

## **University Staff Council (USC) – Minutes**

March 12, 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, Devyn Marazes, Becky Yoshizumi, Domingo Carrion, Tom Fell, Brandon Harris, Ingrid Iverson, Dave Pohnl, Neng Lee, Karen DeSchepper

Absent: Jeremiah Collins, Ben Kolpitcke

Guests: Nouchi Lor, Dana Schaitel, Susanne Koehler, John Acardo, Michelle Edge, Joshua Kraft

\*John Acardo, HR Director, introduced himself

### **Approval of Minutes**

No February meeting. Council approved January meeting minutes.

### **Treasurer's Report**

Report summary for month ending January 31, 2019:

102 Account ending balance \$13,192.85

Expenses: Vehicle Rental/Fleet Gas \$31.91, Vehicle Rental/Fleet Gas \$26.70

136 Account ending balance \$4,230.95 (no change)

SFO Account ending balance \$1,335.71 (no change)

Report summary for month ending February 28, 2019:

102 Account ending balance \$12,704.35

Expenses: CUPA-HR Registration fees \$465.00, Fifth Avenue Awards \$23.50

136 Account ending balance \$4,230.95 (no change)

SFO Account ending balance \$1,335,.71 (no change)

Council approved Treasurer's Reports

### **Human Resources Update**

The Ethics Standards of Conduct Annual Report for Outside Activity forms will be processed in March and April. All UW Systems Employees with over 50% appointment are required to report other jobs and activities. University Staff will be notified of the change and the request

for forms to be completed. There is no formal process after the annual filing of this form. Employees are simply required to notify their supervisor of outside activity. Failure to report could result in exemption from the pay plan increase. John assured us that he and the rest of his staff are here to assist employees and answer questions. There are two informational sessions set up to inform and answer questions. HR is willing to come to individual departments to assist as well. Ingrid asked for notification clarification. Dana asked what activities would be considered a conflict of interest to which John gave examples, one being a landscaper owning his own landscape company and obtaining work on Campus. After questions, John commented that reminders would be sent out annually for review and updates for those employees that are affected.

Title and Total Comp update. Last week there was a pilot run on standard job descriptions that have been under review. Amy and Tracey attended a meeting in Madison to collaborate with fellow HR employees. All comments were reviewed and put into a spreadsheet style workbook and are being analyzed. There will be another session with 32 groups to continue reviewing and compiling descriptions. May 31, 2019 is the deadline for this process. All feedback will be made public in the fall for viewing. Amy feels the word description is misleading in assigning job titles as Working Titles are much different from descriptions of the job and that will hopefully be clearer after this process is completed. There will be more clarity with this next phase of review.

## **Committee Reports**

**Committee on Committees** – No update

**Bylaws** – Josh sent the revisions to all Council members. A second read after the revision was made by Mary and Josh. Josh read the changes made at our last meeting. Ingrid motioned to approve the changes to the Bylaws, seconded by Karen. Council approved.

**Program/Grants/Fundraising/PR** – February 15<sup>th</sup> was the deadline for USC Professional Development Grants for events in April – October from which three grants were awarded. October is the next grant application time. Grant options may be restructured. Ideas for restructuring will be brought to the Council. The USC Newsletter was sent out in February. The next USC Showcase will be at the Center for the Arts on Thursday, April 25 from 2:30-4:00 p.m. Karen requested Council approval for additional expenses totaling \$75.00, which the Council approved. Brandon was going to attend the Rotary meeting on March 12<sup>th</sup> and pick up a check for our participation.

**University Staff Excellence Award** – University Staff Excellence Breakfast is Thursday, July 18, 2019

**UW Systems Shared Governance Updates** – Becky attended the Shared Governance meeting in Madison with Academic Staff Council member Cynthia Carlson. It was very interesting as some campuses have things that we already do and some have things that we do not. Some Institutions do not have categories for their election process. This might be something we want to look into to get more people involved. Devyn sat in on a conference call regarding professional development. The big question was “What is professional development?” Some

see it as training and others see it as going beyond to better oneself. Stay tuned for answers on that. TTC feedback is going to be shared with Madison as to how we view the policy and program to help Madison learn campus perception.

