

**University Staff Committee
Meeting Minutes
August 18, 2016, 10:00 – 11:30 a.m.
MAC – 201**

APPROVED 9/22/2016

In Attendance: Holly Keener (Secretary), Jan Snyder (Chair), Tina Tackmier (Treasurer), Monika Pynaker, Sarah Pratt, Ron Kottnitz, Fred Kennerhed, Nathan Carlton, Melissa Huckabee, and Amanda Wildenberg (Vice-Chair).

Welcome and Approval of Minutes

Jan gaveled the meeting to order at 10:04 a.m. and welcomed the group to the new year. Explaining that there are a couple of significant absences today (Teri Ternes –yes, we noticed! and Christine Olson), Jan proceeded to distribute various reports and information relevant to today’s meeting. Even though she was not in attendance, Jan congratulated Christine on her appointment as the new Director of Human Resources. A new HR liaison will be appointed to take her place in the very near future.

The draft minutes from our May 26th meeting were unanimously approved with no corrections.

Treasurer’s Report:

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 0.00	\$ 3,170.00
Regular Account (136)	\$ 12,702.41	\$ 12,702.41
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,004.29	\$ 2,004.29
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 24,740.54	\$ 27,910.54 <i>Grand Total</i>

Professional Development Funds (pending):

Total approved and awaiting disbursement:	\$ 0.00
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Discretionary Account (pending):

7/28/16 – Teri Ternes – Food costs for USC Appreciation Lunch	\$ 16.82
7/28/16 – Monika Pynaker – Subs, chips and water for USC Apprec Lunch	\$ 182.67
Total Expenses (Not yet reconciled)	\$ 199.49
Total Pending Balance since 8/18/16	\$1,804.80

SURPRISE! There are a couple of updates from Advancement regarding our Endowment Account (No, the balance has not changed). As a follow-up to inquiries by Jan for more frequent reporting, Kelly has committed to providing our committee with monthly reports. Because Advancement is having some software problems at present, the reporting will begin in September. Tina explained that Endowment numbers will only change on a quarterly basis, but the Discretionary funds will be updated monthly.

Jan also reiterated, that we need to keep spending down our 136 account so that System doesn't "sweep" these funds away for use elsewhere.

HR Labor Report

We did not have an HR Liaison at the meeting, so Jan read the HR report she received from Melissa. The title and total compensation study is underway. Groups were formed from all constituency groups across the system to make up an advisory group. This includes several members from governance. HR offices will be heavily involved and will come up with a consistent communication plan across the system to make sure expectations are clear. This study is meant to create a more market-informed title and compensation structure.

New Employees:

- **Academic Department Associate** Nursing – Anna Powers was hired to replace Ruth Pearson and started 6/1/16
- **Custodian (Third Shift)** Operations. Keith Bani was hired to replace Brian Seidl and started 6/14/16
- **University Services Associate 2** Education – Terra Dirschl was hired to replace Linda Collins and started 8/15/16
- **Financial Specialist Senior** Phoenix Bookstore – Cheryl Pieper was hired to replace Amy Ibuaka and started 7/5/16
- **University Services Program Associate** Registrar – Diane Grubisha was hired to replace Beth Jones and starts 8/22/16
- **Auto and Truck Mechanic (60% project position)** Facilities – Josh Stephens was hired (formerly served in a temporary University Staff Role) and started 8/9/16

Positions Being Recruited:

- **University Services Program Associate** Outreach and Extension: New Position
- **Financial Specialist Senior** Controller's Office: Incumbent – Cheryl Pieper
- **University Executive Staff Assistant** University Advancement: Incumbent – Elizabeth Teubert
- **Dean Assistant** College of Science and Technology: New Position
- **Electrician** Facilities: Incumbent – William Ahnen
- **Custodian (2nd Shift)** Facilities: Incumbent Connie Austin (moved to a first shift position)

HR Distribution Lists – We currently have two HR distribution lists for University Staff: Univ Staff on UWGB Global and All Classified Staff on HR. Monika offered to double check the lists to see which list is pulling what. She will work to have the Classified Staff list taken off-line.

