

**University Staff Committee  
Meeting Minutes  
March 17, 2016, 10:00 – 11:30 a.m.  
MAC – 201 (Gathering Room)**

**Approved 4-21-2016**

**In Attendance:** Holly Keener (Secretary), Theresa Mullen, Kim Mezger, Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Tina Tackmier (Treasurer), Monika Pynaker, Sarah Pratt, Ron Kottnitz, Nathan Carlton, Fred Kennerhed, Cheryl Pieper, Kevin Boerschinger, Bea Yang Thao, Christine Olson (HR Liaison), Teri Ternes.

**Welcome and Approval of Minutes**

Amidst much coughing and nose blowing, Jan brought the meeting to order at precisely 10:04 a.m. Her first order of business was to welcome Nathan Carlton and Fred Kennerhed to our group. -- Hi Nate and Fred!!!

Two minutes were approved with a couple of corrections: January's minutes were approved with attendance corrections (sign in sheet was found so above represents "actual" attendees); February's minutes were approved with a change to Karen Peterson's department (Purchasing Dept. instead of Financial Office).

**HR Labor Report**

**New Employees:**

- **Financial Specialist – Senior** Purchasing –Karen Peterson was hired to replace Robin Kepler and started 2/15/16
- **Custodian (Second Shift)** Operations –Terry Poster was hired to replace Daniel Bos and started 2/29/16
- **Student Status Examiner – Senior** Registrar – Brandon Pannier was hired to replace Eileen Kolb and started 3/7/16
- **Payroll and Benefits Specialist (80%)** Human Resources – Jolene Truckenbrod was hired to replace Sue Miller and started 2/1/16

**Positions Being Recruited:**

- **Academic Department Associate** Nursing – to replace Ruth Pearson
- **University Services Program Associate** Athletics – to replace Debbie Sanders
- **Custodian (Third Shift)** Operations – to replace Brian Seidl
- **University Services Associate 2:** Education/Phuture Phoenix– to replace Linda Collins and Ann Vandenack.
- **Human Resources Assistant** – 2 vacancies. To replace Sousie Lee and Jolene Truckenbrod.
- **Custodian Lead-** Weidner Center. To replace Kevin Wargin.

**Vacant Positions:**

- **Electronic Technician Media Intermediate (100%)** Academic Technology Services. Incumbent: Ron Kottnitz
- **Program Assistant:** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **University Services Program Associate:** University Advancement. Incumbent: Elizabeth Teubert
- **Custodian 3<sup>rd</sup> shift:** Operations (Kress Center). Incumbent: Terri Antonio-Martinez
- **University Services Associate 2:** Phoenix Bookstore. Incumbent: Paul Vavra
- **Library Services Assistant Advanced:** Library. Incumbent: Leah Liebergen
- **Auto Equipment Tech Master:** Facilities. Incumbent: David Krout

**Treasurer's Report:**

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 2,251.00	\$ 2,151.00
Regular Account (136)	\$ 16,823.79	\$ 16,821.19
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 2,797.97	\$ 2,450.43
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 31,906.60	\$ 31,456.46 <i>Grand Total</i>

**Professional Development Funds (pending):**

Scott Berg	\$ 300
Mark Vanderveren	\$ 300
Jim Carncross	\$ 300
Matthew Lieberenz	\$ 300
Jamel Heim – CB processed	\$ 300
Barb Holschbach	\$ 300
Fred Kennerhed	\$ 300
Marlene Strebel – CB processed	\$ 300
Barb Tomashek-Ditter	\$ 300
Michael Bergsbaken	\$ 300
	=====
Total approved and awaiting disbursement	\$ 3,000

Endowment Account – With regard to the Endowment account, Jan has not yet received information from SuAnn Detampel.

**University Staff Committee Reports**

- **Election Committee** – The results are in!! Those elected to the various Elective committees have been notified and have until Friday at 5:00 to either accept or decline their positions. All results will be released at our next meeting, including those that have been nominated to the various appointive committees.
- **Personnel Committee** – Nothing new to report. The handbooks are still in the works.
- **Professional Development Committee** –
  - The Winter Social was fun. There were 16 in attendance (\$237.49 spent). There were quite a few new people who hadn't attended before. All had a good time.
  - The annual Fall Conference will be held on October 28<sup>th</sup> at the Tundra Lodge. Save the date.
  - The "Adventure's in Team Building" workshop that was scheduled this past week had to be cancelled due to car trouble (Ed's car broke down in Appleton). Forty four people were registered. This session will be rescheduled.
  - The next event is April 27<sup>th</sup>: Randy Fox in the Christie Theatre with the microphone (The Best Team Wins).
  - May 19<sup>th</sup>: Jane Morgan in Phoenix Room B with a projector (10-noon and 12:30 – 2:30p).

The committee is still looking for ideas for a team building event to take place yet this fiscal year. Suggestions for Teri were: Bowling, another social, a picnic at Bay Beach, mini golf.

