

UNIVERSITY STAFF COUNCIL (USC) | MEETING AGENDA
THURSDAY, OCTOBER 07, 2021 | 9:00 A.M.
WEBEX

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, Kim Duesing, Abby Dunkleberger,
 Rori Eilenfeldt; Tracy Hawkins, Katrisa Hilliard Victoria Johnson, Gretchen Kinney,
 Jacqui Palcic, Julia Rowehl CynDee Sentieri,

Absent: Amy Sexton

Guest(s): Julie Minikel-Lacocque (she/her)

Quorum Present: Yes

WELCOME

Warm welcome to Julie Minikel-Lacocque (she/her) | Equity & Diversity workshop presentation

Email: minikelj@uww.edu

- NCBI workshop presentation commenced. Provided attendees with information regarding free program for all faculty and staff that will also provide certificates of participation upon completion.
- Full day and half day workshop options are available. To sign up:
<https://my.uww.edu/SignUp/Home?filter=True&month=9&year=2021&sponsorId=20&categoryId=273>
- What participants are saying: <https://www.uww.edu/ncbi#workshops#what-participants-are-saying>

MINUTES APPROVAL:

Meeting minutes approval motion: Jacqui Palcic requested a motion to *approve the September 2, 2021 Meeting Minutes*

Changes to the meeting minutes were requested. Motion to approve September 2, 2021 Meeting minutes will be postponed to the November 4th, 2021 meeting.



CHAIR REPORT | Jacqui Palcic

- a. Tuition credit program
 - Cabinet has asked to revisit Tuition Reimbursement Program
 - Only for UWW (incl Rock)
 - Employee would need to pay tuition up front
 - Each governance group will meet bring and back ideas to develop a joint plan
 - Limit is 5 credits (1 class up to 5 credits); suggested 2 classes up to 6 credits
 - Possibly a central fund to cover costs outside of department
 - Suggested to expand to Black Hawk Tech to include Nursing and EMT training
 - Send Jacqui Palcic or Gretchen Kinney an email with other ideas/suggestions
 - Next cabinet meeting is scheduled for end of October, would like to bring suggestions to meeting
- b. Upward Evaluations
 - Hosted by the Chancellor and Taryn Carothers
 - Task force started by Tracy Hawkins; meeting held on October 2nd, 2021; will be moving forward
- c. Joint governance meeting is scheduled for 10.24
 - Received many complaints regarding TTC
 - Mapping of Academic Department Associates has caused concerns
 - HR is scheduling a TTC presentation to discuss concerns
 - HR has asked the campuses to send questions to them for further investigation
 - Contact Jacqui Palcic with additional questions or concerns
- d. Administrative Affairs, Chairs and Faculty Senate meeting presentations are scheduled for October 2021
 - If you are able to attend any of the meetings, please let Jacqui Palcic know
 - Taryn Carothers has offered to send someone to discuss about budget to the USC meetings
 - Please contact Jacqui Palcic to present guest speakers for meetings

TREASURER REPORT | Kim Duesing

- General 102 Account: \$ 1,847.36
- Foundations Account: \$ 1092.29
- Update: FY additional funding – new influx – not allocated actual dollars, university is allocated budget

CHANCELLOR LIAISON REPORT | Rori Eilenfeldt

- Chancellor is working on budget
- Webpage is being updated
- Recording for the Budget town hall will be available soon
- University Holiday celebration scheduled for December 2021, more information to come

HUMAN RESOURCES LIAISON REPORT | Abby Dunkleberger/Victoria

- Benefits open enrollment is active; October 22nd, 2021 is the deadline
 - HR Newsletter came out this week
 - TTC: November 7th, 2021 TTC Titles will be updated in HRS system
 - November 22nd, 2021 – December 31st, 2021 are the current appeal dates
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GOVERNANCE GROUP(S) UPDATE(S):

- a. Faculty Senate | Tracy Hawkins / Gretchen Kinney
 - FMLA streamlining in progress (met Monday) – discussing academic staff and faculty impact
 - Recently worked on policy for how hearing examiner is chosen for Title IX hearing
- b. Academic Staff Assembly | Christine Hoover/Jacqui
 - No presentation available
- c. Whitewater Student Government | Gretchen Kinney
 - Has not attended a meeting as of yet

