



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, JULY 13, 2023 | 9:00 A.M.
UPHAM HALL 222 - WEBEX

ATTENDEES

USC Representatives:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Tanja Anderson | <input checked="" type="checkbox"/> Jenny Clauer | <input type="checkbox"/> Tamela Rocke |
| <input checked="" type="checkbox"/> Pedro Aranda | <input checked="" type="checkbox"/> Wesley Enterline | <input checked="" type="checkbox"/> Julia Rowehl |
| <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:

Faculty Senate
Representative

TBD

Academic Staff Assembly
Representative

Christine Hoover

Whitewater Student Government
Representative

TBD

Guest(s):

AGENDA

*Introductions

229 academic staff
345 faculty
277 university staff

1. Priority Business
 - Call the Meeting to Order
 - **Introductions**
 - Approval of **Thursday, June 1, 2023** USC council meeting minutes
 - i. With revisions made
 1. Motioned: Jill Gerber
 2. Seconded: Jenny Clauer
 3. 9 aye; 0 nay

2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
 - UW-Green Bay Conference September 22

- i. Arrive on 21st (day before)
- ii. Funded last year
- Separation reports; but need to request fresh new list to update
- ICIT split to Information Technology Services (ITS) and Learning Technology Center (LTC)

3. USC Chair Report | Wes Enterline

- Full Chair Report on T:drive in meeting folder
 - i. Chair Welcome
 - 1. Focus on looking at last year
 - 2. Reorganizing T:drive and Auditing Access to T:drive / email access
 - 3. Establish 1-on-1 meetings with elected USC representatives
 - a. Scheduling starting in August
 - 4. Work via email between meetings to keep meetings effective and concise
 - 5. Relevant meeting documents on T:drive before meeting
 - a. Committee Reports and other relevant meeting documents can be placed in meeting folder too
 - 6. Using Google Docs for collaborative documents
 - a. Eventually will be downloaded and saved on T:drive
 - ii. Representative Training
 - 1. Complete Wisconsin Open Meeting Law Training
 - a. All elected governance members to complete annually
 - b. Link in USC Chair Report for this meeting on T:drive
 - iii. Read the By-Laws
 - 1. Current version as of November 2022 on T:drive
 - 2. Let Wes know if interested in joining By-Laws Committee
 - 3. Notify if any issues or suggested changes to consider for annual review in November
 - iv. Institutional Budget
 - 1. Address structural deficit
 - a. Enrollment – 13,000 students is ideal
 - b. Retention currently at mid 70's; goal to increase to 82%
 - c. Position Pause
 - i. Generally no new FTEs
 - 2. \$1.5 million made on investments
 - 3. \$6.5 million GPR deficit – actual spending close to \$4-5 million due to salary savings
 - 4. Utility costs have skyrocketed
 - 5. Desire to address equity amongst the classifications of employees
 - v. State Budget / Compensation
 - 1. 144 vacant positions cut at UWSA

2. FTEs at campus level available, but not enough salary dollars for all of them
 3. Joint Finance to give money back to campus based on “workforce performance-based outcomes”
 4. 4% and 2% biennial pay plan approved in state budget, BUT:
 - a. Chancellor has option to carve out %15 percent for other initiatives
 - b. Still needs to be approved by JCOER (Joint Committee on Employee Relations) – Retroactive pay to July 1 if approved
 - c. Pay Plan is not fully funded, some funding would need to come from tuition money
- vi. Strategic Plan
1. Action items in three buckets
 - a. Plans that are already doing real work
 - b. In process
 - c. Co-Leads: one person doing work with one overseeing strategic plan aspect
 2. Action Teams
 - a. Identify rest of co-leads
 - b. Every action item has a team
 - c. Shared governance reps incorporated as appropriate to the topic area but not required in all teams
 - d. Student Success Committee to include governance representation
 3. Reporting and Accountability
 - a. Dashboard will be built to track metrics of general performance
 - b. Formal engagement with Strategic Plan will be through SPBC (Strategic Planning and Budget Committee)
 - i. They are happy to attend/update governance groups at any time
 - c. Each Division and Academic College will be going through strategic planning
 4. DEI – Inclusivity & Belonging
 - a. University level thinking geared to inclusivity and belonging
 - b. Not moving forward with hiring full-time position at this time, instead will be lead by an eligible faculty applying to be Assistant Chancellor for University Inclusivity and Belonging
 - c. \$32 million DEI cut still on the table; UWSA to decide who this impacts campuses
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- i. Positions cannot be removed, but there is no money related to those positions
 - ii. Hope to know within 2-3 weeks
 - 5. UW System – ATP
 - a. University Staff likely to match fiscal year to standardize with ATP transition
 - i. Waiting to see how carryover and banked leave will look like
 - b. TMA, ShopUW+, WINS, and Identity Management having integration issues with WorkDay – latest information found here: <https://atp.wisconsin.edu/stay-informed/>
 - c. UW System hired Deloitte (accounting firm) to provide services – UW-Whitewater serving as pilot school
 - i. Look at revenue streams
 - ii. Forecasting models
 - iii. Benchmarks and targets
 - iv. Starting early July and here for nine weeks
 - d. UW System increased Night and Weekend differential pay effective 07/02/23 for non-exempt University Staff
 - i. Night increased from \$0.45 to \$0.80
 - ii. Weekend increased from \$0.60 to \$0.80
 - 6. University Compliance
 - a. Compliance unit needed to guide this aspect of campus
 - b. Working at System level
 - c. No new positions (rework existing)
 - i. Compliance, Audit Review, Policies
 - ii. Title IX
 - iii. Open Records
 - iv. University-wide Compliance Working Group
 - v. Will report to Chancellor's Offices
 - 7. Admin Affairs – HR
 - a. Wes meeting with Connie next week
 - i. Performance Review Gap
 - ii. Investigation Process
 - iii. Grievance Process
 - iv. Supervisor Training
 - b. HR being reviewed by outside consultant
 - i. Strengths and improvements for next couple of years
 - ii. Meetings scheduled with governance – August 17 or 18
 - c. Criminal Background Checks will now be charged back to departments
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8. Committees

