

University Staff Council (USC) - minutes  
Tuesday, June 12, 2018 --- 2:00-3:00pm  
UW-La Crosse, Graff Main Hall Room 325

- Call to Order – 2:00 pm
  - Council Photo was taken for USC newsletter
  
- Roll Call
  - Attendees: Domingo Carrion, Jeremiah Collins, Mary Grattan, Brandon Harris, Ingrid Iverson, Susanne Koehler, Ben Kolpitcke, Devyn Marazes, Megan Stauffacher, Kathy Thoen
  - Absent: John Pieper, Mandy Wagner
  - New members: Tom Fell, Dave Pohnl, Kimberly Schliebe, Becky Yoshizumi,
  - Guests: Madeline Holzem, Michelle Edge, Dana Schaitel, Deanna Wachter, Angela House, Cullen Oldenburg, Karen Deschepper, Heather Dutcher
  
- Approval of Minutes
  - May Minutes
  - Susanne/Ben/Approved
  
- Treasurer's Report
  - 102 account: \$18,359.60 (no change)
  - 136 account: \$4,385.15
    - Expenses: (\$78.75) for new member name plates and excellence award plaque
  - SFO account: \$1,392.38
  - Mary/Susanne/Approved
  
- Human Resources Update
  - Title and Total Comp update. Amy will schedule the presentations in July. There hasn't been many changes since the last time information was presented to the council. Job families and sub families have been set and will be in the presentation.
  - Pay plan update. Play plan letters will be sent out next Friday, June 22. The letters will list the July 1 and Jan 1 effective date increases in the same letter.
  - Madeline thanked the council for all the time and assistance and guidance over her years as HR director. Her last day will be June 22.
  
- Committee Reports
  - Committee On Committees – no update. We will be sending email message to solicit new committee membership soon.
  - Bylaws
    - Mary and Brandon presented template for a report from the chair of each committee to submit an end of year report. Mary explained the example of the bylaws committee's end of year report.
    - Brandon will send an email to committee chairs asking for a report. Standing committees only. Mary will also send the template to Megan to put on the USC website.
    - There is also an annual report completed by the USC chair that is submitted to the Chancellor. (this was implemented last year)

- Brandon requested that the bylaws committee add to the bylaws the process for electing new officer positions. This happens in the June meeting currently and it is important that the process is documented in the bylaws.
- Program/Grants/Fundraising/PR
  - Next USC showcase will be in the REC in October 2018. We will hopefully be participating again this year in Rotary lights and will reach out to ask for involvement.
  - Professional development grant award application deadline is August 15.
- University Staff Excellence Award
  - The committee met with HR to work out details of the US Excellence breakfast program. It will be held July 12.
  - The committee is working on a flyer that will be used at the breakfast, the showcase events, and the benefits fair
  - Motion to spend up to \$100 on the printing of flyers Megan/Mary/Approved
  - The committee also proposed that the on-going responsibility for the flyer goes to the Program, Grants, Fundraising and PR committee.
- UW System Shared Governance Updates – no update, next meeting is in September
- Elections Committee – no update, thank you to everyone who participated in the election process
- Joint Committee Representation Reports
  - Academic Initiatives Differential Allocation (AIDAC) –no update
  - Joint Planning and Budget (JPB) – no update
  - Legislative and Regents (JLR) –no update
  - Multicultural Affairs (JMAC) – no update
  - Parking – no update
  - Textbook – no update
  - Environmental Sustainability – no update
- Old Business
- New Business
  - Title and Total Compensation Project Update – Amy Whillock (see above in HR update)
  - Bylaws committee – update bylaws to include process for electing officers (see above in committee updates)
  - Year-end wrap-up (see above in committee updates)
    - As mentioned earlier, committees and the USC chair will provide an update of things accomplished throughout the year. Brandon provided a summary of what will be in his report.
      - i. New initiatives and accomplishments
        - a. CPR and AED training program. Approximately 30 university staff were trained. We hope to keep the program going. The maintenance of the EventBrite site for the CPR training will probably be going to the Programs, Grants, Fundraising, and PR committee.
        - b. Coordinating with other governance groups to change the way menstrual products are distributed in restrooms
        - c. A new Facebook page was created for University Staff Council
        - d. Modified our bylaws to better align the makeup of the council with the changing makeup of the university
        - e. Implemented the Professional Development Grant program. Nine people applied for grants. Were able to award partial awards to all

- nine applicants. Showed the administration the need to professional development funding for university staff members.
      - f. Created a plan to spend down the current one-time funds that USC has and were able to get on-going base budget funding for the council for when the funds are spent
      - g. Living wage adjustment for the lowest paid university staff
      - h. Education assistance program to reimburse tuition expenses for eligible courses.
    - ii. Continuations of past initiatives:
      - a. Excellence award, excellence breakfast, USC showcase events, and employee enrichment day.
- Officer Elections
  - New/re-elected members: Kimberly Schultz-Schliebe, Becky Yoshizumi, Brandon Harris, Dave Pohnl, Simon Lee, and Tom Fell
  - Vice Chair/Chair Elect election
    - i. Devyn shared her take on the responsibilities of the Vice Chair responsibilities and Brandon solicited nominations for Vice Chair
    - ii. Kimberly Schultz-Schliebe and Becky Yoshizumi were nominated
    - iii. Becky was elected as Vice Chair
  - Secretary/Treasurer election
    - i. Megan shared her take on the responsibilities of the Secretary/Treasurer responsibilities and Brandon solicited nomination for Secretary/Treasurer
    - ii. Ingrid Iverson and Kimberly Schultz-Schliebe
    - iii. Kim was elected as Secretary/Treasurer
- Adjourn – 3:02 pm