

**University Staff Committee**

**Meeting Minutes**

**October 17, 2024 10:00 – 11:30 a.m.**

**Virtually on TEAMS**

1. **Call to order** 10:01am
2. **Roll call** -Sara Chaloupka, Loretta Rafter, Bradley Berger, Jennifer Buhr, Parker Nadeau, Sarah Taylor
3. **Approval of Minutes – September 19, 2024 meeting (see attachment)**
   * Approved by Sara Chaloupka, Loretta Rafter, Bradley Berger, Jennifer Buhr, Parker Nadeau, Sarah Taylor
4. **Treasurer’s Report & Update – Sara Chaloupka**

* No change; Foundation budget is the same at $1,502.73
* Only change in Wiser is $900 in revenue from the US conference

1. **Interim Personal Holiday and Vacation Policies Q&A – Kimberly Deering, HR Systems Manager**
   * Going into effect next July
   * University staffbeing moved from a calendar year basis to a fiscal year to be easier for the system for leave allocations
   * Two interim policies regarding personal holiday and vacation
   * Changing the allocation this January to half between January and June and then full allocation will be received from July 1st, 2025 to June 30th, 2026 to get employees to a fiscal year basis
   * Are employees able to roll time over if they don’t use it?
     + Yes, vacation will carry over and will be extend from December 2025 to June 2026. Vacation allocated of January 2025 that is not used by June 30th 2025 will become vacation carry over and can be used until the following June 30th, 2026.
   * Personal holiday (18 hours as of January 1, 2025) will have to be used by June 30th, 2025. Employees will get a new allocation for the fiscal year of 36 hours that will need to be used between July 1, 2025 and June 30, 2026. Then it will be completely on the fiscal year basis
   * Moving from one level allocation to the next is based on years of service and on a 5-year basis (every 5 years you move up) and if you have an anniversary year within this next year, you’ll get the usual allocation but on a fiscal year basis
   * If there are concerns about leave balances and how things transfer, then HR and UW-System will work in conjunction on the issue
   * Only lose vacation carry over if it’s not used by the time period and it will continue to roll over automatically
   * Vacation advance can be requested as a one-time thing and HR will work with UW shared services to give that additional amount. It will be deducted in July when allocating for the next fiscal year. Requests should be submitted with as much notice as possible
2. **FY21-FY24 New Positions & Compensation Adjustment Information Q&A – Melissa Nash, Assistant Chancellor for Talent & Technology**

* Report sent out campus wide on Monday regarding new positions and compensation
* Compensation adjustments are not necessarily all new money but reallocations or other salary savings
* Compensation analysis compares positions’ compensation both internal or external and discuss with different groups. Then once the budget dollars have been determined, we can see if a large-scale compensation program can be done
* When reviewing compensation, different things are being looked at. Internal data, external market data, comparison groups, length of service, any unique responsibilities in a position or challenges, key areas to address, and comparison to market compensation
* Compensation Adjustment reports are multi-year because there are different needs in different years and so a multi-year report provides a better overall summary
* Are title comparisons across the market accurate?
  + Yes, because it is based off description & responsibilities. Faculty positions are very specific and based on discipline. If there is doubt on a position title and description and whether its equivalent, then leaders in that area are consulted to ensure accuracy

