

February 17, 2016, 1:00-2:30 pm
Sage Hall 2210

University Staff Council

Present: Jodi Anthony, Becky Beahm, Heidi Frey, Tom Giesen, Dana Hartel, Marci Hoffman, Julia Hodgen, Michelle Highley, Sue Jaeke, Jess Kleier, Laurie Mishleau, Sarah Martin Kriha, Jill Reichenberger, Paul Van Lankvelt

Excused: Jenny Davies, Pat Fannin, Lisa Goetsch,

Guests: Rebecca Habeck, Cindy Schultz, Ryan Haley, Carleen Vande Zande

SAS Liaison: Debbie Harris

Admin Liaison: Laurie Textor

The meeting was called to order at 1:01 p.m. by President Elect Hoffman

1. Motion to approve the minutes of the University Staff Council meeting of February 3, 2016 as amended by Frey/Hartel. **Approved**
2. Guest: Higher Learning Commission (HLC) Update – AVC Carleen Vande Zande
Carleen went through a PowerPoint presentation going over the current and upcoming stages of the Fall 2017 HLC visit. She credited all the hard work that has gone into this preparation to all those that contributed. The Timeline, Overview and Opportunities, Criteria, Findings, Federal Compliances, and Resources were the main discussion points. Another point of interest was that with this cycle everything is prepared electronically for review.

Site for resources: <http://www.nca.org/Information-for-Institutions/criteria-and-core> components

3. Guest: Chancellor's Study Group Recommendation Report – Budget
Ryan Haley, Chair of the University Budget Development Committee shared the summary of the findings and recommendation and timeline. The best practices were incorporated, along with incorporating Student Credit Hours (SCH) in the budget equation when it fit. The recommendation has been submitted to the Chancellor and his decision will be made in early March.
4. Reports
 - a. President's Report
 - The executive committee has begun working on handbook updates
 - Leadership Council highlights included a recruitment strategy presentation, introduction of the new Civil Rights Coordinator, a report that Tenure will no longer be a state statute but now a choice of each campus, and a demonstration of the new proposed Titan Continuation Program (hiring process). President-Elect Hoffman reported
 - Shared governance leaders report included a discussion on the Workplace Expectation Policy. There was an inquiry related to why the OSA President doesn't attend that meeting himself.
 - b. Senate of Academic Staff Report (Debbie Harris) – Debbie reported that Ameerah McBride attended their meeting to announce the yearly Title Change Process, and a large discussion was held on the professional development fund for academic staff.
 - c. Faculty Senate Report (Dana Hartel) – Dana reported that she was introduced to senate for the first meeting that included a USC representative. Their agenda items included a Salary Equity Technical Document approval, APC approvals, committee reports, and budget issues that were discussed.
 - d. Treasurer's Report (Michelle Highley)
 - USC Balance: \$419.75
 - USDAD Balance: \$4,186.96
 - Leadership & Development Balance: \$6,054.68

- e. USPDD Committee – (Jill Reichenberger) – The RSVP for attendance went out and the key speaker, COLS Dean John Koker, is set. Human Resources in helping remind supervisors that attendance is allowed.
 - e. Leadership Development Program (Jodi Anthony) –The outcomes are being developed and the committee has began to meet on a regular basis.
 - f. Other Committee Reports – None
5. Unfinished Business - None
 6. New Business/Action Items - None
 7. Discussion Items –
 - a. Workplace Expectation Policy - More details to be discussed at a future meeting
 8. Other Announcements –
 9. Next meeting – March 2, 2016 from 1:00 – 2:30pm in Sage 2210.
 10. Motion to adjourn by Riecheberger/Anthony 2:35p.m. Passed

April Dutschek,
Recording Secretary