**2016 University Staff Assembly Presentation Notes**

**February 25, 2016**

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| **Welcome** |
| * Introduce myself and thank everyone for coming to 2nd annual US assembly. * Help yourself to water during meeting and ice cream sundae bar afterwards. * Take notepad and pen with you, bags available from Fall 2014 Conference on table. |
| **Introduce Steve Meyer, Secretary of the Faculty and Staff** |
| * Replaced Cliff Abbott in Fall 2015. * New title as of 2014 when university staff joined in responsibilities of shared campus governance. * Keeps all of us in line with campus and System policies, codes, and regulations. * Records, compiles, publicizes, and preserves documents, actions, reports, recommendations, etc. (recording and taking minutes today). * Serves as resource person for policies, procedures, and perspectives pertaining to faculty and staff and campus governance. * Maintains personnel files for faculty and staff, campus academic units, and campus governance committees. * Thank you, Steve! |
| **Introduce Greg Davis, Provost and Vice Chancellor for Academic Affairs** |
| * Joined UWGB faculty in 1997 after earning his bachelor’s, master’s, and doctoral degrees from the State Univ. of NY at Buffalo. He has taught more than 2 dozen different courses for Humanistic Studies, History, and Global Studies at UWGB. * Credited with numerous publications, scholarly reviews, and teaching awards. * 2010 recipient of UW-Green Bay Founders Award for Excellence in Teaching, as well as the prestigious UW System Board of Regents Teaching Excellence Award in 2014. * Appointed Assoc. Provost in August 2015, and is responsible for leadership in programs that support student learning & instruction, oversight of academic program reviews, curriculum development, assessment, commencement, institutional accreditation, and a host of other academic activities. * Please help me welcome Clif Ganyard. |
| **Introduce Sheryl Van Gruensven, Interim VC for Business & Finance & HR Director** |
| * Appointed to Int. VC position in August 2015 to replace Kelly Franz, while continuing HR responsibilities due to administrative consolidation necessitated by state budget cuts. * Came to UWGB in 2004 from a law firm in Wausau, and previous to that received master’s degree from Silver Lake College and bachelor’s from Upper Iowa University. * Sheryl is the institution’s lead administrator for budgeting, accounting, and fiscal control and oversees approximately 175 employees and a wide range of business operations and services. This is in addition to her important role as Director of Human Resources and Affirmative Action. * These responsibilities – whether to her delight or dismay – put her in a position to come today and help us understand the fiscal challenges and changes our campus is currently faced with. * Please help me welcome Sheryl Van Gruensven. |
| **University Staff Opportunities** |
| * Overview of history (refer to handout; also on SharePoint). * Introduce committee members (ask them to stand). * Serving on a governance committee is a great way to learn more about the operation of the campus, employee relations, and UW System and state policies. The same can be said for non-governance campus committees, so I encourage you to get involved. * In spite of the challenges facing our campus and the UW-System, working through campus repositioning, helping with the development of new employee policies, and connecting with academic staff and faculty has brought university staff together and put us in a better position than we were before becoming a shared governance group to help shape the future of UWGB. * Those of us currently serving on all of the committees have a passion for what we do for the university staff and for the university, and we will continue to do our best. As we look to fill open positions on these committees, I hope some of you will consider how you can carry that passion forward. |
| **Committee Reports** |
| **University Staff Committee**   * Continuing work with Personnel Committee & HR on UPS policies – nothing new right now. * Continuing work with Personnel Committee, ASC, & HR on new Employee Handbook to be posted to HR website (you’ll hear more on that in a few minutes). * ASC has their own govn. handbook, 80 pages worth (incl. policies). Since a US handbook would contain mostly personnel policies found on HR’s site and bylaws, USC & Personnel Cmte. decided not to have a separate handbook and a 2nd place to hunt for policies. * Instead, there will be bookmark links w/in HR Employee Handbook to a university staff policy section, as well as a link to our bylaws on our SharePoint site (soon to be a new web page). * Our meeting agenda, minutes, and other documents of interest to university staff also currently on SharePoint, soon to be moved to a new US web page. * Our budget:   + We are allocated $3450/year for prof. dev. through a 102 S&E acct. (conf., etc.)   + 136 account established years ago for channeling fall conf. expenses, allowing for carry over funds to save for nationally known speakers, additional workshops, etc. State budget accountability policies now require us to bring balance down closer to a break-even mark. Plans for accomplishing this will be addressed by our Prof. Dev. Cmte. chair in a few minutes.   + A campus toner recycling program conducted by the USC, along with various fundraising projects over several years allowed us to establish an agency account (non-state funds), which we use for supplies and food not allowed for purchase with state funds (i.e., the refreshments today).   + Some may remember when the Advancement Office conducted employee fund drives and donors could request their $ to go to specific accounts. An endowment acct. for university staff prof. dev. was established and has grown over the years. When we learned we were very close to the full endowment level of $10,000, we moved funds from our agency acct. to reach the magic mark. This presents new opportunities as we can now use the interest that will be generated (none of the principal) for things such as scholarships, specific professional development projects, staff networking or team building events, etc. * Chair and Vice Chair attending Chancellor-led campus shared governance meetings w/ academic staff, faculty, & student reps; haven’t been any in recent months. * Chair or Vice Chair attending faculty governance meetings (University Committee and Faculty Senate), including update reports to Faculty Senate (posted to our SharePoint). * USC and Personnel Cmte. members attend monthly telepresence mtgs. w/ other UWS University Staff Councils. * Now receive invitations to monthly BOR meetings and monthly UWS Rep mtgs.   **UW System University Staff Representative**  Introduce Ron Kottnitz, Rep and Theresa Mullen, backup rep  **Election Committee**  Introduce Cheryl Pieper, Chair  **Personnel Committee**  Introduce Kim Mezger, Chair  **Professional Development Committee**  Introduce Teri Ternes, Chair  **Campus Shared Governance Committees**   * Awards & Recognition Committee (Amanda W.) * Committee on Legislative Affairs (Virginia Englebert, Holly, Ron) * Committee on Workload and Compensation (Melissa Huckabee, John McMillion, Jayne Kluge, Ron K.) * Learning Technology Collaborative Committee (Kim M., Sarah Pratt, Monika)   **Campus Appointive Committees & Working Groups**   * Chancellor’s Council on Diversity & Inclusive Excellence (Sarah Pratt) * Chancellor’s Invent the Future Steering Cmte. & Wkg. Groups – finished for now (?) * Committee on Disability Issues (Jayne Kluge) * Facilities Management Committee (Joe Biese) * Health & Safety Committee (Aaron Maternowski, Theresa Mullen) * University Planning & Innovation Council (Tracy Van Erem & TBD) * Wellness Committee (Aaron Maternowski) |
| **Old Business** |
| * UPS Policies Status (turn over to Kim/Christine, introduce Christine Olson) * Handbook Status (Employee Handbook – introduce Christine) |
| **New Business** |
| * HR Updates (introduce Christine Olson) * Univ. Staff representation on deans’ search & screen committees:   + Dean of the College of Science and Technology: Brenda Beck, Amanda Wildenberg   + Dean of the Austin E. Cofrin School of Business: TBD   + Dean of the College of Health, Education, and Social Welfare: TBD   + **The College of Arts, Humanities and Social Sciences:** TBD * BOR meeting at UWGB in April (4/7/16, 1:30-4:30 in Phoenix A/B) * Other new business? |
| **Adjournment** |
| * Don’t forget to vote! * Enjoy an ice cream sundae and feel free to ask committee members questions, or just say hello to fellow university staff members. * Thank you for coming! |