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

Members Absent:
Jay Dobson, Melissa Gullickson, Greg Hazen

Guests:
Jeni Sterling

The meeting of the University Staff Council (USC) was called to order at 9:06 a.m. on Tuesday, December 15, 2015 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the November 17, 2015 minutes of the University Staff Council
   • Approved as distributed

2) Open Forum
   • Open Forum is at the top of the agenda so people do not have to wait for the entire meeting to have their questions answered
     • It was shared that sometimes it is beneficial to have and open forum at the end of the meeting so if you come up with questions during the meeting then you can ask them
     • Additional questions could be brought up as new business
     • Recently an email was sent out about a sexual assault but then after explaining the incident they talk about prevention information it seemed like the information listed in there blames the victim
     • A Council member shared this concern with the Acting Vice Chancellor for Student Affairs, Joe Abhold and he mentioned that he too had heard this comment before
     • The Council does not need to take any action but this same Council member will also contact the campus police and share their concerns
     • If others are also concerned about this then they can reach out as well

3) Administrator Remarks – David Miller, HR Director
   • Grievance Policy
     • Heard back from the Board on the Grievance Policy and basically they are asking for 3 minor/editorial minor changes
       • On the 1st page on when the Chancellor approved it they want a box with a date
       • They want the policy linked
       • They also want something about not retaliating against anyone involved in the grievance process
• They want a consistent message
• David Miller will forward the actual language from the Board to the Grievance Committee
• Affordable Care Act and its impact on Student Employment
• HR will be spending the majority of their focus on student employment until the end of the year as this will become effective January 1st
• Many lump sum payment are already being denied
• RA’s hours do not count
• UW System will come up with a new code for them
• System HR is working on independent contractors being paid through payables instead of payroll
• Lump sums now need to keep track of their hours

4) Reports
   a) Chair’s Report
      • Reduction in Administration
      • The Chair received a list of senior administration position that were reduced and is wondering what we do with it as there has been a lot of discussion has been happening on campus
      • VSIP names were also requested but only the VSIP positions were listed
      • Layoff names were also requested by a concerned citizen but Teresa O’Halloran reviewed it and said after February 1st it could possibly be available
      • Would at least like to know the positions

It was MOVED that the list be shared as part of the Chair’s Report, seconded

Debate
• Hard to offer support to the involuntary layoffs
• Some prefer that the names are not public

VOTE on MOTION: PASSED

• The list was shared as follows:
  • The list of budget reductions in senior administration (8.5 FTE):
    • Associate Vice Chancellor for Strategic Enrollment
    • Associate Dean of Students
    • Vice Chancellor for Administration and Finance
    • Associate Vice Chancellor for Administration and Finance (0.5 FTE)
    • Assistant Dean, College of Business
    • Assistant Dean, College of Business
    • Assistant Dean, College of Nursing
    • Associate Dean, College of Arts & Sciences
    • Associate Dean, College of Arts & Sciences
  • Those positions remaining (for a total of 18 FTE):
    • Provost and Vice Chancellor for Academic Affairs
    • Associate Vice Chancellor for Academic Affairs
    • Associate Vice Chancellor for Undergraduate Studies
    • Assistant Vice Chancellor
    • Vice Chancellor for Student Affairs
    • Dean of Students
• Assistant Dean of Students
• Assistant Chancellor for Facilities and University Relations
• Special Assistant to the Chancellor
• Dean, College of Business
• Associate Dean, College of Business
• Dean, College of Education and Human Sciences
• Associate Dean, College of Education and Human Sciences
• Dean, College of Nursing
• Associate Dean, College of Nursing
• Assistant Dean, College of Nursing
• Dean, College of Arts & Sciences
• Associate Dean, College of Arts & Sciences

• Bylaw Changes
  • Bylaw changes were sent to the Chancellor but he wanted to check with senior administration before he makes his decision
  • As far as the University Staff Representative pay he wants to talk with David Miller as he has been in contact with other campuses to see how they were handling pay for the representative

• Equity, Diversity and Inclusivity (EDI)
  • The University Staff Council Executive Committee met with Caitlin Lee, Carmen Manning and David Jones on how EDI effects university staff
  • Looking at how it should and will affect everyone on campus
    • Looking at having be part of the annual performance review and for it to also be part of onboarding during the 1st 6 months of employment
  • There may also be a statement in the Bylaws
    • The Bylaws Committee met and will have a line similar to that of the service line on being recognized
      • If you are good in that area then you should be recognized
      • The statement was sent to Caitlin Lee, Carmen Manning and David Jones
    • Not convinced on how one would put it into personnel evaluations
      • Might have University Staff Council Bylaw statement on this as well
    • The Bylaws Committee will also be going through constitution and bylaws and will come back with changes as we were given primary responsibility to do this
  • It was also mentioned during that meeting that we need to remember all employees such as contract employees, Sodexo, student employees and etc.

