

**University Staff Committee
Meeting Minutes
August 20, 2015, 10:00 – 11:30 a.m.
MAC – 201 (Gathering Room)**

approved 9/17/15

Members in Attendance: Cheryl Pieper, Holly Keener (Secretary), Ron Kottnitz, Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Tina Tackmier (Treasurer), Theresa Mullen, Kevin Boerschinger, Kim Mezger

Guests: Christine Olson, Julie Flenz

Excused: Teri Ternes, Monika Pynaker

Approval of Minutes

The minutes for the June 18th USC meeting and the July 16th meetings of the USC and the Subcommittee were unanimously approved with no changes.

The minutes and agendas will be posted on the SharePoint site in the “Share with Everybody” folder. Sending our minutes out in this way keeps the servers from getting “junked” up with all of the extra copies of our documents. Jan will continue to post things in this manner in the future. If anyone needs a tutorial on how to use SharePoint, please contact Pat Theyerl at the Help Desk and she can tell you when her next session will be held.

Treasurers’ Report

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 1,151.09	\$??????
Regular Account (136)	\$ 18,308.40	\$ 18,255.90
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,842.66	\$ 2,842.66
Endowment Account	\$ 9,668.14	\$ 9,668.14
	=====	=====
	\$ 31,970.29	\$ 30,766.70 <i>Grand Total</i>

The Current Month balance in the Staff Development Account has been left blank because we have not been given an amount by the Provost yet for this year’s allocation. The balance in the Endowment Account still shows that we are below \$10,000 although we had requested that funds be transferred to this account in order to boost it up to a level where we can begin to benefit from the interest deposited. Holly will check with Kelly Selner in Advancement for a status update.

Veteran Services has requested funding help for their next presentation: “Wounded Warriors: Their Last Battle.” A discussion took place about the amount that we “typically” give in support of these kinds of programs. It was determined (voted on and approved) that we would set the standard amount at \$250. Jan agreed to contact Elaina Koltz to see how much she was requesting for her program. The USC gave Jan the approval to contribute to their program at her discretion with a maximum contribution of \$250.

HR Report

Christine Olson introduced Julie Flenz to the group as a new face in HR. Christine then gave the HR report.

New Employees:

- **Academic Department Associate (100%) in NAS** - Sara Krouse was hired into this position and will start on 8/24/15– replacing Tammy Silha
- **Human Resources Assistant (90%) in HR** – Julie Flenz was hired into this position and started 8/10/15 – replacing Dana Daggs

Positions Being Recruited:

- **Custodian (50%)** Weidner Center – to replace Brian Seidl (transferred to Kress)
- **Custodian Lead (100%)** Facilities Management – to replace Ken LeCloux
- **University Services Associate 2 (100%)** Provost Office – to replace Charmaine Robaidek and Dana Mallet (not posted yet)
- **University Services Associate 2 (100%)** Outreach and Adult Access – to replace Mary Ann DuPont
- **Academic Department Associate (75%, 9-month)** Humanistic Studies – to replace Karely Mendez
- **Academic Department Associate (75%, 9-month)** Human Development/ICS – to replace Nicole Miller
- **University Services Associate 2 (9-month)** Dean of Students – to replace Toni Bergeon
- **Library Services Associate – Senior (100%)** Library – to replace Jeanette Skwor
- **HVAC Specialist (100%)** Facilities Management – to replace Michael Van Oss
- **Financial Specialist Senior (100%)** Bursar's Office – to replace Paul Sheedy

Recruitments on Hold:

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

Recruitments Failed:

- **University Services Program Associate (Project Appointment)** Outreach and Adult Access; to provide assistance with departure of Mona Christensen.

