July 13, 2016 Meeting Minutes University Staff Council

Members Present: Kelly Campbell, Rose Stephenson, Bryan Peters, Jesse Czech, Dennis Rhodes
HR Liaisons: Margo Lessard, Richard Thal
Members not present: John Owen

April Meeting Minutes Approves on a Motion from Bryan, Scott with a 2nd (Link)

Jesse Czech was introduced as a new council member as a result of the recent elections.

Election of Officers
The following nominations were made and accepted: Kelly as Chair; Jesse as Vice Chair, Dennis as Secretary/Treasurer.

Committee Assignments

- **Bylaws** assigned to Rose Stephenson with an assist from Scott
- **Nominations and Elections** assigned to Bryan; much of the technical work to manage elections was done by Christine Gregor and hopefully her work can be used to manage elections going forward.
- **Policies** assigned to John Owen
- **Programs** assigned to Scott with the help of interested University Staff people Ann Fisher and Andrew Preboski.

HR Update from Margo
Margo provide the latest available information on the FLSA changes that will require classifying employees earning less than $47,476 or $913 weekly as non-exempt employees eligible for overtime pay for work they do in excess of 40 hours a week. The USF talked for some length about how the FLSA changes will affect research, student affairs and other classes of campus staff. The FLSA changes will not likely impact UW System Administration employees to a great extent.

Margo also discussed the new Salary Base Adjustment and Lump Sum Review Process and provided a copy of the process as outlined in a draft document. The council asked how much funding is available to support salary adjustments and Margo indicated that the amount was unknown. Council members also expressed some frustration that the policy had not heretofore been shared with the USC and opportunities for review and comment had not been provided. A point was also made that the existence of the policy was an indication that some leadership within UWSA had determined the absence of any salary adjustment process was a problem.

Discussion on the appropriate role of the USC
The council concluded with a discussion about the role of the USC and how best to engage and service University Staff. One idea from the Service Center was to onboard employees using a cohort model where groups of new employees meet regularly over the course of their first year to share experiences and advice. Margo agreed to meet with the USC about the onboarding idea.
Kelly asked if the USC is essentially reactive in nature or if the council should have a proactive agenda.

The last topic of discussion was a discussion about how to reach all University Staff though e-mail. HR has lists, OIS has lists and Program Assistants including Diane Waters maintain and update lists.

Scott motioned to adjourn the meeting at 2:05, Byran with a 2nd.