**Leadership Council Minutes**

**June 22, 2016**

Present: Chancellor Andrew Leavitt, Courtney Bauder, Sylvia Carey-Butler, Jamie Ceman, Lane Earns, *Susan Adams for* Charlie Hill, Marci Hoffman, Sue Jaeke, *Franca Barricelli for* John Koker, Karl Loewenstein, Ameerah McBride, Anne Milkovich, Brandon Miller, Kay Neal, *Catherine Schmitt for* Leslie Neal-Boyan, Art Rathjen, Darryl Sims, Matt Suwalski, Laurie Textor,Carleen Vande Zande, Jennifer Watson, Greg Wypiszynski, Fredrick Yeo

Absent: Franca Barricelli,Scott Beyer, Austyn Boothe, Tom Grogan, Chuck Hermes, Alexander Novak, JoAnn Rife, Lori Worm

Guests: Kate McQuillan, Jodi Anthony

1. Call to Order

Chancellor Leavitt called the meeting to order at 2:01 p.m.

1. HR Updates: Laurie Textor – Laurie & Jodi gave updates
   1. HR Staffing Changes – Jo Fenrich will now be working with title changes for University and Academic Staff. Sabrina Johnson has moved to the Provost Office, and a new position will be filled this fall to replace Kate McQuillan who has moved to the Chancellor’s Office.
   2. Applicant Tracking, Position Management, & Onboarding Update – Page UP has been chosen and implementation process will begin soon. The timeline and modules were discussed. Position Management will be a resource of all the position descriptions on campus for available FTE and budgetary impacts. for.
   3. Update on Fair Labor Standards Act (FLSA) – The new thresholds, minimum and maximum salaries ranges, and the importance of reporting absence was shared.
   4. Update on Affordable Care Act (ACA) – Workgroups formed by system were charged with making recommendations to bring specific categories of employees into compliance. Laurie reminded council members to pass along that supervisor approvals for reported time is important to receive ahead of time for anything out of the normal work period.
   5. UW System Titling and Compensation RFP Update and what this means for UWO – It has been over 30 years since it was reviewed by system and so they are moving forward with this. Job titles and descriptions need to be accurate along with career progression located where it needs to be. Human Resources is in the midst of updating their website as well for all these related items.
2. Explanation of new email list practices – Anne Milkovich - The email lists, (i.e., announcements, specific employee groups, discussion) have all been monitored through the IT Staff in the help desk as a practice. This will be changing to more specific individuals within the appropriate offices that these lists fall under.
3. Summer Session - John Koker - Summer details: How to approach what has been a standard practice and move it to something that may benefit campus more was discussed. Budget and staffing issues will be considered by a subgroup, formed out of Strategic Planning, that has been tasked with researching this.

Chancellor’s Study Groups for the coming year – Chancellor Leavitt noted that suggestions for ideas are always welcome. A diagram sharing the process for a committee to follow during their stages of the Study was shared, with encouragement to have external input in the beginning stage.

The following potential study group ideas were shared:

1. Alignment of Equity & Affirmation Action, HR, and Diversity – Agreed to delay this one
2. Alignment of IR and other data gathering units – Agreed to wait until HLC visit is complete
3. Conference services, places, planning and event management – Agreed this might not need to be a study Group, possible looked at one level done.
4. WorkLife Balance – Possibly a good one to move forward with the low moral on campus – considering things like: daycare, maternity leave, tuition for family.
5. Creation of a sustainability institute - Decided it may be better as a Task Force than study group
6. Additional Items in needed –
   1. Provost Earns– The Strategic Planning Steering Committee will be coming out with their priorities, and metrics this week, and will continue to move forward with their next step.
   2. Brandon Miller – The Educational Advisory Board Group is meeting weekly. They are on target to send out marketing steps and working on predicted modeling. Data base details will be very critical the it’s success.
7. Announcements –
   1. Art Rathjen welcomed our new AVC for Development, Barbara Beuscher
   2. Provost Earns - Academic Program Review committee and timeline will be formed soon
   3. Darryl Sims -The new turf is now 60% completed, and coming along well.
   4. Art Rathjen will be taking Petra Roter’s place as alcohol authority on campus.
8. Next Meeting – Wednesday, July 20, 2016 in AWCC 228
9. Adjourned at 3:44 pm

Respectfully submitted,

April Dutscheck