University Staff Senate  
Meeting Minutes: March 10, 2016  
UC 322 – Chippewa River Room

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

Council Members Absent: Deb Schwab

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

Seating of Substitutes:

• Molly Matzek for Kathy Young when Kathy leaves early: Greg E./Robert R.-MC

Secretary’s Report:

• Motion to approve report with spelling corrections from Deb T.: Connie F./Mary F.-MC

Treasurer’s Report

• Balance of $127.14
• Pending charges:
  o One room setup charge for a meeting
  o A hotel bill will be added after the 3/11 UW shared governance representative meeting
• Motion to accept report: Greg E./Connie F.-MC

Old Business:

By-laws Committee Report

• The committee provided a summary of the changes as follows:
  o Reconfigured slightly to conform to Faculty Staff Handbook numbering and formatting.
  o Remove historical notes and preamble; replace with brief statement of scope and purpose taken from Regent Policy Document 20-20
  o Add statement to Roles and Responsibilities: “It is the responsibility of the University Staff Senate to participate actively in the immediate decision-making and policy development of the institution, in accordance with Regent’s Policy 20-20.”
  o Add Liaison members from Faculty and Academic Staff under Non-voting Appointments.
  o Change titles of officers from President and Vice President to Chair and Vice Chair
  o Add statement to Terms of Service: “For purposes of continuity, terms of service on USS are staggered, leaving three seats open for election each year. The term for new appointees will begin in the first week of June overlapping with outgoing members whose term ends the last week of June.”
  o Rewording: “If an elected senator leaves before the term is completed the Vice Chair, in consultation with the Elections Committee, will ask the next highest vote getter in the same unit from the most recent election to complete the term. If no one from the same unit is willing to complete the term, the next-highest vote-getter from any unit in the
most recent election will be asked to fill the position until the next election, at which time the vacancy will be listed for the number of years remaining in the term and for the same unit.”

- Clarification of wording for Executive Board: “The Executive Board of the Senate will consist of a Chairperson, Vice-Chairperson, Treasurer, and Secretary – to be elected by the nine voting senate members annually. The Chancellor’s Administrative Liaison will be a non-voting member of the Executive Board.”
- Add this statement to Executive Board Membership area: “In the event of a Board vacancy, the USS will elect a new representative from within.”
- Added sections for Responsibilities and for Duties for the Executive Board.
- Added descriptions for Web Master and for Communications Coordinator.
- Clarified attendance policies and removed Leave of Absence option.
- Provided detailed description of Sally Margis Award Committee duties and responsibilities.

- Minor changes were recommended for formatting and grammar.
- Motion to accept bylaws revisions with minor changes discussed: Mary F./Kathy Y. - MC

Budget Subcommittee Report

- Budget of just under $6500 granted for July 1, 2016 and will be provided annually

Elections Committee

- The committee has met and the cut-off date for nominations is March 15.
- They will meet afterwords to develop Qualtrics voting and then will contact nominees.
- Deb T. will put a reminder in Falcon Daily on Friday (3/11) and a reminder will be sent to the university staff LISTSERV list on Monday (3/14)
- Election results are expected to be reported in May.

Wage Adjustment Subcommittee Report

- A Qualtrics survey has been posted and closes on Monday (3/14) evening.
- Monday’s reminder e-mail for elections nominations will include a reminder for this survey as well with a note to check the Clutter folder.
- The survey results will provide an informed direction to move in.

New Business

College of Education and Professional Studies dean search

- Kay Corey and Jerri Peterson have been nominated to serve on the search.
- Motion to submit Kay’s name for inclusion on the search: Deb T./Kathy Y. - MC

University Staff involvement in position searches

- How do we request university staff members on search committees when those positions have impact on university staff?
• There are no guidelines on searches for hires. What is current policy and what might be received?
• What is the current practice for university staff and academic staff? What’s in the handbook for faculty?
• Motion to table this discussion item: Greg E./Linda M. - MC

Walk-on Items

Employee Handbook

• The handbook has been updated and is online.
• When should content be removed from the USS website and visitors directed to the handbook?
  o Links will be updated and an announcement made, then old content will be removed.
  o Information will be added to our site on how to use the handbook (searching, etc.).
  o Linda M. will work on getting things ready to go.
  o Robert R. will send out an informational e-mail once the link is up.

Meeting notices

• What options are available to make these available on the USS site? Can we link to the governance calendar?

Move to adjourn @ 2:06pm: Deb T./Linda M. - MC