

**University Staff Committee  
Meeting Minutes  
April 21, 2016, 10:00 – 11:30 a.m.  
MAC – 201 (Gathering Room)**

**Approved 5-26-16**

**In Attendance:** Holly Keener (Secretary), Amanda Wildenberg (Vice-Chair), Jan Snyder (Chair), Tina Tackmier (Treasurer), Jenny Seefeldt, Lea Truttmann, Cheryl Pieper, Monika Pynaker, Sarah Pratt, Fred Kennerhed, Ron Kottnitz, Kim Mezger, Theresa Mullen, Teri Ternes.

**Welcome and Approval of Minutes**

Jan welcomed the group and the minutes from the March 17<sup>th</sup> meeting were approved unanimously without comment.

Jan read a thank you from Allen Voelker for our contribution to SEOTY. The event was a success and the lollipop pull couldn't have happened without our help. They only spent \$127.20 from our donation of \$250.

**Treasurer's Report:**

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 2,151.00	\$ 51.00
Regular Account (136)	\$ 16,821.19	\$ 16,821.19
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 2,450.43	\$ 2,879.58
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 31,456.46	\$ 29,785.61.46 <i>Grand Total</i>

**Professional Development Funds (pending):**

Scott Berg	\$ 300
Fred Kennerhed	\$ 300
Michael Bergsbaken	\$ 300
Barb Tomashek-Ditter	<u>\$ 300</u>
 Total approved and awaiting disbursement	 \$ 1,200

**Discretionary Account (pending):**

3/24/16 – Gallagher's Pizza for Assembly	\$ 216.04
4/11/16 – Aviands Food for Assembly	\$ 247.50
4/18/16 – SEOTY Expenses	<u>\$ 127.20</u>
 Total Expenses (Not yet reconciled)	 \$ 590.74
Total Pending Balance since 3/31/16	\$2,288.84

## HR Labor Report

Christine was unable to make the meeting so we will have to wait until next meeting for our HR update.

## University Staff Committee Reports

- **Election Committee** – The results are in!! The following people have been elected and have accepted their positions:
  - **USC** – Amanda Wildenberg, Teri Ternes, Holly Keener and Fred Kennerhed
  - **Election Committee** – Holly Keener and Ron Kottnitz
  - **Personnel Committee** – Nathan Carlton, Helene Rosner, and Jayne Kluge
  - **Learning Techn Collaborative Committee** – Fred Kennerhed
  - **Professional Development Committee** – Teri Ternes, Nathan Carlton and Kim Mezger

The appointive committees will be announced once the appointers have done their appointing.

The nominees put forward for the Committee on Workload and Compensation are Lisa Schmelzer and Theresa Mullen. It was suggested that we appoint the CWC representative at our May meeting, since the appointive committees have not been finalized. Theresa is a nominee for a couple of the committees and we would like to spread the joy amongst as many willing participants as possible. Theresa's first pick would be the Committee on Disability Issues. The group agreed to hold off on appointing the rep for the CWC until the selections for the appointive committees are complete.

- **Personnel Committee** – Nothing new to report. The handbooks are still in the works.
- **Professional Development Committee** –
  - The annual Fall Conference is ongoing. Save the date: October 28<sup>th</sup> at the Tundra Lodge.
  - The "Adventure's in Team Building" workshop is scheduled for June 21<sup>st</sup>.
  - The next event is April 27<sup>th</sup>: Randy Fox in the Christie Theatre (The Best Team Wins).
  - May 19<sup>th</sup>: Jayne Morgan in Phoenix Room B (10-noon and 12:30 – 2:30p).

The committee is still working on a team building event.

- **UW University Staff Rep Meeting** – There will be an end-of-year reception for the reps in advance of the system-wide meeting on May 6<sup>th</sup> in Madison. The reps are still working on a Position Description document. Otherwise, nothing exciting to report.

