

Meeting Minutes

October 16, 2019

1-2:30 pm, Sage Hall 2210

Present: Lisa Goetsch, Dana Hartel, Michelle Highley, Fran Holzmann, Sue Jaeke, Ricky Johnson, Bob Knudsen, Lori Knudsen, Linda Koon, Judy Lloyd, Sarah Martin Kriha, Tom Romanowski, Cindy Schultz, Deanna VanderWielen

Excused: Jessica Kleier, Amy Ready, Jill Reichenberger

Absent: Laurie Mishleau, Donna Johnson

Guests: Chancellor Leavitt, Lori Welch, Katrina Helmer, Donna Johnson, Kim Harrington, Rachel Grose

SAS Liaison: Jennifer Bonack

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Goetsch. Introductions were made by everyone around the table.
2. Guest: Chancellor Leavitt – Chancellor gave updates on enrollment, enrollment goals and strategies, funding functionalities, budget, and the importance of key stakeholders that are part of Leadership Council being in communication with their areas on what is going on. We are still awaiting JOCER’s approval for the Pay Plan, with an anticipated implementation date of January 1. The need to have performance evaluations on file was covered and that this process would be an across-the-board raise for everyone. He thanked everyone for all they do and gratefully noted that it takes a team to have a successful university.
3. Guests: Policies –
 - A. Automated External Defibrillator (AED) Policy- Lori Welch – Lori covered the policy and noted that it comes out of both the office of Risk & Safety and the Police Department. She noted that this will help keep accountable the maintenance of these units around all three campuses.
 - B. Payment Card Industry-Data Security Standard (PCI DSS) – Rachel Grose – This is a policy from system to ensure liability is covered as well as have a compliant system.
 - C. HR Policies [see list in discussion items] -Shawna Kuether
 1. Policy Revisions – Pay Plan Reporting Checklist
 2. Policy Revisions – Performance Management – UPS 1254
 3. Policy Revisions - Local Grievance Policies (Revised Language to comply with WI Statues and SYS 1233)
 4. Policy Revisions – UPS 1277 – T3, Section 4, Merit Pay and new Appendix
 5. Policy Revisions – Extraordinary Salary Ranges – New Appendix to UPS 1277

Shawna Kuether went over the polices noting that they are System policies and/or language from System to use in updating current policies. These are necessary in response to recent audit. The two local policies that this will impact for updates are the Merit & Grievance policies.

4. Approval of the Minutes of September 18, 2019

MOTION: Schultz/Jaeke moved to approve the September 18, 2019 minutes as amended. 1 Abstention. Passed

5. Committee Reports

- a. President's Report – President Goetsch reported on the following items:
 - i. Provost Administrative Staff – Highlights included: The communication from Human Resources will come out soon with direction for the communication and coordination for departments/areas for being open the day after Thanksgiving and days adjacent to other holidays. As a University, we are obligated to be open when necessary, but we want to be sure it's announced that we will be minimally staffed when that happens.
 - ii. Leadership Council – Main discussion item centered around the future goals of combining commencements for all three campuses.
 - iii. Chancellor one-on-one meeting: We were given the go ahead to plan for USPDD 2020.
 - iv. Title and Total Compensation Update – Currently they are job mapping and being sure all job descriptions have been updated. There will be upcoming training for supervisors, and supervisors and employees will need to meet to go over these. It was noted that an appeal process will be established in the spring. Senators asked for an update on the Benefits survey from last year that announced they would have a website updated by now, and it still isn't complete.
 - v. Diversity & Inclusivity Action Committee – OSA has asked for an appointee to the committee; however, Shawna asked that she speak to them first to be sure they are following proper procedures.
 - vi. USP has asked for a representative to serve on the Ethnic Studies Task Force. Senator Deanna VanderWielen volunteered; approval of the appointment will be held later in the meeting.
 - vii. System Representatives Meeting – By September 2020, it is anticipated that all employees will transition to a biweekly payroll. Premium will be split evenly between the A & B checks.
- b. Treasurer's report:
 - i. University Staff Senate: \$ 10,698.00
 - ii. University Development & Appreciation Day: \$ -2,307.50
 - iii. University Professional Leadership & Development: \$ 4,753.00
- c. Faculty Senate – Senator Jaeke noted that it was a more low-key meeting. They had a library presentation, discussed policies, the Strategic Plan, and if unconscious bias training should be mandatory or not. It was announced that their referendum vote on their constitution changes is coming the first week of November. Shared Governance leaders have now been invited to attend the Chancellor Administrative Staff meetings.
- d. Senate of Academic Staff – Senator Bonack – In addition to everything that Faculty Senate shared, they also had an E-Performance update shared at their meeting and approved the Collegium Endorsement for Access Campuses.
- e. Access Campuses – Senator Holzmann (FDL): They has a very nice Scholarship Reception last month. Chancellor Leavitt was at their campus this morning sharing updates related to enrollment, the budget, and anticipated Pay Plan. She also noted her gratitude for all the help Senator Johnson is still providing on their campus with IT issues.

- f. Administrative Representative – Shawna Kuether – Mandatory Trainings will be moving to Shared Services. This has been challenging for Human Resources and is anticipated to be good for accountability and tracking.
- g. Other Committee Report - None

7. Approval Items

- a. Committee Appointment – Parking Appeals – Jessica Kleier

MOTION: Lloyd/Jaeke moved to approve the committee appointment. Passed Unanimously

USS 1920-03 The University Staff Senate approved Jessica Kleier to serve on the Parking Appeals committee.

- b. Collegium Endorsement for Access Campuses

MOTION: Schultz/Lloyd moved to approve the Collegium Endorsement for Access Campuses. Passed Unanimously

USS 1920-04 The University Staff Senate approved the Collegium Endorsement for Access Campuses

MOTION: Hartel/Johnson moved to add a committee appointment to the agenda. Passed Unanimously

Committee Appointment: Deanna VanderWielen - Ethnic Studies Task Force

MOTION: Schultz/Hartel moved to approve the committee appointment. Passed Unanimously

USS 1920-05 The University Staff Senate approved the following committee appointment: Deanna VanderWielen - Ethnic Studies Task Force

- 8. Discussion Items: - Discussion held under guests in above agenda item 3.
 - A. Automated External Defibrillator (AED) Policy [*Stage 3 – Feedback*]
 - B. Payment Card Industry-Data Security Standard (PCI DSS) Policy[*Stage 3 – Feedback*]
 - C. HR Policies - [*Stage 3 – Feedback*]
 - 1. Policy Revisions – Pay Plan Reporting Checklist
 - 2. Policy Revisions – Performance Management – UPS 1254
 - 3. Policy Revisions - Local Grievance Policies (Revised Language to comply with WI Statutes and SYS 1233)
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- 9. Announcements from Senators -
 - a. The academic college restructuring committee has been meeting with area, divisions, departments, and Dean’s Offices to gather feedback if they think this is worth considering. The committee is set to have their recommendation to the Provost by Interim. A survey will be going out in November to departments to

obtain further feedback. The recommendation will be to either change our current structure, keep what we have, or present a new model based off feedback.

- b. The Celebration of Lights volunteer announcement and sign up has gone out. Please sign up by October 25 if you interested. Contact information will be gathered separately by Senator Schultz.

10. Information Items

1. AC Comm Structures [Fox Cities/Fond du Lac]

11. Next meeting – November 13, 2019, Sage 2210 at 1 pm. – GROUP PICTURE AT 1:20 Sharp.

11. Adjournment

MOTION: Johnson/Highley moved to adjourn at 2:18 p.m. Passed Unanimously

April Dutschek,
Recording Secretary