

**University Staff Committee
Meeting Minutes
October 15, 2015, 10:00 – 11:30 a.m.
MAC – 201 (Gathering Room)**

In Attendance: Theresa Mullen, Sarah Pratt, Cheryl Pieper, Tina Tackmier (Treasurer), Amanda Wildenberg (Vice-Chair), Jan Snyder (Chair), Ron Kottnitz, Teri Ternes, Kim Mezger, Monika Pynaker, Holly Keener (Secretary), Christine Olson (HR Liaison)

Guests: Sara Krouse

Approval of Minutes

The meeting began at 10:05 a.m. with the approval of the previous meeting's minutes. The minutes from the September 17, 2015 meeting were unanimously approved with one clarification requested by Jan regarding the reference to the UC and the Tenure Task Force on page 3.

There was also another brief discussion on accessing our committee documents on SharePoint. It's a little difficult to find our documents on SharePoint. Some folks are not using the tool regularly and have not yet had any training. Monika encouraged all members to contact Pat Theyerl to set up a training session. GBShare will go away as of December 31st and SharePoint is here to stay.

Treasurer's Report:

	Previous Month	Current Month
Staff Development Account (102)	\$ 3,450.00	\$ 3,251.00
Regular Account (136)	\$ 18,155.90	\$ 18,805.90
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 2,842.66	\$ 2,842.66
Endowment Account	\$ 9,668.14	\$ 9,668.14
	=====	=====
	\$ 34,116.70	\$ 34,567.70 <i>Grand Total</i>

HR Labor Report

New Employees:

- **Custodian (50%)** Weidner Center – James Mezger was hired to replace Brian Seidl (transferred to Kress) – start date 10/19/2015
- **Custodian Lead (100%)** Facilities Management – Heather Wade was hired to replace Ken LeCloux – start date 10/5/15
- **University Services Program Associate (100%)** Outreach and Adult Access – Crystal Williams was hired to replace Mary Ann DuPont – start date 10/19/15
- **Academic Department Associate (75%, 9-month)** Humanistic Studies – Pang Yang was hired to replace Karely Mendez – Start date 10/27/15
- **University Services Associate 2 (9-month)** Dean of Students – Joan Schaller was hired to replace Toni Bergeon – start date 10/12/15.

- **Financial Specialist Senior (100%)** Bursar's Office – Kevin Suddick was hired to replace Paul Sheedy – start date 10/26/15

Positions Being Recruited:

- **Custodian (100%, Third Shift):** Operations. Incumbent: Terri Antonio-Martinez (not yet posted)
- **Custodian (100%, First Shift):** Operations. Incumbent: Heather Wade
- **University Services Associate 2 (100%)** Provost Office – to replace Charmaine Robaidek and Dana Mallet
- **Library Services Associate – Senior (100%)** Library – to replace Jeanette Skwor
- **HVAC Specialist (100%)** Facilities Management – to replace Michael Van Oss
- **University Services Program Associate:** Registrar. Incumbent: Christine Nelson
- **IS Resources Support Technician:** Registrar. Incumbent: Carl Graf
- **IS Business Automation Analyst:** Financial Aid. Incumbent: Adam Parks
- **Printing Technician:** Marketing and Communication. Incumbent: Nancy Matzke and Betsy Bassett-Piehl

Recruitments on Hold:

- **Electronic Technician Media Intermediate (100%)** Academic Technology Services. Incumbent: Ron Kottnitz.

Vacant Positions:

- **Program Assistant:** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **Library Services Assistant – Advanced:** Library. Incumbent: Wendy Guerra
- **University Services Program Associate:** University Advancement. Incumbent: Elizabeth Teubert

Other Updates:

- Open enrollment Oct 5-30. Open lab times posted on HR Blog and in HR Connect if you have any questions or need assistance during open enrollment.
- Continued work with ASC on the handbook updates, code of conduct, and title change guidelines.
- Input and discussion about 360° Evaluations for staff- this came up as part of the discussion about merit/performance for University Staff.

US Committee Reports

- **Election Committee** – Thankfully, nothing new to report.
- **Personnel Committee** – The Career Progression policy is now in its draft form. Compensation is up next and we are waiting for information from HR to continue. The ASC, Personnel Committee, USC chairs and HR will be meeting soon to discuss the handbooks.
- **Professional Development Committee** – There are three professional development requests pending reimbursement: Amanda Wildenberg, Kevin Boerschinger and Marie Helmke.

Fall Conference: The Conference planning is well underway. We now have 123 people registered: 57 from GB, 31 from NWTC and 35 from elsewhere. One breakout session was cancelled due to low interest and if anyone would like to help stuff goody bags, contact Teri. She'd like to avoid "too many cooks in the kitchen" but is always happy to have help with the stuffing.

