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United Staff Association

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**United Staff Association Meeting
March 19, 2013
10:30 a.m.
Cougar Room, Oyate Hall**

Minutes

The meeting was called to order at 10:30 a.m. by U.S.A. Chair, Jane Kill.

Approval of Minutes:

A motion to approve the minutes for November 15, 2012 was moved, seconded, and approved unanimously.

Treasurer's Report/Undues:

Laura Thielke, the U.S.A. Treasurer, was not able to get to work today due to the weather. Jane said we started the year with about \$1300 in our checking account. The free luncheon goes over very well and we want to keep that going. It costs about \$500 for the luncheon and the scholarship is \$500. Those are our most important expenses each year. We will be sending out the "undues" envelopes, asking staff members for a \$5-\$10 contribution. One Undues envelope from last year still hasn't been returned (and there were checks in it).

New Employees:

Employees who started after the last meeting were introduced by Jenny Quam.

New Hires:

Cassandra Burns, Food Service Worker part-time, Dining Services, started 11/15/12, Teamster
Constance Beyer, B & G Worker part-time, Plant Services, started 1/16/13, Teamster
Georgann Sauder, Food Service Worker part-time, Dining Services, started 1/28/13, Teamster
Amanda Flinn, Program Associate part-time, Grants Development, started 11/19/12, Civil Service
Joan Kerkvliet, Executive Accounts Specialist, Business Office started 1/2/13, AFSCME
Lacey Fahl, Office Support Assistant part-time, Office of the Registrar, started 2/14/13, AFSCME

Appointment Changes:

Melissa Wroblewski, Accountant I, Business Office, started 12/3/12, Civil Service
John Helsper, to full-time B & G Worker, Plant Services, started 11/26/12, Teamster

Scholarship Committee:

Sarah Ashkar presented changes proposed by the Scholarship Committee to the U.S.A. scholarship application. The intent is to do more outreach and advertising in order to find viable applicants. One proposed change is to add information about the GPA minimum being 2.0. Another big change is to clarify on the leadership question whether it is on-campus or community leadership being reviewed. The revision was worded to include community, not just campus leadership. At the bottom, access permission requests were changed. Financial aid information is used as a tie breaker. The procedures document was updated to reflect the proposed changes.

Mary Zosel asked if the request for applications is sent out to the student listserv. She suggested that we clarify that this scholarship only applies to children, spouses, etc., of Morris campus employees, in case a student whose parent works on another University of Minnesota campus might think s/he qualifies. Nancy Helsper suggested adding the word "Morris" when referencing the U.S.A., since students might not know what campuses are covered by the U.S.A. staff organization. It was pointed out that there is a

student organization by that name as well. Jane asked about the letterhead used for the scholarship form. Can we really use this letterhead? We are not part of UMM. Bonnie Tipcke suggested that we ask U Relations for the proper protocol.

Mary asked if the application asks for the name of the parent. The answer was yes. Adele Raymond asked if can we find out which staff have children attending UMM. No one knows if that is possible. Adele asked how much time should be allowed for applications to be turned in. Nancy noted that the application is not complicated. Give them two weeks notice before the deadline? It was determined that we should send out the notice next week (March 27) and have them due by April 15. Jane wondered if we could present the scholarship at the Recognition Dinner. Information is due by April 3 for the dinner program.

Jane noted that the intent is to make the scholarship application and process not be prohibitive to our children, spouses, etc. The idea is to open it up so we can give out our scholarship. Jane read through the proposed procedures document.

Motion (Mary Zosel, Sheila Windingstad): to accept the scholarship application and procedural changes as proposed by the Scholarship Committee. The motion was approved unanimously.

