

**University Staff Committee  
Meeting Minutes - APPROVED  
November 20, 2014, 10:00 – 11:00 a.m.  
Wequiock Room, University Union**

1. Welcome

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 Melissa Nash (Acting Liaison to the Office of HR)

**Absent:** Christine Olson (HR Liaison – on medical leave)

**Guests:** Brenda Beck, Amy Ibuaka, Jayne Kluge, Ronald Kottnitz, Dan McCollum, Kim Mezger, Theresa Mullen, Cheryl Pieper, Bea Yang

4. Review & approval of October minutes – Tina  
Monika motioned to approve and Holly seconded.

5. Treasurer's Report – Holly  
Tundra gave us a discount on conference because of food and set up issues.

	Previous Month	Current Month
Staff Development Account	\$ 3,425.00	\$ 3,425.00
Regular Account	\$ 19,048.84	\$18,904.84
Agency Account	\$ 7,606.38	\$ 3,314.38
Endowment Account	\$ 9,610.73	\$ 9,610.73

a. Dan McCollum, Asst. Vice Chancellor for Academic Affairs – will review budget guidelines  
SuAnn Detampel could not attend but provided a handout to answer questions related to budget questions the USC had.  
Reimbursement for USC travel to rep meetings in Madison will be covered. Send TER to Dan for payment.  
136 account – take a closer look for future years and try to get an actual budget estimate. 102 and 136 can both be used for travel. 136 is real dollars to spend and has more flexibility. 102 are state tax dollars.  
Paying speakers who are employees should be paid out of 102 to avoid paying fringe benefits through payroll.  
102 does not carry over from year to year but 136 funds do carry over.

b. Amy Ibuaka, former CSAC Treasurer – on hand to offer historical advice

c. Toner cartridge collection update – Amanda  
The search begins for another toner recycle company.

6. Labor Management Report – HR Liaison (Melissa filling in for Christine)

New Employees:

**Police Officer** – Kelly Jones hired to replace Philip Watry – 12/1/2014

**HVAC/Refrigeration Specialist – Senior** in Residence Life– Mel Jones accepted offer to replace Nicholas Phillips – 12/1/2014

**Facilities Repair Worker** in Facilities Management – Kevin Smith hired to replace Mark Vandenberg – 11/10/14

**Database Administrator (IS Data Services Senior)** in CIT – Aaron Maternowski hired to replace Matt Albers – 12/1/2014

**Facilities Repair Worker – Advanced** in Res Life – John Zimonick hired to replace Jeffrey Minix – 11/17/14

**Custodian (50%)** position at the Weidner Center – NEW – Brian Seidl hired – 11/17/14

**USPA** in TRiO and Precollege – Lisa Schmelzer accepted offer to replace Christopher Pohlman – 12/2/2014

Positions Waiting to be Filled:

**Auto Equipment Tech Senior** in Facilities Management – Initial recruitment to replace David Krout failed. Will be posting this position at the Auto/Equip Tech Master level

**USA2 (75%)** in CATL – Screening applicants to replace Sandy Folsom

**Financial Specialist 2** in Information Services – Interviewing to replace Donna Beaumier

**ADA** in HB/NAS – Interviewing to replace Carol Wautlet

**Financial Specialist 2** in the Controller's Office – Interviewing replace Shelly Brehmer

**USA2 (75%)** in the Office of Grants and Research – Posted through December 3<sup>rd</sup> to replace Charmaine Robaidek

**IS Business Automation Senior** in the Office of Financial Aid – working on exam development to replace Karen Sevick (change in title)

**Elect Tech Media Intermediate** in ATS – working on exam development to replace Ron Kottnitz (hired into IS Supervisor position)

**ADA** in Nursing – will soon post to replace Ruth Pearson (hired into Student Services Specialist position)

7. USC governance committee reports/updates (as available)

a. Election Committee

Liz Hessler resigned from the Partnership and External Affairs working group; a new University Staff member will be assigned.

2 reps are needed for the Compensation committee.

i. Farewell to Leah Liebergen

ii. Replacement for Leah

Ronald Kottnitz will replace Leah Liebergen on Personnel Committee.

b. Personnel Committee

31 responses to the survey were received to date. The Personnel Committee worked with HR to develop the survey. They will be working on upcoming procedures and handbook and will possibly develop sub-groups to help with upcoming workload.

c. Professional Development Committee

An update was given on Fall Conference 2015 planning. The committee reviewed other conference sites around Green Bay and are working on a theme and identifying speakers and a date for the 2015 conference.

