Members Present:
Susan Ayres, Jack Connell, Tanya Kenney, Wanda Schulner, Anita Spahn

Guests:
David Miller

The regular meeting of the University Staff Council Executive Committee (USCEC) was called to order at 9:02 a.m. on Tuesday, February 2, 2016 by Chair Spahn in Old Library 2131.

1) Approval of the January 5, 2016 minutes of the University Staff Council Executive Committee minutes
   • Approved as distributed

2) Open Forum
   • University Staff Appreciation Award
     • The intro paragraph on the website needs to be changed as it seems like more of an EDI statement
     • It should be one of the many things that you can be appreciated for but it narrows it down for what someone can be nominated for
     • The statement should be more specific into what actually happens and the process of what happens once you get nominated/selected
     • Chair Spahn to contact Melissa Gullickson with the concerns mentioned today so this can be changed
   • Reduction of Hours
     • Is considered a layoff so there should be a 30 day notice
     • This might be addressed in the description of what a layoff is
     • Any involuntary reduction of hours has to be defined but believe it is a layoff
   • Grievance Policy
     • Concern that there is no time limit on the Chancellors decision in the Grievance Policy, Step Two B
     • That needs to be put in the procedure
     • The Grievance Committee should be charged with doing that so Chair Spahn to charge the Grievance Committee to look at the concerns mentioned in today’s meeting and the meeting of January 5th
   • Performance Evaluations
     • Wondering if the Chancellors Executive Team had a chance to weigh in on their thoughts for a set timeframe as there is a concern that tenure track faculty are in the running for monies but our compensation plan is not approved
     • The monies are specifically for tenure track faculty but if we don’t have those plans in place and money did become available then we could not use them
     • This has not been discussed with the Chancellors Executive Staff yet
     • We would have to come up with a merit plan if monies did become available and a pay plan if it was to ban an across the board increase
     • The monies from System are to be distributed for merit and each institution has to decide how to do it
     • It may be used as a one time lump sum or potentially as base building
• If more than 1% then we talk about the pay plan
• Merit increases can be given through the year
  • We haven’t talked about how to give a merit increase
• There are ratings on the bottom of the performance evaluation so if we have a pool of money then that is how we would handle it
• Individual merit, like a DMC, builds the base
  • Unless it was one time funds it usually came out of department funds
• The ability to do something like DMC’s is in the current operational policy
  • UW Madison has developed a policy but we have not developed anything like that in our pay plan
• We need to be prepared so if it does happen then we are ready
• The Compensation Policy did not address merit because at the time it was debated if the statute would get changed but it did get passed
• If it is in policy then it is a guideline
• It should be in the policy and not in the plan

• Student Employment
  • Running into issues with student employment
    • Such as students working the music festival in the summer
  • Working groups are being put together to work on the Affordable Care Act implications
    • Are also looking at temporary employment
  • It may be that ETF needs to look at when people are eligible for insurance
  • There is a 2 month window that we can get penalized as we will not be compliant with federal guidelines
• Survey that the Chancellor put together in regards to the Compensation Piece for Reps
  • David Miller stated that he is not sure that we should send it around broadly
  • David Miller asked the HR directors the same question and head back from all but 3 but then Suzanne Olson reached out to all the Chancellors and got responses from all except for UW Colleges
  • Sue Ayres would like to compare the data received from all three parties
    • She will sit down with David Miller to see if there are any discrepancies

3) Chair’s Report
• Community Table
  • Community Table called Chair Spahn and are looking for 12 volunteers
  • To be put on next University Staff Council agenda
• Meeting with the Chancellor
  • In reviewing the policies and bylaw changes Chancellor Schmidt mentioned that what is there is what he wants to follow so when we add those things he wants us to think about what is the purpose of putting those things in
  • Did have some concerns regarding confidentiality and respect
    • Some of the people on the layoff list were told before they were told from Administration
    • Everyone needs to be treated with respect, including the Chancellor
    • Concern that the Chancellor is not respecting us as he believes that they were told by someone from the University Staff Council
  • The Chancellor is putting together a formal report then he will bring it forward to the University Staff Council Executive Committee
  • He has an issue with search committee language as it is deviating from the FASRP
    • He doesn’t like the difference between the two
    • Questioning why University Staff can’t lead and why he doesn’t respect us enough that we can lead in something
• He wants the language the same so we could talk to FPC and ASPC and make the changes at the same time
• Policy development and mergers might also be something he was concerned about
• David Miller to draft the comments from the discussion and then it is anticipated that a sit down meeting will be scheduled to address the Chancellors concerns
• David will not be here for our next scheduled meeting on March 1, 2016 so we may need to schedule a special meeting
• The comments mentioned above are requested several days ahead of the meeting
• Chair Spahn can reach out to Mitch Freymiller once we know what the Chancellor is looking for so if we need to work with senate committees (FPC and ASPC) then it can be arranged

4) Centennial Celebration Discussion
• We previously said that we might come up with a poster
  • A poster seems appropriate
  • A poster celebrating university staff and shared governance
• It seems like our time is already so stretched
• It would be nice to have something but not too big and elaborate as we need to be responsible about it
• Questioning what celebrate means but we can provide something for our week of celebration
  • It all depends on what that means
  • Depending on how things are presented we may not need to do much but assist

5) Announcements
• Grievance workshop
  • Katie Rice reached out to David Miller and he contacted System and they are leaning towards a webinar type presentation system-wide
  • If there is something specific happening then System could be pulled back in to advise the panel
  • The size of the Grievance Committee is being contemplated but it hasn’t been approved by the Chancellor, although it is not believed that this is the reason the motion was held up
    • The election(s) should address this so we would have a pool to draw from
    • The Nominating Committee should be made aware of the positions that will need to be elected
• Performance evaluations
  • The timeline is still being discussed
  • We should still look at the performance language
  • The Chancellor wants a menu of forms that can be used
  • If we have things based on a merit rating then we need a rating on our forms
    • We could have a generic template but then have an option for specific areas
    • It should be by department but have a template that is vetted
• Inclement Weather
  • Reasons/Ideas on why people would have stayed home today with the impending snowfall
  • Many do not come in if school is called off and many are fearful and have anxiety
  • Is personal preference and is based on one’s own personal comfort
  • Concern that supervisors may use this for discipline reasons

Without objection, meeting adjourned at 10:18 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council Executive Committee