

**University Staff Committee
Meeting Minutes
September 22, 2016, 10:00 – 11:30 a.m.
MAC - 201**

APPROVED 10-20-2016

In Attendance: Holly Keener (Secretary), Jayne Kluge, Julie Flenz, Tina Tackmier (Treasurer), Lea Truttmann, Jan Snyder (Chair), Sarah Pratt, Fred Kennerhed, John McMillion, Kim Mezger, Teri Ternes, and Amanda Wildenberg (Vice-Chair).

Welcome and Approval of Minutes

With a raspy voice and stuffed up nose, Jan called the meeting to order at 10:02. Not wasting any time, she asked for approval of the minutes from the August 18th meeting. The minutes were unanimously approved with the following corrections (Tina moved, Amanda seconded):

- The Treasurer’s report was not at all correct. Tina indicated that the numbers seemed like they were from the May report instead of the August report. Holly will revise the numbers to reflect the August report that Tina provided today.
- On page 2, the HR report was provided by Melissa not Christine
- Email distribution lists on page 2, should read: “Univ Staff on UWGB Global and All Classified Staff on HR”
- Teri spells her name with one “r” (page 4, second line)
- Tina also has Fall Conference Facebook page access (page 4)
- Re: general page permissions on page 4, the statement should read: “pending posts from outside users” not “all submittals”

Treasurer’s Report:

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3,170.00	\$ 3,147.50
Regular Account (136)	\$ 12,702.41	\$ 12,832.41
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,004.29	\$ 1804.80
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 27,910.54	\$ 27,818.55 <i>Grand Total</i>

Professional Development Funds (pending):

Matt Lieberenz	\$300.00
Kyle Paal	\$300.00
Total approved and awaiting disbursement	\$ 600.00

Discretionary Account (pending):

Total Expenses (Not yet reconciled)	\$ 0.00
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HR Labor Report

The Title and Total Compensation Study Request for Proposal (RFP) is now published on vendornet.wi.gov! The due date for proposals is September 29th.

For further information regarding the title and total compensation study, please visit the UW system website at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>.

Recruitment updates

New Employees:

- Financial Specialist Senior Controller's Office to replace Cheryl Pieper, Dolly Jackson hired on 8/24/16
- Custodian (2nd Shift) Facilities to replace Connie Austin (moved to a first shift position), Keith Bani was hired (start date TBD)
- University Services Program Associate Outreach and Extension: New Position, Matthew Nieman hired on 9/19/16
- Police Officer to replace Chad Kleman, Chris Roeske was hired and will start on 9/23/16
- Dean Assistant for College of Science and Technology (new position), Kathy Reissmann was hired and will start on 9/26/16

Positions Being Recruited:

- University Executive Staff Assistant University Advancement: Incumbent – Elizabeth Teubert
- Electrician Facilities: Incumbent – William Ahnen
- Facilities Maintenance Specialist Facilities: Incumbent – Gary Strauss
- Internal Support Manager Union (USA2) (2-Year Project Appointment): Incumbent – Student Employees and Tessa Pellman (UST/LTE)
- Academic Department Associate – Community Sciences PEA/DJS: Incumbent – Katie Stilp
- Student Status Examiner – Senior Registrar: Incumbent – Amanda Hruska

Elections Committee

The UPIC vacancy created as a result of Sara Krouse's resignation has been filled. Based on the nominations we put forward (Holly Keener and Fred Kennerhed), the Chancellor appointed Fred Kennerhed to the UPIC. All other committees are filled at this time. As a matter of record, Jan reminded Holly that the Health and Wellness vacancy was filled by Lisa Schmelzer and Marie Helmke accepted her appointment to the A&R committee.

Personnel Committee

The committee has not yet met; however, Jan wanted to provide some info on where the new policies will be housed on our website. The HR policies will be kept on the HR website and we will have references and links included on our website that will take us directly to HR's website. Once HR gets the policies and procedures updated, we will make sure all updates are linked.

