

**University Staff Committee  
Meeting Minutes  
GENERAL ASSEMBLY  
February 15, 2018  
10:00am – 11:30am  
Phoenix Room C**

**Attendance**

**University Staff Committee:** Jan Snyder (Co-Chair), Amanda Wildenberg (Vice-Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Holly Keener, Fred Kennerhed (USC), Monika Pynaker (USC), Julie Flenz (HR Liaison)  
**Absent:** None

**University Staff:** Samantha Anderson, Denise Baeten, Brenda Beck, Ericka Block, Dave Bugni, Jenny Charapata, Andrea Felmer, Lisa Fink, Kathy Gajeski, Janet Gomez, Lindsay Hahn, Dolly Jackson, Kathleen Jurecki, Jayne Kluge, Jared Koch [UW-Manitowoc], Ron Kottnitz, Janet Ludke, Sue Machuca, John McMillion, Kim Mezger, Matt Nieman, Kurt Nimmer, April Peissig [UW-Manitowoc], Sarah Pratt, Mariah Pursley, Loretta Rafter, Helene Rosner, Nate Rusch, Lisa Schmelzer, Stephanie Shepro, Lore Slattery, Raelyn Smith, Barb Swanson, Tina Tackmier, Barb Tomashek-Ditter, Sherry Toseland, Mike VanLanen, Paul Wikgren, Crystal Williams, Bea Thao Yang

**Guests:** Eric Arneson, Greg Davis, Melissa Nash, Christopher Paquet, Kimberly Sipiorski, Rick Warpinski

**Welcome**

The meeting was called to order at 10:00am by Jan Snyder who welcomed the group. Roll was taken.

Jan explained that the purpose of this assembly is to update the university staff body on shared governance, employee, and overall campus issues, as well as to listen to concerns and suggestions. For the benefit of those from our joining campuses, as well as others who may not yet be acquainted with shared governance, we'll discuss who we are, what we've been doing, and where we're going a little later.

**Welcome and Campus Outlook, Provost Greg Davis [College Restructuring]**

The Provost announced the approval of the STEM and Engineering degrees, and a new building pending a name; this is 2<sup>nd</sup> new building; the Viking House is the first new building on campus. He encouraged us to get the word out about UWGB and what we can offer to students and take advantage of programs we have. He mentioned how he is very involved in Shared Governance and welcomed the 2-yr campuses joining us today, stating that the merge/blend/amalgamation of UW-Marquette, Manitowoc and Sheboygan is going to create incredible operations for NE Wisconsin. He applauded all of us. With four institutions coming together, we are doing the best job across the state being positive and working together. Thanks! The Provost announced the approval of pay raises, which are still a few months in coming, but this is good news!!!

**Vice Chancellor for Student Affairs & Campus Climate, Eric Arneson**

Welcome – his role: new position this year; role to champion/advocate for students and to create energy around diversity/inclusion. Dr. Arneson is a Wisconsin native, who moved back from Miami, is focused to work with all of us to enact the vision of university. He is familiar w/priorities; wants UWGB to grow, create vibrant energy, increase enrollment. Notes he shared: We need to be wonderful ambassadors. UWGB needs to seek to invest in it's people and support personal & professional growth. There is a need more housing; we turned away 150 students last year; short-term solutions being considered are close apt complexes, possible new traditional residence hall. Change the aesthetics/maze of tunnels – create images of students; show engagement; use powerful words; display vibrancy of energy & excitement. Priorities for online students: growth; improve access; most at risk to not graduate/not be successful; we need to intentionally connect with



podcast/ chat lines. We need to prioritize student sororities/frats; they care about their universities; get engagement/spirit to campus. Community engagement – we don't see UWGB much; we need to find ways in our community as it's the right thing to do and our community is our future to increase enrollments. We need to be a creative & inclusive community so every person feels they fit – thanks for what you do!!

**Who Are We?** [reported by Jan Snyder]

Shared governance in the UW System and at UW-Green Bay consists of 4 main groups: faculty, academic staff, university staff, and students. As you know, this type of governance is not about politics, but rather about how we operate as an institution. It's a good way for all parties to have a voice in the policies that affect employees, and to discuss and resolve issues.

The university staff employee group has a wide range of position categories, and our goal is to get as much representation from these categories involved in shared governance as possible. University staff governance is your avenue of opportunity to make things happen.

All of our committee charges and responsibilities are posted on the University Staff Governance website (see PowerPoint/website on computer), in our bylaws, and on the SOFAS website. The current membership roster is also included in your handouts today.

