

Meeting Minutes

October 19, 2016

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

Present: Becky Beahm, Jenny Davies, Heidi Frey, Lisa Goetsch, Dana Hartel, Marci Hoffman, Theresa Hopp, Michelle Highley, Julia Hodgen, Sue Jaeke, Ricky Johnson, Sarah Martin Kriha, Shirin Skifstad, Paul Van Lankvelt

Excused: Jodi Anthony, Pat Fannin, Laurie Mishleau

Guests: Rebecca Habeck, Cindy Schultz, Jennifer Monroe

SAS Liaison: Debbie Harris

Admin Liaison: Shawna Kuerther

1. The meeting was called to order at 1:00 p.m. by President Hoffman
2. Approval of the Minutes of September 21, 2016

MOTION: Moved to approve the minutes of the University Staff Senate meeting minutes of September 21, 2016 as amended by Hartel/Frey. Passed Unanimously

3. Guest: Jennifer Monroe- UMC Advisory Group – A new UMC Advisory Group is being formed, and Jennifer Monroe is asking for governance feedback. A draft of the charge, purpose of group, and membership was shared. The purpose is to include all of campus in marketing planning and initiatives. At this time, they are asking for input, suggestions, and recommendations. Timeline – membership list completed by the end of October set, and the first meeting will be in November. Senators asked why two must attend each meeting, and further discussion ensued.

MOTION: Move to approve to send membership recommendations and further suggestions to Marci Hoffman by November 1. Heidi Frey/Lisa Goetsch. **Passed.**

USS 1617-03 The University Staff Senate approved the motion to send membership recommendations and further suggestions to Marci Hoffman by November 1.

4. Committee Reports

a. President's Report –

- Chancellor Leavitt has appointed members to the Work Life Balance Study Group. Senator Highley is one of the new members.
- The executive committee has met with Dr. Ryan Haley and he reported that a budget draft model will be submitted to the Chancellor soon. Any updates, suggestions, or questions are still welcome and considered. Their committee is hoping to have the document finalized by the end of the fiscal year.
- UW Systems meeting that was held in September brought to our attention that the UPS policies are technically for all employees, not just university staff.
- The Board of Regents approved 42.5 million dollars for UW System Strategic Planning initiatives. The Regents also made it clear to the Legislature that they will be taking ownership over tuition, as is their authority.
- System is working on a titling and compensation policy, including outside input as they move forward. See the website to follow along.
- Faculty are going to be required to take a two hour Title IX training.
- A new phone system is under consideration as the current plan and phones need to be updated. Fees and costs per data jack versus a phone jack are all being considered. New phones are planned to be in place by January 1st.
- The Honors College was approved by the Board of Regents. Five hundred high achieving undergraduate students every year will have the opportunity to be part of this college. Their goal is to offer this by fall of 2017.
- Children in the Workplace Policy was shared at Provost Administrative Staff. This will be coming through governance for review in the near future.

- The Tunnel of Oppression has been cancelled due to new federal laws and staffing issues. If you have any input please contact Brandon Miller.
- UW Oshkosh's new Mission Statement was approved at the Board of Regents.
- A new Constituent Relationship Management (CRM) Advisory Group is strategizing our enrollment management systems. President Hoffman has requested that governance seats be included in this group as soon as possible. Theoretical ideas will need pragmatic application, and that specifically is where University Staff may be particularly helpful.
- The Handbook Committee meeting this week determined that there is a full PDF handbook online, already. It was also noted that AVC Jenny Watson has accepted a job at a different institution and will no longer be the contact person for this committee. Either Provost Earns or AVC Carleen Vande Zande will work with the committee in the meantime.

- b. Treasure's report:
 1. University Staff Council: \$674.02
 2. University Development & Appreciation Day: \$199.51
 3. University Professional Leadership & Development: \$4,900.00
- c. University Staff Professional Development Day – No Report
- d. Leadership Development Program – Senator Goetsch reported that they met last week for the first time. Feedback and energy showed to be very successful so far. The committee is looking forward to the rest of the year.
- e. Marketing (Newsbreak) – Senator Hartel was happy to announced that their committee welcome two new members and recently all committee's members were assigned their duties.
- f. Faculty Senate Representative – Senator Hartel reported that the main discussion items included at both meetings: (1) Post Tenure Review Policy that has been approved on campus and going to system for consideration next; (2) Google discussion; (3) IT Updates from CIO Milkovich; (4) Athletic Game Plan report; and (5) Audit that was done on gradate reporting and a new policy that may need to be established due to some late submission that have been repeated many times.
- g. Senate of Academic Staff Liaison – Debbie Harris reported that they also had a Google discussion, IT updates, HLC reminder dates, UMC Advisory Committee input, current search and screen appointees, and Senior Lecturer II updated process.
- h. HR – Shawna Kuether reported that they are finalizing Fair Labor Standards Act (FLSA) numbers, Affordable Care Act (ACA) is well under way and being closely monitored, Page Up implementation is moving along well for their hopeful target date of spring semester, and that they will be having another Retirement Incentive Program.
- i. Reminder that Open Enrollment for any benefit changes is October 17-November 11th.
- j. Search and Screen Recorders: President Hoffman noted the concerns that some university staff have been asked to serve dual roles as members and recorders and this was addressed with the Chancellor's Office. It was noted that all members should have the same duties, and a specific recorder needs to be designated ahead of time to keep this from happening. It was noted that the new implementation of PageUp should help lighten the Search and Screen Committee duties

3. Action Items

- a. Vice Chancellor for Student Affairs Search & Screen Representatives: Brenda Moss, Admission Office, and Wendy Van Ahn, Bookstore

MOTION: Move to approve by Hartel/Jaeke. 1 Abstention. Passed

USS 1617-04 The University Staff Senate approved the following committee appointments: Vice Chancellor for Student Affairs Search & Screen Representatives: Brenda Moss, Admission Office, and Wendy Van Ahn, Bookstore.

4. Discussion Items –

- a. Google – Leadership Council and Chancellor's Administrative Staff were informed in June that they were looking into this, but it did feel like a decision was already made and senators shared their concerns.
- b. Story Champs - Rebecca Habeck reported that she attended the October 6th meeting at UMC, and learned that they take suggestions but prefer topics linked to sustainability, research, and connection to a campus events. Senate then discussed other ideas and where to have university staff featured, as it appears our stories may not fall under UMC's current topics.

- c. Items from University Staff Members
Workplace Joy committee members have been selected and reports will come before senate in the future.
5. Upcoming Campus and System Events
 - a. Campus Climate Forum: October 20, 2016, 7:30-9:00am, AWCC
 - b. UW Oshkosh Homecoming: October 22, 2016
 - c. Chancellor's Breakfast Forum: October 25, 2016, 7:45-9:00am in Reeve 227
 - d. UW-Whitewater Professional Development Conference: November 17, 2016
 - e. Chancellor Leavitt Attending December 14, 2016 USS Meeting
 - f. UWS Telepresences: January 11, April 12, and June 14 from 10:00-11:30am
6. Information Items
 - a. 2017 BOR Diversity Awards (Nominations to Provost Earns)
 - b. UW System Ranks #13 in World for Innovation
 - c. UW System Titling and Total Compensation Website: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
 - d. UW System Task Force on Sexual Violence and Harassment policy proposals: Sexual Violence and Harassment Policy and Consensual Relationships Policy
7. Next meeting – November 16, 2016 from 1:00 – 2:30 pm in Sage 2210.
8. Adjournment
Motion to adjourn by Hodgen/Goestch at 2:05 p.m. Passed

April Dutscheck,
Recording Secretary