• Goals of the University Staff Council
  • We set our goals for the Council back in August and the Chair wanted to check-in to see how we are doing
    • One goal was communication about the Council and how do we get ourselves out to the campus
      • Keeping the website(s) up to date so people will go to it more often
        • The Communication Committee had a request to look at the website and its design but they have not had a meeting since November
        • Are currently trying to arrange a meeting
    • Getting people interested has been a struggle since the Council’s inception
    • The previous Chair used to meet with new employees as they came to campus
    • The previous Chair also used to do newsletters so maybe we could start sending a newsletter out once a semester or so and it could also be used to gather suggestions
• Posters might be helpful as they were utilized in the past
  • That could be something that we could look into
• A holiday greeting email to university staff
  • It would be a way to let everybody know that we are here to support them
  • It could include nominations for awards and information on when the Council meets
• Research what we can do to contribute to campus life
  • This comes back to how we can get more people involved
  • The Nominating Committee will have a lot of vacancies that we need filled and we want it open to every member to consider
    • Nobody knows what the university will look like in a year so no one wants to take on anything additional right now
    • People want to know what is involved and what the time commitment is
• We need to encourage staff to be on committees
  • They also need to be given the flexibility to do so
    • HR has helped encourage and talked about including this in supervisor training
• People in the past have been restricted in their participation
  • This should be brought to the Chancellor’s attention
• Administration and supervisors should promote inclusion
• We want people involved in the growth and development on this campus
  • Many do not have the time but being told you can’t go versus not having the time to go are two different issues
  • Coverage is also an issue for many
  • For those that want to be included then we should find a way to accommodate
  • If we are not perceived as getting things accomplished then we will not have as much buy-in
  • If we approach people with specific qualifications for what we hope to do then they may be more willing
  • Would be helpful to let them know what we are doing for them
• Chair Spahn to work with Council member Jillian Anderson to work on a newsletter
  • We could have it go out in January
  • We are making progress on our goals

• Workplace Morale
  • Supervisors need to help with this
  • We need to communicate that the Council is working on peoples behalf
  • questioning how we can support people better
  • Those most affected are the least consulted
  • There is too much lack of communication
  • A meeting with the impacted people would be helpful to get their suggestions
  • Blugold Central is the new name for the One Stop Shop and all the offices impacted will be meeting tomorrow over lunch
  • It is a start

b) University Staff Rep’s Report – Sue Ayres
  • Went to Madison December 4th for the reps meeting
Had 2 separate meetings
  • The Tenure Taskforce met first where they talked about post-tenure review then we went into session for the rep’s
      • Every other campus was talking about getting people involved as well as every campus is struggling
          • People are doing more with less so it is common
      • Had a conversations about campuses modifying position descriptions for involvement and about defining the value of being involved
          • Personal and university-wide
      • Sounds like this will be brought up again and they will come up with a position statement on the involvement of university staff
  • We had campus updates
      • Colleges are really going through a rough time and La Crosse’s layoffs have been pushed back to a middle of May
      • Extension had budget cuts but they may not have layoffs
      • Regionalization was talked about but not much is known
  • Ray Cross and his consultants met with us on the Strategic Plan
      • The overwhelming consensus on the most important issue was to demonstrate the value of higher education

c) Committee Reports
  • Funding Committee
      • Will meet today at 11:00 a.m.
  • Personnel Committee
      • Will meet again this Friday
      • Will continue to push forward on coming up with handbook framework
  • Grievance committee
      • Haven’t met yet
      • David Miller asked to be included when this committee does meet
      • Once the Bylaws are approved the membership would include 9 people and their charge would be to only be handle grievances
  • Employee Appreciation Committee
      • Chair is Melissa Gullickson
  • University Staff Council Telepresence
      • At our last meeting we had technology issues in Centennial Building
      • The January meeting is cancelled
      • The next meeting is February 10, 2016

5) Announcements
  • Splitting the Insurance Premiums
      • When the Chancellor recently met with A&S this issue was brought up to him
      • He was told that splitting health insurance premium would be valuable in helping people
      • He asked that any information on this be sent to him
      • He seemed out of the loop
  • This issue is already being worked on at the System level

6) 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, Greg Falkenberg, Judy Gatlin, Dan Gharrity, Bill Hoepner, Tanya Kenney, Deb Lang, Robin Leary, Wanda Schulner, Anita Spahn, Diane Stegner Roadt

Without objection, meeting adjourned at 10:31 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council