Members Present:
    Jillian Anderson, Sue Ayres, Jack Connell, Jay Dobson, Bill Hoepner, Tanya Kenney, Deb Lang,
    Robin Leary, David Miller, Wanda Schulner, Anita Spahn, Diane Stegner Roadt

Members Absent:
    Greg Falkenberg, Judy Gatlin, Dan Gharrity, Melissa Gullickson, Greg Hazen

Guests:
    Barb Thom

The meeting of the University Staff Council (USC) was called to order at 9:04 a.m. on Tuesday, November 17, 2015 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the October 20, 2015 minutes of the University Staff Council
   • Approved as amended
   • David Winters was added as a guest and a grammatical error was corrected

2) Open Forum
   • Reduction in Administration
     • It would be nice to know what positions in Administration were affected; titles with
       Chancellor or Dean in their title
     • It was believed that at the Opening Breakfast a slide that was shown that may have included
       this information
     • It would also be nice to have a list of the positions and/or names for everyone who was laid
       off, took the VSIP, who has been reassigned, retired or etc.
     • It wouldn’t be inappropriate to see what positions were affected, without names, only
       position title
     • We were only made aware of positions of university staff
     • An open records was requested for the names of the people but it was denied; at least
       until February 1st according to the HR Representative
       • Teresa O’Halloran handles our open records requests
     • Chair Spahn will put in a request to Corrynn Mahnke and/or Kristin Hendrickson

3) Administrator Remarks – David Miller, HR Director
   • Identity Theft Survey
     • Please participate
     • HR is hoping that people will give their name so HR can identify if the identity theft was
       impacted by the health insurance providers
   • EAP Workshop
     • 8:30 for supervisors/managers on Changing the Way We Do Change Management
     • 11:00 for staff on Thriving in the Wake of Change
     • Encourage you to attend and RSVP if you can
Affordable Care Act
- Penalties will go into effect January 1st
  - UW System is looked at as one employer
  - 75% of all fulltime equivalent employees need to be offered insurance and next year we have to offer it to 95% of fulltime equivalent employees
- Students and student employment is the issue
- Currently UW System is looking at a $48 million penalty so they are drafting a policy
  - Looking at capping student hours to 25 hours per week during the school term and during Winterim and spring break they could work more as hours are averaged for the whole year
- Of the 2200 students who were paid the last year only 26 students averaged over 25 hours per week
- For the RA’s, System will treat them as non-employees so will come up with a special job code so it doesn’t count against us
  - We have about 120 RA’s
  - They are paid lump sums and the policy says that they need to be paid by the hour
    - We have more lump sum payments than any other institution
- Are trying to get some titles excluded
  - If we can’t get an exclusion then we need to switch them to hourly employees
- Students cannot work over 25 hours combined
- ACA is our highest priority
- It has to be employer offered insurance
- There is a statute that prevents us from giving students insurance
- People have questioned if it is healthy for students to be working more than 25 hours per week anyway
- Lump sum is our biggest issue and then the students that are working over 25 hours per week
  - Work study does not count towards the 25 hours
  - We will have to monitor the students hours

Fair Labor Standards Act
- Raise salary of exempt employees who are non-teachers to $50,000
- May not go into effect until summer or early fall; used to be January 1
  - Not sure why it is being delayed
  - This will need to be addressed
  - We may have hourly and salaried academic staff

4) Reports
a) Chair’s Report
  - Conceal Carry Statement was given to the Chancellor on October 30th
    - We were the last shared governance group to submit to him
  - Bylaw Changes
    - Sent to the Chancellor on November 11th
  - We are now listed as University Staff in the A-Z Index
  - Chair-elect
  - Encourage someone to step forward to be Chair-elect and if you are interested please contact Chair Spahn

b) University Staff Rep’s Report – Sue Ayres
  - Had a meeting on November 6th in Madison
• The individual groups met on their own then they met together with System people
• Each group was afforded the opportunity to talk with David Ward
• Voted to create a document to describe who and what university staff are
  • The make-up, principles, benefits and etc.
• Voted to give the Representatives group a name: UW System University Staff Representatives Council
• Talked about a bullying policy but not sure what will happen with that
• A Drone policy is responsibility of each campus
• Update on conceal carry
  • There is a desire to move it forward to committee
  • The Children’s Nature Academy would have licensing issues
  • It could be impactful if this were to pass
• Talked a little about FLSA
• An advisory council for compensation review is being formed
  • David Miller from HR was contacted about involvement on project teams