The Academic Staff are currently in the process of updating their handbook. They have chosen to include all of the HR policies in their handbook as well as linking HR's website. The University Staff previously decided against using the same procedure to avoid having to make changes to the by-laws every time a policy changes.

Professional Development Committee

Two sessions of the workshop "Dealing with Disruptions" are currently scheduled: September 28th from 1:00 – 3:00 and October 6th from 10:00 -12N. This is a repeat of the public safety workshops that were held last year. All faculty and staff are encouraged to attend even if they attended last year.

There aren't going to be as many joint workshops with ASC this year since the group is focused on planning the Fall Conference during the fall semester. The group is hoping to have a two-session or all-day workshop in February or March, during a lull time, with the intention of having it held on campus so more people can attend. If anyone has suggestions for speakers, let Teri know.

They would also like to have another workshop in April or May. The current plan is that this would be kind of a competitive game thing between ASC and USC. It would be billed as something fun rather than educational, in order to raise morale and encourage relationship building.

Fall Conference Plans: Plans are going along well. There are currently 120 people registered, with quite a mix from different campuses. Teri will send out another reminder to University Staff who have not yet registered, but will hold on doing that until the email distribution lists can be opened for access. To avoid confusion, she doesn't want to send reminders to people who have already registered. There are already a couple of sessions that are full. The other sessions have in the upper twenties and low 30's registered for them. The maximum registration per session is 40. They also have quite a few donations from businesses for door prizes. If anyone would like to help with the prize effort, check in with Teri after the meeting. Teri will also be asking for help stuffing bags and folders about 2 weeks prior to the conference.

Univ Staff System Rep Report

Ron was not in attendance (according to Fred and John, he's out "trying" to hunt) so there was no report.

Campus Shared Leadership Group

There has been no new activity.

A&R Committee

The committee has not met so there is no report. As stated above, Marie has accepted this year's appointment to the committee and will report once the meetings begin.

Legislative Affairs Committee

The committee met on September 14th and, after tabling the election of the chair, discussed the charge of the committee and its relevance to the university as it stands today. The group decided to ask the respective governance committees (ASC, USC, UC) if they think the committee – as it is currently charged – is needed and, if not, would there be a different direction they would like this committee to take? Holly and Kim asked the USC for comments. Should this committee be a vehicle for presenting forums and events for candidates? Should we focus on educating our students, staff and faculty about the political process and issues in government? Are there other organizations or departments on campus that currently do this type of work? Jan mentioned that each governance group has a rep that is invited to all of the Board of Regents meetings and whose job it is to advise us on what is happening at the state level. In light of these reps, this committee seems a bit redundant. After some discussion, Holly asked if the group was comfortable with her bringing back a recommendation that the committee be disbanded? The group agreed that having forums would be of value, but did not feel the Legislative Affairs Committee was the committee that should be charged with putting on this type of event. Maybe Ron Pfeifer or Advancement would be a better place for that, given their connection to the community and the candidates. With no further comment, the group agreed to send up the recommendation for discontinuance.

UPIC

No update

Committee on Workload and Compensation

The committee has not met yet. Nothing to report.

Learning Technology Collaboration Committee (LTCC)

The committee has not met yet. Nothing to report.

With her SOFAS hat firmly in place, Holly asked if either of the committee members had been contacted by their convener yet? The answer was “no.” Holly will have SOFAS (Steve Meyer) send out a reminder email to all of the committee conveners about getting their committees started.

University Committee (UC)

Amanda attended the UC meeting last week in Jan’s absence. Most of their work has been focused on the Post-Tenure document. Given that there was to be a meeting with Council of Trustees later that night to discuss the vote of no-confidence for Ray Cross, the Chancellor was in attendance. He wanted to share how he felt about the vote of no-confidence and try to figure out a way to work with the faculty this year in a more productive way. Faculty agreed to start fresh and work to collaborate in the future but did not wish to discuss changing their vote.