The joint programming group for professional development with Academic Staff has sessions planned for the remainder of the spring semester.

**Transforming Workplace Conflict**, Presented by Tim Pflieger

Jan. 15, 2:00-4:00 p.m., Phoenix C

**Influence without Authority**, Presented by: Jamie Schramm

Feb. 12, 10:00 a.m. – noon, location TBA

**The Art of Coaching**, Presented by: Ben Fauske  
March 19, 10:00 a.m. – noon, location TBA

**Beyond Diversity: Generations in the Workplace**, Presented by: Theresa Zimmerman  
May 27, 10:00 a.m. – noon, location TBA

8. Campus shared governance committee reports/updates (as available)
  - a. Awards & Recognition Committee – Cheryl Pieper  
They will be choosing a chair. This committee in the past has been the approver of Honorary Degrees and for now that has been removed from the responsibilities of this committee.
  - b. Committee on Legislative Affairs (3 reps pending approval)  
We have been approved to have reps on this committee.
  - c. Committee on Workload & Compensation – Kevin Boerschinger (2 more reps approved & TBD)  
The CWC sent a letter to Chancellor Miller asking for the day after Thanksgiving and the day after Christmas to be paid flex days to compensate for the extra time that most staff work on campus.  
  
Kevin asked HR for access to an IT survey (HEITS). CWC was asked for opinions on purchasing a survey so he wanted to compare the HEITS survey to a private survey and was granted access.
  - d. Library & Instructional Technology Committee (3 reps pending approval)  
No reps yet but they have been approved so Election Committee will assign reps.
9. Campus appointive committee reports/updates (as available)
  - a. Chancellor's Inclusive Excellence Advisory Committee – Nicole Miller  
No Update.
  - b. Committee on Disability Issues – Jayne Kluge  
The committee last met in November. There was an Inclusive Excellence program on Disability Issues last month as well. They have been talking about a WH parking lot issue – complaints that there is not enough handicapped parking in the WH area. 2% of all parking spots on campus must be handicapped and UWGB has 8%.  
The service animal policy has been updated.
  - c. Health & Safety Committee – Tony La Luzerne & Theresa Mullen  
No update – Theresa has to leave before she could update.
  - d. University Planning & Innovation Council – Sousie Lee & Tracy Van Erem  
No report.
  - e. Invent the Future Working Groups:
    - i. Academic Portfolio – Nicole Miller  
No report.
    - ii. Enrollment – Christine Nelson & Tina Tackmier  
The group has been meeting regularly and has been divided into 4 subgroups – Recruitment, Retention, Campus Experience and Data Platforms.
    - iii. Innovation & Growth – Kevin Boerschinger, Cindy Estrup, & Barb Holschbach  
Meeting regularly and dividing into subgroups.
    - iv. Partnerships & External Affairs – Liz Hessler & Amanda Wildenberg  
Meeting and already in subgroups. They have met with Marketing and their first draft was approved by the Chancellor.

10. UW State Classified Staff Council reports/updates

a. Monthly group and policy meetings

UWGB rallied to combine the monthly policy meetings and the shared governance meetings, but other UW schools wanted them separate so they will remain separate.

There is a shard Drive – One Drive – and Jan has updated UWGB documents to that drive.

b. UWS shared governance video conference 11/24/14

Video Conference was held on Nov. 24 from 1-2:30.

c. Group meeting in Madison December 4

Kevin, Amanda and Jan attended.

11. Business:

a. UPS forums & surveys

Encourage people to complete the surveys as deadlines are approaching

12. New business

Jan and Amanda, along with the academic staff chair and vice chair were invited to the November UC meeting, on short notice. They are reviewing Administrative Review Process to see if university and academic staff wanted to be involved. In the past, AS have declined being involved in the process for fear of info being released to media. SAG wanted to be involved. It's a year long process, where different people are evaluated each year. Questions are developed in the spring, survey is sent in the fall and the evaluation process starts in late fall, then the process starts over again. Holly suggested visiting the SOFAS website for past discussions and history of

13. Adjournment

Meeting adjourned approx. 11:15AM. Holly motioned to adjourn and Tina seconded.

Next USC monthly meeting: December 18, 2014, 10:00 a.m., Wequiock Room, University Union