

University Staff Council (USC) – Minutes
May 9, 2023 – 2:00-3:00 p.m.
UW-La Crosse, Graff Main Hall Room 325

Call to Order – 2:00 p.m.

Roll Call – Introductions

Council Members in attendance: Karen DeSchepper, Leslie Fell, Amy Ticknor, Ashley Hansen, Domingo Carrion, Jeanne Voss, Jerry Fogel, John Eaton, Bill Klein, Kimberly Schliebe

Absent: Nicole Novak, Mary Grattan, Terry Stika

Guests: Jenna Greene, Lynne Smith, Karen Brandt, Becky Yoshizumi, Alec Lass, Erika Pfeiffer

Guest: – Dr. Hetzel: Sustaining excellence and Investing in our People pillars are very important to Admin and Finance. With that being said, the average hourly wage of the Administrative positions were visited and compared to others in the UW System. After research was completed with assistance from John Acardo and Emily in Budget Services, those positions will receive a \$1.00/hour pay increase beginning July 2023. That amount was determined by budget available, just under \$200,000. More progress to be made as we are still lagging behind our constituents. Custodial Services wage were adjusted a few years ago. The State of Wisconsin does not contribute to this expense. This is strictly a UWL expense.

Tony Evers recommended at 4% Pay Plan increase each year over the next two years. When the Governor proposed this, inflation was much higher than it is now. The Legislature is looking at current inflation rate of 5% and thinking State Employees will not need an increase that large. The Governor also recommended a 4% funding increase. The tuition increase will be 4.5%. The Wisconsin Tuition Promise Program will not be approved. This state program assists students that are in financial need. These items should be addressed and determined by the Legislature in June.

Field House tour was a success. PSSC phase II, \$182,000,000, will be discussed in the upcoming Legislative budget discussion as well as the parking ramp by CFA. Residence Hall are being updated this summer. We had significant damage to the Women's Softball fields and the Men's Baseball fields and buildings.

ATP, \$250,000,000 update to combine Systems. John, Mark, and David Kim are joining us next to share information.

Approval of Minutes – Motion to approve minutes, seconded,

Treasurer's Report – Filed for audit

Committee Reports:

USC Bylaws - Mary Grattan & Bill Klein

This summer the committee will be reviewing the existing make up of USC and bring a proposal for review in August 2023. The proposal will include a possible reduction in seats (13 -> 11) and a change in the number of seats per category.

USC Committee on Committees – Jeanne Voss

No update to report.

USC Elections – Terry/Becky/Bill Klein

Ballot deadline was 11:59 pm on Thursday, May 4 for casting your vote for council representatives. Election results will be announced at the May 9 council meeting.

USC Program, Grants and Fundraising (PGF) - Karen DeSchepper

Building Showcase at the new Fieldhouse was a success! About 40 people attended the event. Game passes for next season were given to each attendee (some left before getting one). A big shoutout to Carly Sprouse, Athletics Department, for being so welcoming and giving the tours that day. We're looking for ideas for upcoming Showcases.

USC PGF/Sub-committee Grants – Nicole Novak

Next grant deadline is June 1; digital signs have been scheduled to advertise around campus.

USC Excellence Award – Karen Brandt

The Excellence award winner information was sent to the chancellor.

- The prize-award-gift form was submitted for approval to purchase the plaque for the Excellence award winner.
- University Marketing and Communications is working on the photo and article highlighting the award winner and will be attending the recognition event for Campus Connections and to take photos.

USC Excellence Recognition – Becky Yoshizumi

Our committee continues to move forward on planning the annual recognition event scheduled for Wednesday, June 28 from 11:30 - 1:30 in the Bluffs. May 1 was the deadline for milestone honorees to select their award. The Qualtrics survey to register for the luncheon will be sent out within the next week. Milestone honorees will have the opportunity to include a guest for the event.

UW Shared Governance – Karen DeSchepper

Meeting held on Friday, May 5, 2023. Jeremy has requested meeting with Jay Rothman one-on-one to recap the current governance season/year, something he has done in past years.

Individual campus updates listed in the Committee Reports.

Joint Committee Representation Reports:

Joint Academic Initiatives Differential Allocation Committee – VACANT

Joint Environmental Sustainability Committee - VACANT

Joint Planning and Budget – Mary Grattan

-Institutional Research presented updates on metrics in the current strategic plan.

-Completed small-group work based on our Sustaining Excellence work and its relationship to the 4 strategic objectives of the UWS Strategic Framework 2023-2028. Presented a proposal for UWL Leadership to review this work over the summer and make plans for possible changes/revisions to the current Sustaining Excellence plan. Continuing to move forward with strategic planning work is a requirement of UWL's Higher Learning Commission accreditation.

