Members Present:
Susan Ayres, Jack Connell, Greg Falkenberg, Judy Gatlin, Tanya Kenney, Debra Lang, Dianne Lund, David Miller, Nicole Owen, Jean Piper, Diane Roadt Anita Spahn, Jenni Sterling

Members Absent:
Jay Dobson, Craig Ernst, Bill Hoepner, Lindsay Kroll, Robin Leary

Guests:
MJ Brukardt, Andy Nelson, Jim Schmidt, Jackson Schmidtke, Kim Wellnitz

The meeting of the University Staff Council (USC) was called to order at 10:01 a.m. on Tuesday, October 18, 2016 by Chair Spahn in Centennial Hall Room 1920.

Without objection, the agenda has been amended to hear Chancellor Schmidt’s comments first

1) Administrator Remarks – Chancellor Schmidt
   • Chancellor Schmidt
     • A production company is in town and is featuring Eau Claire as a big part of its next television series
     • Is called Fireball Run and Eau Claire will be featured in their next season, which is the 11th season
     • The Production Crew is in Eau Claire today and are looking for places to film so the Chancellor will be trying to get them to film as much as possible on our campus
     • Available on Amazon streaming
     • Chancellor Schmidt hasn’t met with the Council yet this year so he wanted to join us
     • Thank you for your service on the Council
     • University Staff play important role in shared governance
     • Have a lot of initiatives underway this year
     • Many directly involve University Staff
     • Proud of the way our campus has come together to address the restructuring of our campus
     • Still have a full year ahead of us to get the new centers functioning
     • At the Blugold Breakfast Chancellor Schmidt asked faculty and staff to keep EDI as a priority and asked us to look at our role in that and how we can best make a difference
   • Compensation
     • Chancellor Schmidt is trying to figure out how we can manage some compensation funds from our one time distribution from System
     • Will distribute $3 million over the next 2 years
     • Chair Spahn is on the equity workgroup
     • Chancellor is generally asking if we should raise the minimum wage
     • Our lowest paid employee is at $11.52 an hour
     • Merit working group has never had the authority to give out merit increases before
• There isn’t a number associated with merit but if given to everyone it looks more like a pay plan
• Seeing if we can distribute the first installment second semester and looking at how we can make the 1st payment work as it will need to be based on an evaluation
• Is a reasonable expectation as expectations need to be clear from the supervisor to the employee
• Want 1st one to be fairly simple then reinvigorate one for the 2nd one
  • If we issued merit to a lot of people then it looks like pay increase and so we are not trying to have it look like that
  • System said there is no magic number but the audit bureau wouldn’t allow it to be spread over a large amount of people
  • 25-30% is what they want but the Chancellor wants it broader that
    • If ends up being 50% then he could try to defend that
• Statute language allows for market rate, equity and retention and they added merit to that same statute language
  • Involvement
    • Concern that supervisors do not let employees away from their desk to participate in committees
    • Supervisors need mandatory training/professional development
    • Message recently sent from David Miller to all supervisors and the Chancellor reminds his executive team of this
    • Shared governance works better when you have broader involvement
  • Thanks for the good work

2) Approval of the September 20, 2016 minutes of the University Staff Council
  • Approved as amended
    • Language changed as follows under the report form the Bylaws Committee
    • Language may be changed from 10% of university staff to “of those who vote”

3) Open Forum
  • WWHEL
    • We are the host campus for WWHEL this year
    • The programs have been printed
    • If interested in registering or volunteering there is still time to do so

4) Administrator Remarks – Chancellor Schmidt and David Miller, HR Director
  • David Miller
    • Busy with FLSA
    • An invite is to be sent out to impacted employees to meet Friday
    • We need to have a detailed report to System
    • Supervisors are supposed to be talking to impacted employees
    • HR wants supervisors to meet with impacted employees prior to them getting the email from David Miller

