Members Present:
  Jillian Anderson, Sue Ayres, Jack Connell, Jay Dobson, Judy Gatlin, Tanya Kenney, Debra Lang,
  David Miller, Wanda Schulner, Anita Spahn, Diane Stegner Roadt

Members Absent:
  Craig Ernst, Greg Falkenberg, Dan Gharrity, Melissa Gullickson, Bill Hoepner, Robin Leary

Guests:
  Jen Kieffer, Jean Piper

The meeting of the University Staff Council (USC) was called to order at 9:04 a.m. on Tuesday, April 19, 2016 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the March 15, 2016 minutes of the University Staff Council
   • Approved as distributed

2) Open Forum
   • A compensation and title study will be initiated
     • Heard that it will be changing from 1800 titles down to 800 titles
     • This will be impactful
     • We were advised to keep our position descriptions up to date

3) Administrator Remarks – David Miller, HR Director
   • Compensation and title study
     • David Miller is on the planning team and they are drafting the RFP
     • Also have an Advisory committee and they had their first meeting last week
     • The timeline is 18-24 months from the time the vendor has been selected
     • Will be looking for a consultant
     • This is not an equity study so there will be no salary increases
     • Many numbers have been floated around as far as how many title changes will happen
       • Will look at academic staff titles as well as university staff titles
     • This is just getting started
     • The Advisory Team is headed by the chancellor from UW Milwaukee and the Provost from UW Madison but there is representation from many groups
     • UW Madison as well as the other UW schools, colleges and extension will have the same structure so this will be a big project
     • Will be looking at sharing the workload to keep the costs down
     • The ultimate goal is to reduce the titles for simplicity for administration
     • If the same skill sets are required then it makes more sense to group them
   • Executive Director positions
     • Executive committee sent names up to the chancellor but haven’t heard if anyone has been selected
• The names were forwarded to MJ Brukardt and David Miller to check with her as the deadlines have changed

4) Reports
a) Chair’s Report
• Got an email from Beth Hellwig regarding the Day of Remembrance
  • Is scheduled for May 4th from 12 -1 in the Dakota Ballroom
  • All are encouraged to attend
  • Not sure if there is any representation from university staff on that committee
• Student Senate resolution
  • The Student Senate will be having a referendum question on if UWEC should adopt a smoke and vapor free policy for all areas of the campus

b) University Staff Rep’s Report
• Attended the Board of Regents meeting which was held at UW Green Bay
• We had a major approved as well as the Garfield Avenue project
• It was discussed that we need more equitable seating for all reps not just faculty reps
• UWEC will be holding a BOR meeting next fall and university staff council members will be invited to attend as guests
• Another meeting is scheduled in May

c) Committee Reports
• Communication Committee
  • Will look at continuing the newsletter
  • Waiting for committee membership
  • Want to recreate the news area on the website and list council activities
    • Might bring it back up to the top of the page
  • Communications Committee can do what they feel is appropriate but just keep the University Staff Council up to speed on what they are doing
  • Chair Spahn asked if the Communications Committee could look at the Blugold Insider I and see if they could get it revamped as it could then be used by the University Staff Council and other committee use
    • Blugold Insider exists but don’t know what needs to be done besides having a folder structure there for committees
      • The communications Committee would need to know each committee and the members of those committees in order to do that and grant permissions
    • Deb Lang to send the updated rosters for all committees
  • It was recommended that we preview this at an upcoming USC meeting
  • Chair Spahn to go to the next Communications Committee meeting to share her thoughts
• Compensation Committee
  • The Compensation Policy was pulled back at this point as there is a lot of language that is not specific to university staff at this point
    • Compensation Committee will put together a motion to bring forward when more appropriate
• FLSA
  • FLAS standards are changing that there are some significant changes coming
Think the Federal government will implement July 1st as we need 60 days advance notice before it goes into effect and they don’t want an incoming President to overturn it
We don’t know what the minimum salary will be
FLSA really deals with overtime and that there will have to be a minimum salary for those exempt
  - Right now it is $455 a week but am expecting it to go to $970 a week
  - Being that we have over 100 employees that make less than $970 a week the employer needs to raise that threshold or change the employee to an hourly employee
  - This may mean that we will end up having hourly academic staff
    - Most likely would not be converted to university staff
    - They will be paid hourly on a monthly payroll
Talk is happening about grandfathering vacation so time wouldn’t be taken away
Some judgement calls might come into play depending on what salary they make now and how many hours they are working as opposed to paying overtime
  - Is determined off of weekly pay
Doctors, lawyers and teachers are exempt so it doesn’t impact our adjunct faculty
Employee appreciation
  - A member of the committee asked if this committee should be dissolved as the committee receives no funding and currently the College of Nursing is paying for copies
  - Expenses for copies could be funneled through the University Senate office
  - All feedback received was that this committee should not be dissolved
  - This committee could flourish
Professional Development Committee
  - Invited 2 individuals from IMC and they were energetic about being asked but then later declined because they were academic staff
  - Administrative and Professional Academic Staff (APAS) are well represented in University Senate
  - The last meeting was postponed as no quorum would be present but will have a meeting coming up soon
Grievance Committee
  - System wants to finalize training but David Miller was asked by them if we have specifics on what topics should be addressed so he will reach out to Katie Rice for feedback
Bylaws Committee
  - None
Personnel Committee
  - None

