

University Staff Council (USC)

Tuesday, December 12, 2017 --- 2:00-3:00pm

UW-La Crosse, Graff Main Hall Room 325

- Call to Order – 2:00 pm
- Roll Call
  - Attendees: Jeremiah Collins, Mary Grattan, Brandon Harris, Ingrid Iverson, Susanne Koehler, Ben Kolpitzke, Devyn Marazes, Megan Stauffacher, John Pieper, Mandy Wagner
  - Absent: Domingo Carrion, Kathy Thoen
  - Guests: Kathy Accola, Ann Bever, Madeline Holzem, Amy Whillock
- Approval of Minutes
  - November Minutes
    - Motion to approve the November minutes, Mandy/Ingrid/Approved
- Treasurer's Report

|  |                 |
|--|-----------------|
| SFO  | \$1,392.38      |
| <i>Herberger's fundraiser</i>  | <i>\$155.00</i> |
| 136  | \$4,503.71      |
| <i>Event Brite Deposit</i>   | <i>\$260.00</i> |
| <i>(note: \$260 will be transferred to police services for CPR training)</i> |                 |
| 102  | \$23,867.50     |
| <i>no changes</i>  |                 |

- Motion to approve the Treasurer's report, Mary/Susanne/Approved
- Human Resources Update
  - Merger update

Madeline shared that she does not have a lot of information since it doesn't directly impact UWL. Potential impact on transfer students. UW colleges are each being assigned to a 4-year institution. Takes effect July, 1 2018. Tuition levels and transferability of credits at 2-year colleges will remain the same. Lot of details that need to be worked out. Questions was asked regarding impact on UWL continuing education and extension. Madeline doesn't know for sure if the funding structure for the UWL employees who are funded by UW extension will change, but she does not think so. Question was asked about other indirect impacts it may have, Madeline shared that she isn't aware of any at this time.
  - TTC update

Amy shared updates on the title and total compensation project. Part of the project is determine job families for all positions at UWL, current draft has 23 job families, and sub families under each of those. A second part of the project is called levels and descriptors, establishing career paths within each job family and determining levels for each of the positions. A third part of the project is data gathering by Mercer. HR is working to pull data and sharing that information with

Mercer for their database that will help them gather information about the current compensation structure. A questions was asked about the timing. Amy shared it's a two-year project that is about 7 months in. A questions was asked about who it impacts. Amy shared it address everyone for total comp, but the title piece only affects staff positions (not faculty).

- Committee Reports
  - Committee On Committees – no report
  - Bylaws – no report, updates later in agenda
  - Program/Grants/Fundraising/PR – no report
  - University Staff Excellence Award
    - Met on December 1 about timeline for the award. Nominations begin Jan 1 and go through April 1. Communication will be similar to previous years. James Bushman did a promotional video seeking nominations for the award. Susanne added the video to the website and made some other web updates (past recipients). Some verbiage was changed regarding the number of letters of support for nominees.
    - The committee will meet again to meet about the USC promotional flyer that they are updating.
    - The committee requested funding for more supplies. They would like to again send letters via campus mail to supervisors of university staff asking for nominations.
    - Link to video: <https://youtu.be/gC3lxy0ygFE>
    - Motion to allow up to \$25 from the 102 account for paper, labels, envelopes, and supplies for the excellence committee. Ingrid/Mandy
  - UW System Shared Governance Updates –no update
  - Elections Committee –no update
  - Joint Committee Representation Reports
    - Academic Initiatives Oversight
      - Brandon shared the update that Mark Beckerjeck provided.
    - Joint Planning and Budget
      - Brandon shared that the proposed spending plan that was shared at the last USC meeting was approved in November. Group B salary increases, living wage increases, and educational assistance were among the items approved
    - Legislative and Regents – no report
    - Multicultural Affairs –no report
    - Parking – no report
    - Textbook –no report
    - Environmental Sustainability – John shared that no action was made at the last meeting
    - Brandon shared that he reached out to all committees and asked that a report be shared each month.
- Old Business
  - Bylaws Change -- Award Committee – Second Read
    - “The Awards committee shall work in collaboration with Human Resources in planning the annual University Staff Excellence Awards event.”
    - Motion to approve the change to the bylaws in regard to the duties of the committee, Susanne/Ben/Approved

- Bylaws Committee Recommendation
  - Change the membership allocation from current; 4 each category + 1 at large to 4 Fac & Maint, 4 Admin Support, 3 Prof Services, 2 at large for the 2019 election cycle.
  - Motion to approve this recommendation from bylaws committee as read, Ingrid/Susanne/Approved
- Bylaws Change -- Committee Chairs annual reports -- First read
  - “Committee chairs shall submit a final report no later than June 30<sup>th</sup> each year to the USC Chair and Vice-Chair. These final committee reports should give summary details on the committee’s actions throughout the fiscal year, as well as any needed or proposed follow-up actions for the next year’s committee. These final committee reports will be made available via the USC website.”
  - Discussion was had about the recommendation. A change will be made--the reports will be compiled by the outgoing chair and made available on the USC website.
- Educational Assistance Program update
  - Brandon asked Madeline for an update on the program. Madeline shared that there have been a few submission. She shared that some updates will be added to the form. Brandon asked a questions about the requirement that the course be taken at UWL, if available at UWL. Madeline shared that the verbiage is from system policy, but it can broadly interpreted. Ie, if UWL course is only available during the work day, it could be approved to take an online or evening class elsewhere. The more information that is provided when someone submit the application, the easier it is for HR to determine if the course is in line with UWL’s policy. Brandon asked information regarding the tax implications of the reimbursement. Madeline shared the information about the proposed tax bill and the current tax law. Undergrad tax exempt up to a \$ amount. Grad is taxable regardless. Proposed tax bill change.
- Budget Funding Requirements/Priorities – Pay Plan
  - Brandon shared some updates about the JPB spending plan that was approved in November. The Group B base increases were approved, which will align the pay with the Group A pay.
- CPR Training Program update
  - Brandon shared that Dave Pehl gave him some information about updates to the CPR training program. The program we are doing (covering costs for university staff) can continue, but the cost will increase. Brandon shared that he also has concerns about the amount of interest in the training. Call for discussion on the promotion of the program and continuation of the program. The council feels that we should do more promotion, especially to supervisors.
- New Business
  - Sustaining Excellence-Investing in Our People survey – Christa Kiersch
    - Kathy Accola shared some information about the survey initiative. She wants to be sure that USC shares with Christa the types of information that US are concerned with getting out of the survey that Christa is doing. The survey will be distributed in spring semester, and campus climate surveys will be sent out a few weeks earlier, so we don’t want employees to think that they are duplicative. The survey committee is looking for our support and our encouragement in getting US to participate in the survey.

- Adjourn – 3:12 pm