

Meeting Minutes

September 21, 2016

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

Present: Jodi Anthony, Becky Beahm, Heidi Frey, Lisa Goetsch, Dana Hartel, Marci Hoffman, Michelle Highley, Julia Hodgen, Sue Jaeke, Ricky Johnson, Laurie Mishleau, Sarah Martin Kriha, Shirin Skifstad, Paul Van Lankvelt

Excused: Jenny Davies, Pat Fannin, Theresa Hopp

Guests: Rebecca Habeck, Cindy Schultz

SAS Liaison: Liz Bannenberg

Admin Liaison: Jo Fenrich

1. The meeting was called to order at 1:01 p.m. by President Hoffman
2. Motion to approve the minutes of the University Staff Senate meeting of August 17, 2016 as amended by Frey/Hartel. Passed Unanimously
3. Committee Reports
 - a. President's Report –
 - A review was completed over the summer of the loans used to purchase the AWCC, Biodigester, and hotel. The report was finalized in August, but due to it being moved to the second phase of the review process, the Board of Regents will not allow it be shared with the public, yet.
 - Leadership Council's major highlight included an update on the fair labor standards act and the policies that are affected by it, including overtime policies, flex time, and compensation time. Rules are being established to be sure of compliance.
 - The handbook sub-committee has met to discuss the online handbook and review the accessibility of the online version. They are considering having the handbook made into one large searchable document.
 - The space needs assessment is complete and been submitted to system. As a campus we effectively use classroom space well, but other areas such as labs, meeting rooms, and lounges need improvement to be used to their maximum efficiency.
 - Patty Schrader is serving as the Interim Director of Equity & Affirmative Action while Ameerah McBride is out on leave for the fall semester. Their office has announced that the waiver for recruitment form needs to be in compliance for all areas across campus.
 - Athletics - Academic Game Plan Update – The program has its first few teams with assigned faculty mentors and are working on having students more integrated into academic key areas.
 - The University Police would like everyone to sign up for safety alerts.
 - Budget Update: There will probably be another 70 positions that need to be cut to complete this year's budget plan. No retirement incentive plan indicated yet, but it would help if possible.
 - Next week is the first Systems Representatives meeting.
 - A reminder that there is a 'Future of Education' meeting coming up on the 26th. Key speakers include, System President Ray Cross, Chancellor Leavitt and others. Senators were encouraged to attend if possible.
 - Chancellor has accepted the invitation to join us at our December 14th meeting.
 - President Hoffman also asked to amend the agenda to add three additional discussion items: Move in Day, Story Champs, and UPS Policies.
 - b. University Staff Professional Development Day – No report
 - c. Leadership Development Program – Senator Goetsch reported that the first session is set for October 13th, with 23 participants signed up. They will focus their first meeting on getting to know each other, introductions, and team building.
 - d. Marketing (Newsbreak) – Newsbreak went out in June
 - e. Faculty Senate Representative – Senator Hartel reported that the main discussion items included: (1) The Post-Tenure review Policy they are working on; (2) Budget updates; and (3) A grant UWO received that is to be used for retention purposes.

- f. Senate of Academic Staff Liaison – Liz Bannenberg reported that their first meeting is tomorrow, and their agenda has the following main items on it: The move in day incident, Senior Lecturer II Title consideration, Professional Development Committee progress, and an update from the Handbook committee. They also have one senator that had to step down and they are working on getting that filled.
- g. Awards Committee - Senator Hodgen reported that the Wells STAR Award is going to be renamed to the Richard H Wells Award. She asked that the Newsbreak feature this in their next edition. The committee has requested that the award 'wall' in Dempsey (the wall on second floor that features plaques of names and some pictures for university staff) be rearranged for it's best display possible.
- h. Grants Committee – Cindy Schultz reported that fall applications are due by October 28th. She noted that at this point departments will not have to match the award since the funding is available. Cindy was thrilled to announced that this year the Ellie Maslowski scholarship was able to offer it's first award. After three years the account is now where it needs to be.

4. Discussion Items –

- a. Celebration of Lights – Cindy Schultz announced that after four years of coordinating this for university staff she will be passing the torch. Senators Goetsch & Skifstad volunteered to be the new coordinators. President Hoffman thanked Cindy for all her work over the past four years, as it was well done and very appreciated!
- b. Campus Connection – President Hoffman contacted Connie Whittaker. The previously established orientation will be taken over by Human Resources. They will be hiring a new staff member that will focus on this for all employees.
- c. Move-In Day Incident – The banner that was hung at a house near campus was targeted toward women but simply just inappropriate. Chancellor, Dean of Students, and Campus Police worked together to find a way to get it taken down. This has lead to discussions on campus culture and needed education. The Chancellor is hosting a Town Hall meeting in October on topics that include Sexual Assault and Rape Culture. Please attend if you are interested. Take Back the Night is also set for October 5th.
- d. Story Champs – University Marketing and Communication meets weekly to brain storm new ideas and ways to focus on stories about staff on campus. As an idea to represent University Staff and Workplace Joy, would we like to send a representative to these meetings to report our stories? Rebecca Habeck volunteered to be a contact person for university staff.
- e. UPS Policies – In the past couple years we have moved forward with necessary policies for compensation and grievances, but the workplace expectation policy has taken a bit more work. The consideration to have one joint policy for all employees has kept it from being completed. Human Resources will be contacted to find out what is next.

5. Action Items

- a. Committee Appointments
 - 1. Marketing Committee – Kristy Burg & Laura Zirbel
 - 2. Intercollegiate Athletics – Lisa Goetsch
 - 3. Health & Safety – Lyn Schrottky (Re-apt)

MOTION: Moved to approve the committee appointments by Frey/Skifstad. Passed.

USS 1617-02 The University Staff Senate approve the following committee appointments: Marketing Committee –Kristy Burg & Laura Zirbel; Intercollegiate Athletics-Lisa Goetsch; & Health & Safety – Lyn Schrottky.

6. Items from University Staff Members

- a. UBDC update – Senator Hodgen reported that the model for the new budget is being drafted and membership for an oversight committee is being set up as well. The shadow budget started running on July 1, 2016. Ryan Haley will be coming to a future meeting to give a full update and answer any additional questions.
- b. Union renovations – Senator Goetsch reported that Algoma Boulevard will have some road blockages throughout this academic year due to the renovations in Reeve Union. Cross-walks and stop-lights will be used as needed, and potentially relocated.

7. Information Items

- a. EAP Workplace Joy Opportunities – Be sure to consider these if interested.

- b. Campus Climate Survey Report Breakfast Forum: Thursday, October 20, 7:30-9:00 am in AWCC
(Location is different than what was listed in the announcements)
- c. Health Wellness Fair: Thursday, October 6, 9am-1pm in Albee Hall (vendors, prizes, flu shot clinic)

8. Next meeting – Wednesday, October 19, 2016 from 1:00 – 2:30 pm in Sage 2210.

9. Adjournment

Motion to adjourn by Martin Kriha/Hartel at 2:05 p.m. Passed

April Dutscheck,
Recording Secretary