**University Staff Committee**

**Meeting Minutes**

**October 16, 2019, 10:00 – 11:30 a.m.**

**Instructional Services Building, Room 1034**

1. **Call to order:**

Kim Mezger (USC Chair) called the meeting to order at 10:00 a.m.

1. **Roll call:**

University Staff: Kim Mezger (Chair), Tracy Van Erem (Treasurer), Holly Keener (Vice-Chair), Teri Ternes (USC Member, UWS Rep), Julie Flenz (HR Liaison), Jenny Charapata, Dolly Jackson, Carrie Schultz, Denise Baeten

**Guests:** Melissa Nash (HR), Michael Alexander (Provost)

1. **New Business:**
   1. Academic Affairs Strategic Planning

Provost Mike Alexander presented the new Academic Affairs Strategic Planning Document. Mike walked through the plan developed by Admin Council over the summer and explained that each goal of the plan has a roadmap on how to attain it. There will be oversight by Academic Affairs, which will be responsible for ensuring that the work is completed. There will be updates on the status of the plan twice per year to the campus community. This is a working plan, a live document, which will be adapted as the university grows and expands.

The Provost announced that this semester enrollment is over 8,000 at UWGB. A good portion of this is CCIHS, College Credit in High School. There are only two institutions in the system that have grown, UWGB and UW Madison. Our efforts over the last few years are now paying off.

Every program in the Academic Affairs Strategic plan has a goal for enrollment over the next 5 years. This will helps determine what the staffing needs will be and how we are going to approach our future growth.

The Provost’s goal this year is to get the freshman class to grow to over 1,000 per year. The Latin X population is growing in Green Bay, as are other minority populations, and we need to quickly adapt our programs in order to be able to serve these growing populations. Currently the population of Green Bay is 37% Hispanic. Currently UWGB is 7% Hispanic.

We are moving a recruiter to downtown Green Bay so we can more purposefully connect with these populations. We will purchase or lease a space downtown so that we will have a more permanent presence in the downtown area.

We’re now offering 4-year degrees at the alternate locations and will be working with the local technical schools to work on creating pathways where students can go from these institutions to a 4-year at UWGB.

This plan also links to community engagement efforts and continuing education efforts. We have a lot of catch-up to do to integrate ourselves into the local community and the local school districts.

The Provost asks that we review and respond to this plan with our thoughts and suggestions. He would like to have this feedback sometime within the next couple of months.

Provost Alexander was asked, why tenured professors do not teach all courses, and wouldn’t that help increase enrollment? He responded that a Lecturer is teaching faculty, and their responsibility is to teach, not to do research. Sometimes these are the best people to teach courses. They are the ones that know how to connect with their students and know the subjects they are here to teach.

* Are we using our resources as smart as possible? Are we honoring the talent we have?

Empower the advisors to set the course schedules. Our traditional first year freshman coming here is a declining population. We need to adapt to the ever-changing demographics for the non-traditional students. This is a big shift and we are working on it and doing what we need to adapt quickly.

* We need to review the quality of online courses. There are courses that are unengaging that it makes one wonder if the institution is just looking to make some money. Will there be a review?

CATL is diligently working on improving our online course offerings. They will be working with our instructors to improve the delivery of these courses and providing them professional development to help support these efforts.

* 1. Internal job candidates/job requirements/lay off procedures.

Melissa Nash invited to monthly meeting to talk to us about personnel procedures.

Questions we have: How do US folks in layoff get notice of the positions that are available? Is there a way to use time worked to credit towards degree requirements? If a University employee does not have a degree, can their experience be considered in lieu of a degree, and how would this look?

Melissa agrees that these are very valid questions raised. Prior to UPS (2015), you could NOT require a degree. You could PREFER a degree, but you could not require it. With the implementation of UPS this can now be a requirement. Melissa’s own personal opinion, it can be argued that we may have shifted a little too much in some of the University Staff degree requirements.

In the past 4 years, 73 % of postings required a degree and 27% did not.

When a position request comes to HR, they take an initial look at the job with reference to title, salary, requirements, etc. This is just a first “blush”. Once the PRC, Position Review Committee, approves the position request, HR will work with the hiring authority to refine the requirements. HR can recommend changes during this phase. Sometimes the recommended changes are made and sometimes they are not, but this is at the discretion of the hiring authority. Once the position is posted to the public, the minimum qualifications are TRUE qualifications and cannot be revised without reposting.

In some cases, it is a shame that we lose so much legacy knowledge by making these requirements too high. Leadership will need to be the group that supports the move to use “years of experience” as a baseline in place of a degree.

Question: “Has there been a change to the job descriptions, that positions that used to be University Staff are now being hired as Academic Staff?” Nothing has changed in the job descriptions. Pre 2015, University Staff positions were positions that could be found in any business, unlike Academic Staff positions, which are specific to higher education. When UPS changed the designations, making all exempt positions Academic Staff, this changed how people were classified into employee groups. This change has begun to drastically reduce the number of University Staff employees.

Discussed the classifications and the impact on shared governance representation. Academic Staff and University Staff are currently feeling very marginalized. The group discussed options regarding shared governance, and the potential of a combined Senate, rather than individual shared governance groups.

Will ATP Administration Transformation Program / Shared Services have an impact on University Staff? In Melissa’s mind, this is not so much shared services but more a Cloud system with technology and software management.

Melissa gave an update on the TTC, which is in the mapping stage with supervisors. In late November, employees will be able to view the catalog of titles. Employees will be able to review the job description and view how the position is mapped to a job family. If employees feel that the title or mapping is not appropriate, there will be a formal appeal process. HR is waiting for the appeals framework from UW System.

1. **Review and Approval of Minutes:**
   1. Housekeeping note on the minutes: Draft minutes need to be prepared more quickly for approval and then be sent to SOFAS. Kim is going to strive to make sure that the SOFAS is getting what they need for recording.
   2. Terri moved to approve September minutes / Kim seconded to approve the minutes.
2. **Treasurer’s Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Previous Month** |  | **Current Month** |
| (102) Staff Development Account |  | $ 3,450.00 |  | $ 3,450.00 |
| (136) Revenue Account |  | $ 7,020.32 |  | $ 7,129.32 |
| Foundation Discretionary Account  (#11100 "Agency" acct) |  | $ 17.81 |  | $ 17.81 |
| Endownment Account Pro Development  Earnings Avail to Spend |  | $ 2,795.40 |  | $ 2,795.40 |
|  |  | $ 13,283.53 |  | **$ 13,392.53** |
|  |  |  |  |  |
| Endowment Account Book Value |  | $ 10,233.84 |  | $ 10,283.84 |
|  |  |  |  |  |
|  |  | **GRAND TOTAL** | | **$ 23,676.37** |

1. Elections Committee

There are two committee vacancies. Will need to do a special election for the Personnel Committee. Please provide Holly with names of people who are willing.

1. Suggestions:

Send note to all university staff regarding monthly meetings. We need to send our notices out to ALL US employees – agendas/ minutes / etc.

Adjourned at 11:30 a.m.