

**University Staff Committee
Meeting Minutes
May 18, 2017, 10:00 – 11:30 a.m.
MAC – 201**

APPROVED VIA EMAIL VOTE 8/17/17

In Attendance: Amanda Wildenberg (Vice-Chair), Sarah Pratt, Brenda Beck, Matt Nieman, Christina Baudhuin, Susan Machuca, Fred Kennerhed, John McMillion, Ron Kottnitz, Monika Pynaker, Tracy VanErem, Holly Keener, Kathy Reissmann, Jenny Charapata, Julie Flenz, Kim Mezger and Tina Tackmier (Treasurer).

Welcome

Since Jan was on vacation, Amanda called the meeting to order and suggested a round of introductions for all of the new people attending.

Approval of Minutes – Due to a last minute distribution, the April minutes will be approved at our next meeting.

Treasurer’s Report:

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 359.50	\$ 0.00
Regular Account (136)	\$ 8,392.41	\$ 7,802.07
Foundation Discretionary Account (#111100 “Agency” acct)	\$ 1,719.07	\$ 1,719.07
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 20,504.82	\$ 19,554.98 <i>Grand Total</i>

Professional Development Funds (pending):

Helen Alexander	\$300.00
Bonnie Laundrie	\$300.00
Joan Schaller	\$300.00
Ron Kottnitz	\$300.00

Total approved and awaiting disbursement **\$ 1,200.00**

Discretionary Account (pending):

Employee Appreciation Week Tina Tackmier (\$18.04) Chartwells (\$155) Minute to Win It Supplies?	\$250.00
Chartwells – Assembly Snacks	\$196.00
Total Expenses (Not yet reconciled)	\$446.00

Endowment fund discussion – The status of the endowment fund was discussed, AGAIN ... Why is this still an issue? Why can't we get financial numbers from Advancement for our Endowment? Kelly Tanck (Advancement) has indicated that she's still doing the final audit from June 2016. If we need an approximate number, she suggested that we do the calculations ourselves and indicated that we make approx. \$110/qtr in interest. Kelly stated that she should have finalized numbers in June. It was determined that at our next meeting (July 2017), if we have not received our numbers, we are going to need to rattle a few cages. Monika will pull together her back up and work with Tina to provide a timeline that we can present to leadership in Advancement. This issue of the endowment fund has gone on long enough.

Professional Development Funds - We currently have \$7800 in our 136 fund that we can now use for professional development until our 102 funds become available for the next fiscal year.

HR Update

- **Student Hours Reminder:** Starting on Sunday May 14, Students are now able to work up to 40 with the exception of June 25 to July 8 when they need to reduce down to 20 hours.
- If you are a student supervisor and haven't submitted your rehire spreadsheet, please make sure to do that today.
- **Title and Total Compensation Study:** Christine has met with the Committee on Workload and Compensation and plans to identify this group to UW System Admin as the campus project team. This group will be tasked with communication, feedback and other items that come up throughout the project to ensure campus constituents are represented. For questions about this, please contact Christine Olson in HR.
- Just a reminder that the links to the Information Security Awareness Training were sent out on 5/3/17 and all Faculty and Staff are required to complete the training by May 31, 2017.
- **Rollout of Future Training:** discussions are ongoing about future training rollout. More to come on this down the road.
- **Employee Handbook:** Communication of the updated handbook went out this week. Please be sure to review and complete the Employee Handbook Acknowledgement.
- **Policy Updates:** all updated policies will be communicated annually in policy notification (September) and rolled out when handbook is finalized/communicated.
 - **Published**
 - Educational Assistance (previously called Tuition Assistance)
 - **In the Works:**
 - Compensation and Pay Plan Policy- sent to leadership for review. Plan for governance review in mid-late May.
 - Moving Expense Reimbursements
 - Alcohol and Other Drugs Policy

New Employees:

- **Dean Assistant** College of Health, Education and Social Welfare: Incumbent - Ashley Folcik – Anna Powers was hired and started on 5/15/17

Positions Being Recruited:

- **Police Officer** Public Safety: Incumbent - Nick Dennis has been reposted
- **Auto & Truck Mechanic** Facilities: Incumbent - Josh Stephens
- **Financial Specialist – Lead Cashier** Bursar: Incumbent – Sara Chaloupka
- **Facilities Maintenance Specialist – Advanced** Facilities Management: Incumbent – Craig Loberger

There was a brief discussion regarding repayment of professional development funds if an employee leaves within a certain amount of time following the payment of expenses. One of our University Staff employees has resigned and we had just paid for some professional development for him. Are we just “out” this money or does HR have any process by which these funds are repaid if an employee leaves within a certain amount of time? Julie will look into this for us.

