

**UNIVERSITY STAFF COMMITTEE MEETING MINUTES**

THURSDAY, NOVEMBER 8, 2018 / 1 PM – 2:30 PM

FACILITIES MANAGEMENT CONFERENCE ROOM

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**Members Present:** Katy Aiello, Amy Bobylak, Joan DeVries, Felicia Dominguez, Carol Kinsley, April Puryear, Jenni Wagner, Amanda Welbon, Ashi Yusuf

**Members Absent:** Amy Chostner, Julie Lee

**Guests/Liaisons:** Jessica Terwilliger and Becky Schermer - HR

**Call to Order:** 1:05 pm

**Meeting Minutes October 11, 2018**

Julie moved to approve the September 13 minutes, 2<sup>nd</sup> by Amy C, passes unanimously.  
Carol will upload approved minutes into Sharepoint.

**Title and Total Compensation Update**

Sheronda Glass was unable to attend today's meeting, but Jessica and Becky did attend to share information and answer questions regarding the changes to Title and Total Compensation (TTC). Currently, across the UW-System, job descriptions are more of a list of tasks and are geared toward the person in the job and not the actual position. All job descriptions will be updated, standardized and the total number will be condensed.

Information shared included:

- These new job descriptions would be applied to both incoming and current employees
- Will be split into broad categories that work by job function and job type, and define the level
- It will include consistent standardized job descriptions
- Employees with split job positions will be classified on the highest percentage classification
- There is NOT salary adjustments associated with this
- Salary ranges be very wide so individual's current salaries shouldn't need to change
- TTC looks at both salary AND benefits
- There will be a benefits survey regarding what system is doing and not doing in terms of benefits that could be done better
- Possible availability of the survey is early December
- Only 'full-time' (over 50%), benefit eligible employees will be able to take the survey
- Townhall style meetings will be scheduled soon by HR

We discussed ways to share this information with all University Staff. Jessica will send the UWSystem website link to Jenni and Ashi, so they can send an email to University Staff with the links to TTC information on HR website

### **Discussion and VOTE on By-Laws Updates**

The By-Laws changes was tabled, Carol will resend the updates with the changes

The formal listing of Officer Duties (as requested by Budget Committee), were further discussed. The requirement of preside over ALL meetings was changed to remove the word ALL. The wording "if Applicable" was added to the Vice-Chairperson. These changes were put forth by Katie, 2<sup>nd</sup> by Amy B and approved unanimously. Jenni will correct and forward

### **Re-Cap of Ray Cross Meeting**

Joan and Amy C attended Ray Cross's meeting yesterday (Nov 7). Joan reported that the meeting was to discuss Shared Services. It is a way for the System Schools to be more effective and efficient by providing standardization and centralization of some services. Ideas shared:

- Shared services shoots for operational excellence, a way to standardize processes in certain areas (IT, HR, Procurement, Finance, Payroll)
- Looking for feedback as to 'what is a viable product'
- What things could be 'shared services'
- A current example is our shared Travel person (was Alyssa)
- The 'customer council' will be determining what could be considered 'shared services'

Joan suggests visiting the UWSystem website for 'shared services' at [www.wisconsin.edu](http://www.wisconsin.edu)

### **Madison Governance Meetings**

Jenni and Ashi will attend tomorrow's Governance meeting

### **Professional Development Fund**

April will send the updated application form to Felicia so she can add to website

### **Holiday Tree**

We normally put up a Holiday tree in mid-Main Place. We will decorate on Friday, November 30. Marian Garcia should have the ornaments. Jenni will put in a work order with Facilities.

### **UWSA Policies**

There has been no changes and no conversations

### **New Business**

There was no new business

**Adjournment:** At 2:45, motion was made by Amy B to adjourn, 2<sup>nd</sup> by Joan, motion passed. The next meeting will be Thursday, December 13 in the Library Staff Lounge.  
Minutes submitted by: Carol Kinsley, Secretary