

**University Staff Committee  
Meeting Minutes – APPROVED  
October 23, 2014  
10:00-11:00am, Wequiock Room**

1. Welcome
2. Call to order
3. Roll call

**USC Members:** Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Tina Tackmier (Secretary), Kimberly Danielson, Monika Pynaker, Kevin Boerschinger and Melissa Nash (Acting Liaison to the Office of HR)

**Absent:** Holly Keener (Treasurer) Christine Olson (HR Liaison – on medical leave)

**Guests:** Brenda Beck, Teri Ternes, Jayne Kluge, Bonnie Landrie, Sheryl Van Gruensven, Kim Metzger and Leah Liebergen

4. Introduction to shared governance at UW-Green Bay
  - A. Review of committee structure and membership  
Elections were completed in September and membership has been posted on the SOFAS website (<http://www.uwgb.edu/sofas/structures/governance/committees.asp?ID=33>). Information packets were distributed to committee members by the chair. The Committee charge will be added to website soon. We received permission to add 2 additional members to the Committee on Workload and Compensation from the Faculty Senate. Hope to have permission to add additional members to the other committees soon.
  - B. Review of meeting structure and compliance
  - C. Tentative business items for 2014-15  
USC members received a handout with business items for 2014-15 which is a work in progress and will continued to be updated.
5. Review & approval of final CSAC minutes – Tina  
Kevin motioned to approve the minutes and Monika seconded.

6. Treasurer's Report – Holly

	Previous Month	Current Month
Staff Development Account	\$ 3,425.00	\$ 3,425.00
Regular Account	\$22,478.92	\$12,326.25
Agency Account	\$ 3,390.65	\$ 7,606.38
Endowment Account	\$ 9,610.73	\$ 9,610.73

We received an allocation from the Provost's Office to our Agency Account. Student Employee of the Year (SEOTY) has requested a \$200 contribution to their event in April. Kevin motioned to approve \$200 to SEOTY. Motion passed. This brought up

discussion about what the USC can/can't spend their money on. Dan McCollum and SuAnn Detampel will attend the November meeting to discuss usage of funds. 102 account can only be used for professional development requests to attend conferences or training sessions. Agency account is not considered state funds and has more flexibility. How does our Endowment Account grow (a question for Dan and SuAnn)? Jan provided a handout of the Academic Staff Professional Development spending guidelines. The USC Professional Development Committee can compare guidelines to see if they can be made similar.

7. Labor Management Report – HR Liaison (Melissa filling in for Christine)

Personnel Updates:

None

New Employees:

**USA2** – AIC – Loretta Rafter hired to replace Vickie Kersten on 9/22/2014

Positions Waiting to be Filled:

**Police Officer** – Interviewing second round of candidates to replace Philip Watry

**HVAC/Refrigeration Specialist – Senior** in Residence Life– Screening second round of candidates to replace Nicholas Phillips

**Facilities Repair Worker** in Facilities Management – Interviewing second round of candidates to replace Mark Vandenberg

**Database Administrator (IS Data Services Senior)** in CIT – Screening applicants to replace Matt Albers

**Facilities Repair Worker – Advanced** in Res Life – Screening applicants to replace Jeffrey Minix

**Auto Equipment Tech Senior** in Facilities Management – Initial recruitment to replace David Krout failed. Will be posting this position at the Auto/Equip Tech Master level

**Custodian (50%)** position at the Weidner Center – NEW – interviewing applicants

**USPA** in TRiO and Precollege – screening applicants to replace Christopher Pohlman

**USA2 (75%)** in CATL – Posted through November 3<sup>rd</sup> to replace Sandy Folsom

**Financial Specialist 2** in Information Services – Posted through October 26<sup>th</sup> to replace Donna Beaumier

**ADA** in HB/NAS – Screening applicants to replace Carol Wautlet

**Financial Specialist 2** in the Controller's Office – Posted through November 2<sup>nd</sup> to replace Shelly Brehmer

**USA2 (75%)** in the Office of Grants and Research – Posted through December 3<sup>rd</sup> to replace Charmaine Robaidek

8. Committee updates/status

A. Election Committee

This committee has not met.

B. Personnel Committee

The topic of split deductions for health insurance was brought up. It is a possibility to split the monthly deduction between the 2 bi-weekly paychecks. It is currently being explored. In December there will be a statewide meeting in Madison in conjunction with the Board of Regents meeting. The Personnel Committee met with Sheryl to discuss future issues, UPS and updating the US Handbook.

- C. Professional Development Committee  
This committee has not met. Kevin brought up the possibility of inviting Academic Staff to the US Fall Conference. Kevin made a move to explore the possibility and Monika seconded.
- D. Updates on campus-wide committee membership  
(This was discussed under 4A)
- E. Updates on “Invent the Future” initiative working groups  
The working groups have just started meeting and their first reports are due October 29, 2014. Memberships are as follows:  
Innovation and Growth Committee – Kevin Boerschinger, Cindy Estrup and Barb Holschbach  
Enrollment Committee – Christine Nelson and Tina Tackmier  
Academic Portfolio – Nicole Miller  
Partnerships and External Affairs – Liz Hessler and Amanda Wildenberg

9. Business:

- A. UPS policies – Sheryl Van Gruensven  
Sheryl updated the group on current happenings regarding UPS. UW System is moving from OSER to UW System with regards to personnel matters. Campus reps worked on Operational Policies (OP’s). Some have been finalized and approved by the Board of Regents. Op’s will cover all employee types and while some pertain to all, some pertain to US only. HR will be working on the US Employee Handbook between now and July 1, 2015 (layoff, grievance and complaints). Chancellor Miller has final say over what is included in the handbook. 2 forums have been scheduled on layoff and grievance procedures – Nov. 6 and Nov. 13 (only need to attend 1 of the 2 sessions). HR and USC will present and answer questions. After the forums, USC will send a survey to US for feedback and submit to HR.  
There have been Statewide telepresence meetings (initiated by UW-Whitewater). All campuses are invited to attend with a goal of including common language into the upcoming OP’s.  
HR has updated the UPS spreadsheet that shows the timelines and upcoming deadlines and will post on the website (<https://www.uwgb.edu/hr/campus/ups/index.html>).
- B. Recap of 2014 CSAC Fall Conference  
Fall Conference was a success with 141 members from across the state including NWTC and Fox Valley Tech. Evaluations were very good. The Professional Development Committee will be meeting to go over the evaluations further and start planning for next year.
- C. UWS Shared Governance
  - i. Monthly telepresence meeting updates  
Next meeting is Thurs. Nov. 13 1-2:30pm. USC members are encouraged to attend these meetings
  - ii. Policy telepresence meeting updates  
Next meeting is Fri. Oct. 31 from 10-11:30am. USC and Personnel Committee members are encouraged to attend these meetings.

D. University Staff web page & logo

Paul has been updating some things. Tina, Amanda and Monika will work on updating more and looking at doing a complete re-design. Monika said the US website would be a good one to use as a pilot for a new site to store documents.

10. Announcements

A. Chancellor's Installation Ceremony

Installation is Fri, Nov. 14 at 2pm with a reception to follow at the Weidner Center. RSVP to attend here: <http://www.uwgb.edu/installation/>

B. "Invent the Future" documents – invite Chancellor Miller to meet with us  
Chancellor Miller will meet with the groups when he can.

11. Adjournment

Meeting adjourned approx. 11:00AM. Monika motioned to adjourn and Kevin seconded.

Next USC monthly meeting: November 20, 2014, 10:00 a.m., Wequiock Room, University Union