University Staff Senate  
Special Meeting Minutes: July 23, 2015  
UC 332 – Eau Galle Room  

**Council Members Present:** Missy Davis, Greg Elliott, Linda Matzek, Deb Toftness, Kathy Young, Ryan Sicard, Connie Fassino, Robert Rust, Mary Foster  

**Guests:** Kris Jones, Jacklyn Bennett, Lesa Woitas, Cindy Gregor, Gloria Davis, Peter Reese  

- **Call to Order:** The meeting was called to order at 10:33am by USS Chair Missy Davis.  
- **Minutes:**  
  - Motion to approve the minutes of the July 9 meeting Connie F/Linda M. MC  
- **Performance Management Policy Review:**  
  - The USS reviewed feedback provided to date on the Performance Management Policy draft.  
  - The reasons for having a different process from academic staff were discussed, as concerns were submitted regarding potential additional work for supervisors who oversee both university staff and academic staff.  
    - The explanation was given that USS can work with Academic Staff Council in the future if there is a desire to align it, but it’s expected to be a significant amount of work.  
  - Peter and Mary reported on why “exceptional” was removed from the rating scale.  
    - Feedback from a Psychology professor with experience in rating scales is that “exceptional” doesn’t make sense if there is not an equivalent poor rating available as well.  
    - Removal of “exceptional” helps keep ratings more comparable and objective, particularly when comparing between evaluations from a supervisor with 1 employee versus a supervisor with 6 or more.  
    - Mary reminded those present that merit is a separate process and that the evaluation is a contributing component, but not the only piece of that process.  
  - **MOTION:** Deb T/Mary F moved to send the policy draft back to committee and get input from Professor Tubre on the rating scale. MC  
- **Old Business:**  
  - Connie presented the latest letter on the 100K distribution plan  
    - Mary F suggested that rather than submitting a letter, USS pass a resolution as other shared governance bodies have done to make statements, with a motion for development of a compensation plan  
    - Missy will seek clarification from Human Resources (Deb S) regarding how the compensation policy is being developed, namely determining whether a subcommittee will be formed \  
    - Wording revisions were made to the letter.  
    - Robert R/Mary F moved to convert the letter to a resolution to be brought to the next USS meeting. MC
• New Business:
  • University Staff Senate needs a representative to UW shared governance meetings.
    o Some budget is provided to fund these trips.
    o Mary F requested that written reports, including discussion points, be created as an outcome of attending these meetings
    o Greg E and Kathy Y volunteered to attend
    o Vote by paper ballot: Kathy Y is primary attendee, with Greg E as alternate

MOTION: Kathy Y/Greg E made a motion to adjourn at 11:24am. MC

Respectfully submitted,

Robert J. Rust, Secretary

Action Items:
• Missy will send draft of performance management policy to all university staff.
• The performance management policy committee will reconvene in a couple of weeks.
• Mary will contact Travis Tubre regarding the rating scale used.
• Missy will contact Deb Schwab regarding the compensation policy.
• Mary, Connie and Kathy will convert the letter to a resolution to present at a future meeting