

**University Staff Committee
Meeting Minutes
November 19, 2015, 10:00 – 11:30 a.m.
MAC – 201 (Gathering Room)**

Approved 12-10-2015

In Attendance: Sarah Pratt, Monika Pynaker, Christine Olson (HR Liaison), Cheryl Pieper, Tina Tackmier (Treasurer), Amanda Wildenberg (Vice-Chair), Jan Snyder (Chair), Sousie Lee, Kim Mezger, Holly Keener (Secretary), Kevin Boerschinger, Teri Ternes, Ron Kottnitz,

Guests: Avery Garcia, Crystal Williams

Approval of Minutes

The meeting began precisely at 10:00 a.m. with a welcome from Jan and an introduction of new guests:

Crystal Williams – Education Outreach

Avery Garcia – CATL / Office of Grants and Research / Graduate Studies / Provost Office

After some shameless begging by Holly for comments (come on folks! No mention of Fred Flintstone?), the October 15, 2015 minutes were approved (motion made by Monika, seconded by Amanda and unanimously approved).

Treasurer’s Report (corrected)

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3251.00	\$ 3,251.00
Regular Account (136)	\$ 18,805.90	\$ 20,197.56
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,842.66	\$ 2,797.97
Endowment Account	\$ 9,668.14	\$ 9,668.14
	=====	=====
	\$ 34,567.70	\$ 35,914.67 <i>Grand Total</i>

Professional Development Funds (pending):

Marie Helmke	\$ 200
Kevin Boerschinger	\$ 200
Wayne Chaloupka	\$ 200
Kevin Smith	\$ 200
Shannon Hartel	\$ 200
	=====
Total approved and awaiting disbursement	\$ 1,000

HR Labor Report

New Employees:

- Custodian (100%, Third Shift): Operations – Scott Landis was hired to replace Terri Antonio-Martinez – start date 11/17/15
- Custodian (100%, First Shift): Operations. – Lori Burmaster was transferred to First Shift Wood Hall to replace Heather Wade – start date 11/2/15
- University Services Associate 2 (100%) Provost Office – Avery Garcia was hired to replace Charmaine Robaidek and Dana Mallet – start date 11/9/15
- University Services Program Associate: Registrar – Beth Jones was hired to replace Christine Nelson – start date – 11/18/15
- IS Resources Support Technician: Registrar. Nou Long Moua was hired to replace Carl Graf – start date 11/16/15
- IS Business Automation Analyst: Financial Aid. Julie Jubin was hired to replace Adam Parks – start date 11/16/15
- Printing Technician: Marketing and Communication. Tammy Papineau was hired to replace Nancy Matzke and Betsy Basset-Piehl – start date 11/10/15

Positions Being Recruited:

- Library Services Associate – Senior (100%) Library – to replace Jeanette Skwor
- HVAC Specialist (100%) Facilities Management – to replace Michael Van Oss
- Library Services Assistant – Advanced (70%) Library (Archives) – to replace Wendy Guerra
- Facilities Maintenance Specialist – Advanced Facilities Management – to replace Jay Rickaby

Recruitments on Hold:

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

Vacant Positions:

- Program Assistant: Chancellors Office. Incumbent: Rebecca Ouradnik.
- University Services Program Associate: University Advancement. Incumbent: Elizabeth Teubert

Other Updates:

- Work continues with the USC and ASC on the handbook updates, code of conduct, and title change guidelines. There are differing views as to where things belong, how many handbooks should exist, etc.
- Where should we post current policies until handbooks are complete- Grievance, Complaint and Layoff? It was decided that the policies should be posted on the HR website and the University Staff By-laws should be posted on the University Staff website. Each site will link into the other's site when referring to policies and/or by-laws.
- Campus Connection – HR is running low on available mentors for new employees. If anyone is open to becoming a mentor or knows someone who would make a great mentor (Kim Mezger), please contact Melissa in HR. She is available for questions and training.

University Staff Committee Reports

- **Election Committee** – Nothing new to report but we need to look ahead to our Spring Assembly. Last year we were a little behind the other groups with our elections and, as a result, we were behind in getting our appointees onto some of the campus-wide shared governance committees. We need to have our elections earlier next year. Holly will put together a suggested timeline for next meeting so that we can discuss the scheduling of the assembly and our elections.
- **Personnel Committee** – Continues to work on the handbooks, otherwise, no news is good news.
- **Professional Development Committee** – We had a very successful Fall Conference with 125 people in attendance. The surveys that have come back are mostly positive with a few comments. We are reviewing these comments and looking at ways to improve for next year. Yes Virginia, there will be a conference next year.

We do have extra cinch bags that we did not need for the conference and are asking for suggestions on how to use them. After some discussion, the committee decided to make the bags available to HR for distribution to new University Staff employees.

Professional Development Funds - Amanda Wildenberg's reimbursement was paid. The Committee is still awaiting paperwork from Kevin Boerschinger. Four reimbursements are pending. Christine Olson indicated that Jay Rickaby has transferred to Academic Staff, so his reimbursement is in question. Teri will follow-up.

The ASC is having a workshop in December. Given how crazy the end of the year has been for the USC, the "joint" ASC/USC workshops will begin in January.

The winter social will be scheduled in mid- to late-January at the Bar East. The Committee agreed to approve \$300 for this event.

- **UW University Staff Rep** – Ron attended the most recent Staff Rep meeting in Madison. They spent most of the time talking to Ray Cross about what Regent's Policy number 20-20 means to the University Staff. Nothing new to report.

Campus Shared Governance Committee Reports and Updates

- **Shared Governance Leadership Group** – The Leadership group has not met since the last USC meeting, but the Chancellor did meet with the USC and the ASC to discuss the four Dean model. He hopes to have the four deans in place by January 1st and then they will hire the associate deans and begin the work of organizing into the colleges. The full roll-out is expected to begin July 1, 2016.
- **CWC** – Sheryl and Greg had planned to meet with our group today to discuss the merit review plan and annual reviews but they were not able to rework scheduling conflicts. There is nothing really new to report. They are looking at putting a numerical rating system into place that will better reflect performance. This will be a focus of discussion going forward.
- **Awards & Recognition** – have not met since last USC meeting. Nothing new to report.
- **Legislative Affairs Committee** – The Committee met last week. Holly and Ron both attended. The meeting started out with introductions and a review of the charge. There's a question about whether this group is mirrored by the extended UC group and how this group should function this year. The committee will hopefully be meeting again before the end of December to talk about goals for the year.

- **LTCC** – nothing new to report
- **University Committee** – Faculty responses to the strategic planning questions were reviewed, a change to the Graduate Studies Council Code was reviewed, Merit Review policy was discussed and a workload policy was tabled for a future meeting. They also approved faculty status for Shauna Froelich and Heather Kaminski.
- **Faculty Senate** – The resolution to support the Four-College model was approved at the last Faculty Senate meeting.
- **Parade Committee** – The Holiday parade will be held this Saturday in downtown Green Bay with our Chancellor and Mrs. Chancellor serving as the Grand Marshals of the parade. All were encouraged to attend.
- **UW System - University Staff** – during the most recent telepresence they discussed the deductions for insurance. Apparently this change is still at least 18 months out. They also discussed the Titling task force, drone policies and staffing reductions. Some campuses have begun reducing staff levels in response to the budget crunch. More info to come.

Old Business: None

New Business: None

The meeting adjourned at 11:12 a.m.

GO FORTH AND BE AWESOME!!

2015 – 2016 Upcoming Meetings

December 10, 2015	2:00 – 3:00 p.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