

**University Staff Committee
Meeting Minutes
October 19, 2017
10:00 – 11:30 a.m.
MAC - 201**

ATTENDANCE

Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Teri Ternes (Secretary), Tracy Van Erem (Treasurer), Holly Keener (USC), Julie Flenz (HR Liaison), Jenny Charapata, Tina Tackmier, Helene Rosner, Ron Kottnitz, Anna Maier, Kim Mezger

WELCOME

Jan welcomed the group. Roll was taken.

Approval of Minutes – August minutes approved via email, as written with revisions. September draft minutes were distributed to committee members [paper copy] for review and comments/approval via email. Teri will send an electronic version to the committee as well, for edits/approval via email. September minutes approved via email.

TREASURER

[Upload report/Tracy Van Erem]

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 3,450.00	\$ 3,450.00
(136) Revenue Account	\$ 6,131.42	\$ 6,230.42
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 981.59	\$ 981.59
Endowment Account Pro Development Earnings Avail to Spend	\$ 1,387.16	\$ 1,387.16
	\$ 11,950.17	\$ 12,049.17
Endowment Account	\$ 10,033.84	\$ 10,033.84
	GRAND TOTAL	\$ 22,083.01
Professional Development Funds (136):		
	\$ 6,230.42	
Ben Fauske (\$2500+\$50*68 Assessments)	\$ 5,900.00	
Randy Fox	\$ 4,000.00	
Herb Blue	\$ 400.00	
Kristin Bock	\$ 450.00	
Total Approved & Awaiting Disbursement	\$10,750.00	
Pro Development Account Ending Balance		\$ (4,519.58)
Foundation Discretionary Account Expenses:		
	\$ 981.59	
Total Expenses (Not yet reconciled)	\$ -	
Foundation Discretionary Acct (#11100) Ending Balance		\$ 981.59

HR Update

[Upload report/Julie Flenz]

- **Title and Total Compensation Study:** HR staff are meeting with area and divisional leaders to discuss the draft job family/sub family structure and how our campus positions fit into this structure. As a next step, the HR Project Team has begun the review of job levels and will be working with the advisory council and planning team to continue this discussion as we move through phase 2.
- **Policy updates (informational only):**
 - **Published**
 - Moving Expense Reimbursements
 - **In the Works:**
 - Compensation and Pay Plan Policy- updates underway
 - Alcohol and Other Drugs Policy
 - Revisions to Recruitment and Hiring – with leadership to finalize
 - Revisions to the Workplace Conduct Policy
- **Annual Benefits Enrollment** period is October 2 to 27, 2017.

New Employees:

- **Custodian (2nd Shift)** Operations: Incumbent – Terry Poster – Keith Bani was hired and started on 10/9/17

Positions Being Recruited:

- **Custodian (1st Shift)** Operations: Incumbent – Connie Austin
- **Custodian (50%)** Operations: Incumbent – James Mezger
- **HVAC Refrigeration Specialist** Facilities Management: Incumbent – Kyle Paal
- **USPA** Continuing Education and Community Engagement: Incumbent – Patti Cole
- **ADA PEA/DJS** Incumbent – Christina Baudhuin

USC report

Elections Committee

Chair Holly Keener reported that one individual responded showing interest in being on the ballot for the position to replace Christina Baudhuin on the Personnel Committee; Christina replaced Nathan Carlton; her term is 2016-18. After discussion regarding only one candidate on the ballot, Ron Kottnitz also agreed to run for the interim position. Holly will prep and distribute the ballot and report results at the November meeting.

Personnel Committee

No updates other than stated above in the election committee report.

Professional Development Committee

FALL CONFERENCE: Chair Teri Ternes reported that the committee is ready to receive 129 registered for the conference tomorrow, October 20th at Tundra Lodge.

JOINT WORKSHOPS: Two workshops on “Financial Check-Up” are scheduled for November 15. The morning session is titled “Budgeting Practices and Strategies” and the afternoon session is titled “Identity Theft”. Registration is currently at 22 for the morning and 19 for the afternoon. The workshops are presented by representatives of UW-Credit Union.

PROFESSIONAL DEVELOPMENT FUNDS: There are two requests pending at \$20 each, one request pending for \$100.

No report

Shared Governance Committees

Title and Comp Study No report

Awards and Recognition No report

Committee on Workload and Compensation – CWC No report

Learning Technology Collaborative Committee – LTCC No report

University Committee No report

Faculty Senate No report

Master Advisory Plan Group No report

UW System Meetings No telepresence scheduled

OLD BUSINESS

Website: Teri will approach Kathy Reissmann, Dean's Assistant in CST who has shown interest in working on the website. Further discussion next month.

NEW BUSINESS None

Adjourned 11:29 a.m.

Submitted by Teri Ternes, Secretary

APPROVED