



The mission of the University of Wisconsin-Whitewater University Staff Council (USC) is to promote a positive environment for all university staff employees and encourage active participation in the University decision-making process. The USC is dedicated to promoting professional development and ongoing educational opportunities as well as serving as a channel of respectful communication among all university staff employees, and between university staff employees and the broader University community. The USC serves in an advisory role to the Chancellor and University administration. The USC represents all university staff permanent, temporary, and project appointment employees of the University.

COUNCIL MEETING MINUTES
THURSDAY, JANUARY 4, 2024 | 9:00 A.M.
UNIVERSITY CENTER 261 - WEBEX

ATTENDEES

USC Representatives:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Tanja Anderson | <input checked="" type="checkbox"/> Jenny Clauer | <input checked="" type="checkbox"/> Tamela Rocke |
| <input checked="" type="checkbox"/> Pedro Aranda | <input checked="" type="checkbox"/> Wesley Enterline | <input checked="" type="checkbox"/> Russel Schmidt |
| <input checked="" type="checkbox"/> Kat Bastien | <input checked="" type="checkbox"/> Jill Gerber | |
| <input checked="" type="checkbox"/> Karen Brueggeman | <input checked="" type="checkbox"/> Elizabeth Lamb | |

Quorum Present: YES/ NO

Other Governance Attendees:

- | | | |
|-----------------------------------|--|--|
| <u>Faculty Senate</u> | <u>Academic Staff Assembly</u> | <u>Whitewater Student Government</u> |
| <u>Representative</u> | <u>Representative</u> | <u>Representative</u> |
| <input type="checkbox"/> Kim Nath | <input checked="" type="checkbox"/> Michael Gorman | <input type="checkbox"/> Angelina Izzo |

Guest(s): Kai Instefjord

AGENDA

1. Priority Business
 - Call the Meeting to Order (9:04 am)
 - Approval of **Thursday, December 7, 2023** USC council meeting minutes
 - i. Motion: Tamela Rocke
 - ii. Second: Karen Brueggeman
 1. 10 Yay; 0 Nay

2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
 - Human Resources Report | Kai Instefjord (HR Manager)
 - i. Pay Plan has been applied and will be on first payment on January 11, 2024
 1. Includes retroactive pay from July 1, 2023 (will be a lump sum on the January 11, 2024 pay stub)
 2. If anything is incorrect, let Payroll know (payrollsupport@uww.edu)

3. Other Governance Group Leadership Reports

- a. [Faculty Senate](#) | Kim Nath
- b. [Academic Staff Assembly](#) | Michael Gorman
 - Pay structure for instructional academic staff promotion is different
 - 1. Raises are not the same as last year, people refusing promotion
- c. [Whitewater Student Government](#) | Angelina Izzo

4. USC Chair Report | Wes Enterline

- General Updates
 - i. Pay plan; to give an idea – calculated to be about a week’s worth of pay
 - ii. Chancellor Inauguration Ceremony Friday February 23, 2 pm @ Young Auditorium
 - iii. Wes invited to COEPS Spring forum 2024 – theme is Creating Spaces for Critical Discussion
 - iv. Jan Bilgen – Student Activities and Involvement (SAI) to continue supporting EDI related student efforts
 - 1. Warhawk Connection Center should still function the same
 - v. Artanya Wesley (Vice Chancellor) leaving UWW
 - vi. Chief of Staff and Senior Strategy and Compliance Officer search
 - 1. Ryan Callahan is chairing search
 - vii. Committee list staffed up
 - viii. Compensation Committee -What it looks like from various dept. groups
 - 1. Position Description – gather as evidence
 - 2. Look at Overtime / Overload Policies
 - 3. Committee should be meeting more regularly
 - ix. Veronica Warren Interim Dean of Students
 - x. Some University Staff nominations have come in
 - 1. March 1 deadline
 - xi. Have Internal-Committee Meetings scheduled more frequently
- Resolutions
 - i. DA Resolution still in need of edits – topics are comprehensive
 - 1. Jill wants submitted sooner rather than later; have on agenda next month to approve and move forward
- Meeting Notes
 - i. Admin Affairs
 - 1. Building Space Inventory
 - a. FM&M space usage evaluation – Deloit Reports
 - b. Mainly Academic Spaces
 - i. Faculty Offices
 - ii. Conference Rooms
 - iii. Classrooms
 - c. Final Report in March

