

UNIVERSITY STAFF COMMITTEE MEETING MINUTES

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

STAFF LOUNGE, WYLLIE HALL #247

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

Members Absent: None

Guests/Liaisons: None

Call to Order: 1:05 pm

Meeting Minutes November 8, 2018

Amanda moved to approve the November 8 minutes, 2nd by Julie, passes unanimously.

Carol will upload approved minutes into Sharepoint.

Title and Total Compensation Update (UWP Town Hall style meetings)

Ashi and Jenni attended most of HRs open meetings for the Title & Total Compensation Project. The information given was similar to the information shared by Jessica and Becky at our November meeting. Highlights include:

- Reducing number of job titles to under 100 (from over 400)
- Not supposed to affect salary now
- Job families, sub families, departments, management levels
- Eventually some analysis will be done regarding to how our position/salaries compare to the private sector, but this isn't a part of the first phase

The meetings did not have good turnout. It was suggested that is due to it not impacting salary.

The final HR Meetings are tomorrow – December 14 at 9, noon and 2.

Discussion and VOTE on By-Laws Updates

Katie moves to approve the by-laws (with updated approval date), Amy C seconded. Motion carries.

Carol will update and send new by-laws to Jean for the Chancellor's review. Update will also be uploaded into Sharepoint

Re-Cap of USC-Governance meeting in Madison (11-9-2018)

Ashi and Jenni attended the meeting and shared highlights. Ashi's Joint Reps Meeting notes are Attachment A to these minutes.

Stipend Payment

Felicia moves to approve the payment of the Fall semester stipend to the Executive Board of the Committee, it was seconded by April. Motion carries. April and Amanda will complete the necessary paperwork.

Madison Governance Meetings

Ashi and Jenni will both attend the December 14 Joint Academic Staff, Faculty, University Staff, and Student Representatives Meeting. Jenni will forward the email invite with the call-in numbers for anyone who wants to listen to the meeting. Spring meetings are:

Fri Feb 1 all day

Fri Mar 8 all day

Fri May 10 all day

Professional Development Fund

The forms and guidelines will all be updated. The academic year will be removed from all forms, so they won't need to be annually updated. Also the "classified staff" language will be corrected. The Qualtrics forms will be sent to Matt G for updating. Final review of the forms will be done by the PDF Committee.

Holiday Tree – Take Down

We will un-decorate the holiday tree Friday, January 4 at noon. Julie will send an email to staff inviting them to join us.

New Business

The complaint (possible grievance) Jenni received notice of in November has been closed with no grievance filed.

HR may have new search and screen procedures coming to make the process more streamlined.

Amanda and Carol attended training for a new Budget Planning and Forecasting system being implemented systemwide, it may impact other people in the future.

If anyone has any info for Jenni and Ashi to share at the Systemwide Shared Governance meeting, please let them know.

Adjournment: At 2:25, motion was made by Amy B to adjourn, 2nd by Felicia, motion passed. The next meeting will be January 10.

Minutes submitted by: Carol Kinsley, Secretary