5) Reports
  a) Chair’s Report
    • Handout provided on Moving WI Forward
    • EDI Resolution
      • Is already in our Bylaws
• Thinking about inviting Ashley Sukhu to gather her thoughts and ideas
• Chair Spahn will get clarification from Teresa O’Halloran

b) Committee Reports
• University Staff Rep’s Report
  • Craig Ernst went in place of Sue Ayres
    • He was not present at this meeting to share the information from that meeting
  • Had a telepresence meeting last week
    • Sexual Harassment Policy information came out from that
      • Send any thoughts or questions to Jay Dobson or Chair Spahn
    • Stout had gender and equity study done and the information from that that might be useful to have
  • Equity has not met yet and won’t meet until the FLSA stuff is done
    • Kim O’Kelly is chair of the equity workgroup
    • Jack Connell is on the merit working group and they meet today at 11:30
  • Oshkosh offering a VSIP like offer to some employees
• Personnel Committee
  • Met Friday
  • Performance Review
    • Will have a performance review form that supervisors and employees might be able to use
      • The committee discussed how the forms can be written and standardized
      • Templates will be provided by HR
        • HR would assume the responsibility if too many zeros or all 4’s are happening on the performance review to see what the common denominator is
          • Concern about subjectivity
            • For those with no evaluation on file then every supervisor will be required to have discussion with each employee and the supervisor must rank them and have a description to back it up
            • Every employee would then have something that would qualify them for merit
            • Training will be offered to supervisors.
              • Employees can take some responsibility too
            • Talked about the Complaint Procedures policy and will work on that next time
• Communications Committee
  • Getting a newsletter put together
  • Blugold Insider has been moved over to Insider Online 360 but need to get updated committee members out there to give them permissions
  • Hoping to get more committee members on the Communications Committee
  • Trying to use Blugold FYI to send out information as opposed to a newsletter as some information is then old when we would send it out
  • We can use the Blugold FYI for awards too
• Nominating Committee
  • Will have elections later today
• Professional Development Committee
  • None
• Compensation Committee
  • None
• Employee Appreciation
  • None
• Grievance Committee
  • None
• Bylaws Committee
  • None
• Funding Committee
  • None
• Commission for Status of Women
  • Initial meeting a couple of weeks ago
  • Want to do something for International Women’s Day in March
  • Concern that some people don’t understand the Family Medical Leave Act

6) Unfinished Business
• Supervisory training
  • Waiting on updated information from system
• Human Resources
  • New HR staff could be introduced at one of these meetings
  • Having designated individuals in HR seems to be working well and have had positive feedback

7) New Business
• None

8) 2020 Strategic Plan Presentations – University Planning Committee presentation by MJ Burkhardt, Kim Wellnitz, and Andy Nelson
• Ten months ago 325 faculty and staff gathered for breakfast to talk about the vision we wanted for our next Strategic Plan
• That discussion led to several months of refining a Strategic Plan that we are now calling “Creating our Future”
• Want our 21st century decided to excellence so we are making it a priority
• Want everyone on campus to be able to see how they can contribute
• Wanted to make sure that we are collaborative in helping to create the plan
  • Comments from the Blugold Breakfast, comments from faculty, staff, students and alumni, and comments from a survey were reviewed along with feedback received from other numerous groups
  • Academic Master Plan and EDI Plan work well with this plan; UPC worked closely with them to align and reflect the goals and visions of those plans
• Key goals were summarized
• Meeting with shared governance first then the Chancellor will send out information
• The academic side will look at the Academic Master Plan
• Chancellor wants EDI to be a priority
• Our Strategic Plan aligns with System
• Some items will be easy to track and if some areas are not on track then there might be checkpoints so one can gauge
• This measurement systems will be available to the entire campus community
• Is meant to be a living document as sometimes we need to redefine
• High impact practices is what everyone said was important so now every student needs to have two high impact practices as part of their academic plan.
• Any questions can be directed to MJ Brukardt
  • The website can be helpful too

9) Announcements
   • Old Main Day
     • Starting at 11:30 a.m.
     • Is the 100th anniversary of the dedication of Schofield Hall

10) The Committee contemplates going into closed session pursuant to Wisconsin State Statutes 19.85 (c) to discuss nominations/elections for vacancies on various committees.

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, Greg Falkenberg, Judy Gatlin, Tanya Kenney, Debra Lang, Dianne Lund, Nicole Owen, Jean Piper, Diane Roadt, Anita Spahn, and Jenni Sterling

Without objection, adjournment from closed session and meeting adjourned at 11:23 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council