



Introduction & Welcome

John Acardo, Chief Human Resources Officer / Director of HR



Welcome to UW-La Crosse!



What we will cover...

- Immersion into UWL Culture and Campus Life
- Introductions to key campus departments/units
- Campus Parking
- Campus Safety
- Information on benefits/perks
- Information about payroll
- Compliance and Ethics protocols
- Primer on policies/procedures

Introductions

- Your name
- Your position
- Your department
- Are you new to UWL
- Fun fact about you!



About UW-La Crosse

UW-La Crosse's institutional priorities are guided by the UWL Select Mission, Vision, and Values statements, adopted by the UWL Joint Planning & Budget Committee in March 2015.

Getting to know the University: Our Mission

The University of Wisconsin-La Crosse provides a challenging, dynamic, and diverse learning environment in which the entire university community is fully engaged in supporting student success. Grounded in the liberal arts, UWL fosters curiosity and life-long learning through collaboration, innovation, and the discovery and dissemination of new knowledge. Acknowledging and respecting the contributions of all, UWL is a regional academic and cultural center that prepares students to take their place in a constantly changing world community.

The university offers undergraduate programs and degrees in the arts and humanities, health and sciences, education, and business administration. The university offers graduate programs related to areas of emphasis and strength within the institution, including business administration, education, health, the sciences, and the social sciences.

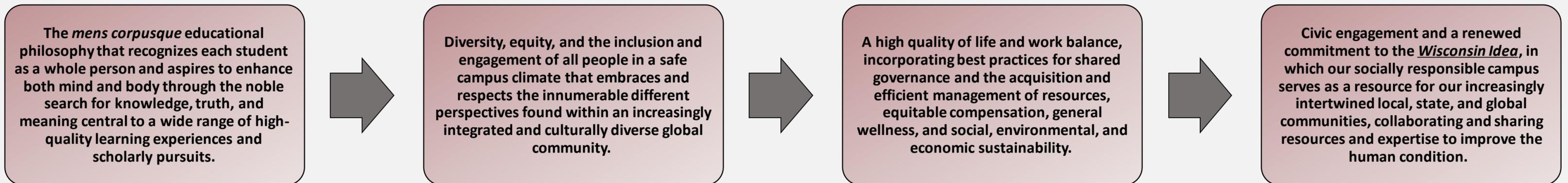
Getting to know the University: Our Vision

The University of Wisconsin-La Crosse aims to foster within each student the curiosity, creativity, and tenacity necessary to solve the regional, national, and international challenges of the 21 st century. The university's official motto *mens corpusque* ("mind and body") will continue to guide our direction as a student-centered university committed to a quality education for the whole person. As such, it will continue to provide opportunities both inside and outside the classroom for the development of sound mental, emotional, and ethical skills, as well as general well-being.

Our students, faculty, and staff will experience the world through constantly evolving technologies and cultures. Thus, the skills of effective communication, critical thought, leadership, and an appreciation for diversity must be the hallmarks of a UWL education.

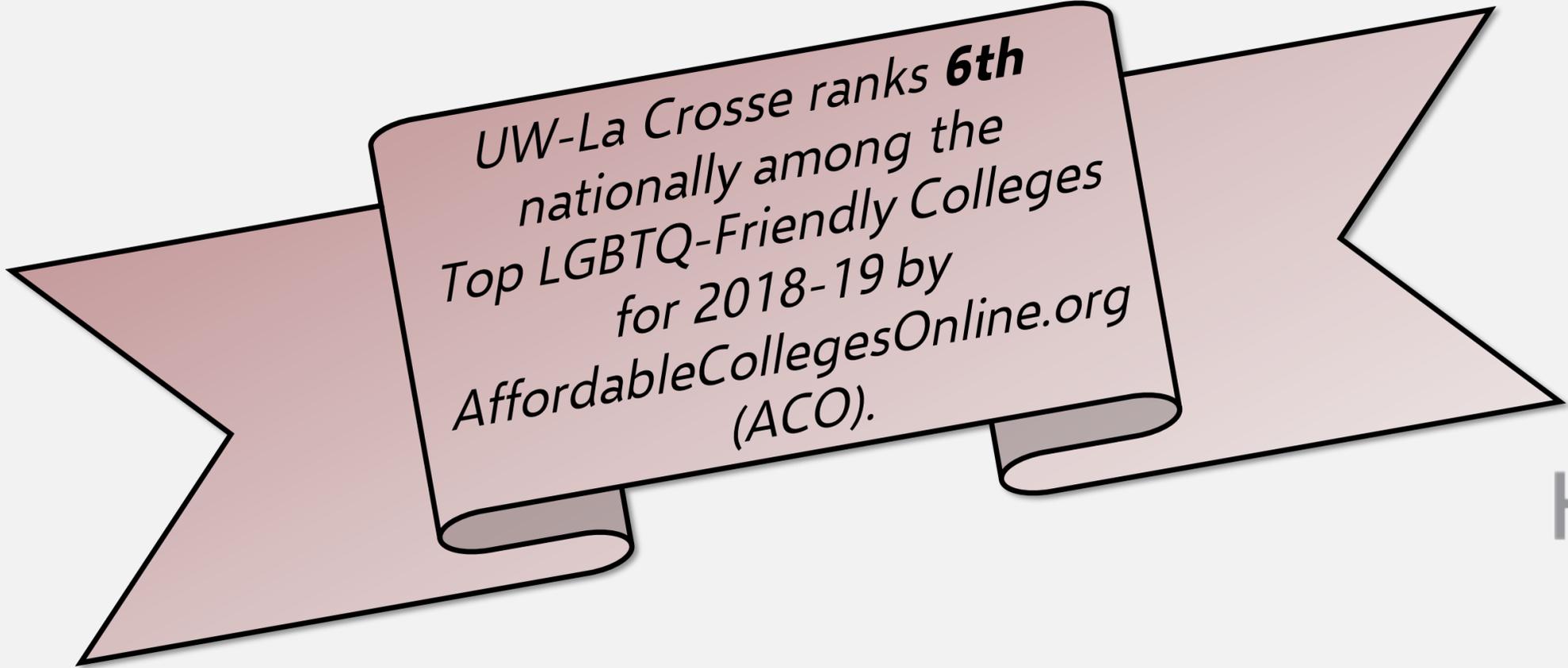
Getting to know the University: Our Values

Fassett Cotton, our institution's first leader, serving from 1909-1924, conceived the original University of Wisconsin-La Crosse educational philosophy of the total development of the individual. Later, history professor and Dean of the College of Arts, Letters, and Sciences, William M. Laux (1922-1967), suggested the symbols of our official university seal along with the accompanying Latin phrase, *mens corpusque* ("mind and body"), to exemplify our collective commitment to a high-quality education for the whole person.



Getting to know the University: Diversity Statement

UW-La Crosse's diversity and inclusion efforts are guided by our adherence to Inclusive Excellence. We define Inclusive Excellence as "... our active, intentional and ongoing commitment to bridge differences with understanding and respect so all can thrive." The goals of Inclusive Excellence are to increase the retention of diverse faculty, staff and students while encouraging a campus climate that is inviting and welcoming to all. UW-La Crosse strives to promote acceptance of all facets of diversity from racial/ethnic diversity to diversity of thought and experience.



*UW-La Crosse ranks **6th**
nationally among the
Top LGBTQ-Friendly Colleges
for 2018-19 by
AffordableCollegesOnline.org
(ACO).*

HUMAN RESOURCES |



Campus Leadership Team



Joe Gow
Chancellor



Betsy Morgan
Provost



Bob Hetzel
VC for Finance &
Administration



Vitaliano Figueroa
VC for Student
Affairs



Dina Zavala
VC for Diversity &
Inclusion



Greg Reichert
VC for
Advancement &
External Relations



Our Team

Meet the HR Team, here to serve you throughout your career @ UWL.



Meet your HR Partner

Shannon Miller

Academic Affairs Units/Departments

smiller4@uwlax.edu

608.785.8013



Meet your HR Partner

Carri O'Melia

Administration & Finance, University Advancement,
Student Affairs, Diversity & Inclusion
Units/Departments

comelia@uwlax.edu

608.785.8013

HR Contacts & Website Tour

The screenshot displays the HR website for the University of Wisconsin-La Crosse. The top navigation bar includes links for 'Future students', 'Current students', 'Community', 'Alumni & friends', and 'Faculty & staff'. A secondary navigation bar lists 'Admissions', 'Academics', 'Murphy Library', 'Events', 'Athletics, Rec', 'Diversity', and 'Campus Life'. Utility icons for 'Email', 'Canvas', 'WINGS', 'Give', and 'Search' are also present.

The main content area is titled 'Our people' and features a 'Start with your HR Partner' section. It lists two HR Business Partners:

- Shannon Miller** (Profile icon)
HR Business Partner
144 Graff Main Hall
smiller4@uwlax.edu
608.785.8015
Specialty areas: HR Partner for Academic Affairs. Human Resources, Ethical Leadership, Paralegal Studies, and Management Studies.
- Carri O'Melia** (Profile icon)
HR Business Partner
144 Graff Main Hall
comelia@uwlax.edu
608.785.6495
Specialty areas: HR Business Partner for Non-Academic Departments: Administration & Finance, Diversity & Inclusion, Student Affairs, and University Advancement.

A search bar prompts users to 'Search by keywords to find what you need'. A 'Questions?' section provides contact information for those needing assistance. A 'More Resources' section lists links to the MyUW Portal, Reports and Dashboards, and search tools for policies and procedures.

A 'Send us a document securely' button is located below the staff profiles. The footer includes a 'CONTACT INFO' sidebar with phone numbers (608.785.8013, 608.785.8525), address (144 Graff Main Hall), email (hrinfo@uwlax.edu), and hours (7:45 a.m.-4:30 p.m.). Social media icons for Facebook, Twitter, YouTube, LinkedIn, Pinterest, and Instagram are also displayed.

HUMAN RESOURCES



Human Resources Advisory Committee

The Human Resources Advisory Committee (HRAC) serves as a platform for engagement and feedback between Human Resources and the university community that it serves, with the goal of enhancing the workplace experience at UWL. Advisory in nature, the committee will be engaged with information on new programs and services, changes being considered to existing offerings, and in other matters related to services and programs for employees, and communication between Human Resources and employees.

The HRAC is not an advocacy group. It exists to provide constructive, fact-based evaluations of current and future HR endeavors.

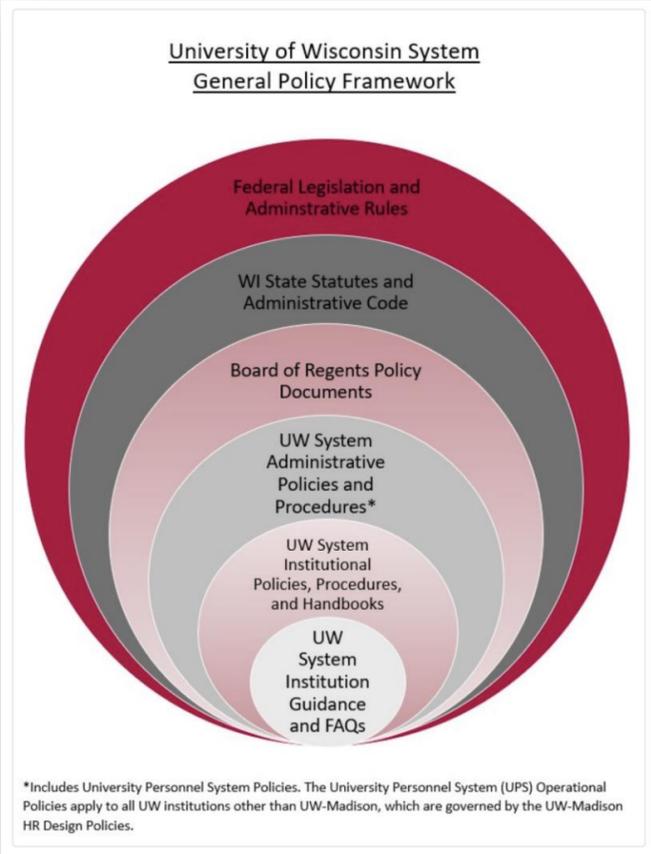


UW Policies

What to know and where to find more information...

Policy Resources

UWSA Policies



UWL Policies/Handbook

UWL KnowledgeBase

Search the KB...

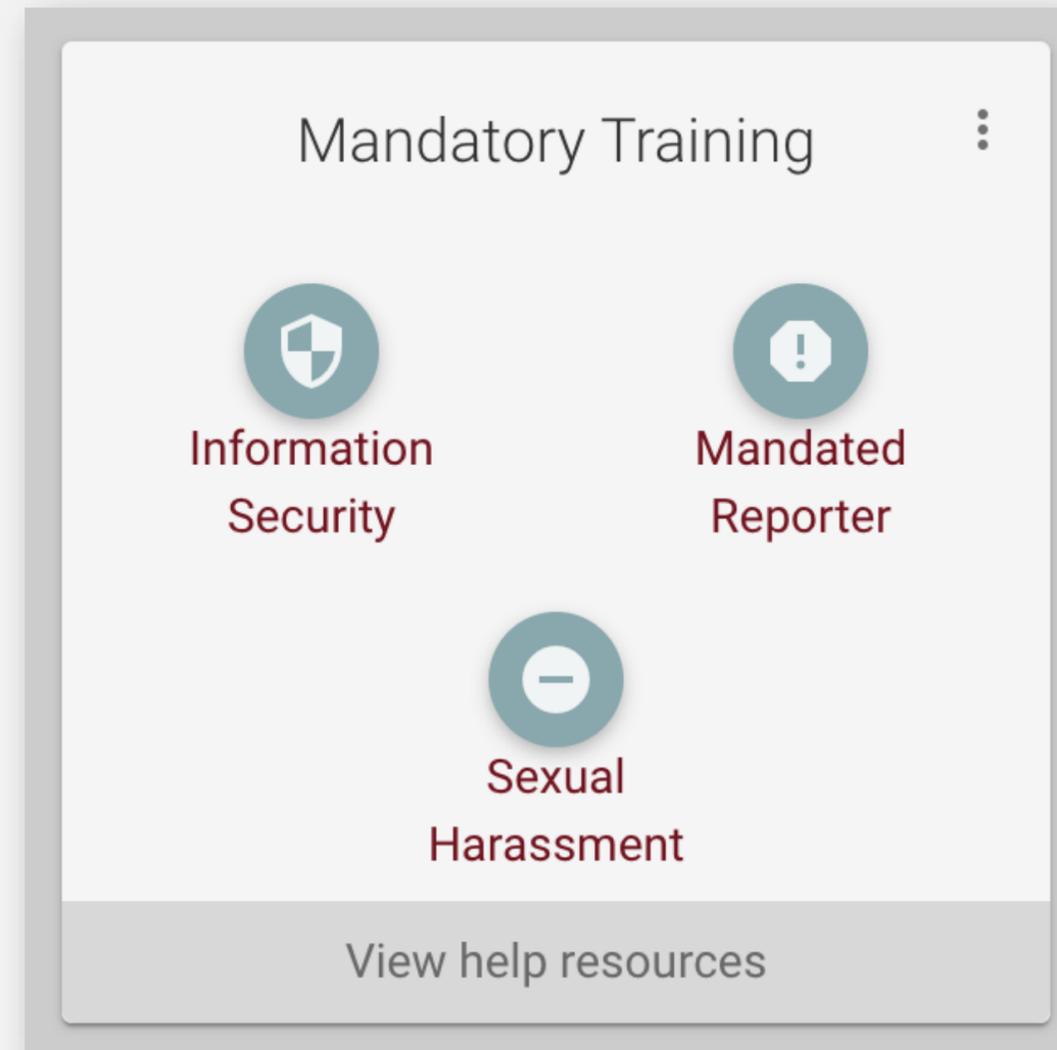
HR POLICY - EMPLOYEE HANDBOOK AND RELATED EMPLOYMENT POLICIES

The University of Wisconsin-La Crosse (UWL) Employee Handbook has been prepared to assist you in finding the answers to questions that you may have regarding your employment with UWL. It is recommended that all new and existing employees read and understand the contents of this handbook. [Highlight search terms](#)

Mandatory Training

All employees are required to complete three Mandatory Training Programs:

- Mandated Reporter – Once
- Sexual Harassment – Every 3 years
- Information Security - Annually



Ethics Reporting & Obligations

Faculty, Academic Staff, & Limited

- Conflicts of Interest
- Outside Activities
 - Required to submit annual Outside Activity Report
- Avoiding & reporting conflicts of interest

University Staff

- Standards of Conduct
- Avoiding & reporting conflicts of interest



Questions & Answers



e-Performance

Shannon Miller, HR Business Partner

<https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/>





Electronic Performance Reminders

aka -- EPerformance

E-Performance

Policies

- [UW System Administrative Policy 1254](#)

- Articulates that all employees are subject to annual appraisals, or merit review, to determine if their work is meritorious or not.
- The process that each department/unit undertakes must describe a clear process for how their appraisals will be completed.
- Faculty should consult their [department by-laws](#) for this information.
- When policies regarding appraisals are modified, input from governance groups occurs.

- [Chapter 3 \(In the case of Faculty retention\)](#)

E-Performance Communication

Employee:

Define Criteria Step

- Set SMART Goals and Managers approves them.
 - IAS: September 1 (Check with your Chair)
 - Limited and Non-Instructional Academic Staff: July 1
 - University Staff: July 1

Checkpoint

- When the employee and manager meet to discuss performance year-to-date and adjust performance criteria, if needed. Commonly referred to as the “Mid-point” meeting.
 - IAS: No Checkpoint
 - Limited and Non-Instructional Academic Staff: December (Optional)
 - University Staff: December (Optional)

E-Performance Communication

Finalize Criteria

- The last opportunity to adjust performance criteria on the evaluation and add comments on performance year-to-date, if applicable. Can add or edit goals, etc..

Self Evaluation

- Occurs prior to or after the Managers evaluation.
 - IAS: Performance Appraisal due to HR December 15
 - Limited and Non-Instructional Academic Staff: March-June Timeframe
 - University Staff: March-June Timeframe

Manager Evaluation

- Can be completed prior to or after an employee completes their Self Evaluation.
 - IAS: Performance Appraisal due to HR December 15
 - Limited and Non-Instructional Academic Staff: March-June Timeframe
 - University Staff: March-June Timeframe

E-Performance Links

- **Step-by-Step Video**: https://uwservice.wisconsin.edu/video_learning/ep-employee/index.php
- **UWL ePerformance Page**: <https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/>



WELCOMING

ACTIVE

DRIVEN

ENGAGED

Not sure what you're looking for? [Browse the A-Z index](#)

Experts. Scholars. Public servants. Community members.

UWL consistently delivers a high-quality and life-changing experience. We're able to do it because of you, our talented and dedicated faculty and staff. You are the reason for our excellence!

