

HR Labor Report

FLSA – The U.S. Department of Labor (DOL) announced on May 18, 2016 that the minimum salary threshold for FLSA Exemption will be raised to \$913 per week, or \$47,476 annually. The new rules will be effective December 1, 2016. Final decisions have been made for the affected employee population on our campus, and the affected employees have been notified.

Any currently exempt University Staff employees who are below the new threshold as of December 1, 2016 will move to a non-exempt University Staff position. There are not many who are in this situation. The majority of those affected are Academic Staff and they will be moving to be non-exempt, hourly Academic Staff. Because they will remain Academic Staff, these changes will not affect governance membership.

If you have specific questions about FLSA and the upcoming changes, please contact HR.

Title & Total Comp Update – RFP's were due at the end of September so now the Advisory Council is reviewing the submissions and will select a vendor.

ABE & Benefits Fair – Annual Benefits Enrollment is happening right now through Nov. 11. Benefits fair is tomorrow (Friday, Oct 21) in the Phoenix Rooms from 11:30 am – 2 pm.

HRS Upgrade – HRS will be upgraded in February.

ACA (Affordable Care Act) 90 Days of Full Time Policy – We are working through a policy regarding the number of hours and/or days an employee can work with regards to ACA. Due to one of the regulations, employees who work full time must be offered insurance on the 1st of the fourth month (90th day) but for some employee groups that is not allowed by State Statutes. More information will be forth coming once the policy is finalized.

Recruitment updates

New Employees:

- **Internal Support Manager Union (USA2) (2-Year Project Appointment):** To replace Student Employees and Tessa Pellman (UST/LTE); Tessa Pellman was hired, started on 10/10/16
- **Athletic Compliance and Degree Audit Specialist** Registrar to replace Amanda Hruska, Raelynn Bohrmueller starts on 11/1
- **University Executive Staff Assistant** University Advancement to replace Elizabeth Teubert, Cynthia Olson starts on 10/31/16

Positions Being Recruited:

- **Electrician** Facilities: Incumbent – William Ahnen
- **Facilities Maintenance Specialist** Facilities: Incumbent – Gary Strauss – **deadline extended**
- **Academic Department Associate** – Community Sciences PEA/DJS: Incumbent – Katie Stilp
- **Student Status Examiner – Senior** Registrar: Incumbent – Amanda Hruska
- **Financial Specialist Senior** Facilities: Incumbent Melissa Huckabee
- **Custodian (3rd Shift) Kress** Operations: Incumbent Keith Bani
- **IS Resources Support Technician Senior** Financial Aid: Incumbent – Julie Jubin

Elections Committee

There was no new business, until today. Melissa Huckabee has resigned from the University so will need to be replaced on the Personnel Committee. Holly will call together the committee to discuss.

Personnel Committee

No one from the committee was in attendance to give a report. Jan stated that she has asked the committee to make sure someone is present at the USC meetings to give a report and also to be present at the UW System teleconference.

Professional Development Committee

Fall Conference: registration is now closed. We have a total of 142 registered (48 from UWGB, 34 from NWTC, 3 from Fox Valley Technical College and 57 from other UW campuses - no registrations from Madison or Milwaukee or UW Colleges).

What seemed to help registration numbers this year was the contact that Jan made during the UW System Teleconference. She also contacted each UW Institution's USC chairs and asked that they invite their university staff people to attend the conference. To help boost attendance from our campus, it was suggested that next year we somehow contact the supervisors directly with a request that they encourage their staff attendance. It seems like Greg's letter of support goes to the Deans and then gets stuck there. We need to engage directly with the supervisors.

Other conference notes: The keynote speakers have set up a closed group Facebook page to encourage participation. If you're going to the conference, please go out and check out their Facebook page. Play around out there and give the speakers feedback. Liysa Callsen's presentation includes 60 books being distributed to those attending her sessions. Because her sessions exceed 60 participants, she will invoice us for the difference following the conference. She will send the invoice to Teri. This expense will be paid from 136 dollars.

Teri asked for set up assistance. If anyone can help, please send Teri an email. The committee will be at the Tundra lodge at 6:30am on the 28th to begin set up.

The menu at the conference is as follows: Hot breakfast buffet; an assortment of wraps and garden salad for lunch; afternoon snack is wedged apples with caramel sauce & ice cream.

Joint Workshops: The US Professional Development Committee met with the Academic Staff Professional Development Programming Committee on Oct. 11th to discuss the joint workshops that will be offered through the rest of the year. Scheduled is a financial day on Nov. 16th. The morning session is entitled Identity Theft and the afternoon session is titled Budget and Debt Reduction, with a brown bag networking lunch. The sessions will be presented by Chas Hartl from Nicolet Bank. There is no charge for the workshop.

In January they are working on a workshop that will lighten things up a little bit. Tentatively planning the return of Ben Fauske. Ben will present in the morning with an afternoon session by Comedy City and maybe an afterhours opportunity in the Phoenix Club. They are also looking to do workshops in March and May.

