

University Staff Council

Meeting Minutes

August 13, 2024, | 2:00– 3:00 pm | 325 Graff Main Hall

Meeting was called to order at 2 PM

Council Members in Attendance - Domingo Carrion, Kimberly Schliebe, Albie McKinney, Leslie Fell, Jenna Greene, Bill Klein, Terrence Stika, Jeanne Voss, Mary Grattan

Absent – – Erika Pfeiffer, Jerry Fogel

Guests – Karen DeSchepper, Andrea Matson, Karen Brandt, Sallie Coron, Sheri Craig, AJ Bierwirth, Tracie Hodgdon, Amy Ticknor

Motion to approve minutes passed.

Treasurer’s Reports The report was postponed as the figures have not been received at this time.

Committee Reports

2024 University Staff Excellence Event

Committee members: Janet Craig, Karen Brandt, Susan Hall, Terry Stika, Nathan Zinn-Wirtz

Planning time:

Started December 2023

Meetings: 12/5/2023, 1/10/2024, 4/9/2024, 5/15/2024, 6/12/2024, 6/24/2024, 6/25/2024

Meeting notes follow below.

39 Milestone achievers were recognized:

1 – 30-year 2 – 25-year 2 – 20 -year 3 – 15-year 16 – 10-year 15 – 5-year

21 Excellence award nominees recognized

Excellence Award Winner: Dirck Nagy, Murphy Library

This year’s successes:

Overall, the event was successful. 125 people attended. The catering was top notch. The program flowed smoothly and was well received.

This year’s challenges:

The list received from Human Resources was not 100% accurate.

Several people who did not register for lunch came anyway.

Several people who registered did not show up.

Meeting notes:

December 5, 2023 – Initial meeting

We talked about having lunch or breakfast event and which day. June 26 (1st choice) or July 10 were dates that were suggested. We decided to see when Joe Gow would be available. After checking with Sara Olson, Joe was available on June 26 for a lunch meeting. Via email, it was decided to hold the luncheon on this date.

There are 40 honorees. Janet said she would check with the rep from Halo as to the cost for gifts. Susan Hall will check the availability of the Bluffs.

Next meeting is January 10. **January 10, 2024**

There was discussion regarding:

1. Getting the letter signed by the Interim Chancellor (Janet will do)
2. Sending the list of milestone recipients to Halo (Janet will do)
3. Who will deliver the letters around campus (Not sure who will do this)
4. The lunch menu will be Italiano + chicken

This committee will meet again after spring break.

April 9, 2024

We did a brief review/update. Janet delivered the letters to the milestone recipient's supervisor. We divided up the duties for the next month. Janet will make sure that Vice Chancellors are available to distribute certificates. Will check with Karen DeSchepper regarding being the speaker at the luncheon.

May 19, 2024

Karen will send a special invitation to the Chancellor's cabinet. A general invitation including a Qualtrics survey will go out to university staff. Will request RSVP by June 14.

Terry will check into doing a slideshow. Nathan will get the UWL backdrop for photos.

June 12, 2024

Last minute items discussed. Reconfirm the photographer. Contact Kris Kouba to coordinate delivery of gift items to room 2100 Union on Monday, June 24 by 10:00. Coordinate delivery of plants for Tuesday, June 25 by 10:00. Prepare sticky notes for under chairs.

June 24 & 25

Met for last minute set up – sort gifts and prepare plants.

Bylaws Committee 2023-2024 Year End Report

Committee Members:

Mary Grattan (Chair), William Klein, Anita Willis-Frels

Summary of Regular, Annual Activities:

- Reviewed bylaws and membership allocation

Actions Addressed or Completed:

Reviewed membership allocation ☐ Year to Year (Y2Y) decrease = 4.74% and from 2016-current year decrease = 34.02%

Proposed and passed reallocation of seats • Decreased the number of seats to 11.

Starting FY2024-25 (Spring 2024 election) seats allocated as follows:

- 3 Seats – Administrative Support
- 4 Seats – Facilities & Maintenance
- 2 Seats – Professional Services
- 2 Seats – At-Large

Recommendations for Action by USC:

- The Bylaws committee will review counsel make-up and make recommendations for the 2024-25 election.
- Update language for Vice Chair position (serving as representative to System meetings?)
- Should there be a defined position in the bylaws for the person who attends joint System meetings?

Submitted by: Mary Grattan, Chair

Joint Parking and Appeals Committee 2023-2024 Year End Report

The Director of Parking Services calls the committee into session on an “as needed” basis when the Parking Office is not able to satisfactorily resolve a parking complaint. This past year, there was no need for the committee to meet because all the parking complaints were resolved within the administrative process of the Parking Services Office. A typical complaint consists of an individual being issued a citation because the enforcement reading software interprets a zero as the letter “O”. When this happens, the Parking Office checks their records and if it can be determined that this is the case, they withdraw the citation.

The committee is composed of a representative from each of the four governance (Faculty, Students, Academic Staff & University Staff) groups on campus.

Submitted by Mark Beckerjeck

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

2023-2024 Committee Members: Karen DeSchepper (Chair), Ben Cornforth, Leslie Fell and Alec Lass

Summary of Activities:

- Organized our involvement with Rotary Lights as part of Community Outreach
- Started to plan but had to table the 2023-2024 Building Showcase due to needing more committee members (down to two now)

Future Planning: Rotary Lights involvement and Building Showcase next Spring.

