

Minutes
University Staff Council
Thursday, November 5, 2020; 9:00 a.m.
WebEx

Jacqui Palcic, chair, called the meeting to order at 9:05 a.m.

Present: Mary Alkons, Tanja Anderson, Karen Brueggeman, Jenny Clauer, Kim Duesing, Jacqui Palcic, Julia Rowehl, CynDee Sentieri, Jean Sickels, Abby Dunkleburger, Amy Sexton, Victoria Johnson, Gretchen Kinney

Mike Gorman, Academic Staff Rep, Bakhtear Talukdar, Faculty Senate Rep.

Absent: Kari Heidenreich

Quorum Present: Yes

New Business

Julia motioned to approve the October 1, 2020 council minutes; approve with fixing 2 spelling corrections.

Tanja seconded the motion, approved unanimously.

Welcome new members: Gretchen Kinney- administrative affairs

Royal Purple will be attending our meetings and will start reporting on our meetings.

Update from Cabinet and Leadership:

-Creating a Budget operations committee is moving forward.

- Four leaders:
 - University Staff Council (Reps Jacqui Palcic & Tanja Anderson)
 - Faculty Senate
 - Academic Staff
 - Whitewater Student Government

-Enrollment update:

-Down 3 ½ percent from 2019

-Testing updates:

-Mandatory testing

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UW System Rep Meeting:

- Meeting President Thompson was cancelled at the last minute
- CDC is working with Madison on the UW System on Covid planning
- Single payroll plan
- Budget resolution is being worked on

Treasurer Report:

- Balances: \$1092.29
- General Account Balance: \$1,698.05
- \$111.89 was paid to Jacqui Palcic in relation to prep for last USC meeting, UWS joint governance meeting, and employee grievance issue all happening in one week timeframe.
- \$37.42 (indirect distribution) was accidently taken out of account and should be resolved by the end of the week.
- Karen motioned to approve the report; Julia seconded the motion, approved unanimously.

Chancellor Liaison Report (Kari):

- Video
- Four things the Chancellor wants to focus on:
 - o Covid-19
 - How we have implemented testing and other activities to keep our students and entire campus safe.
 - o Budget
 - Reduce expenses by 7million for fiscal year 2021, additional 10.3 million for fiscal year 2022.
 - Budget operating committee
 - o Enrollment
 - Enrollment is down from last year 2019. Last update was 11,586. Projected enrollment 11,230.
 - o Equity Diversity and Inclusion
 - Lead by Dr. Kenny Yarbrough, this division will be responsible for carrying out diversity goals and objectives, of the strategic plan. As well, as the diversity aspects of the University mission and vision.

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Human Resources Liaison Report:

- WINGO – ends November 15th
- All employees will be paid bi-weekly effective January 17, 2021 – detailed information will be sent out campus-wide.
- Policy for vacation and personal holiday carryover – University Staff – more information is in the newsletter.
 - Vacation Time: "... any unused vacation time carried over from calendar year 2019 into calendar year 2020 may be carried forward one additional calendar year. Use by December 31, 2021.
 - Personal Holidays: any personal holiday hours earned in calendar year 2020 by University Staff may be carried over, without limitation, into calendar year 2021. Use by December 31, 2021.
- New change for grant funded COS effective November 1. Cost savings of \$5,000, lessens risk for being out of compliance for federal audits.
- There will be an ADA training coming up – watch for a calendar invite or reach out to Gina Elmore for more information
- Outstanding Adult Student Award – Caitlin Jung!
- Additional HR Updates – Newsletter released yesterday (11/4/2020)

Campus Committees

- o SPBC(Julia): Meeting Nov. 9, 2020 No Update
- o CECC(Julia): No Update
- o Inclusive Excellence(Julia):
 - Meet Oct. 2nd
 - Went over the fall diversity form survey results
 - Will you listen to the recordings: Yes was 32%, Maybe was 41%
 - Campus Climate Survey talking about this and doing this with another University.
 - (Jess is leading this with Joan's office)
 - Spring Diversity Forms dates:
 - Student wanted a student day form, (student lead and focused).
 - Fraternities and Sororities
 - White identity and social justice work
 - Speaker from UW La Crosse
 - Executive order combating race signed by Trump
 - Kenny said that the Chancellor is focusing on four things:
 - Budget, Enrollment, Race and Infrastructure
 - Diversity Awards that are coming up

