

**University Staff Committee  
Meeting Minutes  
July 20, 2017, 10:00 – 11:30 a.m.  
Phoenix Room A**

***Approved 8/17/2017***

**In Attendance:** Jan Snyder (Chair), Holly Keener, Christina Baudhuin, Ron Kottnitz, Anna Maier, Kim Mezger, Teri Ternes, Julie Flenz, Susan Machuca, Brenda Beck, Kathy Reissmann, Tracy VanErem, Sarah Pratt, Tina Tackmier, and Christine Olson (HR guest)

**Welcome**

After an enthusiastic welcome to all - and a less-than-enthusiastic response (coffee anyone?) - Jan introduced the agenda, read through the USC committee membership, the sub-committee memberships, and the continuing officers, and instructed the group on the process of elections for sub-committee chairs.

Jan then distributed the charges for each sub-committee and explained a little about how the committees work, including how to send open meeting notices and postings to Master Calendar and how to post minutes and agendas on the USC website. Holly then cut in (sorry Jan) and explained that there will be a new process for posting meeting notices this next year, but the documentation has not yet been finalized. Stand by for instructions in August. Right now all notices and agendas must be sent via email to the SOFAS email address and should also be posted to the USC SharePoint drive until our website is fully operational.

Jan then explained that the chairs of the committees are responsible for:

1. Sending a report of activity to Jan before each meeting and attending the USC meetings when available.
2. Presenting a status update at the Spring All-University Staff Assembly.
3. Submitting an annual report to the SOFAS at the end of the year.

**Faculty Senate and University Committee Representation**

The protocol for attending faculty meetings is changing slightly this year. Because attending all of the required meetings is getting pretty time intensive for Jan and Amanda, they would like to initiate a rotating schedule whereby each USC member would be assigned a date to attend the meetings and then report back to the USC. There is no participation requirement for these meetings, however, we need to have a representative in attendance. Amanda will continue to serve as the point of contact for both the Faculty Senate and the UC. She has also agreed to create the rotation schedule for the meeting attendance.

**UW System University Staff Teleconferences**

Amanda will continue to be the point person for the System teleconferences. She will send meeting invitations to us when teleconferences are scheduled.

**Election Committee**

Holly Keener will continue as chair for 2017-18. Jan asked the committee if there were any questions on the charge of the committee. Seeing none, she moved on.

**Personnel Committee**

This committee could have some significant involvement in the grievance process for University Staff members, so Jan provided a more in-depth explanation of the committee's role. Regarding the grievance process, a University Staff member could become the representative for a person involved in a grievance. These representatives do not need to be a USC member. It MAY conceivably happen that the Personnel Committee becomes the impartial grievance officer. At which point, it might be necessary for a USC member, if serving as the employee "rep," to recuse themselves from the process so as not to present a conflict of interest.

HR verbally agreed that, should a grievance come to this point, the Personnel Committee would be provided training to perform this duty. But until there is this type of a grievance, HR and the Personnel Committee agreed that training would not be necessary. Given that this still seems to be an issue, Jan will have the new chair of the Personnel Committee schedule a meeting with Christine Olson in HR to try to come to some kind of agreement. This Personnel Committee is also responsible for helping HR find mentors for new employees.

#### Professional Development Committee

This committee is responsible for planning our conferences and workshops, but Jan stressed that this doesn't mean they do all the work. ALL US committee members should be ready and eager to help prepare for the conferences if needed, especially the Fall Conference. It takes a lot of work and a lot of hands to make it go smoothly.

#### Charge Change

If any of the committees would like to amend their charges in anyway, these changes will need to go to the entire University Staff for a vote. Jan asked the committees to consider any revisions early in the year so the changes can be presented to the group at the Spring Assembly.

#### HR Presentation on the Title and Compensation Pay Plan Policy

Christine Olson attended our meeting to discuss the Compensation Pay Plan Policy. A "two plus two" pay plan has been proposed by the legislature. It still needs to go through the Joint committee, but we should have a policy in place when/if the pay plan is approved. HR is working to gather comments and revise the policy so it can go through the UC and Faculty Senate early this fall.

We then had quite a long discussion on pay plan, compensation adjustments, equity, and merit pay. To help inform employees regarding these subjects, HR plans to hold campus-wide forums once the revised policies have gone through shared governance. There will be another Title and Total Compensation forum offered this fall since the last one was pretty poorly attended.

There is a Project Group meeting with the CWC scheduled next week. Please make sure our CWC reps are feeding information from these meetings back to the USC. Things will be moving quickly and Christine wants to make sure that we are kept up to date. In answer to the question of how the CWC faculty are involved in this work group, Christine explained that the CWC Faculty members will not be involved in these meetings because they are not on contract and faculty are really not going to be affected by the current phase under consideration. Christine indicated that she had discussed this with Adam Gaines (current chair of the CWC) and he was fine with the faculty on the CWC not being included on this work group during the summer. Holly questioned whether these subgroup meetings need to be posted as an open meeting and suggested that Christine discuss this with Steve Meyer and Christopher Paquet to make sure all open meeting laws are being followed.

The election for officers of our subcommittees was postponed until the beginning of August to ensure that all members of the committees are present for the vote.

#### Strategic Budgeting Committee

The new Strategic Budgeting Committee needs University Staff representation. After a bit of a discussion, it was decided that Jan would ask each of the 6 volunteers to provide more information on why they wanted to be a part of this committee and to provide some personal background information to help the committee make an informed decision.

Teri gave a very brief update on the Fall Conference.

Reminder, we need to appoint a liaison to the CWC.

The meeting adjourned at 11:30.