c) Committee Reports
• Nominating Committee
  • Elections will take place today
  • Vacancies
    • Holly Hassemer, Chair of the Budget Committee stated that there is a university staff vacancy on that committee
  • Council member Jay Dobson has talked to Kate Hinnant, Chair of the Compensation Committee and Holly Hassemer, chair of the Budget Committee and they reached out to Mitch Freymiller
    • Council member Dobson asked to be part of their conversations
    • He is invited to some upcoming meetings
    • Is good start and good collaboration
    • It was shared that the Compensation Committee meets again on November 30th
• Funding Committee
  • Met last week and welcomed new members
  • Looking at ways to market and advertise
  • Want to make funds more evenly distributed around campus as the funds currently go to offices where committee members work
• Compensation Committee
  • Still need to look at recommendations that came out of the working group
  • Will call a meeting of existing members
  • Overload payments for the university staff representative should be added
  • We typically use System policy then add what is unique to UWEC
• Personnel Committee
  • Haven’t done much work but are looking at a few policies (Titling, recruiting and performance management) that were previously tabled so we will meet again to look at them
  • Maybe the Chancellor can come to talk about policy development or this could be brought up in the monthly shared governance meeting with the chair/chancellor

5) New Business
• Discussion on Regent Policy 20-20: University Staff Policy
- When we were allowed to form a governance group in September 2013 the language reflected that we had active participation but then July 1st it was basically changed to the language as academic staff
- This is stronger language than active participation
- This should be brought to the Chancellor’s attention
- Wondering if we should we look at all policies, even those prior to UPS
  - Workplace expectations and a custodial expectation in particular
    - David Miller from HR stated that institutional departments and units can have their own work rules/procedures
      - If issues come up then they should reach out to David Miller so he can reach out to the department
    - If we have a university-wide policy and a department policy that is in conflict then we should have an issue with that
    - The US Council Executive committee should get to see the piece that is of concern
    - Wondering about the oversight of those rules
      - HR looks at a lot of them but it is up to the department head
    - Some of the “highlights” of the custodial policy were discussed
    - The policies and the custodial policy should be reviewed
    - All policies should be able to be viewed
      - Every work rule should be made available
    - Concern that if we start questioning this policy then more departments may establish rules
    - We can’t police all of them
    - Our responsibility should be to make people aware of their options and that they have the right to grieve
    - If things are being inappropriately enforced then we should look at them at that time
    - Our role is to educate
    - Concerns that all supervisors are not created equal
    - The employee can always talk to David Miller from HR too
    - Maybe the grievance process can be included in the document
    - If custodial units will be combined then will this affect many more custodians
    - When we develop workplace expectations then these types of things should be included
    - HR believes that the US Council only have the opportunity to provide feedback
    - Chancellor Schmidt stated previously that we should use System policy if at all possible and if there is anecdotal evidence otherwise then we can create our own
    - Someone besides Council member Connell should bring this forward to Troy Terhark
    - Consensus that this should go to the Personnel Committee to take up

6) Announcements
- Concern on an Involuntary layoff
  - One has the right to interview if it is a comparable position
  - Concern that there was then a resignation in department and that person was not given interview at all
  - That FTE hasn’t been filled
    - An email sent out saying a new person was taking the responsibilities
      - It is a realignment of duties
If a vacant position that they are filling it needs to be offered if the duties are the same

- If different and if they are qualified then they can interview
- But if there is a reorganization then it is a not a vacancy that is being filled
- It might be helpful to have an understanding of that
- People might just be adding to their duties

7) Pursuant to Wisconsin State Statutes 19.85 (c) the committee contemplates going into closed session to discuss nominations/elections for vacancies on various committees

Without objection it was MOVED and seconded that the committee go into closed session under Wisconsin Statute 19.85 (c) to discuss nominations/elections for vacancies on various committees.

Motion PASSED unanimously without objection from the following voting members: Jillian Anderson, Sue Ayres, Jack Connell, Jay Dobson, Bill Hoepner, Tanya Kenney, Deb Lang, Robin Leary, Wanda Schulner, Anita Spahn, and Diane Stegner Roadt

Without objection, meeting adjourned at 10:33 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council