[Investing in our people](#)

[Employment opportunities](#)

Quicklinks

[Campus Connection](#)

[Campus calendar](#)

[HR homepage](#)

[WISDM](#)

[Digital Measures](#)

[MyMedia \(Mediasite\)](#)

[Eagle Help Desk](#)

[Transferology Lab](#)

[Navigate](#)

[My UW System \(HR\)](#)

[Course Catalog](#)

[Class timetable](#)

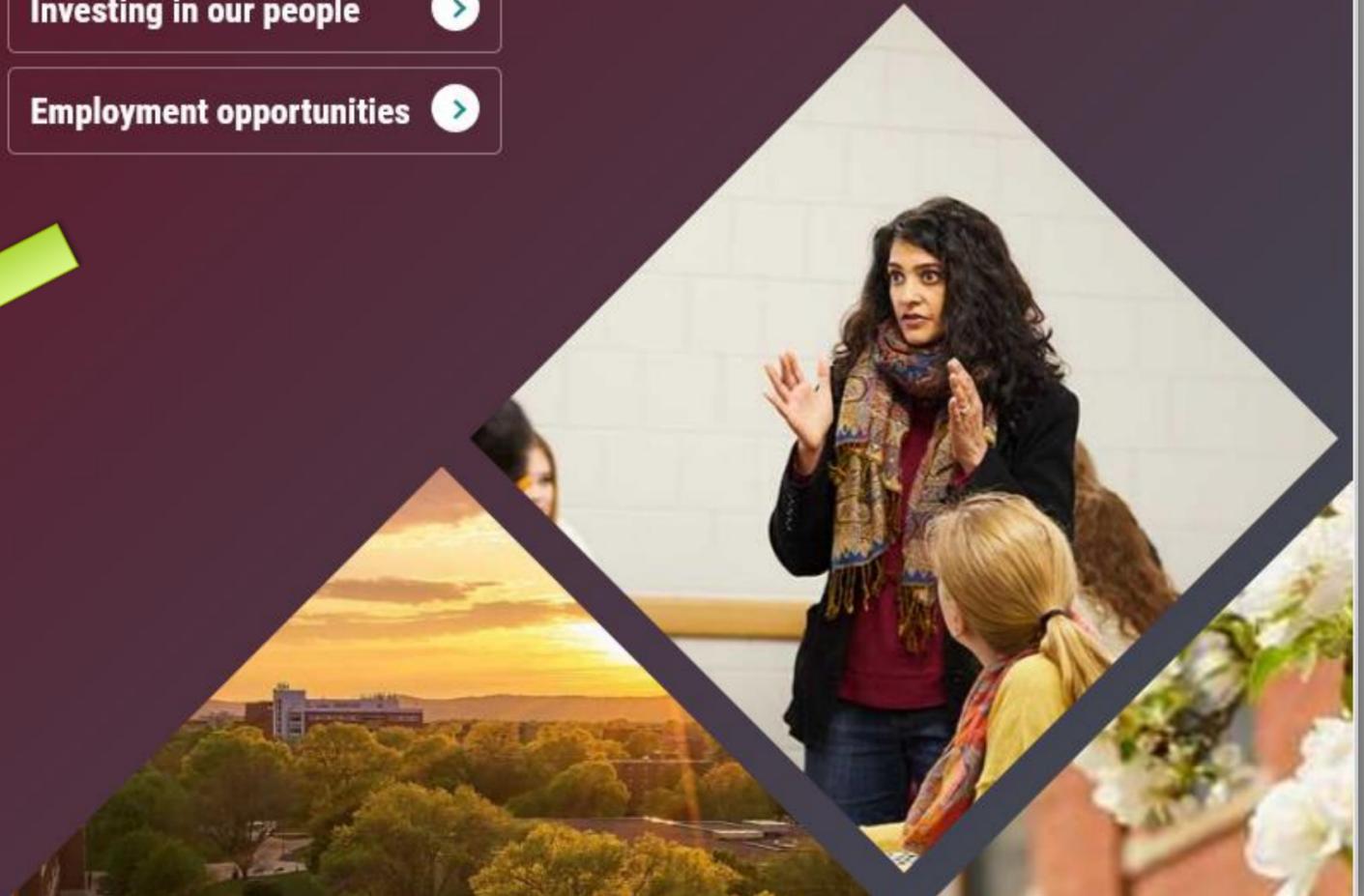
[Office 365 \(email, calendar, collaboration\)](#)

[Google Drive](#)

[Password reset](#)



Choose another audience



Annual Benefits Enrollment: September 28 - ...
Which Health Insurance Plan is Right for You?
New Mental Health Resource Available
Showing 4 of 21

See all

Launch full app

Earnings Statements
Update Direct Deposit
Tax Statements
Update W4

Launch app

15 days left

Enroll now

Learn more

Launch full app

Manager Time and Approval

Not a manager
Get help

See all approval options

Benefits and Payroll Resources

Launch full app

Personal Information

Launch full app

Performance Management

Employee

View Help Resources

Canvas Courses

Launch full app

UW System Career Opportunities

Launch full app

Blackboard Collaborate Web Conferencing

Launch full app

Help with MyUW System

Launch full app



- My Current Documents** 1
- My Historical Documents
- Evaluations of Others 0
- Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
UWLAC Annual Evaluation	Define Criteria	07/01/2020 06/30/2021	10/05/2020 >



THANK YOU!

CHRO: John Acardo, jacardo@uwlax.edu

HR Associate Director: Alyssa Balboa,
abalboa@uwlax.edu

HR Business Partner: Shannon Miller,
smiller4@uwlax.edu

HR Business Partner: Carri O'Melia,
comelia@uwlax.edu





BREAK

9:25 ~ 9:35



Benefits Overview

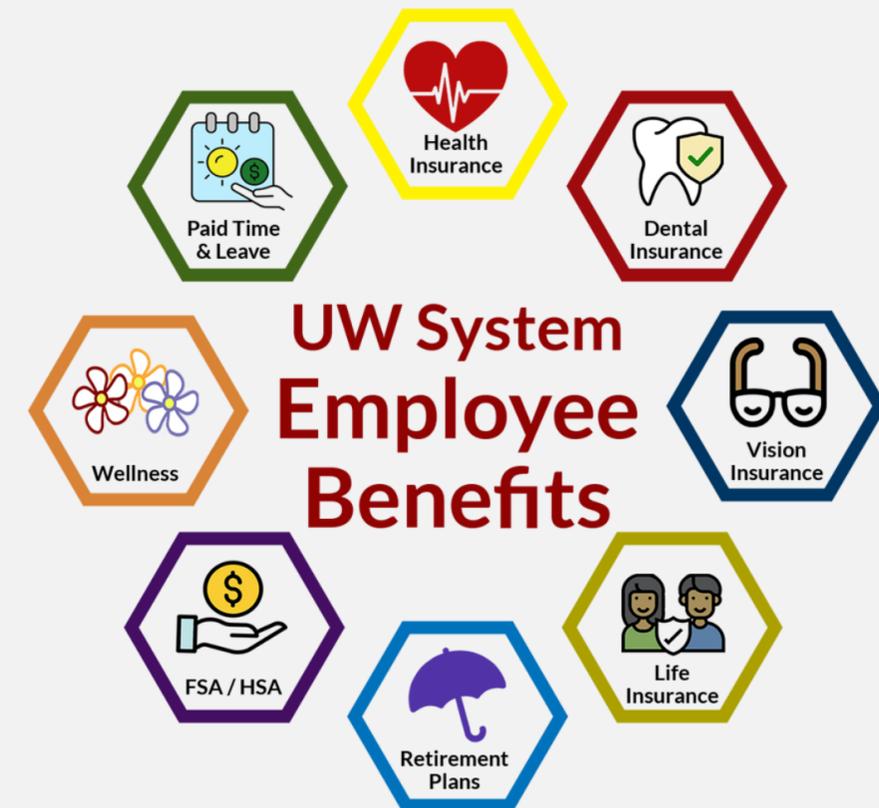
Jennifer Wiesjahn, Benefits & Wellness Specialist

<https://www.uwlax.edu/human-resources/services/benefits-employee-wellness-and-work-life/benefits-employee-wellness-and-work-life2/>



Benefits: What We Will Cover

- Benefit Package Types
- State Group Health Insurance
- Dental
- Vision
- Flexible Spending Accounts (FSA's)
- Life & Accident Insurances
- Income Continuation Insurance
- Retirement Benefits
- Leave Benefits
- Well-Being Benefits
- Misc.





Benefit Packages

Benefit Packages

WRS Benefit Package

FAASLI (Faculty, AS & Limited)

- **42% FTE** for 12-month employees
- **56% FTE** for 9-month employees
- For at least 1 year*

UNIVERSITY STAFF

- **58% FTE**
- For at least 1 year

Benefit Packages

Graduate/Short Term Academic Staff Benefit Package

Student Assistants (GA)

- Must be at least **33% FTE**
- For at least 6 months if you are a 12-month employee; or
- For at least one semester if you are a 9-month employee

Short Term Academic Staff

- At least **21% FTE** for at least six months if you are a 12-month employee; or
- At least **28% FTE** for at least one semester if you are a 9-month employee



State Group Health Insurance

State Group Health Insurance: Effective Dates

FAASLI

- ❑ **Effective Date:** 1st of the month following hire or eligibility
- ❑ **Employer Contribution:** Starts immediately
- ❑ You have a **30-day enrollment period** from your benefit eligibility date (usually date of hire). Your spouse and eligible dependent children may also be enrolled at this time.

University Staff

- ❑ University Staff employees: Can have immediate coverage by paying the total premium or postpone until employer contribution begins
- ❑ You have a **30-day enrollment period** from your benefit eligibility date (usually date of hire). Your spouse and eligible dependent children may also be enrolled at this time.

	With Previous State WRS Service	NO Previous State WRS Service
Effective Date	1 st of the month following hire date	1 st of the month following hire date or 1 st of the 3 rd month following hire date
Employer Contribution	Starts immediately	3 rd month of WRS employment

Monthly Premium Amounts

	Low Deductible Health Plan/IYC	High Deductible Health Plan (HDHP)	Access Plan	Access HDHP
ACTIVE EMPLOYEES				
Individual With/Without Dental	\$104/\$100	\$39/\$35	\$245/\$241	\$180/\$176
Family With/Without Dental	\$257/\$248	\$96/\$87	\$606/\$599	\$447/438
GRAD/SHORT TERM AS				
Individual With/Without Dental	\$54/\$50	N/A	\$124.50/\$120.50	N/A
Family With/Without Dental	\$133/\$124	N/A	\$308.50/\$299.50	N/A

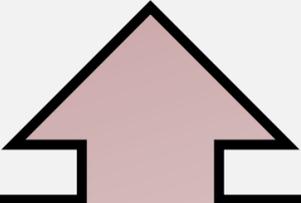
Plan Design Options

Health Plan and High Deductible Health Plan (HDHP):

- These plans use a specific network of doctors, clinics and hospitals in a **local** geographic area. You must receive services within the network. Coverage is only available out-of-network for urgent and emergency care.
- Premiums: The HDHP has the **lowest** employee premium.

Access Plan and Access HDHP:

- These plans provide freedom of choice for doctors, clinics and hospitals across the country. Your out-of-pocket costs are lower when in-network providers are used.
- Premium: The Access Plan and Access HDHP have **higher** premiums than the Health Plan and HDHP.

- 
- All Insurers offer the **SAME** uniform benefits.
 - All plan designs include pharmacy benefits.
 - Regardless of the Plan Design you select, Preventive Health Services are covered at 100%, even if the deductible has not yet been met.

High Deductible Health Plan

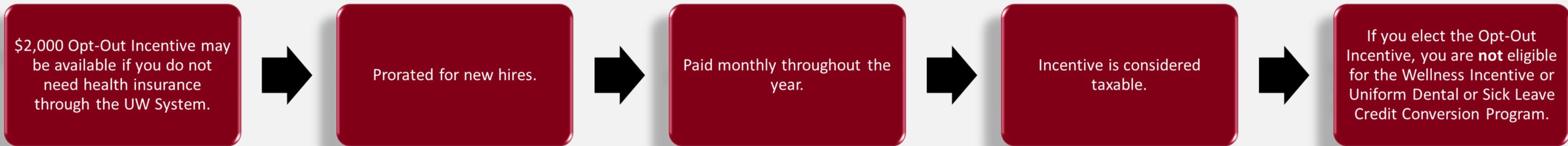
- If you enroll in a HDHP, the HSA (Health Savings Account) is **required**.
- An HSA is an individually-owned, triple tax-advantaged savings account.
 - ✓ Contributions, distributions (if used for qualifying expenses) and investment earnings are tax-free.
- Your employer contribution may be pro-rated if you are:
 - ✓ Not enrolled for the entire calendar year **or**
 - ✓ A part-time employee
- You may change your employee contribution at any time.
- Contributions are made on a per paycheck basis.

HDHP/HSA Coverage Level	2022 Contribution Maximums		2023 Contribution Maximums	
	Less than Age 55	Age 55+	Less than Age 55	Age 55+
Single	\$3,650	\$4,650	\$3,850	\$4,850
Family	\$7,300	\$8,300	\$7,750	\$8,750

HSA Eligibility:

- Must be enrolled in an HDHP
- Cannot be enrolled in Medicare or TRICARE or another health plan not considered an HDHP.
- Cannot be enrolled in, or be a covered dependent, under a health care FSA (such as spouse or parent)
- Cannot be a dependent person of another person for tax purposes

Health Insurance Opt-Out Incentive



- Are eligible for the WRS Benefits Package (i.e. employees eligible for the Graduate/Short-Term Academic Staff Benefits Package are **not** eligible for the incentive)
- Are eligible for the employer premium contribution to your health insurance (i.e. Crafts workers not eligible for the incentive)
- Do not receive State Group Health Insurance through a parent or spouse through another State agency (e.g. UW System, UW Hospital and Clinics)
- In 2015, were eligible for an employer premium contribution to their health insurance and were enrolled in a State Group Health Insurance plan

Summer Prepays for 9 Month Employees

- Insurance premiums are deducted from the first two biweekly paychecks each month during the academic year
- **Summer Prepay** - Multiple insurance premiums are deducted during the three-month period prior to the end of the spring semester to keep coverage active between academic years (if appointment will continue the following fall semester)
- Summer Earnings
 - Flexible Spending Account, Health Savings Account, and Retirement Plan contributions are deducted from summer session/appointment pay



Dental Benefits

Dental: Uniform and Preventive Plans/Premiums

2023 Monthly Employee Premiums	Uniform Dental	Preventive Dental	Supplemental Dental – PPO Select	Supplemental Dental – PPO Plus Premier Select Plus
Employee	\$4.00	\$34.72	\$9.76	\$20.98
Employee + Spouse	\$9.00	\$86.80	\$19.52	\$41.96
Employee + Child(ren)	\$9.00	\$86.80	\$13.16	\$38.96
Family	\$9.00	\$86.80	\$23.40	\$64.28

Uniform Dental Plan Preventive Dental Plan	Select-Delta Dental PPO Select Plus-Delta Dental PPO or Premier
<p>Two different plans – same benefits</p> <ul style="list-style-type: none"> ▪ Diagnostic & Preventive Services <ul style="list-style-type: none"> • Cleanings • Sealants • X-rays • Fluoride Treatments • Fillings ▪ Non-Surgical Extractions ▪ Orthodontics (50% under age 19, lifetime \$1,500 benefit) ▪ Annual Maximum Benefit = \$1,000 	<p>Two plans, different benefit levels & networks</p> <p>You may choose one of the plans</p> <ul style="list-style-type: none"> ▪ Major Services <ul style="list-style-type: none"> • Crowns • Bridges • Root canals • Implants • Surgical extractions ▪ Deductibles (\$100/\$25) and annual benefit maximums vary by plan (\$1,000/\$2,500) ▪ No coverage for preventive or basic services



Vision Benefits

Vision

Schedule of Benefits	In-Network	Out-of-Network
Annual Routine Exam Copay	\$15 per person	Up to \$45 per person
Eyeglasses Exam Copay	\$15 per person	Up to \$45 per person
Contact Lens Exam Copay	\$40 per person	Up to \$45 per person
Retinal Imaging Copay	Up to \$39 per person	No coverage
Frames	\$150 allowance per person	Up to \$70 per person

2023 Monthly Employee Premiums	
Employee	\$5.72
Employee + Spouse	\$11.42
Employee + Child(ren)	\$12.88
Family	\$20.58



Flexible Spending Accounts (FSA's)

Flex Spending – Medical & Dependent Care

- ❖ FSAs provide you with a pre-tax advantage for qualifying medical and/or dependent day care expenses.
- ❖ You must re-enroll during the Annual Benefits Enrollment period (each Fall) for the next plan year (January through December).
- ❖ Only expenses incurred on/after your coverage effective date through December 31st (or when you lose eligibility) are eligible for reimbursement.
- ❖ All claims must be submitted and substantiated by March 31st following the end of the plan year (December 31st).
- ❖ Changes are **only** allowed mid-year if a qualifying life event occurs.
- ❖ Money left in your health care or limited purpose health care account at the end of the plan year may carryover into the next plan year (up to \$500).
- ❖ Carryover does **not** apply to the Dependent Day Care Account.

