

**Meeting Minutes**

**October 11, 2017**

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

**Present:** Jodi Anthony, Becky Beahm, Heidi Frey, Dana Hartel, Michelle Highley, Marci Hoffman, Theresa Hopp, Julia Hodgen, Sue Jaeke, Ricky Johnson, Sarah Martin Kriha, Laurie Mishleau, Shirin Skifstad

**Excused:** Lisa Goetsch, Jennifer Davies

**Guests:** Cindy Schultz

**SAS Liaison:** Liz Bannenberg

**Admin Liaison:** Laurie Textor

1. The meeting was called to order at 1:02 p.m. by President Jaeke
2. Guest: Laurie Textor - Titling and Total Compensation Committee - The committee has completed most of phase two and now is gathering feedback from constituents. They continue to work on verifying that job families and subfamilies are aligned and are then working next on the structure for career paths. Following some feedback from senators, Laurie encouraged them to contact her with any additional follow up they find by the end of the month. Senator Hoffman noted that UWO is lucky to have Laurie on the committee as she is doing a great and much appreciated job keeping our campus updated.

3. Approval of the Minutes of September 13, 2017

**MOTION: Move to approve as amended by Anthony/Hoffman. Passed Unanimously**

4. Committee Reports
  - a. President's Report – President Jaeke reported on the following items:
    - i. BOR policies were approved despite the collaborative resolution (in opposition of them) from the Senates.
    - ii. Shared Governance Participation Policy - President Jaeke received some good responses at both the Senate of Academic Staff meeting and the open forums. Some of the key discussion included when to involve Human Resources with concerns, supervisor oversight and action steps when an employee is overcommitted, and who do they address with such issues. The request was made to have those items more specific.
    - iii. The University Resource Alignment Committee will be having open forums on November 1st and 2nd, senators were encouraged to attend if able.
    - iv. Today's announcement from UW System related to the Restructuring of the UW Colleges with their closest four year campuses. This noted that UW-Fox Valley and UW-Fond du Lac will be merging with UWO to create one university together. Discussion included: That Chancellor Leavitt has been through one of these before and his experience will be appreciated; the need

for the Board of Regents to formally approve it on November 9th; integration would begin as early as July of 2018; student impact; how it will affect accreditation; and the potential to help with enrollment.

- b. Treasurer's report:
  - i. University Staff Senate: \$589.71
  - ii. University Development & Appreciation Day: \$194.91
  - iii. University Professional Leadership & Development: \$3,130.15
- c. Faculty Senate Representative - Senator Hartel - Their senate had a lengthy discussion on the System policy relate to the committee composition for the Chancellor Search and Screens that has been drafted; Provost Koker provided budget updates; HLC was consulted relating to a recent open records request; and their concerns were shared over the upcoming listing of workload hours that will be put online.
- d. Senate of Academic Staff Representative - Liz Bannenberg reported that the Shared Governance Participation Policy was presented by President Jaeke and reports and updates as usual. They also had HR and IT updates at their meeting the end of September.
- e. Celebration of Lights - Senator Skifstad reported that the email with the link to sign up will be coming out in early November. They are also checking into details related to the sweatshirts for volunteers.
- f. University Staff Professional Development Day – They would like to focus more on how to give back to the campus and community. The idea was well received by senators, with just a reminder to be careful not to overstep boundaries of workload and job duties of others. Senators were also asked to be sure and share any other ideas for the day with the committee. The 2018 USPDD will be held on Thursday, May 31st.

5. Approval Items

- a. Committee Appointment: Strategic Planning Committee - Cindy Schultz

**MOTION: Move to approve the committee appointment by Hartel/Skifstad. Passed Unanimously.**

**USS 1718-02 The University Staff Senate approved the committee appointment of Cindy Schultz to the Strategic Planning Committee.**

- b. Handbook & Committee appointment Approval: Compensation Committee Composition & Appointment.

Senators Hodgen & Anthony (with supervisor approval) volunteered to serve in the role of the 2 additional senators seats.

**MOTION: Move to approve the Compensation Committee Composition and a committee appointments by Skifstad/Mishleau. Passed Unanimously.**

**USS 1718-03 The University Staff Senate approved the Compensation Committee Composition and committee appointments to its committee: Julia Hodgen & Jodi Anthony.**

6. Discussion Items:

- a. Shared Governance Participation Policy - The policy looks good, and a thank you to those that worked on it was given.
- b. Complaints policy update - President Jaeke reported that the policy is being put together and will be gathering feedback soon. It is being reviewed by System Legal and HR before it is presented to campus.

7. Announcements

- A. *'Managing Time Worked - What Supervisors Need to Know'* (Supervisor Work-Hours Follow-up): October 19th, 2017 from 11-12pm (Clow Classroom 025)
- B. Senators were reminded that the Open Enrollment for Health Care closes on October 27th.
- C. Security Awareness Training reminder is due to be completed by December 1st. Concerns over Facilities staff being allowed work time to complete this was discussed.
- D. Professional Development reimbursement details were discussed as senators wanted to be sure to follow regulations.
- E. President-Elect Johnson gave an update on the teleconference he was just on with System President Ray Cross related to today's announcement of the Restructuring of the UW Colleges with their closest four year campuses. Key takeaways included: Nothing is final until the November 9th Board of Regents meeting, when they vote on this; the ease of access and affordability to stay the same; the administrative side (Budget, HR, IT) of the transition to move from the UW colleges to their respective four year campus by July 2018; faculty and tenure concerns were be addressed by each four year campus; distance was more a factor than programs; Segregated fees questions; merging academic calendars and curriculum will not happen for a few years; each site will still currently maintain its own entity; and a reminder that they are not closing any campuses.

8. Information Items - None

9. Next meeting – November 8th, 2017 from 1-2:30pm in Sage 2210

Guests: Chancellor Leavitt and an update from the University Resource Alignment Committee.

10. Adjournment

**MOTION: Moved to adjourn by Hodgen/Anthony. Passed.**

April Dutschek,  
Recording Secretary