

**University Staff Committee
Meeting Minutes
December 15, 2016, 10:00 – 11:30 a.m.
MAC - 201**

In Attendance: Holly Keener (Secretary), Ron Kottnitz, Nathan Carlton, Amanda Wildenberg (Vice-Chair), Tina Tackmier (Treasurer), Lea Truttman, Julie Flenz (HR Liaison), Monika Pynaker, Sarah Pratt, Fred Kennerhed, and Teri Ternes.

Welcome and Approval of Minutes

With Jan working her tail off setting up for commencement, Amanda Wildenberg took over and channeled her “inner Jan” as chair of today’s meeting. Starting off with a purpose, Amanda called the meeting to order at 10:00 (which completely surprised those who walked in at 10:01 as they were greeted by a flurry of heckling for their late departure – I won’t name names monika and sarah).

Approval of Minutes - the minutes from the November 17th meeting were approved without comment (woohoo!).

Treasurer’s Report:

| | <u>Previous Month</u> | <u>Current Month</u> |
|--|-----------------------|---------------------------------|
| Staff Development Account (102) | \$ 3,147.50 | \$ 2,247.50 |
| Regular Account (136) | \$ 9,175.68 | \$ 14,313.57 |
| Foundation Discretionary Account (#11100 “Agency” acct) | \$ 1,804.80 | \$ 1,804.80 |
| Endowment Account | \$ 10,033.84 | \$ 10,033.84 |
| | ===== | ===== |
| | \$ 24,161.82 | \$ 28,399.71 <i>Grand Total</i> |

Professional Development Funds (pending):

| | |
|---|------------------|
| Helen Alexander | \$300.00 |
| Bonnie Laundrie | \$300.00 |
| Fred Kennerhed | \$300.00 |
| Total approved and awaiting disbursement | \$ 900.00 |

Discretionary Account (pending):

| | |
|--|------------------|
| Sarah Pratt – Conference Supplies | \$ 46.34 |
| Holiday Float co-sponsorship | \$ 250.00 |
| Total Expenses (Not yet reconciled) | \$ 296.34 |

HR Update

- FLSA- There was an injunction to postpone the effective date of the US Department of Labor's overtime threshold increase. Friday, December 2nd the Department of Labor appealed the law to the U.S. Circuit Court of Appeals. Depending where this goes, will determine next steps. We will keep everyone updated as things move forward.
- Title & Total Comp Update – RFP's were due at the end of September so now the Advisory Council is reviewing the submissions and will select a vendor. Goal is to have the vendor chosen and begin the study 1st quarter of 2017.
- HRS Upgrade – HRS will be upgraded in February. More information to come on training (as applicable) and roll out of the new system.
- Affordable Care Act (ACA) 90 Days of Full Time- further review of this is happening at UW System Admin. Will likely be best practice guidance. Biggest impact will be University Staff Temporary (UST) employee group if this does go through. For now, HR is providing guidance to those who hire UST on the limitation for hours to comply with ACA.
- Employee Handbook- Christine/Jan sent out the handbook for review and input from USC. Hoping to roll out the new handbook in the 1st quarter of 2017.
- New I-9 Form Released – USCIS has updated the Form I-9. All employers must be using this form no later than January 22, 2017 so please either use up what you have or destroy your current stack and start using the new form. All links on our website have been updated. We are working on putting together some training sessions on this new form. They will be held in the first couple weeks of January.
- Workplace Expectations Policy – This policy is currently being codified by Christopher Paquet and will be rolled out in final form very soon. This will take the place of the classified work rules we've been using in the interim.
- Compensation and Pay Plan Policy – Work is being done on a finalized draft of a compensation and pay plan policy and will be coming to governance groups for review very soon.

