

May 18, 2016, 1:00-2:30 pm  
Sage Hall 2210

University Staff Council

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**Present:** Jodi Anthony, Becky Beahm, Jenny Davies, Heidi Frey, Lisa Goetsch, Dana Hartel, Marci Hoffman, Julia Hodgen, Jess Kleier

**Excused:** Pat Fannin, Tom Giesen, Michelle Highley, Sue Jaeke, Sarah Martin Kriha, Laurie Mishleau, Paul Van Lankvelt, Jill Reichenberger

**Guests:** Rebecca Habeck, Cindy Schultz, Darrell Lane, Tom Grogan, Theresa Hopp, Ricky Johnson

**SAS Liaison:** Debbie Harris

**Admin Liaison:** Shawna Kuether

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

1. Approval of the Minutes of April 20, 2016

**MOTION: Moved to approve the minutes as amended by Hartel/Davies. Approved**

2. Guest: Tom Grogan – Civility Works Update

Tom introduced himself to the group, gave his background, and some history to his work with the council over the years! He distributed copies of the Civility Works poster along with a business card that shared the contact information, website and key principles that are used and discussed. Tom went briefly through the following list of guidelines they created to conduct ourselves by and aspire to be:

1. Pay Attention
2. Listen
3. Be Inclusive
4. Not Gossip
5. Show Respect
6. Be Agreeable
7. Apologize
8. Give Constructive Criticism
9. Take Responsibility

Contact information for Civility Works can be found at:

[OshkoshCivilityProject@gmail.com](mailto:OshkoshCivilityProject@gmail.com) for Contact

[OshkoshCivilityProject.org](http://OshkoshCivilityProject.org) – Web

Tom also thanked Cindy Schultz for all her assistance with Civility Works!

3. Guest: Darrell Lane – Introduction of New Custodial Superintendent

Darrell also introduced himself and gave his background, values, and goals, first impressions and vision. He addressed issues, concerns, and questions from council members. His willingness to address challenges and his plan to better his division was shared.

He noted that he was more than happy to address anything further and would welcome anyone that would like to contact him.

4. Reports

a. President's Report

- Thanked Ricky Johnson and Theresa Hopp for joining as guests today, they will begin serving as new senators at the next meeting, along with Shirin Skifstad who was unable to attend today.
- Four universities Faculty Senate's across the System have made a vote of no confidence in System President Ray Cross. We have not made that decision here at this point, it will be up for consideration in the fall if still found necessary.
- The Workplace Expectation Policy will move forward with input and collaboration from all the staff governance groups.
- Leadership Council had a recruitment and marketing update presentation.
- The name change for Council to be a Senate was approved at Provost Administrative Staff, next awaiting the Chancellor's final approval.

- The UWO new mission statement will be up for approval at the June Board of Regents meeting.
  - Diversity Training may become mandatory for senior administration.
  - Campus is moving forward with the Student Success Collaboration
  - The Affordable Care Act has initiated System to form workgroups for recommendations.
  - The Fair Labor Standards Act has also been finalized and will be adjusted starting December 1, 2016.
- b. Senate of Academic Staff Report (Debbie Harris) – Their last meeting consisted mostly of the no confidence vote discussion related to system, as well as the transition of new and outgoing members, and transition of leadership from Richard Marshall to Matt Suwalski. Liz Bannenberg will be the new SAS representative to these meeting.
  - c. Faculty Senate Report (Dana Hartel) – Their last meeting also had a lengthy discussion related to the system no confidence vote done by a few campuses, as well as the elections of their executive committee members.
  - d. Treasurer's Report (Michelle Highley)
    - USC Balance: \$94.43
    - USDAD Balance: \$4,341.46
    - Leadership & Development Balance: \$ 9,335.89
  - e. USPDD Committee – (Jill Reichenberger) – No Report
  - e. Leadership Development Program (Jodi Anthony) – They have 26 participants already signed up and have started securing presenters!
  - f. Other Committee Reports –
    - A. Newsbreak is coming together well and nearly complete
5. New Business
    - a. Complaint Procedures – The policy is being considered for collaboration with all staff governance.
  6. Unfinished Business/Action Items
    - a. Committee on Committee appointments
- MOTION: Moved to approve the Committee on Committee appointments by Hodgen/Hoffman  
Passed Unanimously**
- USC 15-16-22 The University Staff Council approved the following committee appointments presented by their Committee on Committees: (1) Advisory Council for Academic Advising – Melissa Gidding; (2) Compensation Committee – USS President & President-Elect; (3) Employee Assistance Program – Angelee Hammond; (4) Gender Equity Council – Renee Pasewald; (5) Health & Safety Committee – Eric Freville; (6) Intercollegiate Athletics – Josh Becken; (7) Libraries & Learning Resource Advisory- Marsha Schneider; (8) Parking Appeals Committee-Jessica Kleier; (9) Parking Policy Advisory Committee – Malissa Bonlender & Leanne Monroe; (10) Segregated Fees – Jill Richenberger & Lisa Goetsch; (11) Student Allocation – Sarah White & Michelle Highley.**
7. Discussion Items –
    - a. A brief update on the continued improvements for the hiring procedures was given.
  8. Information Items
    1. Elections will be held at the next meeting.
  9. Next meeting – Wednesday, June 1, 2016, from 1-2:30pm in Sage 2210.

**MOTION: Moved to adjourn by Frey/Anthony at 2:28 p.m.**

April Dutschek,  
Recording Secretary