



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.

COUNCIL MEETING MINUTES
WEDNESDAY, MARCH 13, 2024 | 11:00 A.M.
WEBEX

ATTENDEES

USC Representatives:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Tanja Anderson | <input checked="" type="checkbox"/> Jenny Clauer | <input checked="" type="checkbox"/> Tamela Rocke |
| <input checked="" type="checkbox"/> Pedro Aranda | <input checked="" type="checkbox"/> Wesley Enterline | <input checked="" type="checkbox"/> Russel Schmidt |
| <input checked="" type="checkbox"/> Kat Bastien | <input checked="" type="checkbox"/> Jill Gerber | |
| <input checked="" type="checkbox"/> Karen Brueggeman | <input checked="" type="checkbox"/> Elizabeth Lamb | |

Quorum Present: YES/ NO

Other Governance Attendees:

Faculty Senate
Representative

Kim Nath

Academic Staff Assembly
Representative

Michael Gorman

Whitewater Student Government
Representative

Angelina Izzo

Guest(s):

AGENDA

1. Priority Business
 - Call the Meeting to Order (11:00 am)
 2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
(Covered in March 7 Meeting)
 3. Other Governance Group Leadership Reports (Covered in March 7 Meeting)
 - a. [Faculty Senate](#) | Kim Nath
 - b. [Academic Staff Assembly](#) | Michael Gorman
 - c. [Whitewater Student Government](#) | Angelina Izzo
 4. USC Chair Report | Wes Enterline
 - University Updates
 - i. Compensation
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1. We need to compile data, assign costs, prioritize, and assess employee impact for submission to the Chancellor by May 1
 2. Submission should include University Staff compensation priorities, including issues like the DA resolution, policy concerns (such as overtime and overload), and transparency needs (like regular data supply)
 3. Brenda Jones and Committee assembling data for us
 4. Share recommendations with other governance groups to move forward
 5. Recommendation plan contingent on enrollment increases
 6. 2% pay plan increase still coming regardless – has nothing to do with plan
 7. 11.75% health insurance increase emphasizes need for this
- ii. Budget Process
1. Tuition increase proposed
 - a. Looking at about a 3.5% increase
 - b. Tuition increase would be approved by Board of Regents in April
 2. Tuition increase assumptions include
 - a. Addressing structural deficit
 - b. Help fund compensation
 - c. Expect enrollment to be flat
 3. Budget is in an “okay space” – no plans for furloughs or layoffs this year
 4. Spring enrollment has gone up, need to at least maintain enrollment; Rock County continues to excel in enrollment
- iii. Deloitte Report
1. Will drop on April 11 at the same time for other campuses
 2. Consider this report as a tool, not necessarily the plan we use
- iv. Chief of Staff Search and Screen
1. Finishing up in-person interviews and submitting recommendation to Chancellor mid-march
 2. Projected hire date of April 1
- v. Chancellor Listening Sessions
1. Targeting staff who do not usually interact with the Chancellor
 2. Asking staff the following
 - a. How do you interact with students?
 - b. How does your role impact student success?
 - c. How does your role impact enrollment and retention?
- vi. Police and Parking Services
1. Being looked at by administration and student perspectives
 2. Task Force working through specific responsibilities (MOU)
 3. Possible reimaged structure by July 1
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4. Payroll deductions not accepted after January
- vii. ITS
 1. New guest Wi-Fi launched on campus
 2. EduRoam will be new Wi-Fi allowing users to also connect with other campuses – coming later
- USC Updates
 - i. Personnel Rules
 1. Discussed w/ Connie Putland and agreed to address in the summer
 2. Updated personnel rules will be proposed to CHRO, Chancellor reviews and will then send to Board of Regents and UWSA review and a final legal review
 3. HR working through Academic Staff Personnel Rules first, then University Staff
 - ii. Campus Committees
 1. Wes to coordinate w/ other governance groups to get our email added to mailing list.
 - Meeting Notes
 - i. UW System Shared Governance Meeting – 2024.02.02
 1. Position Caps
 - a. DEI position cap of 130 positions (which includes vacancies)
 - b. Non-student facing positions
 - i. Does not apply to faculty/staff spending 75% of time with students/patients or funded by gifts/grants/contracts
 - ii. Does not apply to student employment
 2. UW-Green Bay Marinette Campus branch campus to go online – Chancellors asked to offer their recommendations
 3. All online programs for Universities of Wisconsin
 - a. <https://online.wisconsin.edu/>
 4. Tracking Search and Screen volunteers
 5. UW-Eau Claire Professional Development Conference
 - a. <https://www.uwec.edu/university-staff/university-staff-professional-development-conference/>
 6. UW-Oshkosh losing ~75% of their Department Assistants
 - ii. Admin Affairs DR Meeting – 2024.02.14
 1. Deloitte Report will contain plan for structural deficit
 - a. Enrollment and Retention
 - b. Staffing Levels
 - c. Space utilization
 - d. Facilities deferred maintenance
 - e. COVID money masking the existing budget issues
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- f. Our accounting is cash-based vs accrual-based, which creates a lot of unpredictability in actual numbers
 - g. Deficits are still run on the GPR side and service-based revenue is making up the difference
 - h. Properly coding and charging expenses to match revenue
 - 2. Budget Process
 - a. Justification for additional tuition increase will need to be submitted
 - b. Enrollment expected to stay flat
 - c. FAFSA is impacting campuses and admitted students nationwide
 - d. Department of Education working on streamlining process
 - e. Not impacting students applying; no fee for application if they apply for less than four campuses, but this may be removed
 - 3. ITS
 - a. Young Auditorium in process to receive improved WiFi access
- iii. Minimum Wage Discussion 2024.02.15
 - 1. Outliers should be addressed in the appropriate divisions – let Brenda Jones know
 - 2. Minimum wage increase was a necessary step
 - 3. Potential layoffs would likely be more one-off and focused on restructuring
- iv. Chancellor’s Leadership Council – 2024.02.16
 - 1. Took the Innovation Genome Assessment
 - a. [THE INNOVATION GENOME ASSESSMENT: AN OVERVIEW | Jeff DeGraff](#)
- v. Chancellor and Provost with Governance Leaders – 2024.02.20
 - 1. SPBC Talking Points
 - a. Aim to eliminate the structural budget deficit by 2026, adjusting for health insurance increases
 - b. Proposed tuition increase of 3.5% (possibly 4%), with at least 1% directly benefiting the institution, to be approved at the April Board of Regents meeting
 - c. Implementing strategies such as pooled tuition dollars, budget relief sessions for 102/131 accounts to manage a \$2.5 million reduction over two years and address the structural deficit
 - 2. Compensation
 - a. Caveats
 - i. Need continued enrollment growth
 - ii. Need to eliminate budget deficit