-Dr Hetzel, CFO presented information regarding a starting rate increase for Administrative Assistant Titles. JPB voted in favor of the increase. The increase will go into effective July 1, 2023. For more details and positions affected see attached Budget 23

- Admin Asst Wage Review 04.28.23.pdf

Joint Legislative & Regents Relations - Nicole Novak

No update to report.

Joint Multicultural Affairs – Kimberly Schliebe

No update to report.

Joint Parking and Appeals Committee – Mark Beckerjeck

No update to report.

Joint Freedom of Speech Program Committee – VACANT**Joint Textbook Oversight Committee - Sandra Vinney**

There are no committee updates. The survey [the textbook rental survey regarding e-books to the faculty and instructional staff] went out Tuesday of this week with an individual link to 550 instructors. There have 109 responses after just 2 days. The survey will remain open for 2 weeks. The only other update is the departure of Carlena and a new manager of the UWL bookstore. Campus partners of the UWL Bookstore were sent the new information. Kelly Proksch has been named our new University Bookstore Manager. Kelly comes to us with 6 years' experience with Follett Higher Education as the Store Manager at Viterbo Bookstore.

Community Engagement Council – Karen DeSchepper

Committee is done meeting for the year. My term is up, and Richard Ruff will start as our University Staff representative in Fall 2023.

HR Advisory Committee – Rebekah Neitzel and Kimberly Schliebe

- Human Recourses Program Spotlight: WRS Annual Benefit Statement
- Administrative Transformation Program (ATP) / Workday Transition updates
 - o UWL will begin to introduce emails to ATP
 - o Workday walk throughs
- Human Resources general updates
 - o Staffing updates
 - ♣ Alyssa Balboa will be leaving UWL, last day May 5th
 - o Annual Outside Activity Reports (OAR) due

- Updates on Low-Cost/No Cost Perks or Benefits o UWL Human Resources, collaborating with UWL Community Engagement, Viterbo University and Western Technical College to develop a local discount/perk program
 - ♣ Working to coordinate schedules to discuss next steps and to begin program design o Wellness & Well-Being offerings
 - ♣ The first of the wellness sessions associated with the HR Grant Award happened on April 17
 - ♣ Nearly 20 employees participated in Art Therapy – Brunch ‘N Learn
- Employee Metrics & Reports

Joint Work-Life Taskforce – Ben Cornforth

No update to report.

Old Business

Bylaws review of USC seats - Will review seats on the USC over the summer. Going from 13 seats to 11 and adjustment of categories.

New Business

Election results – Bill Klein shared results. Administrative support seat goes to Erica Pfiffer. Facilities seat goes to Domingo Carrion. Ben Cornforth will fill the At Large seat.

Exec updates – BOR update. Betsy meeting canceled. Vending machine discussion. Position openings in Student Centers shared as well as updates to Card Services. US Recognition Event will be Wednesday, June 28th, reservation email should be sent out by the end of this week.

Meeting location change for June and August - Wittich Hall 1102/1104

ATP update with John Acardo, David Kim, and Mark Haakensen – Currently, retirees can come back to a state position after 75 days of retirement. There are talks to change that to 30 days.

ATP discussion: new program, Work Day, will begin July 2024. “Work Day Walk Throughs” are available on the Work Day website. Here you can find what Work Day is and what the employees experience will look like. Great tool to see what the program will look like. An email will be sent that will invite you to sign up for emails and updates. ATP has been in operations for almost two years in Mark and John’s departments. Don’t feel overwhelmed by the information provided on the website. It is still early, many of the questions you have will be answered as the program rolls out. There is a lot of time. Trainings are coming. Right now we have to look at many different places to gather information, this platform will simplify that. On the Finance side, three systems and funding strings will change (WISER being one of them). Business Services is working on this now. Independent systems will be collapsed to provide ease to the end user. Change will be difficult but it will be easier once training is complete. Training videos are being made with the thought that you can select only what topics you may need. For example, just Time Sheet and Earning Statements access. In person training will also be available. Trainings will be smaller than that of Shop UW+. A “sand box” training approach may also be available. It was suggested that information is communicated to all, such as Chairs and ADAs as we do

not know who will be performing each task. Roll assignments and delegations are available in this new program.

Get Engaged

- Please join us 15 minutes before our Council meeting for networking! Room will open at 1:45.

Adjourn – 3:05 p.m.