



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
THURSDAY, AUGUST 3, 2023 | 9:00 A.M.
UPHAM HALL 222 - WEBEX

ATTENDEES

USC Representatives:

- | | | |
|--|--|--|
| <input type="checkbox"/> Tanja Anderson | <input checked="" type="checkbox"/> Jenny Clauer | <input type="checkbox"/> Tamela Rocke |
| <input checked="" type="checkbox"/> Pedro Aranda | <input checked="" type="checkbox"/> Wesley Enterline | <input checked="" type="checkbox"/> Julia Rowehl |
| <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:

- | | | |
|--|--------------------------------------|--------------------------------------|
| <u>Faculty Senate</u> | <u>Academic Staff Assembly</u> | <u>Whitewater Student Government</u> |
| <u>Representative</u> | <u>Representative</u> | <u>Representative</u> |
| <input checked="" type="checkbox"/> Kim Nath | <input type="checkbox"/> Becky Jones | <input type="checkbox"/> TBD |

Guest(s): Max Lund, Grace Dargiewicz, Kai Instefjord, Kate Nagle

AGENDA

1. Priority Business
 - Call the Meeting to Order
 - Approval of **Thursday, July 13, 2023** USC council meeting minutes
 - i. Motioned: Karen Brueggeman
 - ii. Seconded: Julia Rowehl
 - iii. Approved
 1. 8 Yay; 0 Nay
2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
 - N/A
3. USC Chair Report | Wes Enterline
 - USC Chair Report
 - i. 1:1 Meeting

1. Wes Meeting with USC members (4 complete so far – rest should wrap up by end of week)
2. To share general themes at next meeting
- ii. Notable Dates in August
 1. 8/25/23 10 am - 11:30 am: Rock County USC Open Office Hours w/ Tanja Anderson
 2. 8/29/23 10 am – 11:30 am: Chancellor’s Welcome Address (Young Auditorium)
 3. 8/29/23 11:30 am – 1 pm: Campus Cookout (University Center – Hamilton Room)
 4. 8/29/23 1 pm – 2:15 pm: Culture of Mattering Skill Building Session
- iii. Fall Meetings
 1. Meeting in UC 259 (Shared Governance Room)
 2. Webex link:
 - a. <https://uww.webex.com/uww/j.php?MTID=md40650a01145044fa1c273f7dcd637ca>
 3. Julia Rowehl will host November Meeting, Wes Enterline will be absent – Chair Report will be provided in advance of meeting
- iv. Other Admin
 1. USC T:drive access is still being cleaned up
 2. USC email access limited to Wes Enterline and Pedro Aranda
 - a. Another will need access when it comes down to elections as both Wes and Pedro will be up for election
- v. Notable University Staff Separations
 1. Susan Williams – transferred to UW-Madison
 2. Nick Ciesinski - resignation
- USC Representative Training
 - i. Members complete Open Meeting Laws Training
 - ii. Members to review By-Laws
- Leadership Advance
 - i. Chancellor’s Reflections & Intro
 1. 4.5% tuition increase starting with this year – projected ~\$1.8 million increase in revenue
 2. DEI cut: \$1.2 million in the biennium
 3. Up to \$2 million in incentives for workforce development
 4. \$6.5 million deficit; goal to reduce to \$0 by 2028
 5. Pay Plan options
 - a. 4% and 2% approved
 - b. 3.4% and 1.7% with 15% Carve-Out
 - i. 1% increase to Full Professors – to deal with equity
 - ii. Funding faculty promotions
 - iii. Increase Minimum Wage to \$17/hr

- c. 3.4% and 2%
 - i. Same initiatives, but less funds from state
 - d. General straw poll indicated desire for the wage initiative with care-out
 - 6. University Compensation Committee coming together for fall
 - ii. Fall Term 2023 – AC & COS Jim Disrude
 - 1. Chancellor Welcome Address 8/29 10 am – 11:30 am
 - a. Zach Mercurio – Keynote Speaker (The Invisible Leader)
 - 2. Whitewater GroCo – Groundbreaking June 1, 2024
 - iii. Enrollment & Retention – AVC Jackie Briggs
 - 1. Initiatives in progress
 - a. Enrollment projections working group
 - b. Strategic plan action items
 - i. Academic advising model
 - ii. One stop shop
 - iii. Student success process
 - iv. Transfer pathways
 - c. International student support
 - d. Re-enrollment and current student communications
 - 2. Initiatives To Do
 - a. High impact practices data
 - b. Continued support of our platforms to serve students
 - c. Campus-wide enrollment forum
 - d. Re-examine nontraditional areas of enrollment growth
 - e. Continued financial support for students
 - 3. Guiding themes
 - a. Student experience
 - b. Collaboration
 - c. Creativity
 - 4. Retention by product of positive student experience
 - 5. Customer Service
 - 6. Positive student experience is...
 - a. Personalized
 - b. Empathetic
 - c. Timely
 - d. Positive
 - e. Professional
 - f. Provides value
 - g. Clear and concise
 - h. Goals are accomplished
 - i. Dependable
 - j. Flexible
 - k. Supportive