Many thanks, by the way, to Amanda Wildenberg, USC Vice Chair, for creating today's PowerPoint presentation and being the designated computer driver. Thanks are also due to Kathy Reissmann, who unfortunately is no longer at UW-Green Bay, for helping us with our continuing efforts to make our website functional and user friendly. Learning the new web development software has been challenging, to say the least.

Our campus has a shared governance overseer, Steve Meyer (not able to be here today), who keeps all of us in line with campus and System policies, codes, and regulations. His title is Secretary of the Faculty and Staff, affectionately abbreviated as SOFAS.

Steve serves as a resource person for policies, procedures, and perspectives pertaining to faculty and staff governance, and he and Holly Keener (raise your hand, Holly) record, compile, publicize, and preserve all of the relevant documents, actions, reports, recommendations, etc.

They also maintain the personnel files for faculty and academic staff, campus academic units, and campus shared governance committees.

**College Restructuring and Shared Governance**

As UW-Green Bay moves forward with restructuring and welcoming the campus communities from Manitowoc, Marinette, and Sheboygan into one strong 4-campus university, we will also move forward with restructuring our shared governance.

Think of it as making a 4-strand rope braid. According to the internet, the process is simple (hmm...) and the rope becomes stronger and more versatile after braiding. Though 'simple' may not describe restructuring, I do believe we can become stronger and more versatile.

**Resolution Voting**

**Resolution on a "Shared Governance Transition Year" to Accommodate Our University Staff Colleagues at UW-Marquette, UW-Manitowoc, and UW-Sheboygan to Participate in Shared Governance during the 2018-19 Academic Year**

**WHEREAS**, the two-year campuses at UW-Marquette, UW-Manitowoc, and UW-Sheboygan are scheduled to join UW-Green Bay (four campuses, one university ) on 1 July 2018.



**THEREFORE be it resolved**, the 2018-19 academic year shall be declared a “Shared Governance Transition Year” such that one University Staff member will be elected from each of the three branch campuses to serve as voting members on the University Staff Committee during the academic year.

VOTE: 46:1, passed [those present from our sister campuses, UW-MMS, did not participate in the voting]

### **Human Resources Update**

**Compensation Pay Plan Policy and Title & Total Compensation Study, Melissa Nash & Kimberly Sipiorski**  
JCOER approved 4% pay raise; full or none; must meet requirements. Refer to attached pdf/ppt report.

### **Project Coastal, Restructuring: Known Unknowns and Unknown Unknowns**, Christopher Paquet:

**Known Unknowns:** We know changes have to happen but not sure how; transitioning employees as best we can. There is a fear, but know that we are not over staffed as institution; colleges also understaffed as collective institution; no vacancies expected. Calling for two transition phases. 7/1/18-6/30/19: chaos expected; suggesting no budgetary shifts as of 7/1; each collective institution is submitting budgets. As year progresses discussion of shifts; we know faculty has to shift; MMS faculty will become our faculty; first year transfers of University Staff is unknown, but none are expected in first year. Their region system will remain same; some jointly need to report; model year one same as submitted to HLC. From June 30<sup>th</sup> first year; what is practical. If it's up to us it will not be dictatorial; what is the best way to do the work; known unknowns; course of year one is transitioning.

**Unknown Unknowns:** Phase 2, 7/1/19: discussion, several options to consider; not seen to deplete staff; natural attrition; where work is performed may change; our model is a bit different from the 2 yr campuses. We will bring in faculty members as UWGB 'home'; would imagine all will be integrated; our philosophy is to be one comprehensive university. What economy will we have to do this? Our administration is vesting in doing this as a collective process. Timeline: 135 days until 7/1/19!!

### **USC Governance Committee Reports**

**University Staff Committee** [the executive branch of the university staff governance]

- **University Staff Committee**
- **Intros:** Jan Snyder, chair; Amanda Wildenberg, Vice Chair and PowerPoint creator extraordinaire; Teri Ternes, Secretary; Tracy Van Erem, Treasurer; Holly Keener, Fred Kennerhed, Monika Pynaker; Julie Flenz, HR Liaison.
- **Most important charges:** 1) Recommend and actively participate in development of campus policies and practices. 2) Serve as liaison to faculty, academic staff, and student governance groups. **Note:** This year we decided that instead of the chair attending all of the faculty governance meetings, which are every Wednesday from 3:00-5:00, we would rotate representation among all of the USC members. This has given everyone a chance to see what issues faculty deal with and how they perceive issues that are common to all of us. Having a chance to weigh in on those issues and get the academic staff perspective, as well, is a great opportunity for us.
- **Activity:** Also mentioned earlier, we have been and will continue to work with other shared governance representatives and campus administrators on the Project Coastal restructuring. Please don't hesitate to contact any of the Project Coastal committee members, whether those on a working group, implementation team, or the Steering Committee, if you have questions, concerns, or input. The best place to start is with the relevant working group. The complete committee rosters with contact information will soon be posted on the Project Coastal website.

