

**University Staff Committee  
Meeting Minutes  
November 17, 2016, 10:00 – 11:30 a.m.  
MAC – 201**

**APPROVED 12-15-16**

**In Attendance:** Holly Keener (Secretary), Kathy Reismann, Cheryl Pieper, Julie Flenz (HR Liaison), Amanda Wildenberg (Vice-Chair), Jan Snyder (Chair), Tina Tackmier (Treasurer), Teri Ternes, Raelynn Bohrmueller, Diane Grubisha, Sue Machuca, Kim Mezger, Sarah Pratt, Fred Kennerhed, Ron Kottnitz and Monika Pynaker.

**Guests:** Melissa Platkowski – Childcare Alliance, Christine Olson – HR Director

**Welcome and Approval of Minutes**

Jan called the meeting to order at 10:03 and welcomed everyone. Because we had so many new faces around the table, we did another round of introductions.

Before we went into USC business, Jan introduced Melissa Platkowski, who presented information on the Childcare Alliance (documents were attached to the agenda). Melissa provided history, data and rationale regarding a childcare facility for our students and staff. The Childcare Alliance asked if we would consider passing a resolution in support of a childcare facility on campus. There is a website for the Childcare Alliance that includes updated information. After a bit of a discussion, the group agreed to review the Alliance website before the next meeting. Someone will bring a formal statement back to the group to vote on at our next meeting.

**Approval of Minutes** - the minutes from the October 20<sup>th</sup> meeting were approved with the following edits: Page 2, write out the meaning of ACA (Affordable Care Act); Page 3, change 102 to 136 in paragraph 4; Page 4, spell out CCN (Committee on Committees and Nominations); Page 4, paragraph 4, word should be schedule(d), not schedule; page 4, paragraph 6, change to 24-CREDIT hour, not 24-hour.

**Treasurer's Report:**

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 3,147.50	\$ 3,147.50
Regular Account (136)	\$ 12,965.68	\$ 9,175.68
Foundation Discretionary Account (#111100 "Agency" acct)	\$ 1,804.80	\$ 1,804.80
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 27,951.82	\$ 24,161.82 <i>Grand Total</i>

**Professional Development Funds (pending):**

Matt Lieberenz	\$300.00
Kyle Paal	\$300.00
Shannon Hartl	\$300.00

**Total approved and awaiting disbursement**      \$ 900.00

**Discretionary Account (pending):**

Holiday Float co-sponsorship	\$ 300.00
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**Total Expenses (Not yet reconciled)**      \$ 300.00

## **HR Update**

- **Fair Labor Standards Act (FLSA)**- We're nearing December 1, 2016 (implementation date) of the threshold increase. If you have specific questions about FLSA and the upcoming changes, please contact HR.
- **Title & Total Comp Update** – RFP's were due at the end of September so now the Advisory Council is reviewing the submissions and will select a vendor. This project is still on track, with a plan to announce the consultant and begin work in Q1 of 2017.
- **HRS Upgrade** – HRS will be upgraded in February. Training will be coming for those impacted by recruitment and other aspects as this gets closer.
- **Affordable Care Act (ACA) 90 Days of Full Time**- further review of this is happening at UW System Admin. Will likely be best practice guidance. Biggest impact will be University Staff Temporary employee group. We will keep you updated as we learn more.
- **Employee Handbook**- A crosswalk was provided to the Academic Staff Committee (ASC) recently and this committee will be scheduling listening sessions for December with intention of voting and ASC assembly in January. Jan requested that we get the most recent version so that we can have our Personnel Council consider the updates and make a process for the Univ. Staff approvals. Christine will send out a link to the most recent version of the handbook for review and input from the USC/USPC.
- **Paid Leave and Vacation payout Policy.** This updated policy has been rolled out to the campus and can be found here: <http://www.uwgb.edu/UWGBCMS/media/policies/files/PAID-LEAVE-BANK-AND-VACATION-CASH-PAYOUTS-Final.pdf?ext=.pdf>. Please review so you understand implications for leave upon resignation/retirement. The Vacation and Leave policy has been revised. No more staying on payroll until your vacation is used up. It will be paid out and your end date will be the last date actually worked.
- **New I-9 Form Released** – USCIS has updated the Form I-9. Enhancements include drop down lists, calendars, on screen instructions, and so much more which will make completing the form on the computer and then printing much easier. All employers must be using this form no later than January 22, 2017 so please either use up what you have or destroy your current stack and start using the new form. All links on our website have been updated.
- **Work Place Conduct**- The workplace conduct policy in its final draft form was sent out to the committee by Jan on 11/16/16. Feedback on the final policy should be sent to Jan by Thursday, December 1. All final feedback will be provided to HR. Final policy will then be put forward to the Chancellors Cabinet and finalized in December. Once final, the policy will be disseminated to the campus via HR.
- **Compensation Policy/Pay Plan Policy**- HR has been working with leadership to develop a draft Compensation and Pay Plan Policy that will be sent to governance groups for review in the next several months. More to come on this.
- **Civility and Inclusivity statements** – in process.