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- Enrollment Strategy & Evaluation(Julia):
 - Meeting Oct. 19, 2020
 - Degree Completion Conversation
 - Separate meeting, with the core group on how the Degree Completion Conversation went.
 - Update on the Funnel
 - Go over the Strategic Plan and Budget
 - Degree Completion 165,373 to 80,000.
 - Financial Aid from 170,000 to 116,000.
 - Next meeting Nov. 6, 2020
- Audit, Risk, Compliance and Ethics (Mary):
 - Meeting Oct. and Nov. 3 for a update
 - New initiatives for this academic year
 - Ventilation Report on all buildings on both campuses
 - Reviewed the report that is in progress
 - Ergonomics for home study and office spaces
 - Lack of communication on campus, how we are dealing with changes on campus.
 - Operations on campus
 - Cleaning on campus
 - Executive order about immigration pertains to international workers.
 - Next meeting in Dec.
- ELARC(Kim):
 - Meeting Oct. 9, 2020
 - Introductions
 - What the committee is
 - Focus will be for Essential Learning Outcome for this year.
- Sustainability Committee (Jean/Wes):
 - A lot of information that needs to be reviewed.
- Transportation and Logistics Team (Wes/Kim):
 - Meeting Oct. 26, 2020
 - All projects for improvements in the lots are on hold.
 - Snow plowing will be not be done early in the morning.
 - More discussion to come about snow plowing
 - No meeting in Dec.
- Landscape & Planning(Kim): No updates
- Student Success (Lisa Roth): No updates
- Rec. Sports Advisory Committee (Kim): No updates

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- UW-W Rock County Updates:
 - RCK- Steering committee not meeting weekly anymore
 - RCK Collegium will be on 11/18
 - I am on the RCK safety committee but we haven't met yet
 - PIAT is meeting today, so I will have an update on that soon
 - Matt Schneider is holding 2 open gym sessions a week, starting 11/3 and 11/4
 - through the week of 11/16 to talk to our students about rec sports and interests for other programming in the Spring.
- UC Board (CynDee):
 - Meeting Oct. 23,2020
 - Introduction and Purpose of the UC Advisory Board.
 - Each department gave an overview of each department.
 - Discussion
 - Impact due to the shutdown at campus
 - Still providing services even though not on campus
 - Input on how to keep faculty and staff connected to the UC
 - Constantly evaluating how services are being provided whether it is in person, via text, email etc.
 - UC Maintenance and UC Custodial consistently sanitize high touch spots
 - Biggest challenge is educating everyone to follow the protocols to keep everyone safe
 - What are our needs? What are the right hours?
 - Have a good understanding on the academic side to also see how it will affect our operations
- University Technology Committee (Karen):
 - Sent out an announcement that you can no longer, remote connect from office computer to lap top.
- POGG(Jacqui):
 - Working on a questionnaire
 - Developing data sets
 - Hope to have everything set up and running by the beginning of Jan. the latest.
- UPARC (Mary):
 - Discussion on what UPARC is going to-do
 - Not to-do program optimization
 - Working on a timeline
 - Meeting Nov.12, 2020

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- USARC (Karen):
 - Meeting Nov.4, 2020
 - Clarified their roles
 - Primary decisive role in determining nonacademic program.
 - POGG is a supportive role.
 - Waiting for the assessment to come from POGG.
 - Working on a list of what the nonacademic programs are.
- PIAT(Tanja): No Updates
 - Meeting Nov. 5, 2020
- Faculty Senate(Mary/Bakhtear Talukdar)
 - Meeting Oct.
 - Budget, Covid, Programs and Operation of the University
 - Documents are on video so the group can discuss in the meeting
 - Smoking ban
 - Spring Break
 - Next meeting on Nov. 10, 2020
- Academic Staff Assembly(Michael Gorman/Sue Morris)
 - Similar issues
 - ASC had presentations by:
 - Taryn Carothers - Interim Vice Chancellor of Admin Affairs
 - Terry Tumbarello – ASC Vice-Chair, Director of Residence Life
 - Kenny Yarbrough - AVC of Equity, Diversity, and Inclusion
 - ASC reps to BOC
 - Patty Fragola - ASC chair
 - Been looking to expand representation to more areas so it also mattered that Patty is from the libraries and Terry is from housing.
- Search Committee: No updates
- BOC
 - Patty Fragola - ASC chair
 - Terry Tumbarello – ASC Vice-Chair, Director of Residence Life

Subcommittee Reports

Grant/Fundraising – No updates

Programming/Outreach – No updates

Employee Recognition – No updates

Elections: - Complete, will hold elections for next year in the spring

By-laws: - No updates

Personnel Review Committee: List of staff willing to sit in on grievance procedures.

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Other Business:

- Diversity Discussion:
 - Council discussed various diversity issues pertaining to university staff. Council will discuss further at next meeting.
- Agenda for the General Meeting:
 - Went over who was coming to give updates
 - Topics
 - Allowed time for each speaker

Website Comments

None

Karen motioned to adjourn the meeting, Julia seconded the motion, meeting adjourned at 10:57 a.m.

Respectfully submitted,
Jenny Clauer