- b. Provide unranked priorities
 - 3. Policy Review
 - a. Some require higher level approval
 - b. Academic Staff Rules not formally approved
 - c. Spring semester focused on student conduct
 - vi. CHRO Meeting – University Staff Personnel Rules – 2024.02.20
 - 1. Jacqui Palcic was working on USC personnel rules
 - 2. Investigation process cannot have strict timeline
 - 3. Investigate other UW campus University Staff Personnel Rules
 - 4. Workplace Bullying Policy
 - a. <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/workplace-bullying-2/>
 - vii. Inclusivity Forum – 2024.02.22
 - 1. Inclusion definitions
 - a. Be your full self in this space- full humanity
 - b. Embracing yourself and the moment; the opportunities we now have; we have to embrace
 - c. everyone; create growth opportunity
 - d. Inclusion is a verb; few like you are part of something bigger than yourself and you have a role in
 - e. the greater whole; bring your best self
 - f. Diversity is a fact, equity is a choice, inclusion is an action, belonging is an outcome
 - 2. Asked multiple questions relating to inclusion
 - a. What motivated you to become an agent of change?
 - b. Barriers that limit advancement of DEI?
 - c. Consequences of not embracing DEI?
 - d. Business case of bringing DEI to your organization
 - e. What can we do differently to be more inclusive?
 - f. How can we stay committed given the climate of public education?
 - viii. Chancellor Inauguration was held on February 23, 2024
 - ix. Strategic Planning and Budget Committee – 2024.02.26
 - 1. Still doing a position review
 - 2. Political landscape
 - a. Winther Heide Project approved
 - b. Continue to reimagine DEI – focus is on Madison, UW-Whitewater focus is to keep at the departmental level toward student inclusion & success
 - c. International Dinner was on March 8, 2024
 - x. Strategic Plan
 - 1. [2023-2028 Strategic Plan](#)
 - 2. Review of Themes
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3. Data dashboard – updated when data is available (some may be annually)
 4. 15 Action Item Teams
 - a. Co-leads identified; built their teams
 - b. All teams are utilizing common progress trackers
 - i. Metrics
 - ii. Goals
 - iii. Meeting Notes
 - xi. UW System Shared Governance Meeting – 2024.03.01
 1. No Whitewater representative present
 - xii. Warhawk Success Conference – 2024.03.01
 1. Unable to attend
5. Constituency Reports
- Academic Affairs Report | Kat Bastien / Tamela Rocke
 - i. Kat Bastien
 1. Waiting for results on Campus Climate Survey
 - ii. Tamela Rocke
 1. Finding alternate day for fundraising event as many events are already scheduled; not sure when Spring Splash is happening
 - Finance and Administrative Affairs Report | Wes Enterline / Russel Schmidt
 - i. Wes Enterline
 1. See USC Chair Report
 - ii. Russel Schmidt
 1. Concern of UW promoting spring splash considering past years
 - Student Affairs Report | Karen Brueggeman/Jenny Clauer
 - i. Karen Brueggeman
 1. Big overview of Student affairs
 2. No updates on Tech Committee
 - a. On shared drive
 3. Elections
 - a. Emails went out
 - b. Reminder to be sent out next week – on Monday 18
 - c. Close April 5
 4. Recognition
 - a. Invite flyer will be sent today
 - b. Put onto events calendar & ask HR to add to newsletter & Warhawk weekly
 - ii. Jenny Clauer
 1. Angela Meldonian – Position opening for - UC Business & Dining System Administrator
