

University Staff Council (USC) Minutes  
Tuesday, November 13, 2018  
325 Graff Main Hall | UW-La Crosse

### **Roll Call**

Council Members Present: Jeremiah Collins, Tom Fell, Ingrid Iverson, Devyn Marazes, Domingo Carrion, Neng Lee, Dave Pohnl, Ben Kolpitzke, Karen DeSchepper, Becky Yoshizumi

Absent: Brandon Harris, Kimberly Schliebe

Guests: Nouchi Lor, Dana Schaitel, Michelle Edge, Mary Grattan, Pearl Chess, Beth Hill, Ann Bever,

Introduction of new guest attendee, Pearl Chess, who has replaced Kathy Thoen in Women's, Gender, and Sexuality Studies as their ADA.

**Approval of Minutes** - MSP to approve October minutes

**Treasurer's Report** – MSP to approve treasurer's report

102 Account balance: \$14,334.35 (no change)

136 Account balance: \$4230.95 (no change)

SFO account: \$1392.38 (no change)

### **Human Resources Update**

Currently each school HR office is assigned to review standard templated job descriptions for content and consistency and provide revisions; these do not include long lists of tasks or every responsibility the job title may have. These will then go to subject matter experts and stakeholders. Will also be published on website.

In addition, Mercer (contract vendor for title and comp project) will be sending out Benefits Preference Survey to all benefits-eligible employees. Target survey dates are Nov 26 – Dec 14. Results delivered in Feb 2019. They are seeking staff to share preferences and satisfaction with current benefits and their desires for future benefits updates. Local HR office would like council help in encouraging university staff to complete the survey. HR indicated that no benefits would be removed but want to see if current benefits are meeting employees' diverse needs. Handout provided and included with minutes.

Link to TTC: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>

Will the \$150 Staywell benefit remain the same for next year? General discussion was shared that no change as of now but ideas are being tossed around. Council members shared that current process for receiving incentive is quite cumbersome. HR asked to let them know benefit issues you have that are different than you expected.

### **Committee Reports**

- Committee on Committees – no update submitted

- Program/Grants/Fundraising/PR – Karen DeSchepper shared that the committee has been busy.
  - Participated in iFeed collecting non-perishable food items Nov 3 as part of council's obligation with Rotary Lights.
  - USC Showcase at the REC on November 8 – they donated 8 one month free passes for door prizes. REC is open to ideas of how they can be of assistance to university staff.
  - Seeking volunteers for Rotary lights set up – Sunday, November 18, 11-3pm or 11-1 & 1-3pm;
  - USC tree decorating will be 4-5pm on Monday, November 19.
  - Let Karen DeSchepper know if interested as soon as possible. She will send out more info on where to meet to those volunteers. We did not elect to participate in the parade scheduled for Friday, November 24.
  
- Grant subcommittee – Becky reported the next deadline is February 15 for the April-October 2019 period. This will be the last allocation per the approved council pilot program. Committee will be coming to council for request of future funding remaining until base budget goes into effect in FY21. Will be changing deadline dates to line up better with fiscal year.
  
- University Staff Excellence Award Committee – Ann Bever reported the committee will be meeting this Friday to update the evaluation form. Those changes will be coming to the next USC meeting and will go into effect in January.
  
- UW System Shared Governance Updates
  - University Staff Governance Representative meeting on Wednesday, Nov 7, 12-3pm with Ray Cross. We had presence at this meeting through telephone call in. Agenda included the following:
    - Shared Services Update from Steve Wildeck - Shared Services was created this year to provide operational services to the comprehensive universities with UW Madison/Milwaukee utilizing if needed. Centralized services mainly focus on HR, Procurement and ITS. They have asked for list of high priority services by the end of this year from subject matter experts – CIO, HR directors and purchasing directors. More info can be found: <https://uwss.wisconsin.edu/>
    - Many questions were asked: hostile work environments; loss of good colleagues due to morale; how to attract good workers to UWS; end users not consulted on new roll outs; no communication on new shared services to UW workers other than those effected; no additional resources but still need to keep up level of services; how to share with community good work that all people at university do and not just faculty and student labs; why no prof. develop plan for US;
  - Friday, November 9 – shared governance meeting
    - Call in was not bridged so the first US mtg was missed; Second meeting -joint mtg was someone from the newly named UW Extended Colleges explaining their program. Third mtg for US staff discussed how to get US at the table as advisory with Ray Cross while policies/procedures are being planned.
  
