



**University Staff Committee
Meeting Agenda
December 17, 2020, 10:00 – 11:30 a.m.
Virtually on TEAMS**

1. Call to order: 10:08 am
2. Roll call: Mark Vandereven, Philip Walters, Teri Ternes, Diane Grubisha, Heidi Nell, Joan Schaller, Lisa Francl, Danielle Roberts, Jennifer Van Beek, Nancy Balaban, Amanda Wildenberg, Sherri Meglic, Amy Ibuaka, Kassandra Dechamps, Lisa Glinski, Olivia Raasch, Holly Keener, Marina Lyudmer, Cheryl Charon, Jolene Truckenbrod, Berenice Guerrero Vazquez, Brenda Beck, Yang Thao, Bea, Kathleen Gajeski, Ken Noe, Monika Pynaker, Heather Jobelius, Sue Machuca, Kate LaCount, Dolly Jackson, Sara Chaloupka, Kim Mezger, Tina Tackmier, Erin Beres, Lore Slattery, Wayne Chaloupka, Julie Flenz, Juliann Duprey, Matt Neuman, Joseph Schmitt, Jenny Charapata, Kaitlyn O’Claire, Paul Wikigren, Denise Baeten, Barbara Tomashek-Ditter, Loretta Rafter, Jayne Kluge
3. TEAMS “How To”: Sue gave a quick overview of the Teams folders for USC, there is a US Staff folder for all University Staff. Showed where the agendas will be located for the meetings, as well as links for various meetings and what not. Also, if you click on the calendar, can access all Team meetings that you have coming up. Kim: to set up left sidebar, click three dots and set up how you want it.
4. Approval of Minutes (see attached): Kim moved to approve; Teri 2nd; approved pending one correction: 7B change Nov 31st to Nov 30th.
5. Celebration of 2020: We should all take a second to think back to all that we have done this year. Can’t thank our Facilities and Operations staff enough for all that they have done! Thank you to all of our IT folks for moving everything online! Shout out to our admin staff, University Police, Mailroom staff, Admissions staff, Library staff, branch location staff, financial specialists, HR staff. We could not do all that we have done without everyone!
6. Treasurer’s Report & Update – Dolly Jackson (see attached): RN Jessie has been paid. Did talk to Nora regarding the endowment fund. Could not use the funds for social events or team building, however suggested that we talk to Holly and that the Chancellor is setting aside funding for these specific types of events. When endowment was set up, it was specifically stated that this money was to be used for professional development. However, some members do not feel that this was correct, Monika will go back and look through original communications when this was set up. Dolly will send out the documentation that she received from Nora
7. HR Report – Julie Flenz
8. Old Business

- a. Facilities and Grounds Update – Sue Machuca and Kim Mezger – Kim, Sue, Julie Flenz and Melissa Nash will be conducting kick off meetings for the Facilities Climate Survey. Once the kick off is complete, staff members will have the opportunity to meet one on one with a member of HR. Once all meetings are complete, HR will compile a report to be shared with the USC and campus leadership.
- b. Housing of Statements and Resolutions – Sue Machuca and Lisa Francl – Lisa is working on updating the website. All documents from meeting will be housed in the All University Staff Teams folder. If anyone is not able to access the folder, please let either Lisa or Sue know.

9. New business

- a. Professional Development – Sue Machuca – Please take advantage of the new partnership with campus and LinkedIn Learning. Employees have access to thousands of learning opportunities using UWGB Credentials at <https://www.uwgb.edu/information-technology/training/>
- b. COVID Rubric for Evaluations – Sue Machuca – Work continues to include the COVID Rubric during the evaluation process. More to come.

10. Committee Reports

- a. Election Committee – Holly Keener
- b. Personnel Committee – Brenda Beck – nothing to report
- c. Professional Development Committee – Mary Kate Ontaneda- Funds are available for personal professional development. The application can be found <https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/> Questions contact Barb Tomashek-Ditter.
- d. UW System University Staff Representative – Teri Ternes (see attached)
- e. UC – Sue Machuca – Surge testing will continue through December. Revenue is up even though FTE is down.
- f. Joint Governance – nothing to report
- g. Campus Appointive Committees and Working Groups
 1. Caregiver Task Force Update – Sue Machuca Work continues with the UW System Task force. Recourses are in place for implementation of a new RUBRIC and survey.

11. Adjournment

The next USC meeting will be January 21, 2021 at 10:00am, virtually on TEAMS.



