

**University Staff Committee
Meeting Minutes
September 21, 2017
10:00 – 11:30 a.m.
MAC - 201**

In Attendance: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Holly Keener (USC), Fred Kennerhed (USC), Monika Pynaker (USC), Julie Flenz (HR Liaison), Jenny Charapata, Kathy Reissmann, Brenda Beck, Cheryl Pieper, Sarah Pratt, Tina Tackmier, Christine Olson (HR Guest), Rick Warpinski (Phoenix Bookstore Guest)

Welcome

Jan welcomed the group. Roll was taken.

Layoff Plan for Phoenix Bookstore Employees

Rick Warpinski gave a historical overview of bookstore operations and how, overtime, there has been a gradual but consistent decline in revenue. This decline is due in part to other markets capturing sales and enrollment challenges. The Phoenix Bookstore has tried various ways to deal with the loss, but is no longer able to. We've dropped flat, reporting a \$400K loss over the years. They put out bids to outside operations; the transition will likely take place July 1, 2018.

Christine Olson discussed the layoff plan. She indicated that 'at risk' notices have been distributed to employees in those positions and formal layoff notices will be provided when/if a decision is known. Minimally by May 2018, employees will be notified. The bookstore employs 30 student, 10 LTEs, two academic and two university staff.

Discussions of the transition have included: (1) determine who will be responsible for what; (2) encourage our staff to stay with the new vendor if jobs not available in the UW-System; (3) will new vendor accept our employees and vice versa; (4) rental of text books built into seg fees; (5) pros/cons of a third-party; (6) rental margin favorable to our store.

Christine stated HR will continue conversations with bookstore staff if comparable openings become available. Ability to transfer staff is not available.

Approval of Minutes – August minutes – Teri distributed copies of the August minutes. Please review and send comments/edits/approval via email.

Treasurer's Report:

	<u>Previous Month</u>	<u>Current Month (Sept)</u>
Staff Development Account (102)	\$00.00	\$ 3,450.00
Regular Account (136)	5636.42	6,131.42
Foundation Discretionary Account (#11100 "Agency" acct)	1,195.54	981.59
Endowment Account Pro Develop		
Earnings Available to Spend	1,387.16	1,387.16
Endowment Account	10,033.84	10,033.84
	=====	=====
		<i>\$ 21,984.01 Grand Total</i>

<u>Professional Development Funds</u>	\$ 6,131.42
Total approved and awaiting disbursement	40.00
Ending Balance	6,091.42
<u>Discretionary Account Expenses</u>	\$1,195.54
Tina Tackmier (5/2/17) (not yet reconciled)	213.95
Ending Balance	\$ 981.59

Tracy reported that endowment figures are received quarterly, approximately \$114/quarter on the \$10K principal. Professional development dollars come from 102 and then 136 funding. Endowment is available for professional development funding.

There was discussion on 'how much do we want to donate' in a budget year to outside departments/orgs when requested. Jan asked that Tracy determine what has been spent in the past and determine an average for consideration to the Parade Committee request and future requests. Can we use discretionary funds for this and other miscellaneous supplies? Teri motioned to table discussion on donations until we determine past history and receive Tracy's report; motion seconded by Fred. Vote: 4/0/0 [3 abstained as they are on the parade committee].

HR Update

[Reported by Julie Flenz]

- **Title and Total Compensation Study:** The study is underway and has now moved into Phase 2 of 5, focused on assessment of current positions and modernizing the job title structure. An open Forum is scheduled for Friday, September 22 from 10 am to 11 am in the 1965 Room. Please register at the link in our blog post.
- **Employee Handbook:** Handbook acknowledgements should be completed and submitted to HR if they have not already been.
- **Policy Updates:** all updated policies will be communicated annually in policy notification (September).
 - **Published**
 - Employee Relocation Reimbursement Expense
 - Clery Compliance Policy
 - Both of these were emailed on Tuesday
 - **In the Works:**
 - Compensation and Pay Plan Policy- updates underway
 - Alcohol and Other Drugs Policy
 - Revisions to Recruitment and Hiring – with leadership to finalize
 - Revisions to the Workplace Conduct Policy
- **Benefits & Wellness Fair** on Thursday, October 5th at 11:30 a.m. to 2:00 p.m. in the Phoenix Rooms
- **Flu Shot clinic** during fair too, but need to register ahead of time (see HR Connect blog for details, flu shots only available to employees who are enrolled in the state group health insurance)
- **Annual Benefits Enrollment** period is October 2 to 27, 2017
- **Benefits Open Forums** will be held on Tuesday, October 3 from 3:00 pm to 4:00 pm and Wednesday, October 4 from 10:00 am to 11:00 am both in the Christine Theatre. For more information about these forms and what will be covered, please read this blog post: <https://blog.uwgb.edu/hr/2017/09/benefits-open-forums/>.

