

**University Staff Committee
Meeting Minutes - APPROVED
January 15, 2015, 10:00 – 11:30 a.m.
Wequiock Room, University Union**

1. Welcome – Sarah Pratt (CIT) and Tammy Silha (Biology)

2. Call to order

3. Roll call

USC Members: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Tina Tackmier (Secretary), Holly Keener (Treasurer) Kimberly Danielson, Monika Pynaker, Kevin Boerschinger and Christine Olson (HR Liaison)

Absent: None

Guests: Sarah Pratt, Kathy Gajeski, Sousie Lee, Jayne Kluge, Tammy Silha, Kim Mezger and Brenda Beck

4. Review & approval of December minutes – Tina

Monika motioned to approve and Kimberly seconded.

5. Treasurer's Report – Holly

Holly followed up with Kelly Selner about our endowment. It is drawing interest and in April or May, Holly can get the current amount in the account and then Agency funds can be used to get it to the magic number of \$10,000.

	Previous Month	Current Month
Staff Development Account	\$ 3,425.00	\$ 3,425.00
Regular Account	\$ 18,940.84	\$ 18,940.84
Agency Account	\$ 3,314.38	\$ 3,314.38
Endowment Account	\$ 9,610.73	\$ 9,610.73

6. Labor Management Report – Christine

Personnel Updates:

UPS Updates

- Grievance Policy sent to UW System for review/approval on 1/9/2015
- Layoff Policy is drafted, final draft will be send out for feedback soon.
- UPS Forums, additional OPS released and will be sent out for feedback in coming week.

Performance evaluation time. Due March 20th.

Topics of interest, items to address in future meetings

New Employees:

- None

Positions Waiting to be Filled:

- **Auto Equipment Tech Master (100%)** in Facilities Management – Initial recruitment to replace David Krout failed. Position re-posted at the Auto/Equip Tech Master level through 1/18/2015
- **University Services Associate 2 (75%)** in the Office of Grants and Research – Currently screening applicants to replace Charmaine Robaidek
- **IS Business Automation Analyst (100%)** in the Office of Financial Aid – currently interviewing to replace Karen Sevick (change of position title/duties)

- **Electronic Technician Media Intermediate (100%)** in ATS – Currently screening applicants to replace Ron Kottnitz
 - **Academic Department Associate (100%)** in Nursing – Currently phone interviews to replace Ruth Pearson
 - **University Services Associate 2 (55%)** in Student Life – Currently screening applicants to replace Bea Yang
 - **Office Operations Associate (50%)** in Purchasing – new position posted through 1/18/2015
 - **Academic Department Associate (100%)** in Humanistic Studies – Currently screening applicants to replace Karely Mendez
 - **Library Services Associate-Advanced** in the Library –to replace Leah Liebergen. Currently on hold, reviewing position title.
7. USC governance committee reports/updates (as available)
- A. Election Committee – No report
 - B. Personnel Committee – Working on survey for Complaint procedures, Performance Management, Title Changes and Voluntary reassignment of formerly classified exempt.
 - C. Professional Development Committee – Work is continuing on the revision to the professional development funds request form.
Fall conference update – date is Friday, Nov. 6 at the Tundra Lodge. The committee is still searching for breakout sessions for the afternoon.
8. Campus shared governance committee reports/updates (as available)
Jan met with Sheryl Van Gruensven and Cliff Abbott regarding representation on the committees. We can go ahead and secure reps for the committees but they can't attend meetings yet.
- A. Awards & Recognition Committee – Cheryl Pieper – No report
 - B. Committee on Legislative Affairs (3 reps TBD) – No report
 - C. Committee on Workload & Compensation – Kevin Boerschinger (2 more reps TBD) – No report
 - D. Library & Instructional Technology Committee (3 reps TBD) – No report
9. Campus appointive committee reports/updates (as available)
- A. Chancellor's Council on Diversity & Inclusive Excellence – Nicole Miller – No report
 - B. Committee on Disability Issues – Jayne Kluge – No report, next meeting is in February
 - C. Health & Safety Committee – Tony La Luzerne & Theresa Mullen – No report
 - D. University Planning & Innovation Council – Sousie Lee & Tracy Van Erem – No report, meeting in February
 - E. Invent the Future Steering Committee – Liz Hessler – No report
 - F. Invent the Future Working Groups:
 - i. Academic Portfolio – Nicole Miller – No report
 - ii. Enrollment – Christine Nelson & Tina Tackmier – No report
 - iii. Innovation & Growth – Kevin Boerschinger, Cindy Estrup, & Barb Holschbach – No report
 - iv. Partnerships & External Affairs – Sue Machuca & Amanda Wildenberg – No report
10. UW State Classified Staff Council reports/updates
- A. Monthly group and policy meetings
Good discussions are happening. Some campuses are ahead of us and some are behind. Our Grievance policy was submitted to UW System and we are waiting for approval.
 - B. December state rep group meeting
Jan Snyder, Kevin Boerschinger and Amanda Wildenberg attended. We are waiting for official permission to attend future meetings where we would send 1 rep. We will also be invited to attend the Board of Regents meetings.

11. Business:

A. UPS policies and forums

Upcoming open forums:

Feb. 19, 1-2pm, Room 103, Union, Recruitment, Job Security and University Staff
Temporary/Project Appointments

Feb. 24, 11am-12pm, Room 103, Union, Recruitment, Job Security and University Staff
Temporary/Project Appointments

March 24, 11am-12pm, Room 103, Union on Workplace Safety, Children in the Workplace and
Workplace Expectations

March 25, 2-3pm, Room 103, Union on Workplace Safety, Children in the Workplace and
Workplace Expectations

B. University Staff Handbook

HR has managed the University staff handbook and Academic staff and Faculty have managed their own handbooks. Sheryl Van Gruensven and Cliff Abbott have talked about having 1 handbook and have sections broken down by employee group. They will try to get the groups together, but regardless, our sections do need to be written and updated in the future.

C. Administrator evaluations

Jan received no response from the Academic Staff committee. They would like these evals to start with the 2015-16 school year. There would be 3 reps from each group (US, AC, Faculty and SGA) with 2 year staggered terms. It would be an anonymous survey sent to the whole campus. Monika motioned to vote. After a vote was taken, USC will be a part of the administrator evaluation process.

D. Shared governance participation

Jan created a draft policy for shared governance participation and leave policy based on a policy from another campus. Monika motioned and Holly seconded that we should continue to develop the policy.

E. University staff general assembly

Our current bylaws require a general assembly meeting. Jan has scheduled this for Wednesday, April 29 from 1:30-3 in Phoenix B.

F. SharePoint, USC website, Facebook

GB Share is going away and will be replaced with SharePoint. Monika suggested that we go through files and clean up things that don't need to be moved. The hope is that departments will move their own files but CIT User Support will assist.

12. New business

13. Adjournment

Next USC monthly meeting: February 19, 2015, 10:00 a.m., Wequiock Room, University Union