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United Staff Association

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**United Staff Association Meeting
October 30, 2013
Welcome Center, Room 122**

Minutes

The meeting was called to order at 9:30 a.m. by U.S.A. Chair, Jane Kill.

Kill shared the mission of USA. USA is a way for staff to participate in campus governance. Kill also introduced the executive committee members.

Jane Kill, USA Chair
Sandy Kill, AFSCME Vice Chair
Mary Zosel, Civil Service Vice Chair
Mieka Hoffman, Teamster Vice Chair
Tricia Rohloff, Secretary
Candace Cegla, Treasurer

Approval of Minutes:

A motion to approve the minutes for March 19, 2013 was moved, seconded, and approved unanimously.

Treasurer's Report:

Candace Cegla, the U.S.A. Treasurer, reported that since the March 19th, 2013 meeting, USA has earned \$0.07 interest. 22 undue envelopes were sent out and 19 were returned. The total money collected was \$547.00. Two of USA's largest yearly expenses are for the Scholarship of \$500.00 and the Free Lunch event which costs anywhere from \$350-\$500 to provide. We have done some tracking of expenses verses revenues over the last several years and have found that each year our expenses are greater than revenue. At this time we have a total of \$1294.48 in our account so as you can see the longer we progress in this trend the sooner we will have to make adjustments. With that being said, we thank you all very much for your contributions to undues and encourage you to continue to contribute as you are able to. We appreciate being able to make positive contributions back to our USA members using the money you so kindly contribute. If you have any suggestions on how we can generate more revenue each year, the USA executive committee would like to hear from you.

New Employees:

Employees who started after March 19, 2013 were introduced by Jenny Quam, UMM Human Resources.

New Hires:

Jessie Eisenlohr, Food Service Worker part-time, Dining Services, started 4/8/13, Teamster
Leah Kietzman, Food Service Worker part-time, Dining Services, started 9/4/13, Teamster
Maxine Dinkel, Food Service Worker part-time, Dining Services, started 9/5/13, Teamster
Travis Lembeke, B & G Worker part-time, Plant Services, started 5/6/13, Teamster
Scott Marazzo, B & G Worker part-time, Plant Services, started 7/22/13, Teamster
Robert Velde, Police Officer, Campus Police, started 7/22/13, Law Enforcement
Kelli Lonegran, Executive Accounts Specialist, Plant Services, started 6/6/13, AFSCME
Elizabeth Fladhammer, Principal Office and Administrative Specialist, Education, started 8/4/13, AFSCME
Janine Teske, Executive Accounts Specialist, Business Office, started 9/16/13, AFSCME
Stephanie Ferrian, Principal Operations/Student Services Specialist, Academic Center for Enrichment, started 5/29/13, AFSCME

Appointment Changes:

Janel Mendoza, Executive Office & Administrative Specialist, Equity, Diversity, and Intercultural Programs, started on 5/2/13, AFSCME and transferring back to Plant Services as Executive Accounts Specialist on 11/4/13
Nathan Kleespie, Office Support Assistant part-time, Post Office, started 8/19/13, AFSCME
Sarah Ashkar, Student Personnel Coordinator (100%), Academic Center for Enrichment, started 8/19/13, Civil Service
David Leuthardt, B & G Worker (100%), Plant Services, started 8/26/13, Teamster

USA Campus Assembly Representation:

Jane Kill, USA Chair, shared the revised Slate of Committee Representatives for 2013-2014 that was voted on by Campus Assembly on October 2, 2013. Kill explained that Matt Senger and Matt Zaske, two former civil service committee members, were reclassified to P&A positions and are no longer under the USA representation. Matt Zaske was voted in as chair of the membership committee at Campus Assembly. The USA executive committee met and decided it was most beneficial to keep M. Zaske and M. Senger in their campus assembly positions voting in the best interest of staff even though they are no longer USA since nobody else stepped forward to represent. Tami Berberi wrote a letter to campus assembly explaining the situation. Campus Assembly voted in favor of keeping Matt Senger and Matt Zaske as representatives for USA. This will not set precedence for what is to come. Rebecca Webb commented that she is the one person in assembly that voted against this. She does not support having a P&A representing USA at assembly. She also encourages the committee to get more voting members on campus assembly.