2023 Contribution & Carryover Amounts

FSA Account Type	Minimum	Maximum	Carryover
Health Care FSA	\$50 (new)	\$2,850 per year (increase)	\$570 (increase)
Dependent Day Care Account	NA	\$2,500 or \$5,000 (depending on tax filing status)	NA



Life & Accident Insurance

Life Insurance

State Group Life Insurance	<ul style="list-style-type: none"> ▪ Covers you up to five times your annual salary, your spouse up to \$20,000 and your eligible children up to \$10,000 each ▪ To be eligible for this life insurance, you must be eligible for the Wisconsin Retirement System (WRS) and under age 70 when first enrolled ▪ Continues into retirement at group policy rates ▪ Premiums are based on earnings
Individual & Family Life Insurance	<ul style="list-style-type: none"> ▪ Up to \$20,000 initially for employee, \$10,000 spouse/domestic partner and \$5,000 child(ren) coverage ▪ Maximum coverage of \$300,000 employee, \$150,000 spouse/domestic partner and \$25,000 child(ren) ▪ Annual increase opportunity ▪ Premiums based on age & coverage level
UW Employees, Inc. Life Insurance	<ul style="list-style-type: none"> ▪ Low cost ▪ Age reducing plan ▪ Coverage \$7,000 - \$33,000 depending on age
University Insurance Association (UIA) Life Insurance	<ul style="list-style-type: none"> ▪ Mandatory for all Faculty, Academic Staff & Limited Appointees ▪ Coverage \$3,400 - \$101,000 depending on age ▪ 2023 monthly salary threshold - \$2,952 ▪ Age reducing plan ▪ \$38.40 annual premium deducted from the 1st payroll in January

Accidental Death & Dismemberment and Accident Insurance

Accidental Death & Dismemberment	Accident Insurance
<ul style="list-style-type: none"><input type="checkbox"/> Offers coverage for accidental death and dismemberment (AD&D) for you, your spouse/domestic partner, and eligible children<input type="checkbox"/> Includes Travel Assist coverage, Identity Theft Services, Critical Burn and Rehabilitation benefits<input type="checkbox"/> Continuation coverage available at retirement	<ul style="list-style-type: none"><input type="checkbox"/> Provides cash payment to help cover out-of-pocket expenses in the event of an injury due to an accident<input type="checkbox"/> Coverage for you, your spouse and eligible children<input type="checkbox"/> Includes an AD&D component and Identity Theft services<input type="checkbox"/> Continuation coverage available at end of employment
You may enroll in both plans: AD&D Insurance and Accident Insurance	



Income Continuation Insurance

INCOME CONTINUATION INSURANCE (ICI)

- Provides up to 75% of gross base wages as replacement income if you are unable to work due to illness or disability.
- Standard ICI covers earnings up to \$64,000
 - ❖ The UW System pays a portion of the premium after 12 months of eligible WRS service.
- Supplemental ICI covers earnings from \$64,001 to \$120,000
 - ❖ **Employee** pays full premium.
- Monthly earnings determine your premiums.
- Eligibility
 - ❖ Eligible for coverage under the Wisconsin Retirement System (WRS),
 - ❖ Under age 70 at the time of initial eligibility, and
 - ❖ Not receiving a WRS annuity.
- Application required to elect or decline coverage.
- **Elimination Period** (also called waiting period) begins on the first full day you are continuously and completely absent from work.
- You select an Elimination Period of 30, 90, 125 or 180 days.
 - ❖ **University Staff** automatically assume a 30-day Elimination Period.
 - ❖ Premiums decrease for US as their SL balances increases.
- ICI benefits begin after you (whichever is longer):
 - ❖ Exhaust your accumulated sick leave (up to a maximum of 1,040 hours); or
 - ❖ Complete your elimination period.
- You may **increase** your ICI elimination period at any time.
- Evidence of insurability (proof of good health) is required to **reduce** your elimination period.
- Must exhaust up to 1,040 hours of sick leave or elimination period, whichever is longer, before benefits are paid.



Retirement Benefits

Wisconsin Retirement System (WRS)

If you are first covered by the WRS <u>on or after</u> July 1, 2011	If you have WRS creditable service <u>prior to</u> July 1, 2011
<p>You are eligible for the WRS if: you are expected to work at least one year* and 880 hours (42% if 12-month employee; 56% if 9-month employee). Note: you are vested after 5 years of WRS service.</p>	<p>You are eligible for the WRS if: you are expected to work at least one year* and 440 hours (21% if 12-month employee; 28% if 9-month employee). Note: you are vested immediately.</p>
<p><i>*1 year for 9-month employees is 2 consecutive semesters with an expectation to return the following semester.</i></p>	

<u>Employee Contributions</u>	<u>Employer Contributions</u>
<p>6.8% of salary Deductions taken on a pre-tax basis for state and federal tax purposes. <i>Subject to IRS limits: Employees and the UW System make WRS contributions on the first \$282,500 of earnings in fiscal year 2022 - 2023.</i></p>	<p>6.8% of salary <i>Additionally, the UW System contributes 1.2% of salary to fund retiree health insurance credits.</i></p>

- Provides a retirement annuity (pension) once you reach retirement age.
 - ✓ Minimum retirement age is 55.
 - ✓ Normal retirement age is 65
- Administered by the Department of Employee Trust Funds (ETF).
- If eligible, enrollment is automatic.



403b Supplemental Retirement



- ✓ Contribute Pre-Tax, Roth (after-tax) or a combination of both.
- ✓ Includes a wide array of mutual funds and fixed and variable annuities managed by five providers.
- ✓ TIAA & Fidelity.
- ✓ You make the entire contribution (no employer contribution).
- ✓ Select a percentage of pay or a flat dollar amount.
- ✓ Change your contribution at any time.
- ✓ 2023 Contribution Limit is \$22,500 for those 50 & younger and \$30,000 for those 50 & older (includes an add'l \$6,500 catch up).

Wisconsin Deferred Compensation



- ✓ Contribute pre-tax, Roth (after-tax) or a combination of both.
- ✓ Participation is voluntary.
- ✓ You make the entire contribution (no employer contribution).
 - Max Contribution Limit if under age 50: \$26,500, \$30,00 if over 50
- ✓ Change your contribution at any time.
- ✓ To enroll and/or make changes, complete the forms and submit directly to WDC.

Sick Leave Credit Conversion Program

Unused sick leave may be converted to credits to pay for State Group Health Insurance at layoff, retirement, death or termination with 20 years of service.

- Accumulated Sick Leave Conversion Credit Program:** Accumulated sick leave is multiplied by your highest basic pay rate in a qualifying position and converted to credits to pay for State Group Health Insurance.
- Supplemental Health Insurance Conversion Credit Program:** Allows you to earn additional sick leave credits once you have at least 15 years of continuous state service.



Must be covered by State Group Health Insurance to use credits – unused sick leave credits have NO value if you waive health coverage or elect the Health Opt-Out Incentive.



Leave Benefits

Types of Leave

- Vacation
- Legal Holidays
- Personal Holiday
- Sick Leave
- Military Leave
- Family & Medical Leave (FMLA)
- Catastrophic Leave
- Bone Marrow and Human Organ Donation

FAASLI Leave Accrual

**Vacation	<ul style="list-style-type: none"> • 176 hours granted on a fiscal year basis (July 1 – June 30) • Pro-rated for mid-year employment start dates • Unused vacation earned in a fiscal year carries over to end of following fiscal year, then it will expire • Banked leave available after 10 full fiscal years
Sick Leave	<ul style="list-style-type: none"> • 176 hours granted at start of employment • After the first 18 months, earn up to 96 hours per fiscal year • Accumulates without limit • Cannot be used before it is earned
Personal Holidays	36 hours per year & hours expire if not used in the FY they are earned
Legal Holidays	Nine per year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve

*****If you are less than 100% FTE, paid leave is prorated based on your appointment percentage. Academic year (nine-month) employees are not eligible for Vacation & Personal Holiday hours.***

University Staff Leave Accrual

Vacation Hours Granted Each Calendar Year (January 1 – December 31)

Years of Service	Vacation Earned FLSA Non-Exempt	Vacation Earned FLSA Exempt
0 - 5 Years	104 hours	120 hours
5+ - 10 Years	144	160
10+ - 15 Years	160	176
15+ - 20 Years	184	200
20+ - 25 Years	200	216
25 Years and Above	216	216

Sick Leave	Earn up to 5 hours per paycheck (130 hours per year) Accumulates without limit Cannot be used before it is earned
Personal Holidays	36 hours per year & hours expire if not used in the calendar year they are earned
Legal Holidays	Nine per year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve

Pro-rated for mid-year employment start dates.

Unused vacation can be carried over for one calendar year, then it will expire.

May bank unused leave after 10 complete years of service (5 years depending on exempt status).

HUMAN RESOURCES





Well-Being Benefits

Well-Being

Employee Assistance Program (EAP)

- Provides you and your immediate family members (members of your household) free and confidential resources to address personal and work-related concerns.
- May also assist with legal services, financial services, and work-life services.
- Allows up to six (counseling) in-person or virtual sessions per issue per year.

Well Wisconsin Program

- Available to active employees, retirees, and eligible spouses enrolled in State Group Health Insurance.
- Designed to help make you more aware of your current and future health risks.
- Eligible to earn a \$150 incentive (taxable) by completing a health assessment, health check, and one well-being activity by early October.

Annual Benefits & Wellness Fair

- Benefit Vendors
- Wellness Vendors
- Biometric Screening
- Flu Vaccination Clinic



Miscellaneous Benefits/Perks

Miscellaneous Benefits/Perks

- Murphy Library Access
- Campus Childcare Center
- Public Student Loan Forgiveness
- Employee Education Assistance/La Crosse Promise

Murphy Library: Not Just Books!

- Murphy Library provides access to books, articles, databases, archival materials, streaming video, and many other resources.
- [Library Guides](#) have been curated by librarians to help you find resources on various subjects.
- **Leisure reading** materials are located near Murphy's Mug (the library's coffee shop) and online via [OverDrive](#). Physical materials can be checked out at the circulation desk using your UWL ID.



HUMAN RESOURCES |



Reference Services

- [Reference services](#) are available to all UWL faculty, staff, and students at the Research Help Desk in the library or via chat, email, phone, or by appointment.
- Contact a librarian for help navigating our resources, researching a topic, or even to get a suggestion for which resources might be useful for a course assignment. **Tell your students to visit us too!**



HUMAN RESOURCES |



Information Literacy Instruction

- Instructors may arrange **course-related instruction** from a librarian on **research strategies and information resources** related to a particular discipline or class assignment.

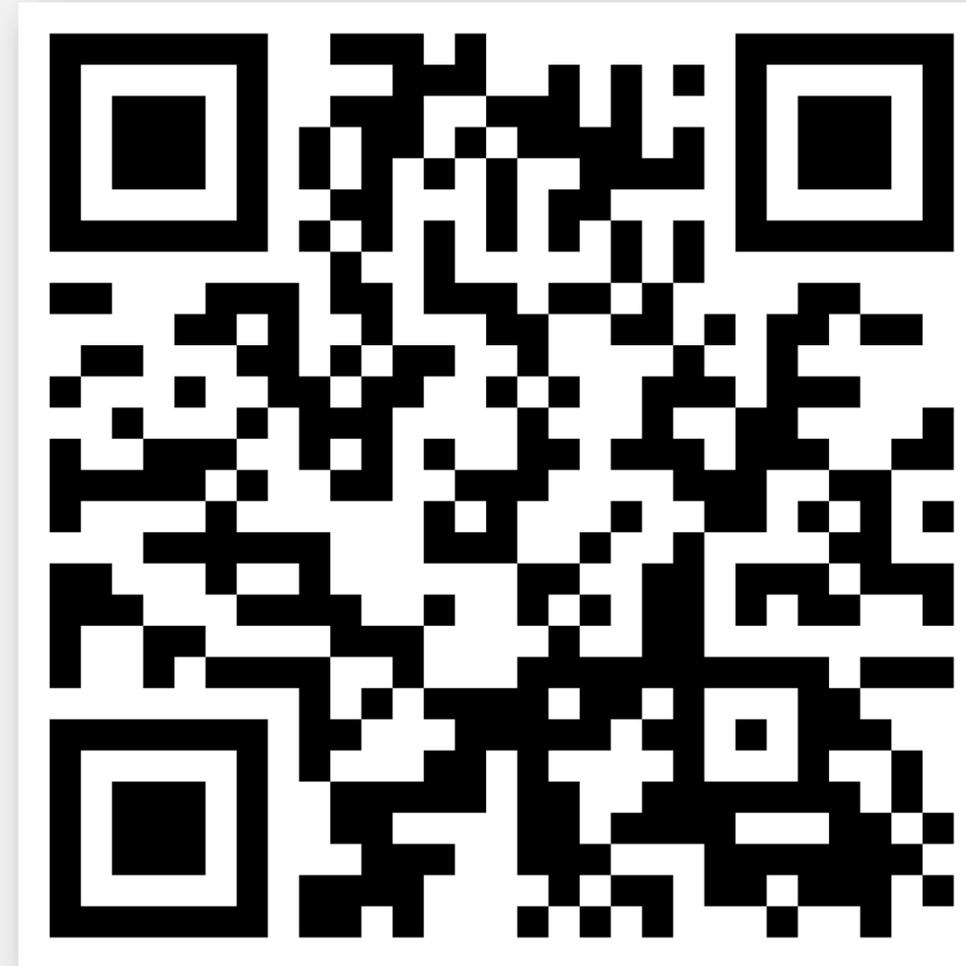


Learn More...

- More information about all of these resources and more can be found on our **Resources for Faculty and Staff Library Guide**:

<https://libguides.uwlax.edu/faculty-staff>

Murphy Library
cirser@uwlax.edu
libraryoffice@uwlax.edu
specoll@uwlax.edu
608.785.8507



THANK YOU!

Jenn Wiesjahn

Benefits Specialist

144 Graff Main Hall

jwiesjahn@uwlax.edu

608-785-6498

hrinfo@uwlax.edu



HUMAN RESOURCES | **UW**



Leave, Accommodations, Workers' Compensation

Anna Mayer, Leave & Work Comp Specialist

<https://www.uwlax.edu/human-resources/benefits/family--medical-leave-act/>



What we are covering with Leave:

Discussing what FMLA is and laying out the process from the Employee's perspective.



FMLA: Family Medical Leave Act

- The Family and Medical Leave Act of 1993, FMLA, allows qualified employees to take up to 12 weeks (480 hours) of continuous or intermittent leave from work within a calendar year. This leave is granted for the employee to focus on a serious health condition they or a qualified individual may be experiencing. **The FMLA protects employment and health benefits of eligible employees while away on a qualified leave. FMLA protection is not inclusive of paid time. FMLA is unpaid unless the individual chooses to use their PTO balances.**
- A qualifying reason to take FMLA includes
 - a serious health condition for the employee;
 - leave for caring for a spouse, child, or parent with a serious health condition;
 - or for birth or adoption of a child.
- [UW System Administrative Policy SYS 1213](#)

FMLA for Employees

There are a few questions to determine your eligibility. If you are able to answer “yes” to all of the following questions, you are eligible for Federal FMLA:

- Have you met the federal FMLA requirement of 12-months of employment with any state agency?
- Have you worked for UWL for at least 1,250 hours in the preceding 12-month period?

Federal FMLA allows for the full 12 weeks (3 months) of job-protected leave to be taken.

If you were not able to answer “yes” to the questions above, you may qualify for Wisconsin FMLA (WFMLA):

- Have you met the state FMLA requirement of 52 consecutive weeks of employment?
- Have you worked for UWL for at least 1,000 hours (inclusive of sick leave use) in the preceding 12-month period?

State FMLA allows for only 6 weeks (1.5 months) of job-protected leave to be taken.

If you qualify for both, they run concurrently and your FMLA coverage will last 12 weeks only.

Prior to Leave

- If the need for leave is foreseeable, the employee should apply for FMLA at least 30 days prior to the start date of the leave.
- The employee will submit a Family and Medical Leave Request Form and work with a Leave Specialist to determine eligibility, provide a medical certification completed by the employee's medical provider, and receive a designation notice approving the Family and Medical Leave.



During Leave

Continuous Leave: When an employee is taking a block period of leave, they should not be working at any capacity. The employee should be reporting their FMLA leave in the UW Portal and submitting their timesheets on a weekly basis for payroll processing.

Intermittent Leave: The employee should follow departmental procedures for requesting time off/calling in sick/calling in late/leaving early when they need to use intermittent Family and Medical Leave. The employee should notify the Leave Specialist when they are going to report intermittent Family and Medical Leave to ensure proper leave tracking.

The note "FMLA" should be placed in the time submissions. The submission of leave is the responsibility of the employee.



HUMAN RESOURCES |



Employee's FMLA usage in the UW Portal

UW portal submissions need to be made on a weekly basis

- **Exempt**

- Weekly entries prior to leave or during to ensure proper FMLA tracking and avoid lumping in the weekends as leave hours
- Time needs to be recorded in 4 or 8 hours if exempt (contact Leave Specialist to override this)

- **Non-exempt**

- Weekly entries prior to leave or during to ensure proper FMLA tracking
- Time can be recorded in 15-minute increments if non-exempt

Again, this is the responsibility of the employee. If the employee is unable to enter their own time, they must discuss this with their supervisor during the FMLA request process.

Returning to Work

Upon returning from FMLA, the employee will be returned to the same position held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee returning to work because of their own serious health condition will be required to present written documentation from their health care provider that states fitness for duty and any restrictions upon return. The employee's return to work will be delayed until the required certification is provided to the Human Resources office.

If an employee is unable to return to full duty at the end of their leave of absence or asks for workplace modification(s) other than leave, either the employee or their supervisor should contact your department's HR consultant or leave specialist to discuss disability leave or accommodation. If the employee has requested workplace accommodation in addition to leave, speak with your HR leave specialist.





ADA Accommodations

Americans with Disabilities Act

What we are covering for ADA

What is ADA and what is the general process for accommodations to be requested.



ADA: Americans with Disabilities Act

Under the ADA, an "individual with a disability" is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment. "Qualified" means the person satisfies the job-related requirements of the position he or she holds or is applying for and can perform its essential functions, with or without a reasonable accommodation.

The Americans With Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities at the University of Wisconsin-La Crosse. This act applies to virtually all aspects of campus activities, including employment, student programming, and services provided to the community at large.

Reasonable Accommodations

In accordance with the Americans with Disabilities Act (ADA), the University will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

The term reasonable accommodation means a modification or adjustment to a job, the work environment, the job application process, or the way things are usually done that enables a qualified individual with a disability to perform the essential functions of the job and to enjoy an equal employment opportunity. Reasonable accommodation includes, but is not limited to, making facilities accessible, adjusting work schedules, restructuring jobs, providing assisting devices or equipment, providing readers or interpreters, and modifying examinations, training materials or policies.

ADA for Employees

- To request a reasonable accommodation, an employee or applicant offered a job is required to submit a written statement to the UWL ADA Specialist. **The written statement must identify the nature of the claimed physical or mental disability, identify the functional limitations with respect to the disability, and identify the requested accommodation(s).**
- An individual who identifies him/herself as having a disability and requests a reasonable accommodation may be required to provide documentation, including medical records, sufficient to establish the existence of the claimed physical or mental impairment and the need for accommodation. The information should be appropriately current and have been prepared by a qualified professional.

ADA Accommodations for Employees

Once an employee submits an ADA Accommodation request, Human Resources reviews it and reaches out to the Employee's leadership.

Specific information regarding the individual's disability is not disclosed in order to ensure privacy; however, the request itself is discussed to determine a reasonable accommodation within the department.



Worker's Compensation

Work Injury Reporting and Medical
Billing/Time Lost

What we are covering for Worker's Compensation

Worker's Compensation is a benefit program that pays for medical treatment and wages lost due to work-related injuries or illnesses.



Worker's Compensation Process

What if a work-related injury or illness occurs?

- Is medical attention needed?
- Employee should seek reasonable and necessary medical care.
- Follow state requirement for physician selection.
- Employee may review any medical information released to the employer.

Documentation

Employee must report the injury or illness to the supervisor (employer) as soon as possible

- Employee's Work Injury and Illness Report - All employee injuries should be reported within 24 hours of the injury
- Employer's First Report of Injury or Disease
- Supervisor's Accident Analysis and Prevention Report
- Authorization to Use or Disclose Health Information



What does Worker's Compensation cover?