- I. High Quality
 - m. Authentic
 - 7. Poor student experience results from...
 - a. Expectations not met
 - b. Lack of empathy
 - c. Difficulty in solving problem/getting answer
 - d. Lack of listening
 - e. Rigid process or answers
 - f. Uninformed/poorly trained assistance
 - g. Inappropriate use of channels
 - h. Lack of human contact
 - i. Unclear
 - 8. Student experience standards
 - a. Feel welcome
 - b. Efficiently/effectively serve student needs
 - c. Seek additional ways to serve student
 - d. Show appreciation at the end of interaction
 - 9. Takeaways
 - a. How is each area assessing student experience?
 - b. What is done well, and how to share ideas with others?
 - c. What trainings/resources needed to improve student experience?
 - iv. ICIT (now ITS) – Interim CIO Sara Deschner
 - 1. CIO search start mid-September
 - a. Paul Waecheli – search chair
 - 2. Discussion – Where will campus IT needs be in 20 yrs?
 - v. DEI Initiatives Exercise – Chancellor King and VC and Interim SIO Artanya Wesley
 - 1. Looked at new Inclusive Excellence statement and developed feedback
 - vi. Institutional Approach to Institutional Branding, Marketing, & Communication – CMO Ann Stadler
 - 1. Have game plan in place
 - 2. Asking others to continue to support marketing
 - vii. Investing in UW-Whitewater’s Rock County Campus – AVC & Dean Tricia Clasen
 - 1. Was presentation on current status of Rock County
 - viii. Strategic Planning, Budget, & Facilities – Provost Chenoweth
 - 1. Strategic Plan
 - a. Identifying co-leads for all 15 action items and setting accountability metrics to make progress
 - 2. Budget
 - a. 50% is “Central Budget” – GPR
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- i. Not including Auxiliary, Rock County, Seg Fees, or Service-Based Fees
 - b. FY 23 approx. overall numbers
 - i. Reserves: \$16.4 million
 - 1. Had planned to be short for last year's budget: \$8.5 million
 - ii. Expected Deficit: \$4.5 million
 - iii. Actual Deficit: \$4.5 million
 - iv. Remaining Reserves: \$12 million
 - c. FY 24
 - i. Reserves: \$12 million
 - ii. Budgeted deficit: \$7 million
 - iii. Expected (guess) deficit: \$4.5 million
 - d. UW System schools need to eliminate structural deficit within next 5 years, but will run out of cash before then
 - e. Factors not yet included
 - i. Compensation, DEI cut
 - 1. Pay plan will cost \$1 million to GPR
 - 2. No new auxiliary to pay for it
 - f. Increased enrollment/retention to help, but will mostly go towards this year's challenges
 - 3. Facilities
 - a. State approved enumeration for Winther/Heide for \$3 million
 - i. Not sure if receiving funds or if we are paying for it
 - b. Construction can help enrollment by showing things are happening
 - ix. Inspire. Engage. Innovate. Transform. Resilient. – Chancellor King
 - 1. First fall as the new Chancellor
 - 2. Be authentic
 - 3. Care for team – show compassion
 - 4. Always be student-centered
 - 5. Focus on inclusivity
 - a. Title IX review/audit with UW System
 - 6. Proposal for putting together community facing units to the Community Engagement Center
 - 7. Discussing University's usage of the Innovation Center
 - 8. Investing in Athletics
 - 9. Student Affairs moved to Hyer Hall
- Chancellor Cabinet
 - i. Update
 - 1. Considering removing service awards from Chancellor's Address

