University of Wisconsin – Eau Claire
University Staff Council (USC) Meeting
September 20, 2016

Members Present:
Susan Ayres, Jack Connell, Jay Dobson, Craig Ernst, Greg Falkenberg, Judy Gatlin, Tanya Kenney, Lindsay Kroll, Debra Lang, Dianne Lund, David Miller, Nicole Owen, Jean Piper, Anita Spahn, Jenni Sterling

Members Absent:
Bill Hoepner, Robin Leary, Diane Roadt

The meeting of the University Staff Council (USC) was called to order at 10:03 a.m. on Tuesday, September 20, 2016 by Chair Spahn in Centennial Hall Room 1920.

1) Approval of the August 17, 2016 minutes of the University Staff Council
   - Approved as distributed

2) Open Forum
   - Concern brought forward about staff getting additional responsibilities and issues from that including differences in supervisors regarding timesheets, comp time and/or pay
     - Those issues and concerns need to be brought to HR as this is not the appropriate body for discussion
     - Those making the statements to HR have anti-retaliation laws to protect them
     - This is probably happening across campus
     - David Miller can cover some of the overtime issues and comp time issues in supervisor training
     - Comp time needs to be preapproved
       - Departments and units can set up the implementation of that among themselves
     - Comp and overtime lists are run every week and that lists all employees on campus
     - No one has raised concerns about what has been happening
     - HR would like to hear any concerns
     - New duties and reevaluation would fall under the Title Review Policy

3) Administrator Remarks – David Miller, HR Director
   - HR representatives
     - Jen is overseeing Student Affairs
     - Any issues outside of payroll and benefits would work with a designated HR person
     - Karen has Facilitates and Blugold Central
     - Barb is Academic Affairs
   - Supervisor training
     - Karen will look at the supervisor development stuff from System
     - David Miller is supposed to get it this week but hasn’t as of yet
       - Want to see what system’s pilot program had
       - Karen will be working on those things
     - David has also been meeting with those that do onboarding
   - Pay Plan
• It has not yet been approved

4) Reports
   a) Chair’s Report
      • Met with Teresa O’Halloran on the positions that are going from university staff to academic staff positions and they are working with the faculty and academic staff reps to change the language
      • Chair Spahn, Chair-elect Ernst and Sue Ayres met with Chancellor Schmidt
         • EDI Proposal
            • October 15th would like to have it up and going
            • There will be one University Staff Council person as an official liaison
            • Is moving forward
         • Merit and Equity working groups
            • Chancellor’s Executive Staff is scheduled to discuss who was nominated
            • Concern that we do not know who put their name in
            • The process wasn’t outlined well and the wording was muddled on the call for nominations
               • It could have been more precise
   b) Committee Reports
      • Rep meeting scheduled for September 30th in Madison
         • Sue Ayres cannot attend so maybe Craig Ernst will go
            • If not then maybe the Council can appoint an alternative
      • Personnel Committee
         • Met last Friday
         • Met with HR reps and discussed performance management tools and process
         • All want the Personnel Committee available to make feedback during the creation of forms so copies will be made available to them so feedback can be given
         • Optimistic about supervisor training
         • Handbook is still pending
      • Communications Committee
         • Want to put together a newsletter on a quarterly basis
            • Rough draft has been put together
            • Blugold Insider is there but haven’t had time to work on it
               • The framework is set-up
            • We could include a feed/link on our website as well as include it on the Blugold FYI email that comes out
      • Nominating Committee
         • Will have one election later today
         • Other elections will have to wait as the calls haven’t gone out
      • Professional Development Committee
         • Haven’t met and won’t meet again probably until January
      • Compensation Committee
         • Has not met since the 2nd week in August for final prep of the pay plan
         • Are in a holding pattern until we find out what the working groups are officially charged with and how we might be a resource
      • Employee Appreciation
         • None
• Grievance Committee
  • Haven’t heard anything
  • System provides training when a grievance is brought up
• Professional development
  • Comment that they must have been meeting as awards have been processed
• Bylaws Committee
  • Haven’t met
  • Language may be changed from 10% of university staff to “of those who vote”
• Funding Committee
  • None
• Commission for Status of Women
  • Judy Gatlin is serving on that committee so concerns could go to her
  • Haven’t met yet
• Leadership Conference
  • It was in the Blugold FYI as UWEC will host a Leadership Conference this year on October 20-21
    • Theme this year is navigating political waters
    • Focused on women’s issues
  • Provost Kleine offered 20 complimentary tickets so contact Jenni Sterling or Faith Pawelski if interested as there are still tickets remaining

5) Unfinished Business
• Committees
  • Vacancies go through the nomination committee then each committee elects their own chair then each committee usually has a liaison otherwise reports can be sent in
  • Committees and their members to be shared by Deb Lang
• Working groups
  • Clarification on language was given
  • David Miller to send mass email to supervisors about being flexible to attend meetings

6) New Business
 a) Performance Management Policy Review

  MOTION to change the language under the 4th bullet on page 2 to read: Supervisors should *shall* use appropriate evaluation forms provided or approved by UW-Eau Claire Human Resources, seconded

  Discussion
  • None

  VOTE on AMENDMENT: PASSED

Continued Discussion
• Continue to do your evaluations
• There would need to be some leniency in the first year
• Evaluations are quite time consuming
• Language is referring to a calendar year
• System op says annual evaluations
• Trainings on evaluations needs to be done
• The working groups will decide how the pool is distributed
• Yearly evaluation reminders could be put in the newsletter
• Feb 2017 the legislature will present budget but this is separate
• Question on probationary evaluations and if they are equally weighted compared to annual evaluations
  • By default you are off probation even if no evaluation has been done

MOTION to vote on this today, seconded

Discussion
• None

Vote on MOTION as AMENDED: PASSED

7) Centennial Celebration
• Happening next Friday
  • Chair Spahn sent an email out

8) Announcements
• BOR is coming
  • Deb Lang put out call for volunteers as administration wants to blanket the university with people who will be wearing a t-shirt
  • Important to make people feel welcome
  • Full day meetings and an agenda will be coming out shortly
  • Encourage any Council members to attend functions but it will also be streamed for many
  • Theme is Partners of Wisconsin’s future
  • Presentations will be held but it is not known if an audit on emergency preparedness will be discussed
• Park Avenue Construction
  • Neighbors were allowed to park in Hibbard parking lot but they had to pay
    • It looks poor on our part that we made them pay
      • If talking about community then we shouldn’t have made them pay
  • Stop signs or lack of is dangerous
    • Technically the road is still closed
    • Dobson to reach out to facilities although it is a city road

9) Consultation with the Chancellor or designee regarding committee appointments and/or elections. Pursuant to Wisconsin State Statutes 19.85 (c) the committee contemplates going into closed session for the purpose of discussion.

MOTION to go into closed session, seconded

Without objection it was MOVED and seconded that the committee go into closed session under Wisconsin Statute 19.85 (c) for the purposes of discussion.
Motion PASSED without objection by Susan Ayres, Jack Connell, Jay Dobson, Craig Ernst, Greg Falkenberg, Judy Gatlin, Tanya Kenney, Lindsay Kroll, Debra Lang, Dianne Lund, Nicole Owen, Jean Piper, Anita Spahn, Jenni Sterling

MOTION to adjourn out of closed session, seconded

Discussion
• None

VOTE to adjourn: PASSED

Without objection, meeting adjourned at 11:33 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council