

**University Staff Committee  
Meeting Minutes  
January 17, 2019  
10:00 a.m. – 11:30 a.m.  
Instructional Services, IS-1034**

APPROVED: February 21, 2019
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**WELCOME / CALL TO ORDER**

At 10:03 a.m. Kim Mezger (USC Vice-Chair) called the meeting to order and thanked everyone for being here. While Jan was sitting by her side, Kim took over as acting chair in preparation for Jan’s imminent departure. Jan, you will be missed!

Kate LaCount was introduced as the new Janet and Pang in Humanities and we had introductions all around.

**IN ATTENDANCE**

**University Staff:** Jan Snyder (Chair), Kim Mezger (Vice-Chair), Tracy Van Erem (Treasurer), Holly Keener (Secretary), Julie Flenz (HR Liaison), Teri Ternes, April Peissig (MAN rep), John McMillion, Katheen Jurecki, Kate LaCount, Sarah Locke, and Monika Pynaker

**Guests:** none

**Absent:** TBD (SHB Rep), Ron Kottnitz (USC System Rep), Jayne Kluge (USC member), Theresa Mullen (USC member), Brian Rabideau (MNT rep), Raelynn Smith, Denise Baeten, Jenny Charapata, and Jane Donlon (SHB)

**APPROVAL OF MINUTES**

December 20, 2018 minutes were unanimously approved with edits as read by Holly. Teri moved to approve; Jan in her last ditch effort to go on record - seconded.

**TREASURER’S REPORT (Tracy Van Erem)**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,200.00	\$ 3,200.00
(136) Revenue Account	\$ 5,930.32	\$ 5,930.32
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,206.28	\$ 2,441.87
	<b>\$ 11,354.41</b>	<b>\$ 11,590.00</b>
Endowment Account	\$ 10,183.84	\$ 10,183.84
	<b>GRAND TOTAL</b>	<b>\$ 21,773.84</b>

**HR UPDATES (Julie Flenz, HR Liaison)**

- **Title and Total Compensation Project:**
  - UW System and UW Madison have updated converged Job Family/Subfamily and Career Stream documents, which are posted at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/job-framework/>.

- Work is currently being done related to standardized job descriptions. UW Madison and UW System, with project management by Huron have developed the draft standard job descriptions. Campus subject matter expert review of those draft descriptions is currently ongoing, and has been extended through the end of February.
  - For the latest updates, please review UW System's website and project update presentations: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
  - **Project Coastal (HR-related):** HR travelled to the branch campuses the week of November 26<sup>th</sup> and held open forums related to Title & Total Compensation Project and other HR-related topics. There was also time for individual questions before and after the open forums. UW-Green Bay HR is developing a work plan from now through June 30, 2019 to ensure a holistic alignment of policies and procedures so that all campus employees are treated consistently.
  - **Policy updates (informational only):**
    - Following the Board of Regent's adoption of Resolution 11038 on June 7, 2018, two human resources policies were modified to address concerns related to sexual violence and sexual harassment. Specifically the following two UW System operational policies were modified:
      - [UPS Operational Policy: HR 13 Personnel Files](#)
      - [UPS Operational Policy: TC 1 Recruitment Policies](#)
- The modified policies will be effective **January 1, 2019**.
- [Title Review Policy](#) – Updated links as well as language regarding eligibility to align with campus practice
  - [Education Assistance Policy](#) – Updated language related to funding sources for tuition assistance as well as revised taxation rules
  - In the Works:
    - Revisions to the Recruitment and Hiring Policy- with leadership to finalize
  - **University Staff New Employee Mentors** – I am in need of new employee mentors. You will be assigned a new employee and we ask that you connect with them for about 6 months, take them on a campus tour, invite them to a USC meeting, encourage them to attend events on campus, etc.

New Employees:

- **Custodian (60%) Operations:** Incumbent – James Mezger – Rick Weston was hired and started on 1/13/19
- **Academic Department Associate Humanities, Music, Art & Design, Theatre & Dance:** Incumbent – Pang Yang and Janet Gomez – Kate LaCount was hired and started on 1/7/19

Positions Being Recruited:

- **Facilities Maintenance Specialist** Facilities: Incumbent – Joe Schmitt
- **Custodian (Second Shift) Operations:** Incumbent – Keith Bani
- **Facilities Repair Worker – Marinette** Facilities: Incumbent – Eric Berg

**Professional Development Committee Report (presented by Teri Ternes)**

Winter Social: Wednesday February 19, 2019. Venue, Mackinaws upper level. Light hors d'oeuvres will be provided. Cash bar. Reminder notice will go out about Feb. 12<sup>th</sup>.

