

UNIVERSITY STAFF COUNCIL (USC) | MEETING AGENDA
Thursday, February 3, 2022 | 9:00 A.M.
WEBEX | LT4012

MISSION STATEMENT

The mission of the University of Wisconsin-Whitewater (UWW) 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.

ATTENDANCE

Present:

Tanja Anderson, Karen Brueggeman, Jenny Clauer, Kim Duesing; Katrisa Hilliard,
 Gretchen Kinney; Jacqui Palcic, Julia Rowehl, CynDee Sentieri

Additional Attendees:

Tracy Hawkins, Faculty Senate Representative, Christine Hoover, Academic Staff Assembly Representative

Absent: Abby Dunkleberger; Rori Eilenfeldt; Amy Sexton

Guests: None

Quorum Present: Yes

WELCOME

The University Staff Council Meeting (USC) was called to order at 09:01 AM

MINUTES APPROVAL

Meeting minutes approval motion: Jacqui Palcic requested a motion to *approve the February 3, 2022*

Meeting Minutes

- First Motion: Karen Brueggeman
- Second Motion: Kim Bruggeman

No changes to the meeting minutes were requested. Meeting minutes passed unanimously

CHAIR REPORT | Jacqui Palcic

2022-2023 + 2023-2024 SPRING & WINTERIUM CALENDAR DISCUSSION

Chancellor request: Updated calendars to reflect Spring semester beginning the Monday after Martin Luther King Day in Spring 2023 per Chancellor request

Considerations:

- Winterium will start in January instead of end of December – adds two (2) extra days
 - Does not affect exam period
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- Reducing schedule by four (4) days
 - Discussed adjusting the eight (8) weeks sessions in spring to be two equal 7.5-week sessions

2022-2023 + 2023-2024 Spring & Winterium Calendar approval motion: Jacqui Palcic requested a motion to *approve the 2022-2023 + 2023-2024 Spring & Winterium Calendar*

- First Motion: Karen Brueggeman
- Second Motion: Gretchen Kinney

No changes to the calendars were requested. 2022-2023 + 2023-2024 Spring & Winterium Calendar passed unanimously

CHANCELLOR SEARCH

- Committee will be developed in May, and will include at least one representative from each governance group
- The Chancellor search will begin in fall 2022.

PAY PLAN

- Proposed pay plan has gone into effect
- Outstanding training delayed pay plan increase for those that did not complete the required training. Once training is completed, pay plan increase will be retroactive

TUITION REIMBURSEMENT PROGRAM

- Resolution has been sent to cabinet to set up a formal committee which has been approved and formed
- 1st meeting scheduled this month

SHARED GOVERNANCE UPDATE

- President Search – each governance group was able to participate with the interviews

TTC UPDATES

- System is looking at making changes to admin asst II & III SJDs and possibly adding an ADA SJD.
- UWS HR Director has not reached out to the initial ADA group yet, although he did send a follow-up email letting us know it is still “in the works”.
- Four (4) academic staff and 23 university staff appealed their TTC

JOB ANNOUNCEMENT

UW System job announcement has been placed in the USC folder

MARCH USC MEETING

Guest Speaker, Ann Stadler, Chief Marking Officer will be in attendance to the March 2022 meeting, please have your questions and ideas ready for the presentation.

TREASURER REPORT | Kim Duesing

General Account: \$1773

Foundations Account: \$1092.29

Retirement celebration inquiry: Chancellor committed \$1000 towards celebration once planning is complete

CHANCELLOR LIAISON REPORT | Rori Eilenfeldt

*** Nothing to report at this time / Not in attendance*

HUMAN RESOURCES LIAISON REPORT | Abby Dunkleberger

- TTC appeals closes February 4th, 2022
- Lots of recruitment & requests
- Asst Vice Chancellor for Student Affairs requisition opened February 2nd, 2022 | USC representative – will be emailed to Jacqui
- Kay Brady is assisting as a TAM assistant temporarily due to Victoria's resignation
- Congratulations to Abby Dunkleberger for her April baby announcement – please contact Amy Sexton or Kay Brady if she is still assisting with Search and Screens during Abby's leave of absence

