



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, SEPTEMBER 7, 2023 | 9:00 A.M.
UNIVERSITY CENTER 259 - 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"/> Julia Rowehl |
| <input checked="" type="checkbox"/> Kat Bastien | <input checked="" type="checkbox"/> Jill Gerber | |
| <input checked="" type="checkbox"/> Karen Brueggeman | <input 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): Kai Insgefjord, Michael Gorman

AGENDA

1. Priority Business
 - Call the Meeting to Order (9:06 am)
 - Approval of **Thursday, August 3, 2023** USC council meeting minutes
 - i. Motion: Kat Bastien
 - ii. Seconded: Karen Brueggeman
 - iii. Approved
 1. 9 Yay; 0 Nay
 2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
 - Discussed DA Proposal Draft *"Compensation, Uniform Work Flexibility, and Attrition Policy for Department Assistants"*
 - Went over updates to External Committees and gauged interest
 3. USC Chair Report | Wes Enterline
 - List Whereas - for Remote Work / Telecommuting
-

- i. In response to leadership trying to move away from remote work
- Strategic Planning and Budget Committee (SPBC) meeting September 18
- USC Chair Report – On T:drive
 - i. USC Chair Update
 - 1. General Themes from 1:1 meetings with University Staff Council members' thoughts & feedback
 - a. USC Goals
 - i. Focus on solutions, channel complaints into work for committee
 - ii. Update emails between meetings
 - 1. Keep t:drive updated
 - iii. Grievance policy and process for USC members
 - 1. Monitor grievance timelines
 - b. Collaboration
 - i. Shared governance collaborations between groups
 - ii. HR attending council meetings for transparency and collaboration
 - iii. Committee representatives listed on website
 - iv. A couple of times per semester, invite individuals to provide updates
 - c. Constituents
 - i. Communicate what shared governance is and describe what USC actually does
 - ii. Provide feedback options
 - iii. Focus on how to reach out to staff across campus
 - 1. Ensuring facilities/trades have opportunity to participate in shared governance
 - iv. Email updates more regularly between meetings
 - 1. Send bullet-point takeaways from meeting
 - 2. Share what USC is working on
 - 3. Offer opportunity to engage with questions/comments
 - 4. Update personnel changes (new hires / leaving)
 - v. Personal touch and inform on granular level
 - 1. Visit staff on break – engage in open dialogue (one person at time)
 - 2. Hand-deliver nominations/awards; welcome letters
 - 3. Personal connection – be open to others
 - 4. More 1:1 meetings between USC reps and staff members to build healthy relationship and trust

- vi. Website
 - 1. Link Google docs to update content easier
 - 2. Include resources not listed on our website
 - vii. Events
 - 1. More socials and fun programming for informal networking with staff
 - 2. Host Office Hours
 - viii. General Member Meeting
 - 1. Focus on input/gathering data rather than information session
 - 2. Presentations to support strategic plan – how can USC support/contribute
 - 3. Important for Chair and/or members to be available to talk to
 - 4. Have members moderate conversations – filter themes back to council
 - 5. Offer resources – not promises
 - ix. Professional Development
 - 1. Help staff access their Professional Development
 - 2. Learn about additional opportunities for P.D. and trainings
 - 3. There can be a language barrier – a focus on bilingual support
 - d. Work Issues
 - i. Institutional knowledge (seniority for staying in same position) not reflected in pay scale
 - ii. Institutional Bureaucracy
 - 1. Need to learn to navigate gray area
 - 2. Department Assistant (DA) Procedures Manual – DA Cheats Website with lots of informal training created by a DA for DAs
 - 3. Admin positions are behind the scenes problem solvers
 - iii. Look at Exit Interview Data
 - iv. DA duties are variable even within the Colleges
 - 1. Compensation vs. Expectation
 - 2. “Other duties as assigned” responsibility in the Position Description can easily be taken advantage of
 - v. Remote Work
 - 1. Rotating schedule to serve front desk role if coverage is needed
-

