

**University Staff Council (USC) – Minutes
September 12, 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, Kimberly Schliebe, Erika Pfeiffer, Domingo Carrion, Ben Cornforth, Leslie Fell, Jerry Fogel, Mary Grattan, Bill Klein, Terry Stika, Amy Ticknor, Jeanne Voss

Absent: John Eaton

Guests: Krista Curler, Rachel Friedl, Andrea Matson, Karen Brandt, Sheri Craig, AJ Bierwirth

Approval of Minutes – Approved

Treasurer's Report – Filed for audit

Committee Reports –

USC Bylaws – Mary Grattan

2nd Read of proposal presented at August meeting.

Proposal to change the make-up of USC.

See attached for backup info for our proposal which was presented 8/8/23.

Seat Proposal: Shows the numbers per category (as you have seen our numbers are decreasing). Includes one of our recommendations; Reduce Counsel to 11 along with seat proposals.

Election 2024: shows how the Counsel will down size and seat that will be elected in 2024.

USC Committee on Committees – Jeanne Voss

Nothing to report

USC Elections – Terry Stika

Tabled until next election cycle.

USC Excellence Award – Karen Brandt

Nothing to report since last meeting; will likely have 2023-24 kick-off meeting in October.

USC HR Advisory Committee – Kimberly Schliebe

No report.

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

Signed up for Rotary Lights 2023. Assignments will be sent mid-October and volunteers will be requested at that time.

Looking for Building Showcase suggestions for Spring 2024.

USC PGF/Sub-committee Grants – Karen DeSchepper, Interim Chair

Professional development grants are available for University Staff and awarded three times a year. Check out the website for further information on how to apply and the deadlines for submittal.

The next deadline is October 1 for events happening November 1 – February 28.

<https://www.uwlax.edu/university-staff-council/universitystaff-professional-development-grant/>

USC Recognition Committee – Janet Craig

No report.

UW Shared Governance – Karen DeSchepper

First meeting of 2023-2024 is 9/22.

Joint Academic Initiatives Differential Allocation Committee – Vacant

Joint Environmental Sustainability Committee - Vacant

Joint Freedom of Speech Program Committee – Nathan Zinn-Wirtz

Joint Legislative & Regents Relations – Kimberly Schliebe

Joint Multicultural Affairs – Kimberly Schliebe

Joint Parking and Appeals Committee – Mark Beckerjeck

The Joint Parking Appeals Committee hasn't needed to meet. There is nothing to report.

Joint Planning and Budget – Mary Grattan

First meeting is 9/13.

Joint Textbook Oversight Committee - Sandra Vinney

Textbook Rental committee has not set any meeting dates as of yet.

Old Business

Bylaws – USC Membership – Second Read

At last month's meeting, we discussed the recommendation from the Bylaws Committee to reduce the Council from 13 to 11. Recap from August meeting:

- 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.

After last month's meeting, the Exec Team met to revisit the categories. Anything with "specialist" in the title is being moved from the Administrative Support category to the Professional Services category. There was a suggestion to also move Heat/Cool Plant Operator II, HVAC Mechanic, Inventory Control Coordinator, Maintenance Mechanic, and Vehicle Equipment Tech from the Facilities Maintenance category to the Professional Services category; this is in line with moving the "specialists" over to Professional Services. The Exec Team will take another look at the categories and we will revisit next month.

The motion to reduce University Staff Council Membership from 13 to 11 was approved.

New Business

Trainings

- ShopUW+ Training recap
 - Beth Naas and Carly Martinco put the training on for ShopUW+ Requesters
 - Great turnout; lots of Q&A, most found it very helpful; great to have training and nice to have the in-person option
- Upcoming Travel Training and E-Reimbursement Training
 - Travel Training – Thursday, September 21, 2:00-3:00 p.m.
 - E-Reimbursement Training – Friday, September 22, 11:00 a.m.-12:00 p.m.

Grants

- Ideas for promoting/encouraging University Staff to apply
- Reminder: Upcoming Deadline October 1
 - Professional development grants are available for University Staff and awarded three times a year
 - Check out the website for further information on how to apply and the deadlines for submittal:
<https://www.uwlax.edu/university-staff-council/university-staff-professional-development-grant/>
 - The next deadline is October 1 for events happening November 1 – February 28

Exec. Updates

- Met with the Provost last Thursday. After Chancellor Gow's announcement at the picnic, wanted to know more about leadership change. In the next few years, we can expect quite a bit of leadership change with retirements. With a new Chancellor, some institutions make small changes; others make sweeping changes.
- Chancellor search – No interim; Joe will finish out the 2023-2024 year and the new Chancellor will start right away. If you are interested in serving on the Search Committee, please let Karen know. Committee includes Regents and non-Regent members. Non-Regent members include at least two faculty, one staff representative, one student, and one community and/or alumni member. At least one seat for Academic Staff or University Staff. Interim?
- Committee Vacancies
 - Environmental – Amy Ticknor and Ben Cornforth are interested
 - Excellence and Recognition – Two committees; Excellence solicits the nominations, reviews nominations, votes, while Recognition plans the event

ATP Update – David Kim and Maren Walz

No planned updates, no detailed updates; however, we want to keep the conversation open

David – A lot of conversation around delaying the rollout

- We are currently operating as if we are on schedule and should continue to operate this way until we hear otherwise. There is a path for us to be completed by then, however, training will be tight. Most likely it will be delayed by one year. BoR should be discussing this at their October meeting
- Delayed implementation does not mean taking our foot off the gas; still need to move forward with testing. Even though they are only halfway done, test results are very positive. However, there is still talk of a delay – looking at six months, but would be very difficult to implement mid-year, so would actually be pushed back a year. From a project standpoint, it makes sense to delay; however, there are complications with the budget
- Follow-up on questions from last month's meeting
 - Transition to FY leave: Nothing from HR
 - Roles: They are looking at standardizing the roles
 - WISER: Still not sure how this will look

Maren

- ATP communication coming in the Campus Connection – first one coming this week. Also, an ATP page is coming this week
- UWL/UW System is changing from Duo to OKTA
 - UW System Administrative is already using OKTA; UWL is the first to campus make the change, other campuses will follow. This is for students as well – there will be reminders in Canvas, email, etc. Lots of phishing lately is coming from students accounts – specifically students who have graduated and still have their UWL email but don't have Duo. Cost savings and it's a better technology
 - Functionally, it is very similar to how we use Duo. Will have Knowledge Base articles. Fobs will be department-funded; we are encouraging everyone to use the app
 - Set up during the month of October (this is the transition period). We will officially switch to OKTA as a campus in November
 - If you use a program that requires Duo that is not maybe outside of the norm (something besides WISER, MyUW, WINGS, etc.) please let us know

October – Back in GMH

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

Adjourn – 3:00 p.m.