- a. Updated Campus Committee spreadsheet
- b. Evaluating committees that should be in place according to policy or serve core purpose
- c. Governance leaders to decide which committees are necessary
 - i. Reaching out to each committee chair to determine current status
- d. Four questions prompted to USC governance members
 - i. What committees should continue to exist to ensure shared governance occurs at a granular level?
 - ii. What committees have you heard of that aren't on one of our lists (T Drive/Committees/- Committee Assignments and Lists)?
 - iii. What external committees are people interested in?
 - iv. What internal committees are people interested in?
- e. Internal USC Committees and obligated members according to Bylaws

9. USC Goals

- a. Think about for next time on what we want to accomplish
 - i. As a group?
 - ii. Individually?

4. Other Governance Group Leadership Reports

- a. [Faculty Senate](#) | TBD
- b. [Academic Staff Assembly](#) | TBD
- c. [Whitewater Student Government](#) | TBD
 - Angelina Izzo is current President of WSG

5. Constituency Reports

- Academic Affairs Report | Kat Bastien/Julia Rowehl
 - Administrative Affairs Report | Wes Enterline
 - Student Affairs Report | Karen Brueggeman/Jenny Clauer
 - i. University Center going through a lot of painting
 - At-Large Report | Pedro Aranda/Jill Gerber/Tamela Rocke/Elizabeth
 - UW-W at Rock County and Human Resources | Tanja Anderson
 - i. Branch campus assessment per Wes's email
 - ii. Emergency Government Exercise (COOP/Table top) to be held at RCK on 08/02/23
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- iii. RCK is purchasing a large digital sign that will be installed on our quad sometime mid/end of September
 - iv. Rock County will be repairing/replacing the roof for Andrews Hall this summer
 - v. Student employee hires – as of 7/2, we do not need to collect direct deposit and W4 forms anymore – the student should upload/update that information online as soon as possible after hire
 - vi. RCK will have a full time UW Whitewater Police Officer on campus (Nic Thompson) starting this Fall
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>):
- a. Audit, Review, Compliance and Ethics (ARCE) | Wes Enterline
 - b. Campus Landscape and Planning | Wes Enterline
 - c. Chancellor’s Committee on Veteran and Service-Member Issues | TBD
 - d. Community Engagement Center (CEC) Advisory Board | TBD
 - e. Essential Learning and Assessment Review Committee (ELARC) | TBD
 - f. Inclusive Excellence | TBD
 - g. JED Team (Mental Health) | TBD
 - h. Parking Committee | TBD
 - i. Rec. Sports Advisory Committee | TBD
 - j. Strategic Planning & Budget Committee (SPBC) | Wes Enterline / Julia Rowehl
 - k. Student Success Committee | TBD
 - l. Sustainability Committee | TBD
 - m. Title IX Advisory Committee | TBD
 - n. Titling Committee | TBD
 - o. University Center Board | Jenny Clauer
 - p. University Program Array Review Committee (UPARC) | TBD
 - q. University Technology Committee | TBD
7. Subcommittee Reports
- a. Bylaws | TBD
 - b. Elections | TBD
 - c. Employee Recognition | TBD
 - d. Grant/Fundraising | TBD
 - a. QDOBA setup 120 in advance Friday/Saturday/Sunday blocked off during desired time
 - i. 10/3 (Tuesday); 10/25 (Wednesday) potential 4 pm – 8 pm. Need QR Code
 - ii. Looking for a Monday in September
 - iii. At least \$150 to receive funds
 - iv. Send flyers via involvement fair to students
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v. Qdoba have flyers already designed

e. Programming/Outreach | TBD

8. Other Business:

- University Staff Pay Progression
- Telecommuting Policy
- General University Staff Meeting
 - i. Marketing – strategy to establish connection – Programming/Outreach
 - ii. Need to Schedule
 - iii. General resources
 - 1. Comradery
- Meeting Adjourned
 - i. Motioned: Elizabeth Lamb
 - ii. Seconded: Julia Rowehl
 - iii. 8 aye; 0 nay

9. Next Meeting

- **Date:** August 3, 2023
 - **Time:** 9 am – 11 am
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