

University Staff Council (USC) -- minutes  
Tuesday, February 13, 2018 --- 2:00-3:00pm  
UW-La Crosse, Graff Main Hall Room 325

- Call to Order – 2:01 pm
- Roll Call
  - Attendees: Domingo Carrion, Jeremiah Collins, Mary Grattan, Brandon Harris, Ingrid Iverson, Susanne Koehler, Ben Kolpitzke, Devyn Marazes, Megan Stauffacher
  - Absent: John Pieper, Kathy Thoen, Mandy Wagner
  - Guests: Janet Craig, Becky Yoshizumi, Sheri Craig, Angela House, Kathy Accola, Madeline Holzem
- Approval of Minutes
  - January Minutes – correct date in heading (2018)
    - Mary/Ingrid/approved
- Treasurer's Report
  - 102 account - \$23,764.02 (\$103.48 expense for shared governance meeting in Madison)
  - 136 account - \$4,503.71 (no changes)
  - SFO account - \$1,392.38 (no changes)
  - Susanne/Mary/approved
- Human Resources Update
  - Mary asked Brandon for title and total comp update. Mercer is working on creating job families (categories for jobs) which is a long and complicated process. After job families are created, they will be broken down into sub-families and then job levels. Mary asked about progression and the job levels will create that for some potential for progression. Brandon shared that progression is important and that that is being taken into consideration in the process. Brandon offered to send more detailed information. The process is going very well.
  - Brandon also shared that Madeline Holzem is retiring in June and that the search committee had their charge meeting today for the HR director search. Other campuses (Whitewater, Green Bay, Oshkosh, and Superior) are also searching for HR directors, so the search will move quickly. Brandon will represent University Staff on the search and screen committee.
  - Madeline came late and shared a quick title and total comp update. HR will set up forums for employees to ask questions in the next few weeks. She also shared about her retirement at the end of June.
- Committee Reports
  - Committee On Committees – no update
  - Bylaws – no update
  - Program/Grants/Fundraising/PR
    - Updates from Becky:
      - Newsletter later this semester
      - Professional development award sub-committee has met and will meet again to review applications for the professional development grant after

the deadline (deadline is 2/15, award recipient(s) will be notified by March 1)

- Showcase event during spring semester at the Student Union
- Brandon shared some info about the status of the CPR training. Dave is considering options based on price increase from Western. There has been lower interest in later sessions. We hope to add more dates soon.
- Like our USC Facebook page. Brandon tries to share updates as they come up.
- Motion to allow \$150 for food at the Spring USC showcase.  
Mary/Ingrid/approved
- University Staff Excellence Award
  - Update from Ann Bever (via Brandon). A few nominations have come in so far. Nomination deadline is April 1.
  - Effective next year, they propose to change the eligibility criteria. Currently there is a 75% FTE appointment requirement, but we want to align with professional development grant criteria and remove the 75% FTE requirement.
  - Discussion about removing the 75% FTE requirement. No objections to the change.
- UW System Shared Governance Updates
  - Devyn shared an update from the meeting last Friday. Discussions at the meeting were about the Colleges merger and title and total comp. Concern was raised at this meeting about career progression opportunities in terms of title and total comp.
- Elections Committee
  - Brandon will appoint a committee for 2018 elections, calls for nominations will need to go out in March
- Joint Committee Representation Reports
  - Academic Initiatives Differential Allocation (AIDAC)
    - Mark sent update: the committee is reviewing funding requests to determine. Final funding decisions will be made in early March
  - Joint Planning and Budget (JPB)
    - Brandon gave updates about last JPB meeting and capital budget expenditures and building projects. The next meeting is tomorrow.
    - Jeremiah gave an update on the Wing data center and the outage that is required. The hope is to have the outage the first weekend of spring break.
    - Brandon gave an update on the outcome based metrics funding and the four performance goals.
  - Legislative and Regents (JLR)
    - Brandon shared the information about the legislative forum on Friday, Feb 16. USC is a sponsor of the event.
  - Multicultural Affairs (JMAC) – no update
  - Parking – no update
  - Textbook
    - Angela shared an update on some changes to the textbook rental policy.
  - Environmental Sustainability – no update
- Old Business
  - Menstrual product dispensers update
    - Brandon shared that Doug Pearson provided him a list of where the machines were installed. The total cost of installation was about \$20,000, not including the

products themselves. It was a significant investment by Doug and his team, but an important one. There was discussion about the removal of the signs regarding the products in vending machines and about the basement of Wing not having a machine or a sign pointing people to the first floor restroom.

- Strategic plan update from Brandon
  - Brandon gave a brief update on the strategic plan priorities. If anyone would like further information, contact Brandon and he will share it.
- New Business
  - USC Budget and Planned Expenditures
    - Brandon shared an update about the USC's budget. Bob Hetzel has asked the Council to spend all funds within 3 years. Brandon shared our spending history and proposed a spending plan to spend down those funds. Since the funds were from DMC money and the PAPD program (both in USC budget since approx. 2014), it is a priority to spend the funds while the employees for whom the funds were intended are still at UWL. Brandon shared that Bob has agreed to provide an operating budget for the Council if the old funds are spent within that 3 years (\$5,000-\$7,000 per FY).
    - There was discussion about the grant program. USC members should encourage others to consider applying for the professional development grant because such a large amount of money will be dedicated to it in the next 3 years.
    - Brandon proposed that the amount of funds dedicated to the grant program be increased for FY18, FY19, and FY20.
      - Motion to approve up to \$5000 for professional development grant in FY18 and up to \$5000 in FY19 Ingrid/Megan/approved
    - Brandon asked for feedback on the spending plan. Some good feedback, also concerns about the proposal for 2021 spending being \$7000, but Bob has given \$5000-7000 as the figure. Discussion was had about the priority of some expenses, including employee enrichment day, shared governance meetings, and professional development grant. Becky brought up that employee enrichment day was specifically mentioned in the HLC review and should remain a funding priority.
- **GET ENGAGED:**
  - Legislative Forum – Friday, February 16, 2018
  - Employee Engagement Survey – Investing in Our People – March 1, 2018
    - Kathy gave an update about this survey and shared that it is different from the campus climate survey.
  - [Conference for the Office Professional](https://www.talent.wisc.edu/home/Hide-A-Tab/ConferencesSpecialEvents/OfficeProfessionalConference/tabid/383/Default.aspx) – UW Madison April 24, 2018  
<https://www.talent.wisc.edu/home/Hide-A-Tab/ConferencesSpecialEvents/OfficeProfessionalConference/tabid/383/Default.aspx>
- Adjourn – 3:12 pm