



**University Staff Committee
Meeting Minutes
December 19, 2019, 10:00 – 11:30 a.m.
Instructional Services Bldg., Room 1034**

1. Call to order: Kim Mezger (USC Chair) called the meeting to order at 10:00 am.
2. Roll call: Kim Mezger (Chair), Theresa Mullen (Secretary), Jayne Kluge (USC Member), Kaitlyn O’Claire (USC Member, Marinette), Teri Ternes (USC Member, UWS Rep), Julie Flenz (HR Liaison), John McMillian, Monika Pynaker, Dolly Jackson

Guests: Dave Jones, Chief of Police
3. Review & approval of October minutes: Discussed Melissa and what is going on in reference to discussion at the October meeting. As long as someone is looking at the descriptions during the review process. Teri’s name is misspelled on page 3, #4b. Teri motions to approve pending corrections; Jayne 2nd.
4. Treasurer’s report & update: see attached report.

**University of Wisconsin - Green Bay
University Staff Committee
TREASURER REPORT**

**Thursday, December 19, 2019
10:00-11:30 a.m. ~ Instructional Services, Room 1034**

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,295.00	\$ 3,295.00
(136) Revenue Account	\$ 11,695.11	\$ 3,421.89
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development Earnings Avail to Spend	\$ 2,913.67	\$ 2,911.44
	<hr/> \$ 17,921.59	\$ 9,646.14
Endowment Account Book Value	\$ 10,283.84	
	GRAND TOTAL	\$ 9,646.14

Month-to-Date EXPENSES

Staff Development Funds (102):

Professional Development Funds (136):

Foundation Discretionary Account Expenses:

Teri: Missing \$15 in WISDM and 22 registrations, so the \$3450 in the 102 is down a little. Should have a balance of around \$2300 in the professional development 102 fund. 136: is short by about 20 registrations. Per Dolly: this was transferred into the 136 yesterday, so they should be showing up today. See attached report for further USPDC information.

Teri: President Cross met with reps last week as a final "Hi/Bye". One of the items that he mentioned he is planning on talking to his successor is to allot time for professional development for university staff. Has not yet approached Provost Alexander requesting an increase to our professional development money. Can now include lodging and travel along with registration for professional development reimbursement requests.

5. Old Business

- Spring Assembly: January 29, 2020 at 1:30. Interim Chancellor and Melissa Nash will be there. Will have some snacks for people. Nothing to vote on for this assembly. Teri is requesting \$300 from the Provost for the food (as well as \$300 for the Winter Social). If anyone has anything they would like discussed, please let Kim know as soon as possible. Holly has invited the Provost and Kim will invite SOFAS Steve Meyer.

Starting with February meeting, will start sending the meeting notice to all University Staff. Dolly asked about moving terms back to 2 years versus 3 years for committees. Kim would like to move back to Co-Chairs instead of Chair and Vice Chair. Could recall the committee that originally changed the by-laws to the 3-year committee terms. Could we solicit at the assembly for people to be on various committees. With 3-year terms, seem to have a better feel for the committee by years 2 and 3. Ask Faculty Senate, UC and Academic Staff what their terms are? Kim's suggestion would like to go through another cycle and see what comes of it. Table the term limits and co-chairs discussions.

- Winter Social: working on it. Gives dates to Teri: looking at middle February-March.

6. New business

- Chief David Jones – update on University Police: Big change: no longer referred at as Public Safety, now officially University Police. More community policing for the students. Less traffic enforcement, instead of pulling one car over now pulling out slightly to show they are there in the hopes that people will slow down. Working more with the local police departments. Student advisory group: panel of 5 students. Another big change: how they respond to alcohol calls. Traditionally it has been the University Police that responded for alcohol and marijuana calls, RAs will now be dealing more with these. Also doing controlled burns to educate the RAs so if a case is taken to court, the RA has a certificate to show that they have been trained to know what marijuana smells like. Advises that the

RAs and officers do lowest level of discipline that is warranted. If they can get away with just doing the “mom/dad talk”, written warning, etc.

Have a very wide jurisdiction: UWS has property in every county of WI. Emotional crisis situations are majority of the calls. County wide task forces as well. Our officers also go to Madison for the Badger games. Promoted 2 new sargents, Jeff Gross may be coming back as part-time officer/LTE.

