Members Present:
   Jillian Anderson, Sue Ayres, Jack Connell, Jay Dobson, Craig Ernst, Judy Gatlin, Tanya Kenney, Debra Lang, Robin Leary, David Miller, Wanda Schulner, Anita Spahn, Diane Stegner Roadt

Members Absent:
   Greg Falkenberg, Dan Gharrity, Melissa Gullickson, Greg Hazen, Bill Hoepner

The meeting of the University Staff Council (USC) was called to order at 9:03 a.m. on Tuesday, February 16, 2016 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the January 19, 2016 minutes of the University Staff Council
   • Approved as distributed

2) Open Forum
   • Update on Hyperion Concerns
     • If using Internet Explorer 10 versus 9 that is where the issue comes in although it is not recommended that you go backwards because it is not secure
     • Suggestion that maybe a screen magnifier would be helpful although then it would cause issues with your other screen items
     • LTS is aware of the concern and they will share the concerns with the vendor
       • The vendor should be working for us as that is what we are paying them to do
       • Hyperion is going away eventually

3) Administrator Remarks – David Miller, HR Director
   • Policies
     • Working with Chancellor and his executive staff on the Recruitment Policy
       • David Miller will put together the feedback on that
     • Bylaws feedback from Chancellor Schmidt is being finalized and the it will get sent to the Executive Committee
     • UW System is forming 4 working groups to work through remaining issues primarily with student employment and lump sum payments
   • Quite a few positions to fill have been coming through
   • Identity Theft Survey
     • The identity theft report is being analyzed by a small working group
     • Made up of people from LTS as well as University Senate representative
     • Diane Willer is in contact with those that stated that their identity had been stolen and a survey/questionnaire is being developed to see if any trends can be identified
     • About 120 individuals in total claim that their identity was stolen
     • We don’t seem to stand out from other high level employers
     • Filing fake tax returns is a huge business right now and is a huge problem nationally
       • The Chippewa Valley was hit hard but we don’t seem to stand out nationally
     • Individuals who have had their identity stolen use a pin number assigned by the IRS
4) Reports
   a) Chair’s Report
      • Celebrating the Centennial
        • Susan Harrison contacted Chair Spahn about what we would like to do as a Council to celebrate the Centennial
        • Chair Spahn is wondering if anyone is interested in spearheading this
        • The idea to make a poster or tie something in to the 2017 Professional Development Day was mentioned
          • There isn’t a whole lot going on campus-wide during that time frame so it might work nicely during that time
        • Susan Harrison wants us to do it the week that Administrative Professionals Day falls (April 24-30) but University Staff are more than administrative professionals and she might be open to letting us celebrate at a different time so Chair Spahn to contact Susan Harrison to let her know that we might want to look at another day
          • Deb Lang to follow up in one of the Centennial Celebration Committee meetings
      • Meeting with Chancellor Schmidt
        • Chair Spahn, Sue Ayres, and David Miller met with Chancellor Schmidt towards the end of last month
        • We went over the bylaws changes and the Chancellor said he had not approved them and discussed his reason why so David Miller is working on putting those comments together
          • He wants us to focus on what our purpose is and think about why we are putting things in our policies
          • He also mentioned that we need to have a shared respect for each other and to remember to be confidential
            • Comment that a summary was included with the motion that was forwarded so the changes did have explanation and were not out of the blue
            • The reason about his comment about showing respect and being confidential is because apparently staff had been told that they were being laid off before their supervisor had a chance to talk to the

   b) University Staff Rep’s Report – Sue Ayres
      • There was a meeting on January 29th but Representative Ayres was not able to attend although the minutes from that meeting have been forwarded to the Council
      • They had campus updates and are talking about writing and adopting a policy paper on University Staff and shared governance
      • The next meeting is scheduled for March 11
      • Representative Ayres has gotten emails about things going on at BOR but they have been forwarded to the appropriate people

