

**University Staff Committee
Meeting Minutes – APPROVED
June 18, 2015, 10:00 – 11:30 a.m.
1965 Room, University Union**

1. Welcome

2. Call to order

3. Roll call

USC Members: Jan Snyder (Chair), Amanda Wildenberg (Vice Chair), Holly Keener (Treasurer), Kevin Boerschinger, Monika Pynaker, and Christine Olson (HR Liaison)

Absent: Tina Tackmier (Secretary), Kimberly Danielson

Guests: Paul Wikgren, Kim Mezger, Teri Ternes, Sarah Pratt, Brenda Beck, Ron Kottnitz and Melissa Huckabee

4. Review & approval of May minutes – Amanda
Holly motioned to approve and Kevin seconded.

5. Treasurer's Report – Holly
Voted to move money from our agency account into our Endowment Account in order to get the balance to \$10,000 to start earning interest.

	Previous Month	Current Month
Staff Development Account	\$ 1,431.44	\$ 1,151.09
Regular Account	\$ 18,555.90	\$18,360.90
Agency Account	\$ 2,842.66	\$ 2,842.66
Endowment Account	\$ 9,610.73	\$ 9,668.14

6. Labor Management Report – Christine

Personnel Updates

UPS Updates
OP/Policy

Layoff	Completed; will be made available on the website in the next week or so.
Grievance Procedures	Completed; will be made available on the website in the next week or so.
Complaint Procedures	Completed; will be made available on the website in the next week or so.
Children in the Workplace	Completed; will be made available on the website in the next week or so.
Performance Management	Recommendation is to remain status quo until things are a bit calmer. Committee is welcome to look at the changes, but please keep in mind that any changes made to review will need to be communicated to University Staff a year in advance so they know what they're being evaluated on. Feel free to take a look at the form, but please let HR know what the consensus is for updates.

University Staff Temporary/Project Appts.	HR will be updating forms and handbooks over the next month or so.
Title Change	Recommendation was to adopt the forms from Academic Staff and make one process for both groups. Documents will be created and shared for feedback in the next couple weeks.
Recruitment Policies	HR is in the works for rolling out a new recruitment process to include an internal recruitment and application process. This document will be available and shared in the next couple of weeks
Compensation Structure Tools	A policy will be created and a forum will be upcoming to discuss this policy and future changes.
Voluntary Reassignment	Meetings were held to discuss the impacts to exempt staff effective 7/1 with time reporting. Meetings for those eligible for voluntary reassignment will be held beginning in Mid-November to give employees the option to transition beginning January 2, 2016.
Workplace Expectations	Recommendation is to adopt the Classified Work Rules until a future date when we can form a working group to start on a Workplace Code of Conduct or similar document. With the current state of morale, etc. the thought is this may be better received and adopted down the road.
Workplace Safety	HR is working on this policy. Once in a draft format, this will be rolled out for feedback.

Other Updates

- Human Resources is in the process of rolling out a new website. This is a couple months off, so please be patient when looking for things. We will be making updates as needed for UPS, but things are going to be in a state of transition for the next couple months. We ask for your patience and understanding through this transition. If you are looking for something and you can't find it, feel free to contact us at (920) 465-2390 or hr@uwgb.edu and we are be happy to help.
- The handbook is also in the works of being updated. We will be rolling out a draft of this to the committee once it's in a workable format.

New Employees

- **Custodian (100%)** Brian Seidl transferred from a 50% Custodian position at the Weidner Center—replacing Scott Smith

Positions Being Recruited

- **University Services Program Associate (Project Appointment)** Outreach and Adult Access; to provide assistance with departure of Mona Christensen
- **Human Resources Assistant (90%)** Human Resources; to replace Dana Daggs

- **Academic Department Associate (100%)** Natural and Applied Science/Human Biology – to replace Tammy Silha

Positions on Hold

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

Positions Cancelled

- **Auto Equipment Tech Master (100%)** Facilities Management. Incumbent: David Krout.
- **Academic Department Associate (100%)** Nursing. Incumbent: Ruth Pearson.
- **Academic Department Associate (100%)** Humanistic Studies. Incumbent: Karely Mendez.
- **University Services Associate 2 (75%)** Office of Grants and Research. Incumbent: Charmaine Robaidek.
- **Office Operations Associate (50%)** Purchasing. Incumbent: NEW position.
- **Library Services Associate-Advanced (100%)** Cofrin Library. Incumbent: Leah Liebergen.