New Employees:

- **USPA Residence Life:** Incumbent – Matt Bergeron – Julianne Crayton was hiring and started on 9/5
- **University Services Associate 2** (80%, 1-year project appointment) Counseling & Health: Incumbent – Jackie Hallada – Jenna Hunt was hired and will start on 9/25/17

Positions Being Recruited:

- **Custodian (1st Shift)** Operations: Incumbent – Connie Austin
- **Custodian (2nd Shift)** Operations: Incumbent – Terry Poster
- **Custodian (50%)** Operations: Incumbent – James Mezger
- **HVAC Refrigeration Specialist** Facilities Management: Incumbent – Kyle Paal
- **USPA** Continuing Education and Community Engagement: Incumbent – Patti Cole
- **ADA PEA/DJS** Incumbent – Christina Baudhuin

Steve Meyer joined the meeting as a guest.

USC report

Election Committee

Holly reported that Janet Ludke received the University Staff Award for Excellence. She will get Janet's approval to serve on the Awards & Recognition Committee. Holly also mentioned that Academic Staff elects their representative and University staff appoints their rep.

We need to replace Christina Baudhuin on the Personnel Committee as she took a job off campus. Christina replaced Nathan Carlton who recently left the system. Her term is/was 2016-18. There is no one else on the ballot (Jan declined; Brenda Beck, Kathy Reissmann, Julie Flenz, Jayne Kluge, Helene Rosner are on the committee). There was discussion how to handle the voting. Jan agreed to run if others were not interested, Kurt Nimmer and Sarah Pratt declined. It was further discussed and agreed to open the ballot to all university staff via Qualtrics; Holly will take care of this and report via email after the survey closes.

Discussion for a liaison position for CWC continued. Holly clarified that per SOFAS, we can deny the position but have the opportunity for representation. Do we want a liaison? It is the responsibility of those on the committee [Jayne Kluge, Kim Mezger, Lisa Schmelzer] to attend the meeting/s and submit a monthly report to USC. Teri agreed to be the USC liaison and encourage a committee member to report back to USC as the committee charge states. Teri was appointed; vote 6/0/0.

Personnel Committee

No updates other than stated above in the election committee report.

Professional Development Committee

FALL CONFERENCE: Work in progress. Sessions are limited to 70/keynote and 70/breakout. Our goal is to max registrations at 140; ideally we'd like 125 attending. Teri discussed various reasons why attendance could be low to include increase in registration (\$99), employees leaving the system, university staff moving to academic staff positions. The committee will send out several reminders again and be sure to include University Staff Limited, and indicate if a departmental hardship USPD funds could be considered.

JOINT WORKSHOPS: The next workshop entitled "Financial Check-Up" is scheduled for November 15. There will be a morning and afternoon session; these will not be the same; it is not necessary to attend both sessions. There will not be a cost incurred for the workshop, presented by representative of UW-Credit Union.

PROFESSIONAL DEVELOPMENT FUNDS: There are two requests pending at \$20 each.

UW-System Univ Staff Rep Report

Ron nor Fred can go; Christine VanDenHouten is going and will get information to Ron. Sounds like nothing specific for meeting. We have a campus forum scheduled for Title and Compensation Study.

Shared Governance Committees

Title and Comp Study No report

Awards and Recognition No report

Committee on Workload and Compensation – CWC No report

Learning Technology Collaborative Committee – LTCC No report

University Committee No report

Faculty Senate No report

Master Advisory Plan Group Committee meeting next week

UW System Meetings No telepresence scheduled

OLD BUSINESS

Monika’s name was submitted as our representative to the Strategic Budgeting Committee; Kevin Boerschinger is our alternate.

Website needs work. Amanda updated roster and pictures. Who has interest to keep it fresh? Kathy Reissmann showed interested, but she is not on the USC. Concern that the ‘keeper of the web’ should be at monthly meetings to stay informed. Further discussion next month.

NEW BUSINESS None

Adjourned 11:35 a.m.

Submitted by Teri Ternes, Secretary