Medical treatment resulting from a work-related injury or illness

Lost wages

- To remain in full pay status, leave time is used:
 - Sick leave
 - Vacation leave
 - Personal Holidays
- Leave is reinstated as WC hours are approved each pay period.
- Because employees are being paid from WC, s/he will not accrue as much sick leave or vacation leave.

Compensation for permanent disabilities

Vocational rehabilitation

Return to Work

Before an employee may return to work, the employee must present a medical providers written release to HR.

HR will verify that the department can accommodate the restriction(s) an employee may have prior to his return.

When employee returns Light Duty or with Restriction(s): Every reasonable effort is taken to help an injured worker safely return to pre-injury state, including employment, in the shortest time possible after an injury.

Regular Duty – GOAL!

THANK YOU!

Anna Mayer

Leave Coordinator
144 Graff Main Hall
amayer@uwlax.edu
608-785-8629
hrinfo@uwlax.edu



HUMAN RESOURCES | **UW**



University Marketing & Communications

Maren Walz, Chief Communications Officer
<https://www.uwlax.edu/ucomm/>



Our Mission

- **To be the go-to communications resource for advancing UW-La Crosse.**

Our Services: Serving UWL & Advancing the Institution

- **News, press**
- **Website**
- **Graphic design**
- **Photography**
- **Videography**
- **Marketing content**
- **Search Engine Optimization**

Our Services: Serving you as your go-to Resource

Share your stories

- News, photos, videos

Share your events

- Calendar, events page, digital signs

Share your information

- Web, social media, media releases, profiles

Resources

- [Share.uwlax.edu](https://share.uwlax.edu)
- www.uwlax.edu/ucomm
- www.uwlax.edu/brand

THANK YOU!

UComm

115 Graff Main Hall
ucomm@uwlax.edu
608-785-8487



HUMAN RESOURCES | **UW**



Records & Registration

Leanne Vigue, Registrar
<https://www.uwlax.edu/records/>



Introductions: Our People

- ❑ **Leanne Vigue**, University Registrar
- ❑ **Victoria Rahn**, Assistant Registrar
- ❑ **Leslie Fell**, Student Processing Specialist
- ❑ **Vacant**, Veterans Education Benefits Coordinator
- ❑ **Sueanne Bethauser**, Veterans Education Benefits Coordinator
- ❑ **Jennifer Elliott**, Records Specialist
- ❑ **Janelle Nelson**, CPL & Grading Coordinator
- ❑ **Jessica Palmer**, Degree Audit/Curr Systems Manager
- ❑ **Heidi Hudson**, Scheduling/Registration Coordinator
- ❑ **Amy Servais**, Catalog, Curr, Scheduling Coordinator

ACADEMIC CALENDAR

- Based on semesters (14 weeks of instruction plus one week of final exams)
 - ❑ Semester I (September through mid-December)
 - ❑ Semester II (January through mid-May)
 - ❑ Standard class period is 55 minutes
- Two additional terms
 - ❑ Winter intercession: intensive 3-week term in January
 - ❑ Summer: 3, 4-week sessions beginning in late May and ending mid-August
- Provost's Office site lists current and next year [academic calendars](#)
- R&R site lists important [dates and deadlines](#) for upcoming terms

ACADEMIC POLICIES

Catalogs

- Undergraduate
- Graduate

Other Resources

- R&R website
- Departmental websites
- CIM "programs"

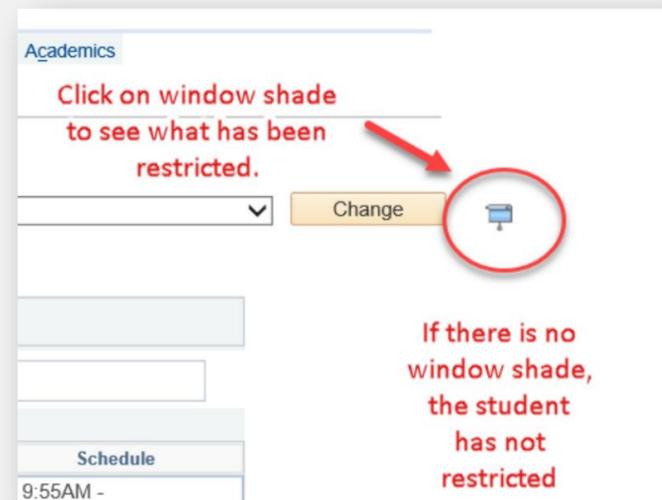
OTHER IMPORTANT RESOURCES

Faculty/Staff Resources on R&R website

- *Academic Scheduling*
- *Catalog updates*
- *Curriculum Process & Policies (UCC/GCC)*
 - CIM – courses
 - CIM – programs
- *Final Exam Schedule*
- *Grading – submissions, incompletes, appeals, changes, etc.*
- *Transferology & TES*
- *WINGS*

FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- ✓ Federal Law governing student privacy
- ✓ Your responsibility to keep records safe and secure
- ✓ Download the [FERPA: Quick Guide for Faculty and Staff](#)
- ✓ Keep a list of Directory Information handy
- ✓ Check for restrictions in WINGS



The following data elements are considered directory information at UWL:

- Name(s)
- Local and home addresses
- Local and home telephone numbers
- UWL email address
- School/college
- Enrollment status
- Enrollment dates
- Academic level (first year, sophomore, junior, senior)
- Previous institution(s) attended
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight for athletes)
- Major/minor field of study
- Awards and honors (such as Dean's List)
- Expected graduation date
- Degree(s) conferred
- Date of degree conferral

FERPA – WHEN CAN I RELEASE INFORMATION?

- Students can choose to give consent to release information
 - Consent must be written
 - Check for FERPA Secure PIN in WINGS (do not release current schedule, grades)
- UWL employee or contractor with an educational need to know
- Exceptions exist for emergency situations – use caution
- A few other specialized cases of exceptions – use caution
 - Intends to enroll in another institution
 - Subpoena
 - Research that is approved and benefits institution
 - Others

FERPA CONTINUED

- FERPA is filled with “mays” – we may give out directory information, but not required
- If not covered by FERPA, typically subject to open records laws
- Student has the right to inspect their records at any time – keep this in mind
- Sole possession notes not considered educational records until shared
- Consult with R&R if you have questions/concerns
- When in Doubt, Don't Give it Out!

THANK YOU!

Records & Registration

117 Graff Main Hall
records@uwlax.edu
608-785-8951

Thirsty for more FERPA Training?

Contact Leanne Vigue
lvigue@uwlax.edu



HUMAN RESOURCES | **UW**



Staff Councils & Ombuds

<https://www.uwlax.edu/university-staff-council/>

<https://www.uwlax.edu/academic-staff-council/>

<https://www.uwlax.edu/faculty-senate/ombudspersons/>





University Staff Council

USC Professional Development Grants

For activities between March 1 and June 30

For activities between November 1 and February 28

1 June 2023

1 Feb. 2023

1 Oct. 2023

For activities between July 1 and October 31

HUMAN RESOURCES



University Staff Council: Get Involved

- USC meets the 2nd Tuesday of each month @ 2 p.m.
- Volunteer for a USC committee!
- Run for election to the council
- Apply for a professional development grant
- Nominate someone for the annual excellence award



University Staff Council: Helpful Links

- [USC meeting agendas and minutes](#)
- [Bylaws](#)
- [Representatives](#)
- [Committees](#)
- [University Staff Excellence Award](#)
- [University Staff Professional Development Grant](#)
- [Newsletters](#)





Academic Staff Council

Academic Staff Council Representatives

- Chandra Hawkins -
Chair
- Charissa Jakusz –
Vice Chair
- Mandy McKinney –
Communications
Chair
- Will Van Roosenbeek
– Madison
representative
- Megan Pierce –
Programming Chair
- Jordan Brick
- Nickolas Davis
- Kelsey Foss
- Kayah-Bah Malecek
- Blythe McConaughey
- Vacant Seat

Who we represent:

Academic Staff (AS) members from across campus:

- Individuals with greater than 50% appointments as:
 - Non-instructional academic staff (NIAS)
 - Academic staff – non-teaching
- Individuals split 50/50 between NIAS and IAS appointments, who elect ASC representation (this is not common)

Coalitions:

- Academic Affairs / Colleges
 - CASSH, CBA, CSH, and SOE
 - All NIAS who report through the Provost
- Administrative Units
 - Admin. & Finance, Advancement, and Chancellor's Office
- Student Affairs / Diversity & Inclusion

How We Represent You:

- Facilitating communication with campus administration and other shared governance groups on issues related to academic staff.
- Supporting professional development
 - Grants
 - Employee Enrichment Day
- Making recommendations regarding personnel policies and procedures
- We're here. Reach out with your:
 - Questions
 - Suggestions
 - Grievances (there's a process)
 - Confidential discussions*

ASC Professional Development Grants

- February 1, 2023 for activities between March 1 and June 30
- June 1, 2023 for activities between July 1 and October 31

Academic Staff Council: Get Involved

- ASC meets the 2nd Monday of most months @ 10:30 am. Join us via the Zoom link you'll find in the agenda email.
- Volunteer for a committee.
- Run for election to the council.
- Apply for a professional development grant.
- Nominate someone for the annual excellence award.
- Submit a question or request to the e-suggestion box on our website.

Academic Staff Council: Helpful Links

- [Main site and e-suggestion box](#)
- [ASC meeting agendas, minutes, and recordings](#)
- [Bylaws](#)
- [Representatives](#)
- [Committees](#)
- [Annual Excellence Award - staff](#)
- [Annual Excellence Award - program](#)
- [Professional development grants](#)

ASC: Shameless Plugs

- March 8 – International Women’s Day
- April 1 – Annual Drag Show*
- April 4-6 – Social Justice Week*
- April 5 – SA Awareness talk @ 7 pm, location TBD
- April 14 – Kids’ College*
- April 22 - International Banquet

***they’re looking for presenters/performers**



University of Wisconsin – La Crosse Ombudspersons

"We're here if you need us"

Introductions

- Who we are as individuals -- as people!
- Chosen because of previous experience in campus issues.
- Sometimes long experience.

Practice

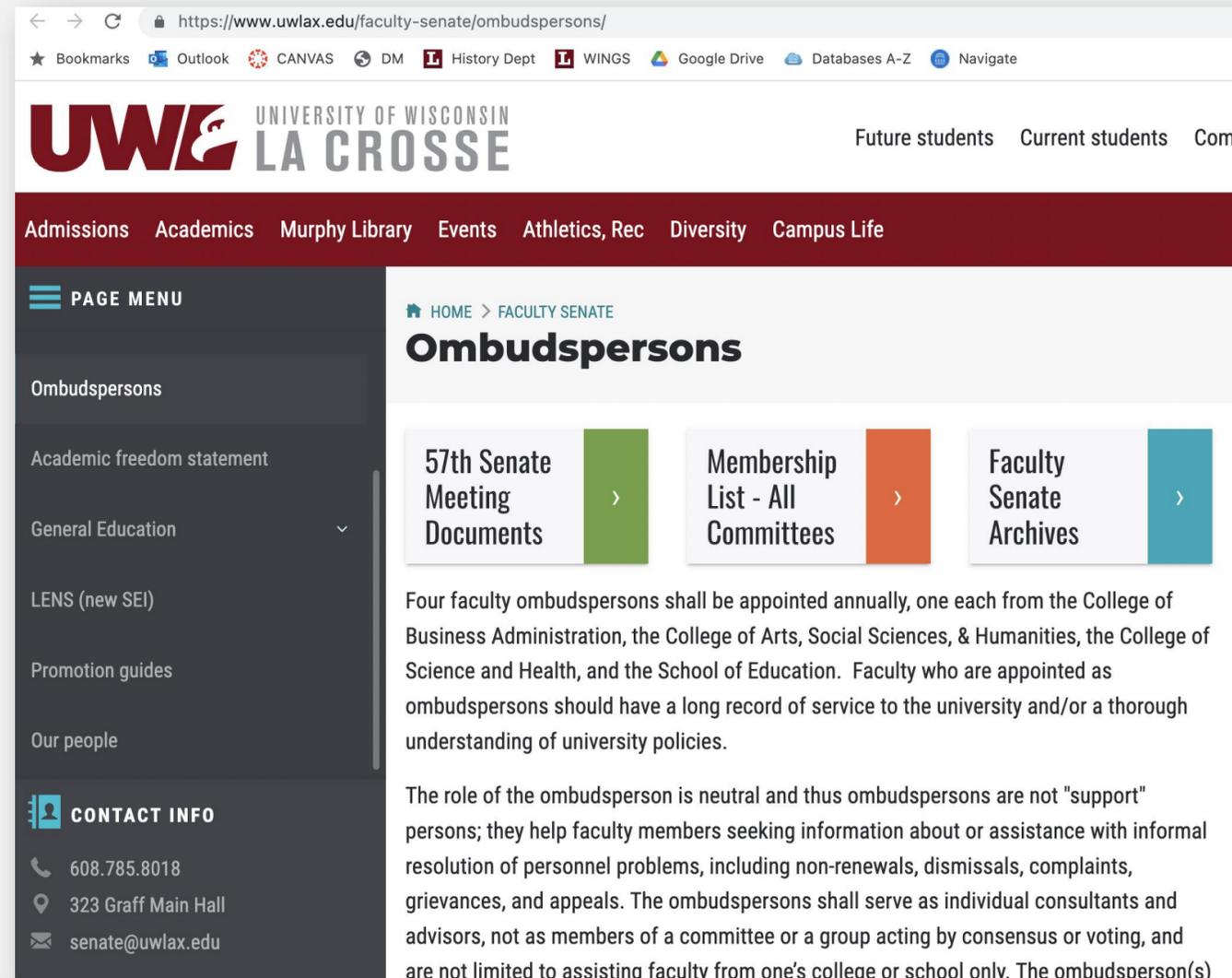
- *practice* - ombudsperson is primarily a guide to policy and navigating procedures regarding disputes or disagreements
- *practice* - no one goes to any meeting alone

Structure

- *structure* - project of Faculty Senate, appointed by Senate Executive Committee (SEC)- oversight by SEC in theory
- *structure* - 4 ombudspersons, one from each college/school, two alternates
- *structure* - no need to contact the person from "your" college, sometimes useful to have outsider, sometimes insider, up to you

Policies – set by Faculty Senate

- <https://www.uwlax.edu/faculty-senate/ombudspersons/>
- *policy*- issues are "informal resolution of personnel problems, including non-renewals, dismissals, complaints, grievances, and appeals."
- *policy*- not an advocate, instead, neutral advisor and consultant, possibly mediator if asked
- *policy*- confidential, informal, does not report to any committee (still mandated reporters though)



The screenshot shows the website for the University of Wisconsin-La Crosse Faculty Senate Ombudspersons. The page features a dark red header with the university logo and navigation links. A sidebar on the left contains a page menu and contact information. The main content area includes a breadcrumb trail, a title, three featured links, and two paragraphs of text.

UWL UNIVERSITY OF WISCONSIN LA CROSSE

Future students Current students Com

Admissions Academics Murphy Library Events Athletics, Rec Diversity Campus Life

PAGE MENU

- Ombudspersons
- Academic freedom statement
- General Education
- LENS (new SEI)
- Promotion guides
- Our people

CONTACT INFO

- 608.785.8018
- 323 Graff Main Hall
- senate@uwlax.edu

HOME > FACULTY SENATE

Ombudspersons

- 57th Senate Meeting Documents
- Membership List - All Committees
- Faculty Senate Archives

Four faculty ombudspersons shall be appointed annually, one each from the College of Business Administration, the College of Arts, Social Sciences, & Humanities, the College of Science and Health, and the School of Education. Faculty who are appointed as ombudspersons should have a long record of service to the university and/or a thorough understanding of university policies.

The role of the ombudsperson is neutral and thus ombudspersons are not "support" persons; they help faculty members seeking information about or assistance with informal resolution of personnel problems, including non-renewals, dismissals, complaints, grievances, and appeals. The ombudspersons shall serve as individual consultants and advisors, not as members of a committee or a group acting by consensus or voting, and are not limited to assisting faculty from one's college or school only. The ombudsperson(s)

Examples! (Generic and non-specific!)

- *Meetings with chairs or deans where it might be useful having an attendee who is not a member of that department*
- *Department meetings that might be contentious*
- *Interpersonal conflict resolution (because faculty and staff might be here for decades!)*
- *Other stories . . .*

Other Resources

- *Chair*
- *Engage in formal mentoring programs*
- *Do it yourself! Find a mentor outside your department, college, or discipline!*

THANK YOU!

University Staff Council

Karen DeSchepper, Chair

usc@uwlax.edu

Academic Staff Council

Chandra Hawkins

chawkins@uwlax.edu

Ombudspersons

323 Graff Main Hall

senate@uwlax.edu





UW System Credit Union

Bradley Jensen

<https://www.uwlax.edu/uwcu/>





Our Founders

- UW Credit Union was founded by University of Wisconsin faculty & staff
- In 1931, our founders advocated for the rights of marginalized members amid a consumer credit crisis, widespread predatory lending practices, and accelerating unemployment challenges
- Today some 2.2 million Wisconsin consumers are members of locally-owned, not-for-profit, cooperative credit unions like UW Credit Union



About UW Credit Union

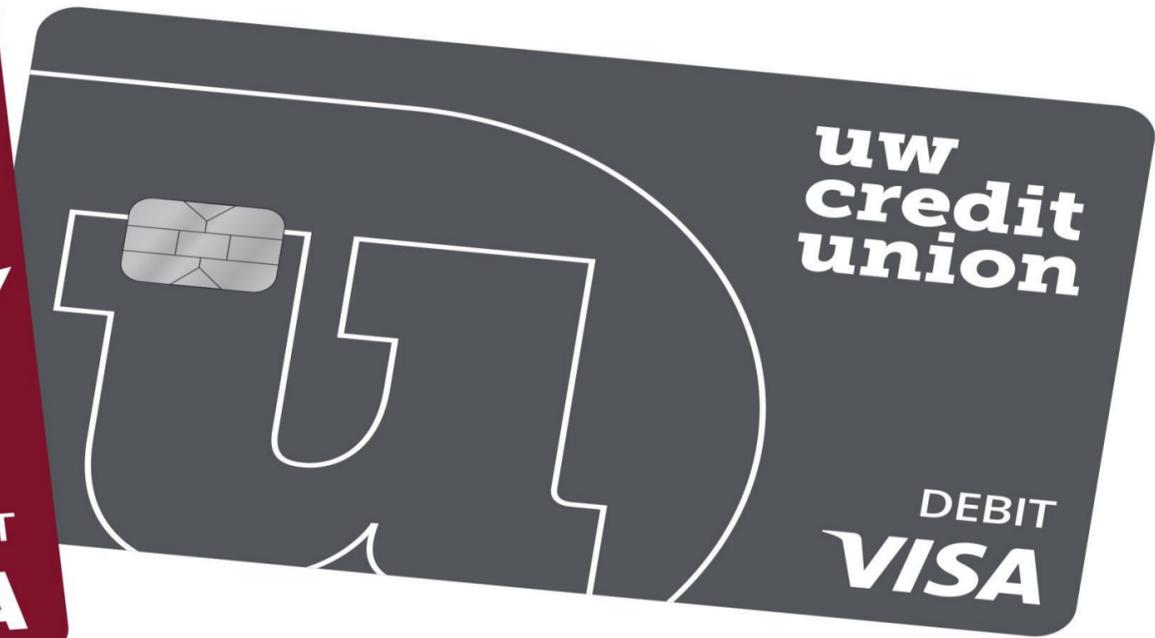
- Celebrating 92 years
- Proudly serving more than 300,000 members
- Members saved \$11 million in overdraft fees in 2021
- 30 branches throughout Wisconsin
- Named a “Best Place to Work” for LGBTQ+ Equality
- Received Governor’s Financial Literacy Award
- Created a \$1.5 million Fund for Racial Equity
- Federally Insured by NCUA

Here For Every You

- Our products & services are designed to help you save money during every stage of life:
 - Home Loans & Mortgages
 - Vehicle Loans
 - Personal Loans
 - Student Loans
 - Credit Cards
 - Checking & Savings
 - Wealth Management
- View our current offers and member perks online at uwcu.org

Perks of Membership

- Convenient On-Campus Branch
- Fee-Free Campus ATM Network
- \$0 to \$5 Overdrafts (limit one/day)
- Perks with UWCU Debit & Credit Cards
- 24/7 Mobile App & Mobile Wallet
- Free Financial Literacy, Debt & Credit Counseling
- \$30,000 Awarded Annually in Member Scholarships
- Judgement-free Zone...Ask Us Anything!



