

University Staff Council (USC) – Minutes
December 14, 2021 – 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: Pearl Bearhart, Domingo Carrion, Tom Fell, Terry Stika, Becky Yoshizumi, Dave Pohnl, Kimberly Schliebe, Leslie Fell, Karen DeSchepper, Alan Kelly

Absent: Bill Klein, Ben Kolpitcke, Jeanne Voss

Guests: Anna Meier, Sean Hurtubise, Amy Ticknor, Katie Olan, Lynne Smith

Approval of Minutes – Tom motioned, Becky second, Council approved.

Treasurer’s Report – No questions, recorded as is.

Committee Reports

USC Bylaws - Mary Grattan

No update.

USC Committee on Committees – Amy Servais

JAIOC opening filled by Paige Johnson. Multicultural Affairs, one representative needed, and Work-Life Taskforce, one representative needed.

USC Elections – Ben Kolpitcke

No update.

USC Program, Grants and Fundraising (PGF) - Karen DeSchepper

Looking to better publicize the upcoming PD Grant application deadlines (Feb. 1 and June 1). Possibly host speaker on campus, partnering with other groups. Rotary Lights tree decorated. Planning next USC Building Showcase at the Stadium. Hope to send out Spring newsletter mid-February.

USC PGF/Sub-committee Grants – Nicole Novak

No update.

USC Excellence Award – Jeanne Voss and Karen Brandt

Committee met and completed timeline/task assignments. Submission deadline, April 1, 2022. Award recipient will be submitted to USC for approval at May 2022 meeting. Award presented at the University Staff Recognition Event summer 2022 pandemic pending.

USC Excellence Recognition – Becky Yoshisumi

New committees first meeting held November with discussion on past recognition events and what to do moving forward. Next meeting in January.

UW Shared Governance – Karen DeSchepper

In-person meeting on Friday, December 3, in Madison.

- Looking to update the charter document “Shared Governance Guidelines and Process”, June 2008, as this does not reference University Staff (added in December 2012 by Board of Regents approval)
- Updating Shared Governance Website-create working group to make updates
- UW System President Search & Screen-expected to be voted on at February 10-11 Board of Regents meeting (hoping Shared Governance has some time to talk with final candidates before decision made)
- Lisa from UW-Stevens Point shared a draft of their Common Council Statement of Title and Total Compensation Project their governance groups have drafted-if I understood correctly, about 60% of their employees stated that they hadn’t received TTC title notification by their supervisors prior to receiving it from UW System AND they still are struggling with their campus to have ADAs moved to Admin Asst. III as we’ve done here at UWL.
- TTC Appeals – Shared Governance requesting extension – Statewide University Staff submitted request to extend appeals deadline to 1/19/22
- When appealing, it is recommended that you include other position titles that could also reflect job possibilities for consideration (to save both staff and HR efforts, without another appeal process).
- Local appeal starts out as “mapping process” (1st level appeal-by supervisor)
- No discussions yet on Pay Plan Progression
- 1st Pay Plan then Progression per Dan Chanen’s timeline.
- If I understood correctly, Dan stated that we’re in the “Resolution Phase”. Title B and C designations have to do with budget and FTEs. Appeals could be submitted after deadline with reason
- Appeals could create new positions. Statewide HR meeting in two weeks, will update about deadline extension

Joint Committee Representation Reports

Joint Academic Initiatives Oversight – Paige Jordan

AIDAC Timeline 2021-2022 (For FY23 Budget): January 25th and February 1st, 2022

- Deliberation and Final Budget Plan for Senate February 16th, 2022
- Chair presents budget to Senate February 23rd, 2022
- Final vote to approve budget by Student Senate March 1st, 2022
- Final budget due

Joint Environmental Sustainability Committee - Pearl Bearhart

On 11/12, we voted on two green fund proposals. The first was LED lighting in the upcoming Esports and Outdoor connections space inside the REC. We voted to approve the grant and place it at a medium priority. It will move to Student Senate. The second was the Drift Share Grant, which is to add a Drift Share bike rack onto campus (The orange, short term bike rentals you can see downtown, though if the grant fully passes, the bike rack on our campus would be painted black to match our aesthetic). This motion was approved and passed as a high priority. It will also move to student senate.

At the 11/19 meeting, we discussed the usage of disposable masks on campus. Between 18,000 and 22,00 masks used per week (estimated) and about 160,000 this semester. We discussed ways to ensure accessibility to masks while also encouraging use of disposable masks. Andrew created a sign that will be posted on the TVs around campus with those numbers and encouraging reusable masks. If campus extends the mask mandate, we will discuss further opportunities in the spring. We had Nadia Carmosini in to discuss proposed changes to the General Education requirement, as she is the Chair of GEC. There are a lot details (check out their website: <https://www.uwlax.edu/faculty-senate/general-education/gened-program/>) but the core of it, is that they are trying to create a more well-rounded General Education requirement. Rather than having 1 or 2 departments own a particular category, they want to see more options from various departments within each category. For example, perhaps in the Planet that Sustains Us category, could be Geography, Biology, Environmental studies, etc. We also had a guest speaker come in to discuss the way the Foundation is structured, with JCES's ultimate goal in de-investing in fossil fuels, which is very complicated, from an investment, monetary perspective, so more updates on that as we discuss further. Our next meeting is Friday the 10th, where we will discuss subcommittees over winter term.

Joint Planning and Budget – Ingrid Iverson and Pearl Bearhardt

No update

Joint Legislative & Regents Relations - Nicole Novak

No update.

