

UNIVERSITY OF WISCONSIN
PARKSIDE

UNIVERSITY STAFF COMMITTEE MEETING MINUTES

THURSDAY, OCTOBER 11, 2018 / 1 PM – 2:30 PM

STAFF LOUNGE, WYLLIE HALL #247

Members Present: Katy Aiello, Amy Chostner, Joan DeVries, Felicia Dominguez, Carol Kinsley, Julie Lee, Jenni Wagner, Amanda Welbon

Members Absent: Amy Bobylak, April Puryear, Ashi Yusuf

Guests/Liaisons: None

Call to Order: 1:02 pm

Meeting Minutes September 13, 2018

Julie moved to approve the September 13 minutes, 2nd by Amy C, passes unanimously.

Carol will be uploaded approved minutes into Sharepoint.

Title and Total Compensation Update

Jenni shared Ashi's notes from attending the Title and Total Compensation Meeting Update.

There will be a survey conducted between November 26 and December 14 on Benefits preferences. It is very important that employees complete the survey – our input will be taken into consideration. Jenni will invite HR Director Sheronda Glass to our next USC meeting to provide more information on the survey and also how to encourage others to take it.

There may also be revisions in the recruitment process, including employee personnel file (sexual harassment allegations), changes in interviewing process, and changes to reference and background checks.

Update on Chair Stipend and Budget Meeting/Matrix

Jenni and Amy C. presented our request for an additional \$3,000 at the September 24th Campus Budget Team meeting. The additional budget with \$500 in expenses and \$2,500 in executive stipends was approved by the Budget Team. They did request additional info, a list of the Officer duties and a matrix of how the stipends would be distributed.

Committee began discussion on the matrix. Jenni clarified that the committee's total funding has been combined into 102-120220-1, which was formerly just professional development.

Amy C stated that from a payroll perspective, the UC work would be a separate appointment and suggested it be paid out once a semester. Much discussion on evaluating performance of duties and different scenarios that could arise.

Motion: There will be a three tier payment plan based on the executive committee. If Executive Committee is just a Chairman and Secretary, the Chair would receive \$2,000 and the Secretary receive \$500. If Executive Committee is a Chair, Vice Chair and Secretary, they would receive \$1,500, \$500 and \$500 respectively. If the Executive Committee is Co-Chairs, they would each receive \$1,000 and the Secretary \$500. Motion introduced by Felicia. Motion is seconded by Amy. Discussion followed with the following clarifications: stipends to be made in two payments at semester end and the Professional Development chair would be the approver for the executive committee payments. Vote was 8-0-0, motion passed.

Jenni will schedule an Executive Committee meeting with Carol and Ashi to update him on these changes and the discussion.

By-Laws and Participation Revisions

Based on new budget, we need to add stipend information to the Bylaws. It was suggested that this be added as an addendum. Jenni will send duty information which had been shared with the Budget Team to use for the addendum. Also need to change it to a 30 day instead of 60 days waiting after vote for bylaws to go into effect. Carol will update bylaws and addendum and send to Committee for review.

Madison Governance Meetings

Ashi won't be able to attending the November 9 Governance meeting. Jenni will take the November meeting. Felicia and Carol may be able to take the December meeting for Jenni. There is a special meeting with Ray Cross on Wednesday, November 7. Joan, Amy C and Katy were all interested in attending. Spring meeting dates and attendees will be discussed at future meeting.

UWP USC Webpage Update and Professional Development Links

Latest webpage update sent by Felicia was reviewed. It is now live, including the links. It does link to the Professional Development Fund page, which has some outdated information in it. Felicia will get correct information and update.

New Business

There was no new business

Adjournment: At 2:30, motion was made by Joan to adjourn, 2nd by Amy C, motion passed.

Minutes submitted by: Carol Kinsley, Secretary