

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

**December 8, 2020 – 2:00-3:00 p.m.**

**UW-La Crosse, WebEx meeting**

**Call to Order** – 2:02 p.m.

**Roll Call** –

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

Absent: All council members present

Guests: Kathy Thoen, Ingrid Iverson, Jenna Greene, Dee Auxier,

**Approval of Minutes** – Council approved minutes

**Treasurer’s Report** – Council approved TR

**Committee Reports**

**Bylaws** – No update

**Committee on Committees** – No update

**Elections Committee** – No update

**Program/Grants/Fundraising Committee** – Several committee members decorated the USC tree for Rotary Lights. Volunteers needed for tear down on January 1<sup>st</sup>.

**Grant Subcommittee** – February 1<sup>st</sup> is the deadline for grant applications for the March 1- June 30, 2021 grants.

**University Staff Excellence Award** – No update. There will be a request going out for volunteers for the Breakfast committee.

**UW Systems Shared Governance Updates** – Met December 4<sup>th</sup> with most campuses I attendance. UWEC passed a tuition reimbursement program. A few campuses, Oshkosh and Green Bar, stated they have no plans of layoffs or furloughs after the New Year. Concerns about CARES funding ending. Largest takeaway, Governance groups feels UW Systems should create

documentation recognizing Shared Governance value. They also stressed the importance of meeting with Tommy Thompson.

## **Joint Committee Representation Reports**

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

**Environmental Sustainability** – Completed approvals of large and small grants. Working on goals for the semester and the vision for the committee as a whole, marketing, and how sustainability can fit in with the new strategic plan. Next meeting December 4<sup>th</sup>.

**Joint Planning and Budget (JPB)** – A joint taskforce is being created between Faculty Senate, JPB and Student Senate to address the expansion of summer enrollment issue. Campus COVID testing and vaccine distribution was discussed. Likely to transition to more in person classes once the vaccine is available. Discussion regarding the GQA budget reduction. Tuition freeze and the impact of COVID make the future of GQA challenging. Deans will be meeting with their department chairs to discuss cuts.

**Legislative and Regents (JLR)** – No update

**Multicultural Affairs (JMAC)** – No update

**Parking** – No update

**Free Speech Promotion** – No update

**Textbook** – No update

**Community Engagement Council** – The UWL “Construction-lite” project hosted by the Pump House won best original design. Karen shared a description of what the Community Engagement Council does.

**Title IV Committee** – The document submitted for USC review has been posted on the Title IX website. The UW System Permanent Rule Drafts were reviewed.

**Care Giving** – No update

**Human Resource Advisory Committee (HRAC)** – Becah provided the following updates. TTC is on hold until March 2021. Watch for earlier payroll approvals through the end of the year. HR is working on the E-Performance system. Training session will be coming. Supervisor training concerns will be addressed via the Chair and Supervisor Support Network. Student Staff Supervisors are emailed twice a year by HR; any suggestions to improve the email are welcome. The HR Partners can outline the steps needed for the Re-evaluation of job descriptions process. Requests for reports on work-study balances should be sent to UWL

Work-Study Program as this is handled by the Financial Aid office. For reports confirming hourly pay rate and job end dates, contact HR.

**University Centers Directors S&S** – Currently interviewing four candidates over the next two weeks.

**REC Director S&S** – The REC Director search is in the phone interview stage.

**Extended Learning/Graduate Studies DEAN S&S** – Schedule has been set for interviews. Please see email from Betsy Morgan.

## **Old Business**

**Council seat vacancy** – Ben presented a nomination to fill Brandon Harris’s seat. Terry Stika was nominated and accepted by the USC to fill Brandon’s seat for the remainder of the term ending in 2022.

**Budget 101** – Presentation is available on the JPB website.

## **New Business**

**Title IV Committee feedback** – 11 reports and 2 formal complaints this semester. Committee is requesting that USC respond to “What would the campus community like to see from us and how can we rebuild trust?” One suggestion was for the committee to increase awareness and keep their presence known by continuing communication. Also, inform the community as to where to go if you have an issue that needs to be discussed or addressed. What reporting options are available? Michelle suggested keeping this on our radar and having someone from Campus Climate come to a USC meeting post COVID. Informing University Staff as to what options are available for reporting and meeting the new staff in the Title IV department would be helpful. Any other suggestions can be emailed to Becky.

**Human Resource Advisory Committee (HRAC)** – Other than previously discussed. Becah and Michelle addressed the concerns shared. Every item on the list will not be discussed in one meeting but they will continue to discuss and cover all concerns. Michelle and Becah will share information as they receive it. Many things to work on.

**HR updates** – Title and Total Comp (TTC) will resume on March 21<sup>st</sup>. The Standard Job Library is now up to date. Any updates from HR will be in the HR Newsletter and posted on their website. There is an employee benefit orientation coming up in December 17<sup>th</sup> and an E-Performance overview being presented December 18<sup>th</sup>. University Staff will also be receiving training notifications for mandatory training that need to be completed. FSA spend down deadline is at the end of the calendar year. COVID leave balances left in employee leave

accounts are set to expire on December 31<sup>st</sup>. No news on an extension but the topic is being discussed at a system level. January 2% base pay raise is still scheduled. No furloughs are expected through this fiscal year.

**Council fund request** – Executive committee requesting \$75 to thank all University Staff for their efforts over the past year and always. Council approved spending funds.

**Shared rep shadowing opportunity** – Britney has been our shared rep for two years now. If anyone is interested in shadowing Britney and learning what a shared rep does, now is the time since everything is virtual. There will be no extra expense, as meetings are not held in person in Madison. Please let Britney know if you are interested.

**USC Exec Committee Updates** – Most items already discussed during this meeting.

**Grant deadline** – February 1<sup>st</sup> for March 1 – June 30, 2021

**COVID-19 life updates / Joys and Concerns** – SEI Report refresher class coming soon. Shelley Gholson and John Elmer would be more than happy to offer a support staff class this January. Any professional development learning opportunities you would like to see please share.

Justin shared the concern with the lack of communication on the Contact Tracer Team Members deadline with the assignment. No time line has been given as to when they will return. Mary Dixon's assignment ends on December 18<sup>th</sup>. It is assumed that they are all on the same contract. Will these individuals be needed after this semester? Exec team will ask Bob in the next meeting.

There are between 1400 and 1500 students still living on campus. Cancellations arriving as students learn that next semester will be on line.

COVID leave expires on December 31<sup>st</sup>. No leave extensions have been announced.

Thank you to ALL University Staff for all you do! We may not be teaching but we are always working!

**Adjourn** – 3:18 p.m.