Elections Committee

All of the shared governance vacancies have been filled, EXCEPT for the CWC vacancy.

The vacancies created by Nathan Carlton’s departure have been filled as follows:

US Personnel Committee: Christina Baudhuin – one-year replacement term (17-18)

US Prof Development Committee: Crystal Williams - one-year replacement term (17-18)

Due to conflicting priorities in her work schedule, Holly was unable to compile the balloting for the CWC vacancy. The group agreed to do an email vote to fill this vacancy. It was also agreed that Holly would poll the group via email for opinions on whether we should approve Ron as our continuing University Staff Rep to the System or, because he will not be on the USC next year, whether we should solicit volunteers to replace him as rep.

Personnel Committee

After a “mega mega ordeal,” the Employee handbook has been published and posted. Sue gave kudos to her group and to HR for all of the effort that went into the creation and editing of this document. The fact that this is out is FANTASTIC! VERY POSITIVE! Sue also insisted that it is very important for everyone to make sure we know what’s in the handbook. Read the new policies. Be knowledgeable. Be aware. Sue’s term on the committee is over in June and she’s had a great time. Thank you!

Professional Development Committee

FALL CONFERENCE: The theme is *communication*. The committee is still working on a title and logo. Contracts are still pending. The agenda will be finalized at the June 12th meeting. A “Save-the-Date” went out to all. Registration for the conference opens August 25th. October 6th is the last date to register. Registration fee is \$99. We are still taking a loss by charging \$99, but the committee decided they wanted to make sure that people will still come to the meeting. We need to make it cost effective for people to attend and we need to spend down our 136 funds, per VC of Acad Affairs. People still believe that this is very inexpensive for this type of conference. Next year we will need to plan for the future of the conference. Once our funds are spent down, we will need to adjust what we charge in order to stay out of the red. The best case scenario for this upcoming conference is that we take a \$2000 loss.

PROFESSIONAL DEVELOPMENT FUNDS: The question was asked - what do we do if we have more requests for professional development than our funds will cover? Answer: If we go over the \$3450, we are able to start drawing on the 136 funds. We will need to discuss how we will handle professional development funds in the future. A new proposal for discussion from the committee will be to limit reimbursement up to a max of \$300 / person and up to 50% of the registration costs. Do we just reimburse registration costs? Where is this stated / written? We need to make sure that the rules for professional development are clearly stated. The committee will work on writing up the rules. Are the rules for these funds posted on our website and how are these rules determined? Is this

something that the USC needs to vote on or is this something that the committee has the purview to determine based on the availability of funds?

ACTION ITEM FOR HOLLY: CHECK ON ACADEMIC STAFF FUNDING FOR PROFESSIONAL DEVELOPMENT. How much does the ASC get for professional development? How are they funded? How do they fund the joint committee mtgs? Will their funds be distributed this next year? How will things change based on the university's reduction in funding?

Univ Staff System Rep Report

The System Reps met on May 5th. Here are a few updates...

Travel policies – as of February 2017, all lodging has to be booked through UW-TravelWise. If you are planning to travel or are making arrangements for others to travel, make sure you talk with Dolly before making your reservations.

Service Fees are no longer passed on to the traveler. These fees will be paid at the university level.

Title and Comp Study – System reps had the opportunity to meet with the rep from Mercer regarding the Title and Compensation study. They are in the first phase of this study so the reps were allowed to voice their concerns. Concern: Is this going to be a “cookie-cutter” solution based on Mercer’s experience with higher education? A resolution was forwarded to System from the Univ Staff reps requesting that at least one university staff representative be a part of each working group formed as part of the Total Title and Compensation design and rollout.

