

**University Staff Committee  
Meeting Minutes - APPROVED  
March 18, 2015, 10:00 – 11:30 a.m.  
1965 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), Monika Pynaker, Kimberly Danielson, and Christine Olson (HR Liaison)

**Absent:** Kevin Boerschinger

**Guests:** Paul Wikgren, Cheryl Pieper, Kim Mezger, Teri Ternes, Lea Truttmann, Sarah Pratt, Brenda Beck, Amy Ibuaka and Janet Gomez

4. Review & approval of February minutes – Tina  
Jan motioned to make an amendment to the minutes and Amanda seconded. February draft minutes were changed to reflect the changes.
5. Treasurer's Report – Holly  
Professional Development funds approved:  
Student Employee of the Year \$200.00 – Approved, awaiting funding request  
Scott Berg \$200.00 – Request denied

	Previous Month	Current Month
Staff Development Account	\$ 2,427.48	\$ 2,153.11
Regular Account	\$ 18,555.90	\$18,555.90
Agency Account	\$ 3,314.38	\$ 3,329.38
Endowment Account	\$ 9,610.73	\$ 9,610.73

6. Labor Management Report – Christine

**Personnel Updates**

UPS Updates

- Grievance and Layoff Policies finalized.
- Forums on Complaint, Performance Management, Title Change and Voluntary Reassignment held 1/7/15 and 1/12/15. Survey completed and received by HR. HR beginning drafts of policies to disseminate for feedback.
- 3<sup>rd</sup> round of OPS were sent out for feedback to UW System, survey was due 2/13/15. Feedback was reviewed and any comments sent to UW System on 2/20/15.
- 3<sup>rd</sup> round of campus Forums held on 2/19/15 and 2/24/15 discussing Recruitment, Job Security, and Temporary/Project Appointments. Survey disseminated and feedback is due Friday, March 20.
- 4<sup>th</sup> round of campus Forums scheduled for 3/24/15 and 4/1/15 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

- **Police Officer (100%)** in Public Safety. Incumbent: Cristey Johnson. James Bargaquist started 3/14/2015.
- **Police Officer (100%)** in Public Safety. Incumbent: Tony Decker. Conditional offer out.

### Positions Being Recruited

- **IS Business Automation Senior (Project position 60%)** in Outreach and Adult Access. Posted through 3/19/2015.

### Positions on Hold

- **University Services Associate 2 (100%)** in Admissions. Incumbent: Pamela Bramschreiber.
- **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.
- **Office Operations Associate (50%)** in Purchasing. Incumbent: NEW position.
- **Library Services Associate-Advanced (100%)** in Cofrin Library. Incumbent: Leah Liebergen.

### Positions Cancelled

- **Auto Equipment Tech Master (100%)** in Facilities Management. Incumbent: David Krout.
- **Academic Department Associate (100%)** in Nursing. Incumbent: Ruth Pearson.
- **Academic Department Associate (100%)** in Humanistic Studies. Incumbent: Karely Mendez.

7. USC governance committee reports/updates (as available)
  - A. Election Committee – There is an opening on the Professional Development Committee. Contact was made with all who were nominated and they declined. The position will remain open until the next survey and election.  
The next Interest Survey will be open from April 27-May 4, 2015. The 2015-16 Election Ballot will be open from May 5-13, 2015. A discussion will take place at the UCS Assembly regarding process for election in case there are questions.
  - B. Personnel Committee – Recruitment survey was completed 3/20/15. Academic Staff were included in the survey development because some of the upcoming topics affect them as well.
  - C. Professional Development Committee – US social event on Tuesday, April 14 at The Bar on Lime Kiln starting at 5pm. A survey was sent to last years conference attendees asking about interest in attending the 2015 conference. 74 responded. The committee meets week of March 23. Another possibility in place of the conference would be to do a team building event on campus for just UWGB employees.
8. Campus shared governance committee reports/updates (as available)
  - A. Awards & Recognition Committee – Cheryl Pieper – Deadline for nominations has passed and the committee is now reviewing the nominations and requesting additional information.
  - B. Committee on Legislative Affairs (3 reps TBD)
  - C. Committee on Workload & Compensation – Kevin Boerschinger (2 more reps TBD) – There may be a resolution regarding compensation in the workplace and alternative work schedules. Jan will follow up with Kevin for more information at the next USC meeting on April 16.
  - D. Library & Instructional Technology Committee (3 reps TBD)
9. Campus appointive committee reports/updates (as available)
  - A. Chancellor's Council on Diversity & Inclusive Excellence – 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 – This committee was communicating via email for awhile after the budget information was released.
- iii. Innovation & Growth – Kevin Boerschinger, Cindy Estrup, & Barb Holschbach
- iv. Partnerships & External Affairs – Sue Machuca & Amanda Wildenberg – No updates and no communication.

10. UW State Classified Staff Council reports/updates

A. General business

Eau Claire announced their Voluntary Separation program. At the teleconference meeting, Eau Claire reps stated they were discussing it but had no concrete details but an announcement came the next day saying 325 of their staff were eligible.

B. Policies

Whitewater added “bumping” to their layoff policy. There was a short discussion on whether this was even possible or not.

11. Old Business:

A. UPS policies, forums, and surveys

Next forums for Workplace Safety, Children in the Workplace and Workplace Expectations are 3/14/15 and 4/1/15. An email reminder will be sent for the 3/20/15 survey deadline for Recruitment, Job Security and Temporary/Project Appointments.

B. University staff general assembly plans

Chancellor and Provost will be attending the US Assembly. There was discussion of ordering pens and notepads to hand out at the assembly. There are possibly a few items regarding the bylaws that will need to be voted on at the assembly.

C. Bylaws review

USC voted to add #2, #4 and #5 to an assembly vote on 4/29/15.

12. New business

13. Adjournment – Holly motioned to adjourn.

Next USC monthly meeting: April 16, 2015, 10:00 a.m., Wequiock Room, University Union