Fall Conference: A survey was taken to see what day of the week was preferred for the 2019 conference. Friday was the day of choice. The 2019 USFC is being held on Friday October 18, 2019. Venue pending – The HYATT, new venue. Waiting for the contract. All approved through Controller

and Provost. Theme is pending. Any presenter suggestion? Contact the Committee.  
PD Funds: Reminder to review policy/procedure and obtain request form on website  
uwgb.edu/university-staff-governance; click on Professional Development/Professional  
development funding [<https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/>]. The current reimbursement is limited to 50% of the registration fee with a maximum of \$300. To-date we have not had any disbursement of PD funds this year. Find things to attend. We have money to spend.

April mentioned that there's a University Staff conference in Madison in April that we should consider attending.

Joint Workshops: Mark O'Connell will present "Wisconsin Demographics – How the Changes Affect the University Potential", on April 18 @ 10AM & 1:30PM. Watch your email for registration & further details.  
We are tentatively planning a workshop for year-end with Angie Lee, retired, former Big 10 coach of the year, who helps struggling students. Angie comes to us with a contagious, enthusiastic attitude. More to follow!  
Also looking at a year-end interactive, team building event.

Suggestion: Ask if URec (Kress Center) can come in to set up "minute to win it" games.

There will be three (3) vacancies next year on this committee. If anyone is interested in joining the fun, make sure you check the "interested" box on the Interest Survey.

**The Professional Development Committee's Next Meeting is February 11, 2019.**

#### **Personnel Committee (John McMillion, Chair)**

Chirp chirp chirp ..... crickets.

John is waiting on the draft from HR for the training manual they are developing. Otherwise, nothing to report.

#### **Election Committee (Holly Keener, Chair)**

The election season is just around the corner and the committee is hoping to move up the timeline to get things accomplished this year. Here's the preferred schedule:

Preference Survey is open: January 28<sup>th</sup> – February 8<sup>th</sup>

Election Ballot: March 1<sup>st</sup> – 8<sup>th</sup>

All committee elections and appointments complete: April 1<sup>st</sup>

There were a few suggestions about clarifying things on the ballot that Holly will look into. Most importantly, the people who are currently serving on committees and have expiring terms will need to make sure they check the "interested" box or it will be assumed that they are no longer interested in participating. The committee will work with SOFAS to clarify this language on the preference survey.

#### **System Rep Report**

Ron was not in attendance, but sent a report with Kim. The System reps have not met since the last USC meeting so there are really no updates. The teleconference discussion will take place from 1-2 today. Feel free to join Ron in his office to take the call.

#### **Faculty Senate Meeting (Kim Mezger, USC rep)**

No update because there has been no meeting since our last USC meeting. The January 16<sup>th</sup> UC meeting was cancelled.

*Theresa Mullen is on schedule to be the USC rep at the January 30<sup>th</sup> Faculty Senate meeting.*

### **Budget Alignment & Development Steering Committee (Monika Pynaker)**

Our Huron consultants are almost done with the work they were hired to accomplish. UWGB has asked for a 3 month extension of their contract. By end of January they are hoping to have made all of the major decisions on the project. We will then enter into a "shadow" year where we will run the current system and the new model to see how well it performs. It is hoped that we will have full implementation within 18 months.

Monika will provide an overall update of this project to the University Staff at the Assembly next week.

### **Health & Safety Meeting (report submitted by Kathleen Jurecki)**

No update from the H&S committee since their November 5<sup>th</sup> meeting.

### **Provost Search and Screen**

The Search and Screen Committee has been chosen and the Chancellor's memo went out to the campus this morning. Brenda Beck has been appointed as the University Staff rep. Sheryl Van Gruensven is the chair of the Search and Screen committee. There are listening sessions scheduled on January 24, 25, 29, and 30. They are also creating a website that they will use to post updates regarding the search process. Info on this will be distributed shortly.

### **OLD BUSINESS**

University Staff full assembly is on the 29<sup>th</sup>. Jan walked us through the agenda (see attached) and asked if there was anything else we needed to see on the agenda.

Jan also sent a reminder out today to the Chairs of our subcommittees to be prepared to report on their committee's activities so far this year. Chairs need to also send a written summary to be included in the assembly agenda. The chairs can stand up and introduce their committee and say a little blurb, if desired.

The agenda will be posted with all materials the Friday before the meeting. Meeting will be available via SKYPE for the branch campuses. If there are any questions that you would like to have addressed at the meeting, please send them via email to the [USC@uwgb.edu](mailto:USC@uwgb.edu) address before the meeting.

### **NEW BUSINESS**

The campuses are wondering if we have a process by which they can provide feedback for campus administrator performance evaluations. Currently this is not done at UWGB.

CONGRATULATIONS TO JAN ON A SUCCESSFUL LAST MEETING.

Thank you to Jan for all of your leadership during these many many many many years. As a final task, she was asked to provide a total number of meetings that she has led. This number to be determined and published during a future meeting.

### **ADJOURN**

Meeting adjourned at 11:07ish a.m.

**Next Meeting:** February 21, 2019, 10:00 a.m., IS 1034