- Elections Committee – Ann Bever submitted some options to the bylaws committee regarding elections so that a seat does not go vacant for a term. General discussion took place regarding options, easiest way to keep track, how to get more people involved in becoming council

representatives. Topic was tabled until next meeting. Will add “elections” bylaw change discussion to the December agenda.

### **Joint Committee Representation Reports**

- Academic Initiatives Differential Allocation (AIDAC) – email going out requesting new rep to serve.
- Joint Planning and Budget (JPB) – no report
- Legislative and Regents (JLR) - looking for volunteers to help at Dec 6 Board of Regents meeting at UWL.
- Multicultural Affairs (JMAC) – no report
- Parking – no report
- Textbook – no report
- Environmental Sustainability – no report

### **Old Business**

Parking - city postponed implement of new proposed parking around UWL

### **New Business**

Education Assistance Program Review spreadsheet shared with US for 2018 spring, summer and fall. Request was made to ask about breakdown of how many our US, AS, faculty

Meeting was adjourned at 3:15 pm

Submitted by Becky Yoshizumi, USC Vice Chair



**University of Wisconsin-La Crosse**  
**Educational Assistance Program Review**  
**Fiscal Years 2018-2019**

**Table 1: Educational Assistance Budget Summary**

| Item                             | Fund No.    | Amount        |
|----------------------------------|-------------|---------------|
| UWS FY15-17 Lapse Return Funds   | 102         | 74,000        |
| Continuing Education             | 104/132/189 | 1,039         |
| Auxiliary & Segregated Fee Units | 128         | 8,198         |
| General Operations               | 136         | 1,149         |
| Financial Aid Overhead           | 144/147     | 650           |
| Federal Indirect Cost Funds      | 150         | 304           |
| Gift Funds                       | 233         | 293           |
| <b>Total</b>                     |             | <b>85,633</b> |
|                                  |             |               |

**Table 2: Educational Assistance Participation Summary**

| Item              | 2018 Spring Semester | 2018 Summer & Fall Semesters |
|-------------------|----------------------|------------------------------|
| Employee Requests | 15                   | 21                           |
| Approved          | 11                   | 18                           |
| <b>Total Cost</b> | <b>15,080</b>        | <b>30,274</b>                |
|                   |                      |                              |



## Title and Total Compensation Introduction of Benefits Preferences Survey

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### **What is the Benefits Preferences Survey?**

An additional aspect of the Title and Total Compensation Study designed to assess faculty and staff opinions regarding the benefit program offerings available to UW System and UW-Madison employees. The results of this survey will be used to evaluate employee benefit preferences and whether or not programs are meeting employees' diverse needs.

### **Who will be surveyed?**

All full-time benefits eligible employees will have the opportunity to participate in the survey.

### **When will this happen?**

The target survey dates are November 26, 2018 – December 14, 2018. Results delivered February, 2019.

### **How will the survey be administered?**

Mercer Consulting will partner with UW System and UW-Madison to administer the survey electronically through a secure site that allows respondents to complete the survey anonymously.

### **Why is this being done?**

To provide faculty and staff the opportunity to communicate their preferences and satisfaction with current benefits and share their desire for potential trade-off of benefits elements.

### **What are the potential benefits of the Survey?**

- Baseline measure of faculty & staff satisfaction with the UW System's total benefits offering
- Respondent preferences for different benefit elements, including the overall perceived value of these elements, as well as potential trade-offs respondents may deem desirable
- Side-by-side comparison of the perceived importance *and* satisfaction with benefits elements to assess the overall alignment between what the UW System/State of Wisconsin offers and the preferences of faculty and staff.
- Segmented results by respondent group (e.g., faculty, staff, level or seniority) and demographics (e.g., age, length of service) to determine how opinion varies across the institutions.

**Will the results be shared?** Yes.

### **What are the next steps?**

Communication tool kits will be developed and dates will be shared with employees at each institution through the CHRO/HR Director starting in September.