Christine Olson was also in attendance to discuss workplace conduct expectations. Amanda said this was a deja vu back to three years ago when the groups worked on the same documents.

The workload document has been delayed because it needs to be written in such a way that it jives with the accreditation requirements. They will need to put quite a bit of work into this project in order to make sure our documents comply.

Faculty Senate Report

Holly attended the Faculty Senate meeting last week in Amanda’s (and Jan’s) absence. Quite a lot was discussed including: election of speaker and deputy speaker, post-tenure review policy (first reading), annual review policy is in the works, authorization to implement MS in Athletic Training (first reading), adding Director of Student Success to the GEC (voted on and approved), enrollments are up, still need to reduce expenses by another million dollars for this year (HOWEVER with increased enrollments it should only be around \$700,000), One-time funding (Chancellor will be announcing figures in the very near future), space moves should begin happening by January (in final approval stage), State budget process, and a few initiatives that the SGA will be working on this year. Phew! If anyone wants to get more detail on these discussions, the Senate minutes will be posted on the SOFAS website early next week.

Comment on One-Time Funding (speaker to remain anonymous at this time): It’s distressing that with all of the money that is being distributed through the One-Time Funding allocations, they still can’t find \$20,000 for Lynn Niemi’s work in regards to diversity and inclusivity. We have an increasing population needing assistance and we need to figure out how to support them. WHY can’t some of these funds be used to help these efforts?

University System Teleconference

The next teleconference is scheduled for October 12th. Amanda has already sent out the meeting request.

Emeritus Status Proposal

Jan opened up the discussion of the Emeritus Status proposal by asking if our group was all on-board with going forward with this proposal. There were some interesting comments received back from the Qualtrics survey. Most were ok with the wording. There were a couple of concerns raised about the expense of offices, the need for this status and why the Board of Regents needs to be involved. After a bit of hesitation, Holly asked the group to consider changing the title of the recognition being requested to something other than “Emeritus”. This term is one that has long been associated with Faculty in very traditional, long-standing roles. She is concerned that there may be some ill-will or confusion created if we push for the “Emeritus” title. A couple of people had some of the same reservations about asking for the Emeritus title. Others were adamant that we should not separate ourselves from the ASC or the Faculty. We work as hard as everyone else does, we should have the same recognition. After some discussion about how far we’ve come towards breaking down the barriers between our classifications and why we

would then want to separate ourselves more by making our recognition “different”, Jan tabled the discussion so that we could do a little more research and come to our next meeting with information on whether other UW System institutions have started this process.

Website Discussion

Fred. There is a problem. Links are disappearing. Documents are reverting back to what they used to be. Fred will look into the issues and work to fix. To be continued...

Toner Program

Amanda needed to leave, so Jan gave a quick update. Amanda’s goal is to get new signage for boxes, get new boxes, and then select new locations for boxes. We also need to get the message out to all departments that they should drop toners in our boxes and not send them back to the manufacturer. If we are going to continue this labor-intensive program, we need to have everyone participating.

Other Business

Question regarding annual committee reports: Why are the annual reports due before our year is over? Holly put her SOFAS hat back on to address Teri’s concerns. The deadlines for these reports are determined by SOFAS and are based on the need to remind faculty to finish their reports before they leave for the summer. For USC purposes, if you would like to wait until the year is over before submitting your report, that’s fine. Holly just asks that the chairs of the committees give SOFAS a heads-up so she knows when to expect the report.

Follow-up question regarding the submission of minutes from the University Staff committees: Where are the chairs supposed to send the agendas and the minutes when they are complete? After a brief discussion, it was determined that the documents should be sent to Fred, SOFAS and cc’d to Jan. Fred will send them to WebDev for uploading to the proper page.

Adjourn

Jan brought the gavel down, dismissing the meeting, at 11:42 a.m.

GO FORTH AND BE AWESOME!!

DATE	TIME	DAY	LOCATION
October 20, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
November 17, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
December 15, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
January 19, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
February 16, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
April 20, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
May 18, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201