



**UNIVERSITY STAFF COUNCIL (USC) | MEETING AGENDA**  
**THURSDAY, AUGUST 2 | 9:30 A.M.**  
**WEBEX**

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**MISSION STATEMENT**

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.

**ATTENDANCE**

Present: Tanja Anderson, Karen Brueggeman, Jenny Clauer, Abby Dunkleberger, Rori Eilenfeldt; Mike Gorman, Tracy Hawkins, Katrisa Hilliard, Brenda Johansen, Victoria Johnson, Gretchen Kinney, Jacqui Palcic, Julia Rowehl, CynDee Sentieri, Amy Sexton

Absent: Mary Alkons, Kim, Duesing, Bakhtear Talukdar

Quorum Present: Yes

**WELCOME**

Warm welcome to Tracy Hawkins, Faculty Senate and Brenda Johansen, Academic Staff Liaison

**MINUTES APPROVAL:**

Meeting minutes approval motion: Jacqui Palcic requested a motion to *approve the August 05, 2021 Meeting Minutes*

- First Motion: Karen Brueggeman
  - Second Motion: Jenny Clauer
- No changes to the meeting minutes were requested. Meeting minutes passed unanimously

**CHAIR REPORT** | Jacqui Palcic

Governance leaders have been approved to attend one (1) cabinet meeting per month. First meeting was attended during the last week of August.

Topics: Administrative searches, budget, COVID, EDI funding, chancellor & provost discussion during welcome week. Also discussed evaluation concerns to further process and need for employee's ability to issue complaints against a supervisor without incrimination in addition to mandatory supervisor training.

Tracy Hawkins & Terry Tumbarello, Faculty senate, is interested in setting up a committee for upward evaluations, Jacqui Palcic will be part of that committee. Recommended faculty senate host a standing meeting for FMLA streamlining process. Working groups to make recommendation(s) to vote on as formal resolution(s).

- FMLA | CynDee Sentieri, representative

- Upward evaluation | Jacqui Palcic

Cabinet meeting: Ageism has been incorporated into the ISMs training. Trainings are being scheduled with the first one to be hosted during welcome week. Concerns were heard and actions were made

Governance leader meeting will be conducted biweekly beginning mid-September

Ammeratous Policy | revision is in progress. Draft completion timeline is to be completed by the next meeting to review and approve. Final vote goal: November 2021

Committee Request: Vice Chancellor for Administrative affairs: Nadine Hill has requested recommendations. Connie Putland expressed interest in being a representative. Provost is chair for the Search Committee and Vicki Schreiber is the Chair for the Title IX Advisory committee. Meetings are held on Fridays: Karen Brueggeman expressed interest in attending meetings.

Ethics Committee: Jacqui Palcic was appointed by chair of committee. Meetings begin in October 2021. Gretchen Palcic offered to be backup.

Telecommuting Practice Directive has been approved at cabinet level. USC responsibilities are complete. Emphasized an appeal process to support equity (Tracy Hawkins) and language regarding Privilege. Committee was ran by Megan Williams. Please contact Megan with additional questions. Timeline for chancellor review/approve in progress. Practice Directive has been uploaded to the website:  
<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/telecommuting/>

**TREASURER REPORT** | Kim Duesing  
General 102 Account: \$1,847.36  
Foundations Account: \$1,092.29

**CHANCELLOR LIAISON REPORT** | Rori Eilenfeldt  
Nothing to report at this time

**HUMAN RESOURCES LIAISON REPORT** | Abby Dunkleberger  
Current focus in regarding the TTC. Town Hall is scheduled for 1:00 PM 09/14. Information is going out in a university announcement Q&A. Next steps:

- Late rehires: please submit to HR

Additional information will be provided in an upcoming newsletter

**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***):

- Essential Learning and Assessment Review Committee (ELARC) | Kim Duesing
- Inclusive Excellence | Julia Rowehl
- Landscape and Planning | Kim Duesing
- Parking Committee | CynDee Sentieri
- Rec. Sports Advisory Committee | Kim Duesing
- Strategic Enrollment Planning Committee | Miguel Aranda / Nicole Caine
- Strategic Planning & Budget Committee (SPBC) | 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
  - Required by System; remains a standing committee
- n. UWW-Rock update(s) | Tanja Anderson
- o. University Program Array Review Committee (UPARC) | Jacqui Palcic
  - May be removed, committee resolved
- p. University Search Committees
  - VP Administrative Affairs | Connie Putland
- q. University Technology Committee | Karen Brueggeman
  - Committee reps (all): Nothing to report at this time

*\*Spreadsheet committee listing available on the T: Drive*

### **GOVERNANCE GROUP(S) UPDATE(S):**

- a. Faculty Senate | Gretchen Kinney/Tracy Hawkins
  - 2021 Retreat 08/23 – provost Chenoweth attended
  - Tech upgrades in progress
  - 09/17 Admin committee meeting
  - 09/13 Steering committee meeting
  - Upcoming events:
    - Student involvement fair
    - Vaccine clinic
    - Student Elections: 09/28-09/28
    - PIOT – fall fair extravaganza: 09/09 UC 259 at 2PM | PIOT will be ending
  - 08/23 marking survey submitted
  - Meetings: 1<sup>st</sup> meeting is scheduled one (1) week from Tuesday (9/14)
    - Meeting 2x per month
- b. Academic Staff Assembly | *Tracy Hawkins*
  - 1<sup>st</sup> meeting 9/08 | 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays | 12:30-1:45 PM
- c. Whitewater Student Government | *Gretchen Kinney*
  - Gretchen has volunteered to attend these meetings

### **SUBCOMMITTEE REPORTS**

- a. By-laws  
Nothing to report
- b. Employee Recognition
  - Would like to start earlier than normal
  - Requested to rework matrix to discover alternate ways to determine winner | suggestions welcomed
  - Grievance policy in progress. Goal is set for an October approval

- c. Elections  
Nothing to report
- d. Grant/Fundraising  
Nothing to report
- e. Programming/Outreach
  - Follow-up meeting still needs to be scheduled
  - Letter to staff | HR when new staff are onboarded. Follow-up email/in person visit suggested. University Staff welcome
  - Virtual office hours. Will continue virtually until further notice | 1x per month
    - Suggested to select a regular day and time so staff for semester can block it on their schedule: last Wednesday of each month | 11AM to 12PM
    - New Hires – inform about USC

### **OTHER BUSINESS:**

- a. USC Fall Meeting
  - Would like to begin planning to set a date
  - Requested topics |
  - in person vs WebEx
    - Inquired on Hybrid functionality: UC staff were very helpful assisting with set-up of Chancellor debrief
  - Agenda Proposal:
    - Telecommuting Policy
    - Acknowledge those that are on campus but cannot participate
    - Suggested recording event so it can be sent to others

Ideas/contacts for fall general meeting, please reference Jacqui  
Schedule meeting in the UC
- b. TCC Policy and Practice Directive:
  - policy & practice directive were approved by cabinet and have been posted on the university website | verified by Tracy Hopkins, confirmed with Michelle Williams
    - Informative & light – topic suggestions:
      - a. Telecommuting & pay
      - b. Tenure employee's acknowledgement
        - i. Chancellor used to address this at the state of the university in the spring each year. Ceased due to Covid, concerned this will not happen again
        - ii. Make it fun, employee do not need to come up on stage, maybe clapping, inquiring on the longest standing employee
    - FPM & custodial information inquiry – what would they want to hear
      - a. Thank you Breakfast
      - b. Housing: cookout
      - c. Benefits
- b. Exit Interview
  - Jacqui spoke to HR & Taryn
  - Taryn will investigate & follow-up

**NEXT MEETING**

**Date:** Thursday, October 07, 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?

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**Respectfully submitted,**

Katrisa Hilliard | USC Secretary  
Friday, September 10, 2021