Vacant Positions:

- **Program Assistant:** Chancellors Office. Incumbent: Rebecca Ouradnik.
- **IS Systems Development Services Senior:** Web Services. Incumbent: Joseph Motacek.
- **Student Status Examiner – Senior:** Registrar. Incumbent: Christine Nelson

US Committee Reports

- **Election Committee** – We have one more vacancy to fill this fall in the CWC and we will be voting on the nominee for this position later in this meeting.
- **Personnel Committee** – Due to an increased workload elsewhere, Kevin Boerschinger resigned his position as Chair of this committee and Kim Mezger has taken up the Chair-ship. They are still working on the employee handbook with HR. They are also reviewing conversions from US positions to AS positions. This is an additional responsibility for the Personnel Committee this year and is an advisory role unless/until an employee contests an HR decision.
- **Professional Development Committee** – The PDC has been meeting regularly to plan the Fall Conference, scheduled for November 6th at the Tundra Lodge. Contracts are in place, the keynote speaker has been hired, break-out sessions are finalized, the website is being updated and registration materials will be out within the week.

Other newsworthy notes: A proposal for a new banner will be presented to the USC for approval at the September meeting. A new brochure is being produced with USC terminology and will be

complete before the conference. There is one professional development funding request pending. There are no planned sessions for the ASC/USC combined trainings due to funding restrictions.

- **UW University Staff Rep** – Ron Kottnitz volunteered to serve as the UW-System representative. Theresa Mullen offered to be his back-up in case he can't make some of the meetings. The meeting in September is being held in Whitewater and Theresa will go in Ron's place.

Campus Shared Governance Committee Reports and Updates

- **Shared Governance Leadership Group** – The meetings of this committee have come to a halt at this time so there are no real updates.

A couple of things to note: The Chancellor has proposed a four Dean structure for GB and hopes to have this in place for 2nd semester this year.

Sheryl Van Gruensven is now serving as the Vice Chancellor for Business and Finance on an interim basis following Kelly Franz's retirement.

The Chancellor created a new position in the Advancement department (Vice Chancellor for University Advancement and President of the Foundation) and requested a USC rep for this Search and Screen and Monika Pynaker was appointed by the Chancellor.

The UW-System's Shared Governance Task Force was dissolved since governance is still in State code. System felt they did not need this task force any longer.

The Tenure Task Force is meeting today (8/20/15).

A system-wide Strategic Planning Process will soon begin. System will hold listening sessions at each campus. The Green Bay session will be held on September 15th. Invites are forthcoming.

- **University Committee** – We have been invited to send a representative to the University Committee meetings. We may not have much input, but it's certainly good to have a presence. Jan will plan to go as the USC representative with Amanda as her back-up. If both of them are unavailable, they will poll the group for a willing participant.
- **Faculty Senate** – Steve Meyer has said he will propose that the University Staff be allowed to send a representative to the monthly Senate meetings. He did not think this would be a problem and will propose it to the UC at their next meeting. The first Faculty Senate meeting is September 16th at 3:00 – 5:00 p.m. in the Alumni Rooms.
- **Awards & Recognition Committee** – Cheryl has one more week on the committee. At that time, the new award recipient will be announced and that person will be appointed to take over.
- **LTCC** – The first meeting of the Learning Technology Collaborative Committee will take place on September 25th.
- **CWC** – The committee voted to approve Jayne Kluge as the USC member on the CWC. She will have a 3-year term (2015-18). No other updates for this committee.
- **Legislative Affairs** – No update.
- **UW System Univ Staff updates** – Jan gave a quick update on the UW System meetings. They are still working through the policies and have decided to meet once a month.

Other News:

The UW-GB website is in the process of a redesign based on the Chancellor's vision. It will be rolled out in the next month or so. This update will NOT affect the University Staff Committee pages at this time.

New Business: None

The meeting adjourned at 10:56 a.m.

GO FORTH AND BE AWESOME!!

2015 – 2016 Upcoming Meetings

September 17, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
October 15, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
November 19, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
December 17, 2015	10:00 - 11:30 a.m.	Thursday	MAC - 201
January 21, 2016	10:00 - 11:30 a.m.	Thursday	MAC - 201
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

SAVE THE DATE: FALL CONFERENCE November 6, 2015 at Tundra Lodge