SUBCOMMITTEE REPORTS

- a. By-laws
 - Grievance Policy – sent out last week, moved into meeting folder
 - Grandfathered employees, duplicate information, repercussions, fund change, referenced using wording from “old/current policy”, referenced Wisconsin Retirement System benefits, BOC fall 2020 – Connie Putland send out us disciplinary policy & procedure, wanted to add link to the policy – policy doesn’t exist at this time so word will be removed
 - Noted interim Chancellor is not planning to sign policies, so they will be on hold until further notice
 - Will add historical information as well approval dates and signature lines
 - Will make the changes first, resend to group to prep for a vote at the next meeting
 - Emeritus Policy – sent out yesterday
 - Sharing questions for input regarding Faculty senate, UW system, and other campus policies to obtain information regarding university staff
 - Board of Regents stated 10 years or more at UWW. Believes 20 years or more is a better choice
 - HawkCard is 1 word
 - Read through to approve during next meeting
 - b. Employee Recognition
 - Nothing to present
 - c. Elections
 - Nothing to present
 - d. Grant/Fundraising
 - Nothing to present
 - e. Programming/Outreach
 - Finished welcome letter. Saved in T: Drive in 2021 ideas > outreach
 - Now has an outreach budget, coupons available for staff
 - Virtual office hours 3rd wed of month 10 AM to 11 AM
 - University is now able to provide free counseling services for staff members utilizing our Master level Counseling ED students
 - Difficult conversations, transitioning: remote to office
 - Monday nights each semester, freshmen are welcome 3:30 PM – 5PM for a group | 2842
 - Flyer available – will place in this meeting’s folder
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- Contact Gretchen if you would like to be on the outreach committee

OTHER BUSINESS:

- a. USC Fall General Meeting | November 2021 | Tentative Agenda
Tentative agenda | Excel spreadsheet reviewed
 - Chancellor Introduction
 - Chancellor Welcome
 - Counseling Center
 - Learn center
 - Young Auditorium | volunteers – see movies for free
 - University Center
 - Williams center | free online exercise programs
 - Worksite Wellness Program | EAP Well WI
 - NCBI
 - USC Discussion Points
 - i. Telecommuting
 - ii. Grievance
 - iii. Emeritus
 - iv. Regent award
 - v. Goals, past surveys, items in works
- b. Tabs within spreadsheet represent information related to each category. Suggestions are welcome
 - University Center (US)
 - Williams Center
 - Young auditorium
 - Winther Counseling
 - Learn Center
 - Human Resources (HR)
- c. 2021-2022 Goal proposal
 - Promote employee “Immersion” on campus by acquainting/re-acquainting staff with all UWW has to offer (i.e. LTC, UC, Williams Center, Young Auditorium, Bookstore, Sporting Events, Free HR benefits – EAP, Well Wisconsin, etc.)
Purpose: Education and Employee Morale
 - Reinstatement of a tuition reimbursement program at UWW in joint effort with other governance groups (i.e. Faculty, Academic Staff, and Students)
Purpose: Education and Employee Morale
 - Increase employee job satisfaction through the implementation of:
 - An award evaluation/360 Review process whereby employees can provide constructive feedback on a direct supervisor’s performance in a confidential and anonymous format without fear of recrimination
 - Mandatory periodic manager training programs provided by HR&D and/or EDIPurpose: Employee Morale
 - Finalize the rewrite of the University Staff Grievance Policy for more clarification of the policy and procedure(s) involved



Purpose: US Policy

- Implementation of a University Staff Emeritus Policy
Purpose: US Policy

Additional discussion:

- Some services should be offered for free others for nominal costs
- Some goals are new, others are continuation of previous practices
- Placed committee reports to the end of minutes
- Yoga in the UC
 - Open to everyone, starting October 11th, 2021. Mondays and Thursdays from Noon -12:45 PM
 - Contact CynDee Sentieri to be added to the email list and for a copy of the Release of Liability document

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
- c. Landscape and Planning | Kim Duesing
- d. Parking Committee| CynDee Sentieri
 - Questions:
 - i. Whitewater Middle school parking – discussion regarding additional parking as parking passes were out – currently in discussion
 - ii. Chief against sliding scale
 1. Just a calculation/percentage. would like it to be more equitable – cost sharing
 2. Requested a breakdown from chief on how they approached ideas and why ideas were turned down (regarding Jacqui Palcic letter of recommendations)
 - iii. Parking is currently being taken out at \$26 | 8 times | would like more information regarding how that is calculated – would that come from Payroll? Will inquire with Chief first, then follow-up with payroll
- 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 Search Committees
 - Dean of College of Integrated Studies | Jacqui Palcic
 - VP Administrative Affairs | Connie Putland



p. University Technology Committee | Karen Brueggeman

Meeting adjourned at 10:46 AM

NEXT MEETING

Date: Thursday, November 4, 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?

Respectfully submitted,

Katrisa Hilliard | USC Secretary
University Executive Staff Assistant | Dean of Students office
Monday, October 11, 2021