UWE + ONLY AT **uw credit union**

THANK YOU!

UW Credit Union
1135 Student Union
608-232-5000 ext. 3100



HUMAN RESOURCES | **UW** 



University Centers & Campus Dining Highlights

Kyle Burke, Director of University Centers
<https://www.uwlax.edu/university-centers/>



Welcome to “The U”

- The U serves as the living room for the campus. The U opened in 2017 and is 204,787 sq. feet
- The U is a place where we hope all students, faculty and staff will relax, eat, study and play
- The Center for Organizations Vision and Engagement (COVE) is home to the Leadership & Involvement Center (LIC), the Pride Center, Student Association, Fraternity & Sorority Life, Multicultural Student Associations, the Racquet and the Food Pantry
- The Campus Activities Board (CAB) programs events in the Theater, Entertainment Café, and the Bluffs Ballroom
- The Leadership & Involvement Center, offers a wide variety of leadership programs, volunteer opportunities and civic engagement programs
- The Recreation “Play” area has darts, billiards, air hockey, foosball, and vintage video games, all available at NO cost to the students
- Hearing loops exist in The Bluffs, Theater, Entertainment Café, and the Student Senate Chambers
- *“Did You Know Series”* on first floor features rotating Diversity & Inclusivity initiatives

HUMAN RESOURCES |



Also Located in “The U”

- **Admissions** provides counseling and recruits prospective freshman and transfer students
- **Chartwells** provides Dining Services & Catering
- **Follett** provides the University Bookstore and Textbook Rental Services
- **It Make\$ Cents** provides a money management/financial literacy program
- **University of Wisconsin Credit Union** provides banking and ATM services

Meeting/Event Reservations

- University Centers facilitates the scheduling of all non-academic use of space for meetings and events through the University Reservations Office
- The Union is home to several meeting and event spaces ranging from small conference rooms to the Bluffs Ballroom
- University Reservations also schedules spaces in other buildings for meeting and event purposes
- Visit the University Reservations website for more information about reserving spaces:
<https://www.uwlax.edu/reservations/>

Eagle ID / Dining Services

Eagle ID Card Office

- Office located on the 1st floor of The U
- Lost/Stolen Replacement (\$20), Damaged Replacement (\$5)
- Download the GET Mobile app for use of Digital ID
- Add Campus Cash and Dining Dollars
- Door Swipe Access

Dining Services

- The dining services in The U and Whitney Center serve as the campus kitchens!
- Chartwells is our campus dining partner
- Operate all Residential, Retail, and Catering Dining Services
- Registered dietician – Jess Harke – can assist with all dietary needs
- BOOST Mobile Ordering – Erbert and Gerbert's, Einstein Bros Bagels, and Murphy's Mug
- OZZI Container program – currently \$2 for students

HUMAN RESOURCES |



Where To Eat: Campus Dining Options

Student Union

- Breakfast @ La Crosse Café
- Einstein Bros. Bagels
- Sandwich of the Day @ Kitchen Classics
- Erbert and Gerbert's
- On the Go
- Grilled It
- Sono

Whitney Dining Center

- Main Dining Room
- Badger Street Station/Subs

Starbucks in Centennial Hall

Murphy's Mug in Murphy Library (Caribou Coffee)

Faculty/Staff Dining Plan

FACULTY/STAFF BLOCK PLAN

- **25 Block Meals for \$207.04**
- **Additional blocks may be added**
 - ✓ 10 Blocks = \$82.82
 - ✓ 20 Blocks = \$165.64
- **Staff Block Meals do not expire**
- **Payroll deduction payment option is available**

Visit: <https://www.uwlax.edu/university-centers/services/dining-services/dining-plans/#tab-facultystaff-dining-plan> for more information

THANK YOU!

University Centers
3200 Student Union
608-785-8888
univcenters@uwlax.edu



HUMAN RESOURCES | **UW**



University Police Department & Parking Services

Allen Hill, Chief of Police & Troy Richter, Director of Parking

<https://www.uwlax.edu/police/>
<https://www.uwlax.edu/parking/>



PAGE MENU

- Welcome
- About UWL Police Department
- Annual security report
- Crime prevention
- Crime data
 - Crime log**
 - Sex Offender information
- Emergency management
- FAQ
- Sexual assault awareness

University Police Department



Our operational status

UW-La Crosse Police Department is open 24X7. Our dispatch window is open for walk-in assistance. If you need assistance from the University Police, please contact our office by phone at 608-789-9000 or email at Police@uwlax.edu.

For more information: [UWL's COVID-19 info hub](#)

Services Offered

- *24/7 365 (13 fully sworn Officers)*
- *Vehicle Unlocks/Jumpstarts*
- *Active Threat training*
- *Self Defense Training*
- *CPR/AED, First Aid Certification*
- *Safety Escorts*
- *Parking Office*
- *Daily Crime Log*
- *Non-Emergency 608.789.9000*
- *Emergency 608.789.9000 or 911*
- *Bike Registration*



University Police serve a busy and vibrant campus, 24 hours a day seven days a week. Emergencies happen without warning so take a few moments to be prepared while knowing you can count on a prompt and professional response from our certified police officers and dispatch staff. Located at 605 17th St. North, our new state of the art facility gives us access to all we need to respond efficiently.

UWL Alert

Often it is not emergencies that bring us together but rather problems, incidents or issues which affect our quality of life on campus. Our staff shares a great sense of community and strives hard to work in partnership to resolve these matters. Further, we provide services and programming to make our University a better place. Please explore the website and learn more about Emergency Preparedness, UWL Alert, Crime Prevention, Alcohol, Marijuana, and Traffic Diversion programs, and many other programs. Feedback and involvement from outside the department is encouraged and helps us improve our performance and provides transparency essential in today's policing.



Police communications

Active Threat

CPR, AED, First Aid Training

Offered diversion? Click here.

Found Property

Open Records Request

Bicycle Theft Report

Register your bike today!

Drone Checklist

**LOCK IT,
TAKE IT,
OR**

CONTACT INFO

- 608.789.9000
- 608.789.9999 (emergency)
- 605 17TH ST. N., La Crosse, WI
- Operational status



UWLax
PARKING SERVICES

605 17th Street North
608.785.8061
parking@uwlax.edu



Parking on Campus

- **Permit** required, available at [Parking Services](#)
 - **SOLD OUT**, contact our office to get on the waitlist
 - Employee Permit Sale (end of April to July 1st)
- **Pay stations**
 - \$1 per hour
 - License plate is permit, display of receipt not required
- **Smartphone app** – [Passport Parking](#)
- **Commuter Lots** are enforced 2am to 7pm Monday through Friday
 - No permit required on Saturday and Sunday during the day
- **Resident Lots** are enforced 24/7 365 days per year



U-Pass

- Annual pass (\$75)
- Routes run every 15-60 minutes
- Schedules available at Parking Services or at the [MTU website](#)



Airport Shuttle

[Groome Transportation](#)

- 8 round trips between La Crosse and Minneapolis-St. Paul Airport (MSP)
- 10 round trips between La Crosse and Rochester
- Pick-up/drop-off at Whitney Center



Transportation Options

- Bus (Pick Up/Drop Off at the Student Union)
 - [Jefferson Lines](#)
 - [Coach USA](#)
- Amtrak
- SMRT
- Uber
- Lyft
- Bicycle
 - [Green Bike Program](#) through Outdoor Connection (\$15 plus deposit)



HUMAN RESOURCES



THANK YOU!

Parking Services

605 17th St. N

608-785-8061

parking@uwlax.edu



HUMAN RESOURCES | **UW**



LUNCH

11:45 ~ 12:30



Admissions

Corey Sjoquist, Assistant Vice Chancellor of Admissions & Recruitment & Samuel Pierce, Admissions Associate Director

<https://www.uwlax.edu/admissions/>



UW-La Crosse History

- In 1905, the Wisconsin legislature allocated \$10,000 for the purchase of a site in La Crosse.
- Sept. 7th, 1909, was the first day of school for the 176 students who were then enrolled in what was known as La Crosse Normal School.



UW-La Crosse History

- 1927 — La Crosse Normal is renamed the La Crosse State Teachers College.
 - ❑ authorized to grant four-year teaching degrees in physical education and secondary education.
- 1951 — La Crosse State Teachers College becomes Wisconsin State College, La Crosse.
- 1964 — The college is designated a state university; its name changes to Wisconsin State University-La Crosse.
 - ❑ The university is then organized into Colleges of Education; Physical Education; and Arts, Letters, and Sciences.

UW-La Crosse History

- 1971 — Through a merger, the university becomes part of the University of Wisconsin System.
- The name changes to the **University of Wisconsin-La Crosse, UW-La Crosse, UWL**



UWL TODAY!

- Total Enrollment
-10,302
- Undergraduates
-9,374
- Freshman Class
-2,308
- Average Class Size
-28
- Student to Faculty ratio: 19:1
-91% of classes under 50



Be a Part of the UWL Community!

Perks!

- Recreational Eagle Center (REC): Annual Membership - \$316 per year (~\$26/month)
- Athletic Events
 - 21 athletic teams to cheer on and discounted tickets for staff
 - Ticket Prices:
 - ✓ \$6 for football games
 - ✓ \$5 for all other sports
- Fine Arts Events
 - 7 Theatre productions each year - affordable admission rates
 - Season Ticket option available



Be a Part of the UWL Community!

Perks!

- Campus Programs and Speakers
 - ❑ All campus events (Movie Nights, Comedy Nights, Concerts, etc.) are free for faculty and staff to attend.
- Murphy Library Resources
 - ❑ Faculty and Staff have full untethered access to the vast number of collections housed in the Murphy Library and the UW System.
 - ❑ Interlibrary Loan System – get materials from other UW Schools.
 - ❑ Faculty and Staff can also schedule an Individual Research Consultation to have an in-depth discussion with a librarian about the resources available.
 - ❑ Murphy's Mug – Need coffee before teaching your courses or your next meeting? Stop by Murphy's Mug for some delicious Caribou Coffee options!



Be a Part of the UWL Community!

Perks!

- Campus Dining
 - ❑ Block Meal Plan—\$198 for 25 Meals – payroll deduction is available
- Childcare Center
 - ❑ Up to \$46 per day for faculty and staff (half days available)
- City Bus Pass
 - ❑ \$75 per year for faculty and staff



Campus Visit Options

- Walking tour of campus
- Admissions information session + walking tour of campus
- Campus Close Up
- Individual Appointments



How you might be involved?!

- Departmental/Faculty Meeting Requests
- Special Events: Scholar Day, sitting in on a class, etc.
- Phone calls/emails to learn more
- Greeting and welcoming to campus



Interested in taking a campus tour!?

Contact:

- Sam Pierce
- Associate Director of Admissions
- spierce@uwlax.edu



THANK YOU!

Admissions

2320 Student Union

608-785-8939

admissions@uwlax.edu



HUMAN RESOURCES | **UW**



CAMPUS TOUR



Division of University Advancement

Greg Reichert, VC Advancement/Pres Foundation

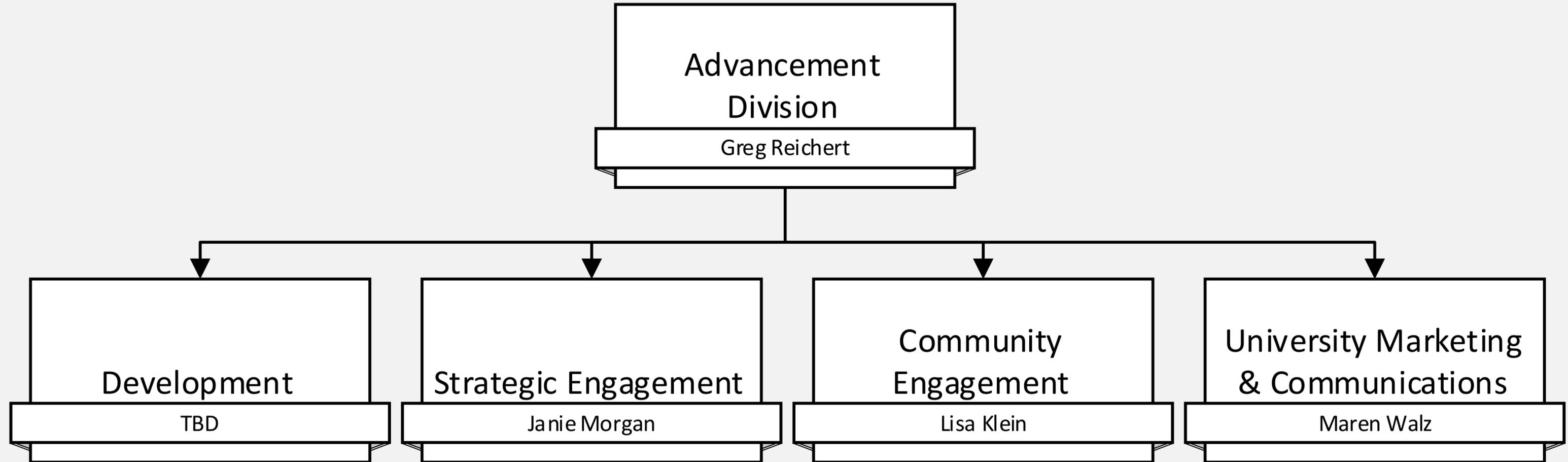




**UWL Foundation &
Advancement**

**UWL Alumni &
Friends Foundation**

Our Team



What is the UWL Alumni & Friends Foundation?

- The Foundation is a separate entity, independent from UWL.
- Purpose is "**to promote the welfare**" of the university.
- Charitable "institutionally related" foundations often exist in conjunction with public universities.

Strategic Engagement

- Build affinity with UWL – creating opportunities to engage with the university
- Celebrate alumni and donors
- Excite folks about the power of the UWL community

Development/Fundraising

- Day of giving – One Day for UWL
- Annual fund
- Planned gifts (including naming opportunities)
- Campaigns

Development/Fundraising

- ~1000 unique endowment funds
- \$1.3M Scholarships
- 1,000+ Scholarship Awards



Community Engagement

Community Engagement

- What we do**
- Listen to the community
 - Increase access to campus
 - Create connections

Community Engagement

How we do it

- One-stop-shop point of contact for community and campus
- "Friendship maker"
- Storyteller

THANK YOU!

UW Foundation

615 East Ave. N

877-895-3863

foundation@uwlax.edu



HUMAN RESOURCES | **UW** 



Safety

Dan Sweetman, Env Health & Safety Associate Director



Dan Sweetman, MS, CSP, CHMM
Environmental Health and Safety (EHS)
608-785-6800
dsweetman@uwlax.edu

- Environmental Health
- Occupational Safety and Health
- Radiation Safety Officer



What is EHS?

The primary focus of Environmental Health and Safety (EHS) is to collaborate with employees to enhance protection of people, the environment, and facilities. Secondary focus is compliance with regulations.

Environmental Health

- Manage hazardous, infectious, and universal wastes
- Promote waste minimization
- Spill Prevention Control and Countermeasures (SPCC) Plan
- Emergency Planning and Community Right-To-Know Act (EPCRA/Tier II)
- Storm water management/MS4 Permit
- Wisconsin Pollutant Discharge Elimination System Permit (WPDES)

Occupational Safety and Health

- Ergonomic assessments
- Back injury prevention
- Hazard Communication
- Control of Hazardous Energy
- Laboratory safety
- Classroom/online training
- Personal Protective Equipment (PPE)
- Indoor Air Quality
- Job Hazard Analysis

Radiation Safety

- Minimize exposure to ionizing radiation
- Manage compliance with Radioactive Materials License and X-Ray Facility Registration Permit

HUMAN RESOURCES |



Why Is Safety Important?

Safety means I get to go home to my family.

Safety means I don't have to live with the thought that I injured another person.

Safety means I get to enjoy my time away from work now and someday when I retire.

Safety means not taking short cuts to do something faster or easier.



