

University Staff Council (USC) – Minutes

August 8, 2023 – 2:00-3:00 p.m.

UW-La Crosse, Wittich Hall 1102/1104

Call to Order – 2:00 p.m.

Roll Call – Introductions

Council Members in Attendance: Karen DeSchepper, Erika Pfeiffer, Domingo Carrion, Ben Cornforth, John Eaton, Leslie Fell, Jerry Fogel, Mary Grattan, Bill Klein, Terry Stika, Amy Ticknor, Jeanne Voss

Absent: Kimberly Schliebe

Guests: Karen Brandt, Tracie Hodgdon, Ashley Nowak, Lynne Smith, Sam Steingraeber, Anita Willis-Frels

Approval of Minutes – Motion to approve minutes, seconded

Treasurer's Report – Filed for audit

University Staff Council Committees' Year-End Reports 2022-2023

USC Bylaws – Mary Grattan

Committee Members: Mary Grattan (Chair), William Klein and Anita Willis-Frels

Summary of Regular, Annual Activities:

- Reviewed bylaws and membership allocation

Actions Addressed or Completed:

- Reviewed membership allocation
 - With the completion of Title & Total Compensation (TTC), our membership is on the decline.
 - Year to Year (Y2Y) decrease = 11.23% and from 2016-current year decrease = 24.56%
 - Administrative Support decreased by 18.63% Y2Y
 - Professional Service decreased by 12.77% Y2Y
 - Facilities & Maintenance remains flat with a decrease of 5.15% Y2Y
 - The representation for the 2023-24 elections remained unchanged:
 - 4 Seats – Administrative Support
 - 4 Seats – Facilities & Maintenance
 - 2 Seats – Professional Services
 - 3 Seats – At-Large

Recommendations for Action by USC:

- The Bylaws committee will review council make-up and make recommendations for the 2023-24 election.

Submitted by: Mary Grattan, Chair

USC Committee on Committees – Jeanne Voss

Committee Members: Jeanne Voss and Karen DeSchepper

Summary of Regular, Annual Activities: Continuous recruitment of University Staff members to become involved with various UWL Campus committees – both USC Committees and Joint Committees. We held an early recruitment survey in order to fill many open seats. This was mildly successful with a follow-up of the committee and Executive Council members directly asking individuals to serve (this was more successful than the survey).

Actions Addressed or Completed: Representation is a continued difficult task with the increased responsibility of everyone on campus – discussion to keep committees smaller – especially the ones with minor time commitments (to encourage individuals to serve on several committees).

Recommendations for Action/Follow-up: Continue individual/personal recruitment efforts – especially for the Joint Committees (priority). Early fall 2023 another survey will be sent to all University Staff employees with personal requests to have individuals become involved.

Submitted by: Jeanne Voss

USC Elections – Terry Stika

The Elections committee consisted of Becky Yoshizumi, Bill Klein and Terry Stika.

Council elections were held and at the May meeting the newly elected members were announced as follows

Facilities seat: Domingo Carrion; Admin Support seat: Erika Pfeiffer; At-Large seat: Ben Cornforth. During the June Council meeting we held elections for the Exec Board members Chair – Karen DeSchepper, Vice-Chair - Kimberly Schliebe and Secretary/Treasurer - Erika Pfeiffer.

USC Excellence Award – Karen Brandt

Committee Members: Karen Brandt, Susan Hall, Beth Naas, Kimberly Schliebe, Amy Servais (until separation from US), Jeanne Voss

Summary of Regular, Annual Activities: Letters created, printed, and sent via campus mail to department heads, supervisors, and directors to solicit Excellence Award nominations. Nomination emails sent from USC email, digital signage posted throughout campus, and Campus Connection submissions were made for nominations. Committee collected, reviewed, and scored all nomination submissions and selected award recipient for 2023. Award winner plaque and plaque plate were ordered. A notice was sent to the Budget Office to set up honorarium for Excellence Award winner. Award winner will be announced at the Annual Recognition Event.

