University Staff Senate  
Meeting Minutes: April 14, 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, Deb Schwab

Council Members Absent: none

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

Seating of Substitutes:
  • None needed

Secretary’s Report:
  • Motion to approve report as presented: Connie F./Greg E. - MC

Treasurer’s Report
  • There is a balance of $20.14 with no outstanding bills or charges
  • Motion to accept the treasurer’s report: Mary F./Heather W. – MC
  • Given the balance situation, we are concerned about Kathy attending the next shared governance meeting in May.
  • Motion for Mary F. to draft a request for funds to cover the cost of travel to the next UW shared governance meeting to be held in Madison in May: Mary F./Greg E. - MC

Old Business:

Bylaws Committee Report
  • The chancellor has approved the revised bylaws with a numbering fix: 7.2.2 under “Purpose”
  • Robert will post the fixed version to be provided by Deb S.

Wage Adjustment Committee Report
  • A formula has been developed and we will consult with Elizabeth F. to verify we’re on a legally workable track before we do the final work to submit it.
  • We have a memo of commitment from the Chancellor for $25,000 in funding for wage adjustments under this framework effective July 1, 2017.
  • It is expected some funds will be available July 1, 2016.

Elections Committee Report
  • We sent out 207 ballots and as of today have 69 responses.
  • Kris J. and Heather W. reported that their ballot e-mail arrived in their respective Clutter folders.
  • Elections will close on May 4th.
• The USS website needs to be updated to reflect 2 member-at-large positions per the current bylaws. Linda M. will update the site.

University Staff representation on search/hiring committees

• Academic Staff policy does not specify representation but recommends that academic staff be included
• University Staff have a statement similar to that of academic staff.
• For faculty searches, non-faculty such as university staff, part-time academic staff, etc. cannot serve; full-time academic staff can serve in a limited capacity.
• For administrative searches, faculty representation requirements are not clear.
• We need to clarify what types of searches we’ll recommend university staff be included in, such as “administrative”. How do we define that?
  o We don’t need to be included on every search, but perhaps those that directly supervise university staff positions?
• What are current practices?
• Motion to table further discussion until our May meeting: Kathy Y./Greg E. – MC

Employee Handbook link/e-mail update

• The e-mail describing accessing the handbook was sent out yesterday, including to temporary staff.
• Human Resources sent an e-mail to supervisors regarding policies and the annual review deadline (which is the 2nd Friday in June)
• The question was raised as to how University Staff members are being informed of the review process and deadline.
  o Mary F. recommended that a message be sent to the University Staff email list regarding the new form, process, and deadline, as well as including a brief in Falcon Daily
  o Kathy Y. will take what Deb S. has sent to supervisors and massage it for the supervisors reports.

New Business

Employee Health Survey presentation by Keven Syverson

• Keven presented survey results from the most recent employee health survey, including comparisons against previous such surveys as well as data on student health.

Budget Task Force Representative

• Lisa Lee, Kelly Hussong, and Kathy Young volunteered.
• Motion to recommend Kelly H. for our representative on the task force: Robert R./Heather W. – MC
Walk-on Items

Search and Screens for CIO & HR Director

• Kathy Y. suggested that we set up a committee on committees to provide volunteers.
• Putting a call out for volunteers every 6 months or annually to collect names was also suggested. This could perhaps be included with elections activities.
• We will put this on a to-do list for later.
• Motion for Missy D. to put a call out for volunteers on the university staff listserv list: Kathy Y./Greg E. – MC

Faculty/Staff homepage links still reference CSAC

• Robert will follow-up with the appropriate web team member in DoTS.

Move to adjourn @ 2:42pm: Mary F./Deb T. - MC