

Meeting Minutes

November 16, 2016

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

Present: Jodi Anthony, Becky Beahm, Heidi Frey, Lisa Goetsch, Dana Hartel, Marci Hoffman, Theresa Hopp, Julia Hodgen, Sue Jaeke, Ricky Johnson, Sarah Martin Kriha, Cindy Schultz, Shirin Skifstad, Paul Van Lankvelt

Excused: Pat Fannin, Michelle Highley, Laurie Mishleau

Guests: Rebecca Habeck, Jill Reichenberger, Brian Kermath, Jim Feldman, Anne Milkovich

SAS Liaison: Liz Bannenberg

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Hoffman

2. Approval of the Minutes of October 19, 2016

MOTION: Moved to approve the University Staff Senate meeting minutes of October 19, 2016 as amended by Goetsch/Hodgen. Passed Unanimously

3. Guest: Anne Milkovich, Chief Information Officer gave updates on the following topics:

- a. IT Study Group Committee has nearly completed all it was charged to do. The final thing is the formation of the IT Stakeholders Group of which they are now requesting membership and finalizing the committee charge and composition.
- b. Office 365: UW Oshkosh is the only WI System school not using it as their email platform, but we have no plans to change right now. Currently the campus overall wants to stay with Google. They will look into which platforms to use if needed and how to solve collaboration issues that are caused because we aren't using 365. The current plan is not to change unless the popular vote changes or it is mandated.
- c. Phones on campus: Campus will start implementing the new phones being installed in January. Central administration will be covering additional fees January 1-June 30. The IT Staff will be sure to train anyone that would like or need it.

4. Guest: Brian Kermath, Director of Sustainability, and committee member Jim Feldman presented the plan for the Sustainability Institute which included their mission and goal. Senators were given the opportunity to give feedback.

5. Committee Reports

- a. President's Report – President Hoffman welcomed Cindy Schultz to senate. She will be the substitute for Senator Jennifer Davies for the year. AVC Art Rathjen is on Administrative leave currently and Al Hartman and Barbara Beuscher are sharing his job duties for now. The WorkLife Balance forums have gathered great feedback and staff are encouraged to email the committee if needed, as not all requested topics are getting addressed at these forums.

Updates distributed to senators electronically prior to the meeting included:

- The Senate of Academic Staff have requested employee data, of which we would also like to use to be sure that our reapportionment is correct for the next election season to assure equitability for all represented areas.
- Human Resources and Equity and Affirmative Action have selected PageUp as the new applicant tracking system for all employee positions on campus. They will be having some testing days in January where they have at least 5 staff from employee groups to be included as testers. Anyone that may also be interested that hasn't been informed yet, please contact President Hoffman.
- FLSA update – UWO is on track to meet the December 1 federal compliance data.
- Voluntary Retirement Option Incentive Program Update – Anyone considering the retirement incentives please notify Human Resources.
- The WorkLife Balance Committee began its series of surveys; please be sure to complete as many you possibly can.
- The Campus Climate Survey identified that university staff are the least satisfied group on campus, and Dr. Ashley Thompson will be presenting the data at our January meeting.

- Search and Screen updates – Both the VC for Student Affairs and the VC for Administrative Services plan to run at nearly the same timeline, both anticipating a July 1st start day.
- City of Oshkosh Updates: The city has updated its zoning ordinance and presented it to the Oshkosh Common Council on November 15th. The city is creating a Comprehensive Development Plan to review local economics, housing, and transportation. JoAnn Rife, Co-Director of Facilities, is serving on this committee and you are welcome to send her any questions or comments you may have.
- System Updates: Dr. Eve Hall, UW System Regent, is scheduled to visit campus on November 22nd.
- Salary Adjustment for everyone – The Board of Regents is scheduled to request for a Pay Plan that would be: 1% for 2018 and 2% for 2019

- b. Treasures report: No Report
- c. University Staff Professional Development Day – No Report
- d. Leadership Development Program – Senator Anthony – Sessions continue to be going great!
- e. Marketing (Newsbreak) – Senator Hartel – Their committee is working hard to get the newsbreak out by December 1st.
- f. Faculty Senate Representative – Senator Hartel reported that the main discussion items at both meetings included: (1) Honors College update; (2) Budget Committee update; (3) Children in Workplace policy draft concerns and discussion; (4) Job descriptions being requested for Academic Staff; (5) The University Studies Program has had approval of the waiver of the E-Portfolio requirement until they find a new idea that works better.
- g. SAS – Liz Bannenberg reported that both IT and Sustainability were their recent guests, they discussed their new Professional Development Fund Committee and the finalizing details, discussed the Children in the Workplace draft policy, and also discussed the employee data that they requested from Institutional Research.
- h. Awards – Senator Hodgen reported that she has stepped down from the Awards Committee, and Angelee Hammond and Jennifer Davies are now co-chairing the committee.
- i. Grants – Senator Schultz reported that three grants were awarded this fall and other expenses covered, including university staff attending the conference in Green Bay. As one of the attendees, Senator Hartel reported that the conference was well done and refreshing.

6. Discussion

- a. Consent Agenda Idea (email the updates from President) The discussion was held related to if senators liked having the Presidents report ahead of time electronically or if they preferred it at the meetings.
- b. Policies Updates -
 - i. University Compensation Committee
 - 1. Membership – Most updates included the inclusion of university staff to the committee membership.
 - 2. Salary Equity Guidelines – Input due Monday, November 21st.
 - ii. Complaints Policy – Nothing final yet, their committee continues to make progress.
 - iii. Workplace Expectations Policy – Also, nothing yet, their committee continues to make progress.

7. Approval Items–

- a. UMC Advisory Group: Shirin Skifstad
- b. Children in the Workplace Policy: Jill Reichenberger
- c. Committee Appointments:
 - i. American Disabilities Act Advisory Committee – Deb Suess & Lesa Kuberski
 - ii. Health & Safety – Lisa Mick & Chuck Hermes
 - iii. Academic Council for Academic Advising – Vicki Anderson
 - iv. Academic Computer Users Group Committee – Ricky Johnson
 - v. Segregated Fees- Jessica Hilt & Anne Murphy

**MOTION: Move to approve all of the above committee appointments by Hartel/Schultz. 1 Abstention.
PASSED.**

USS 1617-04 The University Staff Senate approved the following committee appointments: (1) UMC Advisory Group – Shirin Skifstad; (2) Children in the Workplace Policy Committee – Jill Reichenberger; (3) American Disabilities Act Advisory Committee – Deb Suess & Lesa Kuberski; (4) Health & Safety Committee – Lisa Mick & Chuck Hermes; (5) Academic Council for Academic Advising – Vicki Anderson; (6) Academic Computer Users Group Committee – Ricky Johnson; (7) Segregated Fees – Jessica Hilt & Anne Murphy.

8. Items from Senators
 - a. Jill Reichenberger requested that senators let her know of any issues they would like her to bring to the committee for Children in the Workplace.
 9. Information Items
 - a. Please take all Workplace Joy/Work Life Balance Surveys!
 - b. Laurie Textor Attending Executive Committee Meeting, November 30; Senators welcome to join us
 - c. Ashley Thompson, University Staff Results in the Campus Climate Study, attending January 18 Meeting
 10. Next meeting – December 14, 2016 from 1:00 – 2:30 pm in Sage 2210. Guest: Chancellor Leavitt
 11. Adjournment
- MOTIN: Moved to adjourn by Hodgen/Anthony at 2:30 p.m. Passed**

April Dutscheck,
Recording Secretary