

Meeting Minutes
January 17, 2018
1:00-2:30 pm, Sage Hall 2210

Present: Jodi Anthony, Becky Beahm, Dana Hartel, Marci Hoffman, Theresa Hopp, Julia Hodgen, Sue Jaeke, Ricky Johnson, Lauren Burgbacher, Shirin Skifstad

Excused: Heidi Frey, Lisa Goetsch, Michelle Highley, Sarah Martin Kriha, Laurie Mishleau

Guests: Patricia Schrader, Bernie Sorenson, Cindy Schultz, UW Fox Valley: Tracy Schwartz, Kris Kissling, Marketta Helen, Jenean Hodge; UW Fond du Lac (*via Skype*): Fran Holzmann, LuAnn Nims, Renee Anderson

SAS Liason: Liz Bannenberg

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Jaeke
2. Guests: UW FDL/Fox Valley guests were welcomed and introductions made from everyone.
3. Approval of the Minutes of December 13, 2017

MOTION: Move to approve the minutes as amended by Skifstad/Johnson. 1 Abstention. Passed

4. Committee Reports

a. President's Report – President Jaeke reported on the following items:

- i. Workgroups are beginning to be formed for the Restructuring Process. Senators were encouraged to volunteer if possible. It is important to have the University Staff voice heard as well!
- ii. The Provost Search & Screen committee is set to begin in February, governance leaders will be contacted for representation soon.
- iii. President Jaeke welcomed our newest senator: Lauren Burgbacher, replacing Senator Davies who recently took a new position on campus.
- iv. Reminder: Performance evaluations are due by the end of January to have then submitted with the Merit form by the first of February.
- v. Supervisor training: This continues to be inclusive of shared governance leaders as well as other leaders on campus.
- vi. Policy Process Update: The policy process continues to be getting its wrinkles out and is nearing its first official policy completion. The Complaints Policy is going to be presented at the next Provost Administrative Staff meeting as our next policy headed through the process now that system has reviewed it.
- vii. Emeritus Policy - After meeting with various departments that offer privileges after retirement, to see what could still be included, the committee will move

forward. This policy will be important to get through as soon as possible since no current policy is in effect for university staff.

- b. Treasurer's report: No Report
 - i. University Staff Senate: \$619.98
 - ii. University Development & Appreciation Day: \$ 117.86
 - iii. University Professional Leadership & Development: \$ 4,900.00
- c. Leadership Development Program – No report
- d. Marketing (Newsbreak) – No report
- e. Faculty Senate Representative – Their December 5th meeting had reports as usual, along with a Strategic Plan update from the Polk Library, updates on the title and total compensation committee progress, pay plan updates, committee appointments, and approval of the Salary Adjustment Guidelines. They also had a discussion related to their ensured collaboration during the restructuring with both UW Fox Valley & UW Fond du Lac.
- f. SAS – No Report
- g. University Staff Professional Development Day: The day will be held on Thursday, May 31st. The Keynote Speaker will be the COB Dean, Barb Rau. This year's theme will be centered around the university coming together to pay it forward to our local community.
- h. Grants Committee: Cindy Schultz announced that the first Ellie Maslowski award will be granted this year. The professional development fund will be available this spring semester 2018. The annual Sally Margis fund 'Jumpstart Your Dream' will be coming out in the spring as well.

5. Approval Items

- a. Bernie Sorenson - New Policy Proposal Introduction: Minor Protection & Adult Leadership Policy - The appendix minor updates were explained.

MOTION: Move to approve the Minor Protection & Adult Leadership Policy by Johnson/Hartel. Passed Unanimously.

USS 1718-11 The University Staff Senate approved the Minor Protection & Adult Leadership Policy.

- b. Lauren Burgbacher - Official presidential appointment by President Jaeke, as the replacement for Senator Davies.

6. Discussion Items:

- a. Revised policies presented by Patti Schrader. She covered the summary of each and answered questions from senators.
 - 1. Relationship Violence Policy (revision) GEN 1.2.5

2. Consensual Relationships (revision) - GEN 1.2.7
 3. Disability Accommodations (revision) - GEN 1.2.2 [*Feedback included: adding hearing aids were applicable, as well as referencing the employee handbook vs a faculty handbook to be inclusive of all shared governance groups*]
 - b. Complaints Policy (feedback) - Senators were given an opportunity to provide feedback before it comes back for approval at a future meeting.
 - c. Emeritus Policy - Senators Hartel, Anthony, and Skifstad volunteered to serve on the committee that will be working on this policy.
 - d. Provost Search and Screen - Senators Jaeke & Hodgen indicated interest.
 - e. Any questions for Fox/FDL - Both our visiting campuses were welcomed to ask any questions they had. They stated that they are happy to be included at this point to see how everything works. It was noted that after recently going through a downsizing themselves, it has made it difficult to meet as often, and usually do so via Skype only a few times a year with other UW Colleges. It was asked how many university staff each of their campuses have: FDL-8, and FV-13, compared to our nearly 400, which includes temporary and project appointments.
7. Announcements from Senators -
- a. Senator Hoffman announced that she will be leaving campus, as she has accepted a new job in the Fox Valley area. Senate thanked her for her amazing support, work, leadership, and wished her nothing but the best.
8. Information Items -
- a. Administrative Liaison - Shawna Kuether reported that the title and total compensation committee is nearly finished gathering feedback for the job families and subfamilies and next they will be working on the benefits analysis.
9. Next meeting will be February 14, 2018
10. Adjournment

MOTION: Moved to adjourn by Hodgen/Skifstad at 1:54 pm.

April Dutschek,
Recording Secretary