 - At-Large Report | Pedro Aranda/Jill Gerber/Elizabeth Lamb
 - i. Pedro Aranda
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1. COEPS Search
 - a. On campus interviews this week
 - b. Had one candidate drop – two candidates
 - c. Search Website
 - i. <https://www.uww.edu/dean-coeps-search>
 2. Winther/Heide Project
 - a. <https://www.uww.edu/news/archive/2024-02-winter-heide>
 - b. Construction is expected to start in late 2025 on Heide Hall first before switching over to Winther Hall. Construction is estimated to be complete in late 2028 for both buildings.
 - c. Talking about displaced employees
 - ii. Jill Gerber
 1. Salary Compensation
 - a. Finished spreadsheets
 - b. Identified employees not at minimum wage
 - c. Identified outliers
 - iii. Elizabeth Lamb
 1. Unable to attend LGBTQ meeting
 - a. Looking for Director positions
 - UW-W at Rock County and Human Resources | Tanja Anderson
 - i. Tanja Anderson
 1. Rock update on t:drive
 2. Hired soccer coach – season starting in fall
 3. HR Wellness 3/6 - March madness march; 8 people attended
 4. Flock to URock planned for April 10 from 4 pm – 6 pm
 5. Newly created club space for Black Student Union
 6. Planning Cinco de Mayo event – always a successful community event
 7. Investing theater rigging system upgrade/repair
 8. Spring musical, Spitfire Grill, (4/11, 4/12, 4/13, and 4/14)
 9. Finishing space for podcasting
 10. Renewed street signs and more to come from Safety Committee
 11. Robin Fox interim TRIO director for this semester
 12. Funding Proposal – added carpet to request
 13. Edgewood Nursing program doing very well
6. Campus Committee Reports (upload committee updates a minimum of 24 hours prior to the meeting to the correct date folder at [T:\University Staff Council\USC Meetings-Council](#)):
 - Committee Reports in Constituency Reports above
 - a. Audit, Review, Compliance and Ethics (ARCE) | Wes Enterline
 - b. Campus Landscape and Planning | Wes Enterline
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- c. Chancellor's Inauguration Committee | Kat Bastien
 - d. Chancellor's Committee on Inclusive Excellence | Kat Bastien
 - e. Chancellor's Committee on LGBT* Issues | Elizabeth Lamb
 - f. Chancellor's Committee on Student Success | Tamela Rocke
 - g. Chancellor's Committee on Veteran and Service-Member Issues | Karen
 - h. Competition review Committee | Wes Enterline
 - i. James R. Conner University Center Board | Jenny Clauer
 - j. Chancellor's Committee on Mental Health | Kat Bastien
 - k. Leadership Feedback Committee | Kat Bastien
 - l. Parking Committee | Jill Gerber
 - m. Rec. Sports Advisory Committee | Jill Gerber
 - n. Sexual Violence and Harassment Advisory Committee | **NEED REPRESENTATIVE**
 - o. Strategic Planning & Budget Committee (SPBC) | Wes Enterline / Tamela Rocke
 - p. Sustainability Advisory Committee | Wes Enterline
 - q. Titling Committee | Karen Brueggeman
 - r. University Compensation and Benefits Committee | Wes Enterline / Jill Gerber
 - s. University Technology Committee | Karen Brueggeman
7. Subcommittee Reports
- a. Bylaws | Wes Enterline
 - a. Add to April Agenda
 - b. Elections | TBD
 - c. Employee Recognition | Karen Brueggeman
 - d. Grant/Fundraising | Tamela Rocke
 - e. Programming/Outreach | Karen Brueggeman
8. Other Business:
- Adjourned (11:58 am)
9. Next Meeting
- **Date:** April 4, 2024
 - **Time:** 9 am – 11 am
 - **Location:** UC 259
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