

**University Staff Committee
Meeting Minutes
April 20, 2017, 10:00 – 11:30 a.m.
MAC – 201**

APPROVED VIA EMAIL VOTE 8/17/2017

In Attendance: Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Matt Nieman, Susan Machuca, Fred Kennerhed, Sarah Pratt, Monika Pynaker, Nathan Carlton, Ron Kottnitz, Michael Bubolz, Kathy Reissman, Anna Powers, Christine Olson (guest), Julie Flenz (HR Liaison), Jayne Kluge, Tina Tackmier (Treasurer), Tracy VanErem, Christina Baudhuin, Teri Ternes, May Kujawa, Mariah Pursley, Brenda Beck and Holly Keener – really tardy! (Secretary).

Welcome and Approval of Minutes

Jan called the meeting to order at 10:00 a.m. and, with no secretary in sight, Monika offered to play the role of scribe until Holly arrived (THANKS MONIKA!).

Approval of Minutes – The March USC meeting minutes were approved with no corrections.

Treasurer’s Report:

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 1,259.50	\$ 359.50
Regular Account (136)	\$ 8,392.41	\$ 8,392.41
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 1,438.89	\$ 1,719.07
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 21,124.16	\$ 20,504.82 <i>Grand Total</i>

Professional Development Funds (pending):

Helen Alexander	\$300.00
Bonnie Laundrie	\$300.00
Matt Williams	\$ 99.00
Robert Ryan	\$300.00
Craig Loberger	\$300.00
Joan Schaller	\$300.00
Ron Kottnitz	\$300.00
Barb Tomashek-Ditter	\$250.00

Total approved and awaiting disbursement **\$ 2,149.00**

Discretionary Account (pending):

Employee Appreciation Week \$ 250.00

Total Expenses (Not yet reconciled) **\$ 250.00**

HR Update

- **Title and Total Compensation Study:** Communication recently went out from UW-System Admin with some FAQ's. Christine is working on forming a group (potentially using Committee on Workload and Compensation) for continuous updates of the status for governance groups. Mercer presentation including five phases which was recently sent out to governance leads.
- **Rollout of Future Training:** discussions are ongoing about future training rollout including IT Security training, FERPA, Ethics, EO54.
- **Employee Handbook:** Publication of ASC Bylaws and final review of the grievance/compliant policy before publishing and moving forward on the handbook. Once published (hopefully later this month) handbook will be communicated out broadly and require AS/US employee review and handbook acknowledgements. Target Date May 12.
- **Policy Updates:** all updated policies will be communicated annually in policy notification (September) and rolled out when handbook is finalized/communicated.
 - **Request for Feedback:**
 - Grievance and Complaint: due to Christine by Friday, April 21.
 - **Published**
 - Harassment and Discrimination Policy (policy update)
 - Information Security: Acceptable Use
 - **In the Works:**
 - Compensation and Pay Plan Policy- sent to leadership for review. Plan for governance review in mid-late May.
 - Educational Assistance (previously called Tuition Assistance)
 - Moving Expense Reimbursements
 - Alcohol and Other Drugs Policy
- Second Onsite Health Screening Event Scheduled for September 14 – Due to the great interest in the onsite health screening event on Wednesday, April 26, a second onsite health screening event has been scheduled for Thursday, September 14 from 7:30 am to 12:30 pm. Both screenings will be held in the University Union Phoenix Rooms. You can sign up for the September 14th screening. The registration information can be found on the HR Connect Blog.

New Employees:

- **Dean Assistant** Austin E. Cofrin School of Business: New Position – Kathleen Jurecki was hired and will start on 5/1/17
- **USA2** Provost: Incumbent – Avery Garcia – Mariah Pursley was hired and started on 4/4/17
- **Financial Specialist Senior** Union: Incumbent – Tammy Olp – Sara Chaloupka was hired and the start date is still being worked out
- **USPA (Two Vacancies)** Continuing Education & Community Engagement (formerly Outreach & Extension): One to replace JoAnn Feeney (retiring) and one new position – Samantha Anderson was hired and will start on 4/17/17 and Susan Pike was hired and will start on 5/1/17

