

University Staff Committee
Meeting Minutes
August 17, 2017
10:00 – 11:30 a.m.
MAC – 201
APPROVED

In Attendance: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Anna Maier, Brenda Beck, Christina Baudhuin, Crystal Williams, Fred Kennerhed, Helene Rosner, Tracy VanErem, Holly Keener (Secretary), Jayne Kluge, Julie Flenz, Kathy Reissmann, Jenny Charapata, Kim Mezger, Tina Tackmier (Treasurer), Teri Ternes, Sue Machuca, Sarah Pratt, Ron Kottnitz, Monika Pynaker; Christine Olson HR Guest

Welcome

Jan welcomed the group to our first meeting and introduced Clif Ganyard to talk to us about the upcoming HLC 10-year visit.

HLC Visit Discussion

Clif indicated that this is a big process for us and is extremely important to us. This is a very intense day and a half for meetings – they will meet with a bunch of different groups – they may ask to meet with the USC. They may ask us a broad range of questions regarding our experiences on campus. This is a fabulous opportunity for us to discuss our experiences and provide input to the HLC. There will also be scheduled forums that will be scheduled for the day. If at all possible, Clif encourages everyone to be involved in this event. Clif provided a handout to detail the Accreditation process and our current timeline. We've held accreditation since 1972. For a number of years we had 5 year visits. In 1997 we were given our first 10 year visit. There is an HLC Accreditation website. Clif encourages us to look through the website and share the site with our colleagues. There are 5 criteria that the HLC asks us to meet and we have to argue that we have met those criteria. Please take a look at the documents on the website, if you have the time, to be prepared for the visit. These documents will help you speak to the HLC team about what we do and what we have done. Clif will continue to update the website as they work to finalize preparations for the visit in October.

There are two types of accreditation. There is "Programmatic" accreditation and we have 7 programs that are accredited in this way. The HLC Accreditation is for the entire university. The only school that will be accredited is the School of Business and they are currently working on their accreditation from the AECBS. Clif will be holding accreditation forums September 19, 20, and 21st to help prep us on how to prepare for accreditation. Please mark your calendars.

Approval of Minutes – July minutes – moved to approve / seconded / approved with no edits.

April and May minutes need to be approved by last year's board. Holly sent the final draft around today. Please respond to Holly with your approval or corrections. Approved via email/final.

Election/Voting for Officers

Jan explained the need to vote for the Chair and the Treasurer positions. Also, Holly is in an overload mode right now so has asked if anyone is willing to take on the Secretary position this year.

Votes were taken for the Chair: Jan was elected Chair 7,0,0

Votes were taken for the Treasurer: Tracy VanErem was elected Treasurer 7,0,0

Votes were taken for Secretary: Teri Ternes was elected Secretary 7,0,0

Thanks to all of the outgoing officers for their time and efforts.

Review of Bylaws

For ALL committees and sub-committees, all groups are required to take minutes and send them to the SOFAS office for their records. Make sure Jan is also cc'd on any minutes and agendas you send.

We also have, in our by-laws, the requirement to have 75% attendance in all meetings. Make sure you have all of your people attending your meetings. If there is an issue with anyone's attendance, please make sure you are talking with Jan.

Chairs of the sub-committees are not required to attend the USC meetings; however, we do need to have a status report from each committee at every USC meeting.

Treasurer's Report:

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$00.00	\$ 00.00
Regular Account (136)	\$ 7,802.07	\$ 5,636.42
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 1,719.07	\$ 1,195.54
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 19,554.98	\$ 16,865.80 <i>Grand Total</i>

Professional Development Funds (pending):

Total approved and awaiting disbursement **\$ 000.00**

Discretionary Account (pending):

Total Expenses (Not yet reconciled) **\$ 000.00**

Endowment fund discussion – The Endowment account (book value) has not changed. This amount will not change unless someone donates money to this account. The Interest will be seen in the "Market" Value of this account. Because we still have questions regarding this account, Tracy (as our new Treasurer) will invite Kelly to come to our next meeting to answer questions.

A big thank you to Tina for being our Treasurer.

