

**Meeting Minutes**

**May 9, 2018**

**1:00-3:00 pm, Sage Hall 2210**

**Present:** Lauren Burgbacher, Lisa Goetsch, Dana Hartel, Michelle Highley, Julia Hodgen, Sue Jaeke, Ricky Johnson, Sarah Martin Kriha, Laurie Mishleau, Pamela Rupert, Judy Lloyd

**Excused:** Jodi Anthony, Heidi Frey, Theresa Hopp, Shirin Skifstad

**Guests:** Donna Johnson, Jill Reichenburger, Cindy Schultz, Deanna VanderWielen, Fran Holzmann,

**SAS Liason:** Liz Bannenberg - excused

**Admin Liason:** Shawna Kuether

1. The meeting was called to order at 1:10 pm. by President Jaeke after having a group senate picture taken by UMC.
2. Charlie Hill - HLC Update - Charlie gave up an update on where campus is in preparation for the HLC visit. He encouraged participation by those able to be involved. We need to remember to be open, honest, and positive. Our university has made many improvements since our last accreditation. He thanked his staff and all of campus for the work and collaboration to prepare for this visit. The website where information can be found is: <https://uwosh.edu/hlc/>.

3. Approval of the Minutes of April 11, 2018

**MOTION: Move to approve the minutes as amended by Goetsch/Lloyd. Passed Unanimously**

4. Committee Reports

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

- i. Restructuring Update - Bylaws will be reviewed for updates this summer by Sue, Ricky and Jill. It is anticipated to have them before senate at an early meeting in the fall. After the bylaws, the Layoff, Complaints and Grievances, and Emeritus Policies will be reviewed as well.
- ii. URA - They are currently in the academic phase of the reviews. Departments have until May 20th to get the survey responses in. Evaluators will then review the responses and then forward them to the steering committee. The Administrative Program phase is getting under way and are hoping to present all their findings by the end of summer. Faculty member, Dr. Chad Cotti stepped down as co-chair and Sue stepped into the role.
- iii. USS Reps meeting - The meeting seemed more productive and had an overall more positive attitude which was refreshing. They were asked to

attend a special meeting on May 22, at the request of System President Ray Cross.

- iv. During the upcoming HLC visit, System President Ray Cross has agreed to serve as our Board of Regents representative.
  - v. Lisa Goestch was thanked for all her work and all the work of the committee members in preparation for the University Staff Professional Development Day that is coming up soon.
  - vi. Title and Total Compensation - Shawna gave a brief update on the status of work their committee has been accomplishing. One of the biggest changes currently being worked on is the way position descriptions are going to look in order to align more with Human Resources policies and standard job descriptions.
- b. Treasurer's report:
    - i. University Staff Senate: \$ 531.32
    - ii. University Development & Appreciation Day: \$ 117.86
    - iii. University Professional Leadership & Development: \$ 4,900.00
  - c. Faculty Senate Representative - Main topics included: Compensation and pay plan discussion and updates. Supervisors will be informed and asked to verbally share with their employees their staff's compensation and let them know that their personal letters will be coming out in the next week or so. Their senate also approved some handbook changes as well as the Tobacco Free Campus Policy by one vote.
  - d. Senate of Academic Staff Representative - excused
  - e. Other Committee Reports -Grants: Cindy Schultz reported that four staff were recipients of the Sally Margis awarded this year. It was also noted that Foundation interaction and the transition of funds is going fine.

5. Approval Items

- a. Search & Screen - Internal Search for AVC of HR - Dana Hartel & Jodi Anthony

**MOTION: Moved to approve the committee appointments of Dana Hartel and Jodi Anthony to the Search & Screen - Internal Search for AVC of HR by Goetsch/Hodgen. Passed Unanimously**

**USS 1718-22 The University Staff Senate approved the committee appointments of Dana Hartel and Jodi Anthony to the Search & Screen - Internal Search for AVC of HR.**

- b. Tobacco-Free Campus Policy

**MOTION: Moved to approve the Tobacco-Free Campus Policy by Rupert/Mishleau. FAILED Unanimously**

**USS 1718-23 The University Staff Senate FAILED the Tobacco Free Campus Policy.**

**Concerns that were asked to be sent along with the vote included:**

*Concerns requested to be shared:*

- (1) The title doesn't accurately reflect the revised policy now with designated areas. It wasn't updated in the revised version;
- (2) The lack of clarification on who decides where the designated areas will be;
- (3) Will employees be asked to serve on a committee that determines where and how many designated areas there will be;
- (4) Who will field the calls that may come from community members;
- (5) Who handles informing students that live on campus, as well as those coming for campus visits;
- (6) How supervisors will be given information to address this with complaints they receive.

c. University Staff Complaints Policy

**MOTION: Moved to approve the University Staff Complaints Policy by Hartel/Highley. Passed Unanimously**

**USS 1718-24 The University Staff Senate approved the University Staff Complaints Policy**

d. Sustainable Integrated Pest Management Policy for Campus Grounds

**MOTION: Moved to approve the Sustainable Integrated Pest Management Policy for Campus Grounds by Lloyd/Martin-Kriha. Passed Unanimously**

**USS 1718-25 The University Staff Senate approved the Sustainable Integrated Pest Management Policy for Campus Grounds.**

e. IT Security Policies

- i. Information Security: Authentication – POL # 1030
- ii. Information Security: Data Classification – POL #1031
- iii. Information Security: Data Classification – POL #1031.A
- iv. Information Security: Awareness – POL #1032
- v. Information Security: Awareness – POL #1032.A
- vi. Information Security: Incident Response – POL #1033
- vii. Information Security: Incident Response – POL #1033.A

**MOTION: Move to consent approve all seven policies by Goetsch/Highley.**

**MOTION: Moved to approve all the IT Security Policies by consent by Martin-Kriha/Lloyd. Passed Unanimously**

**USS 1718-26 The University Staff Senate approved the IT Security Policies.**

6. Discussion Items:
  - a. Executive Board Nominations - These will be held at the June meeting.
  - b. USPDD Update: The May 31st, 2018 scheduled day registration has closed but employees are still welcome to contact Lisa with any questions. Barb Rau will be the keynote speaker and we are looking forward to a fun day.
    - c. Handbook Change Request - Health and Safety Committee - Just updating membership and current needed roles that serve on the committee.
  - d. UW Collegia Endorsement - to be voted on at the next meeting.
7. Announcements from Senators -
  - a. Senators discussed the policy process and how to move forward with concerns they may have with it.
8. Information Items
9. Next meeting – June 13th, 2018. 1-3 pm in Sage 2210 (Last meeting of Year)
10. Adjournment

**MOTION: Moved to adjourn by Hodgen/Mishleau at 2:25 pm.**

April Dutschek,  
Recording Secretary