

University Staff Council (USC) minutes
Tuesday, November 14, 2017 --- 2:00-3:00pm
UW-La Crosse, Graff Main Hall Room 325

- Call to Order – 2:02 pm
- Roll Call
 - Attendees: Domingo Carrion, Jeremiah Collins, Mary Grattan, Brandon Harris, Ingrid Iverson, Susanne Koehler, Ben Kolpitcke, Devyn Marazes, Megan Stauffacher, Kathy Thoen, John Pieper, Mandy Wagner
 - Absent:
 - Guests: Jenni Carlson, Madeline Holzem, Beth Hill, Ann Bever, Kathy Accola
- Approval of Minutes
 - September Minutes – M/S/A, John/Ingrid
- Treasurer's Report

SFO		\$1,237.38
	<i>candy for benefits fair</i>	<i>(\$16.97)</i>
136		\$4,243.71
	<i>no changes</i>	
102		\$23,867.50
	<i>no changes</i>	

 - M/S/A Ben/Mandy
- Human Resources Update
 - Health Fair
 - Brandon thanked those who volunteered to help at the USC table at the benefits fair. It continues to be beneficial to have us there.
 - There was discussion about the flyer used to promote USC at the benefits fair. The university staff excellence committee has volunteered to redo this flyer to include more information about what USC does to university staff (breakfast, CPR training, excellence award, grants) and ways that staff can get involved.
- Committee Reports
 - Committee On Committees – no update
 - Bylaws – no update
 - Program/Grants/Fundraising/PR – no update, will provide update/call for participation about rotary lights via email
 - University Staff Excellence Award
 - Ann shared that the committee met with HR to discuss the committee's involvement in the university staff excellence breakfast. It was decided that the committee's roles will be in set-up and tear-down activities of the event and the planning of the program. HR will continue to handle the logistics of the meal, RSVPs, milestone awards, etc.
 - UW System Shared Governance Updates
 - Devyn attended the shared governance meeting in Madison this month. Most of the meeting was focused on the UW Colleges mergers, but there were also title and total comp updates.
 - Elections Committee – no update

- Joint Committee Representation Reports
 - Academic Initiatives Oversight – no update
 - Joint Planning and Budget
 - Brandon shared that JPB meets tomorrow (11/15). Later in the meeting, under new business, he will discuss the JPB's proposed spending plan
 - Legislative and Regents – no update
 - Multicultural Affairs – no update
 - Parking – no update
 - Textbook – no update
 - Environmental Sustainability
 - John provided updates on green fund proposals that were brought to the joint committee on environmental sustainability

- Old Business
 - Proposed By-laws change – Second Read –*postponed until next meeting*
 - Excellence Award/Excellence Breakfast bylaws change – Second Read –*postponed until next meeting*
 - Menstrual products update
 - Brandon shared that the university is moving forward with installing machines that offer products for free
 - John shared more detail about the installation and costs of the machines in restrooms.
 - Educational Assistance Program update
 - Brandon shared that the education assistance program is moving forward and that JPB will be voting tomorrow (11/15) to approve the funding for the program
 - Madeline shared some information about the draft policy that she has written for the educational assistance program. The policy is modeled after the UW system policy and defines in what circumstances courses are eligible for reimbursement. The form will be approved by supervisor, dean/director, then sent to HR for final review.

- New Business
 - Strategic Plan Update – Enilda Delgado
 - Enilda shared updates and gave highlights for each of the four pillars of the strategic plan. She shared that all of the information is available openly via the website (<https://www.uwlax.edu/info/strategic-plan/>). She shared that only three of the four pillars have budget allocated to them. The community engagement pillar does not currently have funding. Ideally they would like to have a dedicated point-person for the community to contact the university and be connected with the correct campus resources, but there is no budget for that position at this time.
 - Budget Funding Requirements/Priorities – Pay Plan
 - Brandon shared the budget proposal document for the 2017-19 biennium that will be voted on at tomorrow's (11/15) JPB meeting. The document lists budget requirements and budget priorities. Priorities include funding for the educational assistance program, funding the group B base increases for university staff, and a living wage increase for employees paid less than \$13.75 per hour.
 - Madeline gave further information about the eligibility requirements and approval needs for the state pay plan. The state pay plan (2% increases on 7/1/18 and 1/1/19) has been approved by the legislature, but has not yet been approved by JCOER (WI joint committee on employee relations). The state pay plan is required to be merit based and each UW institution can determine how the merit based increase is distributed. At UWL, employees must have a positive

performance review and have begun employee before a certain date (likely 7/1/17, but it will be a part of the UWL pay plan policy). There was discussion about the timing of the performance reviews, the pay plans are deferred and not retroactive, and it needs to be decided whether the review from the previous or current year is used to determine eligibility.

- There was discussion on the perceived fairness of the living wage increase. Many university staff at UWL have wages below market wages, but the intent of the living wage increase is only increase the lowest paid employees to a wage that provides an income to meet the basic needs of the employee.
- Facilities Scheduling Changes
 - Brandon shared that some employees brought concerns to him about schedule changes for the facilities staff. John shared more detail—the schedules are changing from an 8 hour shift with a half hour unpaid break and two paid fifteen minute breaks to an 8 hour shift with only a half hour paid break. The reason for the change was to improve efficiency in both time and fuel costs associated with the 15 minute breaks. Some employees are in favor of the change and others are not, for this reason John doesn't think the council needs to take action because it will further divide the two groups.
- Adjourn – 3:12 pm