HUMAN RESOURCES

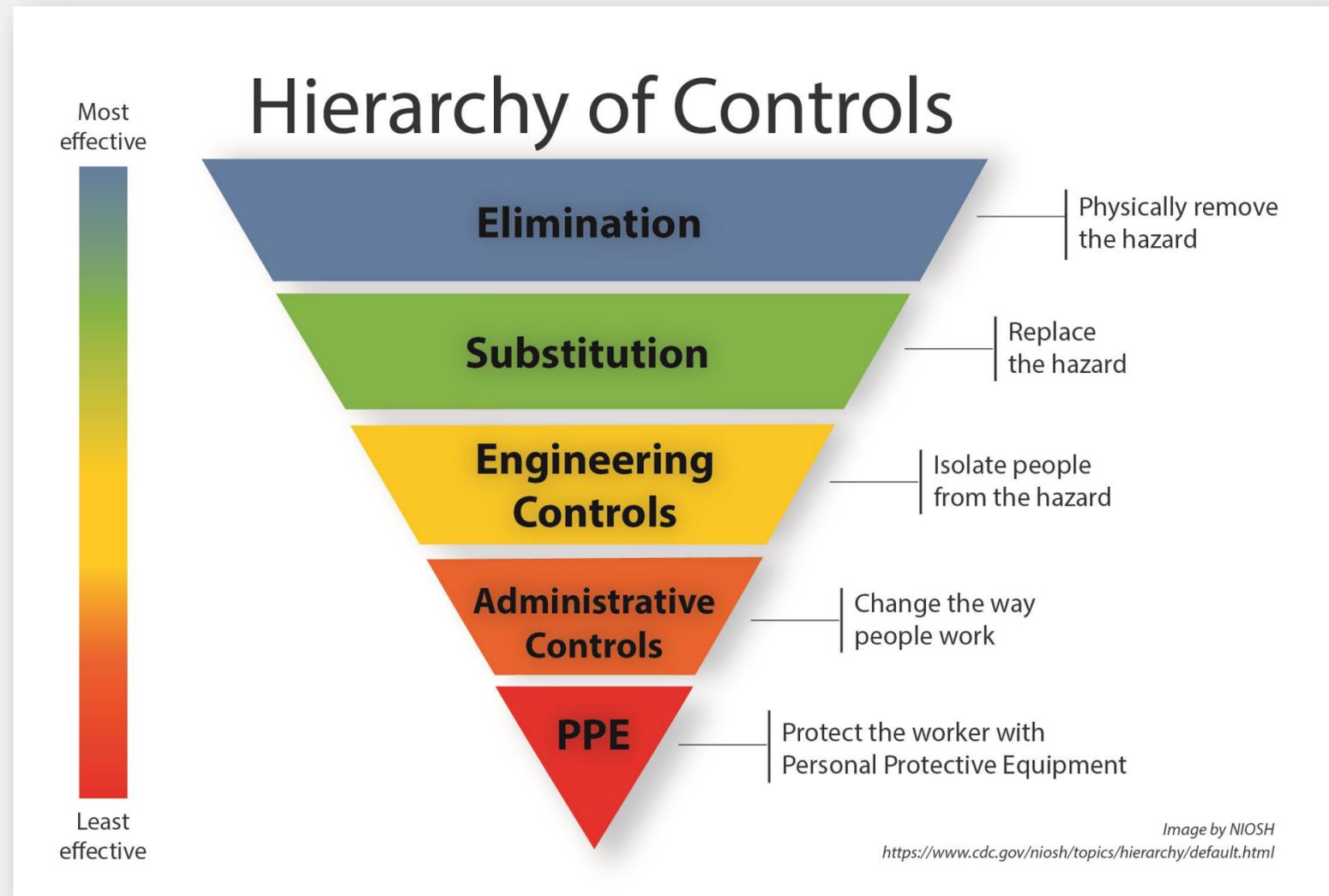


Health and Safety Philosophy

“No job is so important and no order so urgent that we cannot take the time to perform our work safely!”

Source: UW System Administration

How to Accomplish Safety



Safety is “the control of recognized hazards to attain an acceptable level of risk.” Source: National Safety Council

Source: National Institute for Occupational Safety and Health (NIOSH)

Who Provides Safety Services

Safety success stems from the combined efforts of many:

- ❑ Your Supervisor/Leadership
- ❑ Environmental Health & Safety
- ❑ Radiation Safety Officer
- ❑ Risk Management
- ❑ University Police
- ❑ Worker's Compensation
- ❑ Employee Assistance Program
- ❑ Student Health Center
- ❑ Facilities Management
- ❑ Campus Planning & Construction
- ❑ Everyone

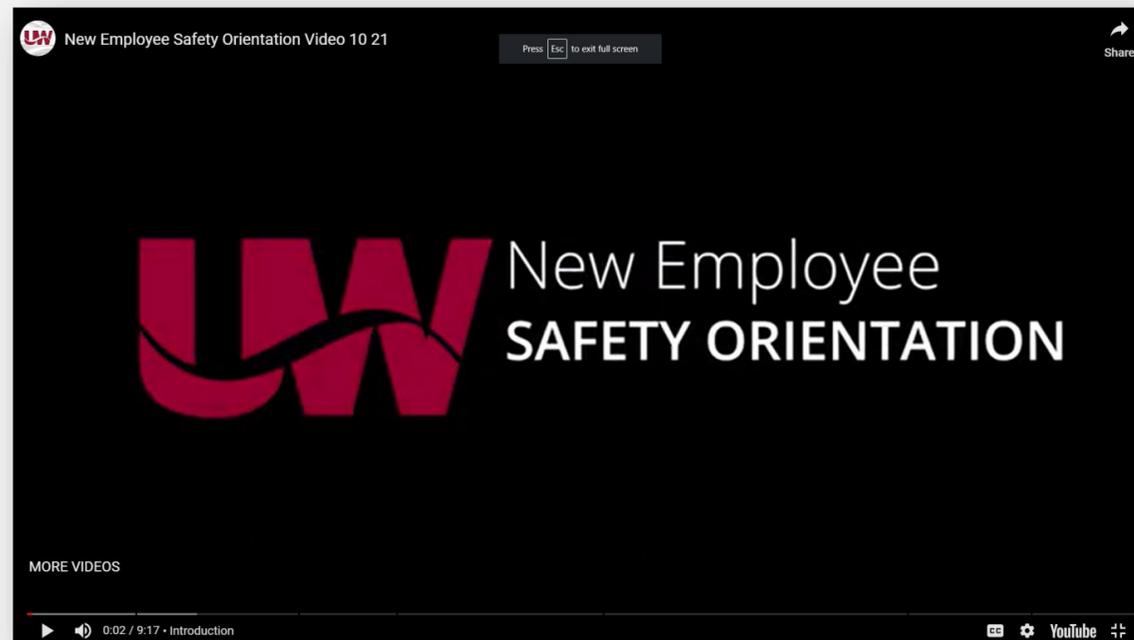


HUMAN RESOURCES |



How Do I Enhance Safety?

- You have Stop Work Authority
- Work with your supervisor and other campus resources
- Maintain good housekeeping
- When you see a safety concern deal with it right away
- View the [UW New Employee Safety Orientation Video](#)



THANK YOU!

Dan Sweetman

UWL Environmental Health & Safety

608-785-6800

dsweetman@uwlax.edu



HUMAN RESOURCES | **UW**



Facilities Management

Scott Brown, Director of Facilities

<https://www.uwlax.edu/facilities-management/>



Core Values

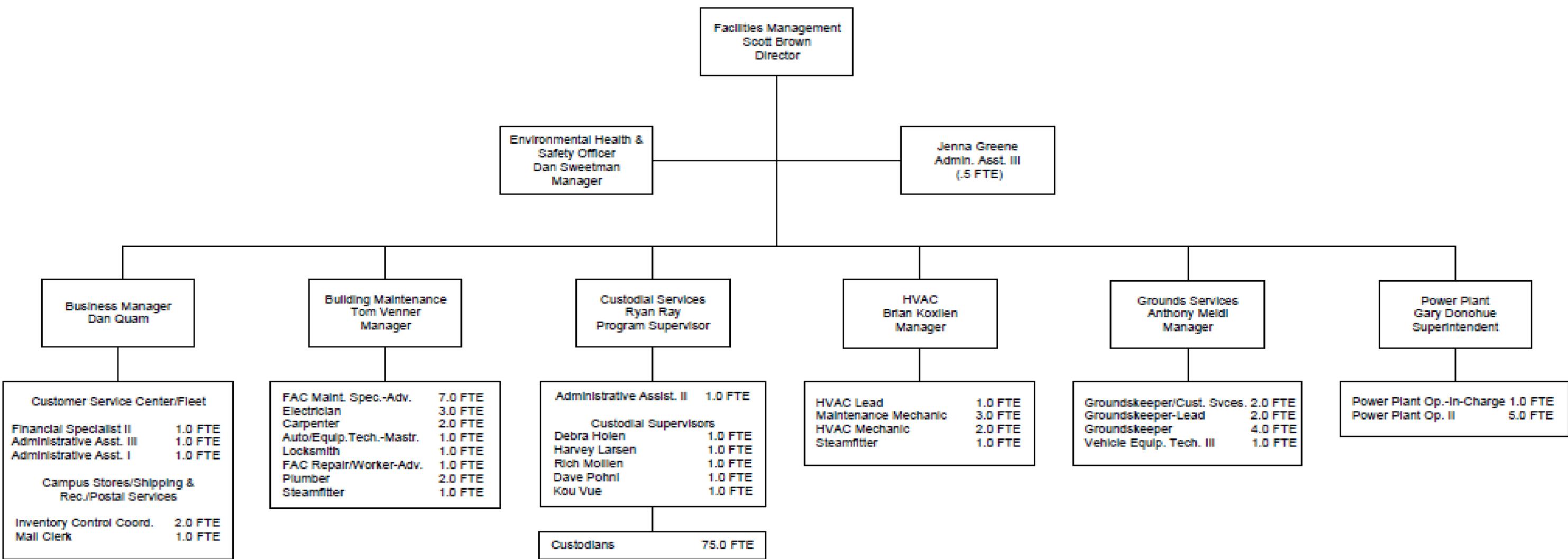
The mission of the University of Wisconsin-La Crosse is to provide a challenging, dynamic, and diverse learning environment in which the entire university community is fully engaged in supporting student success. We in the Facilities Management Department consider our role to be critical to the success of students, staff, and the University as a whole. Our responsibility is to provide the highest quality environment for education incorporating three “C” core values:

- **C**ustomer Service
- **C**ommunication
- **C**ollaboration

Facilities Management

- Manages 3,606,950 square feet of building space in 40 buildings and around 138 acres
- Around 125 employees in Building Maintenance, HVAC, Custodial Services, Grounds Services, and Support Staff

Org Chart



Facilities Management Supervisors

Dan Quam
Business Manager



Tom Venner
Building Maintenance
Manager



Ryan Ray
Custodial Services
Program Supervisor



Brian Koxlien
HVAC Manager



Tony Meidl
Grounds Services
Manager



Environmental Health and Safety

Dan Sweetman, Environmental Health & Safety Officer



Heating Plant

Produced 249,000,000 pounds of steam in FY 21 used for heating campus buildings and domestic hot water for buildings and is staffed 24/7 365.



Gary Donohue
Power Plant
Superintendent



Chiller Plants

- The Campus Chiller Plants generated 573,291,432,000 BTU's of cooling to cool the campus.
- April 15th start up of Campus Chillers
- October 15th shut down of Campus Chillers

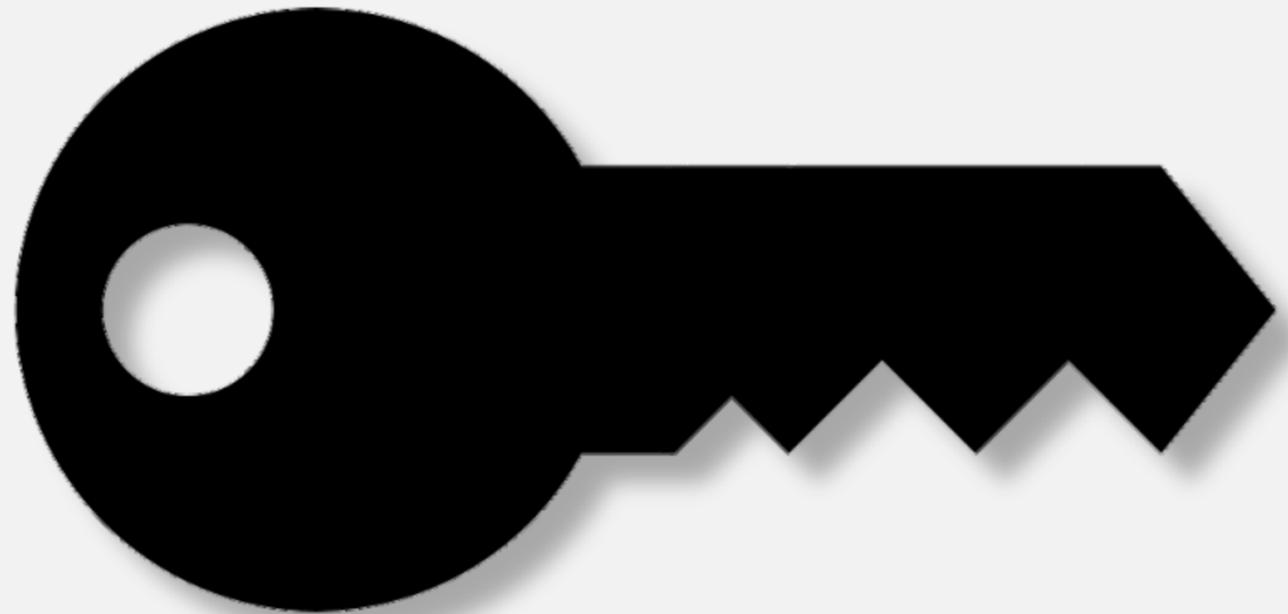


Work Orders

- Completed 19,621 work orders, 9,634 PM's, and received 5,352 iServiceDesk requests in FY 21
- Average time to finish a work order in FY 21 was 18 days
- All work orders are submitted online via [iServiceDesk](#).
- For all Facilities Management emergencies 7:00 a.m. to 4:00 p.m., please call 8585.
- For all after-hours emergencies, please call Police Services (789-9000).

Key Requests

Key requests and exterior door access requests are submitted electronically using [iServiceDesk](#).



Mail Delivery

- Mail will be delivered to campus mailrooms in the morning and packages will be delivered in the afternoon. Outgoing mail will be picked up every morning and taken to the post office before the end of the day. Special arrangements can be made by emailing [Dan Quam](#) or calling 8585.
- Personal mail and packages should not be shipped to UWL.



Campus Stores/Shipping & Receiving/ Surplus

- Receive all campus mail, packages, and freight (excluding Residence Life packages and mail)
- Order and deliver custodial supplies to campus
- Manage Campus Surplus items, including storage, auction, and pick up

Most Common Questions Answered

- ✓ Pets are not allowed in UWL buildings.
- ✓ Bicycles are not allowed in UWL buildings.
- ✓ You cannot live in your office.
- ✓ Space heaters are not allowed in UWL buildings.
- ✓ Staff and faculty members are not allowed to paint their own offices.
- ✓ All corridor signage needs to be approved by Facilities Management.
- ✓ All office pictures should be hung by Facilities Staff

THANK YOU!

Scott Brown
Facilities Director
608-785-8590
sbrown2@uwlax.edu



**Behind The Scenes
Tour available –
give Scott a ring!**

HUMAN RESOURCES | **UW**



Business Services

Mark Haakenson, Controller

<https://www.uwlax.edu/business-services/>



Mission Statement

The mission of the University of Wisconsin-La Crosse Business Services is to effectively develop and manage university business operations to support the institution's educational, research, and public service missions.

To fulfill its mission, Business Services implements procurement, payables, and receivables processes for efficient exchanges of economic resources and produces timely and accurate accounting information that reflects the financial position of the institution.

Business Services engages with students, faculty, staff, and external entities to support the institution's fiscal management by providing exceptional customer service and guiding stakeholders through business processes with the highest standards of professionalism, integrity, and accountability.

<https://www.uwlax.edu/business-services/mission-vision/>

HUMAN RESOURCES



Vision Statement

The vision of the Business Services office at the University of Wisconsin-La Crosse is to serve the business needs of our diverse stakeholders by driving innovation, applying technology and business concepts to improve university operations, and setting a leading example of professionalism for the institution.

<https://www.uwlax.edu/business-services/mission-vision/>

Leadership Team

Mark Haakenson – Controller

Kurtis Bock – Procurement Director

Derek Norby – Interim Accounting Manager & Functional Lead

Lisa Drazkowski – Accounts Receivable Manager

Spencer Green – Assistant Controller

Nathan Schlavensky – Contract Administrator

[Business Services Organizational Chart](#)

Physical Location

125 Graff Main Hall

- Controller's Office
- Accounting
- Accounts Payable
- Cashiers Office/Accounts Receivable

118 Graff Main Hall

- Procurement
- Contract Administration

Contact Information

Primary

- businessservices@uwlax.edu

Specific functions

- purchasing@uwlax.edu
- pcards@uwlax.edu
- contracts@uwlax.edu
- accountspayable@uwlax.edu
- cashiers@uwlax.edu

Knowledgebase

- Many Business Services resources can now be found on the UWL KnowledgeBase.
- The Business Services KnowledgeBase Guide provides a summary of the various Business Resources available:
<https://kb.uwlax.edu/business-services-knowledgebase-guide>

Controller's Office

- The Controller serves as the director of Business Services and chief accountant for the institution.
- Oversees the staff and operations of the unit, as well as business processes across the university.
- Develops the institutional Internal Control Plan.
- Serves as the primary contact for financial audits.
- Organizes and provides financial training.

Controller's Office (cont'd)

Controller

Assistant Controller

- Risk management
- Financial policy compliance
- PCI compliance

Functional Lead

- Systems & Operations Lead

Office Associate

- Office management

Financial Policy Compliance

Compliance with U.S. Federal, State of Wisconsin, and UW System Administration financial regulations and policies

Examples of policies:

- Payments of Incentives to Research Participants
- Food approval
- Alcohol purchases
- Prizes, Awards, and Gifts
- Memberships

Risk Management

- Assistant Controller serves as the primary risk management officer for the institution.
- Provides guidance and training on managing risk for the institution.
- Incident reports should be completed and submitted for any losses.
- Ensures proper insurance policies are in place.
- Driver authorization process

Procurement

- Supports institutional procurement processes.
 - <https://www.uwlax.edu/business-services/our-services/purchasing/>
- ShopUW+ Procure-to-Pay (P2P) system
 - <https://shopuwplus.wisc.edu/>
- Procurement policy advising and training
- Purchasing card training and management
- Vendor management (W-9s)

Accounts Payable

- Direct payments
 - accountspayable@uwlax.edu
- Student Faculty Organization (SFO) accounting
 - sfo@uwlax.edu
- Travel advising and support now provided by UWSA
uwstraveloffice@uwsa.edu
- <https://www.uwlax.edu/business-services/our-services/travel/>

Contract Administration

- Development, review, and negotiation of institutional contracts and agreements.
- External and internal contracts and agreements.

Accounting

- General ledger processing and reporting
- Banking services
- Daily revenue posting
- Chargebacks
- Transfers
- Capital equipment
- LMHSC accounting
- Grant accounting

Grant Accounting

- Fund 133 and 144 gifts, grants, and contracts
- Fund 233 gift accounting as well (Foundation funds)
- Works with Research & Sponsored Programs to ensure compliance and proper reporting
- Invoicing, time and effort reporting, & reconciliation
- Develops extramural fringe benefit rates
- <https://www.uwlax.edu/business-services/our-services/grant-accounting/overview/>

Cashiers Office

- Serves as the accounts receivable/bursar function for the university.
- Responsible for student billing and related customer service.
- Collects and deposits non-student funds and scholarship checks.
- Provides limited credit card billing services for non-student operations
- Cashless campus initiative
- <https://www.uwlax.edu/cashiers/>

THANK YOU!

