Members Present:
  Jillian Anderson, Jack Connell, Craig Ernst, Greg Falkenberg, Judy Gatlin, Dan Gharrity, Bill Hoepner, Tanya Kenney, David Miller, Wanda Schulner, Anita Spahn, Diane Stegner Roadt

Members Absent:
  Sue Ayres, Jay Dobson, Melissa Gullickson, Greg Hazen, Debra Lang, Robin Leary

Guests:
  Jen Kieffer, Jean Piper

The meeting of the University Staff Council (USC) was called to order at 9:02 a.m. on Tuesday, January 19, 2016 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the December 15, 2015 minutes of the University Staff Council
   • Approved as amended with clarifications

2) Open Forum
   • Update about the concern on the sexual assault email that had been sent
     • This had previously been brought up at the last University Staff Council meeting
     • She sent an email to Dave Sprick and Jay Dobson and they were amenable to the things she had mentioned
     • They are consulting other campuses and will make changes in future emails that go out
     • 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
   • Hyperion Concerns
     • Concern that staff cannot see the screen print and when this was brought up to the supervisor the staff member was said to deal with it
     • Wondering if it was an update that caused the difference in the screen of if it was an LTS issue as this causes headaches
     • She should call the Help Desk and get a log/report on it
       • LTS doesn’t serve the software
     • This is not good for people with eye problems
     • Craig Ernst was welcomed as a new member to the University Staff Council Committee

3) Administrator Remarks – David Miller, HR Director
   • Identity Theft
     • A survey had been sent to the campus community about identity theft and the results are back
     • A working group has been formed with HR and LTS staff and they are the ones looking at the results
       • They want to see if there are any trends
     • About 200 people responded
• About 87 people said they had been a victim
  • But their examples were not all identity theft
  • Will reach out to those that said they had been a victim
• The Human Resources new website is up and going but it is a work in progress
  • Most things are now under Blugold Insider
  • Diane Willer is taking the lead on this

4) Reports
  a) Chair’s Report
    • Sue Ayres and Chair Spahn met with Chancellor Schmidt and brought up the University Staff Representatives compensation
      • He didn’t want us to be the leader but wants all the campuses on the same page
      • If compensation does happen it will be retroactive but no timeframe was indicated
    • Also brought up a concern about University Staff not being able to be involved in governance/committees
      • His concern was that some are involved in a lot of committees
      • Council members mentioned that since we lost collective bargaining it does take a lot of time and that she was concerned about his response
      • David Miller mentioned that he also brought this up to the Chancellor’s Executive Staff
      • There was a lot of discussion and they are looking for specifics but each of them were going to go back to their direct reports to reiterate that they need to support staff involvement
      • Chancellor charged them to keep their ears open
  b) University Staff Rep’s Report – Sue Ayres
    • None
  c) Committee Reports
    • Funding Committee
      • Met late last week and one scholarship was awarded
      • We may not have enough requests to use up all the money so will look into where that money then goes to see if we can recapture that for other events such as Professional Development Day
    • Personnel Committee
      • Met last Thursday and stared to work on a University Staff handbook and came up with an outline
      • Sue Ayres looked at UW Lacrosse’s to see what we thought should mimicked
        • The committee is thinking that they want to work on policies that were already on the web then those that had a UPS policy and then start going through those UPS policies in order to get our own policies in place
      • Have a meeting on Thursday, February 4th so if you have ideas on what is missing or on organization please let a committee member know
    • Grievance committee
      • Convened last week and elected Katie Rice as Chair
      • Reviewed minor editorial edits
      • Discussed that the Grievance Committee is expecting some kind of training
        • Katie Rice to get in touch with David Miller to see about that
    • Employee Appreciation Committee
      • The meeting was cancelled but have another meeting scheduled for next month
Communications committee
- Had a meeting and talked about redeveloping the University Staff Council website
- Communication on the New Year Greeting
  - A draft of what could serve as the University Staff New Year’s greeting was distributed
  - The overall consensus was that the draft was and should be useful and appreciated that it told people what we as the Council are working on and when the next meeting is
- Jillian Anderson is open to ideas, suggestions, comments and concerns
  - Please let her know by the end of this week
    - Might be useful to include a resource on where and when we as the Council meet as not all staff are able to get to their email on a regular basis
    - Maybe a paper copy would be appropriate
    - Each department has a contact staff and they could post it
    - We could also make the comment that they can find the agenda on the meeting notice list
  - We want to consider sending a message out quarterly
  - Thanks to Jillian Anderson as she did a great job on this

5) Update on the University Staff Constitution, Bylaws and US Rep Motion
- This motion came back as held for further consideration
- Chair Spahn will find out what was unacceptable to the Chancellor at her next meeting with him
  - We need to know what his concerns are if this is going to go forward
- There were 2 or 3 areas that had a lot of discussion on during the Chancellor’s Executive Staff Committee meeting
  - Where the language deviates from the faculty and academic staff language
  - The policy development and administrative changes section
  - Chair Spahn to meet with David Miller to see what he has for notes on this

6) New Business
   a) First Reading of Motion from the University Staff Council Bylaws Committee
      Constitutional Amendment reflecting change in Regent Policy 20-20

      Debate
      - The things that were crossed out is because it is no longer in Regent Policy

      Without objection, vote will take place at the next meeting

   b) First Reading of Motion from the University Staff Council Bylaws Committee
      Adding EDI Language to University Staff and University Staff Council Bylaws

      Debate
      - None

      Without objection, vote will take place at the next meeting

7) SharePoint Presentation
   - This is a place where one can easily change things and to provide continuity
   - The University seems to be going more to Blugold Insider or also called SharePoint
Human Resources just switched to the new layout but other departments are yet to come
Blugold Insider is only pertinent to employees and students
Once you get the hang of it then it is exciting
A committee would be a workgroup
It automatically updates the “distribution” lists
This might be more consistent and you wouldn’t have to transition as much
The Communications Committee could lead this
Some things should be kept to certain groups
It seems like it creates a lot more work and a lot more updating
  * We shouldn’t duplicate too much
    * The point of incorporating this would be to alleviate work
It is not meant to store information but is more for collaboration
You can edit directly into the website
Ellen Hon is willing to help
Like the idea of having the most recent document
The Communications Committee could figure out what should be on SharePoint and what should be shared and not shared and etc.

8) Announcements
   * None

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

Submitted by,

Tanya Kenney
Secretary to the University Staff Council