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

Members Absent:
   Greg Falkenberg, Melissa Gullickson

The meeting of the University Staff Council (USC) was called to order at 9:02 a.m. on Tuesday, March 15, 2016 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the February 16, 2016 minutes of the University Staff Council
   • Approved as distributed

2) Open Forum
   • Wanda Schulner is retiring and we would like to thank her for all the work and effort she has put into the University Staff Council and the other University Staff committees.
     • Her retirement party is Friday, April 1st and all are invited

3) Administrator Remarks – David Miller, HR Director
   • The Ask Center is moving forward and positions are ready for the interviews to start
     • Human Resource Ask Center will be moving but it will still be on the 2nd floor
   • The Front Line Professional information went out last week and that application period closes next Monday so that is moving forward
     • Many duties will be done on the front line
     • Concern that some are being told to apply for the new positions while others are not
       • Any individuals can apply for the position(s)
   • The Advising Center will be above the One Stop Shop
   • FLSA changes are winding down a little bit as most of the changes have been implemented
     • System level workgroups are still working on academic staff that are still being paid lump sums and a workgroup will also look at temporary employees, as well as, some academic staff that work over 30 hours per week and over 3 months
     • ETF may need to change their definition
     • FLSA may go into effect July 1 with a 60 day notice (so basically effective Sept. 1)
     • Some individuals will be converted to hourly employees

4) Reports
   a) Chair’s Report
      • Shared governance met with James Langnes, Student Regent
        • Shared governance representatives were Geoff Peterson, Sherri Serros, Katie Wilson, Provost Kleine and Vice Chancellor Hellwig
        • Student Regent, James Langnes talked about tuition and tenure issues
          • He was to take back concerns/discussion to the regents this month
        • Geoff Peterson talked about tuition and tenure
• The push is to try to find affordability and quality so ideas are being floated around
  • Differential tuition and pay per credit were options discussed
• Chair Spahn and Kate Wilson talked about lack of compensation for academic staff and university staff
  • We are losing too many employees as we are no longer competitive
  • Low morale
• Changes to Regent Policy 20-20 and adding EDI language
  • Shared our concerns with Chancellor Schmidt
  • We need to get this going as the changes will affect the University Staff annual meeting and elections
  • A charge was sent to the Grievance Committee so dates and numbering sequence could be clarified
    • No time limit on Grievance Step 2, which should be in the policy
• EDI Language in University Staff performance evaluations
  • Chair Spahn to work with Caitlin Lee
  • If interested in working with Chair Spahn and Caitlin please notify Chair Spahn
    • Judy Gatlin is interested in working on that with them

b) Committee Reports
• Communication Committee
  • Adding pages for UPS Policies to the website
  • Recommended going back to an information box at the top of the website with a spotlight section to highlight new items
  • Recommend a page for news updates
  • Suggest that Blugold Insider be used by Council and committees
  • Questioning if a counter on website should be added to track usage
  • Suggestion to minimize mass emails
  • Need news items from the Council
• Staff Appreciation Committee
  • Jillian Anderson is now chair
  • Some members are not attending so Jillian will reach out to those people to see why they are not attending
  • Prizes are donated but wondering if we have a budget
    • Suggestion to come to the University Senate office for printing
    • Thoughts on how the initial account was set up was discussed
    • Chair Spahn could bring this up to the Chancellor to see if we can have a budget but appreciation cannot come out of 102 dollars
    • COB would be a good resource for donations
    • Sue Ayres has information from other colleges so it might help us in discussions
  • The language on the top of the appreciation form was given to the committee as a charge because the way that it was written wasn’t reflective as we don’t want to be exclusionary
    • The committee can change the language
• Funding Committee
  • Requests for professional development for staff have been approved and we still have some funding
  • Are working on the misleading name as the e-form doesn’t allow for faculty or academic staff to apply for the grant and some have been applying
  • Working on the student scholarship application and the deadline is April 1st so if anyone has a student in mind please nominate them
• Encourage staff to apply for funding and conferences are approved

