

**Meeting Minutes**

June 14, 2017

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

**Present:** Becky Beahm, Heidi Frey, Lisa Goetsch, Dana Hartel, Michelle Highley, Marci Hoffman, Theresa Hopp, Julia Hodgen, Sue Jaeke, Ricky Johnson, Sarah Martin Kriha, Cindy Schultz, Shirin Skifstad

**Excused:** Jodi Anthony, Brian Klinger, Laurie Mishleau

**Absent:** Pat Fannin

**Guests:**

**SAS Liaison:** Liz Bannenberg - excused

**Admin Liaison:** Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Hoffman
2. Thank you to outgoing Senators: Pat Fannin, Brian Klinger, and Cindy Schultz
3. Approval of the Minutes of May 17, 2017

**MOTION: Moved to approve the University Staff Senate meeting minutes as amended of May 17, 2017 by Skifstad/Goetsch. 1 Abstention. Passed**

4. Reports

a. Presidents Report –

- Workplace Conduct Policy has been approved by the Chancellor.
- Tobacco Free policy– This policy is student driven but not currently approved by OSA. As an acting governance group, our Senate will not consider it until the student body Senate does the same.
- The Shared Governance Participation Policy is being reviewed by System Legal with hopes to be back to Senate early this fall for consideration.
- The University Studies Program will be hosting an open house in February of 2018 for all departments across campus.
- Search and Screen for the Dean of Graduate Studies Update- Skype interview start today.
- Search and Screen for the Dean of the College of Nursing Update – The search will commence during the upcoming academic year.
- Search and Screen for the Dean of the College of Educations & Human Services Update- Also coming along and hoping to have determined by Fall semester.
- HLC Team visit is coming July 10-12. They will be gathering information on ethics and finance to take back and determine when they will be able to come back.
- The new Faculty Senate President will be Steven Bentivenga, and the new Senate of Academic Staff President is Courtney Bauder.
- An Emeritus Policy is being reviewed for consideration.

b. Treasurer's report:

1. University Staff Senate: \$589.71
2. University Development & Appreciation Day: \$194.91
3. University Professional Leadership & Development: \$ 3,130.15

- c. University Staff Professional Development Day – Senator Goetsch reported that the evaluation email has gone out to the university staff list serve and they await the responses. New leadership will take over for the next year as soon as planning begins.
- d. Leadership Development Program – Senator Beahm reported that their final day was June 8<sup>th</sup>. Groups presented on specific topics and it was energetic and interesting. Supervisors were invited to attend, and consideration of having it again is being discussed.
- e. Marketing/newsbreak – No Report  
Faculty Senate Representative – No report
- f. Senate of Academic Staff Liaison – No report

5. Transition: Outgoing President Hoffman welcomes Incoming President Jaeke

Outgoing President Hoffman thanked President Jaeke for taking on this leadership role and spoke highly of her capabilities. President Jaeke thanked Outgoing President Hoffman for her exceptional job leading the Senate this past year.

6. Approval Items

- a. Titling & Total Compensation Committee Representatives: Julia Hodgen, Evelyn Meuret, and Heidi Frey

**MOTION: Move to approve by Goetsch/Kriha. Passed.**

**USS 1617-31 The University Staff Senate approved the following members to the Titling & Total Compensation Committee: Julia Hodgen, Evelyn Meuret, and Heidi Frey**

Administrative Immediate Action Request for Approval of the following five IT Policies from System: Acceptable Use, Authentication, Awareness, Incident Response, and Data Classification.

**MOTION: Moved to suspend the rules and approve at it's first reading by Hoffman/Skifstad. With the note that these policies are provisionally accepted with the option to ratify, revise, or modify if needed. Passed**

**USS 1617-32 The University Staff Senate approved the following five IT Policies from System: Acceptable Use, Authentication, Awareness, Incident Response, and Data Classification.**

7. Discussion Items:

- a. Titling & Total Compensation Study – HR Director, Laurie Textor, reported at a recent Leadership Council that the system will begin this study shortly, with the goal to downsize the amount of these titles used. This will affect university staff as well as other employee groups.
- b. University Staff Work Hours: Dates for Further Discussion – Some discussions at a HR Connections forum has shown that consideration for more dates, time, and locations might help with better attendance. Suggestions for a google form and question submission was discussed.
- c. University Resources Alignment – A subcommittee has been formed and they are working on the criteria for both the Academic and the Administration side. Their main goal is to determine what each will be and come back in the fall to gather feedback from campus.

8. Information Items

- a. Senator Frey noted that as a committee member for the Titling and Compensation Committee, please feel free to contact her with any questions for suggestions.
- b. President Jaeke noted that the August Senate date will be an executive committee meeting and the full Senate will not be until September 13<sup>th</sup>.

9. Next meeting: Wednesday, September 13, 2017 Sage 2210.

10. Adjournment

**MOTION: Moved to adjourn by Hodgen/Johnson at 1:56 p.m. Passed**

April Dutschek,  
Recording Secretary