Members Present:
   Jillian Anderson, Sue Ayres, Jack Connell, Jay Dobson, Greg Falkenberg, Judy Gatlin, Dan
   Gharrity, Bill Hoepner, Tanya Kenney, Deb Lang, Robin Leary, David Miller, Wanda Schulner,
   Anita Spahn

Members Absent:
   Melissa Gullickson, Greg Hazen, Diane Stegner Roadt

Guests:
   Barb Arnold, Michelle Cicha, Jean Hince, April Lande, Ann Ormond-Fennell, Jeni Sterling, Barb
   Thom, David Winter

The meeting of the University Staff Council (USC) was called to order at 9:04 a.m. on Tuesday, October
20, 2015 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the September 15, 2015 minutes of the University Staff Council
   • Approved as distributed

   MOTION to approve the minutes as presented, seconded

   VOTE on MOTION: PASSED

2) Open Forum
   • None

3) Administrator Remarks – David Miller, HR Director
   • Not all of the employees who are being laid off have been notified
   • We need to support our colleagues

4) Reports
   a) Chair’s Report
      • Chancellor Schmidt approved the Grievance Policy
      • Chancellor Schmidt convened a meeting of the University Senate Executive Committee,
        University Staff Executive Council, Student Senate Executive Committee on Tuesday,
        September 29th and shared information about organizational changes
      • Regarding the Organizational Changes
        • The Chancellor’s site should have the organizational changes as shared governance
          is open governance so they need to be transparent
        • The Chancellor’s’ insider page is dedicated to the work that is being done by the
          workgroups that are looking at reorganization
        • It might be nice to also have it linked from the HR website or the University Staff
          website as it should be more accessible
• They are still working documents
• Fetal Tissue Research
  • The University Staff Executive Committee abstained endorsement as we felt that the University Staff Council was not meeting before the deadline to endorse
• Issues that are arising
  • We do not take on individual issues but serve as a whole for all university staff
  • If someone comes to you with an issue you can refer them to a policy or HR
  • It takes courage for people to come forward with issues so it may be a bigger issue than simply an individual case
  • For example, the reorganization of the ADA’s brought about a lot of issues
    • There are issues with how it was handled s the plan was implemented without any consultation
    • With permission, the University Staff Executive Committee could discuss in closed session what the next steps should be

b) University Staff Rep’s Report – Sue Ayres
• Had dinner with Ray Cross
  • University Staff Reps, Chancellor’s and the BOR’s were invited
  • It was a good event as it gave President Cross a chance to tell the regents who the university staff (reps) are and he welcomed us
• Will have a meeting on November 6th in Madison but agenda is not yet out
• The compensation piece for the rep has not yet been sent forward

c) Committee Reports
• Nominating committee
  • We can look at nominations/elections at the next meeting
• Professional Development Committee
  • Have not met as of yet but will be meeting
• Funding Committee
  • An email went out to staff recently to apply for funding
• Compensation Committee
  • A chair should be identified
• Diversity Committee
  • Haven’t met yet but they know that Robin Leary is a member
• Personnel Committee
  • Have met and are looking at the UPS policies
  • Notes are being made and we have questions that will need answers

5) New Business
• Conceal Carry in university buildings
  • Student Senate’s from UWEC and Stout have been vocal
  • It was also an area of discussion at the University Senate
  • The University Staff Council should let Chancellor Schmidt know how we feel

Motion that we forward information from this body to the chancellor to not support conceal carry in buildings or any legislation that would allow that, seconded

Discussion
• The Chancellor does not have any power or authority with this so maybe should go to legislators
• We should voice our concerns and all the councils should work together
• The Chancellor’s roundtable has this as a topic
• It should be addressed to legislators but it should be unified
• UW System put forth a statement that the chancellor’s also supported
• We should send a letter of support of our position to our chancellor and also send something to our colleagues so they know how to contact their legislators
• Timing is crucial
  • It might be beneficial to wait until it starts moving forward
• We should let the Spectator know our position as well as the Leader Telegram
  • Let them know that the employees are concerned about employees safety
• It would be nice to see a statement before we vote on what goes forward
  • Representative Connell to prepare a document

Vote on MOTION: PASSED

6) Announcements
• Empty office spaces in Schofield
  • The Backfill Committee looks at that
    • Mike Wick heads that up
    • Not sure if University Staff have representation on that committee
• Changes with contacts
  • It is hard to know who to contact once people have left the university
    • There should be a mechanism for who has resigned, retired etc. as it would be nice so we know
  • HR sends something to departments, the key shop, etc. but not sure if it would meet the needs as mentioned
  • The Administrative Support Center could look at this
  • It used to be part of meeting notices
  • A central location would be beneficial
  • LTS is creating something like that to get a directory for all ADA’s but am not sure where it is on their priority list
• Position Duties
  • Administrators are doing what they think needs to happen but duties have changed so pay needs to be looked at
  • HR wants to know of any significant changes as the changes need to go to HR
  • HR is supposed to be looking out for University Staff
  • Some changes have not been handled well
  • Job classifications questions should go to Melissa and Barb in HR
  • Unfortunately it has been proven that the employee has to be their own advocate in most cases
  • Approval of position descriptions do not need to be approved before the employee starts the duties
  • There is not support for additional pay for those doing more duties from the executive team
  • Only title changes have been approved
  • Many changes are not permanent
  • Changes in volume have not been adjusted with pay
• No merit pay adjustments across the board are being made; not a lot of salary adjustments are happening
• UPS does have a retitling policy but they took out the program assistant position so there is nowhere to go
  • The compensation plan should address this
  • UW System is talking about drafting merit pay guidelines
• Very few university staff titles have a progressions
• There are no progression or promotions for university staff; we need to establish something similar to academic staff
  • Generally funded by the campus itself
  • Should be part of the titling structure and the compensation plan as it is a titling series
  • Input during development at the System level wouldn’t hurt because the sooner you do it the better chance of it coming to fruition
• The System Op does talk about progression but it is very vague and broad
• The Faculty and Academic Staff Compensation Plan includes language that addresses this

7) The committee did not go into closed session

Without objection, meeting adjourned at 10:08 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council