UW System Shared Governance Updates Joint Academic Staff, Faculty, University Staff and Student Rep meeting. February 1, 2019 University Staff Meetings

- Information was shared about what is happening around each campus including the latest cold weather snap and how it affected each school in regards to classes cancellations and closings. Additional items included: grievance, temperament trng, layoffs, prof. development fund, bylaw updates w/new institutions, parking, untimely requests to USC for search committee reps, foundation issues resolved, W2 emails to retirees, provost leaving at UW-Madison w/areas of food service being privatized, new HR director & dean for CLS.
  - Title and Total Comp: Many questions were raised about latest request from UWSA to include the shared governance reps on each campus to the local campus TTC project committee. USC shared governance email will be sent to Shenita Brokenburr asking for clarification and notification from her to each campus HR director with formal request.
  - Search Committees: USC shared governance email will be sent to Ray Cross regarding university staff inclusion on chancellor searches since they were not included on the Whitewater search committee. Joint Session for all Reps
  - HR Update on Title and Total Comp: They reported the advisory council will be transitioning to the joint governance to make it more integrated. Meetings would then be the same day as shared governance. A pdf of the latest updates can be found on the website below "TTC Project Update Feb 2019" in addition to past updates.  
<https://www.wisconsin.edu/ohrwd/title-and-totalcompensation-study/>
  - UW Shared Services Unit Update/Overview – Steve Wildeck UW-Shared Services Conceptual Roadmap dated 1.25.19 can be found at the following website. This draft gives a much more detailed plan of how it will incorporate HR, ITS and Business Services.  
<https://uwss.wisconsin.edu/news-and-updates/>
  - EAB Update – Ben (EAB) Education Advisory Board) Navigate a new software will be integrated at all campus's to help with student success management by retaining them at the institution either in their original path or helping find another path to completion of their degree. Additional info about the project can be found at <https://www.wisconsin.edu/ss-eab-project/>
- Elections Committee** – Election process is underway. Emails will be sent out regarding the process.

## **Joint Committee Representation Reports**

**Academic Initiatives Differential Allocation (AIDAC)** – no update

**Joint Planning and Budget (JPB)** – Joe Gow and Bob Hetzel are optimistic about the Governor's budget. At this point things look good but the budget still needs approval.

A team has been compiled to look at the results of the Employee Engagement Survey.

Navigate Retention & Success software will be implemented on campus this fall. Eagle alert is being used now but will be replaced. The new system is more robust and more detailed.

Navigate will help with recruitment and student success. Funding will be needed to cover the portion of the software that UWL will be responsible for.

**Legislative and Regents (JLR)** – A Legislative Forum was held on Campus last Friday, March 8<sup>th</sup>.

**Multicultural Affairs (JMAC)** – Currently working on social justice week panel presentation.

**Parking** – no update

**Textbook** – no update

**Environmental Sustainability** - Approved one mini grant for vermicomposting kit distribution for \$800. Committee denied one grant for solar backpack panels - scope of grant did not include all students. Discussion on methods available to pay wages to students on grants under new system rules. Report by Guy Herling on UW System sustainability activity. Main point of discussion was single use plastic in food services.

## **Old Business**

Parking – The city of La Crosse approved their pay to park plan. It will begin as soon as they can get signs in the ground. Parking will be \$1.00 per hour for 4 hours at a time. The discussion was the negative impact this will have on students. Rental property students may get permits that allow free parking. Two campuses have been targeted, UWL and Western Technical College.

## **New Business**

Budget – Devyn shared Ever's proposal.

Kudos and Concerns – Tom shared news that Lance's (Facility Maintenance) son, 29, is battling a rare cancer. A fundraiser is being discussed; more information will be shared as it becomes available.

Kevin Freese's brother passed away.

## **Get Engaged**

**Adjourn** – 3:01 p.m.