

**Meeting Minutes**

December 14, 2016

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

**Present:** Jodi Anthony, Becky Beahm, Lisa Goetsch, Dana Hartel, Michelle Highley, Marci Hoffman, Theresa Hopp, Julia Hodgen, Sue Jaeke, Ricky Johnson, Sarah Martin Kriha, Cindy Schultz, Paul Van Lankvelt  
**Excused:** Pat Fannin, Heidi Frey, Laurie Mishleau, Shirin Skifstad  
**Guests:** Chancellor Leavitt, Shannon Lemke  
**SAS Liaison:** Debbie Harris  
**Admin Liaison:** Shawna Kuether

1. The meeting was called to order at 1:01 p.m. by President Hoffman

2. Approval of the Minutes of November 11, 2016

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

3. Committee Reports

- a. President's Report – President Hoffman reported on the following items:
  - The football championship game will be broadcasted at several local establishments, as well as on ESPN U and ESPN 3 (online channel). The captain of the football team has been making history as he donated bone marrow to someone that matched him.
  - Caution to some recent Ransom wear in email was noted.
  - Commencement is just around the corner. President Hoffman gave a special note of gratitude to the facilities staff and all the amazing work in preparation for the day!
  - Admissions enrollments have gone up from last year; this is great news!!
  - System wide mandated training related to sexual assault will be coming soon.
  - Reminder that December 26<sup>th</sup> and January 2<sup>nd</sup> campus will be closed.
  - Advisory Groups appointments to UMC and IT will be considered at a future meeting
  - OSA is working on a resolution regarding conceal and carry and related topics
- b. Treasures report:
  1. University Staff Council: \$674.02
  2. University Development & Appreciation Day: \$199.51
  3. University Professional Leadership & Development: \$4,483.68
- c. University Staff Professional Development Day – Senator Goetsch reported that they recently meet and have finalized the schedule and are working on the keynote speaker.
- d. Leadership Development Program – Senator Anthony reported they continue to have a successful program and great feedback from participants. They are now planning out their last day, and presentations will be held then.
- e. Marketing (Newsbreak) – Senator Hartel – Giveaways for the day are being considered, as well as donation options for staff to give to.
- f. Faculty Senate Representative – Senator Hartel reported the following:
  - Post Tenure Review Policy had to be revised before it went forward to BOR, and is now approved.
  - The student opinion survey online questions had some changes made without senate approval and discussion was held on how to keep that from happening in the future.
  - The request for consideration to a change for the time between classes will lead to surveys coming in the spring semester. Such changes could impact room availabilities, scheduling, and credit hours.
  - Charlie Hill from Life Long Learning and Community Engagement will be coming forward with a name change for their division in the spring.
  - Potential Pay Plan in the future is being considered. Feel free to contact local representatives and/or legislatures for support.
- g. SAS – Liz Bannenberg reported that the new VC for Student Affairs, Art Munin, introduced himself at their meeting, and AVC Carleen Vande Zande reported on HLC. Credit hours and minutes per hours during an academic week were discussed. A response to the current campus climate survey is being

considered, as well as being sure local support staff and areas of need are made known of their services to help those struggling. More SAFE Trainers are needed and encouraged!

- h. Grants Committee – No report.

4. Approval Items

- a. Vice Chancellor of Administrative Services Search & Screen Representatives: Brian Klinger and Mandy Olesen

**MOTION: Moved to approved the committee appointments by Hartel/Jaeke. Passed Unanimously**

**USS 1617-05 The University Staff Senate approved the following committee appointments: Vice Chancellor for Administrative Services Search and Screen Representatives: Brian Klinger & Mandy Olesen.**

- b. System-wide University Staff Shared Governance Principles  
Please read through this well and it will be up for consideration in January.

- c. Joint Resolution on Shared Governance

The purpose of the governance group leaders to meet continues to show its value and so they collectively request approval from each full senate of the 'Continuation of the Conference of Shared Governance.' This will be considered in discussion today and up for approval in January.

5. Discussion Items:

- a. Policies

- i. University Staff Complaints Policy – Drafted and waiting for Workplace Expectation Policy to go first for reference purposes.
- ii. All Employees Workplace Expectations Policy – This policy will be on the next Provost Administrative Staff meeting agenda and then following that will be open forums prior to governance final approval.
- iii. University Staff Shared Governance Participation Policy – President Hoffman noted the need for volunteers and will work on having those ready for an upcoming meeting.
- iv. Minimum Qualifications for Faculty & Academic Staff – This will be at a future Provost Administrative Staff meeting and then to governance groups following that.
- v. Credits and Credit Hours Policy – This will be at a future Provost Administrative Staff meeting and then to governance groups following that.

6. Guest: Chancellor Leavitt (1:45) – Update – Chancellor Leavitt gave the following university updates after thanking the senate for having him in attendance:

- Pay Plan potential increases;
- The Optional Retirement Incentive Program has brought forward 117 staff interested so far;
- Sexual Harassment Training may be mandated for all staff and incoming students at some point in the future;
- Chancellor Study Groups: Past groups and potential groups were discussed and suggested.

7. Information Items

- a. Ashley Thompson presenting University Staff data from the Campus Climate Study, attending January 18 USS Meeting
- b. Celebration of Lights is going well, thank you to all those involved!

8. Next meeting – January 18, 2017 from 1:00 – 2:30 pm in Sage 2210.

9. Adjournment

**MOTIN: Moved to adjourn by Anthony/Martin Kriha at 2:30 p.m. Passed**

April Dutschek,  
Recording Secretary