- a. If removed, then there would be a separate event for the service awards
 - ii. Enrollment Update
 - 1. Overall positive trend, especially incoming freshman
 - 2. Data finalized on 10th day of semester
 - 3. Housing capacity at 4024/4200 with additional space available in Goodhue
 - iii. Fundraising Update
 - 1. Focused on shared goals and new strategic plan
 - 2. Feasibility study scheduled to complete – expected Spring 2024
 - 3. Philanthropy Summit scheduled for Wednesday August 16
 - iv. Pay Plan
 - 1. Approved by state budget, but not yet by JCOER
 - 2. Not planning on doing 15% carve out
 - 3. Planning on using increased enrollment to cover the initiatives
 - a. Full Professor increase
 - b. Faculty promotion
 - c. Minimum wage to \$17/hr
 - 4. Continued enrollment growth to allow funding to support compression and “one-off” inversion/inequity issues
 - v. Inclusive Excellence
 - 1. Dr. Wesley requested feedback on questionnaire for repository of initiatives related to IE
 - vi. Strategic Plan
 - 1. Co-leads to be named at the September SPBC meeting
 - Admin Affairs – HR
 - i. Benefits cost to increase in 2024 – indicating ~6% increase
 - ii. Deloitte to perform financial and operation review of campuses and system as whole – UW-Whitewater to be first to be first in project
 - 1. Goal to help identify opportunities and challenges at campus/system level
 - 2. To be concluded after the 9 weeks at UWW
 - 3. They are working with FY 22 data, they may also look at FY 23
 - iii. Meeting with HR Consultant
 - 1. Scheduled August 17 and 18
 - iv. Met with Connie Putland
 - 1. Transitioning US to fiscal year with many concerned about leave time
 - a. Employees’ leave will not be harmed by transition
 - b. Feedback/concern about carryover to be communicated to UW System
 - 2. Performance Review Gap/Missing
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- a. Some indicated they have not had a performance review by end of fiscal year and concerned about eligibility for the pay plan
 - i. HR to send messages to supervisors
 - b. Goal to not punish employees
 - c. September 30 is final deadline for supervisors to submit performance evaluation
3. Pay Plan
- a. Increasing minimum wage to create compression/inversion issues
 - b. Example, new Department Assistants (DA) are hired at higher rates than those here for a long time
 - c. Standardize starting pay scale for some positions like DAs?
 - i. College of Ed increased minimum for DAs to \$19
 - 1. Average on campus
 - d. After July 1 hires would have pay plan incorporated
 - e. Timelines and final numbers all up to JCOER
4. Mandatory Training for Supervisors
- a. Related to DA conversations – Chair transition training involving the DA is of interest to Connie
 - i. Work situations, expectations, teaching basics of admin role
 - ii. Longer transition period, up to a year to learn to be Chair
 - iii. Deans would be involved to coordinate transition
 - b. State statute that all new supervisors must receive training within first year
 - c. UW System developed (in collaboration with UW-Madison) to start offering new supervisors Hybrid training (2 in Madison, rest are virtual)
 - i. Possible to specific for UWW or send them to Madison for the in-person days
 - ii. Should be happening within the next year
 - iii. Possible to develop specifically for academic chairs at the System level
 - d. Basic supervisor training has declined recently, HR looking to rectify
5. Upward evaluation – a way to “move up” within the same position
- a. Put to rest by Chancellor Henderson; with consultation with System leaders
 - i. Not typical in higher ed
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- ii. Not a current priority given the bandwidth of all involved
 - 6. Grievance and Investigations
 - a. Focus on concerns of length of time / timeliness
 - b. No employee dedicated to employee relations
 - c. Dangerous or egregious situations requiring the removal of someone on campus to be prioritized
 - d. System Legal to be involved for anything relating to employee loss (pay, jobs)
 - e. Asked Connie for more communication/transparency during the grievance process – changes to be made immediately
 - 7. Other
 - a. Invite Kai, Kate, Grace to USC meetings as representatives to share information
 - b. On the horizon
 - i. Training for FMLA/ADA for all employees
 - ii. Quarterly meetings with all shared governance leaders
 - iii. To share any other examples not address in timely manner or issues with HR to provide feedback
 - 1. Compensation piece from TTC as governance have been the ones looking at the issue
 - 2. All compensation dependent on department's budget
 - iv. U Matter employee wellness kickoff; appreciation
 - v. Part of resolution – do salary review prior to hiring new employee to help avoid compression issues
 - vi. Discretionary Merit Compensation used to go through the Office of Employee Relations, but we now have the ability to offer pay increases if your departments have the budget available
 - Committees
 - i. Met with other Chairs (Academic Staff Assembly & Faculty Senate) to discuss committees with goal to reduce their number
 - ii. Updated Campus Committee spreadsheet
 - iii. Up to governance leader to help decide which are necessary (internal and external)
 - iv. Reached out to Vice Chancellor on 8/2/23 to help identify committee statuses
 - v. Internal committees has obligated members according to the By-Laws
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1. Reach out to Wes to identify any committees you are interested in participating in
 - a. Bylaws
 - b. Elections
 - c. Employee Recognition
 - d. Grant-Fundraising
 - e. Programming-Outreach
- USC Goals
 - i. What would you like to see USC accomplish in the next year?
 - ii. As members, what would you like to have accomplished as an elected USC member?
 - iii. To think about for future discussion
4. Other Governance Group Leadership Reports
 - a. [Faculty Senate](#) | Kim Nath
 - Strong group for executive team next year
 1. Chair: Kim Nath
 2. Secretary: Ken Brosky
 3. Arts & Comm: Bruce Cohen
 4. Business & Econ: Rimi Zakaria
 5. Letters & Sciences: Nathan McGovern
 6. Education & Prof Studies: Ozgul Kartal
 7. At-Large: Eric Loepp
 8. At-Large: Jonah Ralston
 - b. [Academic Staff Assembly](#) | Becky Jones
 - c. [Whitewater Student Government](#) | Angelina Izzo
5. Constituency Reports
 - Academic Affairs Report | Kat Bastien/Julia Rowehl
 - Finance and Administrative Affairs Report | Wes Enterline
 - i. Grounds Crew – compression issues would affect many grounds crew if minimum was increased to \$17/hr
 - Student Affairs Report | Karen Brueggeman/Jenny Clauer
 - i. Reorganization of the Division of Equity, Diversity, Inclusion and Support Programs to split to
 1. Senior Diversity, Engagement and Success unit reporting to Provost
 2. Senior Inclusivity Officer-led unit reporting to the Chancellor and will be led by Artanya Wesley
 - ii. Student Affairs Kick-off annual event scheduled Aug 15 1 pm - 3 pm
 - iii. Request for Proposal
 1. Updating contract with UWW and University Dining

