The meeting of the University Staff Council (USC) was called to order at 9:04 a.m. on Tuesday, May 17, 2016 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the May 17, 2016 minutes of the University Staff Council
   • Approved as distributed with a minor editorial change

2) Open Forum
   • Thanks to the Professional Development Committee for their excellent work and to the Nominating Committee for finding the nominations and for their efforts

3) Administrator Remarks – David Miller, HR Director
   • Human Resources is getting closer to filling positions
     • David Miller has interviews tomorrow for the specialist positions
     • Having those positions filled will be helpful
   • HR is merging with the ASK Center and so questions should then be directed to the First Source Front Line Team
   • ADA’s will get briefed on how the ASK Center will operate

4) Reports
   a) Chair’s Report
      • Got the Bylaws motions approved by the Chancellor but the Compensation motion was held for further review
      • Any extra funding that comes through will need to go through the compensation committees

   b) University Staff Rep’s Report
      • None

   c) Committee Reports
      • Personnel Committee
        • None
      • Communications Committee
        • Met on the 16th and discussed a few things that the committee is hopeful for and will work on getting out a follow-up newsletter in August or September
        • May look at that after the Council Retreat
• Questioning if it should be a mass email otherwise the IMC is looking at a collated email with multiple links
  • It would be part of the weekly news brief as they are trying to decrease overall emails
    • They may only be trying to limit the emails to the entire university but our target is only university staff
  • August 16th is when the IMC has for the implementation date to try to restructure and combine everything into one email
• Recommendation to consider what we would like to have available at the Opening Breakfast on August 23rd
  • Maybe some table tents would be beneficial again this year as it is a good target audience for nominations
  • Deb Lang would need the information to be printed by the Thursday or Friday prior
• Nominating Committee
  • As of last night we had 92 people who had voted with voting closing on June 30th
  • A reminder will be sent to those who have not voted
  • Had a problem with the ballots for those people that did a test prior to the ballots going out as they were then not able to vote on the official ballot
  • Paper ballots might need to be sent to those that were not allowed to vote via Qualtrics even if it doesn’t make a difference in the outcome

**MOTION** to send paper ballots to those known to not be able to vote via the Qualtrics ballot, seconded

*Discussion*
• We need to test in a different way since we have problems
• There still needs to be a Qualtrics survey for the Constitutional Amendment

**VOTE on MOTION:** PASSED

• Professional Development Committee
  • Feedback from folks might be helpful as attendance was quite low
  • Looking at doing something additional in order to network and come together as a university staff body as a whole
    • Maybe a potluck picnic
• Compensation Committee
  • Since the Pay Plan was held for further consideration we will need to meet to determine what is not acceptable but would like to wait to include the new members as a few things need to be fine tuned
• Employee Appreciation
  • None
• Grievance Committee
  • None but will ask the Chair if she has anything to report
• Bylaws Committee
  • Ratification will come out as a Qualtrics survey
• Funding Committee
  • Working on wrapping up the end of the year stuff and sending it to Accounts Payable
  • LTS has been changing distribution lists names from classified staff to university staff
    • We are still listed as classified so Diane Willer should be contacted
    • Temporary people are considered LTE’s and if they have an active job then they
      would still be on the list
    • If they are not paid for like 6 months then the system will omit them but David
      Miller to talk to Diane Willer but he is pretty sure that’s what happens

5) New Business
   a) Review of the University Staff Handbook
      • The plan is to have HR take this over and will house it on their site
      • This is exciting as we haven’t had anything like this in a long time
      • The Personnel Committee wanted the University Staff Council to see this and to let the
        committee know if you see anything that is missing or what needs to be added
      • This is a good opportunity to provide feedback
      • Like the format and the approach of the introductory sentences
      • Any feedback should be shared with the Personnel Committee members
      • The Cleary Act might need to be altered so suggestions will be sent from Jay Dobson
      • The responsibility for maintaining will be with HR

   b) First Reading: Title Change Policy Motion
      • We just need one reading of this motion
      • A concern was mentioned that it may sit on someone’s desk
        • When the request to fill form is done then it routes from the department to HR
        • Then budget will be looked at and the Chancellor’s Executive Staff
          • All salary changes go to the Executive Staff or the Chancellor directly
      • The way it is proposed would alter the way things are done now

Debate
  • None

**VOTE on MOTION: PASSED**

a) Nomination for Chief Financial Officer Review Group
  • Chancellor is looking for an individual from this council as well as the other shared
    governance groups
  • Met last week with a group convened by the Chancellor and this is when this was requested
  • Is an interim CFO and the Chancellor is looking for a search committee to hire
  • This position will not do day to day financial but to look at the future
  • $130,000 will be the salary
  • If the consulting firm identifies potential candidates then the Chancellor will screen who he
    wants to bring to campus then the advisory committee (who is selected) would vet the
    candidates and forward the opinion on strengths and weaknesses to the Chancellor for his
    decision
  • Is interim but it will be permanent once it is determined how it will be structured
  • The industry demands this title
  • The pay is slightly low but the Chancellor is hopeful
• This is for forecasting
• Whoever is nominated for the review group needs to be free until July 20th
• Most campuses have a CBO (Chief Business Officer) but the Chancellor’s model is different as he doesn’t want them to focus on the day to day operations where CBO’s do focus on that
• Jay Dobson self-nominated so his name will be forwarded to the Chancellor

c) Announcements
• UW La Crosse and the merging of their 3 governance groups
  • A couple of campuses are working on that and will have one handbook for all of the groups and we were going to look at their sample
• Dan Gharrity took a new positon and he is now academic staff
  • It was a new position so it had to be filled as academic staff
  • His old position will be filled as an academic staff position as well

Without objection, meeting adjourned at 10:08 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council