

**Meeting Minutes**  
**December 13, 2017**  
**1:00-2:30 pm, Sage Hall 2210**

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

**Excused:** Lisa Goetsch, Dana Hartel, Marci Hoffman, Laurie Mishleau,

**Guests:** Jim Fletcher, Sarah Neises, Cindy Schultz, Bernie Sorenson

**SAS Liaison:** Liz Bannenberg

**Admin Liaison:** Laurie Textor

1. The meeting was called to order at 1:01 p.m. by President Jaeke
2. Guest: Sarah Neises - Strategic Plan Update for Polk Library: Sarah shared the update for the Polk Library. Senators shared feedback related to retaining staff if at all possible from both UW Fond Du Lac & UW Fox Valley as well as consideration for the gender neutral bathroom to also serve as a lactation room.
3. Guest: Bernie Sorenson - New Policy Proposal Introduction: Minor Protection & Adult Leadership Policy. Feedback following his summary of the policy included: Follow up on who is responsible for background checks; enforcement of the policy; confirmation that athletics has been consulted and involved; minors enrolled in activities; and a suggestion to add a reference document to provide to outside agencies.
4. Guest: Jim Fletcher - Administrative Services Restructure: Feedback following his restructuring update for his division: Unit leaders are being asked to re-assign the 16 staff members to prevent layoffs; consideration of the staff workload perspective; meetings with the Deans and employees if found necessary.
5. Approval of the Minutes of November 8, 2017

**MOTION: Moved to approve the minutes of November 8, 2017 as amended by Anthony/Skifstad. Passed Unanimously**

6. Committee Reports
  - a. President's Report – President Jaeke reported on the following items:
    - i. DACA support - consideration of a joint resolution from all staff governance groups will be discussed at a future shared governance leaders meeting.
    - ii. Restructure Project - Academic Workgroups - Please visit the website for information. <https://restructure.uwosh.edu/>. President Jaeke has received a

list of governance groups on each campus and will be messaging them before break.

- iii. UW Colleges Online and Flex Program are being discussed.
- b. Treasurer's report:
  - i. University Staff Senate: \$619.98
  - ii. University Development & Appreciation Day: \$117.86
  - iii. University Professional Leadership & Development: \$4,900.00

**MOTION: Moved to amend the the financials in the 11.08 Minutes by Frey/Highley. Passed Unanimously.**

**USS 1718-07 The University Staff Senate moved to amend the financials in the November 8th minutes.**

- c. University Staff Professional Development Day – No Report
- d. Grants Committee - Cindy Schultz reminded senators to contact her for funding related items to the UW Green Bay Conference.
- e. Leadership Development Program – No Report
- f. Marketing (Newsbreak) – No Report
- g. Faculty Senate Representative – No Report
- h. Senate of Academic Staff Representative – Liz Bannenberg - No Report

7. Approval Items

- a. Shared Governance Participation Policy

**MOTION: Moved to approve the Shared Governance Participation Policy by Frey/Martin Kriha. Passed Unanimously.**

**USS 1718-08 The University Staff Senate approved the Shared Governance Participation Policy.**

- b. Search & Screen Members-AVC of Business Services/Controller - Michelle Highley & Malissa Bonlender

**MOTION: Moved to approve the committee appointments by Hodgen/Skifstad. Passed Unanimously.**

**USS 1718-09 The University Staff Senate approved the committee appointments of Michelle Highley & Malissa Bonlender to the Search and Screen for the AVC of Business Services/Controller. Shared Governance Participation Policy**

- c. Salary Adjustment Guidelines

**MOTION: Moved to approve the Salary Adjustment Guidelines by Johnson/Frey. Passed Unanimously.**

**USS 1718-10 The University Staff Senate approved the Salary Adjustment Guideline.**

8. Discussion Items:

- a. Children in the Workplace Policy - Discussion included concerns over how extreme cases or discipline will be handled and a reference to that in the policy would be preferred.
- b. New Policy Proposal: Minor Protection & Adult Leadership - Further Discussion included the request to have 2nd-4th grade ration included in the policy.
- c. University Staff reassignment
  - i. Re: Chancellor's Reassignment - this reassignment was kept within their department and allegedly happened without campus knowledge.
  - ii. What options do the employees have? Laurie Textor: Policies are in place that permits the division administrator to reassign employees based on what the administrator feels the need.
  - iii. Senator Frey suggested a policy group to look at this and gather more information from Human Resources.

9. Announcements from Senators -

- a. Senator Skifstad noted that Celebration of Lights is going well.
- b. President Jaeke thanked Laurie Textor for her service on the senate and wished her well as she moves on to a new job and is leaving UWO.

10. Information Items - None

11. Next meeting – January 17, 2018 at 1-2:30 pm in Sage 2210.

12. Adjournment

**MOTION: Moved to adjourn by Hodgen/Highley at 2:30 pm**

Ricky Johnson,  
President Elect

April Dutschek,  
Recording Secretary