The reps were also given the opportunity to speak with Ray Cross. There was not a whole lot to note from this session, but, according to Ray Cross, the self-insurance idea is “off the table” for this budget cycle.

Also brought up was tuition reimbursement as a request. Why do we not have tuition forgiveness for employees and/or family? The western Wisconsin institutions are losing employees to MN because they provide this benefit. No specific answers were provided but the idea was left as a suggestion to reconsider.

Ron also reminded our group that the USC will need to determine if we would like Ron to continue as our System rep, even though he will not be a part of the USC. As stated above, Holly will poll our group via email and we will discuss the results during our July meeting.

Awards and Recognition

There were no representatives from the A&R committee present at the meeting so Holly gave a brief update based on her SOFAS knowledge. The Founders’ Award selection process is complete and the awards will be presented at convocation. We will know who our new A&R representative will be once the award has been presented.

Committee on Workload and Compensation - CWC

Despite rumors to the contrary, the CWC will continue to exist and will be working on the Title and Compensation study with the Mercer group. The make-up of the group is in question at this time, based on the switch to a four-college organization. Because the faculty will now have four representatives, the USC will need to determine whether we will request to have equal representation. SOFAS has contacted the Chair of the CWC (Adam Gaines) to discuss this membership change. There has been no response from the chair yet. SOFAS is not expecting that anything will happen until the committee reconvenes in the Fall.

Learning Technology Collaborative Committee - LTCC

There has been no meeting since the last one and won't be another one this year. No updates.

University Committee

Their last meeting was cancelled – no update

Faculty Senate – nothing much happening.

Master Advisory Plan Group

This is a new committee formed by the Chancellor to work on modifications to the campus Master Plan related to arising opportunities. Among the topics to be discussed are: the siting of the STEM Innovation Center, configuration of the Phoenix Innovation Park and the siting of the Viking Long House. Fred Kennerhed, Holly Keener and Kim Mezger were appointed by the Chancellor to be a part of this group. Their first meeting will take place in August.

UW System Meetings

System Teleconferences are happening once a month, if that. Nothing is really happening at this time. Ron will forward next year’s dates to Amanda so that she can send Outlook invites to our committee.

OLD BUSINESS

Website sub-committee – Still working on converting to Kentico. The committee is not yet comfortable with the new platform. Kathy Reissmann has been working on the CST website and offered to help in cleaning up the University Staff governance website. The committee decided to meet in late June with Kathy and will move the website forward. Amanda thanked the committee for the work they have done and welcomed Kathy to the group with plenty of thanks and appreciation.

NEW BUSINESS

Employee Cookout follow-up (Julie Flenz) – the cookout seemed to be well received. Because this is a forum where retirees are honored, Julie had a question regarding the Governor’s certificates that will be presented. Question to the group: When we, as University Staff members, retire, do we want a certificate from the Governor? A certificate from the Chancellor? Both? Thoughts from the group: A certificate from the Governor AND from the Chancellor would be very appropriate.

Follow-up Discussion: In response to a request from Julie for feedback on the format of the cook-out, members of our group wanted it known that they were offended by the “soccer mom” clap that Mary Ellen Gillespie started at the cookout. The discussion surrounded the length of time that these people have been with the university and one clap seemed really disrespectful. Also, the screen and the PowerPoint presentation were difficult to see. Some of our group also indicated that they didn’t know the screen was there so they did not see the presentation.

Kickball announcement:

This year, for those who are interested, lunchtime kickball games will resume and will be held in the quad (most likely) on Thursdays. If anyone is interested in playing, please let Amanda know by sending her a quick email. Given the positive response, Amanda decided to invite everyone that was at today’s meeting.

Adjourned “pronto” per Ron’s motion and John’s 2nd at 11:27 a.m.

GO FORTH AND BE AWESOME!!

DATE	TIME	DAY	LOCATION
PICNIC: June 15, 2017	11:30 a.m. – 1:00 p.m.	Thursday	Lambeau Cottage
FALL CONF: October 20, 2017	TBD	Friday	TUNDRA LODGE