

Meeting Minutes | **University Staff Council**
Thursday, August 5th, 2021; 9:30 a.m.
WebEx

CALL TO ORDER:

Jacqui Palcic, chair, called the meeting to order at 9:32 a.m.

ATTENDANCE:

Present: Tanja Anderson, Karen Brueggeman, Jenny Clauer, Jacqui Palcic, Julia Rowehl, CynDee Sentieri, Victoria Johnson, Kim Duesing, Gretchen Kinney, Katrisa Hilliard, Rori Eilenfeldt; Mike Gorman, Academic Staff Rep.

Absent: Mary Alkons, Abby Dunkleberger, Amy Sexton, Bakhtear Talukdar

Quorum Present: Yes

MINUTES APPROVAL:

Meeting minutes approval motion: Jacqui Palcic requested a motion to *approve the May 6, 2021 Meeting Minutes*

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

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

MISSION STATEMENT

Mission statement revision(s) provided via email on Friday, June 18th, 2021 for review and approval of suggested revision(s).

Mission Statement changes approval motion: Jacqui Palcic requested a motion to approve the June 2021 Mission Statement changes

- The June Mission Statement changes passed unanimously

HUMAN RESOURCES LIAISON REPORT | Victoria Johnson

Recruitment: filling acquisitions, Rehires in progress – please submit 9-month rehire documents to HR as soon as possible.

TTC (Title & Total Compensation): HR spreadsheet completion is due September 02, 2021. Titles will be updated in system by November 07, 2021. Nothing needs to be signed to acknowledge new title. TTC appeal process information will be provided.

COMMITTEE REPORTS:

Chair Report | Jacqui Palcic

- New Chancellor (James P. Henderson) started July 01, 2021
- Governance meeting held Wednesday, August 04, 2021: governance leaders will be permitted to attend one (1) cabinet meeting per month

Treasurer Report | Kim Duesing

General count: \$1047.36 | Foundation account: \$1092.29

No changes reported over the past one (1) month. Jacqui Palcic inquired if additional funding would be awarded for the upcoming fiscal year or if this funding has been eliminated due to COVID and budget cuts. Kim Duesing believes funding is a rollover, will provide clarification | ***Follow-up requested***

Treasurer Report approval motion: Jacqui Palcic requested a motion to *approve the Treasurer Report*

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

Meeting Minutes | **University Staff Council**
Thursday, August 5th, 2021; 9:30 a.m.
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Treasure Report motion passed unanimously

Chancellor Liaison Report | Rori Eilenfeldt

Requested guidance regarding information desired to be communicated to USC

- *Government liaison*: Who is filling that position? Will not fill Chief of Staff position, also held Government. Responsibilities are shared amongst Nicole Cain (Government/legislative) and Rori Eilenfeldt
- *Initiatives*: Emeriti solidification in progress
- *Welcome Back week*: Schedule has been posted with Meet & Greet on Tuesday, August 24 from 02:00 PM to 02:30 PM with Ice-cream social to follow. Cognizant of COVID variant – possible changes to schedule
- *Budget*: Chancellor Henderson will address the budget at the Meet & Greet for approximately 30 minutes

CAMPUS COMMITTEE REPORTS:

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

University Technology Committee | Karen Brueggeman

- Notes have been uploaded to T: Drive
- Data Confidentially Agreement - 89% completed
- HRS Duo security implementation - everyone should have it by end of the year

Transportation and Logistics Team | Kim Duesing

- Last meeting July 26, 2021 – working group will be terminated, will be available via other campus outlets/committees
- Address future concerns to Taryn Carothers or Nadine Hill

Action item: Committee may be removed from agenda – committee will be dissolved

Enrollment Strategy & Evaluation Committee (ESEC) | Julia Rowehl

Action item: Committee may be removed from agenda – committee is dissolved

Landscape and Planning | Kim Duesing

Peter Jacobs is stepping down. Letter will be placed in notes

Process Improvement Advisory Taskforce (PIAT) | Tanja Anderson

- August 26th PIAT Fall Fair
- Link for departmental process improvement suggestions and implementation changes will be provided during the fair
- Megan will follow-up with tracking progress and aiding in implementations
- Draft Agenda will be provided