UNIVERSITY of WISCONSIN
GREEN BAY

University Staff Treasury Report

As of November 30, 2020	Account Balance	Nov 2020 Expenses	Fiscal YTD Expenses
(102) Staff Development Account	\$3,050.00	\$400.00	\$400.00
(136) Revenue Account	\$5,499.51	\$0.00	\$0.00
Foundation Discretionary Account (#11100 "Agency" acct)	\$17.81		
Endowment Account Pro Development Earnings Avail to Spend	\$3,031.00		
	\$11,598.32	\$400.00	\$400.00
Endowment Account Book Value	\$10,283.84		
Endowment Account Market Value	\$14,480.51		

University Staff Committee HR Update – 12/17/2020

- **Title and Total Compensation Project:**

As announced last spring, the [Title & Total Compensation \(T&TC\) Project](#) implementation was delayed due to the COVID-19 pandemic. During this delay, there has been some behind-the-scenes work being done by UW System and UW-Madison. Starting in October, T&TC Project work has actively been re-engaged across the System, with a target implementation date in 2021. In October, UW-Green Bay re-engaged our [T&TC Project Team](#) which is made up of members of the [Committee on Workload and Compensation](#), Joint Governance Reps (who serve as the T&TC advisory council for UW System), and HR/B&F staff and administration. HR and Dean/Division Leaders recently relooked at last year's proposed mapping for new employees, separated employees, and job changes. As more information is known, we will provide updates to the University community.

- **Fiscal Year (FY) 2021 Pay Plan Information**

Last fall, Governor Evers and the Joint Committee on Employment Relations (JCOER) approved the Board of Regent proposed 2019-2021 pay plan for UW System employees. This pay plan provides a base rate increase to all eligible employees of 2% in FY20 and 2% in FY21. President Thompson has indicated that Institutions should prepare for the January 2% increase for FY21 despite statewide fiscal challenges. A final confirmation from Wisconsin State Legislature and UW System Administration is required, and that should occur in the coming weeks.

Eligible employees for the proposed 2% FY 2021 pay plan include faculty, academic staff, limited, university staff, and university staff project appointments in ongoing positions with a budgeted FTE of 50% or greater.

Human Resources assessed eligibility of employees, and during the month of November, the HR Office sent reminders to employees, supervisors, and Dean/Division Leaders of any missing training and/or performance evaluation requirements. If an employee was not notified that they are missing requirements, they are all set. If confirmed, pay plan will be effective on January 3, 2021 for biweekly employees, and pay plan memos will hopefully be sent by the end of December. HR will be including employee classification (AS/US/FA) in this year's pay plan memos. For more information, please review this [blog post](#).

- **Single Payroll Project**

In an effort to align with Operational Excellence goals of 2020FWD and standardize payroll processes, UW System Administration has made the decision to move forward with a single biweekly payroll for all employees. This is a system-wide initiative to standardize System payroll by moving all employees to the current biweekly payroll cycle. Based on feedback from leadership, human resources teams, and joint governance groups, President Thompson has approved an adjustment in the final implementation date, moving from January, 2021 to July 18, 2021. Please watch for more information about the Single Payroll Project in the upcoming months.

- **EAP Vendor Change**

The Employee Assistance Program (EAP) provides employees and members of their household with confidential resources to address personal/work-related concerns. The EAP may also assist with legal/financial situations or help with work-life balance. EAP services are provided at no cost to employees.

Currently, EAP services are provided by FEI. Effective January 2021, Kepro will become the EAP administrator.

Our office will be providing more information regarding the new vendor for 2021 in the coming weeks.

- **COVID-19**

New information about COVID-19 is coming out on a daily basis. Please stay tuned to your email and to the [Phoenix Forward Website](#) as well as the [UW System Coronavirus \(COVID19\) Preparedness website](#).

Fall and Winter Break Office Hours, University Operations, and Travel Reminders

With the academic fall and winter breaks fast approaching, members of the campus community must remain diligent about protecting themselves from COVID-19 infection while away from campus. Large gatherings and travel are customs of the season for many individuals and families. For the protection of both yourself and others, please remember to follow [COVID-19 Safety Practices](#) while engaging in these activities.

Phoenix Forward Website

Review the [Phoenix Forward Website](#) to understand how we'll be operating this fall and what we need you to do to stay safe. The Phoenix Forward Website includes [frequently asked questions](#) pertaining to faculty and staff regarding UW-Green Bay's actions in response to the Coronavirus (COVID-19) emergency. Questions may also be submitted to the Question and Answer form on the right side of that [page](#).

Self-Assessment

Complete the [daily checklist](#) for each day you are on campus. If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920) 465-2309 or helpdesk@uwgb.edu. Questions or concerns regarding the form content or process, please contact Human Resources at (920) 465-2390 or hr@uwgb.edu.

Reminder of Workplace Expectations:

While our University is doing exceptionally well in maintaining a safe environment for students and staff, it is important that we not become complacent with our adherence to the [COVID 19 Workplace Expectations](#). It is critically important that all faculty and staff continue to strictly follow the 3 W's; **Wear your mask / Wash your hands / Watch your distance**. In addition to following the safety guidelines, it is also necessary that all faculty and staff follow public health principles when not on a campus. For more information about employee responsibilities, please see this [blog post](#).

[K-12 Adjustments, eFMLA and Office Staffing Flexibility:](#)

The University of Wisconsin – Green Bay and the Office of Human Resources and Workforce Diversity are committed to providing a flexible working environment to facilitate employee work/life balance during the COVID-19 pandemic while still meeting operational needs. For information about staffing options, leave resources, and flexible work arrangements, please see this [blog post](#).

