

University Staff Committee
Meeting Minutes
December 10, 2015, 2:00 – 3:00 p.m.
MAC – 201 (Gathering Room)

APPROVED January 21, 2016

In Attendance: Theresa Mullen, Kevin Boerschinger, Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Holly Keener (Secretary), Christine Olson (HR Liaison), Monika Pynaker, Sarah Pratt, Tina Tackmier (Treasurer), Ron Kottnitz

Approval of Minutes

Jan gaveled the meeting to order at 2:01 p.m. and the minutes from the November 11, 2015 meeting were approved with submitted corrections to the Treasurer Report.

Treasurer's Report

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3,251.00	\$ 3,051.00
Regular Account (136)	\$ 20,197.56	\$ 18,095.29
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 2,797.97	\$ 2,797.97
Endowment Account	\$ 9,668.14	\$ 9,668.14
	=====	=====
	\$ 35,914.67	\$ 34,422.40 <i>Grand Total</i>

Professional Development Funds (pending):

Marie Helmke	\$ 200
Wayne Chaloupka	\$ 200
Kevin Smith	\$ 200
Shannon Hartel	\$ 200
	=====
Total approved and awaiting disbursement	\$ 800

Tina expressed some concern over the lack of response from Advancement regarding our Endowment Account. We have asked multiple times to have funds transferred into the account from the Discretionary fund to bring the balance of the Endowment Account up over \$10,000 and there is still no update in status. Tina will follow-up with Kelly Tanck for an update.

HR Labor Report

New Employees:

- **Library Services Associate – Senior (100%)** Library – Stephanie Shepro was hired to replace Jeanette Skwor – start date 1/1/16
- **HVAC Specialist (100%)** Facilities Management – Kyle Paal was hired to replace Michael Van Oss – start date 12/7/15

Positions Being Recruited:

- **Library Services Assistant – Advanced (70%)** Library (Archives) – to replace Wendy Guerra
- **Facilities Maintenance Specialist – Advanced** Facilities Management – to replace Jay Rickaby
- **Financial Specialist – Senior** Purchasing – to replace Robin Kepler
- **Custodian (First Shift)** Operations – to replace Javier Martinez
- **Custodian (Second Shift)** Operations – to replace Daniel Bos

Vacant Positions:

- **Program Assistant:** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **University Services Program Associate:** University Advancement. Incumbent: Elizabeth Teubert
- **Electronic Technician Media Intermediate (100%)** Academic Technology Services. Incumbent: Ron Kottnitz.

Other updates:

- Work continues with the USC and ASC on the handbook updates and code of conduct. The Title Change policy was finalized today.
- Christine and Jan asked for input on where the policies should reside on SharePoint. It was agreed that Monika would create a link that points to a “Landing Page” for the UPS policies on the University Staff SharePoint site.
- Emeritus Status – A question was asked regarding Emeritus status and the procedure for awarding status. The group would like to know why University Staff are not eligible for the status upon retirement. Holly agreed to discuss the policy and procedures with Steve Meyer and report back to the group.

University Staff Committee Reports

- **Election Committee** – Since Cheryl Pieper was not able to be at this meeting, Holly distributed a proposed Spring Election timeline and will make sure Cheryl receives the information as well. Based on the timing of the ASC and Faculty elections, Holly urged the group to move the election process earlier in the spring semester so that it can be coordinated with the other governance groups. Holly will ask Cheryl to call the Election Committee together to meet as soon as possible so they can work on preparing the Interest Survey for distribution in early February. Jan will also suggest to the Professional Development Committee that we schedule a date for the Spring Assembly as soon as possible.
- **Personnel Committee** – Waiting for handbook revisions. Otherwise no update.
- **Professional Development Committee** – The committee is working on scheduling joint ASC/USC sessions – one per month. Speakers are already scheduled for January (Public Safety), February (Liysa Callsen), and April (Randy Fox). They are still working on a March session.
- **UW University Staff Rep Meeting** – Ron was there. Weather was nice. Lunch was good. ... When pressed by Monika for a few more details, Ron indicated that they had discussed the progress being made by the Tenure Task Force and had been given a few legislation updates. They also talked about the results of the Strategic Planning listening sessions and were allowed to vote on what they thought should be the major themes. They will discuss results in January.

Campus Shared Governance Committee Reports and Updates

- **Shared Governance Leadership Group** – no update.
- **Awards & Recognition** – no update.
- **Legislative Affairs Committee** – no update.
- **CWC** – no update.
- **LTCC** – nothing new to report. Next meeting is December 11th.
- **University Committee / Faculty Senate** – Due to an emergency appendectomy, Jan was unable to attend the most recent Faculty Senate meeting, but she presented a couple of quick updates from the minutes: The UC and Faculty Senate agendas have been focused on issues surrounding tenure and the Tenure Task Force; the Senate approved their own resolution on tenure; and the Chancellor’s reorganization plan is being presented to the Board of Regents today.
- **UW-System University Staff meetings** – The next meeting for this group will be in Feb. March, April and May meetings are also still on the schedule. Most of the discussion in the December meeting revolved around the change in status for student workers and LTE’s. The change in Federal regulations is making it necessary to keep a record of the TOTAL number of hours worked. HR is working on reporting requirements and will get information to those who supervise students as soon as possible.

Old Business: No other old business was discussed; however, there was more general laughter about the inability to get information from Advancement. How long will this continue to be a problem? How will the issue be addressed?

New Business: None.

The meeting adjourned at 3:30 p.m.

GO FORTH AND BE AWESOME!!

2015 – 2016 Upcoming Meetings

January 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
February 18, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
March 17, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
April 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
May 19, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201