

**University of Wisconsin-Milwaukee
University Staff Council**

Minutes

**December 20, 2016 10:00-11:30 a.m.
Union Room 340**

Present: Debbie Anders, Susan Butkovic, Kathy Czerniakowski, Steve Kennedy, Patricia Osheim, Jennifer Peshut, David Rasmussen, Pat Reilly, Laurie Thibault, Randall Trumbull-Holper, Robert Wahl, Stan Yasaitis.

Excused: Roy Badger, Mark Bussian, Mike Maass.

Guests: Mark Mone, Chancellor
Shannon Bradbury, HR
Pat Reilly, Psychology
Tim Danielson, HR
Kathy Heath, FAA

- I. Called to order – 10:00 a.m.
- II. Approval of minutes
 - a. November 15, 2016
 - Approved, with corrections; motion carried unanimously.
- III. New Business
 - a. Chancellor's update
 - The Chancellor has established a "Visioning Team", that will build on the work of the Strategic Planning Committee & the CCOET, as well as others, & will help with efforts to acquire funding as well as provide guidance for strategic position control. George Henion will be the University Staff representative on this team.
 - In January, he will be meeting with legislative representatives Darling & Nygren to discuss planning for the next 3, 5, & 10 years at UWM.
 - A special "ask" for funding is being prepared for the Governor's budget, due out in early February, as well as a letter in support of UWM.
 - He is considering a position to manage UWM's relationships with industry, philanthropy, outreach, & partnerships in the community. It was mentioned that Christa Hart in the School of Continuing Education has done this type of work.
 - It is not known exactly how large the budget shortfall is. The other chancellors have not heard of any drastic measures so far, but we need more legislators to put UW & higher education higher up on the priority list for funds.

- The Governor will announce whether he plans to run for re-election after the budget is settled.
- b. Budget meeting
 - The number of University Staff members has declined approximately 14%. This includes conversions to Academic Staff, which have been rare. The decline is also related to turnover/attrition – there have been no significant layoffs.
- c. Information Culture Committee
 - The committee will meet on the first Thursday of the month, from 11:30AM-1PM, in the KEREC. They will need to choose a chair.
 - S. Yasaitis will send an email to supervisors, telling them that the committee is a viable sub-committee of the USC. He will cc Chancellor Mone & R. Van Harpen.
- d. SAAP's
 - SAAP's 30, 73, & 75 were reviewed; these were only for information - no approvals were needed.
 - SAAP-73 (Safety Issues) had been reviewed in an earlier USC meeting & returned to address the issue of who had the responsibility & authority to fix problems. The added Appendix C provides more definitive information on this.
- e. Newsletter
 - There was discussion of the different forms that the USC newsletter could take, including paper or electronic (email, webpage, blog).
 - UW-Whitewater has a "Best Place to Work"-style webpage, listing what their University Staff are doing. Ours could be similar, & could also show more routine information.
 - Currently the USC website is maintained by the SECU's office, which deals with governance concerns in general. Perhaps we could build our own website, or expand on the SECU site, or create a blog for University Staff.
 - The biggest problem is that not all University Staff are computer literate, so that the effort would need to be a combination of online & in-print. Also, communication continues to be difficult with Facilities workers, who do not use computers during their work-days. In-print copies could be mailed to home addresses &/or posted near time-clocks.
 - Possible articles could be about the upcoming USC membership election & what programming to have at next year's University Staff Conference.
 - The committee for the newsletter, actually the Communications Committee, consists of:
 - L. Thibault (print layout)
 - P. Reilly (online layout)
 - R. Wahl
 - D. Rasmussen (photos from the conference)
 - S. Yasaitis
 - Articles should be submitted by January 20.
 - Should be a PDF that looks good, & that can be emailed or printed, & should be clearly marked "University Staff Newsletter" in large, clear font.

- USC members need to take the initiative to communicate with non-computer-literate University Staff, especially for those who work in the Trades & Facilities. Check with the Building Chairs as to the locations of time-clocks, & where USC publications & documents for staff can be posted, &/or whether items emailed to the Building Chair for printing & posting on behalf of USC.
- f. Personal representatives for pre-disciplinary meetings
 - All USC members should be willing to be personal representatives for University Staff members who have been called into pre-disciplinary meetings, except where there may be a departmental conflict.
 - The job of a personal representative is to be a witness & moderator during the conversation, as well as an advisor to the staff member being questioned, & to advocate & provide moral support.
 - Notice of such meetings is usually 24 hours, but more time can be requested, except with situations involving violence, theft, or harassment.
 - S. Yasaitis is willing to provide instruction & training for those not familiar with the process.
- g. Strategic position control
 - Strategic position control involves looking at, & assessing the impact of vacant positions, & justifying reasons for hiring.
 - It is unknown how many total positions are being sought & approved, versus being turned down.
- h. Vision Work Group
 - This work group will be looking at selling points for UWM to use in discussions with the Governor, legislators, & other movers & shakers.
 - These selling points include UWM's R-1 research status, accessibility, & student successes.

IV. Old Business

- a. Membership updates
 - L. Thibault will send a list of the people who filled out evaluations for the University Staff Conference, for potential candidates for S. Butkovic's position on the council.
- b. Committee appointments
 - Jerry Becker & Katie Rose will stay on as members of the LGBTQ Committee.
- c. Committee Reports
 - The Information Culture Committee will meet on the first Thursday of the month, from 11:30AM-1PM, in the KERK. They will need to choose a chair.
 - S. Yasaitis will send an email to supervisors that the committee is a viable sub-committee of the USC. He will cc Chancellor Mone & R. Van Harpen.
- d. Layoffs
 - There were no layoffs to report.
- e. The report on SECU governance training was postponed until the January meeting.

- f. Chancellor's Cabinet meeting
 - The Alumni Campaign raised \$125M of its \$170M goal.
 - \$10M in scholarships could help increase enrollment.

V. Adjourned – 12:03 p.m.

Respectfully submitted,

Debra L. Anders