[Reporting](#)

The University requests that all faculty and staff who become infected, suspected or exposed-close contact or faculty and staff who receive a first-hand report of someone who is infected, suspected or exposed-close contact, complete the [COVID-19 Case Report](#).

The Chancellor and HR have put out some guidance related to fall and winter break office hours, university operations, and travel. Please see this [blog post](#) for more information.

[Furlough](#)

For up-to-date information related to Furlough, please see the [Furlough Information](#) page on the HR website.

For information related to time reporting for furlough, please review this [blog post](#).

New Employees:

- **USA 2** HB, NAS, and RSE: Incumbent – Jane Laurin – Taylor Hilgart was hired and started on 11/30/20
- **Facilities Repair Worker - Advanced** Residence Life: Incumbent – John Zimonick – Mike Bielski was hired and started on 12/14/20
- **USA2** Disability Services: Incumbent – Kim Mezger – Erin Beres was hired and started on 12/14/20
- **USA2 (Project Appointment)** Admissions - New position – Elizabeth Poisson was hired and will start on 1/4/21

Positions Being Recruited:

- **Academic Department Associate** Cofrin School of Business: Incumbent – Barb Swanson
- **USPA** BHTP: Incumbent Savanna Mishler
- **Police Officer** UW-Green Bay Police: Incumbent – Bryanne Gawlik
- **Police Officer** UW-Green Bay Police: Incumbent – Tyler Lovato
- **Facilities Maintenance Specialist** Facilities: Incumbent – Todd Curro
- **Custodian (2nd Shift)** Operations Incumbent: Kassandra DeChamps
- **Arboretum Project Coordinator** New position

Cancelled Recruitments:

- **USA 2** Wellness Center: Incumbent – Lea Truttmann

Failed Recruitments:

- **USPA** Residence Life: Incumbent Dan Karoliussen

Election Committee Report for December 17, 2020

- Amanda Doperalski is now the voting member on the Awards and Recognition Committee, replacing Barb Holschbach upon her retirement
- Heidi Nell is now the alternate on the Strategic Budgeting Committee
- We have not replaced Savannah Mishler on the Personnel Committee, she was elected to do a 1 year replacement but is no longer working at UWGB.

The Elections Committee will begin to work on the upcoming election for next year.

Academic and University Staff COVID-19 Assessment Guidelines

The COVID-19 pandemic has taken a serious toll on workload, productivity and career progress throughout higher education. This document provides guidance on consideration of pandemic-related extenuating circumstances specifically for academic and university staff. As you consider each professional achievement and overall work performance, we invite you to also consider and acknowledge the very real toll of the COVID-19 crisis. It is reasonable to expect that pandemic mitigation led to variations in productivity, increased work demands, and significant modifications to the normal scope and flow of work duties. In acknowledgement of these challenges, your evaluation should consider the quality of the work and the degree of workload adjustments and modifications - particularly given the COVID-19 pandemic effects. We hope you will use an empathic assessment of productivity and job performance that acknowledges the vastly different circumstances employees are operating under and adapting to.

Some possible disruptions related to COVID and caregiving include: day care closures, support services for special needs children, schools closing and/or facilitating virtual instruction for children, periods of quarantine due to a positive COVID exposure, choosing at home options due to safety concerns for people or family members in high risk categories, changes in scope and demands of elder care or family care and changes in work environment, especially when working from home.

Questions a supervisor may consider when evaluating performance during the COVID Pandemic:

Were all requirements met?

If yes, indicate how the requirements were met?

If no, what requirements were not met - provide an explanation?

Was the individual meeting job expectations in their last review?

If no, indicate what issues were present at the time of the last review.

Also indicate what steps were taken to provide support to the employee to encourage success?

Did the individual indicate that COVID-19 impacted their ability to succeed?

If yes, indicate the specific ways that COVID-19 impacted their ability.

Did the individual receive accommodations for the COVID-19 impacts?

If yes, indicate the specific accommodations.

Rubric:

<u>COVID-19 Impacts</u>	<u>If yes, explain</u>	<u>No</u>
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Were additional trainings and areas of expertise added to your job duties?		
Did Scope of Support to Departments or Units Change (assistance with schedule changes and/or online teaching, support for virtual events, virtual support for students).		
Did Your Work Hours Change?		
Were Additional Tasks Added that Resulted in Increased Time Requirements?		
How Did Support to Faculty, Chairs, Students or Instructors Change?		
Was Your Work Disrupted Due to Limited Access to Campus Spaces? (access to office equipment and supplies, changes to staffing requirements, new processes to implement)		
Were You Required to Implement or Adjust to Last Minute Scheduling or Project Changes?		
Was the amount of time normally dedicated to existing job duties increased and/or decreased in other ways due to the pandemic?		
Did you dedicate additional work hours to support staffing shortages or reallocations?		
Were these disruptions related to and/or exacerbated by caregiving responsibilities?		

Were your performance goals adjusted to account for changing work requirements/expectations?		
Were opportunities for professional development affected due to COVID?		
List other areas of your position affected by COVID?		