at the contract & renewals of our 2-yr campuses [Marinette, Manitowoc, & Sheboygan], to make them consistent.

US General Assembly: Jan requested that agenda items be submitted by 2/2/18; the agenda will be sent to University Staff the following week. She reported that the Chancellor will be present; there will be a "Project Coastal" update, and several guest speakers. The 2-year campuses will be invited & are encouraged to attend, but remote access will also be available to them. The meeting is February 15, 2018, 10a.m.-11:30a.m., in Phoenix Room C of the University Union

ADJOURNED Jan adjourned the meeting at 11:20 a.m.

NEXT MEETING The University Staff General Assembly meeting, February 15, 2018, will replace the February USC meeting. The next USC meeting is on March 15, 2018, 10AM, location to include remote access, TBD.

Submitted by
Teri Ternes, Secretary
01/18/18