University Staff Committee
Meeting Minutes
May 26, 2016, 10:00 – 11:30 a.m.
University Union 103

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

Guest: Steve Meyer, Secretary of the Faculty and Staff (SOFAS)

Welcome and Approval of Minutes

Still without her secretary in attendance (where IS that girl?!), Jan welcomed the group to the last meeting of 2015-16. She explained that this meeting was going to be a little more informal than most and proceeded to introduce Steve Meyer (our Secretary of the Faculty and Staff) who extended a big “thank you” to Jan for all of the time and energy that she has given to shared governance this year. He also presented her with a very nice gift.

With a rush of excitement, Holly Keener (the truant secretary) flew into the meeting room with Theresa Mullen in tow. Apparently they had not read the latest agenda indicating the change in meeting room. After apologies all around for disrupting the meeting, Holly sat down to the business at hand: the distribution of the draft minutes from our last meeting and the recording of attendance.

After a quick review of the draft minutes just distributed, the group made a few corrections and unanimously approved the minutes from the April 17th meeting.

University Staff Committee Reports

- **Election Committee** – We are still waiting on the decisions regarding the appointive committees. The Provost committees are still pending approval. The appointment of our rep to the CWC was tabled pending the decision by the Provost.

- **Personnel Committee** – Nothing new to report. The handbooks are still in the works. We are hoping to be able to get down to some serious work with HR this summer.

- **Professional Development Committee** –

  The 102 funds for professional development have been exhausted and we are now drawing on our 136 funds for any remaining professional development requests. Scott Berg’s reimbursement is the only one still pending.

  The next Fall Conference meeting will be held on Tuesday, May 31st. They will be finalizing the choice of speakers and developing an agenda.

  There is one joint session with the Academic Staff left this year.

  - The “Adventure’s in Team Building” workshop to be held June 21st. Teri will send out a request for updated registration since some of the teams may be dropping due to the rescheduling of this workshop.
Other items to Clean Up:

All committee and subcommittee reports are due to the SOFAS office by Tuesday, May 31st. Remember to cc: Jan with your reports so that she can include them on our SharePoint drive.

The new website roll-out is still pending. We are waiting for the individual photos that were taken by Dan. Once we have the pics, we should be ready to “go live.” Jan will follow-up with Dan in Communications to get those photos uploaded.

Josh Goldman (ASC president) recently shared a memo that he received from Sheryl Van Gruensven regarding $392,000 of unfunded fringe benefit costs that were returned to UWGB. Jan read the memo from Sheryl that indicates there is no plan in place at this time for these funds. Jan will keep us posted.

The OAA reorganization is in the works. Refer to the document that the Provost sent out to all UWGB announcing the reorganization. No physical moves have taken place yet. Jan will keep us posted.

The Title and Compensation System-wide task force as begun their work. Results may not be complete for at least two years. Jan will keep us posted.

We should have all heard about the No-Confidence vote by the Faculty Senate and the Confidence memo that was distributed by the Council of Trustees. We have not been asked to support either side of the argument, nor does Jan anticipate we will be asked. The Chancellor has indicated that he would like to meet with the shared governance groups to discuss his Urban Challenge vision and campus communication strategies. She anticipates this meeting will occur soon. Jan will keep us posted.

HR Labor Report

New Employees:

- **Academic Department Associate** Nursing – Mary Chyatte was hired to replace Ruth Pearson and started 5/2/16
- **University Services Program Associate** Athletics – Beth Jones transferred from the Registrar’s office to replace Debbie Sanders and started 5/2/16
- **Payroll and Benefits Specialist (80%)** Human Resources – Jolene Truckenbrod was hired to replace Sue Miller and started 2/1/16
- **Human Resources Assistant** Human Resources – Jenny Seefeldt was hired to replace Sousie Lee and started 4/5/16
- **Human Resources Assistant** Human Resources – Mitchell Sabez was hired to replace Jolene Truckenbrod and started 5/2/16
- **Custodian Lead** Operations – Lisa Glinski was hired to replace Kevin Wargin and started 5/9/16
Positions Being Recruited:

- **University Services Associate 2** Education. Incumbent: Linda Collins
- **Custodian (Third Shift)** Operations. Incumbent: Brian Seidl
- **Power Plant Operator Senior** Facilities Management. Incumbent: Mark Wenzel
- **Financial Specialist Senior** Phoenix Bookstore. Incumbent: Amy Ibuaka
- **Custodian (First Shift)** Operations. Incumbent: Chad Eastman/George Berger.

As Jan mentioned above, the Title and Compensation study is under way. They will be focusing on communication through the governance groups. HR offices will be heavily involved and will come up with a consistent communication plan across the system to make sure expectations are clear. This study is meant to create a more market-informed title and compensation structure.