### New Employees:

- No new employees have started since last meeting

### Positions Being Recruited:

- **Electrician** Facilities: Incumbent – William Ahnen
- **Facilities Maintenance Specialist** Facilities: Incumbent – Gary Strauss
- **Academic Department Associate** – Community Sciences PEA/DJS: Incumbent – Katie Stilp
- **Financial Specialist Senior** Facilities: Incumbent Melissa Huckabee
- **Custodian (3<sup>rd</sup> Shift)** Kress Operations: Incumbent Keith Bani
- **IS Resources Support Technician Senior** Financial Aid: Incumbent – Julie Jubin
- **Custodian (2<sup>nd</sup> Shift)** Operations: Incumbent – Connie Austin

### Elections Committee

The Election Committee (Holly) needs to find a replacement for Melissa Huckabee for the Personnel Committee. Holly will look back at the past election results to see who was next in line for this spot. Holly will work with SOFAS.

### Personnel Committee

The Personnel Committee will have some work coming up so we need to get a replacement for Melissa before the work begins.

### Professional Development Committee

**Fall Conference:** The conference was well attended (141 registered, 1 walk-in, 1 refund, 6 no-shows)

Total Revenue: \$9,585

Total Expenses: \$11,260

Expense detail: Callsen \$2500, Fox \$2K, Sallenbach \$350, Geocarls \$2K, Sensei \$200, candy \$50, misc \$200; printing \$200, TL \$3675, cc fee \$85 [numbers not finalized; expenses pending]. Approximate loss \$2K.

The overall survey was 'positive'! They have already discussed food service with Tundra Lodge.

37 door prizes plus centerpieces were given out.

Next year's conference has been scheduled. Save the date: Friday, October 20<sup>th</sup> at Tundra Lodge

Can we obtain the list of UWGB supervisors to University Staff so we can make sure they are asked directly to support their employees' attendance.

Next USPDC meeting 12/12/16

### **Joint Workshops:**

Financial sessions "Identity Theft" and "Budget Boot Camp" was well attended yesterday.

About 35 participants per session

Next workshop is scheduled for January 17<sup>th</sup>.

### **Pending confirmation:**

Ben Fauske, Coaching for Performance

Comedy City, Team-Building Improv

'Happy Hour After Hours', The Phoenix Club - games, food/drink specials (cash bar)

The next joint meeting of the ASC/USC is 12/6/16.

Teri sent out huge thanks to all who assisted on USFC 2016 and special thanks to her 'team' for their time and talents.

### Univ Staff System Rep Report

The reps met last Wednesday. One interesting question asked was whether any of the campuses had been asked to sign a resolution regarding a budget request from system. No data received. Just a question.

Margo from System HR joined the Rep meeting to discuss an issue with an old policy that was used to build a new policy. Apparently, someone downloaded a policy from the System website and they downloaded an old version. It was suggested that a UPS policy from System should have a "date modified" on it so that we know that we are looking at the most recent document.

#### Other notes of interest:

Violence and Consensual relationships policy is being revamped.

La Crosse has submitted their post-tenure review policy and is the only one that has been approved through the BOR at this time.

The reps meet again in 2 weeks. More info next time.