Nominating Committee:

Matt presented the work of the Nominating Committee. The rows in blue are nominations. The rows in yellow are constitutionally mandated and will be voted on in Campus Assembly next week. For those slots, we have to present two names for each slot so there is actually a vote in Assembly. Whoever does not win those slots will automatically be placed in the "alternates" spots on Campus Assembly. We still need a volunteer for the AFRC slot, a one-year term. We were not able to find someone to volunteer. This committee meets on nights or weekends. Most of the meeting time is during allocation time. Mary, who has served on this committee in the past, commented that comp time or flex time can be used for time spent in committee meetings. Set that up in advance with your supervisor. Service on the AFRC can be fun; you find out what student life is like on campus. Jane noted that it is time consuming but there is not a better way to be involved on campus. Is anyone here interested? Matt opened the slate up to nominations from the floor. There were none.

Matt said the UMM Membership Committee made a comment on our Consultative Committee slots. The U.S.A. has complete control over membership on our slots on this committee. They noted that all of our terms came to an end at the same time. The Nominating Committee tried to stagger terms, so there is always someone with experience on the committee. The idea was to change one term, one time to be a one-year term temporarily to stagger when people go off the committee. Jim Barbour volunteered to do a one-year final term for his third term. Jim said that it takes a year or two to know what is going on with this committee. Matt said the Nominating Committee built staggered terms into the slate. We will go back into a normal 2-year term for that slot next year. Nancy asked Matt if he will be on the Nominating Committee for next year to remember this? He said that he would.

Jane thanked the Nominating Committee for pulling this together. Does anyone want to nominate themselves?

Motion (Julie Kill, Jim Barbour): to accept the slate as presented. The vote was unanimous in favor.

Jane said we need the staff voice on campus, so please consider promoting committee service among staff. Matt commented that this document will be in flux until the Campus Assembly meeting next week. Mary, who also served on the Nominating Committee, commented that some relatively new staff, Tricia and Candace, agreed to serve next year and we appreciate them stepping forward.

Social Committee:

Matt said he didn't expect to be able to get here today because of weather. The Social Committee is still organizing social events around town. It is a popular activity. We get different people each time depending upon the time and day of the week. The staff appreciation lunch was on January 10 in TMC. Originally it was billed as a potluck because of how expensive it was last year. We worked it out with Tony at Sodexo to keep it easy and still within our budget to provide it for free again. We served 82 last year and about 64 plus 7-10 takeouts this year. Matt is building an event website, based on survey responses. The idea is to have a calendar and a place where people can congregate. This would cover official U.S.A. events, but also other events that people want to know who else might be there. We will try it. We were thinking about trying some new things this spring, too. He is not sure if we will be successful with those ideas.

Jane said the idea behind the Social Committee is for fellowship. It is about creating a community on campus of all of us. Margaret Kuechenreuther said about SOFA, "I'm not going to force people to have fun." Matt said we try to do things "on the cheap" so everyone can participate.

Other Committee Reports:

Jane said she had two other committee reports. The Planning Committee has been looking at UMM's comparison groups: the colleges we say we are like and that we aspire to be like. The One Stop initiative in the Financial Aid Office has been on the agenda as well. One Stop is a collection of offices in one physical place so students don't have to roam. The other committee she has been on is the final phase of the RAR (Resource Allocation Review). The final report is 60 pages long and was given to the Chancellor last night. After all of the hours spent on RAR, we conclude that we are a lean, wonderful college. A lot of people were disheartened by the process thinking now we have to defend ourselves. That wasn't the point of the process. It was to evaluate programs. The RAR will continue, but in a different form that looks at the programs and more appropriately defines them. It did not hurt anyone. It is now up to the Chancellor what happens with the report next. Jane expects it will go to Campus Assembly. If nothing comes out of it other than getting units to come together to look at each other, that would be good.

Don't forget the free dinner to celebrate ourselves and awards – Mary Martelle and Outstanding Staff Service awards – for staff. Try to get a group together to make a nomination. The dinner is April 25 at 6 p.m. in Oyate Hall.

A motion to adjourn was made and seconded by Jenny Quam and Adele Raymond and passed unanimously.

Adjourned 11:30 a.m.

Submitted by Nancy Helsper