Business Services

businessservices@uwlax.edu



HUMAN RESOURCES | **UW**



Institutional Research, Assessment & Planning

Graciela Engen, Director of Institutional Research

<https://www.uwlax.edu/institutional-research/>



Our Team



Grace Engen



Dr. Patrick Barlow



Brenda Murray



Garrett Soper

HUMAN RESOURCES |



What does IRAP do?

- **INSTITUTIONAL RESEARCH** We collect, analyze, and share data relevant to UWL.
- **ASSESSMENT** We help faculty measure student learning to improve teaching.
- **PLANNING** We analyze data to inform campus decision-making and planning in areas such as admissions, financial aid, curriculum assessment, enrollment management, staffing, student life, finance, alumni relations, and more.

Athletics

- UWL can boast of 21 different NCAA Division III sports teams and 23 club sports
- UWL Teams have won 71 NCAA national championships



HUMAN RESOURCES



Student Activities

- UWL has over 200 Student Organizations
- Our Music Program includes 5 bands, 4 Choirs, and an Orchestra
- Our Theatre program produces 6 full shows a year
- The Art department hosts multiple shows in our own gallery



Academic Majors & Programs



- Over 100 undergraduate programs
- Over 30 graduate programs
- 2 doctoral programs

Most Popular Undergraduate Majors

1. Biology
2. Exercise & Sport Science
3. Psychology
4. Finance
5. Marketing

Stats

- 2021-2022 Degrees Awarded: 2,383
 - *1,990 Bachelors Degrees*
 - *393 Graduate Degrees*
- *Undergraduate Alumni Employment Rate 93%*
- Retention Rate 84%
- Graduation Rate 73%

Faculty & Staff

- ~ 600 Faculty and Instructors
- ~ 330 Academic Staff
- ~ 280 University Staff
- ~ 85 Graduate Assistants



Student Body

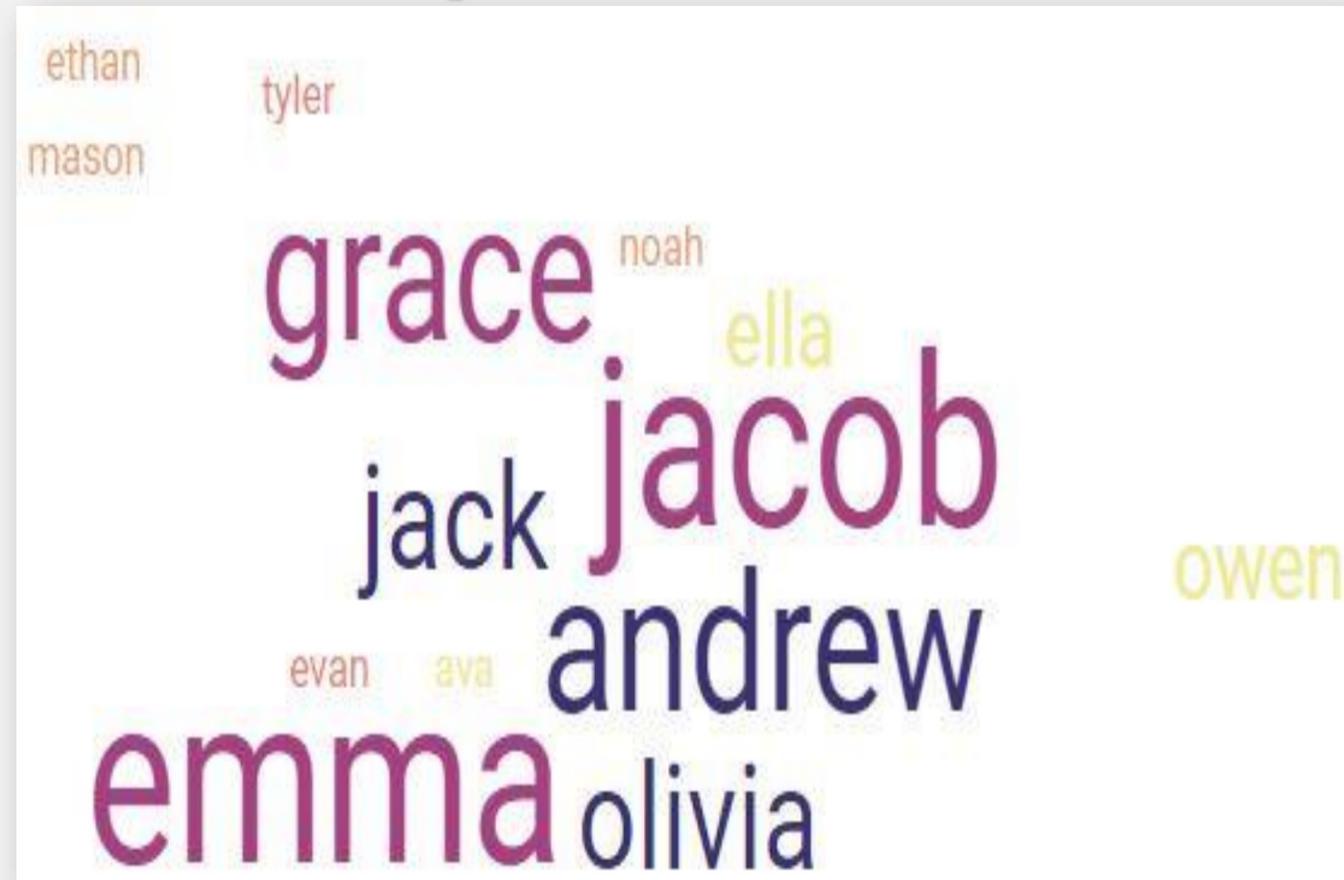
10,302 students!



- **9,374** Undergraduate students
- **928** Graduate students

Fall 2022 New First Year Students

Popular Names



- Middle 50% Range ACT Composite Test Scores: 21-26
- Valedictorians: 60
- Salutatorians: 22

PAGE MENU

Welcome

Accreditation

Accountability reporting

Assessment

Data resources

Data request

Our people

CONTACT INFO

608.785.8057

227 Graff Main Hall

gengen@uwlax.edu

HOME > ACADEMIC AFFAIRS > INSTITUTIONAL RESEARCH, ASSESSMENT AND PLANNING (IRAP)

Institutional Research, Assessment and Planning (IRAP)

The Office of Institutional Research, Assessment, and Planning (IRAP) serves as a comprehensive source for information about UW-La Crosse. Within our website you will find information on enrollment, retention and graduation, degrees, accreditation, assessment, and more.



UWL Fact Sheet



UWL Fact Book



UW System Accountability Dashboard



Day of Record & Faculty Data (UWL credential required)



HUMAN RESOURCES



THANK YOU!

**Institutional Research,
Assessment & Planning (IRAP)**

227 Graff Main Hall

608-785-8057

gengen@uwlax.edu



HUMAN RESOURCES | **UW**



BREAK

2:45 ~ 2:55



Community Engagement

Lisa Klein, Community Engagement Coordinator

<https://www.uwlax.edu/community/>



What We Do

Listen to community

Increase access to campus

Create connections



HUMAN RESOURCES



How Can the Community Engage with UWL?

[UWL Community webpage](#)



HUMAN RESOURCES



How Can Staff (University/NIAS) Engage?

[Community Engagement for Staff
webpage](#)



HUMAN RESOURCES



How Can Instructors Engage?

[Community Engagement for Instructors
webpage](#)



HUMAN RESOURCES



THANK YOU!

Lisa Klein

Community Engagement Coordinator

lklein@uwlax.edu



HUMAN RESOURCES | **UW**



Information Technology Services

*David Kim, Associate Vice Chancellor-IT & Chief Information
Officer*

<https://www.uwlax.edu/its/>



Information Technology Services



**Life
Safety**



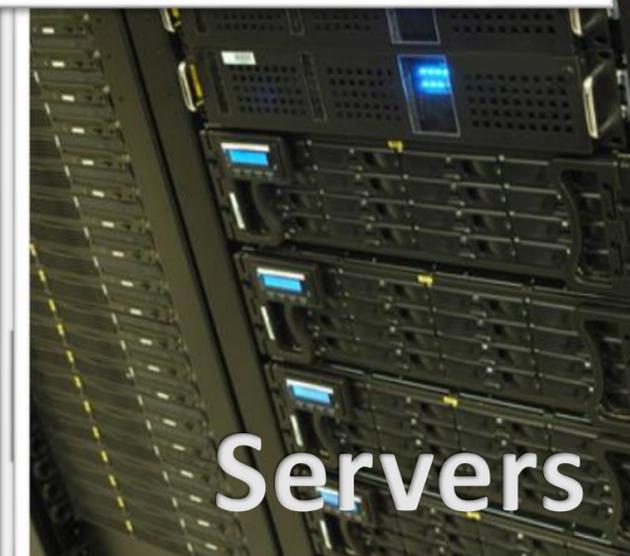
**Door
Access**



**Phone
Services**



Digital Signage



Servers

Wireless Access



Initial Information

- ITS Welcome email sent
- [First Time Access](#)
- Multifactor Authentication (DUO)
- Microsoft 365
- Faculty/Staff Technology Guide
- Forgotten Password
- ITS Eagle Help Desk



IT Security

- Annual Cybersecurity Training
- Protect Institutional Data
- Protect Data Privacy
- Digital Hygiene



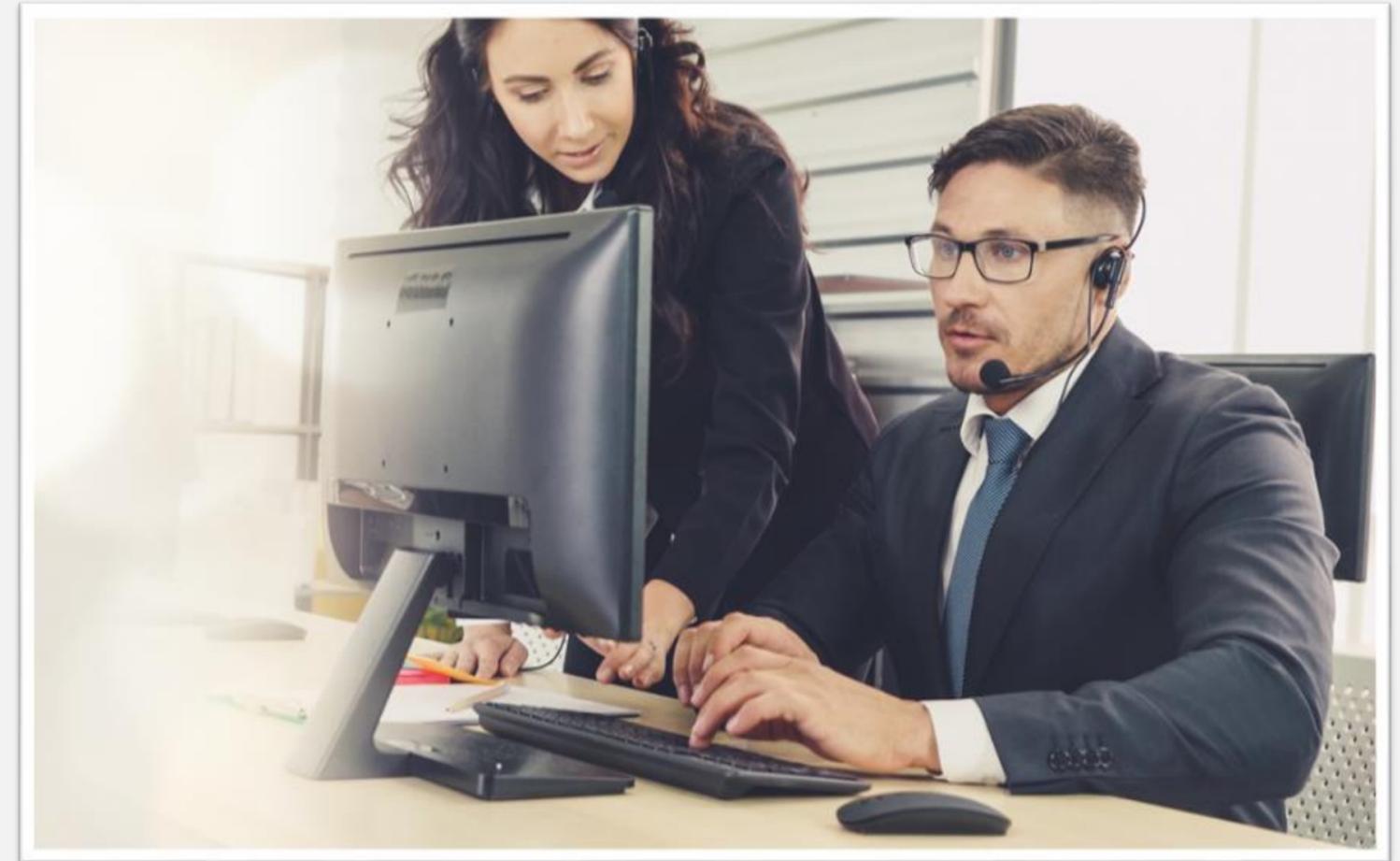
Computers

- Software
 - ✓ PC – Software Center
 - ✓ Mac – Self-Service
- Campus Computer Replacement Program
- Partner with ITS early



Others

- Eagle Help Desk
 - Phone – 608-785-8774
 - Ticket – <https://support.uwlax.edu>
 - Email – helpdesk@uwlax.edu
 - Website - <https://www.uwlax.edu/its/client-services-and-support/eagle-help-desk>
- ITS broadcast
 - Email – its@uwlax.edu



THANK YOU!

David Kim

Associate Vice Chancellor-IT & Chief
Information Officer
dkim@uwlax.edu



HUMAN RESOURCES | **UW**



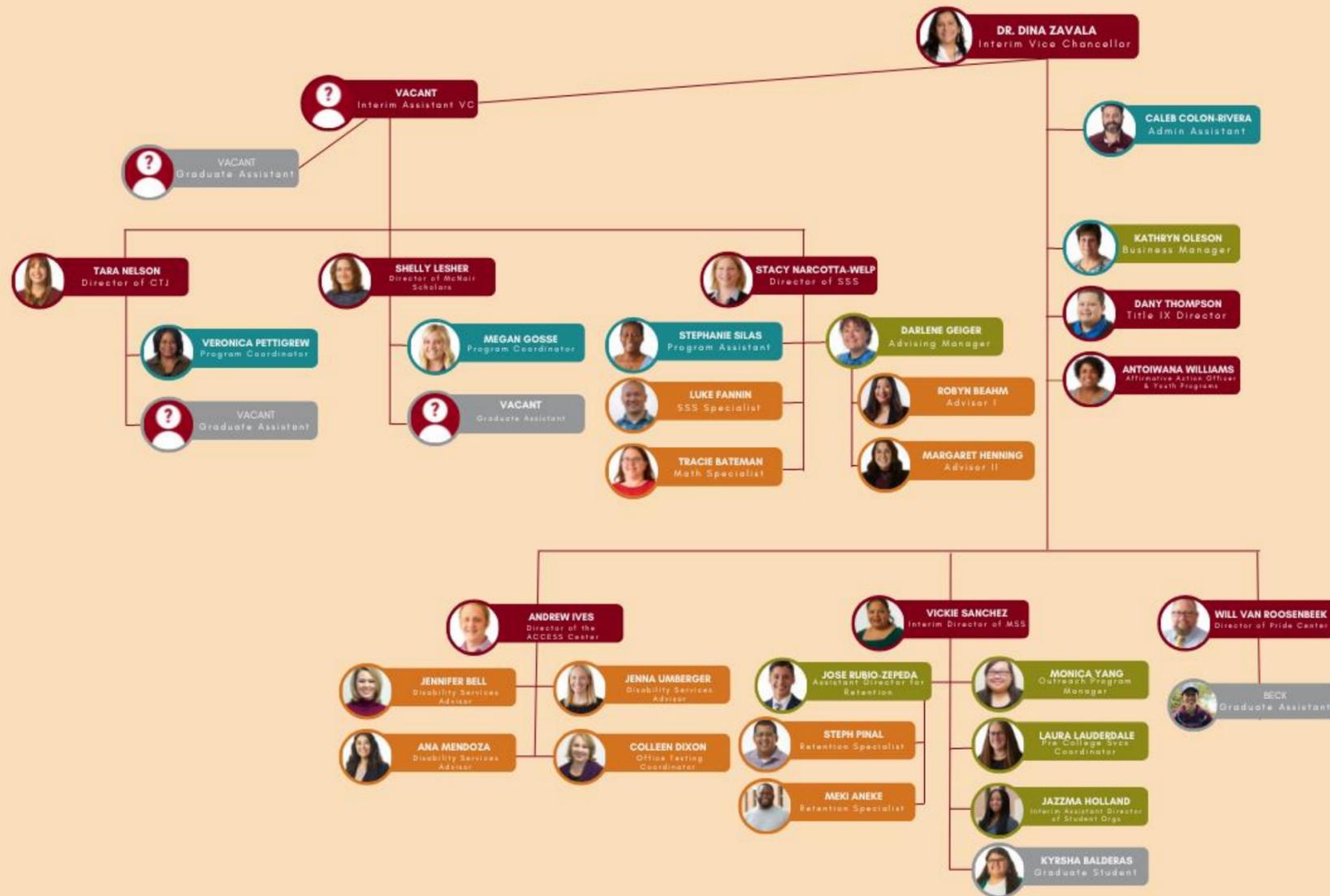
Diversity & Inclusion

Dina Zavala, Interim Vice Chancellor for Diversity & Inclusion

<https://www.uwlax.edu/diversity-inclusion/>



DIVISION OF DIVERSITY & INCLUSION ORG CHART FALL 2022



Org Chart

Initiatives Across the Division

- Equity Liaison Initiatives
- Social Justice Week
- Queer Coffee
- Social Justice Programming
- Campus Climate Research
- Campus Thread
- Bias Support and Education
- Pre-College Programs
- Academic Success Institute
- Multicultural Validation Program
- Hekima Scholars
- Lawton Grant
- Community Hour
- Peer Diversity Specialist Programs

Contact Information

Interim Vice Chancellor for Diversity & Inclusion

Dr. Dina Zavala | dzavala@uwlax.edu | 608-785-5097

Access Center Director

- Dr. Andrew Ives | aives@uwlax.edu | 608-785-6902

Center of Transformative Justice (CTJ) Director

- Dr. Tara Nelson | tnelson@uwlax.edu | 608-785-5093

Equity & Affirmative Action & Youth Safety Program Director

- Antoiwana Williams | awilliams@uwlax.edu | 608-785-5099

McNair Scholars Program (TRIO) Director

- Dr. Shelly Leshner | slesher@uwlax.edu | 608-785-8401

Office of Multicultural Student Services (MSS) Interim Director

- Vickie Sanchez | vshanchez@uwlax.edu | 608-785-8834

Pride Center Director

- Willem VanRoosenbeek | wvanroosenbeek@uwlax.edu | 608-785-8887

Student Support Services (TRIO) Director

- Stacy Narcotta-Welp | snarcotta-welp@uwlax.edu | 608-785-8534

Director of Title IX & Compliance

- Dany Thompson | dthompson@uwlax.edu | 608-785-8043

THANK YOU!