5) New Business
a) First Reading: Motion from the University Staff Council Executive Committee
   Bylaws of the University Staff
   - Chancellor Schmidt has not approved the changes to the bylaws from last fall or denied the motions that he currently has that had been held for further consideration

Debate
• To alleviate confusion, USC shouldn’t move forward on this until we get the previous motion(s) back from the Chancellor.

**VOTE POSTPONED until the next meeting**

b) First Reading: Motion from the University Staff Council Executive Committee  
   Bylaws of the University Staff Council  
   • Chancellor Schmidt has not approved or denied the motions that he currently has that had been held for further consideration

Debate
• To alleviate confusion, USC shouldn’t move forward on this until we get the previous motion(s) back from the Chancellor

**VOTE POSTPONED until the next meeting**

c) First Reading: Motion from the University Staff Compensation Committee  
   Pay Plan 2015-2017  
   • The 90/10 split is a System policy  
   • 2015-2017 is referring to the fiscal year

Debate
• There is a salary rating scale references a performance appraisal and university staff do not have a consistent process for performance evaluations so some people will be left behind  
  • In the form that we have currently there are 4 or 5 ratings or choices which would give you an overall rating  
  • We should look at a continuous feedback type process as it is more strategic in theory  
  • Yearly evaluations that look back aren’t what is being used nationally  
  • Academic staff have it where rating is independent of performance evaluation  
  • Salary rating is independent but we are trying to pull it together  
  • 30% of university staff do not have an evaluation on file for the last year  
  • Think that it might be because of the form that we are making them use  
  • Salary rating is a merit rating  
  • Question on who gets to decide what model we move towards  
    • David Miller wants on going feedback and discussions to do an evaluation  
    • Would need to look at how we organize that but would first need to look at performance evaluations  
    • Training for supervisors would need to be done  
  • Because there are no monies available it would be a good time to look at how we do performance evaluations and how this would be tied to compensation  
  • When money does become available, then at least we have something in place.  
  • If money comes into play then this pay plan would tie the hands of administration  
    • This might be what it takes to push the action of working on performance evaluations  
    • If this action is stopped it should not happen on our level  
  • The estimated salary increase is adjusted for multiplier factors based on longevity and compressions and it was discussed by the compensation committee at one time on why it
was left in the plan as it had to deal with people that have been here for a long time and for people that are just coming in and closing that division

- It allows more flexibility and doesn’t tie anyone’s hands otherwise
- Longevity and how it doesn’t apply will never be compensated on in the foreseeable future

**VOTE on MOTION: PASSED**

6) Announcements
- Jillian Anderson is leaving to an academic staff position in the Ask Center
  - Her service was appreciated and she will be missed

Without objection, meeting adjourned at 10:32 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council