**Election Committee** Holly Keener, chair, introduced members, summarized committee charge, promoted governance involvement, & reported on activity. Refer to attached report.



**Personnel Committee** Helene Rosner, chair, introduced members. Refer to attached report

**Professional Development Committee** Teri Ternes, chair, introduced committee members. Refer to attached report.

**UWS University Staff Representative** Ron Kottnitz. Refer to attached report.

**Campus Shared Governance Committees** (elected reps from all 4 governance groups)

**Awards & Recognition Committee** Janet Ludke. Please nominate anyone you feel is deserving – see SOFAS website; questions? Refer to attached report.

**Committee on Workload & Compensation** Jayne Kluge, Kim Mezger, Lisa Schmelzer, Teri Ternes. Refer to attached report

**Learning Technology Collaborative Committee** Michael Bubolz, Fred Kennerhed, John McMillion. Fred report that this committee will be disbanding; pending vote. Refer to attached report.

**Campus Appointive Committees** (reps from all employee groups and students appointed on recommendation of governance groups)

- **Chancellor's Council on Diversity & Inclusive Excellence** Theresa Mullen
- **Committee on Disability Issues** Theresa Mullen
- **Health & Safety Committee** Kurt Nimmer & Lisa Schmelzer
- **Master Plan Advisory Committee** Holly Kenner, Fred Kennerhed, Kim Mezger
- **Strategic Budgeting Committee** Monika Pynaker
- **Wellness Committee** Lisa Schmelzer

**Phoenix Bookstore** Rick Warpinski, Union Director, gave the following report:

History: 2008 new federal legislature enacted: Higher Opportunity Act 2008; published course materials for open market; univ mgr/control of bookstores; opened market and over course of past 10 yrs companies like Amazon & Half-price books...saw a market opportunity; capture sales; total rev dropped 25%, 3.6 mil to 2.8 million; drop in sales. Over same 10yr period, classes taken by students @ UWGB dropped 10%; more students taking less classes; not heavy loads as in the past; same time businesses have ramped-up to increase their sales; keep cost down for students; last 2 yrs bookstore had expenses ½ million greater than revenue; not sustainable so university's best course of action to contract out effective 7/1/18.

Met with university staff, academic staff, faculty and student governance groups to provide background; major impact on 4 employees to include 2 university staff [Sue Machuca, Cheryl Pieper]. Those employees were identified and aware since fall '17 in planning and development; how can we operate as university; too many hurdles; notified of layoff eff 6/30/17; provided those employees some rights and opportunity on positions opening during course of employment before open market; extra hoops; advised to check with HR if questions. Contract: opt out for bid; working since 10/17, bids due back 2/1/18; received 3; Follett will become our operator 7/1/18. Awarded contract; passed review to contest by other vendors and documented contract will be complete in upcoming weeks. Transition in next few months to contract vendor; course material adoption is first; 1:4 employees has been placed in another role.

Q: Janet Gomez: Regarding course packs.

A: Assumption faculty course packs will remain the same but not sure; not sure Follett will stay w/Digicopy or another vendor; 2 yr campuses and 6-7 other UWS are run by Follett; UWGB was 1:4 university operators still self-operating.



Q: Jayne Kluge: Will Follett run entire store; spirit wear, grad cap/gown; gifts, course packs, etc.

A: Web presence will be an enhancement from what we have now; variety will increase-custom designs; equal to if not better than we are doing now.

**Q&A** We meet monthly; dates on calendar. Email [usc@uwgb.edu](mailto:usc@uwgb.edu) with any questions.

**Adjourned** Jan adjourned the meeting at 11:24am

**Next Meeting** March 15, 2018

Submitted by:

Teri Ternes, Secretary

Date: 02/15/2018

APPROVED







# HR UPDATE UNIVERSITY STAFF ASSEMBLY

February 15, 2018



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UNIVERSITY of WISCONSIN  
GREEN BAY



# COMPENSATION AND PAY PLAN POLICY

- <http://www.uwgb.edu/UWGBCMS/media/policies/files/Comp-and-Pay-Plan-Policy-Final.pdf?ext=.pdf>
- Outlines the following:
  - Starting Pay
  - Extraordinary Salary Ranges
  - Movement, Promotion and Demotion Pay
  - Base Adjustments
    - Non-merit adjustments
    - Merit adjustments
  - Pay Plan
  - Overload Payments
  - Summer Payments (Academic Year appointments)
  - Additional Pay Components (non-exempt)
  - Licenses and Certifications