#### **Campus Shared Leadership Group**

There has been no activity. Chancellor works through the UC and our representatives on this committee, he does not really approach all of the governance committees when he discusses things but he portrays that he has support from all campus governance groups. Jan will be thinking about a tactful way to approach him about this. It would be nice to have all of our groups together at the table, rather than as an ex-officio after thought.

#### **Awards & Recognition (A&R)**

The committee has not met yet.

#### **Legislative Affairs Committee (LegAff)**

The disbanding of the committee is still pending review by the Committee on Committees and Nominations (CCN).

#### **Library Advisory Committee (LAC)**

The disbanding of the committee is still pending review by the Committee on Committees and Nominations (CCN).

#### **Facilities Management Committee (FMC)**

The disbanding of the committee is still pending review by the Committee on Committees and Nominations (CCN).

#### **Committee on Workload and Compensation (CWC)**

The committee met and elected a chair. They will be working on the 24 credit-hour policy. They are pondering whether there should be an HR representative on the committee. Also, they will be asking other governance groups what they would like to have the CWC work on in the future.

#### **Learning Technology Collaboration Committee (LTCC)**

The committee has met. Not much going on. Bill Hubbard and Matt Dornbush are discussing the role this committee should play on campus -- "advisory" or what?

#### **University Committee (UC) / Faculty Senate Report**

The post tenure policy was passed by the Senate but then the BOR indicated that President Cross would not approve the policy unless there was an administrator approval of the review. After much gnashing and grinding of teeth, the faculty senate called an emergency meeting and passed a revised policy that was sent to the Board on the 15<sup>th</sup>. Faculty felt forced into passing something at the 11<sup>th</sup> hour and are concerned that their role in Shared Governance is in jeopardy.

The Senate also passed the Childcare Alliance resolution and discussed and tabled the "Fund the Freeze" resolution. The USC has not yet been asked to take up this action, but Jan anticipates that we will be approached at some point in the future. Jan is not terribly comfortable with this resolution since there is not much background provided. She will bring it to us if/when approached. ASC has decided to stay out of the "Fund the Freeze" discussion at this time.

Also, the faculty have begun a Safety Pin movement in support of keeping students safe. There has been quite a flurry of discussion out there surrounding this campaign. Jan has decided to stay out of the discussion because she firmly believes that we need to stay out of the political realm as a governance group.

Amanda attended the most recent Senate meeting. They also discussed (with very colorful words) the language that is used for our certificate programs.

### **University System Teleconference**

Nothing new to report.

### **OLD BUSINESS**

#### **Website Discussion**

Our website has now been moved to Kentico (SP?). Pat Theyerl will be doing training sessions on this software but not until after the break. For now, it's operation as usual.

#### **Toner Program**

YAY!!! (Amanda did her little happy dance!) We have updates!!! About to ship 18 boxes of toner. We should receive more than \$300 for this batch. She now has a place that will take the toner tanks from the copiers. She also has a place that will take all of the small toner cartridges. At this point, she will just give the little cartridges for "free" for the recycling benefits unless someone wants to offer to sort through them. Monika offered to work through the process and set up a time when we can all sit down together, sort toners and have refreshments as a group bonding thing.

#### **Emeritus Proposal**

The proposals are on the SharePoint drive. Please review and we will discuss during the next meeting. There is a nice table that compares what all of the other campuses have currently. Due to a mass exodus (I guess our time was up), the emeritus discussion was table.

#### **Other Items**

December 15 is the next meeting. Amanda will be our chair since Jan will be busy with commencement setup.

Teri is still looking for more professional development ideas. Do we want to have another year-end party like we did last year? There was a request for winter social event. Teri will get to work on it. She will plan for January or February.

#### **Adjourn**

Meeting adjourned (mainly because everyone left) at 11:42 a.m.

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

<b>DATE</b>	<b>TIME</b>	<b>DAY</b>	<b>LOCATION</b>
December 15, 2016	10:00 – 11:30 a.m.	Thursday	MAC - 201
January 19, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
February 16, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
April 20, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201
May 18, 2017	10:00 – 11:30 a.m.	Thursday	MAC - 201