University Staff Senate
Meeting Minutes
Room 322 UC
November 10, 2016

Council Members Present: Missy Davis, Greg Elliott, Connie Fassino, Linda Matzek, Robert Rust, Deb Schwab, Helen Spasojevich, Deb Toftness, Heather Wittkopf, Kathy Young

Guests: Marlys Carsten, Kris Jones, Lisa Lee, Linda Nowak

Call to Order: 1:32 PM

- Approval of Minutes October 13, 2016. Fassino/Wittkopf

Reports

1. Chair’s Report

- University Staff Winter Event is scheduled for Friday, December 9, 2016. RSVP by Monday, November 21 to Elisa Lindau, cost $10.00
- HLC Update. Wes Chapin will attend December USS meeting to provide information
- Chancellor’s Award for University Staff. Event Wednesday, November 2nd, recipients Mike Mueller and Mary Miller.

2. Officer Reports (Vice Chair, Treasurer)

- Vice Chair. One-time merit awards were distributed to Academic Staff. No performance reviews were required but a narrative was. A lunch & learn for academic staff will be scheduled to explain the merit process. An academic staff appreciation event is proposed and funding will be requested. They will try to make this an annual event. Discussion of low morale—is the Chancellor aware of this? A listening session with the Chancellor is planned and a Qualtrics survey will be used to develop questions for the session. A substitute is needed to attend the November 16th (10:00 AM) Academic Staff Council meeting.
- Treasurer. Balance as of November 10 is $6119.65. Expenses are $331.35: $94 hotel, $237.35 vehicle. Fassino/Rust Approved.

3. Other Reports

- Sally Margis University Staff Development Award, Linda Matzek, Chair. No report but deadline is November 11 and the committee will meet next week to review applications.

Unfinished Business

- Search & Screen Updates
  - DoTS – Interviews are finished. The committee met November 10th to make a decision. The chair is writing the narrative for the Provost November 11th. Robert reports low attendance at the candidate open forums.
  - CEPS – posting closed, The Committee met November 7. Kay Corey is the University Staff representative
  - Controller – position closed to applicants November 2, Mike Woolsey representative
  - Executive Director of Facilities – position is posted, Jackie Bennett representative. The USS motion for additional university staff representation was not approved by the Chancellor.
Questions with the Chancellor – Minutes of special meeting approved. Fassino/Toftness

New Business

- Proposed Resolution (Supporting UW System 2017-19 Biennial Budget Request). Background: Campus governance groups have been asked to discuss possible (joint) resolution(s) indicating support of 2020FWD and the budget request (the Board of Regents are requesting an additional $42.5 million). Most importantly, refer specifically to the impact on UWRF that a favorable response by the State government would have. What would be the impact on campus? How is the surrounding community affected by UWRF’s budget?
- Compensation Structure and Tools Policy (Local Policy 7.7), Helen Spasojevich, Chair. The policy was sent to USS members earlier. Suggestions/questions were presented for further review by the subcommittee. Minor editing changes were made and an updated version of the policy and forms will be posted on the USS website November 11. More extensive revisions will be drafted in a separate document that will be expanded by feedback from the university staff at the open meeting. The open meeting to review the policy will be scheduled for the end of November/beginning of December. Helen will check for an available meeting room in the UC.
- Proposal to change the USS Meeting time/date – move meetings to earlier in the day to avoid time constraints presented by 2:30 being end of work day for some employees. Motion by Elliott/Rust to move the meetings to 1:00 PM approved. The second Thursday of the month will remain. Helen will find out if the Chippewa River Room is available.

Other New Business

- Missy had questions about feedback from the USS open house earlier this fall. Kathy provided the feedback to the Executive Board but the EB has not had time to review it and more pressing business has delayed review of feedback with the full senate. (Amended: Missy would like the feedback put on the agenda.—12/8/16)
- Missy questioned notification of Exec Board meetings on UWRF’s event calendar. October’s meeting was inadvertently omitted. Do agendas and minutes have to be publicized as the full USS meetings are? Helen will research and report back.
- Bylaws committee will meet soon: Committee members are Kathy, Connie, Linda, and Helen. Missy would like to join it.

Adjourn: 2:45 Motion to adjourn: Toftness/Elliott.