

**UNIVERSITY STAFF COUNCIL (USC) | MEETING AGENDA  
THURSDAY, NOVEMBER 4, 2021 | 9:00 A.M.  
WEBEX**

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**MISSION STATEMENT**

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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.

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**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,  Amy Sexton

Guests:

Quorum Present: Yes

**WELCOME**

The University Staff Council (USC) Meeting was called to order at 09:00 AM

**MINUTES APPROVAL:**

October 7<sup>th</sup>, 2021 meeting minutes approval will be postponed until the December 2<sup>nd</sup>, 2021 meeting

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

- First Motion: Gretchen Kinney
- Second Motion: Rori Eilenfeldt

No changes to the *September 2, 2021* meeting minutes were requested. Meeting minutes passed unanimously

**CHAIR REPORT** | Jacqui Palcic

USC Goals

The minutes from October did not contain the votes for the USC goals

USC goals were reviewed

**USC Goals approval motion:** Jacqui Palcic proposed a motion to *approve the USC Goals*

- Second Motion: Gretchen Kinney
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No changes to *the USC Goals* were requested. USC Goals motion passed unanimously

**2021/2022 University Staff Council goals are:**

**Goal:** 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

**Goal:** Reinstate 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

**Goal:** Increase employee job satisfaction through the implementation of:

- An upward 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 EDI
- Upward evaluation statement presented to Cabinet requesting a 360 Review for Subordinates, equal level Colleagues and direct reports. Cabinet requested additional revisions

**Purpose:** Employee Morale

**Goal:** Finalize the rewrite of the University Staff Grievance Policy for more clarification of the policy and procedure(s) involved

**Purpose:** US Policy

**Goal:** Implementation of a University Staff Emeritus Policy

**Purpose:** US Policy

- Chancellor Henderson is planning to move forward with approving policies, resolutions, etc. at this time to ensure business operates as it needs
- Strategic Enrollment Management Forum scheduled for November 30<sup>th</sup>, 2021 at Noon. Opportunity was presented for additional attendees. Gretchen Kinney has volunteered to attend

**University of Wisconsin – Systems (UWS) Meeting**

- Discussed ADA titling, specifically the possibility of revising the Administrative Assistant 1 | 2 | 3 positions
- Not expected to be completed before November 7<sup>th</sup>, 2021
- Title appeal opportunities will be provided soon

**Upward Evaluation**

- 360 review to subordinates, colleagues and direct reports. Cabinet has requested additional revisions



**University Staff Council**

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**TREASURER REPORT** | Jacqui Palcic on behalf of Kim Duesing

General 102 Account: \$ 1847.36

- \$59.36 in state mileage
- \$15.00 in state misc. travel

Foundations Account: \$ 1092.29

**HUMAN RESOURCES LIAISON REPORT** | Abby Dunkleberger / Victoria Johnson

- Title & Total Compensation implementation date | November 07, 2021
- Recruiting | Posted
  - Multiple Faculty recruitments
  - Dean Assistant | College of Integrated Studies
  - Assistant Vice Chancellor | College of Integrated Studies
  - Vice Chancellor for Student Affairs
  - Various Academic Staff & University Staff positions across campus
- Newsletter | HR updates

**CHANCELLOR LIAISON REPORT** | Rori Eilenfeldt

- Campus Holiday Celebration | Possibly December 02, 2021 – Nicole is working on the details

**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
    - Parking pass information is available on the webpage
    - Runs according to fiscal year – reflects six period versus whole year
    - Changes driven by parking department
    - Information updated on the webpage
  - 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
    - Inquired contact information for this committee; committee will follow-up with details
  - 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\*\*
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\*\* Nothing to report

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

- a. Faculty Senate | Tracy Hawkins / Gretchen Kinney
  - Next week's meeting has been cancelled
  - Tuition reimbursement will be discussed at November 23<sup>rd</sup>, 2021 meeting
- b. Academic Staff Assembly | Christine Hoover / Jacqui Palcic\*\*
  - Has been unable to attend due to schedule conflicts
  - Gretchen Kinney offered to attend a meeting on behalf of Jacqui Palcic, if needed
- c. Whitewater Student Government | Gretchen Kinney
  - Meets weekly, on Mondays at 07:00 PM
  - Student's focus
    - Increase in Sexual Assault reports
      - Glad that reports are being submitted; do not like how high the numbers are
  - Laptop purchase program
    - Students can purchase a laptop at a discount – would like purchase to be part of FAFSA/Financial Aid package or other funding to cover costs
  - Requesting campus dining feedback
  - Campus reporting forms efficiencies being reviewed
  - Honoring Women's golf team – 6<sup>th</sup> consecutive championship – has developed a resolution of honor

