

**Meeting Minutes**

**May 15, 2019**

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

**Present:** Rachel Grose, Dana Hartel, Michelle Highley, Fran Holzmann, Theresa Hopp, Sue Jaeke, Donna Johnson, Ricky Johnson, Lori Knudson, Judy Lloyd, Cindy Schultz, Deanna VanderWielen

**Excused:** Lisa Goetsch, Julia Hodgen, Jessica Kleier, Sarah Martin Kriha, Laurie Mishleau, Jill Reichenberger, Tracy Schwartz

**Guests:** Amy Ready, Shirley VanOrnum

**SAS Liaison:** Liz Bannenberg

**Admin Liaison:** Shawna Kuether

1. The meeting was called to order at 1:01 p.m. by President Johnson, and welcomed Amy Ready to the meeting today, as a upcoming new senator.
2. Approval of the Minutes of April 17, 2019

**MOTION: Vanderwielen/Schultz moved to approve the April 17, 2019 minutes as amended.**

3. Committee Reports

- a. President's Report – President Johnson reported on the following items:
  - i. Shared Governance & System Reps - President-Elect Goetsch attended the meeting and will share any needed updates at the next meeting.
  - ii. The Strategic Plan update for International students that was presented at Leadership Council by AVC Chad Cotti, VC Art Munin, and VC Martin Rudd shared some information on the company we work with, Kings Education. They covered who they are, how they work, why we are moving forward with them, and the current contract that we have with them through UW Fox Valley. It was noted that some additional structure and support needs were indicated at the Senate of Academic Staff meeting when this was presented.
  - iii. Provost Administrative Staff - HLC update shared was the recommendation to remove us from our 'On Notice' Status. The Board of Regents will have this on their agenda for consideration to approve this summer. It was also noted that Dr. Sylvia Carey-Butler has accepted a position at another university and will be leaving this summer, As the Chancellor said in his campus email; please be sure to thank her for her contributions to the university if you see her before she is done.
- b. Treasurer's report:
  - i. University Staff Senate: \$ 575.45

- ii. University Development & Appreciation Day: \$ 370.90
- iii. University Professional Leadership & Development: \$ 4,753.00
- c. Faculty Senate – Senator Jaeke reported: They also had the Strategic Plan update on International students, and their concerns related to the vendor selection process of Kings Education.
- d. Senate of Academic Staff – Liaison Bannenberg reported on their past two meetings. The United Faculty and Staff were guests to one meeting, to share who they are and what they are working on. Their efforts to collaborate with Shared Governance when possible were expressed. They too, had the Strategic Plan update on International students.
- e. Access Campuses – Senator Holzmann (FDL): Commencement will be held next week, Bethany Rush gave an update on their budget, and they had approval on their collegium committees.
- f. Grants - Senator Schultz reported that of the 7 that applied for the Sally Margis Award, 5 were awarded.
- g. University Staff Professional Development Day- Senator Jaeke noted that enrollment is down a bit this year, with only 154 signed up so far. She also reminded everyone of the food pantry donations that staff are welcome to bring and drop off at registration. Discussion was held on how to increase participation, and suggestions were made.

4. Approval Items

- a. University Staff Senate Bylaws

**MOTION: Lloyd/Hartel moved to approve the University Staff Senate Bylaws. Passed Unanimously**

**USS 1819-19 The University Staff Senate approved the University Staff Senate Bylaws.**

- b. University Staff Complaints Policy (& Procedures).

**MOTION: Schultz/VanderWielen moved to approve the University Staff Complaints Policy (& Procedures). Passed Unanimously**

**USS 1819-20 The University Staff Senate approved the University Staff Complaints Policy (& Procedures).**

- c. University Staff Grievance Policy.

**MOTION: Lloyd/VanderWielen moved to approve the University Staff Grievance Policy. Passed Unanimously**

**USS 1819-21 The University Staff Senate approved the University Staff Grievance Policy.  
(It was noted that some audit updates may be needed, as that is still to be determined, FYI)**

d. University Staff Layoff Policy.

**MOTION: Grose/Holzmann moved to approve the University Staff Layoff Policy. Passed Unanimously**

**USS 1819-22 The University Staff Senate approved the University Staff Layoff Policy.**

5. Discussion Items:

a. Policies

1. SYS 350 – Payment Card Compliance Policy – [Stage 3/Feedback] – Mark Clements [a local campus policy is anticipated to be forthcoming] Senator Grose gave a few updated related to the policy impacts.
2. SYS 1032 -Information Security: Awareness – [Stage 3/Feedback] – Mark Clements
3. Emeritus Policy - [Stage 3/Feedback] - This policy revision, to include university staff, has been presented off and on for the past several years. What most don't realize is that this already applies to not just faculty, but also academic staff. The policy is being presented in discussion/feedback stage now and to be open for comments all summer before it comes back again one more time for feedback in the fall prior to coming up for a vote.

6. Announcements from Senators -

- a. A brief discussion was held related to when the most recent Campus Climate Survey was completed. The survey which was done around three years ago, brought forward the formation and work of a few designated Chancellors Study Groups.
- b. It was suggested to bring snacks to the last meeting of the year.

7. Next meeting – June 12, 2019, Sage 2210

- a. Presidential transition
- b. Executive committee elections
- c. Committee on committee appointments

8. Adjournment

**MOTION: Lloyd/Highley moved to adjourn at 1:49 p.m.**

April Dutschek,  
Recording Secretary