- d. White Hall may not be included in Winther / Heide project
 - i. Not listed on the Demolished building list
 - 1. \$1-2 million to demolish
 - ii. Will still be used for storage during project
 - ii. Budget Information
 - 1. Budget SPBC – Goal to have 8.8 million deficit to \$0; \$3 million forecasted at end of year
 - 2. How to budget for natural vacancies (last about 3 months on average)
 - 3. UW Oshkosh / Platteville have run out of reserves
5. Constituency Reports
 - Academic Affairs Report | Kat Bastien / Tamela Rocke
 - i. Tamela
 - 1. Meeting scheduled for Grant/Fundraising subcommittee
 - a. Anyone got cool ideas – feel free to share
 - Finance and Administrative Affairs Report | Wes Enterline / Russel Schmidt
 - i. Wes
 - 1. See USC Chair Report above
 - ii. Russel
 - 1. Title/Total Compensation
 - a. Position Description still not accurate (e.g. roadwork, mowing etc.) listed as miscellaneous
 - 2. Where to submit concern on Compression issues
 - a. Send to Compensation committee or Wes (for University Staff)
 - Student Affairs Report | Karen Brueggeman/Jenny Clauer
 - i. Karen
 - 1. Professional development Day
 - a. January 17, 2024
 - 2. Received good feedback from CIO applicants
 - ii. Jenny
 - 1. 2027 Esker Remodel (in sections)
 - 2. Waiting for contracts in February (currently contracted with Aladdin)
 - At-Large Report | Pedro Aranda/Jill Gerber/Elizabeth Lamb
 - i. Pedro
 - 1. COEPS Dean Search – first round coming next few weeks
 - a. The desired start date for the position is by July 1, 2024
 - ii. Jill
 - 1. Parking committee met
 - 2. Willing to serve on Sexual Violence and Harassment Advisory Committee

3. Logo for travel mugs pending
4. Still have website notes still from when last met
5. Will get Position Description from Facilities from City to compare
- UW-W at Rock County and Human Resources | Tanja Anderson
 - i. Tanja
 1. UWW Rock Admin Council met December 15, 2023
 - a. Spring enrollment up 13% from last year Spring
 - b. Retention, know last minute as many transfer to main campus
 - c. Putting carpet into medical lab / landscaping
 - d. Retreat/kickoff on January 17, 2024

6. Campus Committee Reports (upload committee updates a minimum of 24 hours prior to the meeting to the correct date folder at <T:\University Staff Council\USC Meetings-Council>):

 - Committee Reports in Constituency Reports above
 - a. Audit, Review, Compliance and Ethics (ARCE) | Wes Enterline
 - b. Campus Landscape and Planning | Wes Enterline
 - c. Chancellor's Inauguration Committee | Kat Bastien
 - d. Chancellor's Committee on Inclusive Excellence | Kat Bastien
 - e. Chancellor's Committee on LGBT* Issues | Elizabeth Lamb
 - f. Chancellor's Committee on Student Success | Tamela Rocke
 - g. Chancellor's Committee on Veteran and Service-Member Issues | Karen
 - h. Competition review Committee | Wes Enterline
 - i. James R. Conner University Center Board | Jenny Clauer
 - j. Chancellor's Committee on Mental Health | Kat Bastien
 - k. Leadership Feedback Committee | Kat Bastien
 - l. Parking Committee | Jill Gerber
 - m. Rec. Sports Advisory Committee | Jill Gerber
 - n. Sexual Violence and Harassment Advisory Committee | **NEED REPRESENTATIVE**
 - o. Strategic Planning & Budget Committee (SPBC) | Wes Enterline / Tamela Rocke
 - p. Sustainability Advisory Committee | Wes Enterline
 - q. Titling Committee | Karen Brueggeman
 - r. University Compensation and Benefits Committee | Wes Enterline / Jill Gerber
 - s. University Technology Committee | Karen Brueggeman

7. Subcommittee Reports

 - a. Bylaws | Wes Enterline
 - a. Version downloaded into google drive – continue to use for comments/changes
 - b. Elections | TBD
 - a. Meeting on Tuesday January 23 @ 10 am (WebEx)
 - c. Employee Recognition | Karen

- a. Retirement Dinner to Lunch / combine into Spring Meeting
 - d. Grant/Fundraising | Tamela Rocke
 - e. Programming/Outreach | Karen
 - a. Revamp Website
 - b. Include perks for University Staff
8. Other Business:
- Adjourned (10:35 am)
9. Next Meeting
- **Date:** February 1, 2024
 - **Time:** 9 am – 11 am
 - **Location:** UC 259
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