Submitted by Karen DeSchepper

USC PGF/Sub-committee Grants – Karen DeSchepper

Committee Members: Karen DeSchepper (Chair), Kimberly Schliebe and Jerry Fogel

Summary of Activities: Grant deadline dates of February 1, June 1 and October 1.

Actions Addressed: Since Fall 2023, we awarded 7 individual grants, totaling \$5585.23 (grant requests and expenses were down from previous years). Started to send out information professional development opportunities with meeting notices or by separate email.

Recommendations/Goals: Look at marketing/outreach prior to each deadline, encourage word-of-mouth promotion by previous grant recipients and Council members. If time allows research potential general UW-related PD opportunities and continue to send information out as it becomes available, prior to each grant deadline.

Submitted by Karen DeSchepper

Title IX Advisory Committee (2023-2024) Year End Report

Committee Members: Mike Durin (new director is Leigh Parker), Kara Ostlund, Blythe McConaughy, Allen Hill, Kyle Burke, Stephan Mann, Leslie Fell, Willem Vanroosenbeek, Kim Blum, Pearl Bearhart

Summary of Regular, Annual Activities: This committee was just started in February 2024 as policy requires to have an advisory team. April is Violence Prevention month, so several events were planned to help address issues. Social Justice Week has several events planned. Departments/offices can invite the director to attend staff meetings to help promote Title IX and explain its importance and what it is exactly.

Actions Addressed or Completed: This is a work in process with more education needed to help address student concerns. We want more consistency with “See Something, Say Something, Do Something” verbiage.

Recommendations for Action/Follow-up: Working on creating in house training so that it is more individualized by campus. The Dept of Education approved changes so those should be coming through late summer/early fall.

Submitted by: Leslie Fell

Committee on Committees (2023-2024) Year End Report

Committee Members: Jeanne Voss, Karen Deschepper

Summary of Regular, Annual Activities: Several meetings per year (some meetings were even virtual) for ideas on how to increase campus involvement. Continue to email USC members, reminders at Council Meetings and personally ask individuals to serve (this has most success).

Actions Addressed or Completed: The committee was able to find USC members willing to serve on at least 1 committee. Most committees have at least 1 representative now – especially the Joint representation committees.

Recommendations for Action/Follow-up: Continue to encourage University Staff members to become involved in committees – keep getting the word out about involvement opportunities. Since both members are ending their 3-year term – the need to find individuals for this committee is needed as well.

Submitted by: Jeanne Voss

Excellence Award Committee (2023-2024) Year End Report

Committee Members: Karen Brandt, Krista Curler (left UWL in April 2024), Susan Hall, Kim Schliebe

Summary of Regular, Annual Activities: Letters created, printed, and sent via campus mail to department heads, supervisors, and directors to solicit Excellence Award nominations. Nomination emails sent from USC email, digital signage posted throughout campus, and Campus Connection submissions were made for nominations. The committee collected, reviewed, and scored all nomination submissions and selected award recipient for 2024. Award winner plaque and plaque plate were ordered. A notice was sent to the Budget Office to set up an honorarium for the Excellence Award winner. The award winner was announced at the Annual Recognition Event.

Actions Addressed or Completed: All correspondence involving award nominations and recipient selection completed.

Recommendations for Action/Follow-up: recommendations from Excellence Award committee and Recognition Event committee to meet this summer to discuss the future of both committees. In the process of planning a meeting likely to occur in July 2024.

Submitted by: Karen Brandt

Unfinished Business

Ombudspersons – It was reported that AFSCME State Council was contacted and there are no Stewards on the UWL Campus. No training can be found for this type of position. Suggestions were made that Tracy check with other campuses at the next Shared Governance meeting to see what they are doing. We should also put something on the website to let employees know that you are allowed to have another person sit in on meetings with HR.

New Business

BOR Excellence Awards – It was announced that Dirk Nagy was chosen by the BOR for their individual award. The council was informed that our nomination of Murphy Library for the BOR unit award was not chosen as the winner,

but will be published as an honorable mention.

Committee on Committees survey – The committee is working on updating the survey

University Staff promo – The question was raised to see if we wanted something to hand out to University staff like we've done in the past – buttons, lanyards, something to put on name badges. Consensus was not to do anything.

ATP – Individuals from campus were invited to attend 2 hands on sessions on August 14th to see how it will work. Mary Gratan and Kimberly Schliebe will be attending these sessions.

Meeting/Updates from Maren – These updates will be starting up again in September. It has been recommended they be moved to the start of the meeting.

September meeting picture – We will be taking a group picture of the council after our September meeting to keep the website current.

Exec Update – There were no meetings with the Administration during the summer but going forward the Executive Committee will meet on a monthly basis with the following:

Chancellor Beeby
Vice Chancellor of Administration and Finance
Provost Morgan
UWL Shared Governance

Meeting Adjourned 2:35

Get Engaged

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

University Staff are allowed to attend University Staff Council meetings. Please work with your supervisor.

Next meeting: Tuesday, September 10, 2024, |2:00 p.m.