University Staff Senate  
Special Meeting Minutes: May 26, 2016  
KFA 140  

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

Council Members Absent: Missy Davis  

Guest: Elizabeth F.  

Call to Order: The meeting was called to order at 1:32pm by USS Vice-Chair Greg Elliot.  

Old Business:  

2015-16 Lump Sum Distribution  

• Elizabeth provided additional information that we can use to develop a proposal for distribution of 1-time funds:  
  • To create a merit-based proposal, we can use both meets standards and exceeds standards. Normally we would be unable to use "meets standards" for merit, but the state has granted an exception for these 1-time funds.  
  • There are 190 university staff excluding LTEs and project positions  
  • Administration was thinking of a pool of roughly $100,000 for University Staff  
  • Looking to average $500/person ... so for example perhaps $600 for exceeds expectations and $400 for meets expectations  
  • Something similar to our equity adjustments is also an option.  
  • UWRF administration has established the following minimum criteria which will apply to staff receiving these funds:  
    • Must be employed as of May 1st and still be employed as of June 30  
    • Must have an evaluation (which may exclude people early in their employment who haven't been evaluated yet even under probation)  
    • If supervising, must have all evaluations completed before qualification.  
  • The Chancellor would like a formal motion by June 7th. The award amount would appear on July 7 payroll. 

• Elizabeth also provided an overview of the funds provided back to UWRF:  
  • Roughly $2.5 million back to campus  
  • Approximately $400,000 has been set aside for student financial aid  
  • For lump sum payments to staff: $100,000 for academic staff & $100,000 for university staff  

• Proposed wording of motion as follows: Motion to award one-time lump sum compensation be distributed as $xxx for university staff meeting standards and $yyy for university staff exceeding expectations for university staff employed as of May 1st, still employed as of June 30th with a current scheduled performance evaluation on file by MMM DD, 2016.  
  • This topic was tabled before being made a motion. 

Motion to adjourn @ 2:32p – RR/KY - MC