Parking: We own our parking lots and our campus roads. Up until this year, the state of WI has chipped in 85% of costs for the upkeep of the campus roads and now its 100% our responsibility. Is asking for a 24-hour dispatch center today as well. Currently, outside of regular business hours, calls that come into 2300 go to the Heat/Chill plant.

Also evaluating panic buttons throughout campus: who needs them and who doesn't. Also have issues with response time versus calling 911.

Asking for a group of people specifically for parking instead of campus police doing parking. Asking for at least 1 full-time parking person or 2 part-time parking people. These would be civilians for the parking position(s).

Looking for ways to increase parking money to help with parking lot and road maintenance. One area looking at, including a fee with Kress tickets. Our parking fees will increase, but not sure what the increase will be yet. Overnight parking will now be charged as well.

Will be extended into the old Purchasing department. Also starting a Citizen's Police Academy. This will be starting in the next 1-2 semesters.

- Discuss Spring agenda for USC

7. HR Report & Update: see attached report

8. Adjournment: 11:38 am.

The next USC meeting will be on January 15th at 10:00am, in IS 1034.

HR Update – 12/19/2019

- **[Title & Total Compensation Project](#)**

The University of Wisconsin (UW) is embarking on a complete redesign of its current classification and compensation structure. The goal of the [Title & Total Compensation Project](#) is to develop new systems that will enable institutions to continue to attract and retain the best talent.

You can search for UW System job titles through the [Standard Job Description Library](#). The library includes the draft job titles and job descriptions for Academic Staff, University Staff, and Limited Appointees. The library is meant as a reference tool for employees and managers to use during conversations this winter, and will be updated based upon feedback through the employee-manager conversation period.

Please [click here](#) for resources published by UW System related to the Title & Total Compensation Project, including explainer videos, an eLearning module, town hall meeting replays, and a manager resource guide.

Recent UW System Updates:

Titles and Job Descriptions

- The project implementation timeline has been extended to allow for more time to confirm the best job title and standard job description matches possible. The project will finish in Spring, 2020.
- Employees will discuss their updated job title and job description with their manager or HR representative between December, 2019 and March, 2020. Employees will receive their updated job title information prior to the conversation. Employee feedback and questions are appropriate, valid, and expected during the Employee-Manager conversations.
- While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.

Benefits

- A summary of the benefits analysis findings is available [here](#).
- Based on the Mercer benefits analysis and stakeholder input, the project team will recommend a long-term benefits strategy to enhance UW benefits offerings and help keep UW competitive within the market.

Compensation

- This project creates the foundation for a market informed UW System compensation structure. Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership.
- The goal is to retain talent within the UW System and provide employees the ability to grow within the new Job Framework and compensation structure. Once a market-informed structure is created, the next question is how project data is used to address issues for current employees as well as in recruitment. The TTC Project allows us to gather the necessary title and compensation data so that we can look at solutions.
- After the title structure is finalized in Spring 2020. the compensation structure can be finalized, which means that all job titles will have an updated salary range. More details will be forthcoming in March 2020 about updated salary ranges. Introducing compensation before or during the title discussion may introduce unintentional bias for higher or lower titles. Managers will have no more info than employees on compensation. Managers will look at titles and job descriptions based on same amount of information as the employee.
- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future

In the Queue:

- **December, 2019 – March, 2020:** Employee-manager conversations.
- **Spring, 2020:** Job titles and job descriptions will go-live.

For up-to-date information about the Title & Total Compensation Project, please see the UW System [Title & Total Compensation Project website](#). Answers to frequently asked questions can be found on the UW System [FAQ page](#).

UW-Green Bay Updates:

- UW-Green Bay Human Resources has recently held training for managers as well as campus updates for employees.
- UW-Green Bay has an institutional T&TC **project team**, whose goal is to engage with subject matter experts and stakeholders. Feedback and information about T&TC flows to and from the project team.
- **Pay Plan:** Board of Regents *recommended* a 3%/3% pay plan for 2019-2021 biennium. It was adjusted to be a *proposed* 2%/2% pay plan in the Governor's budget. This remains a proposal – still needs to be approved by JCOER (Joint Committee on Employment Relations). No information regarding potential distribution schedule (may not be the same as last time). As outlined in the UWGB [Compensation and Pay Plan Policy](#), eligibility for any approved pay plan includes the completion of all required campus compliance training. The deadline for completing all required campus compliance training is **November 30, 2019**.