Actions Addressed or Completed: All correspondence involving award nominations and recipient selection completed. Recommendations for Action/Follow-up: None

Submitted by: Karen Brandt

USC HR Advisory Committee – Kimberly Schliebe

Committee Members: Rebecah Neitzel and Kimberly Schliebe

Summary of Regular, Annual Activities: TTC project implementation; TTC Appeals information, updates, and training; Vacation carryover changes; Recruitment process at UWL; Overload/Lump sum automation; HR Annual Report; Informal Conflict Resolution Process; ATP updates; LinkedIn Learning and training opportunities; Student Employee Action process online

Actions Addressed or Completed: Communicated TTC information and assisted where needed in the Appeals process and Shared information with USC as it became available

Recommendations for Action/Follow-up: None

Submitted by: Rebecah Neitzel and Kimberly Schliebe

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

22-23 Committee Members: Karen DeSchepper (Chair), Ben Cornforth, Ingrid Iverson (retired) and Becky Yoshizumi (retired); newly joined members: Leslie Fell and Alec Lass

Summary of Activities:

- During Summer 2022, our committee members made personal welcome visits to new University Staff
- Developed and sent the Fall 2022 Newsletter
- Organized our involvement with Rotary Lights as part of Community Outreach
- Due to time constraints, we were unable to send out Spring 2023 Newsletter (sent timely info via meeting notice)
- Planned the well-attended Building Showcase (40+) at the Fieldhouse on April 27, 2023
- Welcomed Leslie and Alec as new committee members in Spring 2023

Future Planning: Continue personal welcomes to new University Staff, Fall 2023 Newsletter, Rotary Lights involvement, Spring 2024 Newsletter, Building Showcase Spring 2024

Submitted by Karen DeSchepper

USC PGF/Sub-committee Grants – Karen DeSchepper

Committee Members: Nicole Novak (Chair, no longer University Staff), Ingrid Iverson (retired), Kimberly Schliebe and Karen DeSchepper (Interim Chair)

Summary of Activities: Grant deadline dates of February 1, June 1 and October 1.

Actions Addressed: Since Fall 2023, we awarded four grants, totaling \$1625 (the # of applications and award amounts were down from previous years).

Recommendations/Goals: Look at marketing/outreach prior to each deadline, encourage word-of-mouth promotion by previous grant recipients and Council members. If possible, research potential general UW-related PD opportunities and include with outreach prior to each deadline.

Submitted by Karen DeSchepper

USC Recognition Committee – Janet Craig

Committee Members: Karen Brandt, Janet Craig, Susan Hall, Becky Yoshizumi

Summary of Regular, Annual Activities: The committee planned the annual University Staff Excellence recognition event to honor employees who reached years of service milestones (5,10,15, etc) and announce the University Staff Excellence award winner and nominees. The Excellence Award Committee oversaw the actual selection process. Kelly Arnost received the University Staff Excellence Award and there were 32 people recognized for milestone anniversaries.

Actions Addressed or Completed: The event was held on Wednesday, June 28, 11:30 – 1:30pm in the Bluffs of the student union. We had a sit-down luncheon with a program. The committee performed all tasks associated with this event.

Recommendations for Action/Follow-up: Becky Yoshizumi is retiring. We will search for additional members for this committee.

Submitted by: Janet Craig

Joint Committee Representation Reports

Joint Parking and Appeals Committee – Mark Beckerjeck

The Director of Parking Services calls the committee into session when the parking office is not able to satisfactorily resolve a parking complaint. This past year, all the parking complaints were resolved within the administrative process of the Parking Services Office and the committee did not meet. The committee is composed of a representative from each of the four governance (Faculty, Students, Academic Staff & University Staff) groups on campus.

Submitted by Mark Beckerjeck

Old Business

USC Welcome Committee

Karen and Kim met with new University Staff but didn't get through the list. They expect to do it again and continue that; will probably start up again in September/October.

What do they talk about? They introduce themselves, talk about USC – let them know that we are a resource for them and invite them to the next USC meeting. This doesn't take very long, maybe a few minutes.

