

Meeting begins 10:00 am
Becky Haeny with Roll Call

Approval of Minutes

No forum – unable to approve September and October’s minutes

New Business

No items

Treasurers Report – Mark Fischer

Cash balance – \$749.97

Foundation account -- \$3,557.41

- Will reduce due to pending invoices from USC Fall Conference

Human Resources

Proposed FY22 Pay Plan

- Last year, JOKER (Joint Committee on Employee Relations) approved a 2021 – 2023 pay plan for UW System employees, providing a base rate increase of 2% to all eligible employees for FY22 and 2% for FY23 – effective January 1, 2023
 - Must have all required trainings and performance evaluations by November 20, 2022
 - Email or call HR office for questions about the pay plan or eligibility requirements

Legal Holidays/Paid Time Off

- UWGB observe 9 legal holidays each year
 - Three floating holidays for 2022 (January 1, December 24, December 31)
 - Used anytime in the year they are earned
- Paid leave – use any paid leave to avoid losing hours that are not eligible for carryover into FY23
 - Personal, legal, and floating holidays
 - Vacation hours carried over from 2021 must be used or banked by December 31, 2022

Faculty/Staff Climate Engagement Survey

- 2023 academic year, UW Green Bay will conduct an institution wide climate and engagement survey for faculty and staff.
- UW Green Bay conducted a climate survey for UW Green Bay students in 2021
- Direct questions to Kim Mezger (US Rep) or Melissa Nash (HR)

New Employee Orientation

HR talent acquisition team has been working hard to enhance our onboarding program for new employees

- Launched HR Orientation sessions (twice per month, Cofrin Library 2nd floor)
 - 1st Wednesday: 1:00 – 3:30 pm
 - 3rd Wednesday: 9:00 – 11:30 am
- Orientation sessions are for new ongoing University Staff, Academic Staff, and Limited Time Employees

Wellness Activities

- WellWisconsin activity about Holiday Overspending with Host Renee Fox and Jody Brown, Vice President of Wealth Management with Summit Financial Advisors.

Kognito Training

- Mental Health Training: online avatar-based conversation simulation platform
- The Wellness committee will be awarding 20 employees who complete the training by December 31st

Positions/Hires

- New Custodian in Manitowoc to replace Randy Cabot (Jane Zilkowski)
- Police Temporary position to replace Chris Roski
- Police Officer ongoing position to replace Kevin Ray
- 1st Shift Custodian positions to replace Dalton Schwartz and Kassie DeChamps (moved to another position)
- 2nd Shift Custodian position to replace Russ (last name)
- Facility technician 2 in the Union to replace John Zominick

Performance Evaluations:

- Currently has two processes: University Staff & Academic Staff
 - University Staff
 - Very uniform with consistent evaluation criteria
 - Calendar year evaluation
 - Academic Staff
 - Very narrative
 - Fiscal year evaluation
- New evaluation process:
 - Will have US and AS on Calendar year (same as current University Staff process)
 - Will be more uniform that works for everyone
 - Bridge into what the Workday will look like.
 - Job engagement similar to current US R-A-P sheet
 - Responsibilities will be pulled from standard job description
 - Employee self-evaluation and rating
 - Manager evaluation and rating
 - Organizational Competencies
 - Same as what is current US evaluation
 - Pulled from job description
 - Overall performance rating and comments section
 - **Question** — *How will rubric be fair across the board?*
 - **Question** — *Will electronic signatures be an option?*
 - DocuSign is the preferred method to collect signatures.
 - Evaluation timeline to calendar year (March)

ATP – Administrative Transformation Project

- Workday will house all information in one location/sign-in system (HR, Business, MyUW Portal, WISER, etc.)
- ATP - <https://atp.wisconsin.edu/>

Committee Reports

Election Committee (Brenda Beck):

- Fully staffed, no departures
- No news

Personnel Committee (Brenda Beck):

- No News

Professional Development Committee (Sara Chaloupka):

- Looking into five keynote speakers
- Looking for breakout speakers (free/small fee)
- Dates: Last two Fridays in September or first two Fridays in October.
- UW-System US Representative (Kim Mezger):
- Will meet on December 2
- Climate Study:
 - Using the HERI survey from UCLA for faculty and staff
 - Middle of developing questions specific to UW-Green Bay to gauge job satisfaction
 - Working on wrapping up and preparing communication/information efforts by January
 - Survey to be sent out in Spring 2023
 - 100% anonymous
 - What markers are essential? (ex. Campus location)
- University Committee:
 - No added updates

Old Business

No items

Other

Becky Haeny adjourns at 10:42 am
December 15th, 2022 at 10:00 am via Teams