All P&A are voting members of Campus Assembly and USA has one representative for every 25 employees. It is the job of the representatives to share information with the rest of the USA members. All USA members can go to Campus Assembly, but only the USA representatives are allowed to vote. Jodi Sperr was elected to be the 2nd member in the membership committee. An election between Jodi Sperr and Rebecca Webb was held. Webb recommended that Sperr be elected. USA currently has seven voting members and two alternates. Alternates are used in the event that USA voting members cannot fulfill their duties. Ramsay Bohm has been added as a voting campus assembly member since Jodi Sperr has full representation on the membership committee. Additionally, there are other campus assembly committees. Members can serve on only one core committee at a time.

Job Classification System Redesign:

As part of President Kaler's emphasis on operational excellence, the Office of Human Resources (OHR) is expediting the completion of the University's Job Classification System Redesign. This initiative will re-examine all Civil Service and P&A jobs at the University, by job family, in order to:

- Establish more clearly defined career paths and more transparent pay structures across the University system
- Align our classification specifications with external market trends and ensure that our job classifications match the work being done
- Create efficiencies for OHR and unit HR staff, managers, and supervisors with regard to administering job classification and compensation in their units
- Provide a foundation for strategic workforce planning and development to match institutional needs and priorities

The University has identified 18 job families to be studied and redesigned. Of these, four have been reviewed to date and are completed or nearing completion: alumni relations, communications, finance, and IT. For the remaining 14 job family studies, the university has contracted with Sibson Consulting to help us expedite the process. The proposed timeline can be accessed at:

<http://www1.umn.edu/ohr/toolkit/compensation/jobfamily/>. Alisande Allaben questioned how job

families are broken up and changed. It was suggested having Sarah Mattson from the UMM Office of Human Resources come to a future meeting to discuss this process. Laura Thielke shared that AFSCME has not been asked to participate in the job family reclassification.

Staff Service on Committees

The issue of time off for USA committee members was discussed. If you are serving on committees in addition to your regular hours, you need to work with your supervisor to get time off for that time. Webb suggested putting together a list of offices that have had representatives and see if there is a reason they are not serving. It was also suggested having supervisors encourage their employees to serve on committees.

Committee Reports:

Kill shared that at Campus Assembly, each committee presents a report on what they have been working on. She suggested USA do the same since that way all members are aware of what the committees are doing. Nancy Helsper shared that there is a digital well on the library website that contains the minutes of all committees. Matt Senger also shared that each committee website also links to the minutes. Kill encouraged committee members to come to USA meetings and report on what the committee is doing. Zosel also encouraged people interested in committees to let her know so she can contact you at nomination time.

Campus Assembly Report:

Minutes for the first campus assembly meeting were sent to all USA members. The most recent meeting was on October 29th, 2013. Jane Kill shared that Chancellor Jacquie Johnson reported at Campus Assembly on October 29th that work is still being done on the Resource Allocation Review (RAR) project and the recommendations are being addressed. It was noted that special projects such as RAR are revisited and used. Johnson also shared with campus assembly that the Morris campus is now called a *system* campus not a *coordinate* campus. It will be referred to as a campus.

Planning Committee:

Jane Kill is on the planning committee. She shared that the committee is currently working on the strategic plan. They are looking at the feasibility of having 2100 students on campus and how it will affect space, class size, faculty, and staff.

Finance Committee:

Laura Thielke reported on the finance committee. Mary Zosel and Thielke are the USA representatives on the finance committee. She shared that the contingency reserve fund has been evaluated. Upcoming events will include a report on gifts and endowments, the RAR final report, and in the spring the members will help develop FY15 budget. Webb asked how the Kaehler's proposal to cut costs will affect UMM.

A motion to adjourn was made, seconded, and passed unanimously.

Adjourned at 10:25 a.m.

Submitted by Tricia Rohloff