• Visiting Scholars
  • Meeting April 1st for Women’s History
  • We meet once a month
  • More information to come after the April 1st meeting

• Compensation Committee
  • A report wasn’t done in time for this meeting but the committee is working on getting that report completed.
  • A meeting is scheduled for end of this month
  • The Pay Plan is on that agenda
  • Should money be available we will need a plan in place to see how that will get distributed
  • A report should be coming

• Professional Development Committee
  • Have met and the date of June 8th has been identified
  • We want buy in from administration so university staff can attend
  • All of 3rd floor of Davies has been reserved and we will host a lunch again
  • We should also host an annual meeting at that point so we can hold elections
  • Wondering if we should send out a save the date
  • Last year we had a Qualtrics survey to survey interest so we could send that with the save the date
  • People that wish to continue (incumbent) should be noted on the ballot
  • Since the bylaws aren’t approved we should be vague enough that we could fill the positions if it passes

• Grievance Committee
  • Waiting to hear on training for the members
  • David Miller sent a request to System
  • UW-Stout did a hearing last week and it was the first one in the state
  • Training will most likely happen right before a hearing

• Bylaws Committee
  • Will meet in the next couple of weeks
  • Putting together a list and are waiting to hear about the ones that are already put forward
  • Looking at terms for the university staff rep and how it is impacted if the term(s) on other committees expire
  • Bylaws Committee is a university staff council committee but it was added after the website was put together so it is probably not on the website
  • There will be a vacancy on this committee due to a retirement
  • Any changes to the Bylaws comes through the Council then gets sent forward to the Chancellor
  • Suggestion that the Bylaws Committee should combine the two nominating committees
    • It will be added to the list

• Personnel Committee
  • The committee met but Sue Ayres didn’t attend
  • Working on handbook and personnel management so the personnel evaluations will have a timeline
    • Executive Staff wanted the time changed to 4th quarter instead of 1st quarter as they want things wrapped up before budget things start in the spring
    • Now they will be used for merit
5) **New Business**
   a) First Reading of Motion from the University Staff Council Policies Committee – Recruitment
      Policy

      **Debate**
      - Some search and screens may not need a university staff member
      - Comment that there is no definition of internal versus external and it is not defined in this
document and although it was assured that it was in another operational policy the concern
is that if you just read this that you wouldn’t know that
      - Are working on recruitment guidelines and would lay out step by step how the process
goes and that could be included in there
      - If any changes are made then it would have to go back to Chancellor Schmidt again and it
would just be good to get this on the books for now and we can make changes later

      **VOTE on MOTION:** PASSED

b) Strategic Planning Discussion – Dan Gharrity
   - Want suggestions on how we can help their strategies
     - EDI Language in our performance evaluations would address #2 (Address equity,
diversity and inclusiveness)
     - Professional Development Day could weave into #4 (re-envision how we work: process
improvement, curriculum, workload)
     - Comment that staff in and of ourselves are diverse
   - Please email Dan Gharrity with any ideas
   - Additional information would be helpful as university staff are frontline people and their
workload is more than what is efficient
   - Without knowing what they are looking at doing it is hard to know what to offer
     - Listening session links are available
   - Process improvement is underway

6) Announcements
   - Centennial Celebration
     - We would incorporate a Centennial Celebration message with our 2017 Professional
Development Day
     - Something could be incorporated this year or we could make an effort to have our
Professional Development Day before the end of the semester in 2017
     - We should have a theme
     - Robin Leary to work with Deb Lang and they may also pull in the communication folks
     - Don’t make additional work for ourselves

7) Pursuant to Wisconsin State Statutes 19.85 (c) the committee contemplates going into closed
session to discuss nominations/elections for the Chair-elect vacancy

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, Dan Gharrity, Bill
Hoepner, Tanya Kenney, Debra Lang, Robin Leary, Wanda Schulner, Anita Spahn, Diane Stegner
Roadt
Without objection, meeting adjourned at 10:27 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council