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