University of Wisconsin – Eau Claire
University Staff Council (USC) Meeting
August 17, 2016

Members Present:
Susan Ayres, Jack Connell, Jay Dobson, Greg Falkenberg, Judy Gatlin, Bill Hoepner, Tanya Kenney, Lindsay Kroll, Debra Lang, Robin Leary, Dianne Lund, David Miller, Nicole Owen, Diane Roadt, Anita Spahn

Members Absent:
Craig Ernst, Jean Piper, Jenni Sterling

The meeting of the University Staff Council (USC) was called to order at 11:00 a.m. on Wednesday, August 17, 2016 by Chair Spahn in Centennial Hall Room 1920.

1) Approval of the June 21, 2016 minutes of the University Staff Council
   • Approved as distributed

2) Open Forum
   • The Qualtrics Survey that came out after our elections to ratify Regent Policy 20-20 and to change Classified Staff to University Staff
     • It did not pass so it hasn’t been approved as not enough people voted
     • Comment that we should try to change the language in the Constitution to read that it is based off those that vote

3) Administrator Remarks – David Miller, HR Director
   • HR sent out a banked leave email and the funding of cash outs of banked leave
   • Banked leave is not going away and there is no change in how we are handling banked leave
     • There are other UW campuses that are restricting how it is used or paid out
       • Some implement a cap of 30 days and the rest is paid out
       • From a financial perspective the department would then not have to fund that but at this campus we have not made any changes
   • System language changed so it is the same as other employee groups
     • Academic staff was at employers discretion
   • Much is dependent on when you qualify for Medicare and is part of a retirement plan
   • OSER said it was at the employees discretion unless under a grant but that changed when UPS went live
     • Not sure where the funding piece came from
     • Trying to minimize impact and hardships on small departments
   • Haven’t gotten much feedback from other campuses
   • David Miller, HR Director thinks we need to be consistent as a campus
   • Blugold Breakfast is next Tuesday at 7:30 a.m.
   • Will have a new HR representative starting and she will most likely be assigned an area on campus such as student affairs
   • We also have another representative starting on August 29th and she will most likely work with facilities
• Parking issues were discussed but it is unknown when Garfield/State Street will be done as it is a city project
  • Mike Rindo would be the contact for questions or concerns

4) Reports
   a) Chair’s Report
      • Met with Chancellor Schmidt and were able to secure funding for today’s retreat and future retreats as well as Professional Development Day
      • Also talked about the funding saving from utilities and benefits and he will talk about that at the Blugold Breakfast
        • There will be a joint governance meeting on Monday prior to the breakfast

b) University Staff Rep’s Report
   • An overview of the university staff representatives role and responsibilities was given so the new members have an idea of what the US Rep does
   • Sept 30th will be the first meeting this year

c) Committee Reports
   • Personnel Committee
      • Met with Mike Rindo about the Facilities director position and gave him names for the search committee
        • Renee Strehlau, Melissa Smith and Jeff Solin were selected while Charles Hill and Brian Heller were not selected
      • Title policy is being worked on with the Chancellor
      • The Recruiting policy passed this last year
      • Handbook forwarded to HR for feedback
      • Workplace expectations is on the list for this year and performance will also be worked on
   • Communications Committee
      • None
   • Nominating Committee
      • None
   • Professional Development Committee
      • None
   • Compensation Committee
      • Report to be given later in the meeting
   • Employee Appreciation
      • None
   • Grievance Committee
      • Katherine Rice is the chair but haven’t met as we are waiting for System to train us
        • David Miller got a proposal from System and it is on him at this point
      • The Committee is supposed to have 9 members and 8 are filled right now
   • Bylaws Committee
      • Ratification did not go through (see open forum above).
   • Funding Committee
      • Working to make policies more streamline
      • Comment that Jessica Barnier’s term is expired and she may not be university staff anymore
        • Bill Hoepner to see if she is still wanting to continue and if she is eligible
5) Elections to USC Committees, USC Chair-elect, US Committees
   - Chair-elect position is the only position available
   - Nominations were opened and Craig Ernst was nominated from the floor and there were no additional nominations from floor so nominations were closed

Vote to elect Craig Ernst as chair-elect: PASSED

- The past chair position is vacant and we need 7 members on University Staff Council Executive Committee to fill the committee
- Nominations were opened and Judy Gatlin was nominated from the floor

MOTION to close nominations, seconded

VOTE on MOTION to elect Judy Gatlin to the USCEC in the vacant past chair position: PASSED

6) Review and approval of Comprehensive Pay Plan
   - Overview of the plan given

Debate
- The term equity is subjective
- Compression is basically when new people are hired at a higher rate than the rate current staff are paid who are doing same duties
- ADA’s have only been with supervisors for a minimum time since so many changes recently took place and their supervisors might not know them or their work
  - There should be no surprises and it should be an open dialog
- Some campuses have implemented policies that the supervisor is ineligible for their own raises if they have not completed annual evaluations for the staff they supervise
- Reminders used to be sent to supervisors and that hasn’t happened recently
- HR is looking at a supervisor development program
- This policy mandates a performance appraisal but if supervisors don’t do it then the employee shouldn’t be penalized
  - Supervisor to meet with staff to determine salary rating
- Funds can be divided differently
- Long term is to put all staff on the same rating but this way isn’t fair to all
- Annual evaluations are supposed to happen but not all have a rating
- If we are supposed to be going to a uniform standard then this doesn’t reflect that
  - This only covers this biennium
- The criteria for the rating should be shared
- Lack of competency and supervisors being unfair is concerning
- Most likely supervisors wouldn’t get trained prior to this being approved
- David Miller is hoping to get trainings going this fall
  - It would be open/required of all supervisors
  - Supervisors and staff need to know how it impacts their employees
- This may not be perfect but if we don’t pass this then we could lose that pot of money

VOTE on MOTION: PASSED
7) New Business
   • There will be a new Blugold FYI coming out next week
     • It will be an email that includes combined information
   • Cleary Act
     • Jay Dobson to communicate with HR if changes are made as it may be expanded on
   • CFO search Committee
     • Jay Dobson was put on the committee
       • It was a review group
     • Carmen Manning, Robin Baker, the Student Body President as well as Jay Dobson met with 3 candidates
       • One dropped out and the 2nd two did really well
     • Initial target was to have the position to start August 1st
     • Both candidates were from institutions of higher education and were from outside the area
     • References should be checked
     • David Miller summarized the working groups comments and presented it to the Chancellor
     • Decision is expected to be made shortly
     • Consultants don’t usually stay long
     • The new person usually comes in to make changes as they don’t have the connection to our university
   • Access control workgroup has been meeting to look at electronic locks to look at options for campus access
   • Custodians are now being issued one key when they begin employment and this key works in all academic building custodian key retainers on campus

8) Announcements
   • Thanks to Anita Spahn for her role over the last 2 years

Without objection, meeting adjourned at 12:17 p.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council