

**University Staff Committee
Meeting Minutes - APPROVED
February 19, 2015, 10:00 – 11:30 a.m.
Wequiock Room, University Union**

1. Welcome
2. Call to order
3. Roll call
USC Members: Jan Snyder (Chair), Tina Tackmier (Secretary), Holly Keener (Treasurer) Kimberly Danielson, Kevin Boerschinger and Christine Olson (HR Liaison)

Absent: Amanda Wildenberg and Monika Pynaker

Guests: Paul Wikgren, Cheryl Pieper, Nate Rusch, Kim Mezger, Ron Kottnitz, Teri Ternes and Chancellor Miller

4. Review & approval of December minutes – Tina
Kimberly motioned to approve and Holly seconded.
5. Treasurer's Report – Holly
Professional Development funds approved:
Student Employee of the Year \$200.00 – Approved, awaiting funding request
Scott Berg \$200.00 – Approved, awaiting funding request

	Previous Month	Current Month
Staff Development Account	\$ 3,425.00	\$ 2,427.48
Regular Account	\$ 18,940.84	\$18,555.90
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 final draft form, will be rolled into new handbook.
- Forums on Complaint, Performance Management, Title Change and Voluntary Reassignment held 1/7/15 and 1/12/15. Survey sent out and completed 1/28/15. HR will begin draft policies and disseminate for feedback.
- Layoff final draft was sent out for feedback, survey was due 2/13/15. Feedback will be reviewed and sent to UW System by deadline of Friday 2/20/15.
- 3rd campus Forum to be held 2/19/15 and 2/24/15 to begin discussions about Recruitment, Job Security, and Temporary/Project Appointments.
- 4th campus Forum scheduled for 3/24/15 (11AM Union Room 103) and 4/1/15 (3PM Union Alumni Rooms) to discuss workplace safety, children in the workplace, and workplace expectations.

Reminder about performance evaluations. If training is needed, please contact HR. Performance evaluations for University Staff are due in HR by 3/20/2015.

New Employees:

- **IS Business Automation Analyst (100%)** in the Office of Financial Aid. Incumbent: Karen Sevick. Position was restructured. Adam Parks (movement from Outreach and Adult Access) started 2/23/2015.
- **University Services Associate 2 (55%)** in Student Life. Incumbent: Bea Yang. Lea Truttman started 2/2/15.

Positions Waiting to be Filled:

- Police Officer (100%) in Public Safety. Incumbent: Cristey Johnson. Screening Applicants.
- Police Officer (100%) in Public Safety. Incumbent: Tony Decker. Screening Applicants.

Positions On Hold:

- **Auto Equipment Tech Master (100%)** in Facilities Management. Incumbent: David Krout
- **University Services Associate 2 (75%)** in the Office of Grants and Research. Incumbent: Charmaine Robaidek
- **Electronic Technician Media Intermediate (100%)** in Academic Technology Services. Incumbent: Ron Kottnitz.
- **Academic Department Associate (100%)** in Nursing. Incumbent: Ruth Pearson.
- **Office Operations Associate (50%)** in Purchasing. Incumbent: NEW position.
- **Academic Department Associate (100%)** in Humanistic Studies. Incumbent: Karely Mendez.
- **Library Services Associate-Advanced (100%)** in Cofrin Library. Incumbent: Leah Liebergen.

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

- A. Election Committee – No update – Holly will get committee vacancies to the committee. Elections happening sometime in April/May
- B. Personnel Committee – Kim has taken the lead on surveys and collecting feedback.
- C. Professional Development Committee – US Prof. Dev Committee will begin to process monthly chargeback to AS Prof. Dev Committee for joint workshops. Six Prof. Dev fund requests are on hold due to travel freeze.

Fall conference update – date is Friday, Nov. 6 at the Tundra Lodge. There is some concern about attendance because of travel restrictions. Tundra Lodge will waive fees for facility and food until March 31. After March 31 we are liable for half the fees. We will possibly survey past attendees to gauge interest in attendance this fall. Chancellor Miller said we should go ahead with the conference and gave approval for the expenses.

