

University Staff Committee Meeting
Minutes
December 21, 2017
10:00 a.m. – 11:30 a.m.
Mary Ann Cofrin Hall, MAC 201

ATTENDANCE:

University Staff Committee: Jan Snyder (Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Fred Kennerhed (USC), Monika Pynaker (USC), Julie Flenz (HR Liaison)

Absent: Holly Keener (USC Member), Amanda Wildenberg (USC Vice-Chair)

University Staff: Brenda Beck, Kevin Boerschinger, Jenny Charapata, Jayne Kluge, Ron Kottnitz, Kimberlee McKeefry, Theresa Mullen, Christine Olson, Christopher Paquet, Sarah Pratt, Kathy Reissmann, Helene Rosner

Guests: Bob Howe (Bio Diversity), James Hurley (UW Sea Grant), Julia Noordyk (UW Sea Grant)

WELCOME:

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

PERSONNEL ISSUE:

Re: Reduction of hours for Kimberlee McKeefry, BioDiv/Sea Grant. Kim's position with Sea Grant, 25% of her 80% appointment, is being eliminated effective February 1, 2018. She has been given two options (1) accept the reduction and remain with BioDiv; (2) accept full layoff. There is a min 30-day notice, which means she will need to make a decision no later than 12/29/17. The Sea Grant budget year, a 4-yr cycle, begins 2/1/18, which determined end date. Kimberlee must respond by the 29th, or it will be understood she elected to take the full layoff. If that is her decision, BioDiv will post the position. With Christine Olson leaving the University, Christopher Paquet will present letter of intent.

Re: Bookstore employees: Jan reported that she is not aware of any movement or proposal to bids at this time.

SECRETARY'S REPORT:

Approval of Minutes: The November minutes stand approved as written, with grammatical edits.

[Documentation uploaded as reported by Treasurer Tracy Van Erem]

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

**Thursday, December 21, 2017
10:00-11:30 a.m. ~ MAC 201**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,450.00	\$ 3,450.00
(136) Revenue Account	\$ 7,142.20	\$ 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
	\$ 12,960.95	\$ 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.

Continued...

HR LABOR MANAGEMENT REPORT

[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 HR Project Team has begun the review of job levels and will be working with the advisory council and planning team to continue this discussion as we move through phase 2. 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. HR/Budget working on a presentation for campus to communicate implementation plan for UW-Green Bay.
- **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.
- **Year End Leave Information:** As we near the end of 2017, University Staff are reminded to review their leave balances. For an explanation of what each leave balance is, please review this blog post: <https://blog.uwgb.edu/hr/2017/11/important-year-end-leave-information-for-university-staff-3/>. You can review your leave balances by logging into the My UW Portal and making your way to the View Absence Balances screen. Instructions on how to do that are also in the same blog post.
- **Floating Holidays:** As a reminder, you have 2 floating holidays to use before the end of the calendar year.
- **Update Your Address by January 5, 2018 for W-2 Tax Form Distribution:** Please make sure your home address is updated in the Employee Portal so that your W-2 can be mailed to the correct address in late January.
- **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 (1st Shift)** Operations: Incumbent – Connie Austin – Tyler Eichman was hired and started on December 4
- **ADA PEA/DJS** Incumbent – Christina Baudhuin – Lorri Kornowski was hired and started on November 27
- **USPA** Continuing Education and Community Engagement: Incumbent – Patti Cole – Ericka Bloch was hired and started on December 11
- **Power Plant Operator Senior** Heat/Chill Plant: Incumbent – Al Gullickson – Melvin Jones was hired and will start on January 21

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 (LTE)** Operations – New position
- **Custodian (2nd Shift)** Operations – Incumbent - Linda DeBauche

USC GOVERNANCE COMMITTEE REPORTS

Election Committee: In the absence of chair Holly Keener, Ron Kottnitz reported that the committee is reviewing the Preference Survey and considering any edits prior to publishing. Jan stated per Holly target dates are: 2/9/17 Preference Survey is distributed, 2/23 survey closes, 3/5 election ballots distributed and voting closes 3/9. The Election Committee prepares nominations for appointive committees; committees are filled and have their first meeting end of April/early May. Jan reminded us that by the January meeting we should choose a date for the General Assembly. Historically the General Assembly meeting is in mid-February, before the ballots are distributed [3/5]. This is so committees can present their yearly reports and encourage others to consider a position with the US governance group. The General Assembly could possibly replace our February 15 meeting. Jan will check dates and room availability, and advise.

Personnel Committee: No report.

Professional Development Committee:

Workshops: Teri reported that there are two workshops scheduled for January 2018. Both are open to all faculty and staff. 'Dealing with Disruptions' will be presented by UWGB Public Safety, Disability Services and the Dean of Students Office on January 10, 10AM-Noon. Dana Johnson, Social Work, will present 'Trauma Informed Care', on January 16 [afternoon/time TBD]. Details to follow; watch your email.

Professional Development Funds: Payouts pending include \$60 Facilities, \$300 CIT; one request is pending returned for review/approval.

UW-System University Staff Representative: Ron Kottnitz reported that there are currently 1,000+ job titles; when the Title and Total Compensation Study [TTC] is complete, System would like to have 300-600 titles. JD Expert is a tool and will be the repository for all title info. You can query thru JD Expert. There will be training for several individuals on each campus. On list to further discuss is the request for biweekly payment of health insurance premiums; this could be a few years. JCOER is meeting the first quarter 2018 to decide on the pay plan proposal; system cannot speculate on what JCOER will do, but feel it will pass. There was discussion about restructuring; many spoke and said they do not feel the appointees to campus and regional groups are really a shared governance process. It is felt that whoever was appointed, most had no shared governance involvement. Jan interjected that our campus committee is shared governance, but feels UW System's may not have shared governance representation on it.

