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

Guests:
   David Miller and Judy Gatlin

The regular meeting of the University Staff Council Executive Committee (USCEC) was called to order at 9:00 a.m. on Tuesday, January 5, 2016 by Chair Spahn in Old Library 2131.

1) Approval of the December 1, 2015 minutes of the University Staff Council Executive Committee minutes
   • Approved as distributed

2) Open Forum
   • At the last University Staff Council meeting it was mentioned that a council member had a concern about the recent sexual assault email that had been sent out
     • She sent an email to Jay Dobson and Dave Sprick and they have responded to her concerns
       • They will look at UW Madison’s response/announcements
       • UWEC typically collaborates with UW Stout for our response/announcement but when another is necessary to be put out they will take the concerns into consideration

3) Chair’s Report
   • Chair Spahn and Sue Ayres met with Chancellor Schmidt
     • They discussed the Representative position and compensation
       • He said that he is still looking into what other campuses are doing and he didn’t want us to be the leader but wants all campuses on the same page
       • If compensated then it will be retroactive and that it is still up for conversation but no timeframe was indicated
       • He brought up that we were leading the pack with the other representatives pay
       • Sue Ayres is still willing to do it for now
       • Other councils are discussing this at their meetings
       • The Faculty and Academic Staff Representatives pay and responsibilities were discussed
   • Personnel Policies
     • We told him about where the policies were at and mentioned to him about combining with the faculty and academic staff for compensation/budget but not much conversation ensued
     • Policies were put on the back burner but it was mentioned that we still need to look at those
   • Complaint Policy will be looked into by David Miller
     • The Grievance Committee could look at it as there is one drafted
     • David Miller said that he hasn’t put the time into them to focus on them
     • David Miller has met with the Chancellor’s Executive Team on Titling and Compensation
     • We still have recruiting and performance evaluation
     • Things may be held for further consideration
   • Compensation Committee has been having meetings
• Solicited Craig Mey to help and he created a pdf off of Systems website and converted it to a
document that we can edit
• Now comments can be included so will look at incorporating them into this 30 page
document that will include institution specific pieces
• The splitting of health insurance was also brought up to him
  • He seemed to be a little bit more onboard as he is now aware that we have two pay periods
    per month
  • The Service Center said they are about 15 months out
• Administrative One Stop Shop
  • The Chair has heard that all the work the committees have done was for nothing but the
    Chancellor stated that it was just a rumor
  • Recommendations will be looked at next week
  • Strategies will be discussed and formed

4) Discussion on Grievance Policy
• David Miller noticed that some changes should be made after it sent it forward to System
• There is a footnote on the reference to those who are FLSA exempt
  • Our says as of June 30, 2014 but that date should be changed to 2015
  • Also, the numbering sequence should also be changed to reflect current practice
    • System was not good about indicating when or what was changing as they changed their
      documents
• Our draft policies are on our website and dates started being included
• Some things in the Grievance Policy are a little confusing
  • It states that a Grievance Form should be filed from one administrative level up from the
    source of the grievance
    • David Miller has found that many are confused by that comment
      • It was clarified that 1st steps go to HR for tracking and timeliness
      • Also, when person requests step 2b there is no response time for response
      • It was mentioned that there was never a timeline for arbitrations either
      • Our meaning of the source of the grievance is confusing
• The tweaks mentioned should be considered editorial
• The form is also linked in the policy
• The Grievance Committee is meeting in one week so if you have any concerns notify Judy Gatlin
• Grievances currently do not have a tracking number that is assigned to them
  • Human Resources hasn’t included that but will look into it
  • There is a space on the form for log information

5) Discussion on communications for policies, election results and etc.
• Concern that no one was notified of the election results so to make things more consistent
  maybe the results should go to Tanya for distribution and that way the process is consistent
  • She could send out the results to all those on the ballot as well as include the chairs of the
    committees as a courtesy
• Currently there are too many hands in the pot to have things flow easily
  • The secretary could also track all the committee information
• Blugold Insider Page
  • Judy Gatlin nominated a coworker (Ellen Hon) to keep it up to date as it might be helpful
  • It works well if you can train people to get there
  • SharePoint could also be utilized
    • The university seems to be moving toward document sharing although SharePoint
doesn’t help you build a website
• These could be investigated and if so, the Communications Committee should be included
• Judy Gatlin will reach out to interested parties to see if this can be investigated

Nomination Committee
• Deb Lang is feeling overwhelmed
• She is currently keeping all the records but recently shared them with the secretary
• It would be nice if others help out
  • That is kind of the entire Nominating Committees area
  • If the committee is too small then we need to make it bigger as all committee members should be contributing
• It is a balancing act
• The calling on and finding of people is up to all the members of the committee
• It is challenging but we should try to get more people involved

Status of voluntary reassignment
• Several have switched over
• Concern that all may not have been notified

6) Announcements
• The Bylaws Committee looked at the EDI stuff that has been recently been talked about at our meetings but haven’t heard more from that committee
  • We need to hear back from them before we proceed
• As of January 11, 2016 the 60 days will be up for the Chancellor to respond to the Motion entitled: University Staff Constitution, Bylaws and US Rep
  • We are still awaiting his response
  • He is back in tomorrow and Susanne Olson is aware that this motions deadline is nearing

Upcoming USC Agenda
• We could have a showing of SharePoint on the USC agenda
  • The secretary to see if technology available as we will need a projector, screen and computer
  • The entire Communications Committee should also be invited

Performance Evaluations
• Evaluation timelines are scattered around campus as to when they are done
• It is uniform that they need to be done annually but Human Resources recommends that they all be done in January
• We also need to consider if merit pay is tied in and if there is a rating that coordinates to the next merit increases
  • Human Resources is working on getting a system in place to get it there
• Also, sometimes supplemental pay plans come up
  • If money comes available it won’t come to us if we don’t have this
  • Faculty and Academic Staff have a salary rating that may or may not tie to performance
• This seems like a logical time to have it mapped out
  • David to float this by the Chancellor’s Executive Staff first to get their initial thoughts

Without objection, meeting adjourned at 10:28 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council Executive Committee