

**University Staff Committee
Meeting Minutes - APPROVED
December 18, 2014, 10:00 – 11:30 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 leave)

Guests: Sousie Lee, Lisa Schmelzer, Teri Ternes, Janet Gomez, Nate Rusch, Paul Wikgren, Kim Mezger

4. Review & approval of November minutes – Tina

Holly motioned to approve and Kimberly seconded. Minor changes were made on the final copy.

5. Treasurer's Report – Holly

An addendum was made to the November minutes. There were a few duplicate entries that were removed. New November numbers are recorded below under "previous month".

	Previous Month	Current Month
Staff Development Account	\$ 3,425.00	\$ 3,425.00
Regular Account	\$ 19,048.84	\$18,940.84
Agency Account	\$ 7,606.38	\$ 3,314.38
Endowment Account	\$ 9,610.73	\$ 9,610.73

An update was given regarding the University Staff Professional Development Endowment. The Endowment must reach \$10,000 to be fully functioning and be able to use the funds. University Staff can donate at any time to the fund at:

<https://secure.qgiv.com/for/uowgb/restriction/ProfessionalDevelopmentFundforClassifiedStaff/>

Provost's Office will cover travel fees for 1 USC representative to attend Madison meetings. These are currently day trips for Faculty and Academic Staff even though a recent trip for USC required lodging. USC have been having meetings the night before or earlier in the morning. It was approved to use 136 funds for reimbursement if lodging is needed above and beyond the 1 person covered by Provost Office.

6. Labor Management Report – Melissa

Personnel Updates:

- None

New Employees:

- **USA2 (75%)** in CATL – Dana Mallett hired to replace Sandy Folsom – 12/10/2014
- **Financial Specialist 2** in Information Services – Sarah Pratt hired to replace Donna Beaumier – 1/5/2015
- **Financial Specialist 2** in the Controller's Office – Bea Yang hired to replace Shelly Brehmer – 12/18/2014
- **ADA** in HB/NAS – Tammy Silha hired to replace Carol Wautlet – 1/5/2015

Positions Waiting to be Filled:

- **Auto Equipment Tech Master** in Facilities Management – Initial recruitment to replace David Krout failed. Posted this position at the Auto/Equip Tech Master level through 1/18/2015
- **USA2 (75%)** in the Office of Grants and Research – Screening applicants to replace Charmaine Robaidek
- **IS Business Automation Analyst** in the Office of Financial Aid – Posted through 12/21/2014 to replace Karen Sevick (change in title)
- **Elect Tech Media Intermediate** in ATS – posted through 1/5/2015 to replace Ron Kottnitz
- **ADA** in Nursing – screening applicants to replace Ruth Pearson
- **USA2 (55%)** in Student Life – posted through 12/21/2014 to replace Bea Yang
- **Office Operations Associate (50%)** in Purchasing – new position posted through 1/18/2015
- **ADA** in Humanistic Studies – posted through 1/4/2015 to replace Karely Mendez
- **LSA-Advanced** in the Library – will be posted to replace Leah Liebergen

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

A. Election Committee

Sue Machuca was selected to replace Liz Hessler on the Partnership and External Affairs Working Group.

B. Personnel Committee

Waiting on survey results from the Grievance and Layoffs Open Forums.

C. Professional Development Committee

Still looking at date options for the fall 2015 US Conference. The committee is investigating a possible Thursday date option.

The joint workshops between US and AS are ongoing. Transforming Workplace Conflict is Jan. 15 at 2pm.

US Professional Development forms are currently being revamped.

8. Campus shared governance committee reports/updates (as available)

A. Awards & Recognition Committee – Cheryl Pieper

B. Committee on Legislative Affairs (3 reps TBD) – Election Committee is working on finding reps

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 Inclusive Excellence Advisory Committee – Nicole Miller

B. Committee on Disability Issues – Jayne Kluge

C. Health & Safety Committee – Tony La Luzerne & Theresa Mullen

D. University Planning & Innovation Council – Sousie Lee & Tracy Van Erem

E. Invent the Future Steering Committee – Liz Hessler

F. Invent the Future Working Groups:

i. Academic Portfolio – Nicole Miller

ii. Enrollment – Christine Nelson & Tina Tackmier

iii. Innovation & Growth – Kevin Boerschinger, Cindy Estrup, & Barb Holschbach

iv. Partnerships & External Affairs – Amanda Wildenberg & TBD – The working group has submitted a survey in the LOG looking for feedback.

10. UW State Classified Staff Council reports/updates

A. Monthly group and policy meetings – Telepresence meetings are ongoing.

B. November UWS shared governance video conference w/ Al Crist

C. December state rep group meeting

Good discussions. There are some US at other campuses that get release time to get work done. Possibly looking at that at UWGB.

A letter was drafted regarding probation period to stick to 6 month probation and sent to UW System. It was the hope that each campus would draft a letter.

11. Business:

A. UPS policies and future forums

January 7 (11am-12pm) and January 12 will be forums on Complaints, Performance Management and Title Change.

Univ Staff to Academic Staff will take effect in August 2015. HR will begin to meet with eligible employees in late March/April.

12. New business

Teri Ternes inquired about the conflict with the March USC meeting and the US/AS Professional Development opportunity. It was originally thought that Chancellor Miller maybe coming to the March meeting, but due to schedule changes, he is not. The March USC meeting was rescheduled to Wed. March 18 so interested staff could go to The Art of Coaching on March 19, 10am-noon in Phoenix AB.

Title change forms were mailed out to all staff and provided a bit of confusion on campus. Melissa Nash addressed the questions. The forms were part of a CUPA survey that the University is required to submit data to. It allows positions at universities to be compared to the private sector. Deans and Directors used to submit the data, however this year, all employees were required to sign their form. In some cases there was little to no communication about these forms, so some employees refused to sign. These forms have no impact on position changes or wage adjustments. It's one survey tool that HR uses when looking at compensation adjustments when budget is available.

13. Adjournment

Next USC monthly meeting: January 15, 2015, 10:00 a.m., Wequiock Room, University Union