HR Update

- **Student Hours Reminder**: Starting on Sunday, August 20, students are to reduce down to 25 hours per week to make sure we are in compliance with the Patient Protection and Affordable Care Act (ACA).
- **Title and Total Compensation Study**: Christine has met with the group formed from the Committee on Workload and Compensation and has identified to UW System Admin the campus project team. This group will be tasked with communication, feedback and other items that come up throughout the project to ensure campus constituents are represented. For questions about this, please contact Christine.
- **Employee Handbook**: Handbook acknowledgements should be completed and submitted to HR if they have not already been.
- **Policy Updates**: all updated policies will be communicated annually in policy notification (September).
 - **Published**
 - Educational Assistance (previously called Tuition Assistance)

○ **In the Works:**

- Compensation and Pay Plan Policy- awaiting Faculty Senate/UC review this fall.
- Moving Expense Reimbursements
- Alcohol and Other Drugs Policy
- Revisions to Recruitment and Hiring

New Employees:

- **Financial Specialist – Lead Cashier** Bursar: Incumbent – Sara Chaloupka: Nicole Wirkuty was hired and started on 6/22/17
- **Police Officer** Public Safety: Incumbent - Nick Dennis: Justin Mueller was hired and started on 6/14/17
- **Facilities Maintenance Specialist – Advanced** Facilities Management: Incumbent – Craig Loberger: Joseph Schmitt was hired and will be starting on 8/28/17
- **Financial Specialist** Athletics: Elizabeth Murray started on 7/24/17
- **Payroll & Benefits Specialist (5-Month Temporary Appointment)** Human Resources: New Position – Megan Noltner was hiring and will start on 8/21/17

Positions Being Recruited:

- **University Services Associate 2** (80%, 1-year project appointment) Counseling & Health: Incumbent – Jackie Hallada
- **Custodian (1st Shift)** Operations: Incumbent – Connie Austin
- **Custodian (2nd Shift)** Operations: Incumbent – Terry Poster
- **Custodian (50%)** Operations: Incumbent – James Mezger
- **HVAC Refrigeration Specialist** Facilities Management: Incumbent – Kyle Paal
- **USPA Residence Life:** Incumbent – Matt Bergeron

How are policies now going to be distributed? The understanding is that Christopher Paquet will send the policies out to all employees once they have been published. There may still be some questions about this process of distribution. Julie will double check on the process and get back to us.

USC report

If there is any business that anyone wants to address this year, please let Jan know.

We will be addressing the Endowment Account issues this year.

Jan is still having trouble getting the most recent version of our by-laws posted to the USC website. She will continue to work with WebDev to get this corrected.

Elections Committee

No updates

Personnel Committee

No updates

Professional Development Committee

FALL CONFERENCE: Committee is still meeting every couple of weeks. Met on Monday. Conference is going well. Logo and title confirmed. At Tundra Lodge October 20, 2017. Registration, \$99 across the board.

JOINT WORKSHOPS: Dealing with Disruption seminar is taking place 8/29 & 8/30. Registration link went out yesterday. ASC/USC workshop group will meet again on Sept 12th. Still sitting on ideas because of budget.

PROFESSIONAL DEVELOPMENT FUNDS: Committee is working on revising the form. The payout that was approved is 50% of the registration fee not to exceed \$300.

Univ Staff System Rep Report

The reps have not met recently, no report. Ron will be our rep again this year.

Shared Governance Committees

Title and Comp Study

Awards and Recognition

Committee on Workload and Compensation - CWC

Still need to appoint the liaison for the CWC but it's not clear why we need the liaison position when we have 3 voting members on committee. The liaison position is defined in the CWC charge. Steve Meyer will be contacted (by Holly) to discuss whether we really need this liaison position.

Learning Technology Collaborative Committee - LTCC

University Committee

Faculty Senate

Master Advisory Plan Group

UW System Meetings

Jan explained the System Telepresence meetings. USC members are not required to attend, but are encouraged to attend. Amanda will send the schedules around when they are received.

OLD BUSINESS

NEW BUSINESS

Bookstore Operations

Jan introduced the upcoming business of the bookstore operations being put out to bid. They are looking for a third party vendor to operate the bookstore. This has the potential to impact two University Staff. Information is being disseminated at this time, just to make the campus aware of the bid PRIOR to it being posted. There are still quite a few questions surrounding this potential change. The employees of the bookstore have been invited to a meeting at 11:30 today for more details. When the USC By-Laws were instituted, they were done PRIOR to some of the HR policies that have been changed. We did not specifically indicate that the Layoff policy would be discussable.

Parade Committee

Monika asked the group if we would be willing to donate this year? The question was tabled until the next meeting so we could get better guidelines on what we can now fund with our Discretionary funds?

Toner Program

Amanda reminded us that we need to send the small toners out for recycling. Sarah and Monika will look for a recycler for the small toners.

Adjourned 11:21 a.m.

Notes taken by Holly Keener, outgoing secty.

Submitted by Teri Ternes, incoming secty.