



**University Staff Committee
Meeting Minutes - APPROVED
April 16, 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), Amanda Wildenberg (Vice Chair,) Tina Tackmier (Secretary), Holly Keener (Treasurer), Kimberly Danielson, Kevin Boerschinger and Christine Olson (HR Liaison)

Absent: Monika Pynaker

Guests: Sousie Lee, Cheryl Pieper, Amy Ibuaka, Sarah Pratt, Loretta Rafter, Janet Ludke, Patricia Terry, Kim Mezger, Teri Ternes and Brenda Beck

4. Review & approval of March minutes – Tina

Holly motioned to approve and Kimberly seconded with the following changes: change room from Wequiock to 1965 Room. Correct the professional development allocations to say Patrick Goggins was approved and Scott Berg was denied.

5. Treasurer’s Report – Holly

Professional Development funds approved:

Patrick Goggins approved – awaiting funding request

	Previous Month	Current Month
Staff Development Account	\$ 2,153.11	\$ 2,103.13
Regular Account	\$ 18,555.90	\$18,555.90
Agency Account	\$ 3,329.38	\$ 3,148.63
Endowment Account	\$ 9,610.73	\$ 9,610.73

6. Labor Management Report – Christine

Personnel Updates

UPS Updates

- Survey out for most recent OPS released from UW System, due Monday, April 27.
- Joint handbook underway, working with SOFAS to get this updated and rolled out as soon as possible. Hoping to put information on new policies, procedures into here so people have a workable format that is understandable.
- Policies currently under development: complaint, performance management, title change, recruitment, job security.
- Waiting for campus survey feedback, then develop policies: safety, children in the workplace, workplace expectations.
- Forum will be scheduled before July 1 to discuss compensation, regent pay plan and supplemental distribution, and outline title structure after May 1.

New Employees

- **Police Officer (100%)** in Public Safety. Incumbent: Tony Decker. Tony Decker reinstated – started 3/23/15

Positions Being Recruited

- **University Services Associate 2 (100%)** in Admissions. Incumbent: Pamela Bramschreiber

Positions on Hold

- **Electronic Technician Media Intermediate (100%)** in Academic Technology Services. Incumbent: Ron Kottnitz.

Positions Cancelled

- **University Services Associate 2 (75%)** in the Office of Grants and Research. Incumbent: Charmaine Robaidek
- **Office Operations Associate (50%)** in Purchasing. Incumbent: NEW position
- **Library Services Associate-Advanced (100%)** in Cofrin Library. Incumbent: Leah Liebergen

Administrative support; Judi Pietsch coordinating efforts. Ongoing discussions on coordination of administrative support and how we can work together to share workload. Provide any input and feedback to Judi as soon as you have it.

May 11-15 is State Employee Appreciation Week which includes the Campus Cookout, Free popcorn and Phoenix Friday. A committee for planning additional events will be formed and ideas can be sent to Melissa Nash.

HR is revamping and redesigning their website and will ask for feedback.

A question was posed from an employee regarding representation because we no longer have unions. If an employee wants representation, the Personnel committee could “maybe” fill that role. An employee can have anyone with them. After July 1, the Personnel Committee will hear grievance cases and then can't be ask to be a rep.

6. USC governance committee reports/updates (as available)
 - A. Election Committee
Preference survey underwent final revisions and will be sent out April 27.
 - B. Personnel Committee
Meeting April 23 with Academic Staff Personnel Committee to work on survey questions for the joint forums that were held.
 - C. Professional Development Committee
Conference committee meets every other week. November 6 – Work+Home=Balance is the theme. 2015 University Staff social was held. 11 new people from the 2013 social with included 3 new employees. It will be repeated in the future.
7. Campus shared governance committee reports/updates (as available)
 - A. Awards & Recognition Committee
Finalists have been picked and May 1 is the deadline for the nominators to submit additional info. Winners will be picked May 18th and announced at August Convocation.
 - B. Committee on Legislative Affairs
 - C. Committee on Workload & Compensation
 - D. Library & Instructional Technology Committee

8. Campus appointive committee reports/updates (as available)
UPIC had a number of meetings in Feb. and March and are now gathering info. They are meeting with different departments on impact of budget reductions.
Jan Snyder was selected to be a representative on the statewide task force. She is 1 of 3 University Staff members selected from the whole state.
9. UW State Classified Staff Council reports/updates
 - A. General business
The UW System schools are in a variety of stages regarding the budget crisis. Some campuses are forming resume writing workshops and the USC Professional Development Committee may offer a few here.
 - B. Policies
No update.
10. Old Business:
 - A. UPS policies, forums, surveys, handbook
See Christine's update under the Labor Management report above in the minutes.
 - B. University Staff Assembly
Teri has the food ordered for the assembly. Jan has notepads and pens. Jan may work on a Power point presentation. Chancellor and Provost will attend at the beginning.
 - C. Budget, Voluntary Separation
Jan and Amanda have not had a leadership budget meeting recently. Nothing to share regarding voluntary separations except for the timeline:
April 22 – sign up deadline
May 15 – deadline for chancellor to approve or deny those applications. Employees selected have 45 days to sign the agreements.
11. New business
 - A. CWC Compensation Resolution proposal
Patricia Terry presented the proposal with the hopes that all 3 governance groups would support it. The group wants recognition that in the future if there is tuition revenue, that wages could potentially go up by the amount of the Consumer Price Index since the faculty and staff are doing the extra work to help increase the enrollment. When revenue increases, we should see some of the benefit. Even if all three groups agree, Chancellor Miller and his cabinet have final say whether anything will happen or not. We want them to know that we are a unified group and that we want to keep faculty and staff here and not lose talent to other universities. USC was presented a revised version of a document with a few minor changes. CWC will now bring the revised version back to Faculty Senate and the Academic Staff Committee for a vote. Kevin motioned to accept the Compensation Resolution proposal and Amanda seconded. A brief discussion took place and it was suggested we table the resolution and maybe have it brought up at the general assembly and hold a vote at a future meeting. Kevin withdrew his motion. A notice will be emailed to University Staff for feedback and a special meeting will be called for a vote.
 - B. Toner collection program
USC has a new toner recycling vendor. Amanda shipped 13 boxes. We also have a storage room for toner, and if we have over \$100 worth, the vendor will come to campus and pick it up.
12. Adjournment
Kevin motioned to adjourn, seconded by Holly.
Next USC monthly meeting: May 21, 2015, 10:00 a.m., Wequiock Room, University Union