# PROPOSED FY 2018-2019 PAY PLAN

- **Proposed** pay plan: UW-Green Bay will distribute 4% for FY2018-19.
- Pay plan distribution will be based upon guidelines within the [UW-Green Bay Compensation and Pay Plan Policy](#).
- Pay plan determinations will be for the total pay plan percentage
- Eligible University Staff Employees will see pay plan adjustments in two 2% installments:

Employees	First Installment Salary Adjustment Effective Dates*	Second Installment Salary Adjustment Effective Dates*
12-month staff paid biweekly	June 24, 2018	Beginning of the biweekly pay period that includes January 1, 2019





# ELIGIBILITY FOR PAY PLAN

- Ineligible employees:
  - Employees paid from provisional, non-budgeted salary lines will not be eligible for pay plan.
    - Includes: Adjunct Instructors, Associate Lecturers, University Staff Temporary, ongoing positions <50%, Academic Staff Fixed-Term Terminal
  - Employees represented by a collective bargaining agreement (CBA). Respective pay increases for pay plan will be negotiated separately through the CBA.
  - Employees currently under a performance improvement plan.
  - Employees deemed “unsatisfactory” or “does not meet expectations” in overall level of performance on most recent performance evaluation (from Calendar year 2017 for US employees)
  - Employees hired after December 31, 2017 (unless exception granted by Chancellor).
  - Supervisors who do not have up to date documented performance evaluations on file for all direct reports.
  - **Employees who have not completed required campus compliance training.**





# REQUIRED COMPLIANCE TRAININGS

- Everfi/LawRoom trainings:
  - Introduced in Winter, 2018:
    - FERPA Basics
    - Touchstone: Tools for an Ethical Workplace
    - Protect Children (EDU-WI)
    - Injury and Illness Prevention (EDU)
  - Introduced in Spring, 2017:
    - Preventing Harassment and Sexual Violence (if you are a supervisor the course will be titled “Supervisor Anti-Harassment and Title IX”)
    - Checkpoint: Data Security & Privacy
- Other compliance trainings:
  - Clery CSA Training (only required if designated as a Campus Security Authority – training on the [Office of Public Safety web site](#)).

**Faculty and staff must complete all required compliance trainings by Friday, June 15, 2018 in order to be eligible for the FY 2018-2019 pay plan. Please see the [Compensation and Pay Plan Policy](#) for additional eligibility requirements.**





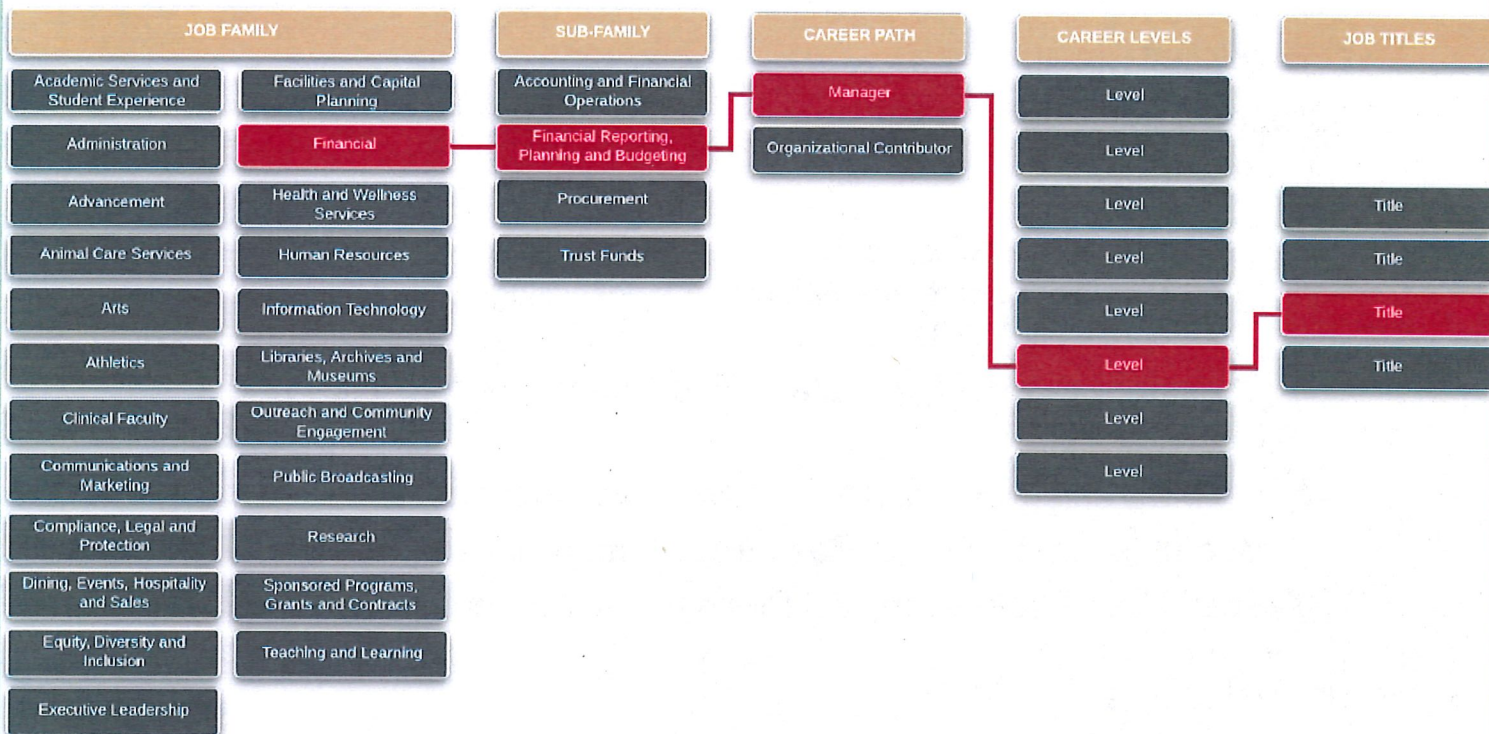
# TITLE & TOTAL COMPENSATION STUDY UPDATE

