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**University Staff Committee**

**Meeting Minutes**

**October 19, 2023 10:00 a.m. – 10:26 a.m.**

**Virtually on TEAMS**

* Call to order
* Roll call: Present – Becky Haeny, Mark Fischer, Ben Counard, Julliann Duprey, Parker Nadeau, Theresa Mullen, Loretta Rafter.
* Approval of Minutes – September 21 meeting \*Note, revised May 18 minutes also attached\*. Becky Haeny, Mark Fischer, Ben Counard, Julliann Duprey, Parker Nadeau, Theresa Mullen

**Treasurer’s Report & Update – Mark Fischer**

* Currently -7,485.95 from the fall conference
* Money needs to be taken from the foundation fund to get that back to a positive or 0 balance.

**HR Report – Julie Flenz**

* Annual Benefits Enrollment period September 25th to October 20th. A reminder to change enrollments and/or dependents for the upcoming calendar year was given.
* State group health insurance premiums will be increasing in 2024.
* Annual medical deductible for the high deductible health plan (HDHP) and the Access HDHP have increased to comply with federal requirements.
* University has floating legal holidays (Sunday, December 24th Christmas Eve, and Sunday, December 31st New Year’s Eve) must be used by December 31st. These will not be able to be carried over into the next calendar year.
* University is closed on Monday, December 25th, and Monday, January 1st in observance of legal holidays.
* Administrative Transformation Program (ATP) was introduced – It is led by the UW system. It will impact several UW-Green Bay utilized systems in the future.
* ATP includes the transition to a cloud-based integrative program for HR and finance called Workday. It will replace the HRS and SFS systems. It will revolutionize HR processes and streamline administrative functions.
* On Friday, October 6th the UW System Board of Regions approved a revised timeline for the ATP Workday implementation. The new go-live date is July 2025. Timeline revision will allow for adequate time for user testing, integration of ancillary systems, effective adoption of business process changes, and full realization of the benefits of workday.
* HR is partnering with Career Services and Financial Aid for a 4-part student supervisor training series designed to aid student supervisors in the full life cycle of student employment. Held in the 1965 rooms and virtually.
* The 4th and final session on Thursday, November 9th covers records management for student employment. All other sessions have been recorded and are available in the student supervisor toolkit.
* Components of Great Communication will be held on November 29th at 10 am. Participants will be equipped with the tools and skills to be an effective communicator. This is a step-by-step class to improve your communication. Registration link can be found in blogpost.

**Update from Wellness Committee**

* Wisconsin Radio observes World Mental Health Day and explores the purpose of mental health through an interview with a recognized mental health expert, Derek. There is also a new Cognito Training and anyone who participates in the training is entered into a drawing and 20 employees who complete the training by December 31st are awarded an incentive. This Training is called Cultivating Inclusive Communities.
* The Wellness Committee Fall challenge focuses on different areas of wellness by completing challenges. The daily habits tools are also now available on the WebMD app.
* Upcoming Flu Clinic- The Wisconsin Program is offering workplace clinics on Monday, November 13th from 8-9:45 in World Unity Room A on the Green Bay Campus.
* Exercise is Medicine, on campus. Lunch and Learn series. Staff and Faculty are welcome to bring their lunch and learn about Monday, October 30th on Building Confidence and Physical Activity 12:00-1 in the 1965 room in the Union or via Zoom.
* Position Updates- 4 positions are currently being recruited.

**Questions**

* Lea Truttman asked, “With the budget deficit information, are we going to have a hiring freeze?”
* Julie answered, “That is a good question to ask at the coffee break. Positions are being scrutinized. So far there has not been a cancellation of the recruitment of positions. We do have employees who are in a layoff status, but they can review positions before they get posted live and apply. We compare the job posting to resumes and if they are qualified then we give them that opportunity for 5 days, and if they say no, then the recruitment chair starts job recruitment elsewhere.”
* Brenda Beck asked, “Since our Layoff notices went out before UW-Oshkosh’s do our employees have first dibs on any positions in the UW-System?”
* Julie answered, “They have first dibs on UW-Green Bay’s positions, I don’t know if it is UW-System as a whole.”

**Committee Reports**

**Election Committee – Brenda Beck**

People filling in gaps on committees

* Committee on Accessibility Issues – Theresa Mullen
* Election Committee – Linnea Oty
* Master Plan Advisory Committee – Parker Nadeau
* UW System University Staff Representative – Becky Haeny/back-up: Theresa Mullen
* The election committee needs to meet soon to elect a chair.

**Personnel Committee-Brenda Beck**

* No report

**Professional Development Committee- Jamie Miller**

* Jaime Miller gave an update, joining Jennifer as co-chair for the next year.
* The conference has a great turnout and planning is starting for next year. To plan everyone should complete the survey. If you need the link, an email can be sent to Jaime Miller

**UW System Representative, Becky Haeny, stated that her next meeting is on October 27th.**

**University Committee Update**

* The university committee is a faculty that meets every Wednesday.
* Topics of discussion include the UW pay plan, budget, structural deficit, things that affect the faculty, and program array.
* They sent out the news.
* President Rothman is going to try to meet with Robin Voss to figure something out with the payment plan.
* There is a big push for everyone to attend the coffee chat, virtually or live. You can send questions anonymously to the coffee chat.
* The chancellor is invited to the next meeting and the goal is to be more transparent with the budget. The goal is to have either the chancellor or – at every meeting.

**Governance Group**

* governance group that the chancellor created including Lea Truttman, the chair of academic staff, the chair of the university committee, the faculty representative, the chancellor, Melissa Nash, and Sheryl van Gruensvan.
* Meeting every Friday

**The next meeting is November 16th at 10am and Becky Haeny will chair the meeting.**

**10:26 Meeting Adjourned**

**USC Members** – Lea Truttmann, Chair; Becky Haeny, Vice Chair, Mark Fischer, Treasurer, Loretta Rafter-Secretary, Ben Counard, member; Jules Duprey, member; Parker Nadeau, member; Theresa Mullen, member, Jennifer Buhr, member.