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

Guest:
   David Miller

The regular meeting of the University Staff Council Executive Committee (USCEC) was called to order at 9:08 a.m. on Tuesday, April 5, 2016 by Chair Spahn in Old Library 2131.

1) Approval of the March 1, 2016 minutes of the University Staff Council Executive Committee minutes
   • Approved as distributed

2) Open Forum
   • None

3) Chair’s Report
   • EDI Implementation Team
     • Chair Spahn, Caitlin Lee and Judy Gatlin met and discussed what it means to have EDI language put into the bylaws and reviewed the current University Staff Annual Review document that HR has available
     • Chancellor Schmidt’s preference is to have goal oriented reviews and to not have a rating on the bottom
     • Concern that we would need it for merit
       • It was pointed out that we could have a separate salary rating like the academic staff have
     • Many employers nationally have an ongoing performance conversation
       • The concern is that many supervisors want to find the best and the worst and they are not having conversations/reviews on an annual basis much less on an ongoing basis
     • Salary ratings have guidelines and it can be more than just performance (for example, equity issues)
     • Chancellor Schmidt wants a comprehensive plan for all employee groups
       • The hurdle is the have and the have nots and if a department can afford it
         • There needs to be money funded internally somehow so that doesn’t happen
   • Searches for Upcoming Positions
     • The Chancellor decided that the 3 upcoming searches will be done internally but that means that it is outside of the policies in the FASRP
     • The positions are: Ask Center Executive Director, Director of Enrollment Services and Director of Student Services
     • It will be open campus-wide
     • Chancellor Schmidt wants review panels and wants university staff on those panels to provide input
     • He wants those on the panel to be a customer of the departments that will be represented and not those that are currently working in those departments
     • He would like names of prospective panel members by Friday and he wants multiple names for each one and to include a brief rationale on why they would be good for that panel
• Enrollment Services Director and Student Services Director job descriptions are done
  • Enrollment Services includes the Bursar area, Registrar and Financial Aid
  • Student Services are includes the front line, Parking, 2 counselors from Financial Aid that will supervise the front line students and Housing transactions
  • ASK Center Director will include Business and Finance, HR, Accounting and Accounts Payable, Purchasing and Risk Management
• It will be open to all UWEC employees
• Timelines are tight and there will be a quick turnaround
• He wants customers of the functions

4) Unfinished Business
  • Updates to the Constitution and Bylaws
    • Wanda Schulner is now gone and she was the one who did all the updates to the University Staff Constitution and Bylaws
    • The new point person in HR is not known
  • Motions from University Staff directed to the Chancellor
    • The Chancellor needs to get them wrapped up
    • EDI, changes to the Constitution/Bylaws, Regent Policy 20-20 and recruitment

MOVED and seconded that the motion as distributed be presented to University Staff Council for consideration

Discussion
  • None

VOTE on MOTION: PASSED
  • Motion to come forward from Sue Ayres for the upcoming University Staff Council Committee Meeting

5) Announcements
  • None

Without objection, meeting adjourned at 10:01 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council Executive Committee