## Project Timeline



I. Design and Study Strategy	II. Assess Positions and Develop New Job Title Structure	III. Create Compensation Structure	V. Implement New Structures
<ul style="list-style-type: none"> <li>Review Data</li> <li>Develop project plan</li> <li>Stakeholder interviews and focus groups</li> <li>Compensation philosophy guiding principles</li> <li>Preliminary communication and change management strategy</li> </ul>	<ul style="list-style-type: none"> <li>Job titling framework</li> <li>Map positions to the titling framework</li> <li>Create/update job descriptions</li> <li>Stakeholder briefings</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of market data</li> <li>Pay range development</li> <li>Salary administration guidelines</li> <li>Stakeholder briefings</li> </ul>	<ul style="list-style-type: none"> <li>Presentation to stakeholders</li> <li>Finalize program based on stakeholder feedback</li> <li>Finalize communication and change strategy</li> <li>Deliver Targeted communications</li> <li>Training for ongoing program administration</li> </ul>
<b>IV. Review Benefits / Work-life and Leave Structures</b>			
<ul style="list-style-type: none"> <li>Analysis of work/life and leave benefits</li> <li>Gap analysis and recommend solutions</li> <li>Stakeholder briefings</li> </ul>			

# Job Framework





# PROJECT SUPPORT STRUCTURE

- UWGB Project Team
  - Chair: Melissa Nash, Human Resources Manager/AA Officer
  - Membership:
    - Compensation and Workload Committee
      - University Staff representatives are Jane Kluge, Kim Mezger, Lisa Schmelzer, Teri Ternes
    - Christopher Paquet, Assistant Vice Chancellor for Policy and Compliance
    - Kimberly Sipiorski, Payroll and Benefits Supervisor
    - Megan Noltner, Human Resources temporary employee
    - Sheryl Van Gruensven, VC Business and Finance
- Responsibilities
  - Communication and Feedback
  - Education
  - Change Champions





# T&TC CAMPUS COMMUNICATION

- UWGB Project Team
- Governance Groups
- Leadership (Admin Council, B&F Director Meetings)
- Upcoming Open Forums
  - February 27 @ 2:00 p.m. in the Christie Theatre
  - February 28 @ 11:00 a.m. in the Christie Theatre
- Please see the UW System Website at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/> for the most up-to-date information.





# EMPLOYEE HANDBOOK UPDATE

- Updated version pending with the following edits:
  - Addition of University Staff Temporary and University Staff Project Appointment Information
  - Updated links for a few recently added or amended policies (Workplace Conduct Policy, Compensation Policy, etc.)
  - Addition of more specific Academic Staff contract language – reviewed by ASC.