New Employees:

- Electrician Facilities: Incumbent – William Ahnen – Kurt Nimmer has been hired and will start on 1/3/17
- Facilities Maintenance Specialist Facilities: Incumbent – Gary Strauss – Adam Calewarts has been hired and started yesterday 12/14/16
- Custodian (3rd Shift) Kress Operations: Incumbent Keith Bani – Danielle Bunker has been hired and will start on 1/3/17

Positions Being Recruited:

- Academic Department Associate – Community Sciences PEA/DJS: Incumbent – Katie Stilp
- Financial Specialist Senior Facilities: Incumbent Melissa Huckabee
- IS Resources Support Technician Senior Financial Aid: Incumbent – Julie Jubin
- Custodian (2nd Shift) Operations: Incumbent – Connie Austin
- Student Status Examiner – Associate (Two Vacancies) Admissions: Incumbents Kathleen Mertens and Raelynn Bohrmueller
- University Services Associate 2 NAS: Incumbent - Sara Krouse
- Police Officer Public Safety: Incumbent - Nick Dennis

Elections Committee

We still need to replace Melissa on the Personnel Committee. Holly had gotten some feedback from the group with suggestions for possible candidates to fill the vacancy for the remainder of the term. Teri Ternes suggested Brenda Beck and, as quick as lightning, Teri texted Brenda and got her “okay” to add her name to the nominees. The group then immediately nominated and voted Brenda Beck in as Melissa’s replacement.

Personnel Committee

The Personnel Committee will be meeting in January to get to work on handbook stuff and other things that are coming down the pike. They are happy to have Brenda on board.

Professional Development Committee

The Fall Conference 2016 ended up with a net loss of \$2,760.95. This is okay since we are supposed to spend down some of our reserve funds each year. The 2017 conference will be held on October 20, 2017 at Tundra Lodge. The committee is working on the possibility of having 2 key note speakers that would present on two different “tracks”. The attendee would choose an “area of expertise” and would then automatically be placed in presentations and break-out sessions based on their choice. This is an idea the committee is currently working on. If anyone has any thoughts on possible keynote speakers, let Teri know. They have not identified a theme yet. They are working on logo and theme ideas. Potential fee increase – people are asking us why the conference is so cheap. We will probably still carry a loss next year, so lower registration fees continue to help with the need to draw down funds. Jan 17th we have a prof development joint workshop with ASC. Comedy City will present a leadership improv session from 2:00 – 3:00 in Phoenix Club downstairs. Then from 3:00 – 4:00 will be the breakout sessions. Comradery Happy Hour will begin at 4:30 until we decide to leave. This will be a cash bar.

March 16th – Ben Fauske will do 2 sessions.

May – speaker yet to be determined.

USC Winter social will be on Feb 2nd (Groundhog day) at Stillmank Brewery, a local brewery that sponsored our conference. We will be holding our event there to support a local area business. They will give us our own party room in the back. The committee will purchase sodas and a taco bar. Because it’s a brew pub they are not licensed to sell alcohol or wine. It is possible we will be able to BYOB if we want other alcoholic beverages.

Our year-end party (if we have it) will again be at Lambeau Cottage Probably sometime in July or August, so that we can have both the out-going committee and the in-coming committee present.

Univ Staff System Rep Report

Per Ron: “We met. It was great.” The reps are currently working on a variety of different things. We talked about how information is shared on each campus between governance groups. It’s pretty much the consensus that it’s a very informal process that doesn’t happen regularly. There is no formal process for meeting with the other groups. There was a big discussion on how to get all of the groups involved. General thought was that because of the cuts across campuses and the decrease in staffing levels, everyone is having a hard time getting people to cover committees. People are overstretched and don’t really have time in the current climate.

FLSA discussion. No one really has a clue what will happen. Stay tuned.

Expect campus concealed carry legislation to come back around. The legislative people have been working with the authors to try to keep it manageable. System expects that it will pass in some way, shape or form.

System also expects the fetal research law to come back into play but they don’t think it will have much impact on the UW schools. It seems like it’s more a movement against planned parenthood at this time.

Also the idea of the State becoming self-insured is being tossed around.

The 2% pay plan increase was approved. System is asking the state to fund this 100% instead of a shared increase since we continue to be hindered by the tuition freeze.

Update from tuition task force: The way the current process works, tuition increases are recommended by System. The task force is going to propose that the chancellors at the schools recommend tuition. They will also propose to

eliminate differentials. And they are most likely going to run a trial for a per-credit tuition rate, possibly instituting it for the summer to see how it goes. They are currently writing the proposals and should have something out early next year.

