

UNIVERSITY STAFF COMMITTEE MEETING MINUTES

THURSDAY, AUGUST 16, 2018 / 1:00-2:30 PM

WYLLIE ROOM 247 – FACULTY STAFF LOUNGE

Members Present: Amy Bobylak, Amy Chostner, Felicia Dominguez, Carol Kinsley, Julie Lee, April Puryear, Jenni Wagner, Amanda Welbon, Ashi Yusuf

Members Absent: Joan DeVries, Debi Rigney

Guests/Liaisons: None

Call to Order: 1:05 pm

Old Business:

New Executive Committee (to formally note from previous meeting)

At the July 31 meeting the following executive committee was nominated and approved unanimously:

- Ashi (self-nominated) and Jenni (group nominated) as co-chairs
- Carol (self-nominated) as secretary

Meeting Date:

- HR members cannot meet on the third Thursdays of the month
- Bylaws currently say monthly meeting to be held on 3rd week of the month, unable to find a time all members can meet during the 3rd week. Bylaws will need to be corrected.
- Motion for monthly meetings to be 2nd Thursday of every month at 1 pm
 - Felicia moves, Julie seconds, passes by unanimous vote
- Next meeting Thursday, Sept 13th - 1.5 hours

Stipends for Executive Committee

The Executive Committee doesn't receive any stipends, but other governance group leaders do receive stipends. Amy C has spoken to Sheronda Glass and Scott Menke about the inequity, and there is consensus that we should request funding. After much discussion, the next steps are:

- Request an additional \$3,000 in budget (\$2,500 stipends and \$500 travel), into project PRJ78KT, 102-803400
- Amanda will research other governance budgets
- Amy C will write a proposal for the additional budget

- Aim to get invite to September 24 Budget Team to present the budget request

Ask Me Update (April)

- There are 23 volunteers signed up, email will go out seeking additional
- There is a new designed "Ask Me" button. It has the athletic ranger bear.
- The buttons are ordered
- She also will have signs up 'You Are Here' for halls
- If people need "Ask Me" shirts, April has 5 large, 5 xl, 5 2xx, and some 3xl

Professional Development Committee (April)

- She needs an additional committee member, Amy B volunteered.

Governance Meetings in Madison

- Fall meeting dates are September 7, November 9 and December 17
- Julie may be able to go on September 7, Carol will also check her schedule
- Ashi volunteered for November & Jenni for December

University Staff Webpage

Current page is part of the governance area of UWP Website. It is mainly a link to sharepoint.

- Our Webpage could include:
 - Distinguished Service Award History
 - Professional Development funds description
 - Meeting dates, locations and times
 - Committee members and contact information for current executive committee
- Felicia offered to start building pages
 - Ask Matt Goetsch for access to link pages to governance page
 - Ashi will work on email for execs and contact group

DUO Phone/FOB Vendor from UW-System

There is a new Two-Step Authentication being implemented to access to certain applications on the network

- Per Ashi, it is currently being tested, he thinks the timeline is September 23, 2018
- Watch for more information on who will be impacted

New Business:

Inviting Others to USC Meetings (Jenni)

The Controller, HR director, academic staff committee chair used to be invited to the USC Committee meetings. Would we want to include anybody else?

- Carol will send out agenda a week before next meeting and ask for additional items, then post on Sharepoint for other interested parties to see
- Jenni will be sending an email to ALL University Staff giving updates on committee

Going over the Bylaws and Participation (Amy C)

Amy had sent out updates to our bylaws and the University Staff Shared Governance Participation and Leave Policy. The updates to the bylaws were discussed. This included:

- The Bylaws Emeritus, Section 3, letter E - cut "either on campus" for financial advice
- Meetings, Article 6, section 1 - cut "third week of each month" to will be held monthly
- cut "one week in advance"
- Committees, Article VII - add "Potential" beginning of each paragraphs in this section, add active/inactive past committees

Revised updates will be sent for review. Due to lack of time, the Participation and Leave Policy was not discussed and will need to be tabled.

Adjournment: Motion was made by Amy C to adjourn, seconded by Amy B and approved.

Minutes submitted by: Carol Kinsley, Secretary