

Meeting Minutes

October 19, 2022

1-2:30 pm, Microsoft Teams Meeting

Present: Brooke Berrens, Lauren Burgbacher Fran Holzmann, Lesa Jorgensen, Kris Kissling, Judy Lloyd, Angelee Hammond, Erin Johnson, Cindy Schultz, Tom Romanowski, Jennifer Keso, Abby O'Neil, April Dutscheck, Danielle Juan, Ashley Behling

Excused: Toni Aaron

Absent:

Guests: Brad Spanbauer, Lisa Goetsch, Leah Mann, Kim Langolf, Jenean Hodge, Erica (Guest), David McKinney, Dana Hartel, Annette Murphy, Lisa Mick, Cameo England, Kim Hansen

SAS Liaison: Erin McArthur

Admin Liaison: Shawna Kuether - Absent

1. The meeting was called to order at 1:01p.m. by President Burgbacher.
2. Guest: Dr. Jennifer Christus – Strategic Planning - Dr. Christus covered what feedback has been gathered so far from the other governance groups and campus. Senators were encouraged to share any feedback also as the deadline will be coming the end of the month. A thank you was expressed for all involved in the process, including Senate's own President-Elect, Brooke Berrens. An implementation team committee will be established to follow up, and be sure efforts are being completed for accountability and communication to campus.
3. Guest: Kim Langolf – Post Not Outsourcing Updates - The decision to not outsource was followed with a request for a plan to make improvements in house. The request was to have a plan within 30 days and the efforts have been ongoing by Kim. She has met with staff from all the shifts from custodial and grounds, IT, HR, and the Risk & Safety committee. Topics included: Training needs, recruitment and retention hiring efforts moving forward, onboarding plans, student worker support needs, budgetary impacts, pay increases, operational needs (equipment [and 5 year maintenance cycle], staffing, supplies), discussion of the need for all three shifts or not, possibly having specific crews (moving crews, special events, work orders, etc), new computers for some areas as several need them updated, equity between all three campuses, and a plan to evaluate the new plan in 6 months. President Burgbacher thanked Kim for all of her amazing work and going the extra mile in more ways than one.
4. Approval of the Minutes September 21, 2022
Minutes stand approved as amended.
5. Committee Reports
 - a. President's Report –President Burgbacher reported on the following items:
 - Chancellors town hall – Kim Langolf shared Post-Outsourcing updates and a brief overview, a few UWO recognitions were made, UWO made FORBES Magazine for the top 10 list of great places to work, a thank you was shared to all Veterans, Strategic Planning updates were shared, and a reminder that homecoming is soon and to participate in campus events!
 - Active Searches: The AVC for Research & Innovation and Dean of Graduate Studies has been given a verbal acceptance, just waiting for a written one.

The COB Deans has also made an offer and we are awaiting a response. The search for the Registrar will be getting under way soon.

- Recent communication was shared on the new university staff recruitment process. Documents and rational still has to be reviewed by Human Resources, but please read the communication for all changes.

- b. Treasurer's report –
 - i. University Staff Senate: \$ 627.01
 - ii. University Development & Appreciation Day: \$-767.28
 - iii. University Professional Leadership & Development: \$ 4753.00
 - c. Faculty Senate (Burgbacher) – They had a discussion about a Credit and Contact Hour Policy, reviewed and made suggestions to the Vehicle Idling Policy, they formally approved the transition of the handbook to online status, shared additional Strategic Planning feedback, and some concerns were noted about grasslands throughout campus and a hope to communicate that they are used for teaching across campus plans to request for a further signage and communication on the timeframe of cutting them back each fall.
 - d. Senate of Academic Staff – (McArthur) – Similar reports to Faculty Senate, an update that System is also drafting a Strategic Planning draft, they have the Provost coming to their next meeting to share Enrollment and university updates, and their Senate approved of updates made to the policies and procedural forms for the Academic Staff Professional Development Fund.
 - e. Access Campuses –
 - Senator Kissling (FOX) – Updates: It's mid-semester already, which is going well.
 - Senator Holzmann (FDL) - Updates: No report at this time, same as FOX.
6. Action/Approval Items –
- a. *Faculty Senate Representative – Still Need a Senator to volunteer*
 - b. Climate Action Committee Representative – Danielle Juan
 - c. Bylaws Committee – Cindy Schultz and Angelee Hammond (*1 more Senator/past Senator needed*)
 - d. Reeve Advisory Council – Melissa Schraufnagel
 - e. Registrar Search & Screen – University Staff Rep: Chris Hendee

MOTION: Schultz/Hammond moved to approve the filled committee appointments. (11 Yes) Passed

USS 2223-01 The University Staff Senate approved the following committee appointments: Climate Action Committee Representative – Danielle Juan, Bylaws Committee – Cindy Schultz and Angelee Hammond, Reeve Advisory Council – Melissa Schraufnagel, Registrar Search & Screen – University Staff Rep: Chris Hendee.

7. Discussion Items [In One Drive for Senators if needed] –
- a. Vehicle Idling Policy – Brad Spanbauer – This policy will help campus line up with goals to be more sustainable. This is a great way to help reduce emissions around campus, and will serve to be more of an education and awareness policy, not punitive. He is working with UMC to create some small informative cards that will contain fast facts to be shared. Senators asked about guests to campus,

who we can share these information cards with, and the hopes to make the awareness be helpful in key changes that can be made.

- b. Handbook Transition to Online – Trevor is completing this project and will let us know when we can vote on it.
- c. 2 Open Senate seats – (In Admin Services B) – Please encourage colleagues to join us!

8. Items from Members – None

9. Information Items

- a. Ellie Maslowski Scholarship applications Due: November 6, 2022 (*see emails from Cindy Schultz for details*)
- b. University Staff Senate Professional Development Grant applications due: November 18, 2022 (*see emails from Cindy Schultz for details*)
- c. Next Meeting: Nov 16, 2022 - Guest: Provost Koker
- d. Dec. 14, 2022 – Guest: Chancellor Leavitt
- e. President Burgbacher noted that we are aware there is a conflict between HR Connections and our Senate meetings, and hopes to coordinate with HR for the spring semester.

10. Next Meeting: November 16, 2022

11. Adjournment

Meeting adjourned at 2:29 p.m.

April Dutscheck,
Recording Secretary