Bylaws – USC Membership Recap

One of the things that the Bylaws Committee does every year is look at numbers. University staff numbers are decreasing, especially in the Professional Services category; as there are vacancies in this group, positions are being recategorized as Academic Staff.

Proposal from the Bylaws Committee: Reduce the Council to 11, with at least two reps from each category.

Strong consensus that as long as we have categories, keep representation from each category vs. only at large. If the Professional category goes away, this may have to change. With Professional numbers so low (38 currently), there's concern that we may not be able to get two reps from that category. Consider reworking the categories slightly to increase the numbers in the Professional category and level out numbers across the categories. Categories were originally based on union job titles; categories have not kept up with the times. We will likely need to recategorize. The Elections or Executive Committee can work together with Bylaws to rework categories.

We will move forward with the proposal as is and will do a second read at the September meeting; can potentially vote then.

New Business

Committee Vacancies

As the new academic year approaches there are several committees that are in need of representation on UWL Joint Governance committees for University Staff Members. Please consider volunteering for the following openings - Environmental Sustainability Committee or the Academic Initiatives Oversight Committee. Many of these committees require very little time; some only “meet” via email.

Please contact Jeanne Voss (jvoss@uwlax.edu) if you would be interested and willing to serve.

Exec. Updates

We haven’t met with Betsy, Bob, or Joe this summer.

At the Admin training last week, Betsy talked about the 4%/2%; it will be retroactive.

ShopUW+ refresher on Monday, August 28 9:30-10:30 – an official invite will be sent out in the next few days. If you have questions/comments/suggestions for the training, please send them to Carly Martinco.

ATP Update – David Kim and Maren Walz

Recap: ATP = Administrative Transformation Program. This is happening across UW System. Started about two years ago; the anticipated launch date is July 2024.

Maren communication update: Last week we had a watch party to introduce Workday; all admin professionals were invited to attend. This fall, will be sending out more communication updates.

David Q&A: Now that there’s been more communication and a watch party, what are your questions or concerns? What have you been hearing?

- Who do you call when the new system rolls out? Who will be the go-to person? Even if we don’t have someone who has all the answers, having a single point person to help direct us to the right resource or person would be helpful.
 - There has been heavy consideration and conversation around this. They are still working through this. The ATP team support ends at go-live; not sure what System’s role will be.
- When System decides to roll something out, it seems like it gets rolled out first and then they worry about how it impacts individual units. Better communication would be appreciated.
 - ATP team knew this would impact Finance and HR. As the project has progressed, it’s become apparent that this will have a greater impact on multiple areas. Go-live may be delayed for this reason.
- How similar is the system going to be to WISER? Are we going to have to create a whole new system for reconciliation?
 - Not sure yet how it will look compared to WISER
- Concerns about security roles. ADAs as an example – not all ADAs do the same thing. Others have a unique title that doesn’t fall into a “normal” category or role
 - Lots of conversation about this. For System, this is not just a technology change – they are trying to standardize some roles
 - There will be flexibility
- Was the watch party it? Or are there more demos and training?
 - Every month there will be a new Workday walkthrough (we just watched the archive). Walkthroughs will continue until spring. Upcoming walkthroughs will be more focused. Walkthroughs are not training; they are just an introduction to give us a preview of what is coming. In spring, training will begin. Training will be much more in-depth.

Not ATP related but – questions about migration

- Follow-up on Microsoft/Teams/SharePoint/OneDrive training that was talked about last week at the Admin training. David is taking steps forward on this
- Clarification regarding the 30 days – nothing is going away or getting deleted after 30 days. Our access to those folders is what goes away. But if we need something in three months and can’t find it, we can reach out and it will still be there

UW Osh Kosh

With layoffs happening at Osh Kosh (all University Staff, no Faculty), would like a list of positions that were affected. Dr. Hetzel has been very effective in making budget cuts that have not impacted personnel. At the admin workshop, Betsy said that she does not foresee this impacting UWL. UWL enrollment is still strong; Osh Kosh enrollment has declined

September – Back in GMH

Get Engaged – Please join us 15 minutes before our Council meeting for networking! The room will open at 1:45.

Adjourn – 2:58