

University Staff Council (USC) -- minutes
Tuesday, April 10, 2018 --- 2:00-3:00pm
UW-La Crosse, Graff Main Hall Room 325

- Call to Order – 2:00 pm
- Roll Call
 - New Guest Introductions: Michelle Edge from Residence Life and Marty Allen, Faculty Senate
 - Attendees: Jeremiah Collins, Mary Grattan, Brandon Harris, Ingrid Iverson, Susanne Koehler, Ben Kolpitzke, Devyn Marazes, John Pieper, Megan Stauffacher, Mandy Wagner
 - Absent: Domingo Carrion, Kathy Thoen
 - Guests: Ann Bever, Kathy Accola, Becky Yoshizumi, Marty Allen, Dana Schaitel, Michelle Edge, Tina Connelly
- Approval of Minutes
 - March Minutes, approved with 3 corrections discussed, Mary/Susanne/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)
 - Discussion about the professional development grant. The committee will send a summary to the treasurer.
 - Ingrid/Mandy/Approved
- Human Resources Update
 - Kathy shared an update about the sexual harassment training in LawRoom. Including all staff, full-time and part-time, UWL was at 97% completion rate by April 1. Next year, there will be improvements in the process and more communication up-front about the need for the training. There was discussion about faculty and staff who didn't know it needed to be completed every year.
- Committee Reports
 - Committee On Committees – no update
 - Bylaws – no update
 - Program/Grants/Fundraising/PR –
 - Becky shared a few updates. The USC Showcase went well but had low attendance. In the fall, we hope to do another Showcase at the REC. The newsletter went out in March. The USC professional development grant process went well. The recipients have been notified and they can charge that to the account that was set up in their department. Employee enrichment day is July 18.
 - University Staff Excellence Award –
 - Ann shared that the April 1 deadline passed. 16 individuals were nominated for the award. The committee will meet April 17 to hopefully make a decision about the award winner. The committee will work with HR to organize the University Staff excellence breakfast on July 12.

- UW System Shared Governance Updates –
 - Devyn shared the next meeting is May 5, no other updates
- Elections Committee –
 - Ann shared that the nominees and their bios are on the website and went out in email yesterday. There were 19 nominees, 13 accepted nominations. Elections will be held April 18 – April 22. A Qualtrics email will be sent on the 18th. Please vote!
 - Brandon shared that the elections results are announced in May and the new officers are elected in June.
- Joint Committee Representation Reports
 - Academic Initiatives Differential Allocation (AIDAC)
 - Brandon shared an update from Mark Beckerjeck. Award letters were sent to the requesting entities letting each of them know how much of the money that they requested they were awarded. There will be a couple of follow up meetings between now and the end of the semester to set things up for next year.
 - Joint Planning and Budget (JPB) – no update
 - Legislative and Regents (JLR) –
 - Mary asked for and Devyn shared an update about the event last week, The State of the UW System.
 - Multicultural Affairs (JMAC) – no update
 - Parking – no update
 - Textbook – no update
 - Environmental Sustainability
 - John shared that there are two grants being reviewed. There is a grant to purchase bike locks to encourage people to bike to campus. There is a grant to put up a sign that talks about the two unique bee colonies on campus.
- Old Business
 - Limited Term Academic Leadership Positions Policy – Marty Allen
 - Marty gave background on policy and addressed questions.
 - The admin search policy advises that the process be used for Assistant and Associate Dean level positions, but gives options if not. The policy does not address interim processes. Many Assistant and Associate Dean positions are currently interim, which has no guidance by policy, and the process has varied.
 - The Provost asked faculty senate if they think the Assistant and Associate Deans positions just get appointed as with other UW institutions. Faculty senate took it as an opportunity to create a policy that allows governance in the decisions.
 - Senate would like to get committee to 5 members instead of 9, this will make it more likely that administration will use the policy instead of just appoint an interim. No chancellor appointees, 3 faculty, 1 student and 1 staff member. The staff member would be nominated by the staff councils. Academic staff council suggested that both ASC and USC come together to make a decision on which type of staff would be represented on the committee.
 - There was discussion about when academic staff would choose not to be represented because there aren't a lot of academic staff in the colleges.
 - There was some discussion and some clarifications made about the details of the policy and when it is used. If an interim is used or if there is a national search to fill the position of the Assistant and Associate Dean, this policy does not apply, but the policy suggests that administration notify governance if there is a decision made to use something other than this policy.

- Motion to approve the policy for limited term Assistant/Associate Dean positions as was modified by Academic staff council. Mandy/John/Approved.
- New Business – no new business
- **GET ENGAGED:**
 - CPR Training dates: April 17 @ 6PM and May 8 @ 4:30PM
 - Added some new dates for CPR and AED training, visit USC website to see the available dates
 - As of meeting time, there were five signed up for April 17, one signed up for May 8 CPR course
 - John shared that all Physical Plant staff is signed up a CPR training (outside of the USC process and USC budget)
- Adjourn – 2:41 pm

University Staff are allowed to attend University Staff Council meetings. Please talk with your supervisor to ensure office/work coverage.