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

- A. Awards & Recognition Committee – Cheryl Pieper – Meeting week of Feb. 23 – nominations due March 9. Founder's Association has dissolved but awards will still be called the Founder's Awards
- B. Committee on Legislative Affairs (3 reps TBD) – No report
- C. Committee on Workload & Compensation – Kevin Boerschinger (2 more reps TBD) – The committee has met a few times and met with Kelly Franz who gave an overview of how funds move. The committee is also looking at workplace flexibilities.
- 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
- C. Health & Safety Committee – Tony La Luzerne & Theresa Mullen – No report
- D. University Planning & Innovation Council – Sousie Lee & Tracy Van Erem – No report
- E. Invent the Future Steering Committee – Liz Hessler – No report – Update at March meeting.
- F. Invent the Future Working Groups:

All final reports have been submitted per Chancellor Miller's request. Groups were disappointed that the timeline was moved up. UPIC is now sifting through the reports to look for budget saving

ideas and ideas that they would like for information on. The working groups will continue to meet to further develop some of the ideas that were submitted.

- i. Academic Portfolio – Nicole Miller
- ii. Enrollment – Christine Nelson & Tina Tackmier
- iii. Innovation & Growth – Kevin Boerschinger, Cindy Estrup, & Barb Holschbach
- iv. Partnerships & External Affairs – Sue Machuca & Amanda Wildenberg

10. UW State Classified Staff Council reports/updates

- A. General Business – There was a lot of discussion and questions about how things are on other campuses. Some have travel and hiring freezes and some don't. Superior has layoffs. UWGB created and approved a resolution regarding budget impacts, but other campuses have not.
- B. Policies - UWGB is on track with where we need to be in regards to developing the policies we need by July 1, 2015.

11. Business:

- A. UPS policies and forums
Upcoming open forums:
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. Administrator evaluations
A plan is currently being formalized for these evaluations with Steve Meyer.
- C. 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. Anyone can add agenda items for the assembly so let Jan Snyder know if you have anything.

12. New business

- A. Budget situation – Chancellor Miller provided an update:
Chancellor Miller has read all of the workgroup reports. There were great ideas, he is now waiting on the final report from the Steering Committee, they will then be posted on the website. UPIC will sift through the reports and then go back to the work groups for further development of proposals and next steps for some of the ideas.
Budget – System Authority and budget reduction:
It is unclear what the System Authority will look like, but with Chancellor Miller's experience, they are a huge advantage in the end but are a hard transition. President Cross has 6 Chancellor's in a working group. Public authorities can offer flexibilities that favor labor. UWGB's portion of the budget cuts are 3.7 million. There are 2 provisions listed in the Governor's budget that affect UWGB. One cut would be the \$250,000 that the Oneida Nation pays to UWGB Athletics. State funded energy projects to UWGB in a total of \$50,000 annually have also been removed from the budget. Costs to continue (fringe benefits) have been removed from the budget. We need to establish a relationship with the Governor and Legislators. The Council of Trustees (a very prestigious group) are not happy with the cuts and have mobilized themselves. Some are friends of the Governor and Legislators. They give Chancellor Miller frequent updates and are volunteering their time to do this. The Joint Finance Committee starts to meet and hold budget hearings in March. Chancellor Miller is optimistic that we can achieve cuts without layoffs if we are courageous to change things on campus. \$2 million can be taken care of and we have some flexibility with money we have already gathered. Staffing levels will be reduced (not filling positions). He can't promise no layoffs, but that is not their starting point. He is waiting for feedback from UPIC. We are also in a serious enrollment crisis. Of 35 majors, all but 6 have declined. UWGB HAS to grow but we need to organize ourselves to grow. We either give up, or we try something new!

- B. UWGB-United – Faculty and Academic Staff Union. Jan was contacted by the chair of the Union so she met with them. We can't send emails to ALL University Staff on behalf of the union. The union takes items to Faculty Senate since they are not an official group.

13. Adjournment

Next USC monthly meeting: March 18, 2015, 10:00 a.m., 1965 Room, University Union