1. **HR Report – Rachel La Crosse, HR Talent Partner**

* [**Annual Benefits Enrollment: September 30 – October 25, 2024**](https://blog.uwgb.edu/hr/2024/09/annual-benefits-enrollment-september-30-october-25-2024/)
* The Annual Benefits Enrollment (ABE) period is September 30-October 25. This is your annual opportunity to enroll in or make changes to most of your benefits unless you have a qualifying life event. Changes made during ABE are effective January 1, 2025.
* For more information, review the ABE web page (https://www.wisconsin.edu/abe/). If you have questions after reviewing the available information, reach out to UW Employee Benefits at [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)
* [**October is National Disability Employment Awareness Month**](https://blog.uwgb.edu/hr/2024/10/october-is-national-disability-employment-awareness-month-4/)
* October is National Disability Employment Awareness Month! Learn more at dol.gov/NDEAM. #NDEAM
* The theme for National Disability Employment Awareness Month (#NDEAM) is “Access to Good Jobs for All.” Learn more! dol.gov/NDEAM
* Good jobs change lives, and all workers—including disabled workers—deserve the opportunity to prepare for, obtain and succeed in them. Reflecting this, “Access to Good Jobs for All” is this year’s National Disability Employment Awareness Month (#NDEAM) theme. Learn more at dol.gov/NDEAM
* The theme for National Disability Employment Awareness Month (#NDEAM) 2024 is “Access to Good Jobs for All.” Learn more in this announcement from Assistant Secretary of Labor for Disability Employment Policy Taryn M. Williams. <https://www.youtube.com/watch?v=g1uTmUw-EYE>
* How are you observing National Disability Employment Awareness Month? dol.gov/NDEAM #NDEAM
* [**Administrative Transformation Project (ATP):**](https://atp.wisconsin.edu/workday/)
* As we enter the 2024-2025 academic year, the [UW-Green Bay Readiness Team](https://www.uwgb.edu/atp/) is working diligently to prepare for the [Administrative Transformation Program (ATP)](https://atp.wisconsin.edu/) implementations, which will take place in July, 2025. This project will be replacing much of the outdated technology we use today with the cloud-based Workday system to manage financial and human resources activities, and a Huron Research Suite solution (Research Administration Modernization Project, or RAMP) for research administration activities.
* Wide-spread faculty & staff [training](https://atp.wisconsin.edu/workday-training/) will start in March, 2025, however resources will continue to be shared as they are developed to give a first look at what to expect from the new systems. If amenable to USC, a representative from the Change Readiness Team will visit the next USC meeting on November 21st to talk with the group about broad highlights of Workday, cutover timelines, key process impacts during cutover, and training plans.
* We encourage you to visit the UW-Green Bay institutional website for the [Administration Transformation Program](https://www.uwgb.edu/atp/) for resources on Workday as it relates to the different administrative functions. Continue to be on the lookout for important communications from [atp@uwgb.edu](mailto:atp@uwgb.edu).
* **Wellness Activities**
* [**2024 Register For Flu Clinic**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuwgb.us15.list-manage.com%2Ftrack%2Fclick%3Fu%3D16e1938a961feaa31811f3e1d%26id%3D8684c3b7b2%26e%3Dd7f62ae7d9&data=05%7C02%7CWAUTIERR%40UWGB.EDU%7C499c017b9a714ba5d37908dce96b16a4%7C7fc34f9d1f754f96b5b33cdcaab03aea%7C0%7C0%7C638641893375054860%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=A8%2B48UyN6bsAGJq%2FL%2FFGZzv7DE39Wf1jC%2BCFxYTC7H4%3D&reserved=0)
  + Protect yourself this flu season by getting your annual flu vaccination! The Well Wisconsin Program is offering workplace flu clinics.  
    Flu vaccinations are free and voluntary for all site employees and spouses who are enrolled in the State of Wisconsin Insurance Program.
  + DATE: **Wednesday October, 23, 2024**  
    TIME: **8:00 am to 9:30 am**  
    LOCATION: **Phoenix Rooms**  
    Visit our [Blog](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuwgb.us15.list-manage.com%2Ftrack%2Fclick%3Fu%3D16e1938a961feaa31811f3e1d%26id%3D0919bab55a%26e%3Dd7f62ae7d9&data=05%7C02%7CWAUTIERR%40UWGB.EDU%7C499c017b9a714ba5d37908dce96b16a4%7C7fc34f9d1f754f96b5b33cdcaab03aea%7C0%7C0%7C638641893375065872%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=orAYaHkHcY1484a9KGGcSiuRKyyKGBPjIGFZ9eC%2FBnQ%3D&reserved=0) for more information!
  + Flu shot slots may be full
* [**Wellness Committee Mental Health Bingo Challenge**](https://blog.uwgb.edu/hr/2024/10/wellness-committee-mental-health-bingo-challenge/)
  + October is Mental Health Awareness Month. Now through November 8, 2024 complete the bingo card by either getting 5 activities in a row or diagonal. Email completed Bingo cards to Wellness@uwgb.edu by 11/8/2024 to receive and incentive. [Get your BINGO board](https://blog.uwgb.edu/hr/files/2024/10/Mental-health-bingo.pdf).
  + [**Well Wisconsin Radio: Let’s Talk Domestic Violence Awareness**](https://blog.uwgb.edu/hr/2024/10/well-wisconsin-radio-lets-talk-domestic-violence-awareness/)
  + October Episode: Let’s Talk Domestic Violence Awareness
  + October is National Domestic Violence Awareness Month. In this episode listen to President and CEO of Sojourner Family Peace Center, Carmen Pitre, talk. Sojourner is Wisconsin’s largest service provider for families dealing with domestic violence (DV), providing crisis housing, system advocacy and individual support to women, children, and families across the state. Carmen dives into current DV trends, how we might recognize this is happening, some best practices to approach someone who may be in need, and resources available in Wisconsin.
  + **Daily Habits on WebMD App**
  + The Daily Habits tools Is now available on WebMD, to help you achieve your health goals. Completing the Daily Habits Plan will fulfill your well-being credit (1 of 3 steps to earn $150). For more information, please visit this [blog post](https://blog.uwgb.edu/hr/2023/06/daily-habits-on-webmd-app/).
  + **Positions Being Recruited:**
* **Custodian (2nd Shift)** Operations – Rick Weston
* **Department Assistant (80%)** Natural & Applied Science – Jane Laurin
* **Groundskeeper** Facilities Mgmt - Grounds – John O’Dill
* **Financial Specialist II** Student Billing Resources – Tracy Tillman
* **HVAC Mechanic** Facilities Mgmt– Mark Venerveren
* **New Employees:**
* **Custodian (1st Shift) Manitowoc** Operations – Tammy Scholten - Conrad Gimbi was hired and started on 10/7/2024
* **Financial Specialist II** Athletics – Krissti Simon - Lee Lor was hired and started on 10/7/24

