University of Wisconsin – Eau Claire
University Staff Council Executive Committee (USCEC) Meeting
December 1, 2015

Members Present:
Susan Ayres, Jack Connell, Tanya Kenney, Wanda Schulner, Anita Spahn

Guests:
Judy Gatlin, David Jones, Caitlin Lee, Carmen Manning, David Miller

The regular meeting of the University Staff Council Executive Committee (USCEC) was called to order at 9:02 a.m. on Tuesday, December 1, 2015 by Chair Spahn in Old Library 2131.

1) Approval of the November 3, 2015 minutes of the University Staff Council Executive Committee minutes
   • Approved as amended with minor clarifications/corrections

2) Open Forum
   • Communications Committee
     • Chair Spahn has charged Greg Falkenberg, Chair of the Communications Committee with the task of looking at splitting the website
     • One for the University Staff Council, which Tanya Kenney can take care of and one for the University Staff in general that the Communications Committee can keep updated
     • Concern that some of the names listed under the committees are not linked
     • Share any concerns or suggestions that you have with the website with Communications Chair Falkenberg

3) Chair’s Report
   • Discussion with the Chancellor
   • The Bylaws Motion
     • Chancellor Schmidt wants to talk to David Miller before he makes any decisions
   • University Staff Representatives Pay
     • This was also brought up to Chancellor Schmidt and he wants to talk to David Miller
       • David Miller put feelers out to other UW schools and is waiting to hear back from all the schools
       • Concerns about the rep not getting paid were discussed
       • This will continue to be brought up to the chancellor
   • The old Classified Staff website has been updated to reflect University Staff
   • University Staff on the University Senate Compensation Committee
     • The University Senate Compensation Committee and the University Senate Budget Committee are having discussions about merging the two committees as well as the inclusion of university staff
     • Talking about how the merged committee would look and the issues involved
       • David Miller thinks the issues are similar
       • A common methodology would be good when looking at merit
     • Chair Spahn mentioned this to the Chancellor
• Jay Dobson is aware and has been in contact with both committees
• University Staff Personnel Committee
  • Is looking at the benefits package and wondering if they should switch focus to getting a handbook out there that could include polices that are adopted as well as workplace expectations and policies
  • The initial charge to the committee included that so the committee could look into this
• Fair Labor Standards Act
  • Nothing new as it is now effective most likely in summer so it will be an issue later on but how we deal with student employment is the main issue right now
    • We cannot have lump sum payments
    • Plus the students will be capped to 25 hours per week during the 34 weeks that school is in session and unlimited during winterim and spring break and summer
      • Work-study hours don’t count
      • May be exceptions if part of an educational program

4) EDI Language Into University Staff Evaluations Discussion and Presentation
• Looking at infusing Equity, Diversity and Inclusivity (EDI) language into the evaluative process of all employees on campus
• Want it to be as inclusive as possible and have the language be as inclusive as possible
• This committee was charged with achieving 20% diversity on campus as a guidepost
• Looking at where to infuse it at every level at the university
• Having listening sessions and 1-1’s
• Want help on envisioning where to go from here and how we look at every employee on campus
• Where we should infuse language
• When thinking about employment evaluation would look like across the institution as the expectation across campus is that all employees integrate EDI into their work
• How do we make it a known value and evaluate the actions
• Also have the same issues with service
  • How do you value that in a personnel evaluations when some people cannot attain it with their current duties
  • You have to be inclusive and not negate but how do you incorporate into job duties
• How do you make it measurable and doable
• A statement in our bylaws that says that EDI is an important concept on this campus would be helpful then we could work to expand from there
• This could be accomplished partly through training and professional development
  • Questioning if it could be required within the first 6 months during the onboard training
    • Wanda Schulten will bring this up in that next meeting, which is scheduled for today
    • The Onboarding Committee is currently mapping the process of onboarding so this can be included
• Topics are ongoing
• This could be a presentation at the annual university staff day
  • Funding might be an issue
  • Questioning if we should have required participation but concern was addressed as we would need a variety of ways to have people to participate
• Some training programs at other campuses are required annually, such as customer service, diversity and sexual harassment
  • WI might have other things that need to be tied in such as mandatory reporting
• D2L might be useful as people would have to register or log in
  • If this is what the institution is requiring then we need to move forward with this
• Training needs to be compelling if we are going to make it mandatory
• Supervisors need to let their employees do this on work time and allow release time
• How can we spend time on what this holistically looks at and know what tools and strategies are practical for professional development
  • Some departments already have ways on how to integrate EDI so will need to look at employment documents or handbook/bylaws
  • May need to look at employees for ideas on how to embrace EDI
    • Custodians in housing may be a good place to start as they interact with all students
  • We can’t forget about our contract employees, such as Sodexo and the bookstore, as well as student employees
  • There are many differences in our work so we need to keep all employees in mind and remember that we need different venues for them to get the training
• Changing campus culture will take money so funding is an issue campus-wide
  • We have to start somewhere
  • We may need to send people from our campus to training so they can train our campus
• The training needs to relate to our work
  • We will want the language to be open enough so the staff are able to see themselves in that language
    • It needs to be meaningful to have the impact
    • Should delineate the problem in a way that we can understand
• We need to include the student perspective
• Performance Evaluations
  • Concern that this isn’t looked at as a negative in our performance evaluation
  • If we are engaged then there is an added value to that
  • Much of this would be done at a personal level and that is hard to put into an evaluation
• This will all be a learning process and it will require a cultural shift on this campus
• All will need the ability to participate
  • Student workers also need to be included in this effort
• The University Staff Council Bylaws Committee could also be consulted if something were to go into the bylaws as we shouldn’t reinvent the wheel
  • We shouldn’t all have to become experts
  • Parallelism in the handbooks might make sense
  • Need to look at UPS
  • Affirmative Action and diversity may also be considered
• Any additional comments or suggestions can be forwarded to Carmen Manning or Caitlin Lee

5) Announcements
  • None

Without objection, meeting adjourned at 10:13 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council Executive Committee