# University Staff Assembly 2018 Committee Updates

## UNIVERSITY STAFF GOVERNANCE COMMITTEES

### University Staff Committee

2017-18 to Date

**Committee Members:** Jan Snyder, Chair; Amanda Wildenberg, Vice Chair; Teri Ternes, Secretary; Tracy Van Erem, Treasurer; Holly Keener, Fred Kennerhed, Monika Pynaker; Julie Flenz, HR Liaison.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

**Meetings:** We meet the 3<sup>rd</sup> Thursday of each month August through June from 10:00-11:30 a.m. The June meeting is an informal time of transition, where we thank outgoing members and welcome incoming members.

#### Primary charge:

- Recommend and actively participate in the development of campus policies and practices, which are in the best interest of the university staff at-large and consistent with the goals and mission of the University.
- Serve as liaison to faculty, academic staff, and student governance groups.
- Survey needs, review concerns, and identify goals of the university staff.
- Serve as the channel for official communication from the Chancellor in regards to issues affecting the university staff, and to consider any matters which may be referred to the USC by the Chancellor.
- Initiate communication with the Chancellor, other officers, and other employee groups of the institution when appropriate.
- Play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- Promote the participation of all university staff members in the governance process.

#### 2017-18 Activity:

- Worked with HR on creating a joint University Staff/Academic Staff [Employee Handbook](#), which was completed last fall. The handbook contains pertinent references and links to policies unique to each employee body.
- Participated in HLC Peer Review Team Site Visit shared governance session.
- Provided input for the Compensation Pay Plan Policy and the Workplace Conduct Policy.
- Completed the creation of the [University Staff Governance website](#). Many thanks to Kathy Reissmann for her efforts in making recent updates and improvements.
- Reviewed layoff status notices for 3 university staff members; 2 due to a probable Phoenix Bookstore buyout, and 1 for significant reduction in position (from 80% to 55%) due to grant funding.
- Since Project Coastal was launched in the Fall of 2017, we have been working and will continue to work with other shared governance representatives and campus administrators on achieving all aspects of the restructuring. If you have questions, concerns, or input please contact any of the members of the Steering Committee, the 4 Implementation Teams, or the 41 Working Groups. The complete committee rosters with contact information will soon be posted on the [Project Coastal website](#). In the meantime, please feel free to contact [Jan Snyder](#).

*Submitted by Jan Snyder, Chair*



## **Election Committee**

### **2017-18 to Date**

**Committee Members:** Holly Keener, Chair; Ron Kottnitz, Anna Maier.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

**Meetings:** The committee meets as needed during the year, particularly in late winter to prepare for elections.

**Primary charge:** Prepare for and facilitate the election process each year, and determine recommendations for committee vacancies as they arise.

**2017-18 Updates:** *Given verbally during Assembly.*

*Holly Keener, Chair*

## **Personnel Committee**

### **2017-18 to Date**

**Committee Members:** Helene Rosner, Chair; Brenda Beck, Jenny Charapata, Jayne Kluge; Christopher Paquet, HR Liaison.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

**Meetings:** The committee meets as needed during the year.

**Primary charge:**

- Act as a liaison to Human Resources regarding new university staff hires and the campus-wide new employee orientation process.
- Serve as a hearing body in personnel issues, including but not limited to termination, denials of position conversion, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.
- Review denials of the promotional process.

**2017-18 Updates:** The committee has not been called upon to get involved in any personnel issues.

*Helene Rosner, Chair*

## **Professional Development Committee**

### **2017-18 to Date**

**Committee Members:** Teri Ternes (Chair), Julie Flenz, Kim Mezger, Sarah Pratt, Crystal Williams.

**Terms:** Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2016-18, some are 2017-19).

**Recap of USPDC charge:**

- Consists of 5 University Staff members elected by University Staff
- Annually surveys University Staff to determine development needs

- Plans programming for conferences and seminars
- Works jointly with Academic Staff Professional Development Program Committee to sponsor professional development events/workshops
- Reviews and approves funding procedures and requests submitted by University Staff

The University Staff Professional Development Committee has had another very busy and successful year. The committee meets at least once monthly setting plans for our fall conference. In addition, they meet regularly with the Academic Staff Professional Development Programming Committee to plan joint workshops throughout the academic year. The USPDC is also responsible for planning our winter after hours social. Here is a recap of events this committee is responsible to address:

**Professional Development Funding:** The committee reviews the procedure and funding request amount yearly. The 2017-18 maximum allotment is 50% of the registration fee at a maximum of \$300. To date we received and approved nine requests for professional development funding; seven have been processed & paid for a total of \$685; two are pending payout for a total of \$350.