Jan reported that Holly Hassel, UW Colleges Faculty Lead Senator and the UW Colleges Faculty Rep to UWS, participated in the conference call to UW Colleges joint senate meeting. Due to scheduling conflicts with a Project Coastal meeting, Holly Keener represented UW-Green Bay; Jan did attend the skype call. She reported that it was a good session; however, the individual who represents the overall joint senate sent links to documents. The documentation is of concern, feeling there is misinformation. Apparently, some shared governance groups met before they were told to and their ideas on how we operate are not correct. UWGB has not discussed any of that. Holly and Jan are both concerned. Now that we have the go ahead, we need to start meeting soon. Jan mentioned that Clif Ganyard was to submit a report proposing our restructuring with the 2-yr campuses to UWS; it was due in Madison last Friday. He made it clear that some proposals for restructure cannot be decided because they need to go through shared governance. Clif is on the UWS steering committee and he is the chair of our steering committee.

[NOTE: Clarification to current representation for restructuring: Our campus restructuring steering committee's shared governance representative is Steve Meyer. Patricia Terry happens to be on the committee as a faculty rep, but not as the faculty *governance* rep. Jan Snyder is on the committee as Clif's assistant; she has the advantage of also being a voice for university staff. However, the shared governance chairs do not have positions on the Project Coastal Steering Committee as such. There will be a Shared Governance Working Group formed, which will have representation from all four shared governance bodies, and it will begin meeting soon. That group will report to the Project Coastal Steering Committee.]

We need to gather ideas how we are going to move forward. Each 2-yr. college has single Academic Staff, and University Staff representative. We need to consider our bylaws and if we want to incorporate all three groups. Discussion continued how/when/where is the best meeting option. Suggestions included by skype as UW Colleges do, inviting campus reps to come here or we go to their campus for a visit. Further discussion included representation on the UC and Faculty Senate, should each of the three campuses have a rep on our USC, should each campus vote for their own rep/s and hold their own elections, how many we want on USC from each college, how we hold USC meetings. Obviously, we have a lot to consider. The bylaws will need revisions.

Round table discussion on various aspects of 'restructuring'. Not all the 2-yr campuses are happy with the mergers; worried similar issues as those from historical closures could surface.

Be prepared, we could be asked for input: HLC needs to put stamp on entire restructuring and if they do not we could lose accreditation. They are asking for proposals as to what all shared governance groups will incorporate with new groups coming to our campus. We may be asked to write proposals to bylaws how USC will be integrated to our system. Report currently has a due date of 1/15/18.

SHARED GOVERNANCE COMMITTEE REPORTS:

Awards and Recognition: No report.

Committee on Workload and Compensation [CWC]: No report.

Learning Technology Collaborative Committee [LTCC]: No report.

Title and Total Comp Study [TTC]: No report; refer to HR Labor & Management report above.

University Committee [UC]: Jan report the following for Holly Keener: The UC discussed and proposed names for the S&S for the Dean of CAHSS. Discussion pursued about the faculty review process. The UC is proposing that the date for annual reviews move to spring. This is still under discussion.

Faculty Senate: Due to a last minute meeting substitution, Jan reported the following for Holly Keener: At the December 13, 2017, UW-Green Bay Faculty Senate meeting, the UC presented the second reading of a proposal to change the graduation requirements for undergraduate students. The proposal, below, was passed by the Faculty Senate.

The UW-Green Bay University Committee proposed the elimination of the graduation requirement that states:
"Every student completes either an interdisciplinary major or a disciplinary major coupled with an interdisciplinary minor."

The Student catalog will reflect the changes.

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.

OTHER:

UW State University Staff Council: No report, however Jan and Ron suggested that because these issues are addressed at the UWS meetings and reported by our UWS University Staff Rep [see above report], and telepresence meetings no longer exist, this agenda item could be eliminated. Agreed.

Master Advisory Plan Group: No report.

OLD BUSINESS:

Website: Kathy Reissmann has been working with Jan and Amanda regarding upgrades/updates to the website. She has not published anything yet; asked if we want to review it first? The committee agreed that Kathy should make the site 'live' and if any concerns, we will correct. Jan will schedule photo sessions with Dan Moore for updates needed.

Project Coastal (UW Colleges Restructuring): See above under UWS University Staff Rep report.

Winter Social: The PDC asked for suggestions; submit to ternest@uwgb.edu. The committee will arrange for a gathering in late January or February. There was a suggestion to consider inviting US from the 2-yr campuses, Marinette, Manitowoc & Sheboygan, to join us. Two recommendations included Mackinaws and The Bar East.

NEW BUSINESS: None reported.

ADJOURNED: No further business to discuss; Jan adjourned the meeting at 11:05 a.m.

NEXT MEETING: January 18, 2018, 10:00 a.m., MAC 201 (The Gathering Room) is the next scheduled USC meeting. Jan mentioned this could change to accommodate for our General Assembly and/or a meeting with the 2-yr campuses.

Submitted: Teri Ternes, Secretary
12/22/2017
Approved w/edits 1/15/18