Positions Being Recruited:

- **Police Officer** Public Safety: Incumbent - Nick Dennis has been reposted
- **Dean Assistant** in College of Health, Education and Social Welfare to replace Ashley Folcik
- **Auto & Truck Mechanic** in Facilities to replace Josh Stephens

Question for Christine: How will the new policies be distributed to the university staff? How do we, as a staff, know that this is now an official document? (For example, the Workplace Conduct and Ethics policy)

Answer: This policy was communicated through UPS when it was finalized. It was also sent through the governance groups, linked to HR Connect and sent out to the university through Christopher Paquet.

In the future, the policies will be available through the USC website via a link to the HR website.

One quick note about training: we will probably see one more training on the IT policy through Lawroom. Christine also asked us to make sure we complete Title IX training – we are about 80% compliant. If you haven't already done so, get out there and do it. Currently there is no "consequence" for not completing it, but HR is working on trying to put some teeth into the policy so there could be some reprimands in the future.

Elections Committee

Holly arrived on scene with a flurry of apologies, a really good excuse and just in time to present her committee report on the results of the US Spring 2017 election. The new members elected to our committees are:

USC – Jan Snyder, Monika Pynaker, Tracy Van Erem

Election Committee – Anna Powers

Personnel Committee – Brenda Beck and Kathy Reissmann

Professional Development Committee – Julie Flenz and Sarah Pratt

Learning Technology Collaborative Committee – Michael Bubolz and John McMillion

After realizing the handout she had prepared with the make-up of the new committee membership was in error, Holly tossed her sheet over her shoulder, asked the committee to do the same and promised to attach the corrected sheet to the draft minutes of this meeting (correction is attached).

The shared governance appointive committees are still awaiting the final appointments from the appointers. Holly hopes to have the new folks in place and identified by our May meeting.

The CWC appointment will need to be made by the USC. The group agreed to vote on these at our next meeting. Holly will send the names of the nominees to the USC so the group has time to review the candidates before the vote in May.

Personnel Committee

The committee met recently to discuss the feedback received at the US Assembly in Spring. The responses to the concerns/questions were sent out with today's agenda and they will also be available on SharePoint. The responses were very well thought out and appreciated by the entire group. Good work Personnel Committee and HR!

Update on HR policies: Current policies are now available on the HR website. It's important that all Univ Staff know how to get to the documents and put in the effort to become familiar with these new policies. The website is very easy to use. There are also some new policies out there that won't be available in the handbook until the new handbook is published (hoping for early May). They are also linked to the HR Connect. Sue thanked her committee for their good work this year.

Discussion regarding grievances: Recently there have been questions regarding the role of the Personnel Committee in grievances or disciplinary actions. Christine suggested that we look at the responsibilities in our by-laws and make sure they are consistent with the HR policies. When our by-laws were developed, we used the Academic Staff by-laws as a model. However, now that the union is gone, there is a potential that university staff may ask the Personnel Committee to serve as "support" people at these hearings. We have not had any official cases where we've seen the full impact of our current role. Do our people have the training to serve in these types of situations? Is this something that we want to do as committee representatives? Are all of our Personnel committee members aware that they may be asked to be a part of a grievance?

Jayne suggested that any new people that are brought onto this committee should be required to either attend a training or have resources available to them so that they can provide the correct support if asked to sit in on any grievance / complaint / disciplinary hearing. Do the employees understand the role that our committee plays? The Personnel Committee needs clarification of its role and how we can or can't support our university staff members. Do we need to develop a better definition of our role in policy and by-laws? Do we need to provide better education to our personnel committee members and/or the university staff? Sue will call a meeting of the personnel committee to discuss how to put this into action.

