

Meeting Minutes

November 13, 2019

1-2:30 pm, Sage Hall 2210

Present: Lisa Goetsch, Dana Hartel, Michelle Highley, Sue Jaeke, Ricky Johnson, Jessica Kleier, Bob Knudsen, Lori Knudsen, Linda Koon, Judy Lloyd, Sarah Martin Kriha, Amy Ready, Jill Reichenberger, Tom Romanowski, Cindy Schultz, Deanna VanderWielen

Excused: Fran Holzmann

Absent: Laurie Mishleau

Guests: Zack Sowieja

SAS Liaison: Jennifer Bonack

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Goetsch.
2. Guest: Zack Sowieja – E Performance Updates – Starting in January, performance evaluations for next year will be done electronically through HRS. This will be more in line with TTC updates and System requirements. The main goal is performance management that has the mission, vision, and values incorporated. Zach went through a demonstration of the program and answered questions from Senators. Training tools are set to be available in January. For now, this will be used only for university staff and professional academic staff. Faculty and instructional academic staff are not set to begin using this yet.
3. Senate Group Photo was taken for the 2019-2020 members.
4. Approval of the Minutes of October 16, 2019 and November 6, 2019.
MOTION: Reichenberger/Schultz moved to approve the October 16, 2019 and November 6, 2019 minutes as amended. Passed
5. Committee Reports
 - a. President's Report – President Goetsch reported on the following items:
 - i. Provost Administrative Staff – Highlights included: No meeting
 - ii. Leadership Council – A presentation from the Workplace Diversity, Equity, and Inclusion (DEI) Advisory Council was made, and several policies were presented and discussed.
 - iii. Chancellors Administrative Staff meeting – Shared governance leaders are now invited to this once-a-month meeting along with executive directors and above from across campus. Reports included a URA update and a fiscal status for the access campuses.
 - iv. State Representatives meeting – The new Vice President was introduced, the All-in WI tour was reported on, a Colleges restructure update was given (they have met all but 37 of the original 200+ milestones), TTC and HLC updates, and members were asked to encourage colleague to go through the job families, titles, and meet with their supervisors. Encouraged to look at job library (<https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/standard-job-description-library/>) to compare and review prior to meeting with supervisors. Please remember that base pay will not be

changing and that an appeal process is being determined yet, but it will include shared governance.

- v. Coffee with the Chancellor was held this morning, at which collaboration with the Alumni Foundation was discussed, as well as discussion related to contracting with King, for our international students.
 - vi. Chancellors one-on-one meeting is scheduled for next week. Senators were asked if they had any items they would like asked of the Chancellor. (1) How are we targeting the students that take online courses, to continue their education at UWO and hopefully not lose them; (2) Also, could we ask why Titan Alerts haven't been coming out as often as they used to, perhaps an annual reminder would be helpful.
- b. Treasurer's report:
 - i. University Staff Senate: \$ 10 551.66
 - ii. University Development & Appreciation Day: \$ -2,307.50
 - iii. University Professional Leadership & Development: \$ 4,753.00
 - c. Faculty Senate – Senator Jaeke – Highlights included: IT updates from Victor Alatorre were given; an introduction and welcome was made from Sean Fay, the new director of Equal Opportunity and Affirmative Action; Provost gave a budget update; reports and committee appointments as usual; and approval of the endorsement for the joint resolution on the composition of the Search and Screen Committee for the University of Wisconsin System President. OSA had the biggest report, announcing their success for both the UWO Go and their food pantry (The Cabinet).
 - d. Senate of Academic Staff – Jennifer Bonack – There was an emergency meeting held to endorse the Joint Resolution on the Composition of the Search and Screen committee for the University of Wisconsin System President on the 6th. At their full Senate meeting on the 7th they had a TTC update from AVC Kuether, dual authentication discussed, and two search and screen updates shared.
 - e. Access Campuses – Senator Holzmann (FDL): was hoping to call in, but the phone wasn't working.
 - f. Administrative Representative – Shawna Kuether – Shared already in other reports.
 - g. Other Committee Report – Senator Kleier reported that Access Campus graduates have been invited to attend the December graduation. They will be having 6 students attend and will have their own flag, too.

7. Approval Items

- a. Committee Appointments: (1) S&S for AVC for OCE – Lisa Goetsch

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

USS 1920-07 The University Staff Senate approved the following committee appointment: S&S for AVC for OCE – Lisa Goetsch.

- b. Automated External Defibrillator (AED) Policy *[Stage 4 – Recommendation]*

MOTION: Schultz/Johnson moved to approve the Automated External Defibrillator (AED) Policy. Passed Unanimously

USS 1920-08 The University Staff Senate approved the Automated External Defibrillator (AED) Policy.

- c. Payment Card Industry-Data Security Standard (PCI DSS) Policy *[Stage 4 – Recommendation]*

MOTION: Reichenberger/Ready moved to approve the Payment Card Industry-Data Security Standard (PCI DSS) Policy. Passed Unanimously

USS 1920-09 The University Staff Senate approved the Payment Card Industry-Data Security Standard (PCI DSS) Policy.

- d. Emeritus Policy *[Stage 4 – Recommendation]*

MOTION: Schultz/Reichenberger moved to approve the Emeritus Policy. Passed Unanimously

USS 1920-10 The University Staff Senate approved the Emeritus Policy.

- e. HR Policies *[Stage 4 – Recommendation]*

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

MOTION: Reichenberger/Hartel moved to approve the HR Policies. Passed Unanimously

USS 1920-11 The University Staff Senate approved the following 5 polices from HR: (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

8. Discussion Items: - Discussion held under guests in above agenda item 3.
- A. Grievance Policy *[Stage 3 – Feedback]* – Updates were made to exclude gender identifying pronouns.
 - B. Merit Policy *[Stage 3 – Feedback]* - Handout will be shared prior to the next meeting.

9. Announcements from Senators -
 - a. Senator Johnson reported that an email will be coming out soon asking for volunteers for the University Staff Professional Development Day in 2020.
 - b. Senator Reichenberger asked if we have heard any response yet to the joint resolution from all shared governance groups on the search and screen for the System President. Faculty Senate President, Druscilla Scribner, did receive a memo indicating receipt of the joint resolution but with no changes to the search committee composition.
 - c. Senator Schultz noted that she came across a copy of the cookbook that the Classified Staff Advisory Council had put together in 2003 and asked if it would be considered workplace joy to consider making another one. AVC Kuether noted that HR would be happy to sponsor it with a grant their office received for such things. Senator Bob Knudsen asked if it could be paired with an event to have it showcased.

10. Information Items
 1. Senator VanderWielen reported that the committee for Community Engagement on Ethnic Studies is a good committee and looks forward to reporting back to us on anything she finds pertinent.

11. Next meeting – December 11, 2019, Sage 2210 at 1 pm.

11. Adjournment

MOTION: Schultz/Reichenberger moved to adjourn at 1:54 p.m. Passed Unanimously

April Dutscheck,
Recording Secretary