

**University Staff Governance
Kick-off Meeting
Meeting Minutes
July 16, 2015, 10:00 – 11:30 a.m.
MAC – 201 (Gathering Room)**

approved 8.20.15

Members in Attendance: Cheryl Pieper, Sue Machuca, Holly Keener (Treasurer), Ron Kottnitz, Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Tina Tackmier (Secretary), Sousie Lee, Theresa Mullen, Sarah Pratt, Virginia Englebert, Melissa Huckabee

Invitees: Steve Meyer, incoming Secretary of Faculty and Staff

Excused: Kevin Boerschinger, Teri Ternes, Monika Pynaker

Welcome and Intro

This meeting was the kick-off meeting for our 2015-16 University Staff Governance committees. As such, it was designed to be an introduction of the newly elected members and a chance for the University Staff subcommittees to gather to elect their new officers (if needed) and set initial meeting schedules.

Jan opened the meeting with a brief welcome to new members and a rundown of the “informal” agenda.

New Committee members:

- Theresa Mullen replaces Kimberly Danielson on USC
- Sarah Pratt replaces Melissa Nash on PDC
- Sousie Lee on Election Committee
- Melissa Huckabee and Sue Machuca on Personnel Committee
- Micky Doyle and Virginia Englebert on Professional Development Committee

We still have a few committee vacancies. The Election committee is working on getting these filled and in place for the beginning of the academic year.

- CWC (Committee on Workload and Compensation)
- Invent the Future: Enrollment Group (if their work continues)
- Awards and Recognition: to be filled by this year’s award recipient (TBA)
- Univ. Staff Representative to the UW System - mtgs take place in Madison 3 times per sem.

Jan explained to the group that subcommittees are responsible for reporting to the USC on a monthly basis and asked that the Chair or a committee representative plan to attend the monthly USC meetings if possible. If not, it is the responsibility of the Chair of each committee to send an activity report to Jan prior to the monthly meeting.

The August USC meeting will need to be rescheduled due to a conflict with the Shared Governance Leadership Group. Both Jan and Amanda will not be available. Jan will review our Outlook calendars and send out a new meeting invite.

This year’s USC meetings have been scheduled. Unless we need to accommodate for extra attendees, these meetings will all be held in MAC – 201. All members on all committees will be included in the Outlook invitation and should plan to attend as appropriate. If anyone’s supervisor is questioning your time away for these meetings, please contact Jan or Amanda who will have HR emphasize to the supervisors the importance of regular participation. The Chancellor has stated that he is very much in support of our governance work and will do what is necessary to make sure we are able to take part in these meetings.

Other Tidbits

Policy Update -- The Personnel Committee has been working diligently with HR on the development of the new University Staff Personnel policies. Some policies are still in the draft stage while others are complete and in place. For those policies that are not complete, we will continue to operate as we have until the new policies are finalized. If you would like to be a part of developing and reviewing policies, please attend one of the UW System tele-presences. Amanda sends out the Outlook invitations for these meetings and will include an agenda so that we can attend as we would like.

Handbook Update -- Our new handbook is still in the development stage. HR is working with SOFAS to reorganize and update all of the Governance handbooks. They are hoping to have this work complete by the end of the year.

Fall Conference -- The Fall Conference is scheduled for November 6th at the Tundra Lodge. The Professional Development Committee is creating a new University Staff brochure and is also looking into ordering a new banner to be used. The committee will send out proofs to the committee for approvals prior to final purchase. These materials can also be used for other University Staff committee events as needed.

At this time the committee broke down into subcommittees to elect officers and discuss meeting schedules.

The next USC meeting is being rescheduled. Stay tuned.

2015 – 2016 Meeting Schedule

July 16, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
August 20, 2015 TBD	10:00 - 11:30 a.m.	Thursday	MAC - 201
September 17, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
October 15, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
November 19, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
December 17, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
January 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
February 18, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
March 17, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
April 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
May 19, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201

SAVE THE DATE: FALL CONFERENCE November 6, 2015 at Tundra Lodge