

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

University Staff Council

Present: Jodi Anthony, Becky Beahm, Jenny Davies, Lisa Goetsch, Dana Hartel, Marci Hoffman, Julia Hodgen, Michelle Highley, Sue Jaeke, Jess Kleier, Laurie Mishleau, Sarah Martin Kriha, Jill Reichenberger

Excused: Pat Fannin, Heidi Frey, Tom Giesen, Paul Van Lankvelt

Guests: Rebecca Habeck, Cindy Schultz, Chancellor Leavitt

SAS Liaison: Debbie Harris

Admin Liaison: Laurie Textor

The meeting was called to order at 1:02 p.m. by President Goetsch

1. Approval of the Minutes of February 17, 2016

MOTION: Moved to approve the minutes of the University Staff Council meeting of February 17, 2016 as amended by Hoffman/Martin-Kriha. Approved

2. Reports

a. President's Report

- The Campus Climate Survey has been released! President Goetsch encouraged council members to take it if they hadn't yet. It was noted, too, that you need to be sure to use the original email you were sent with the link in it, as each individual link within those emails was designated to keep from having duplications. The incentives at the end of the survey are a very nice gesture, including things such as a Bookstore coupon, and being entered into some raffles if you choose. The Chancellor is hoping for an overall 50% participation!
- Leadership Council highlights included: Human Resources reported they are finishing up the equity study; the goals from the retirement incentive program were again shared, being to only fill back 40% of the positions; the Admission Office was noted for all their hard work to assure our application goal is reached, especially in relation to the enrollment goals currently happening; introduction of the new UWO Chief of Police, Athletics report of success from Darryl Sims; and Chancellor Leavitt presented the Strategic Plan to the Council.
- Board of Regents and UW Systems University Staff Representatives meeting is next week
- The University Staff Committee Interest Survey will be out within the next week
- Provost Administrative Staff Report included our submission for the additional All-University Committee additions being discussed, and concerns over representation numbers with one student committee that would need to be updated with this request
- Elections Committee – President Goetsch asked for those willing to serve on the elections committee. Past President: Jill Reichenberger; Past Elections Committee Member: Jessica Kleier; USC Member not seeking re-election: Michelle Highley.
- Bylaws Committee – Volunteers/Members include: Julia Hodgen, Jill Reichenberger, Cindy Schultz, & Dana Hartel.

b. Senate of Academic Staff Report (Debbie Harris) – Their Senate had the HLC update from AVC Vande Zande, as well as the Budget Recommendation Report from Ryan Haley. Discussion mostly included the loss of funding for professional development, but also the possibility of that being reinstated and new criteria that would need to be developed for it.

c. Faculty Senate Report (Dana Hartel) – Dana reported - Their Senate also had the HLC update from AVC Vande Zande; introduction of their new OSA Representative Jared Schadrie; and large discussion related to the budget recommendation, tenure, and the upcoming change of name for Division of Life Long Learning and Community Engagement to the Division of Online and Continuing Education.

d. Treasurer's Report (Michelle Highley)

- USC Balance: \$412.90

- USDAD Balance: \$4,186.96
 - Leadership & Development Balance: \$6,054.68
- e. USRDD Committee – (Jill Reichenberger) – Academic Staff have been volunteering to help so university staff can enjoy the day. Thank you to Debbie Harris for organizing this! The subcommittees had their group pictures last week; Key note speaker gift was discussed; final meeting is next week; and a reminder email will be going out to everyone as the day approaches.
 - e. Leadership Development Program (Jodi Anthony) –The committee has the outcomes developed and they were distributed to council for discussion. President Goetsch thanked the committee for their work.
 - f. Other Committee Reports –
 - A. Cindy Schultz reminded council that the Sally Margis grant requests are due this Friday, March 4th.
3. Guest: Chancellor Leavitt – Highlights included:
 - His strong encouragement to take the Campus Climate Survey and incentives
 - Salary Equity Process update: Data is assembled, Plan to see the changes to the May 1st check, describing that goal to begin the process by having all staff at at least .8 of the market mean for their pay and work up from there, and he agreed to council's request that all staff members receive a letter, to their home, with details of where they are at in the equity process timeline
 - Retirement Incentive Option Update: Chancellor noted that they hope to only hire back 40% of the position to stay within the budget goal.
 - Study Group Recommendations are beginning to be implemented for both IT and IMC and going well.
 4. New Business/Action Items – None
 5. Unfinished Business - None
 6. Discussion Items –
 - a. Workplace Expectation Policy – The committee has met to discuss forum feedback, as well as shared governance leaders' feedback. Updates are now being made to be sure all necessary revisions are made.
 - b. Answers from HR Forums –
 - Communication challenges
 - Data requested of employee groups and the numbers and FTE over the years was shared
 - Compensation Issues and timeline for action
 - Transparency requests
 - Salary Equity Process
 7. Other Announcements – None
 8. Next meeting – March 16, 2016 from 1:00 – 2:30pm in Sage 2210.

Motion to adjourn by Kleier/Reichenberger at 2:30 p.m. Passed

April Dutschek,
Recording Secretary