Diversity & Inclusion

145 Graff Main Hall

608-785-5097



HUMAN RESOURCES | **UW**



Title IX

Dany Thompson, Title IX Director

<https://www.uwlax.edu/title-ix/>



Title IX- What Employees Need to Know

- Almost every employee is classified as a “Mandatory Reporter” unless specifically told they are a Confidential Reporter.
- Things to report: sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking.
- Reporting does not automatically mean an investigation. The primary reason to offer support first.
- Report at www.uwlax.edu/title-ix

THANK YOU!

Title IX

Dany Thompson, Director of Title IX & Compliance

145D Graff Main Hall

608-785-8043

dthompson@uwlax.edu



HUMAN RESOURCES | **UW**



Affirmative Action Office

Antoiwana Williams, Director for Equity and Affirmative Action & Youth Safety Programs

<https://www.uwlax.edu/equity/affirmative-action/affirmative-action-program/>



Equity and Affirmative Action & Youth Protection



What you need to know

- Discrimination, Harassment, and Retaliation is not a UWL value.
- Please review the policies at this link to serve as a resources not only for yourself but for your students and colleagues.
 - <https://www.uwlax.edu/equity/resources-policies-and-procedures/#tab-policies>
- Self-identify information used in our annual report.
- This includes information about race, ethnicity, veteran status, gender, and disability status and is voluntary and be used to assess and approve UWL.
- Report at <https://www.uwlax.edu/equity/affirmative-action/self-identification-info/>
- Youth Protection and Compliance- hosting any type of activity or programming for youth/minor under the age of 18, please learn more about UW System Policy 625 at this link: <https://www.uwlax.edu/diversity-inclusion/youth-programs/staffresources/>

THANK YOU!

Affirmative Action

Antoiwana Williams (she/hers)

Equity, Affirmative Action and Youth Safety Director

UWL Alumna x2

23 years of service

145 Graff Main Hall

608-785-5099

awilliams@uwlax.edu

equity@uwlax.edu



HUMAN RESOURCES | **UW**



Student Life

Kara Ostlund, Dean of Students



WHAT MAKES UP THE STUDENT LIFE OFFICE?



- ADVOCACY AND EMPOWERMENT
- STUDENT CONDUCT
- VIOLENCE PREVENTION
- WELLNESS AND HEALTH ADVOCACY

WHO MAKES UP THE STUDENT LIFE OFFICE?



Dr. Kara Ostlund



Dr. Charissa
Jakusz



Faith Bergin



Kathryn Oleson



Amanda
Abrahamson



Taylor Zanotti



Blythe
McConaughey



Issy Beach

HUMAN RESOURCES |



ADVOCACY AND EMPOWERMENT



Dr. Charissa Jakusz



Taylor Zanolli



Amanda Abrahamson



Dr. Kara Ostlund

THE STUDENT LIFE OFFICE SUPPORTS STUDENTS IN DISTRESS THROUGH THE LENS OF ADVOCACY AND EMPOWERMENT.

WE BELIEVE IT IS IMPORTANT TO ADVOCATE FOR STUDENTS AS WELL AS EMPOWER STUDENTS TO UTILIZE THEIR STRENGTHS TO DEVELOP SELF-EFFICACY TO PERSIST THROUGH DISTRESSING EVENTS.

ADVOCACY AND EMPOWERMENT

Withdrawals (regular, medical, military)

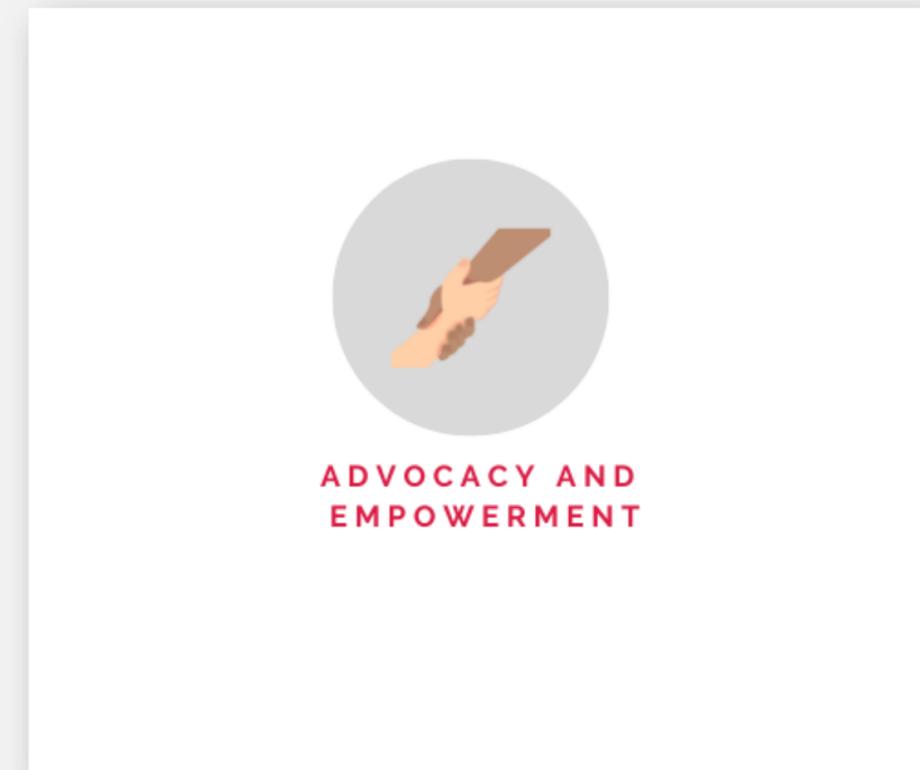
Absence notifications

Referral services

Emergency fund

Students of concern/students in distress

CARE Team



STUDENTS OF CONCERN

An individual in distress may not be disruptive to others, but may exhibit behaviors that something is wrong, show signs of emotional distress, and indicate that assistance is needed.

- ✓ Sudden and/or significant changes in academic performance/goals.
- ✓ Excessive absences
- ✓ Repeated requests for special consideration
- ✓ Characteristics that suggest the individual is having trouble managing stress



Student of Concern Reporting Form

If this is an **EMERGENCY** (immediate threat to harm oneself or others), please call **University Police at 608-789-9999 or 911.**

Why report a student concern?

UWL is committed to a campus community dedicated to supporting student success. We recognize that some students may face life events or personal difficulties that require more intentional coordination and support. To that end, we ask all campus community members to report any concerning behaviors or refer students who may need this intentional support by using this form.

What to report?

Please report any students that are in distress, students causing disruptions in class or students exhibiting concerning behaviors.

What happens when a report is submitted?

Once a report is received, Student Life staff will contact the reporter and develop a plan of support for the student of concern. This may include outreach to the student, working with other campus departments, or a referral to UWL's CARE Team.

*If you are unsure about whether you should report a situation, please contact the Student Life Office at 608-785-8062. We would like to consult with you and provide information about the case management services we provide.

Student support and success are our priorities, thank you for being part of a caring UWL community.

CARE TEAM

Disruption

Disruptive individuals exhibit behaviors that may signify that they are in a crisis situation and may need intervention or support. Some common questions include:

[What are signs of disruptive behavior?](#)

[How should I respond to a disruptive individual?](#)

[How should I respond when a student is disrupting my class?](#)

Contact the [Advocacy and Empowerment](#) at 608-785-8062 for assistance in providing support for students exhibiting disruptive behaviors.

Danger

If you or someone you know is in immediate danger (from self or others) contact [University Police](#) (608-789-9999) or 911 immediately for:

- Any incident involving any weapon being displayed
- Any incident where a person has been injured by the actions of another
- Any incident where a threat to harm or kill someone was made
- Any suicide attempt
- Any substantial property damage
- Any incident involving a hate crime
- Any crime or disturbance in progress when rescue or emergency medical assistance is needed

THE CARE TEAM IS AN INTERDISCIPLINARY TEAM ACROSS CAMPUS WHO DISCUSS STUDENT CONCERNS AND PROVIDE APPROPRIATE INTERVENTIONS FOR THE WELL-BEING OF THE STUDENT AND THE SAFETY OF THE UNIVERSITY COMMUNITY. THE CARE TEAM WAS CREATED TO MEET REGULARLY TO REVIEW CRITICAL INCIDENTS AND STUDENTS IN CRISIS.

Distress

An individual in distress may not be disruptive to others, but may exhibit behaviors indicating something is wrong, show signs of emotional distress, and indicate that assistance is needed. Some common questions include?

[What are the signs of distress?](#)

[How to respond to distress?](#)

Contact [Advocacy and Empowerment](#) at 608-785-8062 for consultation and support regarding students in distress.

HUMAN RESOURCES



STUDENT CONDUCT



Dr. Charissa Jakusz

THE STUDENT LIFE OFFICE IS RESPONSIBLE FOR THE STUDENT CONDUCT PROCESS AT THE UNIVERSITY.

WE RECOGNIZE EACH STUDENT AS A WHOLE PERSON, AND WE VALUE EQUITY, DIVERSITY, AND THE INCLUSION AND ENGAGEMENT OF ALL PEOPLE IN A SAFE CAMPUS ENVIRONMENT. THE STUDENT CONDUCT PROCESS IS DESIGNED TO ADDRESS THE STUDENT'S RELATIONSHIP TO THE INSTITUTION AND ITS BEHAVIORAL STANDARDS AND POLICIES.



Dr. Kara Ostlund

STUDENT CONDUCT

Non-Academic misconduct

Academic misconduct

Clery/annual security report

Campus Security Authority (CSA) Training



STUDENT
CONDUCT

VIOLENCE PREVENTION

AT UWL WE RECOGNIZE THAT VIOLENCE IN ANY FORM CAN INTERFERE WITH THE WORK AND LEARNING TAKING PLACE IN OUR COMMUNITY. OFTEN, SOMEONE WHO EXPERIENCES A SEXUAL ASSAULT, STALKING, OR VIOLENCE OR ABUSE IN A RELATIONSHIP MAY FIND THAT THEY HAVE DIFFICULTY FOCUSING ON WORK OR ON THEIR STUDIES



Blythe McConaughy

VIOLENCE PREVENTION

Free and confidential

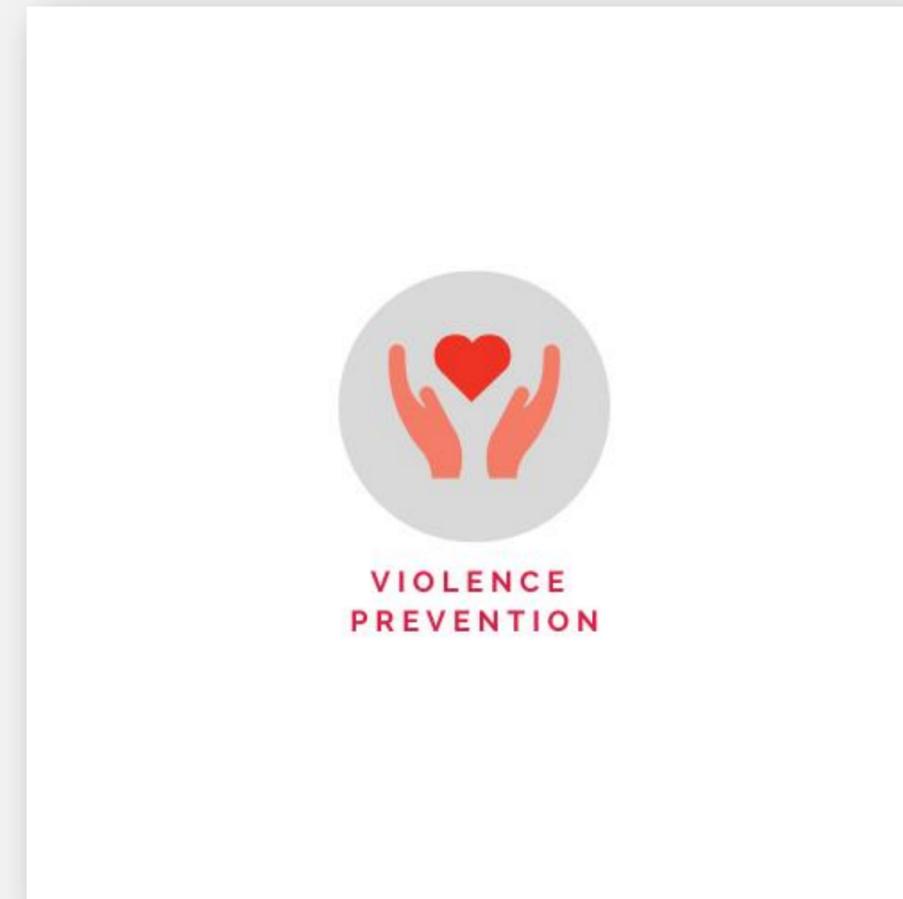
Referrals

Safety planning

Restraining orders/protective orders

Advocacy and support

Information on reporting options



FOR SEXUAL ASSAULT,
HARASSMENT, STALKING,
OR RELATIONSHIP
VIOLENCE

**CONFIDENTIAL
RESOURCES**

YOU CAN TALK WITH US

If you've experienced relationship violence, stalking, sexual assault or harassment

								
BLYPHE MCCONAUGHY VIOLENCE PREVENTION SPECIALIST 149 GRAFF MAIN HALL	WILL VAN ROOSENBEEK DIRECTOR OF LGBTQIA SERVICES 2214 STUDENT UNION	ISSY BEACH COORDINATOR OF STUDENT WELLNESS 149 GRAFF MAIN HALL	AMANDA ABRAHAMSON STUDENT LIFE SPECIALIST 149 GRAFF MAIN HALL	ANDREW IVES DIRECTOR OF ACCESS CENTER 124 WIMBERLY HALL	CHAPIN WEIDE DIRECTOR OF ATHLETIC TRAINING SERVICES 10 MITCHELL HALL	VIVIE SANCHEZ INTERIM DIRECTOR OF MULTI- CULTURAL STUDENT SERVICES 1101 CENTENNIAL HALL	TAYLOR ZANOTTI STUDENT LIFE SPECIALIST 149 GRAFF MAIN HALL	ROB NEEB STUDENT SUPPORT SERVICES ADVISOR 2135 CENTENNIAL HALL



**VIOLENCE
PREVENTION**

**CONFIDENTIAL
RESOURCES**

608.785.8062 | UWLAX.EDU/VIOLENCE-PREVENTION

HUMAN RESOURCES



WELLNESS AND HEALTH ADVOCACY

WELLNESS AND HEALTH ADVOCACY IS TO PROVIDE THE UWL CAMPUS COMMUNITY WITH CULTURALLY COMPETENT HEALTH EDUCATION, HEALTH PROMOTION PROGRAMMING, ALCOHOL AND OTHER DRUG EDUCATION, COMMUNITY ENGAGEMENT, AND PARTNERSHIP THAT SUPPORTS AND EMPOWERS THE CAMPUS COMMUNITY TO MAKE CHOICES AND CREATE LIFELONG HABITS THAT PROMOTE HEALTH AND WELL-BEING ACROSS ALL DIMENSIONS.



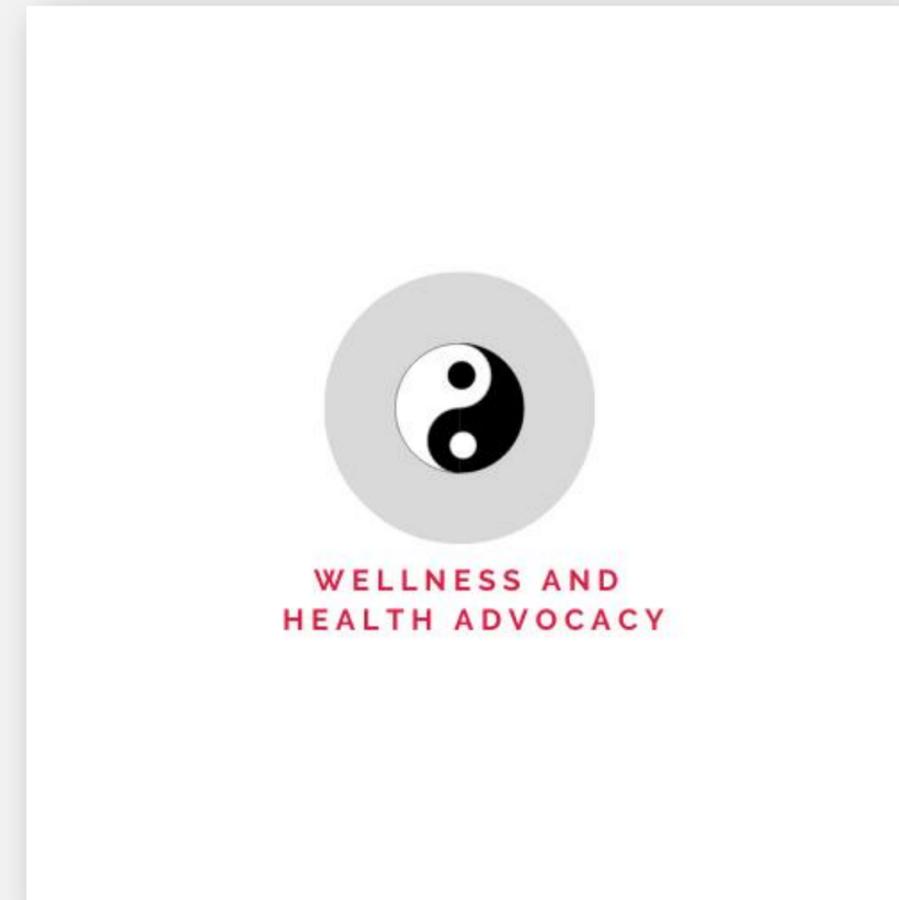
Issy Beach

WELLNESS AND HEALTH ADVOCACY

Programming

Alcohol prevention and
education

Well-being resources



KOGNITO

AT-RISK MENTAL HEALTH TRAINING



**EAGLES
care**

UNIVERSITY OF WISCONSIN-LA CROSSE

WWW.UWLAX.KOGNITO.COM

AT-RISK MENTAL HEALTH TRAINING

GET TRAINED TODAY!



SCAN ME

THANK YOU!

Student Life Office
149 Graff Main Hall



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Questions & Wrap Up