Vacant Positions:

- **Program Assistant** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **Academic Department Associate** Human Development/ICS. Incumbent: Nicole Miller.
- **HVAC/Refrigeration Specialist- Advanced** Facilities Management. Incumbent: Michael Van Oss.
- **IS Systems Development Services Senior** Web Services. Incumbent: Joseph Motacek.
- **Custodian (50%)** Weidner Center. Incumbent: Brian Seidl.
- **University Services Associate 2** Phoenix Bookstore. Incumbent: Paul Vavra.
- **University Services Associate 2 (75%)** CATL. Incumbent: Dana Mallett.
- **Maintenance Supervisor** Facilities Management. Incumbent: Jeff Sonkowsky.
- **University Services Program Associate** Institute for Learning Partnership. Incumbent: Lisa Salentine.

7. USC governance committee reports/updates (as available)
 - A. Election Committee – Voted to approve Joint Governance Committees and Learning Technology Collaborative Committee representatives.
 - B. Personnel Committee –See notes above from Christine. They will hold a meeting to discuss performance reviews to either push for changes or address it at a later time.
 - C. Professional Development Committee – Held final professional development training with ASPDC. Overall they felt the collaboration went well and they plan to work with them in the future. The Fall Conference is moving forward. Save the date was sent out and final speaker information and door prizes are being worked out. The Fall Conference information was shared with the UW University Staff representatives at the last meeting.
8. Campus shared governance committee reports/updates (as available)
 - A. Awards & Recognition Committee – Election committee will continue current practice of choosing winner from the last year to represent University Staff. Steve Meyer asked if we wanted more representation on this committee and the discussion was tabled until we could speak with Cheryl Pieper regarding the situation.
 - B. Committee on Legislative Affairs—Virginia Englebert, Holly Keener and Ron Kottnitz were appointed.
 - C. Committee on Workload & Compensation –USC approved Melissa Huckabee, John McMillion and Sarah Pratt as representatives. (Ron Kottnitz is the non voting member)
 - D. Learning Technology Collaborative Committee—USC appointed Kim Mezger and Sara Pratt and Monika Pynaker were elected as representatives.
9. Campus appointive committee reports/updates (as available)
 - A. No reports

10. UW State Classified Staff Council reports/updates

A. General business

Search and Screen process for high administrators. Jan reported that they extended timeline for submission of feedback. She cautioned to not overlook that "staff" is both Academic and University staff members. We have not heard what changes they will or will not make at this point.

B. Policies

Had a telepresence with Al Crist and he said he spoke with the Chancellors about getting us representation at the monthly meetings. We are still waiting to hear back on the outcome.

11. Old Business:

A. 2014-15 Committee Annual Summary Reports

Reminder to submit your annual summary reports to the SOFAS office.

12. New Business:

A. Bylaws updates and proposed amendments

25 responses were received for approval. Will send out reminder on 19th to try to increase response rate. It will close the following week and will then be added to the share point account.

B. Website/blog/SharePoint

Paul explained that the website has a blog. He recommended leaving it as is until the CMS rolls out. There is some confusion on the blog being a website and vs versa so decided to delete the blog section at this time.

C. New University Staff Governance banner

Voted to spend money to create a new banner that has University Staff listed instead of Classified Staff.

13. Adjournment – Monika motioned to adjourn.

The next USC meeting will be a kickoff for the 2015-16 committee terms. Officers for the USC and chairs for all US governance committees will be selected at that time. There will be no formal business agenda.

July 16, 2015, 10:00am MAC 201 (Gathering Room)