**SUBCOMMITTEE REPORTS**

- a. By-laws
    - Grievance Policy (saved in T: folder) reviewed and discussed  
**Grievance Policy approval motion:** Jacqui Palcic requested a motion to *approve the* Grievance Policy
      - First Motion: Gretchen Kinney
      - Second Motion: Tanja AndersonNo changes to the *Grievance Policy* were requested. Policy passed unanimously
    - Emeritus Policy (saved in T: folder) reviewed and discussed  
**Emeritus Policy approval motion:** Jacqui Palcic requested a motion to *approve the* Emeritus Policy with noted changes
      - First Motion: CynDee Sentieri
      - Second Motion: Gretchen KinneyNo additional changes to the *Emeritus Policy* were requested. Policy passed unanimously
  - b. Employee Recognition
    - Letter is ready to go in English and Spanish
    - Expressed appreciation to Jenny Clauer's team
  - c. Elections \*\*
  - d. Grant/Fundraising \*\*
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- e. Programming/Outreach\*\*

\*\* Nothing to report

**OTHER BUSINESS:**

- a. USC Fall General Meeting
- Last listening session was well attended
  - Appreciated session being offered in WebEx
  - Employees expressed they were unsure if attending University Staff Events were for them
  - Emails were sent to supervisors requesting support and encouragement the ability to attend
  - Snacks and refreshments will not be provided
  - Sign-in sheet discussed

- In person University Staff Council meetings discussed. December 2<sup>nd</sup>, 2021 meeting will be held via webex; will revisit in person vs webex in the spring

- b. Employee Tuition Program Resolution
- Employee Tuition Program Resolution (saved in T: folder) reviewed and discussed
  - Reviewed questions submitted to Jacqui Palcic via email
  - Discussed excluding Graduate Assistants from tuition reimbursement eligibility. "grad assistants" working was added to Eligibility & Limitations section.
  - 12-month employee status' discussed
  - Additional policy review completed

**Graduate Assistants tuition reimbursement exclusion motion:** Tanja Anderson made a motion to *exclude Graduate Assistants from being eligible for tuition assistance*

- Second Motion: Gretchen Kinney

No oppositions to excluding Graduate Assistants from Employee Tuition Reimbursements. Motion passed unanimously

**Employee Tuition Program Resolution approval motion:** Jacqui Palcic requested a motion to *approve the Employee Tuition Program Resolution with the changes discussed*

- First Motion: Gretchen Kinney
- Second Motion: Tanja Anderson

No additional changes to the *Employee Tuition Program Resolution* were requested. Policy passed unanimously

- c. Dean Fox Resolution
- Dean Fox Resolution (saved in T: folder) reviewed and discussed

**Dean Fox Resolution approval motion:** Jacqui Palcic requested a motion to *approve the Dean Fox Resolution*

- First Motion: Gretchen Kinney
  - Second Motion: Julia Rowehl
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No changes to the *Dean Fox Resolution* were requested. Policy passed unanimously

d. Parking Resolution

- Parking Resolution (saved in T: folder) reviewed and discussed

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

- First Motion: Gretchen Kinney
- Second Motion: Julia Rowehl

Additional changes were requested. Jacqui Palcic will revise both the policy and schedule to send to the committee members upon completion.

e. Schedule for Fall General meeting reviewed

- Requested for members to review the PowerPoint (saved in T: folder) – please review and follow-up with questions and/or suggestions
- Would like to provide coolers in prize drawing during the meeting for attendees

f. Review of floating holiday details are in progress

g. Awaiting clarification regarding which holiday to use by 12/31/21

h. Use personal holidays by 12/31/21

i. Joint Governance Group Meeting

- Greenbay did not host conference this year due to low registration
- 09/30/22 is the next scheduled conference – will be announced at the General Meeting
- May offer scholarships to fund attendance

USC meeting adjourned at 10:56 AM

**NEXT MEETING**

**Date:** Thursday, December 2, 2021

**Time:** 9AM – 11AM

**Location:** WebEx

Meeting preparation:

- No information provided

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**Respectfully submitted,**

Katrisa Hilliard | USC Secretary  
University Executive Staff Assistant | Dean of Students office  
Thursday, November 18, 2021

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