GOVERNANCE GROUP(S) UPDATE(S):

- a. Faculty Senate | Tracy Hawkins / Gretchen Kinney
 - Upward Evaluations | Supervisor feedback update
 - i. Faculty Senate feedback – take proposal to admin councils (due to push back from chairs) to speak with department chairs. Scheduling visits in the next couple weeks. March meeting approval planned. Some reservations noted
 - ii. Approved resolution for summer employment increase requested
- b. Academic Staff Assembly (ASA) | Christine Hoover
 - Vice Chair of ASA – lecturer of the College of Business & Economics
 - Bylaw updates complete to elections and constituency completed during first two (2) January meetings – flexible to include at large positions to reduce summer election
 - Learning community resolutions passed at last meeting – shared governance united passing of resolutions is positively received
 - Supervisor feedback - Brenda Johansen is the lead for ASA – ready to present when faculty senate completes final updates
 - Merge UWW position promotion process with UW-Rock - not a current promotional process for Instructional ASA – working with Dean at Rock to merge processes for those that are eligible for promotion so there is one (1) process for both campus – goal is to have that completed by the end of the semester
- c. Whitewater Student Government | Gretchen Kinney
 - Two (2) search and screen positions: Director of Student Affairs and Career Services Director
 - WSG's current focus is on sexual assault cases and how to make it better
 - Discussing COVID changes
 - ICIT to focus on IT issues – streamline IT
 - Learning Communities – honoring football team & LGBTQ+

CAMPUS COMMITTEE(S) UPDATES (upload committee updates a minimum of 24 hours prior to meeting to correct date folder at T:\University Staff Council\USC Council Meeting Information

- a. Essential Learning and Assessment Review Committee (ELARC) | Rori Eilenfeldt**
 - b. Inclusive Excellence | Julia Rowehl
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- Meeting was held
- c. Landscape and Planning | Kim Duesing**
- d. Parking Committee| CynDee Sentieri**
- e. Rec. Sports Advisory Committee | Kim Duesing**
- f. Strategic Enrollment Planning Committee | Miguel Aranda / Nicole Caine**
- g. Strategic Planning & Budget Committee (SPBC) | Jacqui Palcic / Julia Rowehl**
- h. Student Success Committee | Gretchen Kinney**
- i. Student COVID Vaccine Task Force | Arin Diederich**
- j. Sustainability Committee | CynDee Sentieri**
- k. Titling Committee | Karen Brueggeman / Jacqui Palcic**
- l. University Center Board | Cyndee Sentieri**
- m. University Program Array Review Committee (UPARC) | Jacqui Palcic**
- n. UWW-Rock update(s) | Tanja Anderson**
- o. University Technology Committee | Karen Brueggeman**
- Spring Diversity Forum information was discussed – flyer is in the USC folder

** Nothing to report at this time

SUBCOMMITTEE REPORTS

- a. By-laws
 - a. Emeritus Policy – information received form Chancellor Office has been placed in the USC folder. Attempting to make tenure the same across the board

Emeritus Policy approval motion: Jacqui Palcic requested a motion to *approve the Emeritus Policy changes as is:*

- First Motion: Gretchen Kinney
- Second Motion: Cindy Sentieri

No addition changes to the Emeritus Policy were requested. Emeritus Policy passed unanimously

- b. Employee Recognition
 - a. Non-USC employees are part of the group
 - Questions were revised/reformatted to focus on what excellence means and who is excellent on campus
 - March 11th, 2022 is the deadline
- c. Elections
 - Discussion scheduled for March; with elections to take place in April; announcement is scheduled for May, Position will start in July
 - Typically, four (4) positions are posted; will review what positions are due for voting
- d. Grant/Fundraising **
- e. Programming/Outreach **

** Nothing to report at this time

OTHER BUSINESS



US RETIREMENT & EMPLOYEE RECOGNITION DINNER

Attempting to finalize a date | week after commencement – UC is on summer hours, do not host dinners due to staffing. Did not want to schedule an event too close to April due to availability conflicts; CEC plans to host an event after commencement; waiting for confirmation that Chancellor Catering will be completed through Aladdin