**Fall Conference:** The Professional Development committee sponsored a very successful Fall Conference on October 20, 2017 at the Tundra Lodge. Plans for 2018 are already "in the works". Save the date: September 28, at the Tundra Lodge. We can always use help with the conference, so let us know if you are interested!

**Professional Development Joint Workshops:** The University Staff Professional Development Committee joined with the Academic Staff Professional Development Program Committee and has sponsored six workshops thus far in the '17-18 academic year. Those workshops included 'Dealing with Disruptions', September 29 & 30, 2017; 'Financial Check-up: Budgeting Practices and Strategies' and 'Financial Check-up: Identity Theft', November 15, 2017; 'Dealing with Disruptions', January 10, 2018; 'Trauma Informed Care', January 16, 2018. There are two more workshops tentatively planned for this academic year.

**Social:** The committee would like to encourage all university staff to attend our winter social scheduled for March 14, Pi Day, in the Outpost Room at Mackinaw's Grill & Spirits. It is a great opportunity to enjoy good food, have a few laughs, and rekindle old and new friendships with co-workers. Snacks provided; cash bar.

I would like to extend a huge 'Thank You' to the individuals who are serving on the USPDC. Terms will be ending for Teri, Kim and Crystal. I encourage anyone who has an interest in planning professional development events and who is willing to give of their time & talents while having a little fun along the way, to consider serving on the Professional Development Committee.

*Submitted by Teri Ternes, Chair*

#### **UW System University Staff Representative 2017-18 to Date**

**Representative:** Ron Kottnitz

**Terms:** Appointed by the USC. Membership term begins on July 1, coinciding with the start of the campus fiscal year, and it is 2 years in duration.

**Meetings:** Representative attends meetings in Madison three times per semester, and is also invited to Board of Regents monthly meetings (attendance optional).



**Purpose:**

At the meetings in Madison there are two different sessions that take place. One session is just the University Staff Reps from each institution, UW Extension, Colleges, and System Administration in a room discussing what is happening throughout System that affects University Staff. The second session is all of the Reps from University Staff, Academic Staff, Faculty, and Students meeting together. Those sessions are led by UW System Administration and covers mainly topics that require shared governance input or have an effect on shared governance as a whole. Information gathered at these meetings is then shared at the monthly University Staff Committee meetings.

*Submitted by Ron Kottnitz, UWS University Staff Representative*

**JOINT GOVERNANCE COMMITTEES****Awards & Recognition Committee**

University Staff Representative: Janet Ludke

The university staff representative typically is the person selected as the previous year's recipient of the University Staff Award for Excellence.

**Primary charge:**

- Coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
- The committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; University Staff Award for Excellence.
- The committee advises the Chancellor as to candidates for non-academic awards.

**Updates:** We have not met as a committee yet this year. Deadline for submitting nominations for the Founders Association Awards for Excellence is March 9, 2018. For more information regarding the call for nominations and descriptions of the various award categories, please go to <https://www.uwgb.edu/foundation/founders-association/awards/>.

*Submitted by Janet Ludke, Representative*

**Committee on Workload and Compensation**

University Staff Representatives: Jayne Kluge, Kim Mezger, Lisa Schmelzer, Teri Ternes (USC liaison).

**Primary charge:**

- Identifying the various existing and potential components of workload and forms of compensation for Academic Staff, University Staff, and Faculty,
- Identifying areas of concern and stress among personnel relating to workload and compensation, and
- Formulating options for remedying perceived workload and compensation shortcomings, dysfunctional procedures, or inequities on this campus.

**Note:** A campus project committee was formed by Human Resources, in conjunction with the UWS Title and Total Compensation Study, and its membership is primarily representatives from the Committee on Workload and Compensation. Progress of this study has been shared through HR newsletters, and is available on the [UWS website](#).

**Updates:** None reported.

### **Learning Technology Collaborative Committee**

University Staff Representatives: Michael Bubolz, Fred Kennerhed, John McMillion

#### **Primary charge:**

- Make suggestions regarding the operational support required for instructional technologies at UW-Green Bay at an institutional level.
- Evaluate learning and instructional services to identify efficiencies and possible areas of improvement.
- Explore and exchange ideas about new, existing, and maturing technologies.
- Advocate for the support of the University's instructional technology budgetary, professional development, and support needs as necessary.

**Updates:** None reported.

## **CAMPUS APPOINTIVE COMMITTEES & WORKING GROUPS**

### **Chancellor's Council on Diversity & Inclusive Excellence**

University Staff Representative: Theresa Mullen

**Purpose:** In the spirit of the University's guiding principle to "support a community devoted to diversity/inclusivity of thought and experience," the Chancellor's Council on Diversity and Inclusive Excellence will provide the Chancellor with advice and recommendations that will promote a learning community that pursues and embraces equity, diversity, and inclusion.