Action item: Committee may be removed from agenda – committee will be dissolved

Academic Staff Assembly | Sue Morris / Michael Gorman

Idol over summer, nothing to report

Parking Committee | CynDee Sentieri

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- *Retiree Parking Permit* inquiry: Return to campus, free parking? Free Parking permit /Purple sticker to renew each year available – asked to be placed on HR Retiree check-off listing to be made available to all retirees at all levels
 - Exit interview inquiry sent to Connie Putland in HR: no response received. Jacqui Palcic will follow-up for verification if exit interviews were still being conducted

The following *Campus Committees* did not have any new information to report:

- Inclusive Excellence | Julia Rowehl
- Rec. Sports Advisory Committee | Kim Duesing
- Strategic Planning & Budget Committee (SPBC) | Julia Rowehl
- Student Success Committee | Gretchen Kinney
- University Center Board | CynDee Sentieri

CAMPUS SUBCOMMITTEE REPORTS:

Programming/Outreach | Jacqui Palcic

- Virtual office hours: July – complete. Next Virtual office hours scheduled for end of July
- Looking to host in-person office hours once semester starts – COVID dependent
- Working on plans for new employee connections
- Spring survey follow-up is being planned
- COVID & EOC update
- Telecommuting committee | Gretchen Kinney – remote work options - update will be provided

Employee Recognition | Jacqui Palcic

- Emails were sent to have portraits completed, and sent to Jacqui Palcic – photos will be sent to Anderson Library upon receipt
- Grievance policy updates in progress – more user friendly and efficient

The following *Campus Subcommittees* did not have any new information to report:

- By-laws
- Grant/Fundraising
- Elections
- Search Committees

OTHER BUSINESS:

UWW-Rock | Tanja Anderson

- Information placed on T: Drive

Ammoraneous status | Jacqui Palcic

- Faculty/Senate revision in progress
- Will send to committee for input sometime in September

Reminder:

Use your vacation/personal holiday: does not roll over at the end of December. Contact HR with questions

Stephanie Hartman | Jacqui Palcic

- Recurring theme noted: employee morale & concern regarding return to campus
- Event proposed for start of September (i.e. lunch & learn) – has not heard anything as of yet

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Thursday, August 5th, 2021; 9:30 a.m.
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Mary's committee(s) redistribution(s) | Jacqui Palcic

- Essential Learning and Assessment Review Committee (ELARC) | Kim Duesing
- Sustainability Committee | CynDee Sentieri
 - o CynDee Sentieri will reach out to Wess Enterline (University Staff) to verify if committee is still meeting, if monthly reports could be provided to USC, and/or if there are any meetings she could attend
- University Program Array Review Committee (UPARC)
 - o Jacqui will reach out to see if committee is still active
- University Services Array Review Committee (USARC) | Karen Brueggeman
 - o Jacqui Palcic will reach out to see if committee is still active
- Faculty Senate | Gretchen Kinney
 - o Jacqui Palcic will contact Tracy Hawkins to verify if USC can go to faculty senate
 - o Gretchen Kinney is interested in attending, Jacqui Palcic will be backup

Website Comments | Nothing to report

NEXT MEETING

Date: Thursday, September 02, 2021 **Time:** 9AM – 11AM

Meeting preparation:

- Read the next 2 goals
- Which Incentive Goals should the University Staff Council pursue within the next two (2) years?
- Three (3) Changes to improve the University?

ADJOURNMENT:

Jacqui Palcic motioned to adjourn meeting at 11:01 AM

- 1st motion: Karen Brueggeman
- 2nd motion: Gretchen Kinney

Motion to adjourn meeting at 11:01 AM approved unanimously

Note: Motion to adjourn meetings are only needed if meeting is ending early with outstanding items on the agenda, per Mike Gorman. If agenda is complete or you have run out of time, meeting can adjourn without a motion.

Note: Meetings will return to 9AM – 11AM

Respectfully submitted,

Katrisa Hilliard | USC Secretary
Thursday, August 12th, 2021