

**UNIVERSITY STAFF COMMITTEE MEETING MINUTES**

THURSDAY, SEPTEMBER 13, 2018 / 1 PM – 2:30 PM

HR CONFERENCE ROOM, TALLENT HALL #284

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**Members Present:** Amy Chostner, Joan DeVries, Felicia Dominguez, Carol Kinsley, Julie Lee, Jenni Wagner, Amanda Welbon, Ashi Yusuf

**Members Absent:** Joan DeVries, Debi Rigney

**Guests/Liaisons:** None

**Call to Order:** 1:09 pm

**Meeting Minutes August 16, 2018**

Amy C moved to approve the August 16 minutes, 2<sup>nd</sup> by Felicia, passes unanimously  
Minutes will be uploaded into Sharepoint

**Stipends for Executive Committee**

We are scheduled to present at the September 24<sup>th</sup> Budget Team meeting. Supporting documents are due to Jean Hrpcek by September 19. . Amanda has gathered research on other governance groups' salary and expenses and will send to Amy C. Amy will then prepare the written proposal and send to Jean. Amy and Jenni will attend the Budget Team meeting.

**Madison Governance Meeting Update (Julie)**

Julie Lee attended the September 7 meeting.

- Restructuring primarily discussed during beginning of meeting, campus administrators were named, and college catalogs to be complete in 2020.
- They are going to be choosing a Vice Chair and Secretary
- There was a meet and greet with Ray Cross
- Three meeting dates for next spring: Feb 1st, March 8th, May 10<sup>th</sup>
- Ashi will be attending the November meeting and Jenni the December. There is no meeting in October.

**Ask Me Final Report Update (Amanda)**

They had their committee meeting earlier in the day. There was a lot of positive feedback. The new "You are here" signage was well received. Suggestions were made about the SAC signage, consistent building names, bookstore hours and parking permit pick up.

### **University Staff Webpage (Felicia)**

Webpage update sent by Felicia was reviewed. It looks great, the only suggestions were to list the names of all committee members and to add the form for the Distinguished Service Award. Felicia will update and send for review, she doesn't know when marketing will actually get to updating our webpage as their focus is currently on the student centered webpages.

### **Open position on the USC (Jenni)**

With Debi Rigney's resignation, there is an opening on the committee. According to the bylaws, the next highest vote getter - from the election Debi was elected in - will be asked to join the committee. That was Rebecca Shaw, but she declined due to a heavy work load. Carl Rohlman no longer works here. Katie Aiello is next, Jenni will ask her if she is interested. If she declines, we will have to hold a special election.

### **Distinguished Service Award Update (Jenni)**

As a clarification to the process:

Letters need to be sent to the nominees who did not win and the letters of support need to be added to their personnel files in HR. This needs to be completed during the summer, prior to Convocation.

### **Bylaws and Participation Revisions**

The updates to the bylaws and University Staff Policies and Procedures were discussed.

#### **Bylaws:**

- on page two, top "vote getter of the most recent election to fill the remainder of the term. In the event that the position is not filled, a special election will be held"
- on page 6, top "A simple majority of the current membership shall be the quorum required to conduct business at all meetings of the Committee.

#### **University Staff Policies and Procedures:**

- delete "eleven" on page 2, "This section of the policy applies to the elected members of the USC, excluding the Chair(s).
- delete redundant "USC" on page 3, "Attendance under this provision includes, but is not limited to, university staff meetings, ..."

Carol will update the Bylaws and US Policies and Procedures and send for review

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

Minutes submitted by: Carol Kinsley, Secretary