Univ Staff System Rep Report

There wasn't much of-note discussed at the most recent meeting of University Staff reps; however, one thing that was rather interesting was the discussion surrounding the use of the one-time funds being sent back to the schools. The majority of schools indicated that their funds would be used to provide lump sum payments to their employees. UW-Oshkosh was the only other school that was not using their funds in this way. Ron will send the minutes from this System meeting to Holly if anyone is interested in reading them.

Campus Shared Leadership Group

There has been no new activity.

Awards & Recognition (A&R)

The committee has not met yet.

Legislative Affairs Committee (LegAff)

The committee met and proposed disbanding. The CCN will take up this issue in the near future.

Library Advisory Committee (LAC)

Paula G has proposed disbanding this committee and the UC agreed that it wasn't necessary as long as there was communication coming from the library. The CCN will take up this issue in the near future.

Facilities Management Committee (FMC)

Because the administration has been meeting to discuss facility issues, the university community is being informed through other channels. The committee feels their time is being wasted and has proposed to the CCN that it disband. The Committee on Committees and Nominations (CCN) will take up this issue in the near future.

Committee on Workload and Compensation (CWC)

The committee has not met yet. The convener has scheduled the first meeting. More news next time.

Learning Technology Collaboration Committee (LTCC)

The committee met and discussed the committee's membership going forward, given that there have been a few changes in the Administration that affect this committee. LTCC is working with SOFAS on this. Kate Farley was elected chair / Luke Konkol, secretary.

University Committee (UC)

During the last meeting the UC discussed the 24 credit-hour workload policy. There are some policies in place that seem to contradict each other or make them unwieldy. They are working to combine some to make this easy. There is Civility and Inclusivity Statement that is being reviewed that relates to our workplace expectations. The Chancellor's Council on Diversity and Inclusivity has asked for feedback from Faculty. Should we be involved? Jan will get in touch with Stacie once their statement is finalized. This is the Chancellor's committee that has been charged with developing this statement. Some of these things may affect our workplace rules. Jan will keep us posted.

Faculty Senate Report

After months of work, the Senate passed the Post-Tenure Review policy. They also passed the Authorization to Implement an MS in Athletic Training. Jan also informed them that we are working on putting together a request for Emeritus status and was pleasantly met by a few nods of approval.

University System Teleconference

During the most recent teleconference, some of the other campuses indicated that they were working on an Emeritus proposal. This is good news for us and seems to validate the work that our committee has put into developing something for us. They also discussed which schools provide stipends for their committee chairs. We don't. Example: one of the committees is given \$7500 to cover overtime expenses or to cover payments to other employees to help cover work that needs to get done while their chair is concentrating on committee work. What are the specific payments to the other chairs? One campus stated that their System rep receives a \$1000 lump sum. Hmmm.....

OLD BUSINESS

Email distribution lists – Classified vs UnivStaff lists? Julie Flenz has been working with IT to make sure one of the lists is gone and the other one is accurate. From the following discussion, it was noted that there is still some confusion as to which list is which and who has access. Julie will follow up with Patrick Goggins to get a better handle on the situation and will report back next meeting.

Website Discussion

The website committee met with WebDev for updates. They are still working to develop the updating process and it would seem that we are playing the role of guinea pig. In the short-term, the chairs of the committees will get

permissions and training in order to use this system to be able to upload agendas and minutes by themselves. Fred should not have to do a whole lot once this process is up and running.

One concern that surfaced: should the website subcommittee be turned into an actual committee so that we can insure this website stays up-to-date and in good shape? After all of this hard work, we need to insure that the website will remain “pretty” and professional and up-to-date. Due to time constraints during this meeting, Jan cut the conversation to move on. Discussion to be continued.

Toner Program

Amanda is getting close to shipping the current stash of toners out. She hopes to have them shipped by early next week. They are now being stored in Ron Pfeiffer’s suite until plans for his suite have been finalized. Amanda asked us all to spread the word, “don’t box up your used toners.” Please put all used toners in the recycling boxes that are conveniently located so that we can get paid for recycling. Amanda will work out and publicize the new box locations soon.

Emeritus Proposal

As promised, Jan has gotten feedback from other campuses. The next step: A). form a subcommittee to look over the info and decide what we want to incorporate into our proposal; or B). have a USC meeting specifically dedicated to working on them. The policies are all different and Jan believes it’s important enough for us to work on this in a dedicated forum to work through them. We should all think about this and then decide at our next meeting how to move forward. Jan will upload the documentation to SharePoint so we can all review and make suggestions.

Other Items

UW-Whitewater has invited other campuses to their annual Univ Staff conference. Typically, it’s an event only for their staff but this year they’ve opened it up to more people. It’s on Nov. 17th. Fee is \$50. Agenda is on their website.

Parade committee: Amanda asked for a donation of \$250 towards the building of the float. The theme is Winter Wonderland. Not standing on ceremony, the group quickly voted unanimously to approve donating \$300 towards the float fund (moved by Ron / seconded by Teri).

Adjourn

Meeting dismissed 11:41 a.m.

GO FORTH AND BE AWESOME!!

| DATE | TIME | DAY | LOCATION |
|-------------------|--------------------|----------|-----------|
| 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 |