Members Present:
Susan Ayres, Jack Connell, Jay Dobson, Craig Ernst, Judy Gatlin, Bill Hoepner, Tanya Kenney, Lindsay Kroll, Dianne Lund, Nicole Owen, Jean Piper, Anita Spahn, Jenni Sterling

Members Absent:
Greg Falkenberg, Debra Lang, Robin Leary, David Miller, Diane Roadt

The meeting of the University Staff Council (USC) was called to order at 10:01 a.m. on Tuesday, November 15, 2016 by Chair Spahn in the Centennial Room of Davies Center.

1) Approval of the October 18, 2016 minutes of the University Staff Council
   • Approved as distributed

2) Open Forum
   • Equity and Retention
     • A concern was brought forward about a situation on campus
     • Retention and wages was a point he touched on
     • An employee was offered a position off-campus and went back to her department to see if they would match it so she would stay but they would not match it
     • The concern is that this has been done for other areas on campus but not for academic departments
       • Seems like this might be splitting the campus in half
         • If one works under Academic Affairs it is not being approved but if one works under Student Affairs it is approved so this is concerning
     • This should be brought up to David Miller
     • Retention and equity information could be obtained from the last two years so we have hard facts and it can be broke down by department or division
     • 7 Habits of Highly Effective People workshop
       • Scheduled for January 18th and 19th
       • Working with LTS to get the registration up and going
       • Additional events scheduled for 2017
         • March 23rd and 24th
         • If anyone has any questions they can ask Jenni Sterling
         • Also looking for more facilitators
         • Alums are working on refresher courses

3) Administrator Remarks
   • None

4) Reports
   a) Chair’s Report
      • EDI
• Instead of university staff doing a resolution we will make a statement that we already have it in our bylaws and that we will continue to work with the campus on EDI issues

• Equity Workgroup
  • Jay Dobson, Anita Spahn and David Miller are on the Equity Working Group and this group just started getting information
    • Received the initial data on faculty and instructional academic staff but requested that we get information on university staff
    • We need to make sure university staff are not forgotten
    • We need the data to formulate a proposal

b) University Staff Representatives Report
• Went Friday for the reps meeting
• University staff reps put together a principle of shared governance document
  • Sue Ayres will send it to the Council members for us to look at
  • It is based on the academic staff document on the website
  • Once ours is done we will ask to have it on the website as well
• Campus updates that were shared at the meeting were given
• The Shared Governance group that meets with the Chancellor should have a name change as the university staff now meet with him as well so that name is misleading
  • It is more beneficial for us to meet by ourselves with the Chancellor
  • When an important topic comes up the Chancellor calls all the groups together

c) Committee Reports
• Personnel Committee
  • Met and reviewed the few changes on the motion coming forward today
  • Also started working on the Complaint Procedure policy
    • Hope to have that for the December Council meeting
  • The Personnel Committee voted to have Lindsay Kroll on the University Staff Council Executive Committee

• Merit Working Group
  • Been busy on how to distribute funds across campus
  • Milwaukee spread it across all working groups, almost 100%
    • It was a percent of wages with a maximum
    • Wondering why we can’t do that
  • Our recommendation was across the board for all employees excluding temporary
    • For 102 funded and non-102 would be paid by funding source that they have available
    • 102 would come from salary and benefit savings and the non 102 accounts said they could afford to do it
    • About 30% of employees are non 102 accounts
  • It may be a single payment not based on salary
  • Continue to work on phase 2, which is a true merit based adjustment that would take effect in October of next year and phase 3 would be similar
    • On 2nd and 3rd phase would be limited to no more than 50% of employees
    • Need to figure out how to divide it up
  • Might come out in February if approved
  • The Committee feels that everyone should get treated the same
  • Still having meetings twice a week and that is expected to continue
• This is not base building but the 3rd phase might be based on performance of the campus and the graduation rates and retention
  • If those remain stable then it can be self-funding
• Communications Committee
  • Presentation shared on examples of how to get the news out from the Council
  • Any comments or suggestions can be shared with Jean Piper or any of the Communications Committee members
  • Will be meeting again on Tuesday again
  • Thanks to Jean Piper for her work on this
  • Consensus that the logo could be removed
• Nominating Committee
  • Updated committee list was recently sent out
  • The results could be listed in the minutes
• Professional Development Committee
  • Kelly Holzer expressed interest in being on that committee
    • Deb Lang was notified
• Professional Development Committee
  • None
• Compensation Committee
  • Working on the pay plan
  • Chancellor requested a hybrid with what we had developed and with what UW System had developed (TC—3)
    • Looking at what to strike and add
  • Have a new member from the library and will meet again and introduce her to the group
  • Some of our work coincides with the working groups
  • The faculty and academic staff pay plan is more complex as our formulas aren’t as extensive
  • We may need to have some uniform language
  • The policy language is different from the plan language
• Employee Appreciation
  • None
• Grievance Committee
  • None
• Bylaws Committee
  • None
• Funding Committee
  • Will send out an email to remind people that funds are available for travel
• Commission for Status of Women
  • Met last week
  • Judy Gatlin is on this committee and will come up with a Visibility Event

5) Unfinished Business
• Supervisory training
  • Hasn’t happened yet
  • David Miller mentioned that System was looking at providing something and was questioning if it would be required
• Scott Lester recently held a 2 day workshop
• We have the people here on campus to do this type of training
• It used to be a System requirement that supervisors had to have training
• It should be mandatory if it contingent on merit and equity, pay plan, etc.
• Ashley Sukhu, Student Senate President could be invited to meet with Chair Spahn to see what their focus is

6) New Business
   a) Performance Management Policy
      • Modified based on recommendations from the chancellor

   Without objection, the word at will be included

Discussion
   • None

   Without objection, motion approved as amended

7) Announcements
   • None

Without objection, meeting adjourned at 11:11 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council