

University Staff Council (USC) – Minutes

August 13, 2019 – 2:00-3:00 p.m.

UW-La Crosse, Graff Main Hall Room 325

Call to Order – 2:01 p.m.

Roll Call

Council Member in attendance: Kimberly Schliebe, Karen DeSchepper, Becky Yoshizumi, Ben Kolpitcke, Domingo Carrion, Tom Fell, Nouchi Lor, Dave Pohnl, Neng Lee, Michelle Edge, Brandon Harris, Britney Heineman, Justin Bolstad

Guests: Dana Schaitel, Susanne Koehler, Mary Grattan, Janet Craig, John Acardo, Angela House, Nhouchee Yang, Pearl Bearhart, Kathy Thoen, Sandra Vinney

*Welcome to new visitors Nhouchee Yang and Sandra Vinney

Approval of Minutes – Council approved Minutes.

Treasurer's Report - Question on why we were charged to use the Bluffs for Employee Enrichment Day. The Bluffs was student funded so charges would be accessed to use that space. Council approved Treasurer's Report.

Human Resources Update – John Acardo

John shared a recap of the morning Administrative Support Workshop. HR is backlogged and they appreciate our patience. There are two new hires that start August 26, Alyssa Balboa, HR Partner and Victoria Tran, HR Compliance & Audit Specialist. There is one position that will be posted this week. Amy Whilock is no longer with the University. Beth Hill is transitioning to Talent Management and HR will be looking for someone to fill the other opening that is focusing on analytics. The goal of the new HR department is to be proactive, not reactive. Again, the department appreciates patience during this transition time. On boarding will be held at the Student Union again this fall. HR is working with U Comm to streamline and promote the On-Boarding events. A concern was voiced regarding the on boarding process. Many students rely heavily on the income they receive from campus positions. It is crucial they get in the system and can work right away. HR's goal is to keep the on boarding process moving forward and get data entered quickly utilizing Systems. They are actively working on keeping that on track. Email communication with on boarding information to follow. In regards to communication, If UWL employees have questions they should inquire with our HR department first.

TTC and Shared Services, our HR department is working with Madison. TTC is nearing the end. Title changes being done to compare apples to apples should be available soon. Information from the Benefit Survey was in the HR Newsletter that came out last week. Remaining results coming in September. Lump Sum 1% to all eligible employees will come this fall as it has in past years. The projected date is November 1, 2019. The only difference between this year and past years is that all payments will require supervisor approval; this is a new system policy. A list of

all eligible employees will be processed in August. Employees will be notified of their Lump Sum payments in September. Supervisors will be sent approval requests in October with payment in November. The Lump Sum will be listed in employee's total wages for the calendar year. The W4 form will be changing. The new form will have employees telling the government what they think they will owe. There is no direction, as of yet from Systems and no word as to whether all employees will need to complete a new form or not. Reminders will be sent from HR.

Committee Reports

Committee on Committees – Janet reported that there was a good response for volunteers and shared the 2019-2020 Committee member. Bylaws would love more members on their committee. A University Staff member is needed for the Environmental Sustainability Committee. The function of this joint committee is to actively discuss campus activities. Last year the focus topic was Bees. John can share information on the position. Please let Janet, Becky, Kim or Britney know if interested. The Free Speech Committee will meet in September after school begins. Vote to accept all new committee members; motion and second, Council approved all new committee members.

Bylaws – No update

Program/Grants/Fundraising/PR – No update. Newsletter coming in September. Looking at Rotary Lights and iFeed.

Grant Subcommittee – October 1st is the deadline for the next grant. May need to change grant rules as the USC had a larger sweep refund and we lost money on a registration fee that was paid and not used. A rule needs to be installed to say that funds must be used before the end of the fiscal year.

University Staff Excellence Award – Will need to update the Committee description as the Committee works on the Breakfast as well as the Award now. Amy Servais is the chair of the Committee and their next meeting is August 20th.

UW Systems Shared Governance Update – Britney and Kim participated in the webinar update. The session had technical difficulties due to weather and fire and will be rebroadcast on Friday.

Elections Committee – No update

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

Free Speech Promotion Committee – No update

Old Business

EEAT – No new updates as per Mary but they are working on some things. Not the HR website does have professional development activities on their site.

Budget 101 Overview Session – Bob offered to present a Budget 101 Overview to University Staff. Council is in favor of having him present. Becky will schedule something with Vickie.

Grant updates – Grant application link is active. Two applications have been submitted at this point. Reminder, the grant can be used for training and position improvement as well as bringing a speaker to campus to benefit many. The Educational Assistance Program is also available to University Staff. 22 Staff have taken advantage and pursued a degree.

New Business

Web/Facebook – Britney posted items from the Breakfast. There is the option to have our Facebook page that is already established as well as developing a Facebook group. Having a group would allow the administrator to communicate with previously approved group members. The question was asked, “Who would monitor the page and or group if the current administrator leaves?” Right now, Britney plans to post more often and try to use the page as a resource for University Staff. Britney will get more analytics to see how many clicks the page receives. Brandon originally started the Facebook page to share and show campus what the USC does. Council to review future of page or group after Britney shares analytics in a future meeting.

Alumni Birthday Bash – Upcoming event celebrating 50 years. USC received a letter asking for a sponsorship donation. Spirit Day will be October 25, 2019. Please wear spirit colors to support. The event will be put on the USC calendar.

Benefits fair table – HR would like the USC to have a table with ASC at the benefits fair. We have the supplies. Just need volunteers to staff the table and candy for guests to take. Michelle to purchase candy. Council approved \$25 budget for candy. Becky will email updates.

Employee Enrichment Day – Thank you for organizing EED. The committee met and reviewed the comments, which were positive over all. Thank you Council for supporting and attending.

USC FY20 Budget – Becky shared the expense projection from Brandon. Discussion on why all of 102 and 136 funds need to be spent. Council asked to review and think about what funds should be spent on. Becky will email projection report to Council members for further discussion.

Joys and Concerns – Are there things we need to counsel administration about as far as what we do? Please think about this so we can have more discussion.

September meeting date will stay as is.

Police Chief Search continues Wednesday and Friday

Get Engaged

Wednesday, August 28 | Chancellor's All University Address w/picnic to follow. 10:30 am | Bluffs Rm@Student Union

- Monday, Aug 26, 6 pm | UWL Roadside Cleanup This group does clean up 2-3 times a summer. UWL has a section of Hwy 33 from Korn Coulee Rd to the Monroe county line. Potluck usually follows at Florence's house in St. Joseph Ridge afterward for those interested. Talk to Brad Quarberg or Becky for more info.
- Tuesday, October 1 – Deadline: University Staff Professional Development Grant applications for events Nov 1 – Feb 28, 2020.
- Friday, October 18 - UW-Green Bay University Staff Fall Conference 2019 The registration fee is \$109. Registration will open August 26 per web page.
- Friday, October 25 – UWL Alumni Association Spirit Day / wear maroon/gray to show your spirit for UWL
- Professional Development Opportunities Check out the new area on the UWL Human Resources web page: <https://www.uwlax.edu/human-resources/> . Department or units who have professional development opportunities planned can self post to this calendar.
- Title and Total Compensation Project - Follow the progress of the project at: <https://uwsystemhr.cmail19.com/t/ViewEmail/j/6C64FF57A60D165E2540EF23F30FEDE/913291ECBB642BAB4936C359EC0425C0>

Adjourn – 3:09 p.m.