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

Guests: Marlys Carsten, Samantha Suckow, Cheryl Kloss, Karl Peterson (Faculty Senate Liaison), Jason Meyer, Jacklyn Bennett, Lisa Lee, Kris Jones

Call to Order: The meeting was called to order at 1:43pm by USS Chair Missy Davis.

Seating of Substitutes:
- Kay Corey was seated for Mary Foster
- Helen Spasojevich was seated for Ryan Sicard

Agenda:
- Motion to accept the agenda: Greg E./Connie F. - MC

Secretary’s Report:
- Motion to approve the minutes of the November 12th meeting as presented: Greg E./Linda M. MC

Old Business:
Performance Management Policy
- Motion to accept the policy with suggested wording changes: Greg E./Kathy Y. MC

Voluntary Reassignment Policy
- Deb S. provided an update on the first round of reassignments; of the 41 university staff eligible, 8 will be making the change to academic staff.
- The next change window will be November 2016

Budget Committee report
- The committee met and brought a proposal of $5000 salary and $5000 supplies & expenses; they are expecting a counter-proposal
- Motion to submit budget proposal as developed by committee: Greg E./Deb T. – no vote
- The limit specified by Elizabeth F. was $6500.
- Many questions arose in committee:
  - How do we set a salary compensation budget with a variety of hourly rates?
  - What limits are there on release time after which additional compensation should be provided?
  - Do we sacrifice salary to cover supplies and expenses since $1500 will not cover 6 UW university staff meetings a year?
- Motion to refer budget proposal back to committee: Greg E./Deb T. – MC
- Kathy Y. will schedule another meeting; Robert R. will be included.
Equity Committee
• Greg E. provided a report on equity committee activities.
• A motion was made in committee to require that the equity rubric contain a factor of overall seniority (years of service)
• The committee has had lots of spirited discussion on how to achieve equity, including many diverse opinions.
• More meetings are scheduled for next week (Dec 14-18).

New Business
Shared Governance Meeting update
• Kathy Y. provided a briefing on the 12/4 meeting
• She and others in attendance were provided updates in a shared session:
  o A tenure task force is in place; it does not include university staff or academic staff in discussions of program discontinuations.
  o The compensation and titling review process has been pushed back into next year.
  o There are strong concerns regarding the FLSA rate change; it will change, but it remains to be seen how big the change will be and how many people it will affect.
  o Affordable Care Act rules which go into effect January 1st have implications for campuses, particularly for student employees (namely requirements for employees working 30+ hours per week).
• In small group session, Kathy heard news of layoffs at other campuses, reductions in hours at UW Stevens Point, and regionalization of services (in which UWEC, UWRF and UW Stout were mentioned specifically with HR, IT and other areas identified as possible points for some consolidation).
• There is a pool of funding being distributed to campuses from UW System to bolster faculty compensation.

Faculty Senate meeting report
• Kay C. provided Mary’s report
• The awards from the $100K fund were discussed as well as the language regarding eligibility.
• Executive Order 54 (covering mandatory reporting) was discussed as well; see update from Missy below in agenda

Academic Staff Council meeting report
• Kay C. provided Mary’s report
  o The Provost provided an update on the internal search for Associate Vice Chancellor (interim is Wes Chapin); there are 4 faculty and 2 academic staff serving on the search committee
  o ASC is working on their merit policy and had some questions for the administrators; the Provost indicated there is no equity adjustment money available for academic staff.
  o Mike Martin reported that at System meetings he heard a committee for titling and compensation was being formed.
• Some questions arose from the ASC meeting report
  o There may be an additional layoff of a university staff member, but we’re hearing this through back channels rather than from administration; we have concerns about our ability to support affected individuals and watch out for them when we find out about layoffs this way.
  o Why is there no university staff representation on the search committee for Associate Vice Chancellor, since the position does oversee university staff?
  o Motion to have USS chair inquire as to why university staff are not included on the search committee for Associate Vice Chancellor: Kathy Y./Greg E. – MC
  o Will university staff be represented on the titling and compensation committee at the UW System level? Yes.

Executive Order 54
• Missy D. provided an update on Order 54. A plan is being developed to provide online training for everyone that will result in a printable certificate that their direct supervisor must keep on file.
• Administration is still working on figuring out where student workers fall in.
• There is a question as to whether the frequency of training is influenced by access to unenrolled minors (such as for employees who work in the Wyman Education Building and are therefore in proximity to the preschool).

Motion to table remainder of the agenda: Kathy Y./Deb T. – MC

Walk-On Items

USS Chair meeting with shared governance
• Missy D. attended a meeting of UWRF shared governance and received updates from administration.
• Applications are up 18% over last year for new students; more activity than we’ve seen previously, so this is a good thing but not a guarantee that it will translate into higher enrollment.
• A veterans certification/advisory committee on veterans affairs is being created to oversee meeting of mandates; the committee needs a university staff member on it.
• Motion to solicit volunteers via e-mail: Kathy Y./Greg E. - MC

MOTION: Deb T./Linda M. made a motion to adjourn at 2:40 p.m. MC

Respectfully submitted,
Robert J. Rust
University Staff Senate Secretary