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

Guests: Helen Spasojevich, Jane Betz, Kris Jones, Connie Smith, Kay Corey, Molly Matzek

- **Call to Order:** The meeting was called to order at 1:30 pm by USS Chair Missy Davis.

- **Minutes:**
  - Motion to approve the minutes of the June 11 regular meeting Greg/Deb T. MC

- **UPS Local Policy Review:**
  - Workplace Safety policy was presented by the subcommittee members and discussed by the USS. Greg asked about safety equipment allocation for University Staff. Connie Smith said there is a reference to the Personal Protection Equipment Policy (PPEP) in the Workplace Safety Policy, and PPEP is nearly finished. According to the PPEP, each position on campus will be evaluated for safety equipment requirements.
  - **MOTION:** Greg/Connie F. moved to approve the Workplace Safety local policy as submitted. MC. The policy will be sent to Donna Robole (and Deb) for final review and submission to the Chancellor.

- **Old Business:**
  - Local Policies:
    - Catastrophic Leave policy was approved by the Chancellor and Linda will post on USS website as approved.
    - Deb S. asked how to get our policies in Faculty & Staff Handbook. Mary will talk to Jane Miller about correcting the name of the handbook and how we get access to update our section (Chapter 7). Linda and Robert will update the handbook with our information once we have access.
    - Two policies remain to be completed: FLSA will be written by Deb S. Compensation will be drafted by HR and reviewed by USS. Deb S. thinks a draft may be forthcoming in the next month or so.
    - Budget Discussion: Missy reported on her meeting with Elizabeth Frueh regarding the equity adjustments for faculty, and confirmed that she decided not to submit the letter to the Chancellor. A discussion ensued regarding the letter to the Chancellor.
  - **MOTION:** Greg/Deb T. moved that the letter to the Chancellor be revised to add a request to include University Staff in an annual equity adjustment plan. MC. Connie, Kathy and Mary will work on the revision.
• **New Business:**
  - Shared Financial System/Human Resources System ability to deduct health insurance premium from both regular pay periods. It’s been suggested that we contact SFS/HRS at System and encourage them to make the change. UW-Eau Claire staff reported in the teleconference that they know this can be done with add-ons. It was determined that we would discuss this issue at the next regular meeting of the USS.

**MOTION:** Mary/Greg made a motion to adjourn at 2:50 pm. MC

Respectfully submitted,

Mary J. Foster (on behalf of Robert Rust)