University Staff Senate  
Meeting Minutes: June 9, 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, Helen Spasojevich

Council Members Absent: none

Call to Order: The meeting was called to order at 1:33pm by USS Chair Missy Davis.

Seating of Substitutes: none needed

Secretary’s Report:

- Motion to approve minutes for May 12, May 18, May 26 and June 1 meetings as presented: Greg E./Kathy Y. – MC

Treasurer’s Report:

- $ -89.58 plus additional charges for travel, but waiting for Elizabeth F.’s re-allocation to be applied. New budget will take effect July 1st.
- Motion to accept treasurer’s report: Mary F./Greg E. – MC

Old Business:

Wage Adjustment Proposal

- The proposal was approved by the Chancellor
- Takes effect with the pay period starting June 26th, with adjustments to appear on the July 21st payroll
- The question was raised as to how people will be notified (or not). Recipients will be notified, while non-recipients will not be. Eligible employees can assume that if they haven’t received a notification by a certain date that they did not receive an adjustment. Further discussion will take place later in the meeting when we discuss an informational e-mail.

Lump Sum Distribution

- The lump sum distribution motion was approved by the Chancellor.
- Lump sums will be included on the July 7th payroll.

Informational e-mail to University Staff

- Information gathering and drafting is in-progress; hope to send the e-mail out by mid-week next week.
- It is recommended that the draft be viewed by someone who’s not been in attendance of USS meetings to verify clarity.
- The new officers will send the e-mail out.
New Business:

Progression/Title Changes

- Prior to UPS, we had a process for reclassifying individuals; we do not currently have one due to on-going work on the compensation policy.
- There is concern regarding the delays to people who are currently waiting for a compensation policy to be completed. Some people could see a delay of around 2 years based on the situation.
- Deb S. would like to see us put forward a motion allowing some of these changes to proceed in the absence of an approved policy.
  - Must meet criteria for a career progression or title change
  - Must have been previously proposed to Human Resources but not allowed to be submitted due to policy absence.
  - Changes will allow a new base pay rate of the minimum of the new salary range or an increase of 10% of the current salary, whichever is greater.
  - Changes will be effective at the beginning of the next pay period following approval of the career progression or title change.
- Motion to allow Human Resources to process requests from supervisors meeting the above criteria: Greg E./Deb S.
  - Amendment to clarify that requests must have been discussed with Human Resources staff between July 1, 2015 and June 9, 2016.
  - Motion carried with amendment.

USS Designee to Review Wage Adjustment Formula Spreadsheet

- Motion to appoint someone annually from University Staff Senate to review the spreadsheet from Human Resources to verify application of the policy for wage adjustments. Kathy Y./Deb T. – MC
- Motion to appoint Robert Rust in this role for the 2016 application. – Mary F./Kathy Y. – MC

Seating of Newly Elected Senators

- Thank you to our outgoing senator, Mary Foster, for her years of service.

Executive Board Elections (Greg E.)

- Mary Foster and Deb Schwab served as election clerks.
- Chair:
  - Kathy Young and Greg Elliot were nominated;
  - Kathy Young elected.
- Vice-Chair
  - Robert Rust nominated;
  - Motion for white ballot: Missy D./Connie F. – MC
• Secretary
  o Helen Spasojevich nominated;
  o Motion for white ballot: Kathy Y./Deb T. – MC

• Treasurer
  o Heather W. nominated;
  o Motion for white ballot: Kathy Y./Connie F. – MC

Discussion of the “Vote of No Confidence”

• It was decided that the time has passed for doing this in a timely fashion.

Informational E-mail to University Staff (continued discussion)

• Robert will send out information by mid-week

Walk-on Items

• Could we send a message to university staff regarding results of the executive board elections? Yes, we will.

Move to adjourn @ 2:33pm: Deb T./Greg E.