New Employees:

- **Custodian (1st Shift) Operations:** Incumbent – Lynn Renard – Dalton Schwartz was hired and will start on 1/6/20
- **Custodian (2nd Shift) Operations:** Incumbent – Leah Dubois – Cassandra DeChamps was hired and started on 12/2/19
- **Academic Department Associate Human Biology:** Incumbent – Janet Ludke – Jennifer Zeitler was hired and started on 12/19/19
- **Office Operations Associate Weidner Center:** Incumbent – Troy Williams – Troy Williams was hired and will start on 12/23/19
- **Dean Assistant College of Health, Education and Social Welfare:** Incumbent – Anna Maier – Brenda Beck was hired and started on 12/2/19

Positions Being Recruited:

- **HVAC Specialist Facilities Management:** Incumbent – Robert Snell
- **HVAC Specialist (Sheboygan) Facilities:** Incumbent – Jeffrey Schara
- **Food Retail/Catering Leader (Sheboygan):** Incumbent – Kay Schmitz
- **HR Assistant (Temporary, 9 Month Appointment) Human Resources:** Incumbent – New
- **USPA Behavioral Health Training Partnership:** Incumbent – Elizabeth Hessler
- **USA2 Dean of Students Office:** Incumbent - Amanda Wildenberg
- **Custodian Lead Residence Life:** Incumbent – Terry Zarnoth
- **Library Services Assistant – Advanced:** Incumbent – Karen McArdle
- **Custodian (LTE, Marinette) Operations:** Incumbent – Brian Rabideau
- **Custodian Lead (Sheboygan) Operations:** Incumbent – Gary Alfson
- **USPA CE&CE:** Incumbent – New

Report Date 12/12/19

Since my last report dated 11/18/19, the University Staff Professional Development Committee met on 11/26/19; our 12/11/19 meeting cancelled. We will reconvene on January 8, 2020. The USPDC joint committee with the Academic Staff Professional Development Programming Committee has not met since November 7th. We have several workshops with University Policy planned for January. This group will reconvene on February 6, 2020.

FALL CONFERENCE:

Plans for the USFC20, are well underway. The conference will be held on Friday October 16, 2020 at the Hyatt Regency/KI Center, Green Bay. Two presenters, Dr. Marijuana [MJ] Vandyke and Rob Bell have been contracted. A "Save The Date" email will be sent today to UWGB US, US Shared Governance Reps at all UWS campuses, contacts at NWTC, FVTC, and LTC, and 2019 attendees. The committee discussed the possibility of inviting SNC admin support staff. On the agenda for further discussion.

GENERAL ASSEMBLY/WINTER SOCIAL: The committee is assisting with the US General Assembly scheduled for January 29, 2019. We are also planning our Winter Social. Details for both events to follow.

PROFESSIONAL DEVELOPMENT FUNDS:

Reimbursement is 50% of the total costs submitted, with a maximum payout of \$300 per individual, per academic year. Funding requests are reimbursed for the current budget year and must be submitted by May 1 to be considered. The reimbursement request form is on our website at uwgb.edu/university-staff-governance; click on Professional Development/Professional Development Funding. To date all requests have been approved and processed.

JOINT WORKSHOPS:

The USPDC and ASPDPC has scheduled three workshops collaborating with University Police. Workshops will repeat and individuals who participate in all three workshops will be awarded a certificate of participation. Watch your email for a Qualtrics registration link coming soon! Workshops are scheduled as follows:

Active Shooter: Jan 7, 10-11:30AM & Jan 15, 1-2:30PM

Crisis 1st Aid – What To Do Before Help Arrives: Jan 7, 1-2:30PM & Jan 21, 10-11:30AM

Self Defense: Jan 8, 10-Noon & Jan 14, 1-3:00PM

Next Meetings: USPDC, Wednesday, 01/08/20, TH 335H, 1:30-3PM
ASPDP/USCPDC, Thursday 02/06/20, UU-125, 1:30-2:30PM

Submitted by: Teri Ternes, USPDC, Chair
December 12, 2019