

# University Staff Committee

July 11, 2023

Via TEAMS

## MINUTES

Present: J. Almquist, G. Dukes, L. Eastman, T. Nation, C. Parks, K. Premeau, R. Sauers

Absent: J. Azinger, A. Dempsey Fischer

- I. Call to Order-The meeting was called to order at 10:00 am
- II. Approval of June 13, 2023 Minutes The minutes were approved as submitted via autoconsent.
- III. Chair update-The Senate meeting in June went very well. S. Yasaitis was very touched by the recognition. The change in the Custodial breaks has been reversed back to the original schedule. The custodians are happy to go back to their regular schedule.
- IV. Member reports-
  - a. US Codification met and reviewed SAAPs for UWM campus. They just received back the UWM Grievance policy and will meet on July 19 to review that to share with the Senate for approval at the August meeting.
  - b. US Awards Committee did not meet. They will meet in August or September to discuss their documents for the upcoming Awards.
  - c. Mitchell Hall's window replacement is moving forward and should be complete by October.
- V. New/Other Business-
  - a. Personnel File review-It is a good idea to review your Personnel File from time to time. You can request the file from Central Human Resources.
  - b. Some documentation is kept with departments some is not. G. Dukes will check with Human Resources and find out where the Personnel Files are kept and what the official documentation schedule is so that better records can be reviewed by University Staff.
  - c. ETF will be making a presentation to campus August 25<sup>th</sup>. Information will be sent to everyone. It is good to attend no matter where you are in your career, The information is very helpful.
  - d. The University Staff Senate will have great presentations/guests for Fall. Encourage fellow University Staff to attend.
- VI. Adjournment -The meeting was adjourned at 10:48 a.m.