
Present: Jodi Anthony, Becky Beahm, Jennifer Davies, Heidi Frey, Tom Giesen, Lisa Goetsch, Dana Hartel, Michelle Highley, Julia Hodgen, Marci Hoffman, Jess Kleier, Sarah Kriha, Paul Van Lankvelt, Jill Reichenberger

Excused: April Dutscheck, Pat Fannin, Sue Jaeke, Laurie Mishleau

Guests: Cindy Schultz

SAS Liaison: Debbie Harris

Administrative Liaison: Laurie Textor

The meeting was called to order at 1:03 p.m. by President Goetsch.

1. Motion to approve the agenda as amended/second: Reichenberger/Kleier (Approved; 14-0-0).
2. Motion to approve the University Staff Council minutes of December 16, 2015 as amended/second: Anthony/Reichenberger (Approved; 14-0-0).
3. Reports
 - a. Presidents Report (Goetsch):
 - i. Custodial Policy: Mishleau served as the USC Representative in a committee tasked with reviewing the policy. All custodial shifts and areas were represented at the January meeting.
 - ii. Strategic Plan: Goetsch and Hoffman met with the Chancellor, who shared the most recent draft of the strategic plan. Priorities are the same, but goals were updated. Implementation teams are being formed to put goals into action. Goetsch is serving on the priority team for building a supporting and inclusive environment (excellence and workplace joy).
 - iii. President Salary: The Leadership & Development account was used to pay Reichenberger's and Goetsch's departments for their time as President. Due to the remaining funds a) not being enough to cover a presidency and b) are needed for next year's Series, Goetsch asked Chancellor how to proceed. He will meet with the VCs to discuss all shared governance stipends for presidents (including Faculty Senate and Senate of Academic Staff).
 - iv. Leadership Council: Did not meet.
 - v. Provost's Administrative Staff: The Campus Climate Survey will kick off on February 29. March 30 is a University Staff Breakfast Forum with Chancellor.
 - vi. Staff Handbook: All shared governance leaders received a hard copy of the *Faculty & Academic Staff Handbook*. The USC Executive Committee will work on edits to the University Staff sections.
 - vii. Website: Goetsch thanked Schultz for all of her work updating the USC website, in addition to her continued support. Schultz stated the website is still under construction.
 - b. Senate of Academic Staff Report (Harris):
 - i. Grants & Faculty Development: Grants used to send academic staff to conferences have been suspended. Academic Staff rely on that funding and spend a substantial amount of time on applications that will no longer be funded. This presents a huge change to professional-level positions. Representatives from Grants & Faculty Development were scheduled to attend the last SAS meeting but canceled due to illness. They are scheduled for the next meeting.
 - ii. Payscale: A new payscale is being worked on for senior lecturer career progression.
 - iii. Breakfast Forums: Academic staff are continuing to attend.
 - iv. Clow Renovations: Renovations in Clow look great, but signage is missing, some are

misspelled, and a few room numbers are duplicated.

