

Meeting Minutes

August 17, 2016

1:00 -2:30 pm, Sage Hall 2210

Present: Jodi Anthony, Dana Hartel, Marci Hoffman, Theresa Hopp, Michelle Highley, Sue Jaeke, Ricky Johnson, Laurie Mishleau, Sarah Martin Kriha, Paul Van Lankvelt

Excused: Becky Beahm, Jenny Davies, Pat Fannin, Heidi Frey, Lisa Goetsch, Julia Hodgen, Shirin Skifstad

Guests: Rebecca Habeck, Cindy Schultz, Jill Reichenberger, Evelyn Meuret

SAS Liaison: Liz Bannenberg

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Hoffman
2. Motion to approve the minutes of the University Staff Senate meeting of June 1, 2016 as amended by Hartel/Van Lankvelt. **Approved**
3. Welcome and Introductions were made by senators and guests
4. Committee Reports
 - a. President's Report
 - i. Access to shared folders – Senators were reminded that if you need access to any specific folders within the shared folder to contact President Hoffman with your requests.
 - ii. Committee Service – Senators were asked to let President Hoffman know of any committees they are currently serving on.
 - iii. A current membership list was distributed and updates were requested, as needed
 - iv. President Hoffman had a new watermark/letter head made by the University Marketing & Communications this summer.
 - v. Reapportionment of senate positions will be done in the spring prior to the next senate elections to be sure university staff are represented equally campus wide. With budget cuts, the organizational chart is changing.
 - vi. The annual Green Bay University Staff Conference is in October. Anyone interested should check ahead of time for supervisor approvals and funding opportunities.
 - vii. At the Board of Regents meeting in June, all governance groups had reserved seating except university staff. Feel free to contact President Hoffman if you would like the link to the meeting.
 - viii. Fire Drills will be on September 15 & 16.
 - ix. Residence Life is looking for Move in day 'Referees' to help, in case anyone is interested.
 - x. Campus Updates included: Public Records Requests; training systems for employees on rules and laws; reminders to be mindful of emails and texts sent from work and university accounts and phones; fees will be charged for large data requests; This year's Chancellor Study Group has been entitled 'Workplace Joy', and that hopes to include topics such as tuition reimbursement, opportunity for families, and other staff related issues; UWO was flagged as one of the least diverse campuses in the system, so more employee diversity is a priority; the recent self-identification request was noted as a reminder; Gmail is not compatible with the new Student Success Collaborative so considerations need to be given for a new email platform; and D2L contract extensions are almost complete.
 - xi. Budget related: Campus received a large amount of money back from system, but it has to be used for specific goals they specified; UWO has the highest number of credits per graduate so the deans have been charged with researching this year how to improve this; enrollment numbers and recruitment data was shared, being that we had our highest graduating class last year, our incoming freshman count seems low; the Board of Regent are considering a possible pay plan, freezing tuition again, and management of tuition control; the Pepsi fund was re-negotiated and set; and another equity adjustment is hopeful to be done by the holidays.
 - b. Executive Committee – Approved the schedule for the year and updates
 - c. University Staff Professional Development Day – Senator Hartel reported that the increased committee members has brought some more good ideas, and they are considering key note speakers already, of which they hope to utilize an on-campus staff member.

- d. **Leadership Development Program** – They are ordering supplies and will program the goals with presenters. The program will run October – June.
- e. Campus Connection - No Report
- f. Marketing (Newsbreak) – Newsbreak went out in June
- g. Awards and Grants – Announcements will go out this fall
- h. Senate of Academic Staff Liaison – They haven't met yet
- i. Faculty Senate Representative – They haven't met yet
- j. Committee on Committees – Committee Appointments that were contingently approved by the executive committee over the summer.
 - 1. Academic Prioritization Committee – Marci Hoffman
 - 2. Reeve Advisory Council – Malissa Bonlender
 - 3. Dean of Business Search & Screen Committee – Jill Reichenberger

MOTION: Move to approve the executive committee's contingent approvals by Hartel/Jaeke. Passed Unanimously

USS 1617-01 The University Staff Senate approved the following committee appointments: Academic Prioritization Committee –Marci Hoffman, Reeve Advisory Council-Malissa Bonlender, & Dean of Business Search and Screen – Jill Reichenberger.

- 5. USP Updates
 - a. Complaint Procedures – Now available on the Provost's Website
 - b. Compensation – In progress
 - c. Workplace Expectations – No update
 - d. Employee Handbook – The goal is to have one joint handbook for all employees. Phase one is to have the handbook accessible to all employees.
- 6. Discussion Items –
 - a. University Marketing and Communications - Their new division name was shared.
 - b. University Police are being switched from Division of Student Affairs to Division of Admin Services
- 7. Items from University Staff Members
 - a. Jill Reichenberger – Defined the office supplies surplus policy. Basic rule: Office equipment doesn't go home, only office to office.
 - b. Custodial issues – Morale is low amongst some custodial staff, and more recognition would be appreciated. Discussion ensued.
 - c. Welcome back was shared with member Sarah Martin Kriha
- 8. Next meeting – Wednesday, September 21, 2016 from 1:00 – 2:30 pm in Sage 2210.
- 9. Adjournment

Motion to adjourn by Jaeke/Mishleau at 2:17 p.m. Passed

April Dutscheck,
Recording Secretary