Professional Development Committee

- Our fall conference will be held on Oct 20th at the Tundra Lodge. Registration is \$99. The key note speakers are booked and we are awaiting confirmation for 2 break-out session speakers. The focus is on communication.
- The next USC / ASC joint session will be on May 23rd - Tina Hallis from Positive Edge from 1-4 in Phoenix Room BC-- Finding Resilience in Times of Ambiguity and Uncertainty.
- Our year-end party will be held on June 15th at Lambeau Cottage and will replace our June meeting. It was decided that we would order food from Chartwells to make things easy on everyone.
- Prof Development Funding – Our 102 account receives \$3450 for prof dev funding requests each year. We also have \$5000 from the 136 acct to use for joint workshops. We currently have \$750 left. If anyone has any intention of submitting a request, please do so soon. We may also be able to draw on one-time funding dollars if we run out. These requests would be submitted to the Provost for approval and funding. Teri will work with Tina and Matt to discuss any funds left. On July 1st we will receive next year's 102 funds.
- It was suggested that the committee look at raising the registration fees for the fall conference since we seem to lose money each year. But this was anticipated since we need to draw-down this account per instructions from Matt Dornbush.

Univ Staff System Rep Report

A decision needs to be made on whether we will allow Ron to continue to be our US rep since his term with the USC is over as of the end of June. This is something that the USC will need to consider. Holly agreed to send the question around to the USC in the same email that she sends the request for a vote on candidates for the CWC committee. We will then be able to consider this request and vote on it at our next meeting.

As time was quickly getting away from us, Jan gave a really quick update from Faculty Senate (the only new thing they discussed was not sending out annual appointment letters, per a request by HR) and then moved to adjourn.

Adjourn

Meeting adjourned at 11:30 a.m.

GO FORTH AND BE AWESOME!!

DATE	TIME	DAY	LOCATION
May 18, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
October 20, 2017	TBD	Friday	TUNDRA LODGE

**University Staff Committees, Campus Joint Governance
& Campus Appointive Committee & Working Group Reps
2017-18**

University Staff Committee		
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
Holly Keener	Secretary	2016-2018
Fred Kennerhed	USC Member	2016-2018
Monika Pynaker	USC Member	2017-2019
Jan Snyder	USC Member	2017-2019
Tracy Van Erem	USC Member	2017-2019
Teri Ternes	USC Member	2016-2018
Amanda Wildenberg	Vice Chair	2016-2018

Election Committee		
Holly Keener	Chair (2016-17)	2016-2018
Ron Kottnitz	EC Member	2016-2018
Anna Powers	EC Member	2017-2019

Personnel Committee		
Brenda Beck	PC Member	2017-2019
Nathan Carlton	PC Member	2016-2018
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
Jayne Kluge	PC Member	2016-2018
Kathy Reissmann	PC Member	2017-2019
Helene Rosner	PC Member	2016-2018

Professional Development Committee		
Nathan Carlton	PDC Member	2016-2018
Kim Mezger	PDC Member	2016-2018
Julie Flenz	PDC Member	2017-2019
Teri Ternes	Chair (2016-17)	2016-2018
Sarah Pratt	PDC Member	2017-2019

UW System University Staff Representative	
Ron Kottnitz	2015-17
Fred Kennerhed, backup	2016-18

(Campus Joint Governance & Campus Appointive Committee & Working Group Reps on page 2)

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee (appointed)	TBD following awards	2017-18
Committee on Workload and Compensation (appointed)	Jayne Kluge	2015-18
	TBD, liaison to USC, non-voting	2017-18
	TBD	2017-19
	Lisa Schmelzer	2016-18
Candidates for appointment to CWC:		Christina Baudhuin, ADA, PEA Kim Mezger, USA, Dis Srvcs
Learning Technology Collaborative Committee (elected)	Fred Kennerhed	2016-18
	Michael Bubolz	2017-19
	John McMillion	2017-19

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor's Council on Diversity & Inclusive Excellence	Theresa Mullen	2016-18
Committee on Disability Issues	Theresa Mullen	2016-19
Health & Safety Committee	TBD	2017-19
	Lisa Schmelzer	2016-18
Candidates for appointment to Health & Safety:		Kurt Nimmer, electrician Tina Tackmier, USA2, stud. life
University Planning and Innovation Council (committee disbanded by Chancellor)	No vacancy	NA
	No vacancy	NA
	No vacancy	NA
Wellness Committee	Lisa Schmelzer	2016-19