

**University Staff Committee
Meeting Minutes
February 18, 2016, 10:00 – 11:30 a.m.
MAC – 201 (Gathering Room)**

Approved 3/17/16

In Attendance: Holly Keener (Secretary), Sue Machuca, Nate Rusch, Cheryl Pieper, Kevin Boerschinger, Monika Pynaker, Ron Kottnitz, Karen Peterson, Janet Ludke, Kim Mezger, Theresa Mullen, Teri Ternes, Sarah Pratt, Tina Tackmier (Treasurer), Jan Snyder (Chair), Amanda Wildenberg (Vice-Chair), Christine Olson (HR Liaison)

Guest: Phil Enderby, Web Development

Welcome and Approval of Minutes

Jan welcomed newcomer, Karen Peterson (Purchasing Office) to her first meeting – Hi Karen!

No minutes were approved at this meeting because Holly has been slacking off (said with tongue-in-cheek. Come on folks! A little humor in your day is a good thing!). January and February minutes will be approved at the March meeting.

Treasurer’s Report:

	<u>Previous Month</u>	<u>Current Month</u>
Staff Development Account (102)	\$ 2,451.00	\$ 2,251.00
Regular Account (136)	\$ 17,968.29	\$ 16,823.79
Foundation Discretionary Account (#11100 “Agency” acct)	\$ 2,797.97	\$ 2,797.97
Endowment Account	\$ 10,033.84	\$ 10,033.84
	=====	=====
	\$ 33,251.10	\$ 31,906.60 <i>Grand Total</i>

Professional Development Funds (pending):

Mike Van Lanen	\$ 100
Avery Garcia	\$ 300
Scott Berg	\$ 300
Mark Vanderveren	\$ 300
Jim Carncross	\$ 300
Matthew Lieberenz	\$ 300
Jamel Heim	\$ 300
Barb Holschbach	\$ 300
Fred Kennerhed	\$ 300
Marlene Strebel	\$ 300
Barb Tomashek-Ditter	\$ 300
	=====
Total approved and awaiting disbursement	\$ 3,100

Endowment Account: Jan did a review of the Endowment account history. This account balance was originally built up by our fundraisers. We then had funds specifically donated to us during the university fundraising campaigns. (see Jan’s summary – attached). It seems that we are not the only group having trouble getting information from

Advancement on account status. The Endowment accounts will now be administered through Sheryl Van Gruensven's office. Sheryl agreed that quarterly reports are not an unreasonable request. Sheryl is working to rectify the situation and will be sure reporting becomes more standard and frequent.

Jan has also been working on archiving the Classified Staff Advisory Council records. These records will be consolidated and given to University Archives for safe keeping.

HR Labor Report

Christine was unable to attend our meeting but will provide an updated report at our Assembly.

University Staff Committee Reports

- **Election Committee** – The interest survey is open now and will close tomorrow. The ballot will go out on March 7th. Teri Ternes had an issue with her link showing that the survey was already closed. Holly will verify and fix as needed.

UPIC – The Chancellor met with the UC about the status of the UPIC. He informed them that the membership for the UPIC will be changing to better reflect the needs of the university's strategic planning efforts. So, we are in a "holding pattern" until we know what the membership will be. Holly and Monika do not need to serve as interim members at this time.

- **Website Subcommittee** -- Phil Enderby from Web Development attended our meeting as a guest to discuss our website needs and the development process. Phil will get started on a draft page and present it to our soon-to-be-named subcommittee. ... A subcommittee was formed to work on the new webpage. Members are: Tina Tackmier, Kim Mezger, Teri Ternes and Jan Snyder.
- **Professional Development Committee** – Teri stated: "We are happy little munchkins in professional development land." Although they were a little disappointed in the turn-out for the "Success Through Humor" workshop. There were 25 no-shows. We need to work on attendance issues and develop a process for reminding folks about the sessions for which they have registered. The next session is March 16th: Randy Fox "The Best Team Wins" from 1:00 – 3:00 in the Christie Theatre. April 27th will be Ed Richmond at the Kress: Hands-On Team building. May 16th: Jane Morgan: Leadership / Lifestyle coach.

End of year Team building event – still working on it.

We need to work harder on getting "top down" notification for our different events so that we can get more people involved. Also, new employees don't necessarily know that they are allowed to do these types of activities. How do we get the supervisors to encourage their people to take part in these professional development activities?

Professional Development reimbursement requests: We have 20 requests to-date. We've paid out 6 with 13 still pending. One person transferred to AS so is no longer eligible for our funds.

- **UW University Staff Rep Meeting** – The meetings in Madison are pretty similar to the UW System Telepresence meetings. They go over campus updates and policies. Nothing really new is taking place. They are still discussing the charge for the group, since nobody really knows what they're supposed to do. Strategic Planning input was discussed and the reps' remarks were added to the overall System input.

Campus Shared Governance Committee Reports and Updates

- **Shared Governance Leadership Group** – no update.

- **Awards & Recognition** – no update.
- **Legislative Affairs Committee** – no update.
- **CWC** – There is no update from the committee; however, Jan is working on getting some feedback regarding the resolution that was passed last year regarding Compensation. This resolution passed through the Academic Staff and Faculty Senate with our name on it but had never been passed by the University Staff. We had suggested some revisions to the resolution and asked for feedback prior to our endorsement. Turns out the resolution was passed and sent on to Madison without any endorsement from us. Jan asked that any resolutions that are put forward in the future be formally endorsed by us before the name of our group is used. Chris Martin (Chair, CWC) agreed to make sure this process happens with any future resolutions.
- **LTCC** – Classroom clickers were discussed at the last meeting. It's a big process and involves legal licenses, a lot of money and requirements for student purchases. They are still discussing.
- **University Committee / Faculty Senate** Evaluations, Reviews and Workloads ... OH MY!!! Now that System is requiring annual reviews, policies are being developed.
- **UW-System University Staff meetings** – All University Staff are invited to attend these meetings. The next teleconference is March 9th.

- **Old Business:**

The Spring Assembly agenda has changed again as the presenters vie for the opportunity to address our group. Also, more people have signed up to attend the Assembly since the original date was changed due to snow.

Emeritus status for University Staff -- After a quick discussion, it was decided that we should request to be included in consideration for Emeritus status. Jan will put together a procedure that "mirrors" that of Academic Staff and will present it to the Chancellor.

Jan continues to work on the policy that will define our ability to participate in the Shared Governance groups. Should this be a policy or a guideline? In order to have any "weight", we all felt that HR would need to adopt it as a policy.

We need to work on changing the perception of our group. We are in the initial stages of our "revolution" and we must march on. Keep up the good work all!

New Business: Diane from the Garden Café is saying goodbye. There will be a reception for her in the Marketing conference room in the concourse (LC-100A) on February 25th from 8:00 – 10:00 a.m. Look for the big red heart!

The meeting adjourned at 11:45 a.m.

GO FORTH AND BE AWESOME!!

2015 – 2016 Upcoming Meetings

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 17, 2016	1:00 – 2:30 p.m.	Tuesday	MAC - 201
June 16, 2016	10:00 – 11:30 a.m.	Monday	1965 Room

General Assembly – NEW DATE

February 25, 2016 / 1:30 – 3:00 p.m. / Thursday / Phoenix Room C