Joint Sessions with the ASC Prof. Development Group: The ASC has gotten word that they do have available funds and would like to do some joint seminars again this year; however, given the timing of our Fall conference, we will probably wait to do anything with them until later in December or sometime next semester.

- **UW University Staff Rep** – Ron attended the most recent UW Staff Rep meeting with the BOR's which was held in Madison. They had a nice meal at Ray Cross's residence and some good discussion with the Chancellors.

Campus Shared Governance Committee Reports and Updates

- **Shared Governance Leadership Group** – The Shared Governance Leadership group has been working with the UC on the reorganization of the colleges and contributed to the message from the Chancellor regarding the Four Dean Model. They are currently in a holding pattern and are currently functioning more as an “extended UC.”
- **Legislative Affairs Committee** – Has not yet met.
- **CWC** – This committee met yesterday (October 14th). Christopher Martin was elected Chair. The rest of the meeting's discussion revolved around what the committee will focus on this year: 1) Faculty; 2) Reassignments and Course releases: transparency and uniformity between Units; 3) Staff Workload; and 4) Pay Plan methodology.
- **University Committee** – John Lyon, the chair of the University Committee, has asked for input from the units regarding the Merit Review process and how it relates to the possibility of available funding for Merit compensation. Although the USC has not “officially” been asked to provide input, Jan feels that our current Performance Review procedure is a good place to start. We are probably ahead of the game with the process. The outstanding question is “how do we decide who gets the funds?” How are we rated and how does this translate into Merit compensation? We need to come up with a plan that will provide numerical ratings. This will be discussed in the near future.
- **Faculty Senate** – The Four Dean model was discussed at the most recent Faculty Senate meeting. The Chancellor presented it as “our only out” to save us from the financial issues we face due to the budget cuts. The new model will allow a better structure for workload shifting and sharing of resources. He anticipates that the new model will go into effect in some form during Spring 2016 with a full roll-out in 2016-17.

The Senate also discussed the merger of the PEA and URS units and voted on the approval of Form K, which moves the merger forward in the approval process.

Other items of discussion: Program discontinuance, the Layoff Policy and Severance Pay.

Cash Audit: a heads-up was given to all regarding a future cash audit. While nothing is currently scheduled, we may all want to be aware that a cash audit is being planned and it will, more than likely, include any petty cash accounts that may be in the departments. Be aware and be prepared.

Base pay adjustments for the faculty: The Provost mentioned that there is \$127,900 that has been earmarked for base pay adjustments for the faculty. How this will be distributed has yet to be determined.

And finally, UW-System reorganization: There are 30 positions that will be cut due to the merger of the UW-colleges.

- **Parade Committee** – The annual Holiday parade will be held on November 21st in downtown Green Bay with our Chancellor and Mrs. Chancellor serving as the Grand Poobahs (Grand Marshals) of the parade.



UWGB has submitted an entry for a float again this year. We have not yet heard if it has been accepted. The theme is: s.lfjoeof;ag slkflzpxodfp;d .s.dflsogi ajotislrs. s.gjoerjs (written in code so as not to “give away” the secret before it is time). The committee has also decided to support a local “in need” community and will put out a call for school supplies to be donated to an at-risk school in Green Bay. The committee asked the USC to support their efforts by donating funds to be used to purchase school supplies. A motion was passed to provide \$250 in support (votes counted: 3 yes, 0 no and 4 abstentions – the 4 abstentions were due to the members’ participation on the parade committee).

- **UW System - University Staff** - Reps were asked which campuses had smoking and drone policies. There was a mixture of responses; most had some form of smoking policy but most had no drone policy. One rep suggested developing a joint statement from all councils opposing pending amended concealed carry legislation. No formal decision was made, but it will likely be addressed by joint governance groups at each campus.

Old Business:

Performance Evaluations: Christine Olson asked for our thoughts on 360° evaluations and using outside feedback as input to our performance evals. She indicated that now might be the time to put this kind of process into place, since we are being asked to provide a process by which we tie merit pay to performance.

Strategic Planning Input: A reminder that feedback to Jan on the Strategic Planning document is due by November 9th at the latest.

New Business: None

The meeting adjourned at 11:28 a.m.

GO FORTH AND BE AWESOME!!

2015 – 2016 Upcoming Meetings

November 19, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
December 17, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
January 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
February 18, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
March 17, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
April 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
May 19, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201

SAVE THE DATE: FALL CONFERENCE November 6, 2015 at Tundra Lodge