



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

1. Call to order: Kim Mezger, USC Chair, called the meeting to order at 10:02 am
2. Roll call: Monika Pynaker, John McMillion, Susan Machuca, Julie Flenz (HR Liaison), Danielle Roberts, Nancy Balaban, Jayne Kluge (USC Member), Olivia Raasch, Kim Mezger (Chair), Lisa Schmelzer, Debra Leis, Paul Wikgren, Wayne Chaloupka, Cindy Estrup, Patrick Goggins, Cheryl Charon, Tina Tackmier, Loretta Rafter, Lisa Francl (USC Member), Sarah Locke, Kaitlyn O'Claire (USC Member), Diane Grubisha, Ericka Bloch, Barbara Tomashek-Ditter, Karen Peterson, Amanda Wildenberg, Jared Koch, Kate LaCount, Dolly Jackson, Jane Donlon, Holly Keener (Vice-Chair), Lore Slattery, Bea Yang Thao, Christine Cox, Jolene Truckenbrod, and Theresa Mullen (Secretary)
3. Treasurer's report & update: Kim gave the Treasurer's report on Teri's behalf (see attached).
4. Old Business
 - a. Election update – Status of ballot: Ballot is not done yet; hoping it will be out by next meeting. Kim and/or Holly will send out any updates (if any) between now and then.
 - b. HR question follow ups from August meeting
 - i. Position Change Notifications: Julie will be bringing this up at the next HR staff meeting. Once she has talked to HR staff re: the update changes, Julie will then connect with Controller and Purchasing. The changes are included in the HR Connections weekly e-letter. There was a suggestion to maybe separate new hires and faculty/staff movements on the HR Connect Blog/e-newsletter.
 - ii. Number of people in layoff status vs. open positions: Julie talked to Melissa Nash; as of right now, there is 1 University Staff employee on layoff and 9 Academic Staff employees in layoff status. Five employees are on notice for at-risk layoff status. Open positions can fluctuate on a daily basis. As of this morning, there are 12 open positions on the website (this is all openings, not just University Staff). When employees go on layoff status, they send an updated resume to HR. When positions come up, Melissa looks at the position description and the resume. When Melissa does these reviews, it is very cut and dry. Basically, if the position requires, at minimum an Associate's degree, Melissa looks to see if the employee on layoff status has, at minimum, an Associates. Kim: How does an Associate's degree trump years of experience, etc.? Feels like we previously had a conversation with Melissa and Christopher regarding some of this. This discussion has been tabled for now.
 - iii. EAP training: Jolene talked to her supervisor regarding this, but has not heard back.
5. New business
 - a. Professional Development Survey: Newsletter, is this something we want to continue circulating? Are people still reading it, find it helpful, etc.? Some of the information is becoming redundant (getting some of the same information from HR, and other departments). Thank you to Teri for doing it and putting the work into it.
 - b. Workload Adjustment Policy: Everyone saw the email from the Chancellor regarding leniency with adjusting work schedules. The intent is to have a much wider open door with a supervisory or the supervisor's supervisor on how to get work done (i.e., temporary reduction of hours, changing work hours, etc.). Would like the option that if an employee

is having a hard time in getting work schedule adjustments, that they could come to governance, however this information was not really included in the statement from the Chancellor. If we are trying to become an access university, it could be beneficial to have some people available after 4:30, not everyone is able to contact the University during "normal" business hours. Sue Machuca is on the UW System-wide caregivers group (which refers to not only care for children, but can also refer to older parents). Please let her know if there is anything you want to bring to the table. The question was asked that if an employee is having difficulties with receiving work schedule flexibility, who should they go to? Should they go to the University Staff Committee or the USC Personnel Committee, or somewhere else? The hope is that the message has gotten across to allow for more flexibility, the Chancellor's message was pretty strong.

- c. Travel (Dolly): still working on the credits from all the canceled airfares from spring and summer travel. System is supposed to be sending out a list of all the airfare refunds that went on the group credit. Travel auth requirement has surprisingly well for any travel through December 31st.
- d. Faculty Senate: was the first of the year. Have 7,420 students (does not include high school students working on college credits). Only 1 of 4 colleges have an increase right now. Three things driving this: retention; graduate students (over 100 students); and all additional locations attendance is also up. Did have a little discussion regarding an accelerated Associate's degree program where the courses are 6-week courses. This is geared more towards working students. Lot of discussion regarding work-load adjustments and how it is affecting the faculty.
- e. Karen Peterson thanked University Staff members for this assistance with her position issues pre-Covid. Having that support from the University Staff members was very comforting. Kim: we are here to support staff during issues regarding jobs and issues with HR.
- f. There is the potential of outsourcing our groundskeeping, so our groundskeepers are currently at risk. The groundskeeping is a system wide contract. Also talk of closing the Shorewood Golf Course.
- g. Jolene: Flu shot clinics scheduled for October 6th in Green Bay and October 8th in Sheboygan. More information will be in the HR Connect Blog.
- h. Dolly: There has been a call put out to some areas asking for assistance with contact tracing for COVID-19. There is currently a request for about 4 people from Academic Affairs and 2 from Business and Finance. If we have people at risk for layoff status, or currently in layoff status, why not offer this to the employees either currently in lay-off status or at-risk instead putting additional duties on current staff who are already overloaded? Kim will connect with HR to ask these questions. Julie will also chat with Melissa regarding this.