   c) Committee Reports
      • Communication Committee
        • Will be meeting again in 2 weeks
        • They have requested an updated list of members for which university staff are serving
          • Most committees are listed on the website although the website needs to be updated and this committee is aware of that
          • Deb Lang to send an updated list to Greg Falkenberg
        • Employee Appreciation Nomination Form needs to be updated
        • A link to the University Staff website should be included in the newsletter
• The University Staff website has some issues including titling updates so this committee is pretty much going to go through everything on that website so if you see anything that needs to be fixed or updated please share it with Greg Falkenberg
• Insider has workgroups set up to share documents internally
• Visiting Minority scholars
  • Went to one meeting and considered a proposal for a poet but needed additional information from the English department
  • Another meeting planned for two weeks
• Staff Appreciation Committee
  • Melissa Gullickson does not want to continue to be the chair any longer so Jillian Anderson stated that she would be willing to be the chair
  • The committee picked a person for an award and the processes was explained to Jillian Anderson
  • This committee will meet again in another month
  • One committee member mentioned that she has gotten a lot of grief from her supervisor for being on committees
• Funding Committee
  • Will meet tomorrow
• Personnel Committee
  • Recently met and are working on a draft outline of the University Staff handbook and are working on the table of contents
  • Found a few things that are still being questioned
  • Putting in statements where needed and are trying to keep links current at the same time
  • Looking at the Performance Management Policy and this will be brought back to the University Staff Council by the next meeting
• Professional Development Committee
  • A meeting is set for Wednesday of next week and will see what can yet be done this year
  • Will hold elections in April
  • The University Staff Council Executive Committee will be notified of what we would like to be proposed as possibly faculty can do some presentations
• Excellence Awards Committee
  • We have vacancies on the committee
  • There is a breakdown in the office of the Chancellor as they are supposed to select the members for these committees and this has not been happening
• Compensation Committee
  • Met yesterday and finalized the compensation draft
  • Took all the components and added UW System Operational Policies so we basically have a hybrid draft of the Compensation Policy
  • Jay Dobson will be putting everything together
  • David Miller and Jay Dobson spoke a couple of times about the Pay Plan as it has never been finalized/approved so will be visiting that next
  • David Miller mentioned that a university-wide Pay Plan has been talked about at the Chancellor’s Executive Team level
  • Looks like it might be probable
  • UW Madison’s pay plan covers everybody and there is no differentiation
  • David Miller explained how things changed with the new legislation so institutions can now figure out how to distribute money if there was money to be distributed and talked about how the old DMC was used
- Departmental merit increases are being given at Madison but it would be an issue here as the department would have to fund it
- Seems that people like a consistent approach to a pay plan
- University Staff that convert to academic staff would fall under whatever the academic staff pay plan is
- Equal treatment is not too much to ask
- Question on how it attaches to the performance evaluation
  - That is separate from the pay plan
    - A pay plan is if there is a pool of money how it will be distributed
    - You had to have an evaluation on file to be eligible for a DMC
    - Concerned that University Staff will get lost if combined with faculty and academic staff
- Faculty and academic staff have a supplemental pay plan, which is money that comes in from any other source
  - You can now base it on merit
- Tenure track faculty were given $265,000 for distribution from System
- If System money comes in then that can override the pay plan

5) Unfinished Business
   a) Second Reading of Motion from the University Staff Council Bylaws Committee - Constitutional Amendment reflecting change in Regent Policy 20-20

   Debate
   - None

   **Vote on Motion:** PASSED

   b) Second Reading of Motion from the University Staff Council Bylaws Committee – Adding EDI Language to University Staff and University Staff Council Bylaws

   Debate
   - None

   **Vote on Motion:** PASSED

6) New Business
   a) Community Table Volunteer Opportunities
     - Chair Spahn was contacted as the University Staff Council had previously volunteered in the past
     - They are wanting to know if we are willing to volunteer again
     - They would need 12 people; 6 to prep and 6 to serve and help with cleanup
     - Chair Spahn is looking for someone to organize this otherwise we will tell her that we are unable
     - There may also be a monetary contribution required
     - Council members and their spouses came last time and it was rewarding
     - No date was specified
     - This is open to whatever group would be interested
     - Chair Spahn to forward the information to Deb Lang and anyone else who is interested

7) Announcements
• Employee appreciation luncheon is this week
  • It is a small thank you from the Foundation and attendance is encouraged
  • People are feeling overwhelmed so they have had a lack of responses/RSVP’s
  • Please talk about this in your respective areas
  • Concern that many are not supported or encouraged to go
  • The fundraising aspect was pushed a little bit more this year and some felt this was not an issue while others mention that this was brought up by staff

8) Pursuant to Wisconsin State Statutes 19.85 (c) the committee contemplates going into closed session 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) to discuss nominations/elections for vacancies on various committees.

Motion PASSED unanimously without objection from the following voting members: Jillian Anderson, Sue Ayres, Jack Connell, Jay Dobson, Craig Ernst, Judy Gatlin, Tanya Kenney, Debra Lang, Robin Leary, Wanda Schulner, Anita Spahn, Diane Stegner Roadt

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

Submitted by,

Tanya Kenney
Secretary to the University Staff Council