Christine will keep us posted.

The OAA reorganization memos were distributed yesterday to those immediately impacted by the change.

The Academic area reorganizations will begin in July once all of the new Deans are hired and in place.

Christine also wanted to remind us that HR has a new service module in place. There have been a few changes in HR including two new hires: Jenny Seefeldt and Mitch Sabez. You can find these changes and your new contacts posted on the HR website or in the HR Connect.

**Treasurer’s Report:**

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<tr>
<th>Account</th>
<th>Previous Month</th>
<th>Current Month</th>
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<tbody>
<tr>
<td>Staff Development Account (102)</td>
<td>$ 51.00</td>
<td>$ 0.00</td>
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<tr>
<td>Regular Account (136)</td>
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<td>$ 13,092.49</td>
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<tr>
<td>Foundation Discretionary Account (#11100 “Agency” acct)</td>
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<td>$ 2,205.79</td>
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<td>Endowment Account</td>
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<td><strong>=</strong></td>
<td><strong>$ 29,356.46</strong></td>
<td><strong>$ 25,332.12</strong></td>
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**Professional Development Funds (pending):**

- Scott Berg: $ 300.00

Total approved and awaiting disbursement: $ 300.00

**Discretionary Account (pending):**

- 5/16/16 – Aviands-Ice Cream for Employee Week: $ 188.00
- 5/16/16 – Tina Tackmier-Employee Week Posters: $ 13.50

Total Expenses (Not yet reconciled): $ 201.50

Total Pending Balance since 5/26/16: $2,004.29

There has been no new information provided for the Foundation Account (no surprise there).
Discussion of our meeting schedule:

Next Year: It was agreed that we would continue to hold our meetings on the third Thursday of every month. The first meeting of the 2016-17 year will be held on August 18th at 10:00 – 11:30 in MAC – 201 (Holly, that’s MAC 201; just in case you weren’t listening).

Summer: We all agreed that having a July picnic for all of our committee members (out-going and in-coming) was a great idea. After a little back and forth between Monika and Ron (what’s new?), we decided that July 28th would be the day. Monika, Teri, Holly and Sara agreed to work out the details. Ron agreed to arrange for the cake. We moved, seconded and approved using $250 to purchase meats, beverages and the cake. The rest of the items will be provided by our committee members. We will hopefully be able to use the area outside of Public Safety to gather and grill. Again, this will be worked out by Monika and her crew.

Any business items we’ll need to address next year?

The Handbook

Joint sessions with the ASC: How many would we like to have next year? After a short discussion, it was decided that two (2) per semester was plenty.

Website: Jan suggested that we might work on adding a link or “featured” professional development opportunity to our website next year to market that we have professional development dollars to spend.

Committee Transition and Election of Officers:

Jan thanked all of our out-going members for their hard work this year. Theresa, Monika, Cheryl, Kim, Tina (I hope I didn’t miss anyone), you have all been extremely valuable members of our committees and we are all appreciative of your efforts. Please come back and be a part of our group next year.

Election of new officers for the USC

Holly volunteered (BEGRUDGINGLY), was nominated, and unanimously elected to serve as Secretary for her 2016-18 term.

Ballots were collected and counted for the Vice President position. Amanda Wildenberg was elected to serve as our Vice President for her 2016-18 term.

The rest of our Subcommittees will need to elect a Chairperson during their first meeting. Following are the conveners appointed by Jan for each subcommittee:

  Professional Development Committee: Teri Ternes
  Election Committee: Ron Kottnitz
  Personnel Committee: Nathan Carlton

Please report the results of your elections to Jan and to the SOFAS (not Holly) when complete.

Election of Faculty Rep (2016-17)

Ron was nominated and elected to continue as our Faculty Rep.
Fred agreed to serve as his back-up, should Ron not be able to make a meeting.
BIG THANK YOU!!!!

Amanda brought cake, a big smiley face balloon, and a plant to thank Jan for everything that she has done to keep our committee on track this year. We all recognize that we would not be what we are without Jan. Thank you Thank you Thank you for sticking with us this year and continuing to push us forward!

And now.... LET THEM EAT CAKE!

Meeting Adjourned: 11:22 a.m.

GO FORTH AND BE AWESOME!!

Upcoming Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28, 2016</td>
<td>TBD</td>
<td>Thursday</td>
<td>PICNIC!!</td>
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<tr>
<td>August 18, 2016</td>
<td>10:00 – 11:30 a.m.</td>
<td>Thursday</td>
<td>MAC – 201</td>
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<td>Third Thursday of each month throughout 2016-2017</td>
<td>10:00 – 11:30 a.m.</td>
<td>Thursday</td>
<td>MAC - 201</td>
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