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**University Staff Committee**

**Meeting Minutes**

**January 19, 2023 10:00 – 11:30 a.m.**

**Virtually on TEAMS**

**Call to order:** Lea Truttmann, USC Chair, called meeting to order at 10am

**Roll call:** Mike Alexander, Samantha Anderson, Denise Baeten, Brenda Beck, Jennifer Buhr, Sara Chaloupka, Cheryl Charon, Colleen Ciampoli, Ben Counard, Christine Cox, Kassandra Dechamps, Nina Dessoir, Andrea Felmer, Mark Fischer, Julie Flenz, Kathleen Gajeski, Susan Grant Robinson, Becky Haeny, Jessica Hankemeier, Jean Haroldson, Wendy Holschbach, Heather Jobelius, Eric Knapowski, Stacey Kuck, Jane Laurin, McKinley Lentz, Carolyn Loberger, Marina Lyudmer, Kimberlee McKeefry, Kim Mezger, Jaime Miller, Paul Mondragon, Theresa Mullen, Parker Nadeau, Linnea Qty, Jakob Pflederer, Sarah Portratz, Loretta Rafter, Erica Rohde-Bloch, Jennifer Shaw, Krissi Simon, Tina Tackmier, Jolene Truckenbrod, Mark Vanderveren, Tracy Vanerem, Vicki Villarreal, Megan Walters, Rachel Wautier, Amanda Wildenberg, Kaitlin Williams, Brynne Wolfe, Kerry Yang, and Leon Zitlow

**Approval of Minutes** – December 15 minutes-approved

**Treasurer’s Report & Update** – Mark Fischer-shared current standings of our accounts.

* **HR Report** – Julie Flenz- **Faculty & Staff Climate/Engagement Survey**

In early 2023, UW-Green Bay will be facilitating a faculty & staff climate and engagement survey. The distribution and collection period for the survey will be **January 31, 2023 – March 9, 2023**. The request to participate with the link to the survey and reminders during the collection period will come from HERI (the survey vendor) directly. About a week prior to the January 31*st* distribution date, all employees will receive a communication from HR which will prepare them for the information they can expect to receive from HERI. Please watch for those communications.

We greatly appreciate your participation in taking the upcoming survey and encouraging peers to participate as well! With that in mind, please visit this [blog post](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuwgb.us15.list-manage.com%2Ftrack%2Fclick%3Fu%3D16e1938a961feaa31811f3e1d%26id%3Daf12ead317%26e%3Dea75b32968&data=05%7C01%7CNASHM%40UWGB.EDU%7C831dd060ac8f4181cbd308daf4e9063d%7C7fc34f9d1f754f96b5b33cdcaab03aea%7C0%7C0%7C638091578923730050%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LKuZ%2BIjbtVCkS%2BKhN1ROBmelfXjJrAwGxVOaKRNHprQ%3D&reserved=0) for some frequently asked questions regarding the 2023 Faculty & Staff Climate and Engagement Survey.

Any questions about the climate survey at this time can be directed either to work group members, including Kim Mezger who is the University Staff representative on the work group.

* **Annual Performance Evaluations**

To help facilitate changes to the performance evaluation process, the Office of Human Resources is offering several trainings both specific to supervisors and employees. At these sessions, we will briefly highlight why changes to the form were necessary, an overview of the new forms (including updates to the electronic process), and in-depth discussion on filling out the form. All sessions will be held in person, with a Teams option for those that would prefer to attend virtually. Please see below for specific dates and times:

**Supervisor Trainings were held on;**

* + - Wednesday, January 11 and Tuesday, January 17, 2023

**Employee Training / Open Lab Sessions**

* + Wednesday, January 25, from 10:00 – 11:00am in GAC Lab A (1129A) [For Teams link click here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGI4Mzc3MmQtYjRiZS00ZjE2LWE3NDgtZGI2NzAyNGIzM2U5%40thread.v2/0?context=%7B%22Tid%22%3A%227fc34f9d-1f75-4f96-b5b3-3cdcaab03aea%22%2C%22Oid%22%3A%228d268194-c84f-4e4d-b0ee-62bf75ee0e22%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a)
  + Thursday, February 2, from 11:00 – 12:00pm in GAC Lab A (1129A) [For Teams link click here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGRkYWU1MzItYmUzZi00NWIzLTgwOWEtODUxZmRmNGZiNDk1%40thread.v2/0?context=%7B%22Tid%22%3A%227fc34f9d-1f75-4f96-b5b3-3cdcaab03aea%22%2C%22Oid%22%3A%228d268194-c84f-4e4d-b0ee-62bf75ee0e22%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a)
  + Wednesday, February 15, from 2:30 – 3:30pm in GAC Lab A (1129A) [For Teams link click here](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWMzODdhODYtOWY4Ni00MWExLWFmNTUtMDlhZmE3ZDhlY2Ix%40thread.v2/0?context=%7B%22Tid%22%3A%227fc34f9d-1f75-4f96-b5b3-3cdcaab03aea%22%2C%22Oid%22%3A%228d268194-c84f-4e4d-b0ee-62bf75ee0e22%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a)

A recording of the sessions will be available on the Human Resources website, along with additional resources for both supervisors and employees. Please visit this [blog post](https://blog.uwgb.edu/hr/2022/12/university-staff-non-instructional-academic-staff-and-limited-employees-performance-evaluations/) for more information on the Annual Performance Evaluations process.