1. **Committee Reports**
   * **Election Committee – Brenda Beck**
     + No updates; feel free to reach out if anyone has personnel issues
   * **Personnel Committee – Brenda Beck**
     + All committees are fully staffed
   * **Professional Development Committee – Jennifer Buhr & Jaime Miller**
     + The register to deadline was extended to today. Email reminders were sent out to university and academic staff.
   * **UW System University Staff Representative – Becky Haeny**
     + Discussions of student mental health
     + Stevens Point had quite a few student suicides last year and have made changes to help students. Student move-in is on a Thursday so more staff are around and they are implementing a fall break to help student mental health
   * **University Committee – Becky Haeny, Theresa Mullen & Jennifer Buhr**
     + Heard about Ed sites and enrollment
     + The chancellors may receive a retention/enrollment bonus. The money from the bonuses will come out of our budgets, not the system’s
     + There are discussions with our chancellor about the bonus because his stance is that the staff are ones on the ground doing the work
     + Discussion of governance structure of work groups campus wide, especially within the faculty work (making sure they, the numbers, and the people on them make sense)
     + Contact Representatives if anyone wants the report
   * **Other Campus Appointive Committees & Working Groups**
     + **Ethics Committee – Emily Matheny**
       - Working on documentation for our booklets on our goals, etc.
2. **Old Business**

* No updates

1. **Other**

* Wendy Holschbach and her new role
  + Used to be Jamie’s administrative assistant andwith Jamie gone, she is now the Lakeshore Campuses Building and Event Manager
  + Continuing the roles of her previous position as well as being involved in events on the Sheboygan and Manitowoc campuses to work through them and make them successful
  + Responsible for paperwork involving external partners coming to campus, document collection, invoicing, and any internal building needs
  + Reports to Susan Grant Robinson
  + Dr. Crim is working with the exterior groups Jamie worked with and Tyler is working with foundation and advancements to secure funding and community ties

1. **Adjournment** 10:45am

**Next USC meeting: November 21, 2024, 10:00 - 11:30 am, virtually on TEAMS**

**USC Members** – Becky Haeny, Chair; Theresa Mullen, Vice Chair; Sara Chaloupka, Treasurer;

Loretta Rafter, Secretary; Bradley Berger, Member; Jennifer Buhr, Member; Ben Counard, Member; Parker Nadeau, Member; Sarah Taylor, Member