University Staff Senate
Meeting Minutes: July 14, 2016
UC 322

Council Members present: Missy Davis, Greg Elliot, Connie Fassino, Linda Matzek, Deb Schwab, Helen Spasojevich, Deb Toftness, Heather Wittkopf, Kathy Young

Council Members Absent: Robert Rust

Call to Order: 1:31pm

Seating of Substitutes: Mike Woolsey for Robert Rust

Approval of Agenda: Elliot/Fassino

Approval of Minutes of June 9, 2016: Elliot/Toftness

Chair’s Report

• June Faculty Senate meeting.
  o Departure of Provost.
  o Interim appointment of Faye Perkins, (Provost), Mike Harris, (Dean CEPS), Crystal Lanning, (AD)
  o Proposed workshop for Admin and Faculty Senators prior to opening week. Aug. 22-26
  o New campus printing structure. It was suggested that the Tech Council would be put in charge of any surplus funds collected from printing.

• Chancellor Van Galen would like to attend our first fall meeting

Other Officer Reports

None this month.

Unfinished Business

• Lump Sum Distribution motion – payments were made on the July 7th earnings statement. 183 employees received payments. Almost all funds were paid out.

• USS Designee to Review Formula applied by HR in Wage Adjustment Spreadsheet -- 186 eligible. 41 received increases. Letters were mailed July 14th, adjustments will be reflected on the July 21st earnings statement. The same formula is in place for next year. Question: should we provide more information for anticipated questions before distribution next year?

• USS Motion 2015-16/4 Career Progression and Title Changes for University Staff – Approved by Chancellor. Deb S. will contact supervisors who sent in requests.

• UWGB Fall Conference – Linda posted information to our website, updates will be posted there. UW-Green Bay organizes a conference for UWGB university staff and
community members. UW-Stout is considering a similar conference. There is no funding as yet. Should UWRF?

• Budget Task Force – University Staff representation/replacement – Kelly Hussong is resigning from UWRF. She has been asked to attend our next USS Executive Board Meeting. Deb T. recommended we should find a replacement either from the others who previously volunteered (Lisa Lee, Kathy Young) or a new volunteer. Missy Davis is willing to replace Kelly. Motion (Fassino/Elliot) to accept Missy’s selection for the Budget Task Force carried.

New Business

• University Staff Senate representation to Faculty Senate/Academic Staff Council 2016-17 – Robert agreed to continue to attend Academic Staff Council meetings. Connie Fassino will attend the August 31st meeting of the Faculty Senate. Further discussion at the August USS meeting.

• Impartial Hearing Officers -- current term expired June 30, 2016. Email sent to current members 6/28/2016, all agreed to serve again. This will be the second year of the maximum three consecutive years for IHO

• Opening Week Event – Motion by Fassino/Wittkopf to schedule an open house for University Staff during Opening Week. August 29 – September 2, 2016. Motion carried. Recommend a morning and afternoon session. Kathy will find an open room. Further discussion about times and a location will be done by email.

• Heather volunteered to put future USS meeting reminders on everyone’s calendar.

Next meeting: August 11th

Adjourn 2:31 pm