Joint Multicultural Affairs – VACANT

Joint Parking and Appeals Committee – Mark Beckerjeck

No update.

Joint Freedom of Speech Program Committee – Kimberly Schliebe and Ben Cornforth

No major updates. Being deliberations on a potential speaker in the spring.

Joint Textbook Oversight Committee - Sandra Vinney

The Textbook Rental committee met virtually on 12/9/2021. Meeting notes/update will be available next week.

Community Engagement Council – Karen DeSchepper

Some of what Lisa and CEC has been working:

- UWL Afghan Support: You can find how UWL has been engaging in this community effort on this website (link).

In addition, there are two new efforts pending:

- Sport camps: UWL Men's Track and Field, UWL Gymnastics, and a faculty member from PE are working on developing 1-2-weeks of programming for Afghan children at Fort McCoy in January
- ESL: IEE and several ESL faculty are collaborating with Western (possibly Viterbo) and Fort McCoy to offer English language support to the 11 "schools" set up for Afghan children at Fort McCoy.
- Collaborative (UWL, Viterbo, Western, La Crosse School District and United Way) school supply drive; News Conference scheduled for 12/8/21
- Heather Linville (link) secured a donation of 1,100 children's ESL textbooks and 1,100 workbooks from National Geographic Learning for the schools on base.
- It was suggested that we have a repository to help capture staff & athletics community engagement. Lisa is proposing using the UGetConnected database. All UWL faculty and staff already have accounts set up in UGetConnected (link). Faculty and staff can access the platform by using their net id and the same password used to log into their computers. All of their community engagement can be logged in the database, and reports can be pulled to calculate hours of service, number and names of organizations served, and the impact value (\$\$) of the service provided to the community.

Next meeting Friday, December 17.

HR Advisory Committee – Rebecah Neitzel and Kimberly Schliebe

- TTC Project Implementation and Appeal Information
 - Vacation Carryover changes
 - Overload/Lump Automation
 - Spring Re-appointment Process
 - Becky Kopidlansky, Assistant Director of Travel Management Services answered travel questions: What is the travel reimbursement process? Reimbursement will automatically go to the same direct deposit account as a typical paycheck (unless specified otherwise) but Travel Expense reimbursement is done as a separate deposit that is processed upon final approval of the expense report. It is typically deposited a few days after approval. Will it be taxed or included in the various other deduction calculations? From policy 405 - Payments made or costs reimbursed in accordance with university travel policies and operational standards are not considered tax reportable income unless specifically notated. Below are the expense types that are taxable.
 - Relocation expenses are taxable – there is an expense type to estimate the withholdings (we recommend 30%)
 - Day trip meals – tax is withheld from employee paycheck. Tuition claims are tax reportable. Educational assistance policy may be found in Policy 210.
 - Expenses not compliant with the Accountable plan (submitted more than 90 after the end of the business trip) Is there a clear policy and/or guide on this? UW System Policy 405 – General Travel & Expense - section E (University Maximum Travel Rates) and H (University Requirements for Accountable Plan) are the sections that are specific to taxable vs. non-taxable expenses.
- <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/travel-and-expensegeneral-travel-expense-policy>

New travel advisor, Jesse Funk.

Work-Life Taskforce – Ben Cornforth

The committee is drafting a mission statement at this time and will share once complete.

S&S CIO – Mary Grattan

David Kim has been selected as the new Associate Vice Chancellor for Information Technology & Chief Information Office beginning January 20, 2022.

S&S Dean of the College of Business Administration – Bobbi Webster

This group has met only once so far. The university will be employing a search firm (Academic Search) to assist with the searching and screening of candidates. The chair of the committee, Mary Hamman, will be meeting with the Academic Search consultants December 10 to discuss how collaboration will proceed from here forward.

S&S Dean of the College of Science and Health – Amy Servais

Meeting and working on timeline.

Old Business

TTC Appeals – Deadline extension movement in progress throughout UW Systems. Stevens Point, US UW System (Jeremy), Madison are a few of the groups that have written resolutions. US Exec to meet with AS Exec tomorrow to meet to discuss process. Will the Appellant have a voice at their review with the Appeal Committee or HR? Discussion on benefits of having them present.

Salary Structure Virtual Town Hall Meeting follow up – Salary structure review using private sector information and Systems information. Those below the salary structure will be brought up, those above will get bonuses but not base pay increases. Meeting is recorded to be reviewed at your leisure. Frustration is raising, with insurance costs raising and inflation, the 2 percent will not cover the difference.

Floating Holiday reminder – Use it or lose it before the end of the year.

New Business

TTC proposed new appeal deadline – Already discussed.

Caregiving Task Force report - Statewide yearly report. Last years is posted online as well.

CFA/Truman Lowe resolution – Chancellor Gow asked for support in the renaming of CFA. USC Exec could draft a letter of support/resolution for Council approval next month. Art Faculty were not consulted on this choice. More information is being requested on why Mr. Lowe was selected as well as more information about him. More discussion from Chancellor Gow would be appreciated. Exec Committee will relay concerns to Joe.

Exec. Updates – Pay plan vote pending. Ask Bob about the CFA building sign. What is the time frame on the new sign? Why doesn't GMH have a free-standing exterior sign? GMH directory?

Get Engaged

- Please join us 15 minutes before our Council meeting for networking! Room will open at 1:45.

Adjourn – 2:53 p.m.