

**University Staff Committee  
Meeting Minutes  
January 21, 2016, 10:00 – 11:30 a.m.  
MAC – 201 (Gathering Room)**

**In Attendance:** Theresa Mullen, Kevin Boerschinger, Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Holly Keener (Secretary), Christine Olson (HR Liaison), Monika Pynaker, Sarah Pratt, Tina Tackmier (Treasurer), Ron Kottnitz

**Approval of Minutes**

Jan called the meeting to order at precisely 10:00 a.m. and after a couple of name corrections and clarifications, the minutes from the December 10<sup>th</sup> meeting were approved.

**Treasurer’s Report:**

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3,051.00	\$ 2,451.00
Regular Account (136)	\$ 18,095.29	\$ 17,968.29
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,797.97	\$ 2,797.97
Endowment Account	\$ 9,668.14	\$ 10,033.84
	=====	=====
	\$ 34,422.40	\$ 33,251.10 <i>Grand Total</i>

**Professional Development Funds (pending):**

<b>Marie Helmke</b>	<b>\$ 200</b>
<b>Mike Van Lanen</b>	<b>\$ 100</b>
<b>Avery Garcia</b>	<b>\$ 300</b>
	=====
<b>Total approved and awaiting disbursement</b>	<b>\$ 600</b>

We now have \$10,033.84 in the Foundation account, although market value is down below \$10,000. This account continues to fluctuate. Tina is still having difficulty getting information from Advancement on the status of this account. “It’s like pulling teeth.” Jan agreed to talk with Kelly Tanck and Sheryl Van Gruensven about the problems we have with reporting. She will ask them to provide spreadsheets and explanations for our next meeting.

A request was brought to the group for money to help support the Student Employment Awards event again this year. The group approved \$250.

The 136 funds will need to be “spent down” per Matt Dornbush, to comply with State requirements. Teri Ternes presented Matt with our plan for this reduction in the account. Our plan includes sharing costs of professional development workshops with the Academic Staff (\$2,500 this year), increasing professional development reimbursements from \$200 to \$300 per request with a maximum of \$3,000 / year, keeping registration fees for our Annual Fall Conference low and adding a year-end team building event on which we plan to spend \$500. Our plan was approved and, when projected out 5 years, will bring our account down to the required levels.

## HR Labor Report

At our last meeting, we asked Christine to provide information on what open positions will actually be filled and which ones will be left vacant. Christine explained that this information is not kept in HR, it rests with the departments that have vacancies and the Provost Office. She suggested that we ask Sheryl or Dick Anderson to make a presentation at our Assembly to summarize the number of positions lost. Positions that are currently vacated are cut from departments but are not necessarily “permanently” lost.

### New Employees:

- **Library Services Assistant – Advanced (70%)** Library (Archives) – Joseph Dyal was hired to replace Wendy Guerra – start date 1/19/16
- **Facilities Maintenance Specialist – Advanced** Facilities Management – Adam Calewarts was hired to replace Jay Rickaby – start date 2/1/16
- **Custodian (First Shift)** Operations – Chad Eastman transferred to Outbuildings/Float to replace Javier Martinez
- **Custodian (First Shift)** Operations – Brian Seidl transferred to Studio Arts to replace Chad Eastman

### Positions Being Recruited:

- **Financial Specialist – Senior** Purchasing – to replace Robin Kepler
- **Custodian (Second Shift)** Operations – to replace Daniel Bos
- **Student Status Examiner – Senior** Registrar – to replace Eileen Kolb
- **Payroll and Benefits Specialist (80%)** Human Resources – to replace Sue Miller
- **Academic Department Associate** Nursing – to replace Ruth Pearson
- **University Services Program Associate** Athletics – to replace Debbie Sanders

### Recruitments on Hold:

- **Electronic Technician Media Intermediate (100%)** Academic Technology Services. Incumbent: Ron Kottnitz.

