



UNIVERSITY STAFF COUNCIL (USC) | MEETING MINUTES
THURSDAY, JANUARY 12, 2023 | 9:00 A.M.
WEBEX | LT4012

MISSION STATEMENT

The mission of the University of Wisconsin-Whitewater University Staff Council (USC) is to promote a positive environment for all university staff employees and encourage active participation in the University decision-making process. The USC is dedicated to promoting professional development and ongoing educational opportunities as well as serving as a channel of respectful communication among all university staff employees, and between university staff employees and the broader University community. The USC serves in an advisory role to the Chancellor and University administration. The USC represents all university staff permanent, temporary, and project appointment employees of the University.

MEETING AGENDA

Attendance:

Executive Board

- Jacqui Palcic
- Julia Rowehl
- Pedro Aranda
- TBD

Council Members

- Tanja Anderson
- Karen Brueggeman
- Jenny Clauer
- Wesley Enterline

- Jill Gerber
- Katrisa Hilliard
- Ramon Rocha

Additional Attendees:

Faculty Senate Representative

- Tracy Hawkins

Academic Staff Assembly Representative

- Christine Hoover

Guest(s): Heather Chermak

- Speaker
- Proposed Registrar Calendar 2024-2025 (notable changes)
 - Fall/Spring have same number of weeks
 - Spring classes will start the week after MLK Jr. Day
- Approval for proposed calendar
 - Motioned: Jenny Clauer
 - Seconded: Jill Gerber

Quorum Present: Yes

1. Approval of **Thursday, December 1, 2022** USC Council meeting minutes
 - Motioned: Julia Rowehl
 - Seconded: Wes Enterline
 - With minor spelling corrections required
 2. Chair Report | Jacqui Palcic
 - Chancellor Meeting
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- i. Confirmed \$1000 to help fund the Employment Recognition Dinner
 - Amendment items
 - i. Joint Resolutions – Changes visible in the Meeting Folder
 - ii. Governance leaders will meet to review
 - iii. Will be notified of any changes by end of next Friday
 - Working Group: Jim Disrude, Kristin Plessel work with Cabinet on Search Committees
 - i. Admin Concern, turnover on searches
 - ii. For USC to be notified of higher level searches
 - iii. What about lower level searches (Dean/Director and below)
 - 1. Amber Kammeraad has been on lower level searches
 - a. Advising Dean's Office
 - Shared ideas receiving employee concerns
 - i. Qualtrics Survey to submit/share employee related concerns
 - 1. Virtual Suggestion Box
 - a. Anonymous – this can only go so far
 - b. Can we follow-up?
 - ii. Open Office Hours – Gretchen is no longer available since shifting away from University Staff to Academic Staff
 - 1. Similar to before, but with a startup topic and transition as needed
 - 2. Could share quick updates – go over recently approved items
 - Tanja Anderson
 - i. Proposed having a meeting at Rock – Janesville
 - ii. Potentially March Meeting
 - iii. Parking Free for now
 - iv. More details to come when arranged
 - Strategic Plan (In Meeting Information Folder)
 - i. Send and feedback to Jacqui Palcic
3. Treasurer Report | Julia Rowehl:
 - General 102 Account: \$1195.72
 - Foundations Account: \$657.69
 - i. Refreshments from Fall USC General Meeting were paid and submitted with the following documentation:
 - 1. Food Expense Checklist
 - 2. Agenda
 - 3. Sign-in Sheet
 - 4. Original Invoice
 - ii. Training Travel Cost to Conference in Green Bay
 - 1. \$82.49
 - iii. Supplies: \$1103
 - iv. Services: \$311.60
4. Updates from other Governance Groups:
 - a. Faculty Senate | Tracy Hawkins / TBD
 - Has not meet yet: Will meet on January 24
 - 1. Revisit Academic Policies not yet approved
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- a. Academic Forgiveness
 - b. Incomplete
 - Review Joint Resolution / Shared Governance Policies
 - Academic Freedom and Technology
 - 1. Institution / College / Instructor
 - a. Who can make decisions on instructional technology
 - Flexible Work environment
 - Switch from hard copy to digital purple books – Feb/Mar
 - Spoke with Elena Pokot
 - 1. System wide revamp of NetID in the future
 - b. Academic Staff Assembly | Christine Hoover
 - Meeting was yesterday January 11
 - Jacqui Palcic was unable to attend
 - c. Whitewater Student Government | TBD
 - Julia Rowehl to take role
5. Campus Committees (*upload committee updates a minimum of 24 hours prior to meeting to correct date folder at T:\University Staff Council\USC Council Meeting Information*):
 - a. Audit, Review, Compliance and Ethics (ARCE) | Jacqui Palcic
 - b. Chancellor's Committee on Veteran and Service-Member Issues | Julia Rowehl
 - c. Community Engagement Center (CEC) Advisory Board | Julia Rowehl
 - d. Essential Learning and Assessment Review Committee (ELARC) | Jill Gerber
 - e. Inclusive Excellence | Julia Rowehl
 - f. JED Team (Mental Health) | Julia Rowehl
 - g. Landscape and Planning | Wes Enterline
 - h. Parking Committee | Jill Gerber & Wes Enterline
 - i. Rec. Sports Advisory Committee | Jill Gerber
 - j. Strategic Planning & Budget Committee (SPBC) | Jacqui Palcic / Julia Rowehl
 - k. Strategic Planning Process Team | Jacqui Palcic
 - l. Student Success Committee | TBD
 - m. Sustainability Committee | TBD
 - n. Title IX Advisory Committee | Karen Brueggeman
 - o. Titling Committee | Jacqui Palcic, Karen Brueggeman
 - p. University Center Board | Jenny Clauer
 - q. University Program Array Review Committee (UPARC) | TBD
 - r. University Technology Committee | Karen Brueggeman
 - s. UWW at Rock County Admin Council | Tanja Anderson
 - t. UWW at Rock County Steering Committee | Tanja Anderson
 - u. UWW at Rock County Safety and Facilities Committee | Tanja Anderson
6. Subcommittee Reports
 - a. By-laws
 - b. Elections
 - c. Employee Recognition
 - a. 2 emails about awards have gone out / 1 one more email reminder still scheduled to be sent
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- b. So far only 6 responses / 1 candidate – concern
 - i. Still it is the first time nominations have opened this early, so there is still time
 - d. Grant/Fundraising
 - a. Possible dates for fundraiser at Second Salem: Chris Christian
 - i. February 24
 - ii. March 3
 - iii. March 10
 - iv. Contact after lunch today to confirm date
 - e. Programming/Outreach
 - 7. Other Business:
 - New HR Director (Connie Putland) started in her role in early January
 - Propose Ticketing System in HR
 - Follow-up policy / maybe as joint governance
 - 8. Next Meeting
 - **Date: February 2, 2023** **Time: 9 am – 11 am**
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