FYI, testing will be opening up for Faculty & Staff soon. Testing is already available for certain, public-facing, departments/employees right now.

6. Adjournment: Meeting was adjourned at 11:00 am.

The next USC meeting will be on October 15th at 10:00am, virtually on TEAMS.

University of Wisconsin-Green Bay
University Staff Report
Professional Development Report
09/17/2020

The University Staff Professional Development Committee [USPDC] has not met since March due to the COVID-19 pandemic. The USPDC has not met with the Academic Staff Professional Development Programming Committee [ASPDPC] since March. However, as interim chair I have been in discussion with Sarah Bakken the 2020-21 ASPDPC chair.

FALL CONFERENCE:

After elections are finalized for 20-21, the committee will move forward planning the [hopeful] 2021 conference. We currently have \$5499.51 in the 136 account.

PROFESSIONAL DEVELOPMENT FUNDS:

A \$300 request for Monika Pynaker was processed in June. Our 102 budget is \$3450 for professional development funds for BY21.

JOINT WORKSHOPS:

A 2020-21 interest survey has been sent to all Academic and University Staff. The survey closes September 18, 2020. The joint committees will be meeting on September 24th @ 1PM to discuss the survey results and begin planning joint workshops for the 2020-21 academic year.

OTHER:

Committee members Dolly Jackson, Kate LaCount, Teri Ternes whose terms on the PDC ended in June, agreed to serve as 'interim' until F20.

Next Meetings: USPDC, none scheduled
ASPDPC/USCPDC, September 24, 2020

Submitted by: Teri Ternes, USPDC, Interim Chair
September 16, 2020

University Staff Committee HR Update – 9/17/2020

- **Title and Total Compensation Project:** The title and Total Compensation Project has been further delayed with implementation expected sometime in 2021. We expect that re-engagement in this Project will start to happen in October. HR will be bringing the Project Team back together at that time, and will be in communication with the campus community when updates are available
- **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](#).

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](#).

COVID-19 Training

All employees were expected to complete the [COVID-19 Training](#) by Wednesday, September 9, 2020. Reminder emails were sent out through Canvas early this week for employees who still have not completed the training. Please make sure to complete this training as soon as possible.

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.

Workplace Expectations

To ensure faculty, staff, and students have access to the same basic information, prior to the return to work all employees must review and understand the [Employee Workplace Expectations](#). If you are faculty or instructional staff, read the [Return to Classroom Expectations](#).

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](#).

Furlough

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

Employee Health & Wellness

We recognize these unprecedented events may cause stress and other life challenges for you, your employees, and your family members and friends. We encourage employees to utilize individual providers through your health insurance program and/or UW-Green Bay's [Employee Assistance Program \(EAP\)](#), which is available for all employees, to include student employees. EAP offers services to support employee well-being and resilience in work and life, including navigating anxieties related to COVID-19.

The Office of Human Resources and Workforce Diversity is also ready to support employees and supervisors who may have questions about benefits, leave, flexible work arrangements, and other personnel-related topics. Please do not hesitate to contact us at hr@uwgb.edu or (920) 465-2390. Please also see the [Employee Health & Wellness website](#) for more information.

- **2021 Annual Benefits Enrollment (ABE) period**

The 2021 Annual Benefits Enrollment (ABE) period will be September 28, 2020 – October 23, 2020. As we get closer to the ABE period, additional information will be provided to employees.

New Employees:

- **Facilities Repair Worker - Advanced** Union: Incumbent - James Fonder – John Zimonick was hired and will start on 10/12/20
- **USPA CE & CE:** Incumbent – Melvin Brown – Debra Leis was hired and started on 9/14/20
- **Custodian** University Union: Incumbent – Mike Hutter – Matt Neuman was hired and will start on 9/28/20

Positions Being Recruited:

- **Academic Technology Specialist (Marinette)** Client Services: Incumbent: Craig Young
- **Facilities Repair Worker - Advanced** Residence Life: Incumbent – John Zimonick
- **Academic Department Associate** Nursing & Health Studies: Incumbent - Blair Beyer
- **Academic Department Associate** Cofrin School of Business: Incumbent – Barb Swanson
- **2 Police Dispatchers** Police Department: incumbent – New
- **Financial Specialist Senior** University Union: Incumbent – Sara Chaloupka
- **USA 2** HB, NAS, and RSE: Incumbent – Jane Laurin

Recruitments Paused:

- **Security Officer 2 (2 Vacancies)** Police Department: Incumbent – New