

## University Staff Council (USC)

Tuesday, June 13, 2017

2:00-3:00pm

UW-La Crosse, Graff Main Hall Room 325

- Call to Order – 2:02 p.m.
- Roll Call
  - Attendees: Jeremiah Collins, Domingo Carrion, Mary Grattan, Bill Grinde, Brandon Harris, Ingrid Iverson, Susanne Koehler, Ben Kolpitcke, John Pieper, Terry Stika, Megan Stauffacher, Kathy Thoen, Jeanne Voss
  - Absent:
  - Guests: Kathy Accola, Nizam Arain, Beth Hill, Angela House, Josh Kraft, Devyn Marazes, Susan Nelson, Deanna Wachter, Becky Yoshizumi

- Approval of Minutes
  - May M/S/A as read. Ben/Terry

- Treasurer's Report

May Balances	
SFO	1,504.35
<i>Rotary Lights Deposit</i>	<i>\$305.00</i>
102	\$23,720.75
<i>UWL Alumni Banner</i>	<i>\$250.00</i>
<i>May UW System Shared Governance Meeting in Madison</i>	<i>\$155.28</i>
136	\$5,140.70

M/S/A as read. Ingrid/Terry

- Committee Reports
  - Committee On Committees
    - Mary sent out a request for volunteers and only a few have taken the survey. She will send out a reminder next week. The deadline is June 23. People are asked to remind others to complete the survey and participate on a committee.
  - Bylaws
    - Josh presented the Committee's recommendation for changing the representation model (see attached). Beth Hill will send Mary a list of positions that will be moving from University Staff to Academic Staff. The committee is recommending adding an at large seat and reducing the professional services category due to the change in the structure of university staff on campus.
    - It was suggested that the two slides that show the change in structure be emailed and posted to campus so they are aware of the changes being proposed. Further discussion recommended reducing professional services and facilities and maintenance by one as well as long as at large does not exceed any of the other categories.
    - Mary will send this information out to all university staff so they are aware of the proposed changes. Elections have taken place for this year and further discussion will need to take place.
- Program/Grants/Fundraising

Becky reported that the CPR training is still in the process. The Council and the Program Committee will be the first round of candidates taking the course and help promote it on campus. Brandon will send out an email to the Council members to see who is interested in the first session.

The committee is working on the next campus showcase event. It will take place in September at the Rec.

The committee wants to participate in rotary lights again this year. More information will be coming. New ornaments needed as the current ones say classified staff rather than university staff.

The program committee is looking at hosting brown bag trainings this summer. More information to come.

The newsletter will be coming out in the fall. They would like the Council to take another picture in August after elections are complete.

- University Staff Excellence Award. Went into closed session at 3:02 to discuss results. Susanne reported that the Excellence Award Committee has chosen the award recipient and the Council approved it. The plaque is currently being made. It will be announced at the University Staff Breakfast as well as the fall welcome back event.
- UW System Shared Governance Updates  
Brandon reported that the group is meeting tomorrow.
- Elections Committee  
Brandon will become Chair as he is currently Vice Chair.  
Secretary/Treasurer – Ingrid Iverson and Megan Stauffacher nominated. Megan Stauffacher awarded the position.  
Vice Chair – Devyn Marazes ran unopposed.
- Joint Committee Representation Reports

Academic Initiatives Oversight

No report.

Joint Planning and Budget

No report.

Legislative and Regents

No report.

Multicultural Affairs

No report.

Parking

No report.

Textbook

No report.

Environmental Sustainability

No report.

- Old Business
  - Bullying Policy
 

Nizam presented on the proposed Bullying Prevention and Response Policy (attached). The question was raised as to where student employees should report issues to – Student Affairs or HR. It is felt that students are students first and that the best practice would be to report to Student Affairs and Student Affairs will then bring in those necessary offices. Nizam will look at making that clearer for student workers.

There will be future training regarding this policy. Academic Staff Council had a few suggestions at yesterday's meeting. Nizam and Kathy Accola will review those recommendations as well as the recommendation from University Staff Council. The goal is to have this before the leadership group so trainings can be taking place as fall semester begins. Brandon will get the final document out to the Council and a vote will take place over email.
  
- New Business
 

No July meeting. Thank you to those Council members that are completing their term and Welcome to those coming on to the Council.

A suggestion was made that the Bylaws Committee look at placing verbiage in the bylaws for future proposals to be given to the Council members with enough time (i.e. 48 hours/2 working days prior to the meeting/Thursday prior to the meeting/3 business days/week prior) for the Council to review it in order to vote on that item. It was felt that there should be verbiage allowing for exceptions for special circumstances/time sensitive nature. Mary will take this recommendation back to the Bylaws Committee.
  
- **GET ENGAGED** - Upcoming Dates
  - Watch for emails regarding USC committee involvement.
  - **July 13, 2017** – University Staff Breakfast  
Register at: [https://uwlacrosse.qualtrics.com/jfe/form/SV\\_0Hte9Ee5Yv775f7](https://uwlacrosse.qualtrics.com/jfe/form/SV_0Hte9Ee5Yv775f7)  
Deadline is July 6.
  - **July 19, 2017** – Employee Enrichment Day  
Register at <http://www.uwlax.edu/livemaroon/employee-enrichment-day/>  
Deadline is Friday, July 14.
  - October 20, 2017 – UW Green Bay University Staff Conference
  
- Adjourn – 3:08 p.m.

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