

UNIVERSITY STAFF COUNCIL (USC) | MEETING AGENDA
Thursday, December 2, 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, Abby Dunkleberger Rori Eilenfeldt;
 Katrisa Hilliard, Victoria Johnson, Gretchen Kinney Jacqui Palcic,
 Julia Rowehl, CynDee Sentieri, Amy Sexton

Absent: Kim Duesing; Tracy Hawkins,

Guests: Heather Chermak, University Registrar
Eric Loepp, on behalf of Tracy Hawkins

Quorum Present: Yes

WELCOME

The University Staff Council Meeting (USC) was called to order at 9:04 AM

2023/2024 (Leap Year) ACADEMIC CALENDAR DISCUSSION | Heather Chermak

- Semester begins after Labor Day, Tue Sept 05 with 79 teaching days scheduled in fall 2023, then 87 teaching days in spring 2021
- State statute prevents institutions from beginning instructional days until after September 01
- Winterium will begin in December
- Summer is May 20th – August
- Fall committee discussed splitting finals week – Monday – Friday | resulted in losing one (1) teaching day
- Floor opened for questions.
- College representation
- FS will be reviewing presented calendar

MEETING MINUTES APPROVAL(S)

Meeting minutes approval motion: Jacqui Palcic requested a motion to *approve the October 7, 2021*

Meeting Minutes



- First Motion: Gretchen Kinney
- Second Motion: Cyndee Sentieri

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

Meeting minutes approval motion: Jacqui Palcic requested a motion to *approve the November 4, 2021 Meeting Minutes*

- First Motion: Karen Brueggeman
- Second Motion: Cyndee Sentieri

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

CHAIR REPORT | Jacqui Palcic

Policy update(s)

Grievance Policy

- Grievance policy has been reviewed by Chancellor
- Met with HR: Minor wording changes
- Added definition for *preponderance of evidence*
- Changed timeline
- Will resubmit to chancellor

Emeritus Policy

- Met with Taryn Carothers and Janelle Crawley
- Discussed parking issue
- Audit affected policy regarding free parking. Not allowed to do more than what an employee may get
- Remove free parking part
- Printing services at library is being paid by home department – does not think this applies with university staff, okay with letting it go
- Sporting events tickets and young auditorium – unsure if will it will pass, leave in policy as is
- Sending to general council to see if points can remain – requesting response prior to Christmas
- Will also address with faculty senate
- HR is currently reviewing Faculty Senate Emeritus Policy

Inquiry: Wait for grievance policy or send policy updates and requests as we get them – committee agreed to submit policies as we get them

Tuition Reimbursement Resolution

- Passed by USC, Academic Staff and Faculty Senate
- Student Government on Monday
- Will present to Cabinet in December Cabinet meeting

Upward Evacuation Resolution

- Placed on hold by Faculty Senate, will reconvene work group for additional discussion

TTC Appeal Process



- Policy was completed on November 19th; changes were made over the weekend
- Awaiting follow-up messaging from employee(s) and supervisor(s), plan to include in HR newsletter this week
- A message will be sent out to university staff to inform staff that it is coming, will be in newsletter
- Timeline begins once an appeal has been filed. If deadline is missed, a new filing will need to be completed
- Employees can submit appeals right now. Form is under forms page on webpage:
<https://www.uww.edu/adminaffairs/hr/forms> | this information will be added to the email

TREASURER REPORT | Jacqui Palcic on behalf of Kim Duesing

General 102 Account: \$ 1773

Foundations Account: \$ 1092.29

HUMAN RESOURCES LIAISON REPORT | Abby Dunkleberger / Victoria Johnson

- Ensure rehires are getting through Jan 04 spring semester as soon as possible
- Watch for newsletter that is coming out
- Change of status' – should be submitted as soon as possible; would like to get information in advanced so payments can be made on time

CHANCELLOR LIAISON REPORT | Rori Eilenfeldt

Nothing to report

GOVERNANCE GROUP(S) UPDATE(S):

- a. Faculty Senate | Tracy Hawkins / Gretchen Kinney
 - Employee Tuition Reimbursement, Grievance Policy, Upward Evaluation policies are being placed on hold due to additional department level concerns – awaiting feedback before moving forward in addition to course evaluation and feedback on provided instructions
- b. Academic Staff Assembly | Christine Hoover**
- c. Whitewater Student Government | Gretchen Kinney
 - Has not attended meeting in person
 - Meeting has focused on sexual assaults on campus. WSG is happy with the transparency but not so much with the amount of assaults happening on campus, title IX reports, student account holds, experienced trauma, etc.
 - Greek organization(s) are interested in moving into Learning Communities
 - Community connections are now expected for members
 - Food drives are being scheduled
 - Funding and where it is being dispersed was discussed
 - Sexual assault advocate comes to campus one day per week. Information is difficult to locate – will be presented to Governance leader group
 - New Beginnings (support program for survivors of domestic violence) are on campus every Tuesday | 2:30 PM - 4:30 PM

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**
- e. Rec. Sports Advisory Committee | Kim Duesing**
- f. Strategic Enrollment Planning Committee | Gretchen
 - a. Detailed meeting
 - b. Representation across campus to discuss
 - c. 14 action plans (list is in folder)
 - i. Re-recruitment of discontinued students
 - ii. 90+ credits that is not currently reenrolled
 - iii. Learning Communities
 - d. The slide deck is available from the strategic enrollment forum if anyone wasn't able to attend or, like me, couldn't keep up and want to go back! :)
- 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**
 - Notes placed in T: Drive
 - Email migration biggest

*** Nothing to report at this time*

SUBCOMMITTEE REPORTS

- a. By-laws **
- b. Employee Recognition**
- c. Elections **
- d. Grant/Fundraising **
- e. Programming/Outreach **

*** Nothing to report at this time*

OTHER BUSINESS:

Parking Resolution

- d. Review in progress
- e. Parking chart | increase over next six (6) years unilaterally across all levels or just employees?
(blue general parking for employee; red reserved parking) Employee parking – any level parking equitable distribution just to park, not for the reserve parking



- f. Equitable for entry level staff to make it affordable, keep it to the regular parking lot and keep reserved parking
- g. 1% increase across the board – best effort to keep this affordable
- h. Requested to table for further discussion
- i. Keep focus on general parking and not reserved parking
- j. 25% for both was agreed in the last discussion – requested to remain consistent across the board
- k. Will discuss with other governance leaders to see if they are interested in being involved in discussion

Pay Plan

An important update related to the pay plan adopted by the legislature for this biennium and its implementation was provided. The legislature's Joint Committee on Employment Relations (JCOER) needs to approve the final version of the 2021-23 Compensation Plan for the University of Wisconsin System in order for it to be implemented. JCOER has not set a meeting date for that final approval, likely leading to a delay in when the pay plan impacts paychecks. The importance of pay plan increases is understood and the pay plan approval and implementation progress will continue to closely monitored. When new information is available, an update will be provided.

Human Resources and Diversity

- Has not been approved yet
- December form will need to be completed to determine if individuals do or do not meet minimum standards for those that have not had an evaluation within the next 10 months. Templates are available [online](#)
- New hires | Start date to be eligible for pay plan increase – before Dec 5th.
- EDI expectations are within evaluation form listed on HR site
- Review of employee evaluation process is available

NEXT MEETING

Date: Thursday, January 6, 2022

Time: 9AM – 11AM

Meeting preparation:

*** Nothing to prepare at this time*

Respectfully submitted,

Katrisa Hilliard | USC Secretary
University Executive Staff Assistant | Dean of Students office
Thursday, December 9, 2021
