

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

Minutes

**June 21, 2016 10:00-11:30 a.m.
Union Room 340**

Present: Debbie Anders, Roy Badger, Mark Bussian, Susan Butkovic, Kathy Czerniakowski, Steve Kennedy, Mike Maass, Patricia Osheim, Jennifer Peshut, David Rasmussen, Randall Trumbull-Holper, Robert Wahl, Stan Yasaitis.

Excused: Chris Schuster, Laurie Thibault

Guests: Shannon Bradbury, HR

- I. Called to order – 10:05 a.m.

- II. Approval of minutes
 - a. April 19, 2016
 - Approved, with corrections; motion carried.
 - b. May 17, 2016
 - Approved, with corrections; motion carried.

- III. New Business
 - a. Chancellor's update – Chancellor Mone was not available to update the USC at this time.
 - He wants to form a committee on making UWM an Hispanic-serving institution, & asked for recommendations for University Staff membership. S. Yasaitis asked for 3 names, & will send out an all-University-Staff email if need be. It would be good if these individuals were active in the Hispanic community on campus.
 - b. Questions concerning by-laws, procedures & protocols
 - The USC functions in an informal fashion, with a rough agenda in advance of each meeting, which is modified by a call for changes/other business at the beginning of the meeting.
 - Questions were raised about the most recent bylaws, which were to be approved at the February 16 meeting. Since that meeting was postponed to February 23, the revised bylaws were approved on that day, & have been posted on the USC page of the Secretary of the University's website.
 - There was a question about the "Removal for cause" section of the bylaws, & whether it is legal. The wording in the USC bylaws is standard language, having been taken from a number of similar documents, & is a common measure for dealing with things like non-participation, disruption, & actions counter to the

USC's mission. The University Committee has a removal clause that includes a definition of "for cause" – the USC Bylaws Committee could look at it for use in the USC Bylaws.

- A question was raised concerning the different term-lengths of the new members. Although normally, the USC Chair appoints individuals to fill USC vacancies between elections, since it was so close to the annual elections, it was decided to fill those less-than-full-term vacancies by accepting the first runners-up in this year's elections. This has been done in past years' elections as well. It was suggested that this be included in the USC Bylaws/Policies & Procedures.
- If a Council-member is unable to attend a meeting, he or she should notify the USC list (uwm-usc@uwm.edu), so that he or she may be officially excused from that meeting.
- It might be good to invite the Secretary of the University, T. Turner, to another USC meeting, to talk about resources in her office, such as making copies, that are available for the USC.
- We need to make all University Staff members aware of the USC email address (uwm-usc@uwm.edu) as a place to communicate their suggestions & concerns. For those who are concerned about retaliation, an anonymous Qualtrics form could be created.

c. Committee appointments

- University Staff are entitled to be part of any campus committee whose activities involve "matters of employment of concern to University Staff". When a committee needs a University Staff member as part of its body, the USC Chair sends an email to USC members, asking for any recommendations; if there are none, he puts out an email to all University Staff members, asking for volunteers. Committee members are then supposed to report to the USC monthly, quarterly, or annually, either by email or in person.
- Faculty committees are defined by Faculty Senate rules of order to include Faculty, Academic Staff, & students, with Faculty in the majority. The USC has been able to get amendments to include University Staff on some of these committees, where they affect University Staff.
- Both the Faculty & Academic Staff have lists of standing committees on the Secretary of the University's website. We could look through these committees & determine which ones should have a University Staff member, or the University Staff Council could form their own standing committees, although joint committees would be better than parallel ones.
- The Academic Planning & Budget Committee needs a University Staff member; the University Relations Committee should have one as well. S. Yasaitis will contact.
- We need a list of University Staff committee appointees & the committees they serve on. This could be posted on our page of the Secretary of the University's website. D. Anders will coordinate with S. Yasaitis to come up with this information.

- While University Staff are supposed to be able to participate in governance activities in paid status, & supervisors are supposed to accommodate these activities, it is not always easy to find University Staff members to serve on campus committees, because supervisors are not always willing to release their University Staff employees for the time required to serve. S. Yasaitis will talk to Chancellor Mone about the possibility of including a non-mandatory “service to the University” component to University Staff position descriptions.
- There was discussion of the USC chair sending an all-University-Staff email with a Qualtrics sign-up form to indicate interest in serving on committees, including the USC.
- A possible annual all-University-Staff meeting was also discussed. Chancellor Mone would support this, & direct supervisors to allow their University Staff employees to attend. We would need to come up with an agenda & address logistical issues. A Friday afternoon in late summer would probably get the least push-back.

IV. Old Business

- a. S. Yasaitis will send an email concerning the privatization of security at the Capital/Humboldt UPark lot.
- b. Conference Committee
 - S. Butkovic met with the Conference Committee, & got the documentations from J. Stoczany, & was unsure of what to do next.
 - Develop a timeline, determine speakers, programming, & refreshments. Then put together a budget proposal & send it to Chancellor Mone.
 - Since the first & second conferences were about communication & advancement, this conference should be about the USC, governance, & University Staff roles.
 - A “Save the date” email needs to be created & sent out. S. Yasaitis said he could do this.
- c. Layoffs
 - One layoff since last month – a TV Technician/Infotech. S. Yasaitis urged the Chancellor’s Cabinet to include University Staff in their layoff decision-making.
- d. University Staff monthly teleconference
 - Came about because the USC reps around the system wanted to meet, collaborate, & compare notes.
 - S. Yasaitis will forward current USC members to the UW-Whitewater listholder.
 - This is informal; we are welcome to participate in, or just sit in on these if we can.
 - There was some discussion of finding a room with teleconferencing equipment, where we could join the teleconference as a group.
- e. Chancellor’s Cabinet meeting
 - S. Yasaitis & R. Trumbull-Holper attended the Chancellor’s Extended Cabinet retreat. The main theme was how the events of the past 1-2 years are affecting

UWM employees. Most of the discussion was about the budget, something faculty & staff have no control over.

- Chancellor Mone said that he would be likely to make some moves on compensation in the near future. UW System recognizes that funds need to be found for this.
- Staff has grown from 3100 to 3400 in recent years (mostly Faculty & University Staff), while enrollment has dropped.

V. Adjourned – 12:00 p.m.

Respectfully submitted,

Debbie Anders