- c. Treasurer's Report (Highley):
 - i. University Staff Council: \$474.45
 - ii. University Staff Professional Development Day: \$4186.96
 - iii. Leadership & Development: \$6054.68
 - d. UW System Representatives Meeting: Emeritus status is being updated across the system, not only at Oshkosh. Due to Platteville's \$4.5 million reduction, 30-40 academic staff are facing layoffs, but university staff were not mentioned. Extension & Coop are expecting a \$3+ million reduction, which will reduce University Staff by approximately 80 positions. Colleges received notices beginning December 18 for layoffs as of February 18. Some positions will be reposted, so employees may reapply for their jobs. By Chancellor's request, Goetsch will be attending the Board of Regents meetings in March and April.
 - e. University Staff Professional Development Day: Hartel will update the website. Chancellor will focus his speech on topics of USC choice. John Koker will be the keynote. Reichenberger cannot attend, so Goetsch will serve as the MC, with Hoffman as back-up. Water bottles will be the giveaway gifts. The first registration email will be sent out as of February 8 and a second on February 23. Class registration is not needed, but head counts are required for breakfast and lunch. Harris stated that SAS would like to volunteer the day of.
 - f. Other Committee Reports:
 - i. Davies has agreed to co-chair with Hodgen on the Awards & Recognition Committee.
 - ii. Beth Heuer will host her final jewelry sale on April 13, in time for Mother's Day. The sale will be in collaboration with SHRM, and USC's portion of the proceeds will be added to the Ellie Maslowski fund.
4. Unfinished Business
- a. Leadership Series: Anthony presented the updated guidelines and term limits. The new committee name was approved at a past USC meeting. Committee members include Anthony (Chair), Schultz, Rickert, and Hoffman until the end of the academic year. Motion to approve the guidelines and term limits as presented/second: Reichenberger/Kleier (Approved; 13-0-1). The new name will be updated in the USC bylaws. Goetsch will join the committee in Hoffman's place, and one additional member is needed. Kate McQuillan will serve as the Human Resources liaison. The next meeting is February 11 from 2-3pm, and the topic is the series timeline for 2016-17.
 - b. Committee Appointments: Goetsch shared that the USC would like to serve on the following University committees and will follow-up with those committees to be official.
 - i. Intercollegiate Athletics
 - ii. Segregated Fees
 - iii. Student Allocations
5. New Business
- a. Workplace Expectations Policy: Schultz, Kleier, Anthony, and Jaeke served on the committee. The University's Policy Review Committee made updates. Two forums by Textor will be held on February 5 and 11, and the USC will vote on the final policy on February 17. The Provost's Administrative Staff will then vote. Discussion ensued.
 - i. A procedure will be that new employees must sign a waiver identifying they have been shown and read the policy. This is not part of the policy itself.
 - ii. USC members were concerned that the only employees responsible for following the policy are University Staff and asked the timeline for implementing this campus wide. This policy includes a piece about bullying, which is a campus-wide issue and not limited to University Staff. Additionally, even if bullying is not directed at University Staff, the freedom to not witness bullying should also be addressed (i.e. when faculty bully each other in the presence of University Staff, we need the freedom to excuse ourselves from a situation even if we're not the one being bullied.) Also, there should be an avenue to help employees understand what bullying is (blunt frustration can also be civil; they're not mutually exclusive). Milwaukee has a Code of Conduct that is very similar to this policy but applies to all employees. Textor will share these points with Chancellor, Provost, Faculty Senate, and SAS.
 - iii. Clarification of policy language was requested. Textor explained further. Dressing "appropriately" is in regards to severe hygiene issues or departmental-specific (i.e. facilities

crews may be required to wear steel-toed shoes). A concern brought up by Council members included the fine line between what is considered appropriate and body-shaming. Textor stated that if an employee and their supervisor disagree on what "appropriate" means, HR and Equity & Affirmative Action may be sought for advice.

- iv. Duplicated statements within the policy will be removed or combined.
 - v. University Staff are mandated by System to have this policy in place; therefore, we cannot wait for SAS and FS to approve this for their own classification. Also, it is more likely to get FS and SAS to accept this policy if we already have one in place. USC members identified that HR and Equity and Affirmative Action staff who work with bullying issues are the best the university has ever had, and we're in a position to get these policies through equitably.
- b. Committee Appointments:
- i. Award & Recognition Committee: David Miles
 - ii. USC Representative to Faculty Senate: Dana Hartel

**MOTION: Motion to approve the committee appointments/Second: Anthony/Reichenberger
(Approved; 14-0-0)**

USC 1516-16 The University Staff Council approved the following committee appointments: Award & Recognition Committee-David Miles; USC Representative to Faculty Senate-Dana Hartel.

- c. Complaint Procedures: HR has drafted this policy and needs a USC subcommittee to review it. Anthony, Frey, and Hodgen all volunteered. Textor will serve as the HR liaison, and the USC agreed to request Evelyn Meuret to serve, as she also served on the Grievance Policy committee.
6. Discussion Items
- a. HR Open Forum: Hoffman took notes at the meeting, which were edited by Textor. Textor outlined the timeline for everyone and gave an overview of the process. The minutes will be posted to the USC website. Some questions brought up at the Forum were explained further.
 - i. HR and the budget office are reviewing positions, including those that have been redesigned. A new position management program is coming, which can pull data to see a side-by-side analysis of each classification over time. Right now, the data is all manually disaggregated.
 - ii. Long-term temps are a concern of USC with positions being slated for faculty rather than University Staff. Textor suggested we invite Jo Fenrich to a future meeting.
7. Other Announcements
- a. Goetsch will sent out the interest survey soon.
8. The next USC meeting is Wednesday, February 17, 2016 from 1:00-2:30pm in Sage 2210.
9. Motion to adjourn at 2:21pm/Second: Kleier/Reichenberger.

Marci Hoffman, Recorder