

University Staff Council (USC) – Minutes

January 8, 2019 – 2:00-3:00 p.m.

UW-La Crosse, Graff Main Hall Room 325

Call to Order - 2:00 p.m.

Roll Call

Council Members in attendance: Neng Lee, Karen DeSchepper, Jeremiah Collins, Tom Fell, Dave Pohnl, Domingo Carrion, Becky Yoshizumi, Devyn Marazes, Kimberly Schliebe

Absent: Ben Kolpitcke, Ingrid Iverson, Brandon Harris

Guests: Nouchi Lor, Dana Schaitel, Deanna Wachter, Pearl Chess, Kathy Thoen, Mary Grattan, Susanne Koehler, Amy Whillock, Josh Kraft, Michelle Edge,

First time in attendance guest introduction: Tammy Haakenson from Financial Aid

Approval of Minutes

Changes/corrections to minutes: Under the Bylaws Committee Report, add “from the vacant category” detail regarding to Tom’s motion to filling an open seat with council approval. Under Program/Grants/Fundraising/PR Report, Change to “Grants will be distributed for the period April and October of 2019”.

Motion to approve with changes. Dave motioned, Jeremiah seconded.

Treasurer’s Report

Motion to approve by Becky and second by Karen.

Human Resources Updates

During reference checks on all final candidates, the candidate and all designated references will be asked the two questions regarding sexual harassment history of the individual. The first question being, were you/they ever found to have engaged in any sexual violence or sexual harassment? The second being, are you/they currently under investigation or have ever left employment during an active investigation in which you/they were accused of sexual violence or sexual harassment? A Criminal Background Check will still be required and the candidate will be asked the two questions at the time they fill out the CBC document. Questions will be asked to the most current employer and all UW Systems or Wisconsin State agency jobs in the last 7 years. HR created two forms that will be kept with the candidates recruitment file. With asking the two questions, HR will have notice of possible issues. If a question is answered “yes”, a

committee will be formed to determine where to go with the employment of the candidate. Each new job posting will have a notation that this will be asked. If a supervisor is asked to be a reference for an individual, they need to state that all questions regarding misconduct need to be directed to our HR department. The supervisor can answer all performance questions. The goal is to be transparent in all we do and keep everyone safe. Pass the Trash program. This is for faculty and staff, not student reference requests of their supervisor on campus. This portion of the program new and being developed. There will be script as to what to ask and when posted on the HR website. The Board of Regents wants to be proactive and demonstrate that this is a serious matter and something we are not okay with as a system. The candidate will be notified that based on UW System policy, current and past employers will be contacted and asked the two questions regarding harassment history.

Title and Total Comp is still active and the deadline of December 31: 2018, was extended until February 28, 2019. Nothing to report since last meeting.

Committee Reports

Committee on Committees - no update

Bylaws

Mary shared. Previously, if no one ran for a USC seat, that seat would remain open for length of term. Now, the seat will be filled with a nominee from that category from the USC Executive Committee and approved by the Council. Josh shared no changes were made to articles 1, 2 and 3. Article 4 contains the changes that "the Executive Committee may appoint someone from that category with approval from the Council." In addition, that "All council election voting shall occur online. All University Staff are eligible to vote, with elections taking place in April each year. Terms for membership will be based on the fiscal year, July 1 through June 30 of the following year." The election process is also documented and now is the Bylaws. Article 8 was renumbered as it was missing. Josh will make changes and send final draft to all council members for review before the February meeting.

Commented [KS1]: er

Program/Grants/Fundraising/PR

February 15, 2019 is the next deadline for USC Professional Development Grant for events in April – October.

The next USC Newsletter will be sent out mid to late February.

The next USC Showcase will be Center for the Arts on Thursday, April 25, 2019, from 2:30 - 4:00 p.m.

University Staff Excellence Award

The nomination process for the 2019 US Excellence Award has started. Look for communication in the Campus Connection, campus video boards and via email about the award and nomination process. Nominations are due April 1.

UW Systems Shared Governance Updates

Joint Academic Staff, Faculty, University Staff, and Student Representatives met on Friday, December 14, 2018. Information on the Recruitment and Personnel File Policy and Title and Total Compensation topics were shared.

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

Old Business – None

New Business

Kudos and Concerns is a new agenda item. During this time, Council Members can share concerns and show appreciation with the Council.

Becky thanked everyone involved in rotary lights tree.

Get Engaged

Professional Development Grant applications are due February 15 2019

Nominations for the USC Excellence Award need to be submitted by April 1, 2019

Adjourn - 2:43 p.m.