## Campus Shared Governance Committee Reports and Updates

- **UPIC** – The Chancellor is restructuring this group and we have not yet received a request from him for names of US members who might like to serve. Jan will keep us informed.
- **Search and Screen Committees** for the new Deans have yet to be determined. Jan has submitted names.
- **Shared Governance Leadership Group** – Nothing is really happening. Jan attended the reception for the Trustee's on Monday night.
- **Awards & Recognition** – The next meeting of the A&R will be on April 29 to review and select the winners.
- **Legislative Affairs Committee** – no update.
- **CWC** – no update.

- **LTCC** – Next meeting will be held on Friday, 4/28, 2:00 – 3:00p.
- **University Committee** – At their last meeting the UC discussed annual reviews, merit reviews, post-tenure reviews. Surprisingly, they did not discuss program discontinuance. The University is being required to have a proposed policy ready by December to submit to Ray Cross. So they are currently reviewing expectations and working toward consistency between colleges and departments. They are “bucking” the annual requirement but trying to “mesh” their current review system to match these new requirements. Workloads and reassignments were also discussed.

Provost Davis reported that he is pretty confident that we can meet our required budget cuts by freezing positions and minimizing overloads without any layoffs.

- **Faculty Senate** – Jan’s update to the Senate is on our SharePoint drive if anyone would like to review it.
- **UW-System University Staff teleconferences** – nothing to report. Next meeting is on May 11<sup>th</sup>.

### Jan and Amanda’s Updates

Jan, Josh Goldman and Steve Meyer were asked to present on the importance of Shared Governance at the recent Supervisor Boot Camp.

The University Staff is not yet in State code as other groups are. We are hoping that will change soon.

Madison has initiated a participation policy that will be presented to the Chancellor in the near future.

UW-Stout is working to set up their first assembly and may reach out to Jan for her advice.

Amanda will be here on May 11<sup>th</sup>, but may not be here on June 8<sup>th</sup> (that baby is due!!). She asked that if our meeting happens to be cancelled that someone reaches out to the reservations group to have them cancel the Teleconference room. Also, Denise may need updated IP address info if our room is moved.

### Old Business:

The Board of Regents meetings were really interesting. It was a very well organized event and UWGB presented a good image. Our USC room was used by “maybe” one person. It was out of the way and not well publicized. Jan will give the organizers of the event this feedback in hopes that it helps planning future meetings.

The Emeritus Status statement was submitted to the SOFAS and we are awaiting Steve’s comments.

Jan asked if there was any update from Advancement regarding our Foundation account (yup, she “went there!”). No update available.

### New Business:

Employee Appreciation week is May 2 – 6th. There will be a lot of fun activities happening throughout the week. Please try to be involved and talk it up amongst your colleagues.

The Kickball League will be starting soon. Ron Kottnitz agreed to not yell at Monika if she agreed to play.

There will be no employee picnic this year. It has been replaced by the May 6<sup>th</sup>, 50<sup>th</sup> Anniversary celebration.

A request was made to provide funds to help with the employee appreciation week. Holly moved and Theresa seconded the request. All were in favor of donating \$250 to the cause.

The UWGB Time Capsule will be installed soon. Jan asked if we would like to submit anything more than a letter from our committee. It was suggested that we donate one of our USC bags and have all of our committee members sign it. All approved. Teri will have the bag in her office to sign and will then make sure that it is delivered to Jan.

**Random New Business:**

CONGRATULATIONS TO OUR VERY OWN RON KOTTNITZ!!!! He is graduating on May 14<sup>th</sup> with summa cum laude honors!

OUR BEST TO AMANDA WHO IS DUE TO DELIVER ON JUNE 5<sup>TH</sup>!!

The meeting adjourned at 11:01 a.m.

***GO FORTH AND BE AWESOME!!***

**2015 – 2016 Upcoming Meetings**

May 17, 2016

1:00 – 2:30 p.m.

Tuesday

MAC - 201