**Updates:** We meet monthly, and so far this year we have been developing policies for UW-Green Bay based off the recommendations put forward by the UW System Task Force on Campus Climate (sent out on June 28, 2017).

*Submitted by Theresa Mullen, Representative*

### **Committee on Disability Issues**

University Staff Representative: Theresa Mullen

**Primary charge:** The Committee on Disability Issues is responsible for providing information and recommendations relating to the needs and concerns of persons with disabilities. As needed, the Committee also examines existing programs and investigates unmet needs of persons with disabilities.

**Updates:** We have only met once so far this academic year, and we went over the report from 2016-2017, along with a review of the committee charge. The meeting also included some updates to the Emotional Support Animal Policy, the new software system in Disability Services (ACCESS) and the new accommodations process.

*Submitted by Theresa Mullen, Representative*

### **Health & Safety Committee**

University Staff Representatives: Kurt Nimmer, Lisa Schmelzer

**Purpose:** The University of Wisconsin-Green Bay Health & Safety Committee is established to advise the Vice Chancellor for Business and Finance on issues relating to the health, safety, and wellness of the university community.



**Activities:**

- Completed Key Audit – collected old keys
- Installed 90 plus security cameras
- Implemented building hours and access policy
- Implemented change to GAC lab hours
- Implemented electronic locks on half of the exterior doors on campus
- Held fire drill on Oct 4
- Held chancellors Walk on 10/30 – mostly lighting and pedestrian crossing concerns
- Looking into blue emergency phones, smoke free campus

*Submitted by Lisa Schmelzer, Representative*

**Master Plan Advisory Committee**

University Staff Representatives: Holly Keener, Fred Kennerhed, Kim Mezger

**Purpose:** To collaborate with campus administration as they consider some modifications to the campus Master Plan related to arising opportunities (e.g., STEM Innovation Center, Phoenix Innovation Park, siting of the Viking Long House), as well as long-range capital plans.

**Updates:** No report.

**Strategic Budgeting Committee**

University Staff Representative: Monika Pynaker (alternate is Kevin Boerschinger)

**Charge summary:** This committee is advisory to the Chancellor and provides leadership in the development and coordination of internal planning processes, including strategic planning and budgeting. The fundamental responsibility of this committee is to ensure that planning occurs in a coordinated, integrated, and timely manner.

**Updates:** None at this time.

*Submitted by Monika Pynaker, Representative*

**Wellness Committee**

University Staff Representative: Lisa Schmelzer

**Purpose:** The Wellness committee is committed to promoting and supporting programs that foster the wellness of the campus community.

**Monthly Lunch n Learns:**

- 2/2017: CSA with Suzi from Sleepy Hollow Farm
- 3/2017: Kroc Center – Nutrition and Fitness
- 3/2017: How to Make Kombucha
- 4/17: Couch to 10K Bellin run

**Wellness Webinars:**

- 2/17: Demo Stay Well Wellness Portal
- 3/17: Intro to Health Coaching
- 4/17: Clean & Simple Nutrition
- 5/17: Sound Science for Sound Sleep
- 6/17: Mindful Mess or Mindfulness

- 7/17: Debunking Fitness Myths
- 8/17: Fitting a Healthy Life in a Hectic Lifestyle
- 9/17: Make Mealtime Family Time
- 10/17: Understanding Health Values
- 10/17: Cooking 101 Demo - Chartwells
- 11/17: Cooking 101 Demo w/ Dietetic intern
- 11/17: The Greatness of Gratitude
- 12/17: Celebrate with Energy & Cheer

**Other Activities and Events:**

- Biometric Screening event
- CSA with Suzi from Sleepy Hollow farms
- Table at Wellness Fair
- Corporate Team for Bellin Run
- Fall Healthy Potluck
- Winter Break Challenge at the Kress center
- Winter Bingo Challenge
- Spring Challenge – Poker Walk in the Arboretum
- Mindfulness Challenge - Meditation and Tai chi sessions
- Dietetic Interns provide recipes and articles on [Wellness Website](#) and [HR Connect blog](#)
- 9/11 Memorial Stair Climb
- Hosted Well Wisconsin Flu Clinic in October
- Promoted Bicycle Benefits program
- Promote and offer fitness bands & pedometers to employees
- Table at Phoenix Orientation

*Submitted by Lisa Schmelzer, Representative*