Elections Committee

As newly elected Chair of the Elections Committee, Holly updated the group on the current status of the committee vacancies. All vacancies are filled at this time, with the exception of the vacancy on the UPIC that was left by Sara Krouse. We are hoping to have someone appointed before their next meeting, which will be at the end of September.

Personnel Committee

The committee met once, but have nothing new to report.

Jan suggested that it might be helpful for the committee to request a report from HR on what positions are scheduled to move from the University Staff to the Academic Staff and vice versa. This is something that HR has provided in the past and it helps us to be able to anticipate committee vacancies.

Professional Development Committee

Nathan presented a report from Teri Ternes.

The Univ staff PDC has been meeting regularly to plan the US Fall Conference scheduled for Friday October 28 @ Tundra Lodge. The conference will begin with registration & breakfast @ 7:30; program to start @ 8:30. Our theme is "Improving Your Well-Being"; there will be 3 breakout sessions and an afternoon keynote. The conference will conclude at 4:30pm. Registration will open 8/30; watch your email for the registration link.

The committee has also met with the Academic staff prof development programming committee. There is a joint workshop "Dealing with Disruptions" (presented by UWGB public safety, counseling & health, and dean of students) scheduled for 9/28, & 10/6; registration information will be sent via email soon. Please arrange to attend this powerful workshop/discussion and take back info to your department. It's worth repeating if you've attended before. The next workshop will be scheduled in November.

Watch for updates on our website & fb.

Faculty Rep Report

Ron reported that there has been no new activity over the summer.

Campus Shared Leadership Group

There has been no new activity over the summer.

UPIC

The One-Time funding distributions were discussed and the Provost is finalizing the numbers that were approved by the Chancellor. These figures will be ready to distribute in the very near future.

The UPIC is now working on revising and simplifying the Strategic Planning documents. They are NOT redefining the strategy, they are merely working to restructure the documents so that they are easier to understand and simple to use.

UW Report to System

There is not a lot of activity right now. Some institutions are still working to amend policies. The meetings will now be held once every other month.

Emeritus Status Proposal

Jan spoke with Steve Meyer (SOFAS) regarding this proposal and he suggested that we should send it out to all University Staff for input. The group discussed this option for a while and decided that the best way to do this would be to send it out using a Qualtrics survey to ask for feedback from our group. We need to somehow make certain that our staff understand that we do not have the overall approval responsibility for this policy, we are merely asking for their thoughts on whether we should move forward with the proposal and for their comments on wording. In the end, the Chancellor has the ultimate authority over this process.

The group also decided that, should we be granted the right to be recommended for Emeritus status, the procedural documents will be a stand-alone document that we can link to from the website and NOT embedded in our by-laws.

Website Discussion

The Web Development subcommittee will be meeting with Jan to discuss updates and administrators. We need to designate our website administrators. The committee agreed that Fred Kennerhed will be our "clearinghouse" for the website. Any questions or concerns should be funneled through him to Web Dev. Jan will also have access as a back-up administrator.

Jan also asked that all USC committee photos be updated. Amanda will set up a time for the USC to have their photo shoot.

Facebook Page Editors

Amanda Wildenberg has access to the Fall Conference and general page
Teri and Tina have access to the Fall Conference and general page
Jan has access to the general page

Jan also changed the “permissions” on the general page so she would be able to approve all pending posts from outside users before they are posted and we now have a profanity filter, just in case.

Toner Program

Amanda is working on a new plan for the toner project. Because more and more departments are going to the remanufactured toner units, we aren’t making as much money. Amanda will send out new instructions and locations as soon as she has the details arranged.

Biennial Budget Request

See attached notes from the Shared Governance Conference Call with Ray Cross

Board of Regents

The BOR is meeting today.

Plans for 2016-17

See attached schedule of meetings for 2016-17.

Adjourn

Jan brought the gavel down, dismissing the meeting, at 11:16 a.m.

GO FORTH AND BE AWESOME!!

DATE	TIME	DAY	LOCATION
September 22, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
October 20, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
November 17, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
December 15, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
January 19, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
February 16, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
April 20, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
May 18, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201