Campus Shared Leadership Group

There has been no activity.

Awards & Recognition (A&R)

The committee has not met yet. Holly stated that they will be working on the Call for Nominations to go out in January.

Legislative Affairs Committee (LegAff)

The disbanding of the committee was approved by Senate yesterday.

Library Advisory Committee (LAC)

The disbanding of the committee was approved by Senate yesterday.

Facilities Management Committee (FMC)

The disbanding of the committee was approved by Senate yesterday.

Committee on Workload and Compensation (CWC)

The committee has not met.

Learning Technology Collaboration Committee (LTCC)

The committee met recently and discussed web conferencing – what we have, who uses it and how they use it. RFP's are being received but nothing has been decided yet. Stay tuned.

University Committee (UC) / Faculty Senate Report

Amanda attended the most recent UC and Faculty Senate meetings in Jan's place. The UC has been incredibly busy. The agenda for the recent Faculty Senate meeting was "insane." The Senate approved the discontinuation of three committees – Facilities Management Committee, Library Advisory Committee (NOT the LTCC) and the Legislative Affairs Committee. They took up a resolution in support of students regardless of their immigration status – approved. Reaffirmed their resolution against campus concealed carry – approved. Talked about the Weidner center RFP and third party vendor management. The Chancellor explained that they are working to privatize the 23 public shows that the Weidner Center offers each year. A third party management company would just do the commercial events. They would rent the space, use Ft Howard Hall and run the shows. The senators were upset that no one had discussed this with the departments prior to sending out the RFP. The Chancellor apologized that he had not discussed this with departments before going out to bid. He is trying to help our departments with fees associated with using the Weidner Center. He's hoping that if he brings in a commercial production company, they will have more of an ability to adjust for losses and the university wouldn't be taking the hit directly. This might allow for a greater variety of shows to be drawn in to the Weidner.

University Planning and Innovation Council (UPIC)

The UPIC is currently working on aligning budget priorities with the strategic planning documents. They have been asked by the Chancellor to review the Invent the Future document that was done last year and will also be taking up the childcare initiative, with the budgeting and strategic priorities in mind.

Amanda discussed the matrix that was developed by the UPIC. The document was created to visually show that the original strategic plan is being preserved while moving forward with the new Vision. This matrix will be sent to each of the departments by the Cabinet with the goal in mind that the departments use it when creating their goals.

OLD BUSINESS

Childcare Alliance

The USC approved the following resolution in support of the Childcare Alliance.

The USC does hereby resolve to:

COMMIT publicly to supporting student, faculty and staff parents and to the long-term goal to establish a Children's Center rooted in High Impact Experiences for all UWGB students.

SUPPORT the initiation of the formation of a formal planning process to consider a building site or renovation possibilities and further develop the business model; this can be an early version of the Childcare Committee mentioned in the plan and/or include a UWGB student competition to develop a profitable plan. This formal process could also include partnering with SGA on their subsidy plan and considering other ways to make the campus friendlier for student-parents.

Emeritus Proposal

Given our remaining time and the complexity of the issue, Amanda suggested that we set up a separate meeting in January to discuss our proposal. The committee agreed that this is too big an issue to discuss during a regular meeting. Amanda will set this up.

Employee handbook feedback reminder: HR is currently working on this document. Please review and send your feedback to Jan via email.

Website is still a work in progress. Kim is working with Pat Theyerl. Pat will be training folks on the use of Kentico. Stand by for more details.

NEW BUSINESS

No new business.

Adjourn

Meeting adjourned at 11:21 a.m. Just in time to make it to the Chancellor's Holiday Luncheon.

GO FORTH AND BE AWESOME!!

| DATE | TIME | DAY | LOCATION |
|-------------------|--------------------|----------|-----------|
| January 19, 2017 | 10:00 – 11:30 a.m. | Thursday | MAC - 201 |
| February 16, 2017 | 10:00 – 11:30 a.m. | Thursday | MAC - 201 |
| April 20, 2017 | 10:00 – 11:30 a.m. | Thursday | MAC - 201 |
| May 18, 2017 | 10:00 – 11:30 a.m. | Thursday | MAC - 201 |