University Staff Senate
Meeting Minutes
Room 322 UC
January 12, 2017

Call to Order 1:01 PM

Council Member Present: Kathy Young, Heather Wittkopf, Deb Toftness, Helen Spasojevich Deb Schwab, Linda Matzek, Connie Fassino, Gregg Elliott, Missy Davis, Guests: Jane Betz, Kris Jones

Kathy read a statement concerning civility and respect toward other Senate members in any discussion the Senate has.

Seating of Substitutes – Mike Woolsey for Robert Rust. G. Elliott/D. Toftness approved

Approval of December 9, 2016 Minutes. C. Fassino/G. Elliott approved.

Reports
1. Chair’s Report. Academic Staff Council meeting. Academic Staff have similar concerns as ours: employee development, morale, additional duties without additional compensation. They would like the Chancellor to speak to the deans and directors about training in both hard and soft skills. The deans and directors tell administration one thing and something different to staff. Employee turnover: a lot is going on that makes people uncomfortable, they feel they don’t have a voice, there is a focus on faculty not on academic staff. The Strategic Planning Committee should look at departments that impact other departments that have had large cuts. Interim appointments: Why have there been so many? Why have some been filled quickly and others not? Printing issues. Robert will set up an account for Senate members to use for Senate business.


Unfinished Business
1. Search & Screen Updates
   a. CEPS. Mike Harris will start on February 1.
   b. Executive Director of Facilities. Currently in the interviewing stage. 1 interview already completed, 2 more scheduled later in January.

3. Compensation Policy.
   a. Discussion of forms and links. Mike and Robert will work on creating persistent URLs that will link to the forms.
   b. The change to the definition of compensation analysis throughout the policy was accepted. Addition of “University Staff Senate” to 7.7.9.3(G): “The Office of Business and Finance will provide merit dollar amount allocations to the University Staff Senate and Division Heads from the following areas:…”

4. Compensatory Time Policy. Discussion of statement: “Anyone failing to use this time prior to this date may be subject to appropriate disciplinary action.” Greg would like this statement removed as supervisors approve using comp time. Motion to remove the sentence, M. Davis/G. Elliot. Discussion to amend motion to remove complete sentence or rewrite to add “supervisor”: “Failure to use this time prior to this date may subject the employee and the supervisor to appropriate disciplinary action.” C. Fassino/G. Elliott. Motion approved.

5. Questions with the Chancellor – approval of minutes. C. Fassino/M. Davis

New Business
1. Disability Advisory Committee Representation. Would we like a seat on the committee? It is felt that the University Staff should have a presence on university committees. Academic Staff will also have a seat. Motion to accept invitation M. Davis/G. Elliott. Motion approved.

2. UW-River Falls Shared Governance Participation Policy, UWW, UWS (draft)
   Topic tabled until February meeting.

3. Open House Feedback
   a. Note thanking the Senate for all we do.
   b. Bring back tuition reimbursement. The Chancellor addressed this at our fall open meeting. It is not possible now because of limited budgets
   c. Raises for those who didn’t receive them through the 1st year disbursement of the wage adjustment. Raises will be given in the 2nd year according to the formula already devised. Increased enrollment is not a factor in awarding raises. The Chancellor addressed this at our fall open meeting, as well.
d. Reports from Univ. Staff reps. attending meetings. Oral reports are included in regular USS meetings under Chair’s report, Officer reports, and Other reports if a committee has any action. Minutes are taken USS meetings and Senate members may keep their own notes. Official minutes are stored on the T drive. Anything more onerous may discourage committee participation.

e. Printing monthly treasurer’s reports. An oral report is given at each meeting which is included in the official minutes. Senate members can keep their own records. Treasurer can email the report to Senate members prior to the monthly meeting. The information will be included with the minutes.

f. A “budget review committee” to review annual budget of the USS. The university has safeguards in place and the Treasurer has the responsibility to keep accurate records. Budget amounts are reviewed each year in WISDM. Toward the end of the fiscal year, the Senate reviews how the budget was used during the year and makes adjustments for the future. The duty of periodically reviewing the budget and reporting on it through WISDM will be added to the Treasurer’s responsibilities in the Bylaws. No new committee will be formed.

g. Pre-approval of travel expenses of Senate members. Procedures were voted on last year and were already approved.

M. Davis wanted to continue the discussion but as the meeting was past the adjournment time and the feedback was shared for informational purposes only, the discussion was suspended. Motion to adjourn D. Toftness/M. Woolsey. Approved.

Adjourn 2:14 PM