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UNIVERSITY STAFF COUNCIL (USC) | MEETING MINUTES  
THURSDAY, MARCH 2, 2023 | 9:00 A.M.  
WEBEX | LT4012

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**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.

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**MEETING AGENDA**

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**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): *N/A*

**Quorum Present: Yes**

1. Approval of **Thursday, February 2, 2023** USC Council meeting minutes
    - Motioned: *Julia*
    - Seconded: *Jenny*
      - i. *7 Aye; 0 Nay*
  2. Chair Report | Jacqui Palcic
    - Dr. King's first day was March 1, 2023
      - i. Governance groups met with him March 3, 2023
    - HR Meeting
      - i. Governance leaders met with Connie and Stephanie Hartman
      - ii. HR Ticketing resolution on hold
      - iii. HR Priorities
        1. Moving academic staff from fixed-term contract to renewable
        2. Moving employee evals to June 30
        3. Update Policies/Procedures
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4. Develop Employee Training Options
  5. Recruiting
  6. Having Campus-Wide Town Hall meetings
  7. Be more available/accessible to campus (e.g. attend dept. meetings)
  8. Conflict Resolution
- Fox email with retention
    - i. Katrissa will attend the March/April meetings
  - General Meetings
    - i. WebEx setup
    - ii. Sent notification to all UC members
    - iii. Dr. King opening
    - iv. Matt Winden to talk about strategic plan
    - v. KEPRO
    - vi. Administrative Training
3. Treasurer Report | Julia Rowehl (No Change)
    - General 102 Account: \$1195.72
    - Foundations Account: \$657.69
  4. Updates from other Governance Groups:
    - a. Faculty Senate | Tracy Hawkins / TBD
      - Tracey Hawkins leaving, will be here until Spring Break
        1. Kimberly Nath taking Chair position for April and elect someone for next year
        2. Wrapping up this month on joint efforts
      - Just approved emeritus status to new deans
      - Any rejected sabbaticals be given rationale
      - All faculty on March 21
        1. Revision of faculty committees
        2. Disband UPARC
        3. Attempt to approve layoff policy / adapting system policy
    - b. Academic Staff Assembly | Christine Hoover
      - Next Wednesday is meeting at Rock
      - Tricia starting meeting
      - Committee work wrapping up policy / resolution proposals
        1. Feedback for academic staff promotions
        2. Feedback from HR, now from assembly – hear comments – March 8
        3. Personnel rule updates
          - a. Ratified spring 2022 – not updated since 1995
          - b. Cleanup to be more clear
        4. Search committee resolutions
        5. Elections opening up in the next few weeks
    - c. Whitewater Student Government | Julia Rowehl
      - Met 2/27/23
      - Approved courses that were deactivated
        1. Due to course enrollment

- Update handbooks
  - JED support met Nov 14/15
    - 1. Helpful to provide strategic plan and services to students
  - Special Olympics
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
    - a. Have Diversity Forum this week
      - i. Code of Freaks – Summers Auditorium
    - b. AMA from business school did nice graphics for it
    - c. Another speaker on March 7 – other folks
    - d. Prior Lydia XZ Brown – 100 attended (virtual/in-person)
    - e. Award Ceremony
    - f. History Exhibit at Rock
  - f. JED Team (Mental Health) | Julia Rowehl
  - g. Landscape and Planning | Wes Enterline
    - a. Projects On a stalemate waiting for progress to be made
  - 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
    - a. Limiting MACS
    - b. Surplus Sale
    - c. Update for Microsoft Suite in April
  - s. UWW at Rock County Admin Council | Tanja Anderson
    - a. Faculty Searches
    - b. Dr. King at Rock today 03/02/2023
    - c. Hired a facilities person
    - d. Looking for custodians
  - 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
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- b. Elections
  - c. Employee Recognition
    - a. Meeting and Planning for May 9
    - b. Shifted time to accommodate Robin's celebration
    - c. March 1 was deadline
    - d. Send data results to committee to discuss at next meeting
    - e. Regent award information sent out last week
      - i. Does not want to send in message form
      - ii. Need candidates from programs
  - d. Grant/Fundraising
    - a. Warhawk Weekly – Second Salem there
    - b. Sent flyer to all admins – Sororities / Fraternities
  - e. Programming/Outreach
7. Other Business:
- Resolutions (Tanja votes for all resolutions)
    - i. UWW Shared Governance Statement
      - 1. First sentence – not a good job
      - 2. Second sentence – we do very well
      - 3. We do more
      - 4. From mission statement
      - 5. Very similar to other groups even though it is focusing on differences
        - a. Missing admin communication
      - 6. Reword – and send out to vote via email
    - ii. Amending the Shared Governance Processes for Joint Resolutions
      - 1. Governance Group instead of Leader, and committed instead of executive group
      - 2. Motioned: Julia
      - 3. Seconded: Karen
      - 4. 8 Aye; 0 Nay;
    - iii. Resolution 1
      - 1. Motioned: Wes
      - 2. Seconded: Julia
      - 3. 8 Aye; 0 Nay
    - iv. Resolution 2
      - 1. All don't have open meetings anymore
      - 2. Motioned: Pedro
      - 3. Seconded: Julia
      - 4. 8 Aye; 0 Nay
8. Next Meeting
- **Date: April 6, 2023**     **Time: 9 am – 11 am**
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