- iv. Power Outage – who sends email notification (UMC has sent announcements in the past)
 - At-Large Report | Pedro Aranda/Jill Gerber/Tamela Rocke/Elizabeth Lamb
 - i. Performance Evaluations due by September 30
 - ii. Vacation Carryover – talk about in next General Meeting
 - 1. Transition to July 1 – June 30 schedule – match fiscal year
 - 2. Information not yet finalized
 - 3. When is it determined when achieved next level (years worked)
 - iii. Campus-wide communications – including to Summer employees
 - UW-W at Rock County and Human Resources | Tanja Anderson
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>):
- a. Audit, Review, Compliance and Ethics (ARCE) | Wes Enterline
 - b. Campus Landscape and Planning | Wes Enterline
 - c. Chancellor’s Committee on Veteran and Service-Member Issues | Julia
 - a. November – Veterans Day Program
 - d. Community Engagement Center (CEC) Advisory Board | Julia
 - a. The coffee folks still utilize the space regularly
 - e. Essential Learning and Assessment Review Committee (ELARC) | TBD
 - f. Inclusive Excellence | Julia
 - a. July – Aligning with new strategic plan
 - i. Focus on first generation and/or low EFC (expected family contribution)
 - ii. New assessment questionnaire (HERI)
 - 1. Madison is conducting a survey
 - 2. Value diversity – support
 - 3. Promote positive behaviors
 - 4. Qualtrics survey – 63 questions
 - 5. Goal – Identify what is happening at each campus
 - 6. Completed at UWW in the past
 - 7. Send survey to staff/faculty
 - iii. Meets every third weeks
 - iv. Repository – review questions by 8/4/2023
 - g. JED Team (Mental Health) TBD
 - h. Parking Committee | TBD
 - i. Rec. Sports Advisory Committee | TBD
 - j. Strategic Planning & Budget Committee (SPBC) | Wes Enterline / Julia Rowehl
 - k. Student Success Committee | TBD
 - l. Sustainability Committee | TBD
 - m. Title IX Advisory Committee | TBD
 - n. Titling Committee | TBD
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- o. University Center Board | Jenny Clauer
 - p. University Program Array Review Committee (UPARC) | TBD
 - q. University Technology Committee | Karen
 - a. ICIT split to Information Technology Services (ITS) and the Learn Center
 - b. MFA with Duo for all students - fall
 - c. Microsoft 365 Upgrade now available
 - d. MyApp Hub by Okta and change in login experience
7. Subcommittee Reports
- a. Bylaws | Wes Enterline
 - b. Elections | TBD
 - c. Employee Recognition | TBD
 - d. Grant/Fundraising | TBD
 - e. Programming/Outreach | Julia
 - a. August 15 11 am UH 222
 - i. General Member Meeting – who to invite to present
 - b. Try new things to better reach out to our constituents
8. Other Business:
- Kat Bastien has spoken with multiple constituents
 - i. Trend – Areas are suffering from budgeting constraints
 - 1. Work is shifting responsibility from one area to another
 - 2. Largest issue to those with compression issues
 - Faculty Senate has expressed faculty are unsatisfied with amount of admin work they are responsible for – are under the assumption faculty only teach
 - i. HR can give data
 - ii. Add to next agenda (gather notes)
 - Meeting Adjournment
 - i. Motioned: Wes Enterline
 - ii. Seconded: Julia Rowehl
9. Next Meeting
- **Date:** September 7, 2023
 - **Time:** 9 am – 11 am
-