Members Present:
   Sue Ayres, Jack Connell, Craig Ernst, Greg Falkenberg, Judy Gatlin, Dan Gharrity, Melissa Gullickson, Bill Hoepner, Tanya Kenney, Debra Lang, David Miller, Anita Spahn, Diane Stegner Roadt

Members Absent:
   Jay Dobson, Robin Leary

The meeting of the University Staff Council (USC) was called to order at 9:04 a.m. on Tuesday, May 17, 2016 by Chair Spahn in the Centennial Room of Davies Center.

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

2) Open Forum
   • None

3) Administrator Remarks – David Miller, HR Director
   • ASK Center has hired the front line individuals and they are helping out in HR
   • HR will be moving sometime this summer to the other end of the building
   • One time lump sum payments
     • Each institution got money from heating savings
     • UWEC will use it for IAS to ensure students get classes
     • May be more one time money and that will be available to all faculty and staff and it is from fringe benefits savings and we have less employees
     • Will need to work with the Compensation Committee if this happens
       • Interested in an equity study and UWEC will need to purchase some survey data
         • May use CUPA
       • It could be equity adjustments
       • Oshkosh raised people within a certain percentage of market
       • With all the merging and strategy to saves jobs our positions are changing drastically so we need to keep that in mind when we look at awarding merit and how supervisors evaluate
         • Job descriptions should be flexible and not task oriented
       • System is rolling out a new supervisory development program and it will be a traveling type of program so they will come to campuses
         • We are looking at different options
   • Melissa Binick from HR is leaving for New York
     • Next week Friday will be her last day
     • HR will be shorthanded and we will be missing her expertise
     • May need to get some assistance from System or other institutions as she worked with immigration
4) Reports
   a) Chair’s Report
      • Chair Spahn and Sue Ayres met with University Senate Chair Freymiller, Academic Staff Rep
        Wilson and Faculty Rep Peterson to discuss bylaws and similarities
      • When a high level position is vacant and they are seeking representation Barb Hanson from
        HR will contact chairs of committees and will names will be put forward from that point
      • Suggestion to track who we put forward and if those people are ever picked as we may
        want to see if there are patterns happening as there have been instances that the
        people submitted have never been picked
      • Administration consults with us for our input
      • It would be nice to know who ends up going on that committee
      • Chair Spahn to think about that and see if she can be notified on who is appointed
      • Blugold Insider
      • Met with Jean Piper and Jen from the Communications Committee and although Jen is
        no longer university staff we are moving ahead

   b) University Staff Rep’s Report
      • Met on May 6th in Madison
      • No confidence was discussed
      • In our individual meeting Oshkosh brought us up to date on their equity study
      • All governance groups at UW La Crosse worked together to put forward governance
        principals so something will be in place when a change in leadership occurs and they can
        then follow those guidelines
      • UW Madison is also working on something similar to that
      • This may be something we want to look at and work with Senate on
      • It would be interesting to see the language from UW La Crosse and UW Madison once
        they put it forward
      • We need to make sure our voice is heard and part of that is working with other
        governance groups on campus
      • Ray Cross announced the savings from utilities and fringe benefits savings
      • University Staff at the rep’s meeting were not supportive of the no confidence resolution
      • Chancellor Schmidt was asked to have an all university faculty staff meeting to discuss but it
        has not been announced
      • The next regents meeting is in June but the reps don’t meet again until fall

   c) Committee Reports
      • Communications Committee
      • Trying to get out a newsletter for May
        • If have any items to include please contact Greg Falkenberg
      • Professional Development Day will be June 8th and the elections will be after that
      • Communications Committee will meet again this Thursday
      • A call for nominations to be sent out early next week
        • Deb Lang can send out a list of the positions that are currently open so that can be
          published as well
      • Nomination committee and Professional Development Committee
      • We are moving forward
      • Will meet with nomination committee possibly early next week so can send out a call for
        nominations
- Professional Development Day key note speaker is identified and Chancellor Schmidt will be there for comments and a brief overview
- If have preference in topics please let Deb Lang know
- One change will be that topics are offered more than once
- Handouts were provided on possible workshops
- Have gotten good sponsorship
- Sodexho will sponsor food for the day and event services/student services for the massages and council funds will go towards the keynote speaker
  - The speaker can be paid ahead of time and $1500 is her fee
- Compensation Committee
  - None
- Employee appreciation
  - Not much happening as there are not any nominations
  - Lost a few committee members
  - That could be included in the newsletter to nominate your colleagues
- Grievance Committee
  - David Miller needs to talk with System as they sent him a draft and it is modeled after UW Stout
- Bylaws Committee
  - None
- Personnel Committee
  - Meeting this week and will discuss the draft university staff handbook
- Funding committee
  - Trying to get the money used up and awarded a scholarship for the university staff undergraduate award
    - Were able to use up just about all of the money
  - Jessica Barnier is cleaning up SharePoint
  - Want it to make sense for people coming in
  - Jessica strand was the student who received the award

5) Unfinished Business
   a) Second Reading: Motion from the University Staff Council Executive Committee
      Bylaws of the University Staff

      Debate
      - None

      **VOTE on MOTION: PASSED**

   b) Second Reading: Motion from the University Staff Council Executive Committee
      Bylaws of the University Staff Council

      Debate
      - None

      **VOTE on MOTION: PASSED**
6) Announcements

- Committee information will be put on the website once approved
  - Committee numbers might be increased so we should be mindful of that
- The Handbook is updated every time changes are made
  - Suggestion to put dates and to have implementation upon publication
- This will be the last meeting for Dan Gharrity
- Academic testing needs a proctor so if anyone knows a student there is a good opportunity available please contact Sue Ayres

Without objection, meeting adjourned at 9:54 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council