- **UW University Staff Rep Meeting** – US System Reps met last Friday in Madison for a short session. Items discussed included: the not-to-be-named (because Ron couldn't remember his name) State Senator who bashed the University's reserves. The Senator's remarks were mentioned and the reserves were further explained and discussed. These are NOT spare funds that can be used to make up our short-falls, these are actual dollars that are committed.

Astonishingly, there was no mention of tuition, tenure or program discontinuation. System has also started a task force to address compensation, titling and benefits alignment. We'll be hearing more about this in the future.

Ron is not sure if anyone will be attending the Board of Regents meeting here in April. Jan will keep the hospitality room reserved and will arrange to have coffee and maybe a light snack tray provided for those who may need a quiet place to sit for a while. Thursday afternoon (April 7<sup>th</sup>) is the Board of Regents general meeting and it would be nice if we had a good showing of the University Staff reps.

### **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.
- **University Committee / Faculty Senate** – At the March 2<sup>nd</sup> UC meeting, the Chancellor presented an updated picture on our budget situation. It's not pretty. Enrollment is not up enough and we need to make more cuts in spending. The Provost has been tasked with identifying cuts to be made. His office is working with the different department heads to identify possible reductions. In the event that there are layoffs, they will need to be made pretty quickly in order to provide the necessary notice to the employee groups. The Chancellor has stated that he is committed to avoiding program discontinuance if possible. Starting this fall, campuses are being asked to comply with the 24 credit hour workload. Reassignments may be reduced. Overloads may be reduced. Departments are looking at all avenues. The Chancellor will have the final decision. Faculty Senate will be briefed at its March 30<sup>th</sup> meeting.
- **Shared Governance Leadership Group** – Information shared at the 3/2 UC meeting was repeated and expanded on a bit at a shared governance meeting on March 7<sup>th</sup>.
- **Awards & Recognition** – The Founders' Awards nominees are being screened and finalists will be chosen next week.

The Classified Staff plaque hanging in the concourse by the bus stop is outdated. Do we want to have it updated? The group decided that we won't continue to update this plaque but will add a link to the list of awardees on our new and improved website. That way it can be updated with no cost. The current plaque will be delivered to the SOFAS office for display and/or safe-keeping.

- **Legislative Affairs Committee** – no update.
- **CWC** – no update.
- **LTCC** – no update.
- **UW-System University Staff teleconferences** – nothing to report.

## **Old Business:**

The Spring Assembly went well. Fifty seven people registered ahead of time (14 of those did not attend) and two attendees were walk-ins for a total attendance of 45 (not including the presenters). The ice cream was yummy!

Emeritus status for University Staff – After review of the draft Emeritus procedure presented by Jan, the group decided that the process as proposed look good and it should be presented to the Chancellor. Jan will send it to his office for approval.

Name Change in Outlook and on the UWGB website: Our current HR distribution list in Outlook still reads “Classified Staff.” Jan has requested through CIT that this be changed. Monika explained that it’s not just a little, simple change. CIT is working on it and it will be done. The other changes to the website regarding our name change and that of the SOFAS’ title are being made as they are identified. If you find a link that still refers to Classified Staff or Secretary of the Faculty and ACADEMIC staff, please copy it and send it to Holly. She will be the conduit to Web Dev for these changes.

Governance Participation and Leave Policy – Christine Olson presented our draft policy at a recent HR leaders meeting. While this is something that is generally supported, they questioned whether it should really be put into policy format. This may draw a tight line between governance and administration and may cause some issues. Is this something that should be done for ALL governance groups? Do we really need to make it a University Staff policy? What about a statement of support that gets presented to ALL governance groups just prior to distribution of the annual Preference Survey? The group discussed the policy vs statement proposal and decided that it would be best if we ask SOFAS to write a letter to all governance groups in support of active participation. We will also ask the Chancellor and/or Provost to write a statement of support that would be included in the SOFAS annual letter. Hopefully, this letter will be something that our employees will recognize as encouragement to get involved. We will also adapt our website to include estimated time commitments for each committee and better descriptions of committee involvement.

**New Business:** Monika presented an issue that was brought to her attention regarding the purchase of uniforms and safety glasses. Christine explained that this is something HR looked into last year. If employees are required to wear safety glasses for an essential job function, the safety glasses will be provided. If an employee has questions or concerns, they should be referred back to their supervisor for discussion and then to HR if needed.

**Random New Business:** 1) If anyone needs them, the toner boxes will be moved to the back of CIT; and 2) Ron needs to give Amanda her tape dispenser back.

The meeting adjourned at 11:34 a.m.

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

### **2015 – 2016 Upcoming Meetings**

April 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
May 17, 2016	1:00 – 2:30 p.m.	Tuesday	MAC - 201
June 16, 2016	10:00 – 11:30 a.m.	Thursday	1965 Room