University Staff Senate
Meeting Minutes: November 12, 2015
UC 322 – Chippewa River Room

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

Guests: Joel Afdahl, Marlys Carsten, Jason Meyer, Cheryl Kloss, Jacklyn Bennett, Lisa M. Lee, Jane Miller, Helen Spasojevich

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

Minutes:
- Motion to approve the minutes of the October 8th meeting: Greg E./Deb T. MC

Old Business:
Performance Management Policy
- Kathy Y/Greg E moved to bring policy to the floor for discussion. MC
- The Performance Management committee met earlier in the day and made some adjustments but they are not ready for discussion. They will be presented soon.
- Motion to table policy discussion until next meeting: Greg E./Kathy Y. Motion withdrawn.
- Motion to review changes via e-mail and discuss electronically: Mary F/Kathy Y – MC

Voluntary Reassignment Policy
- Kathy Y/Deb T moved to bring policy discussion to the floor. MC
- Deb S. provided an update on the progress of voluntary reassignment procedures; one-on-one meetings are expected to finish this coming Monday with a deadline to inform HR of reassignment choice being December 1
- Under the University Personnel System, this is part of moving all non-hourly (exempt) to academic staff assignments
- There are some benefits to doing this for recently hired staff as they get more up-front vacation and sick leave benefits.

Faculty and Staff Handbook
- Deb S provided Jane with the outline of our chapter and content last week.
- Jane hopes to have all the content currently available posted to the website by the end of next week (week of Nov. 16).
- Jane will investigate whether it’s possible to include a ‘last updated’ note for web pages

Holiday Party Update
- People are signing up and getting their payments in.
- The committee is still looking for donations.
- Missy D. will be responsible for introducing the Chancellor and others at the luncheon.
Sally Margis Award Committee report (Greg E., Linda M., & Deb T.)

- The committee has met and chosen the recipient; they are now working on acknowledgement letters

Motion: Greg E./Mary F. moved to approve the agenda. – MC

University Staff Compensation

- We discussed the action item from the University Staff Senate executive committee’s meeting with Elizabeth Frueh, namely to identify what tools we’d like to use to improve compensation for the lowest paid UWRF staff.
- Deb S. provided some statistical findings from her analysis of positions so far as well as some insights into what other campuses are doing:
  - As of November 8, there are 211 university staff employees
  - 21 US are paid less than $13/hr
  - 17 US are paid between $13/hr and $15/hr
  - 45 US are paid between $15/hr and $16/hr
  - 19 US are paid between $16/hr and $17/hr
  - 109 US are paid over $17/hr
  - 59 US were broadbanded when hired (prior to July 1, 2015), which means UWRF had flexibility as to the salary offered candidates for those positions when they were hired
  - UW-Stevens Point raised pay rates up to $13.05 and to $14.03 for certain ranges.
  - UW-Madison made use of the living wage rate for the city of Madison as a minimum wage for US employees and is bringing everyone up to at least that wage)
  - UW-LaCrosse provided an increase of up to $1.24/hr for custodians and groundskeepers
  - The maximum pay rate for custodians is $19.04/hr

- Motion to send the issue to committee for debate with a charge to formulate ideas for use of tools that could be applied to available funds: Greg E./Ryan S. - MC
  - The hope is to come up with a multi-year plan that we can have discussion around.
  - There will be opportunities for discussion with other university staff.
  - Senators Missy D., Mary F., Kathy Y., Greg E., Deb S. and Deb T. will serve on the committee
  - Volunteers were solicited from the meeting guests as well and several signed up.
  - Deb S. indicated she has data for wage rates at similar employers in the area, such as River Falls School District, Hudson School District and the City of River Falls, for many positions which are currently under $16/hr.
  - Weekly committee meetings will start next week (week of Nov. 16).
New Business

Shared Governance Meeting update

- Kathy Y. provided a briefing on how the UW Shared Governance meetings have gone
- The two meetings that have taken place (September and November) have been well-attended
- The topics of discussion have included bi-weekly health insurance deductions and the proposed changes to FLSA law.
- It has been very helpful to meet face-to-face and share experiences with various other issues on UW campuses. It’s similar to the monthly telepresence meetings but they’re able to have longer, in-depth discussions when meeting in person.

University Staff budget

- University Staff Senate is currently allocated $1500/year as a working budget for travel, supplies and other expenses.
- Faculty Senate and Academic Staff Council have budgets for time compensation for the chair, etc.
- Elizabeth Frueh is open to the idea of USS having a similar budget and has provided direction on how we’d go about requesting one.
- Meetings in Madison can be costly, so we need to develop guidelines for when we send someone.
- Motion to send the task of budget formation to committee: Kathy Y./Mary F. – MC
- Senators Kathy Y., Linda M., Greg E. and Missy D. volunteered for the committee.

**MOTION:** Kathy Y./Linda M. made a motion to adjourn at 2:26 p.m.  MC

Respectfully submitted,
Robert J. Rust
University Staff Senate Secretary