

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

- Call to Order – 2:01pm
- Roll Call
 - Guest Introductions, Dana, new ADA in Military Science
 - Attendees: Domingo Carrion, Mary Grattan, Brandon Harris, Ingrid Iverson, Susanne Koehler, John Pieper, Megan Stauffacher, Kathy Thoen, Mandy Wagner
 - Absent: Jeremiah Collins, Ben Kolpitzke, Devyn Marazes
 - Guests: Madeline Holzem, Ann Bever, Ashley Dzurko, Kathy Accola, Deanna Wachter, Dana Schaitel, Becky Yoshizumi, Angela House
- Approval of Minutes
 - February Minutes
 - Some corrections made per Kathy Thoen's suggestion.
 - Mary/Mandy/approved
- Treasurer's Report
 - 102 account - \$23,764.02 (no changes)
 - 136 account - \$4,503.71 (no changes)
 - SFO account - \$1,392.38 (no changes)
 - Kathy/Susanne/approved
- Human Resources Update
 - 2017-19 Pay Plan Guidelines Update
 - Madeline shared the pay plan distribution guidelines for the 2017-19 pay plan. Employees need to have started prior to July 1 2018 in order to be eligible for either of the 2% increases (7/1/18 and 1/1/19). The other eligibility criteria is that employees can't have a performance appraisal rating of below expectations or unsatisfactory. The absence of a performance appraisal is interpreted as meets expectations so employees aren't penalized for their supervisor not completing a timely performance appraisal.
 - Madeline discussed the LawRoom mandatory trainings. President Cross informed Chancellor Gow that UWL has the lowest completion rate in the UW System for the sexual harassment training. It is important that all UWL employees complete this mandatory training, President Cross wants 100% participation. Madeline gave details as to which division have the highest and lowest rates of completion for the sexual harassment and FERPA trainings.
 - Madeline and Kathy shared that the employee handbook was recently updated and an email was sent last week highlighting the changes.
 - Mary asked about the open forums for Title and Total Comp (TTC). Madeline shared that the dates have not been finalized. Mary also asked about the potential of TTC combining University Staff and Academic Staff into one category—she heard from a reliable source that this will likely happen with TTC. Madeline shared that thus far the discussions have been broader in scope and that the implementation of combining US and AS would be difficult due to

different benefits and leave structures. She will ask the next time she goes to a meeting in Madison about TTC about this concern.

- Committee Reports
 - Committee On Committees
 - Bylaws
 - Program/Grants/Fundraising/PR
 - Becky made the following updates:
 - Newsletter coming soon
 - Showcase in the Union later in March. Information is coming soon.
 - Professional Development Grant. Offers have been made to several employees. \$17,000 is requests for grants, \$5,260 was awarded. Recipients have until Friday to accept the awards.
 - University Staff Excellence Award
 - Ann shared the following updates:
 - The University Staff Excellence committee will meet in April to select an Excellence award recipient. Nominations are accepted through April 1
 - The flyer the committee is creating is almost complete. Florence is adding branding.
 - UW System Shared Governance Updates
 - Brandon shared an update on Devyn's behalf
 - At this month's meeting there was a lot of discussion about the restructuring
 - At large seats due to limited number of University Staff
 - Other campuses are dealing with budget cuts and cutting programs.
 - Pay plan and UWS 2020 strategic plan were discussed
 - Elections Committee
 - Ann shared the following updates:
 - Nominations email went out, 2 admin support positions, 1 facilities and maintenance, 2 professional services, 1 at large.
 - Contact Ann, Jim, or Ben with your nominations.
 - Some updates were made to the list of titles/categories as a part of the elections committee's review. There were some titles in the professional services category that were removed. Laborer was added to the facilities and maintenance category.
 - Brandon reiterated request for nominations for new Council members.
 - Joint Committee Representation Reports
 - Academic Initiatives Differential Allocation (AIDAC)
 - Joint Planning and Budget (JPB)
 - The majority of the last meeting was spent on the new outcomes based funding. The metrics are based on academic type initiatives (including student retention), so the money will be spend on academic type initiatives. The outcomes based funding will have little impact on University Staff. Some new positions will be added and some new scholarships will be created with the new money.
 - Legislative and Regents (JLR)
 - Multicultural Affairs (JMAC)
 - Parking
 - Textbook – no update
 - Environmental Sustainability

- John shared that a survey was done of other state institutions. Our green fund limits mini grants to \$2000, but other institutions can grant up to \$5000 per mini grant. The mini grants are immediately funded by the joint committee, but anything larger needs to be approved by SUFAC (approval by SUFAC is slow). They are looking at increasing the \$2000 limit. The green fund is funded by a student fee, so SUFAC has control over large expenditures (seg fee allocation committee).
- Old Business
 - USC Budget and Planned Expenditures
 - Brandon shared the spending plan that was presented in the February meeting
 - Discussion was had about the CPR training courses. Brandon shared the upcoming dates with the group. He shared why the dollar amount was chosen for that expenditure.
 - Brandon asked for approval of the plan. He shared that it is not set in stone and changes can be made as needed but it is intended to make a
 - Move to approve the budget as presented Ingrid/John/approved
- New Business
 - Limited Term Academic Leadership Positions Policy
 - Brandon met with Martin Allen from Faculty Senate. Faculty Senate is interested in creating a policy for interim administrative positions that are below the Dean level. There is an administrative hiring policy for administrative positions Dean level and higher that requires 9-10 committee members. They don't want to change the current policy, but add a policy that applies to filling lower level admin positions on a temporary basis (Associate and Assistant Deans).
 - The new policy would create a limited term appointment for interim lower level administrative hires and would limit the term to 3 years. This would replace the current practice of appointing interims for these types of positions with no governance involvement in the decision. In the proposed policy, a 5 member committee would select the limited term appointee from a list of internal candidates. The proposal is to have only 1 staff person on the selection committee for the limited term position, from either University Staff or Academic Staff, not both. Madeline shared some additional details on the reason behind the proposal. Discussion was had over who would decide whether it is the US or AS nominee who serves on the committee—the Senate Executive Committee of Faculty Senate would decide. Mary expressed concern over US having a voice on these decisions. Brandon shared that US would still have a voice in the hiring of the permanent positions. Discussion was had on whether we could be provided the policy. Brandon will get a copy of the policy to share, no decision needs to be made today, and we will wait to make a decision next month.
- **GET ENGAGED:**
 - Employee Engagement Survey – Investing in Our People – March 1, 2018
 - Sexual Harassment Training
 - United Academic Professionals of La Crosse (UAPUWL) hosting State of the UW-System April 4 at 2-3:30p in 3114 Union (USC co-sponsor)
 - [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 – 3:02 pm