RESOLUTION OF APPRECIATION FOR TARYN CAROTHERS

Resolution of Appreciation for Taryn Carothers approval motion: Jacqui Palcic requested a motion to *approve the Resolution of Appreciation for Taryn Carothers*

- First Motion: Gretchen Kinney
- Second Motion: Cyndee Sentieri

No objections were made to the Resolution of Appreciation for Taryn Carothers. Motion passed unanimously

RESOLUTION TO SUPPORT RE-ESTABLISHING LEARNING COMMUNITIES

An updated resolution has been placed in the USC folder; which was passed by academic staff and students

Resolution to Support Re-establishing Learning Communities approval motion: Jacqui Palcic requested a motion to *approve the Resolution to Support Re-establishing Learning Communities*

- First Motion: Karen Brueggeman
- Second Motion: Gretchen Kinney

No objections were made to the Resolution to Re-establish Learning Communities. Motion passed unanimously

RESOLUTION ON PARKING

Resolution on Parking was reviewed

- 2nd page updates regarding 01.01 Employee New Hires
- Flat 25% increase for six (6) years for all levels and payroll deduction to be made be available for all employees at all times

Suggestion: USC requests – consider exploring other sources of revenue (fundraising, grants, raising athletic parking fees) and provide details on effort to assist with raising funding for the parking lot instead of relying on employees and students bearing full burden.

Resolution on Parking approval: Jacqui Palcic requested a motion to *approve the Resolution on Parking*

- First Motion: Gretchen Kinney
- Second Motion: Karen Brueggeman

Additional wording to consider exploring other sources (above suggestion) will be emailed to the USC Committee for agreement prior to submitting final version of the approved resolution. No objections were made to the Resolution on Parking. Motion passed unanimously

SPRING GENERAL MEETING | OLD BALL ROOM

- Round table format
 - Meeting scheduled for **March 15th, 2022**; a calendar invite has been sent to USC members
 - 178 survey respondents were received
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- Potential Presenters and topics for presentation:
 - Jeff Arnold, Vice Chancellor for Academic Affairs
 - Wellness - Stephanie & Amy to speak about wellness benefits
 - Chancellor – COVID updates
 - Emergency Operations Committee (EOC): all things COVID
- University Staff access to computers – what has been done to ensure there is adequate space available for access to campus required training for ALL staff (i.e. maintenance)? Employees are struggling with access.
Suggestion: Designate/identify areas around approved for employee usage – notice needed | employee training section
- NCBI – change up presentation
- How do we celebrate/honor staff and/or introduce New University Staff?
 - LeeAnn from Warhawk Alley – great response after last general attendance – possibly share PowerPoint for this meeting
- Evaluation
- Tuition reimbursement
- Parking
- Refreshments: Open to refreshments (50 potential attendees) – coffee, water, cookie assortment | Kim Duesing (Jenny Clauer will provide contact information)
- Department reports: List University Staff Council Members. Include name, contact information, committees we are on – if attendees have any questions they may contact the person listed. May distribute this information via email as well. Karen Brueggeman will upload information to the USC webpage
- WebEx invites for general meeting will be sent
- Open to suggestions regarding USC Swag: can purchase items and have it charged to account. Gretchen Kinney will get prices and will work with Kim Duesing:
 - Pens, lanyards, keychains, water bottles, reach out to departments for swag; purchase purple points/dinging dollars on gift cards; portfolio (gifts to student employees when they graduate)

Noted meeting timeline for current content and presenters is approximately 1hr 20min

EXIT INTERVIEWS

- Are Exit Interview Reports posted, if not, why?
- Cost to campus to conduct Exit Interviews
- Turnover information can be found on the USC T: drive - reflects percentage of people that are leaving due to supervisor
- Exit interview format is unknown (survey, in person, etc.)

NEXT MEETING

Date: Thursday, March 3, 2022

Time: 9AM – 11AM

Respectfully submitted,

Katrisa Hilliard | USC Secretary

University Executive Staff Assistant | Dean of Students office

~~Wednesday, February 23, 2022~~ Wednesday, February 23, 2022
