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University Staff Senate
Executive Committee Meeting
June 29, 2016  10:00 am  Cooklock Room

Present: Kathy Young, Chair; Robert Rust, Vice-Chair; Heather Wittkopf, Treasurer; Helen Spasojevich, Secretary; Deb Schwab, Chancellor’s liaison.
Guests, Linda Matzek, Deb Toftness

Reports.
1. Chair’s report.
   June Faculty senate meeting.
   Departure of Provost.
   Interim appointment of Faye Perkins
   Proposed workshop for Admin and Faculty Senators prior to opening week. Aug. 22-26
   Campus printing was not discussed with the Tech Council. It was suggested that the
   Tech Council would be put in charge of any surplus funds collected from printing.
   Faculty/Staff handbook is difficult to search because of its PDF format. Any changes are
   to be sent to Rellen Hardke, Vice-Chair, Faculty Senate. Kathy will follow up. USS
   should be responsible for making amendments to Chap. 7 as needed.

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

   Heather Wittkopf has had WISDM training in her capacity as USS Treasurer.

Unfinished Business.

   USS Motion 2015-16/4, Career Progression and Title Changes for University Staff, has been
   signed by the Chancellor. Deb will contact supervisors

   UWGB Fall Conference. University staff from all campuses are invited.

New Business.

1. Meeting schedule. Leave as is for now
2. USS representation at Faculty Senate (2/month) and Academic Staff Council (1/month).
   Robert Rust agreed to continue attending ASC but will switch to Fac. Senate if someone
   would take over ASC. Kathy will ask for additional USS representatives to attend Fac.
   Senate meetings at our next full Senate meeting. She will fill in as needed.
3. Impartial Hearing Officers. All current members agreed to continue to serve another term.
4. Changes to campus printing. 2 informational sessions were held June 28-29. Individual
   department sessions will be scheduled soon. USS will pay for printing for special meetings
   and handouts. No more printing of agendas and minutes for regular meetings.
5. Request to Speak Form. Change name to “Request to Present Form”. Need to address
   meeting attendee’s concerns about speaking up at meetings. One hour meetings do not
   leave much time for long discussions. Leave time after each agenda item for (limited)
   discussion or at the end of the meeting as time permits? Have University Staff email the
USS email with a concern before the meeting so it may be added to the agenda. Or email any member of the Senate before the meetings.

6. Other Business. Lump sum payments were processed for permanent staff. Will be in our July 7 paycheck.
   USS Senate group photo at our next meeting.
   Next Telepresence in July?