Council Members Present: Missy Davis, Robert Rust, Kathy Young, Greg Elliot, Helen Spasojevich (for Ryan Sicard), Mary Foster, Connie Fassino, Linda Matzek, Deb Toftness, Deb Schwab

Guests: Jacklyn Bennett, Kristine Jones, Jane Betz

Call to Order: The meeting was called to order at 1:31pm by USS Chair Missy Davis.

Minutes:

• There was a correction to the minutes regarding the motion for approval of minutes from the previous meeting.
• Motion to approve the minutes of the August 28 special meeting as amended: Greg E/Mary F. MC

New Business:

• Sally Margis Award
  o There have been additional funds from the Annette Blanchette estate contributed to the endowment. The award will eventually go up, but we are still waiting for the amount impact from Logan.
  o We discussed award committee membership, which should consist of the vice-chair, a committee member from the previous year, and one other member.
  o Last year’s committee was Greg E, Linda M, and Helen S.
  o One of the award recipients from last year hasn’t used his/her allocation yet. We decided the committee should consider adding a provision for a deadline for fund use submissions.
  o This year’s committee will consist of: Greg E. (vice-chair), Linda M, and Deb T
    ▪ A committee member should contact the awardee who hasn’t used their award yet
    ▪ The committee charge should be modified to include notification of both recipients and non-recipients.
• University Staff LISTSERV list address change: Per the e-mail that was sent out and notice in Falcon Daily, the address is now universitystaff@lists.uwrf.edu.
• UW Shared Governance meeting being held next week at UW-Whitewater: Kathy Y. will be attending for us. The agenda includes: benefit changes, health insurance premium deductions, budget cut impacts, upcoming/expected changes with the University Personnel System (UPS), and the impact of USS involvement in shared governance on faculty, academic staff and students.
• The meeting was recessed briefly for a group photo by Hailey Smith (University Communications & Marketing intern).
• Performance Survey Working Group
  o A group is being formed to move forward on the evaluation of the Provost per a Faculty Senate motion.
  o Connie F. volunteered to represent University Staff in this group.
• Liaisons for Faculty Senate and Academic Staff Council
  o The purpose of the liaisons are to provide information exchange and bridge communications; they are more observational roles and act as providers of information to those bodies.
  o Faculty Senate meets every two weeks; Academic Staff Council is currently meeting once per month but looking at every other month.
  o The Faculty Senate meetings can be lengthy. Mary F. and Kathy Y. will alternate on Faculty Senate and inquire about the possibility of adjusting how long they need to attend each meeting based on the meeting’s agenda.
  o Robert R. will be the Academic Staff Council representative
• Faculty/staff Handbook
  o Jane Miller contacted Deb S. indicating they’re ready to add items.
  o Policies and chapters are being re-numbered to fit in. Some links (for forms or other policies) are not ready yet. Once content is in the Handbook, we will maintain it. Content is being moved as-is (minus numbering changes) and missing links will be inserted as targets are available.
  o Deb S. will get started and ask for assistance when she’s ready for it.
• Operational Policies regarding call-in compensation
  o If these are not addressed specifically by UW compensation operational policy, then local past practices take effect until a local policy addressing it is in effect.
• University Staff Holiday Party
  o We discussed whether we should focus energy on an employee development day instead. Faculty and academic staff do not have a holiday party, but our event has been well-attended in the past.
  o We discussed the name of the event and possibly altering it to be a “university staff social” or “university staff winter party” rather than holiday-focused. The timing is also an issue, as during commencement setup is bad, as is during J-Term.
  o Volunteers for the committee will be solicited and Missy will reach out to individuals who’ve voiced interest in the past.
  o Guidelines will be developed for dates to avoid, including the weeks leading up to and including commencement.

MOTION: Kathy Y./Greg E. made a motion to adjourn at 2:40 p.m. MC

Respectfully submitted,

Robert J. Rust
University Staff Senate Secretary