* **Wellness Activities**

**Well Wisconsin Radio:** [**Purpose and Goals**](https://blog.uwgb.edu/hr/2023/01/well-wisconsin-radio-purpose-and-goals/)

Join host, Renee Fox, as she talks with a WebMD Health Coach Kari Wray to help you live on purpose this year. Renee will start the conversation with a clip from an interview with Dr. Christine Whelan, author, speaker and clinical professor in the Consumer Science department at the School of Human Ecology at UW-Madison, to set the stage on connecting your purpose with your well-being. Then Coach Kari will guide us through steps to use your purpose as motivation for creating and meeting your goals.

Julie also went through new hires and current openings. Please see attached HR report for further information.

**Guest:** Chancellor Michael Alexander

Speaking about the questionnaire/exercise he is sent out. Enrollment dropped this year. No structural deficit at this time, but how we can take a proactive approach to our future, so we can change without taking cuts. If things are not mission aligned, can we change how or what we are doing so it makes our job easier and more enjoyable? These are things he wants us to be looking for—which is why he is asking the questions. It is going to be messy and he likes that. We need to hear from everyone on campus how things need to change. We need to hear from all parts of campus. Acknowledge that he is asking for a rapid change. We are not doing anything wrong. Worry is if we don’t change while we are doing good, it may be too late. Make sure we are being proactive. We choose the changes on our terms. Profound change will happen in higher education. The pandemic hid all the issues we were already having. The higher education model is broken. This is why we are doing the questionnaire. We are going to find our own way forward. Think about building UWGB from the ground up…a completely clean slate, how would you start over? What would you change? What would you keep? How can we connect to our strategic priorities to our community and job? Happy employees mean better recruitment. We need to get comfortable with risk. We need to push ourselves. Referenced this book: <https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Febookcentral.proquest.com%2Flib%2Fuwgb%2Fdetail.action%3FdocID%3D6455076&data=05%7C01%7Cgrantros%40uwgb.edu%7C4d9df06fa3ac40af1b1208dafa2a4df3%7C7fc34f9d1f754f96b5b33cdcaab03aea%7C0%7C0%7C638097356844596568%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=z%2BXPcKaZIsmKQyLA9rvaGsY4AwDDQiRrnrFFsuBgqVA%3D&reserved=0>

Chancellor took questions. Question: Executives get on band wagon after reading a book, implement changes, then dies out. How does that fit, what is the thought process with this change? Answer: we don’t operate like the corporate world. Cultural shift. In order to thrive, we have to embrace change. Three things to succeed: Embrace change, love students, and love to retain them. We have a public mission to do what is best for the community. He feels an urgency to consider changes now even if we fail, we need to try to build the right kind of university. Question: Where does the info go? And who will evaluate it? Answer: every voice needs to be valued and every idea needs to be considered. Go up a level to review till it eventually gets to the Chancellor. He wants transparency. He wants everyone to know the whys of what we do or don’t do. Question: How can we change when Department head don't interact with workers?? Over the years upper level told us just mind your business. Answer: he will talk to supervisors to make sure no one feels that way. Ask and if you don’t get an answer, go to HR. He wants us to feel like we are being heard. Question: will our concerns come back to bite us in the butt? Answer: you cannot be retaliated against by a supervisor for an idea, if that happens that needs to be reported. Don’t do anything that would put yourself in jeopardy. Question: How do we assure that we make good changes with out making change for the sake of change in this process? Answer: Make sure you connect the change to our mission. This will ensure we are making the change for the right reasons. We have to try things, we cannot stand in place and do nothing. We must evolve. The way we were in 1970 should not be the same as what we are doing now. Any other questions or thoughts can be directed to the Chancellor or Susan Grant Robinson.

**Committee Reports**

**Election Committee** – Brenda Beck-no report

**Personnel Committee** – Brenda Beck-no report

**Professional Development Committee** – Sara Chaloupka-contract with Tundra Lodge for Friday September 22. Theme: positivity

**UW System University Staff Representative** – Kim Mezger-will send written report after the Feb. 3 meeting

**University Committee** –Becky Haeny or Lea Truttmann-UC is discussing the same things. Chancellor is meeting with them on Wednesday, January 25 to discuss Mission as well.

**Other Campus Appointive Committees & Working Groups-**no report

**Old Business**

**Other**

**Adjournment:** Meeting was adjourned at 10:49am

The next USC meeting will be February 16, 2023, 10:00 - 11:30 am, virtually on TEAMS.

**USC Members** – Lea Truttmann, Chair; Becky Haeny, Vice Chair, Mark Fischer, Treasurer, Ben Counard, member; Jules Duprey, member; Heather Jobelius, member; Parker Nadeau, member; Kaitlyn O’Claire, member, McKinley Lentz, member