### Vacant Positions:

- **Program Assistant:** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **University Services Program Associate:** University Advancement. Incumbent: Elizabeth Teubert
- **University Services Associate 2:** Education. Incumbent: Linda Collins
- **Custodian 3<sup>rd</sup> shift:** Operations (Kress Center). Incumbent: Terri Antonio-Martinez
- **University Services Associate 2 (50%):** Phuture Phoenix. Incumbent: Ann Vandennack
- **University Services Associate 2:** Phoenix Bookstore. Incumbent: Paul Vavra
- **Library Services Assistant Advanced:** Library. Incumbent: Leah Liebergen
- **Auto Equipment Tech Master:** Facilities. Incumbent: David Krout
- **Office Operations Associate (50%):** Purchasing. New Position

### University Staff Committee Reports

- **Election Committee** – Sousie Lee’s resignation from UWGB caused a vacancy on the Election Committee. John McMillion was the “next highest vote getter” in the election in which Sousie was elected; therefore, the position was offered to him and he accepted. Cheryl and Ron’s terms are up at the end of the year and these vacancies will be on the upcoming ballot.

Sousie’s departure also left an opening on the Chancellor’s UPIC committee. This position will need to be filled. Holly Keener and Monika Pynaker offered to serve on the UPIC on an interim basis until the Interest survey results are back and we can appoint a permanent replacement.

Virginia Englebert will be transferring to Academic Staff. This will vacate her term on the Professional Development Committee through 2017. We will add her vacancy to the Spring Election.

**Interest Survey** – The survey is done and ready to go out. It will be distributed on February 8<sup>th</sup>. The Election ballot is planned to run March 7 – 11.

- **Personnel Committee** – Due to an overtime situation on New Year’s Eve, the personnel committee actually had a conflict to resolve. Historically, the custodians have been offered overtime on New Year’s Eve but this year they were dismissed and not given the opportunity. After a small discussion with the supervisors and HR, this issue was resolved without incident.

Jan has also been working on a “Shared Governance Participation” policy to present to HR. She asked us all to review the policy so we could discuss it at the next meeting. The purpose of this policy is to provide us written “permission” to participate in Shared Governance. For those with specific work hours, this policy will be an important piece of documentation to have when requesting time off to work on a committee or attend committee events like our Spring Assembly or Annual Fall Conference.

- **Professional Development Committee** – In order to reduce our account reserves, the committee has increased reimbursement for Professional Development funds to \$300 beginning in January. They have also firmed up February’s joint workshops with the Academic Staff Committee. It will be held February 17<sup>th</sup> and is entitled: Success through Humor. The March and April workshops are still pending. Our winter gathering will either be held at The Bar or The Pump Room. A team building event will hopefully be scheduled in May. Our General Assembly will be held in the 1965 Room on February 2<sup>nd</sup> from 1:30 – 3:00 p.m. After a brief discussion, it was decided that we will provide ice cream sundaes as our “hook” to get people to come to the meeting.
- **UW University Staff Rep Meeting** – Ron was not at this meeting so there was no Rep report. Jan mentioned that the Strategic Planning report is posted on our Share Drive if anyone would like to review it.

#### **Campus Shared Governance Committee Reports and Updates**

- **Shared Governance Leadership Group** – no update.
- **Awards & Recognition** – no update.
- **Legislative Affairs Committee** – no update.
- **CWC** – There was a little turmoil regarding who was going to be the chair of the committee, but otherwise nothing to report.
- **LTCC** – nothing new to report.
- **University Committee / Faculty Senate** – The UC spent their time discussing credit load and faculty requirements. The Dean of Science and Technology position description was discussed. The search for the Business Dean will be an external search and the others are planned to be internal at this time. The Associate Deans will be internal candidates.

The reorganization is also a big question on everyone’s minds. Many questions have been asked but few answers have been provided to-date. Mainly because the answers just aren’t available yet. A website is being developed by the Provost office to help provide a timeline and status updates in an effort to be a little more transparent.

- **UW-System University Staff meetings** – All University Staff are invited to attend these meetings. Amanda is scheduling the rooms and will send out invites.

- **Old Business:** Since time was running short, Holly handed out some information on the Emeritus process and asked everyone to review it for the next meeting.

The assembly agenda was presented and discussed. Jan will distribute the agenda tomorrow. She will also email supervisors to ask them to encourage their staff to attend.

**New Business:** The April Board of Regents meeting will be held here in Green Bay. Jan encourages all University Staff to attend the general meeting. The agenda will be distributed the week before the meeting. Jan asked if we should plan to have a hospitality room for the university staff reps who attend? ... This question was left to be answered at a later date.

The meeting adjourned at 11:42 a.m.

***GO FORTH AND BE AWESOME!!***

**2015 – 2016 Upcoming Meetings**

February 18, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
March 17, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
April 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
May 19, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201

**General Assembly**

**February 2, 2016 / 1:30 – 3:00 p.m. / Tuesday / 1965 Room**