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**University Staff Committee Meeting Minutes**

August 11, 2022 / 1:00 PM – 2:30 pm

Galbraith room

**Members Present**: **Sherry Craig*,* Mary Henderson, Jean Hrpcek, Carol Kinsley*,* Loki Lott*,* Laura McClure, Michele Oakes-Cisler, April Puryear, Jenni Wagner**

**Members Absent: Bob Grieshaber, Heather Spencer**

**Guests: Scott Menke, Lisa Crumble**

**Call to Order:**  1:04pm

**Meeting Minutes Approval for July 14, 2022**

Minutes approved.

**Secretary Election**

After a brief discussion, Jenni nominated herself for the Secretary position. An election was held and Jenni was voted in to be the secretary.

**Vice Chancellor Finance/Administration Update**

Vice Chancellor Menke updated the committee on several topics.

* A retreat was recently held with a major focus on picturing our campus in 2035 and how best we can work towards achieving that.
* Current enrollment is trending lower than last year.
* Campus is working on creating a compensation analysis to be used when funds become available.
* A Progression/Promotion policy is being developed and ultimately will be presented to governance committees.
* Looking for campus efficiencies.
  + Hiring a consultant
    - Capture more revenue
    - Fringe development
* Space utilization is being reviewed.

**University Staff Professional Development Event**

The August 18th event had to be cancelled due to work being done in the Student Center. Hoping to reschedule the event for January 19, 2023. Prefer to have the topic be more professional development focused – looking at 5 Bucket Principle.

**Emeritus**

Emeritus status for Diane Tenuta was presented and approved. The application/nomination will be moved forward to the Chancellor and Diane’s most recent supervisor.

The committee would still like to see this process cleaned-up – with a more refined process and inclusion of benefits. The main benefit seems to be keeping the Parkside email account.

**President Jay Rothman Meeting Update**

Carol attended the meeting. President Rothman presented his current plan as well as his desire to obtain more funding from the legislature. Issues with TTC and outsourcing grounds and custodial were brought to his attention as current pain points.

**University Staff Committee Sub-Committees**

There are still a few individuals that need to sign up for taking a lead role and/or serving on our various sub-committees. Committees are as follows:

* Election
* University Staff Distinguished Service Award
* Regents University Staff Distinguished Service Award
* Professional Development Funds
* Professional Development Event
* Christmas Tree Set-Up
* Ask Me
* Website
* By-Laws Review (even years)

**Ask Me**

Volunteers are still needed – sign up information can be found in emails.

**Adjournment:**

Meeting adjourned 2:21pm.

Minutes submitted by: Jenni Wagner, Secretary