2. Transparency of when offices are open
 - vi. Internal customer service vs forwarded to someone else when possible
 - vii. Onboarding and training
 1. Structure beyond org chart
 2. Where to go to ask questions
 3. Where to get training required
 2. Notable dates in September
 - a. 9/8: Wes Enterline 1:1 meeting with Chancellor King
 - b. 9/14: Governance Leaders meet with Chancellor & Provost
 - c. 9/18: Wes Enterline 1:1 meeting with Brenda Jones
 - d. 9/21-22: UW System Shared Governance Orientation/Meeting
 - e. 9/26: Cabinet Meeting with Governance Groups
 - f. 9/28: Casual Coffee Clutch (10:30 am in UC)
 3. Staffing
 - a. 20%~ of custodial positions vacant
 - b. Some shortages in ITS
 - ii. Chancellor Cabinet
 1. No Meeting
 - iii. Admin Affairs – HR
 1. Work Day implementation delayed
 2. No date set for JCOER to meet and approve pay plan
 3. Winther Hall design authorization anticipated to be approved
 4. No additional effort in moving departments to Community Engagement Center based on unavailable funds and upcoming renovations needs
 5. Deloitte review continuing for another couple of weeks
 6. Remote Work and telecommuting
 - a. Chancellor has concerns over office coverage; leadership trying to move away from remote work
 - i. Council is expressing concern – Wes will communicate this with Chancellor King
 - ii. Create list of Whereas
 - iv. Meeting with HR Consultant
 1. Some issues brought up
 - a. Communication
 - i. Up to employee to track their question/request due to lack of “help desk” ticket system
 - ii. HR tells you who can help, but does not connect you to them
 - iii. No follow-up process to ensure all is answered
 - iv. Newsletter too dense – not focused

- v. Unclear what areas of HR has moved to System level
 - b. Responsibilities that feel like HR but “not their area”
 - i. No employee dedicated to employee relations
 - ii. The tracking of employee related data
 - 1. Terminal degree
 - 2. Signed contracts
 - 3. Performance Evaluations outside pay plan
 - c. Grievance Policy
 - i. Timeline – ASA and USC can both identify at least one case under each where this was an issue
 - ii. Process not followed or understood
 - iii. Fear of retaliation by employees with lack of HR employee relations
 - d. Onboarding Processes
 - i. Guidance of who is responsible for what
 - ii. Chairs not receiving faculty new hire information
 - iii. Shared Governance should be auto-notified of new hires
 - iv. When hiring – lost paperwork, not answering emails can result in new hire not trusting the office
 - e. Contracts and Payroll
 - i. Nobody tracks centrally
 - ii. Change to semester-by-semester contracts not communicated
 - iii. Payroll issues from faculty between campus/system communication
 - f. Talent Acquisition
 - i. Departments are the ones promoting their positions
 - ii. Delays in offers may lose candidates
 - iii. Printed paperwork – getting all signatures is time-consuming, just sitting on a desk, or may get lost
 - iv. Inconsistent practices – different requirements for same position
 - v. Inability to obtain work visa
 - g. Outdated information – Inconsistent policies
 - i. Forms can be outdated on website
 - ii. Flex time policy out of date – issues not addressed
 - iii. Remote work policy not consistently enforced – baseline needed
 - iv. Mandatory trainings for supervisors on policy
-

1. State statute – all new supervisors must receive training within first year
 2. How to give constructive performance eval
- h. Chair Training
- i. Inconsistency with views on DAs regarding job responsibilities
 - ii. Documentation/Training for TAM
 - iii. Chair transition that involves DA – Connie Putland is interested in
 1. Expectations, basics of role
 2. Longer transition period
 3. Involve Dean to coordinate process
 - i. Flexibility Incentives
 - i. Meeting-focused days – understanding when high traffic days are while offering more flexibility on other days/breaks
- v. Flex Time
1. Issues coming up recently
 2. At discretion of the supervisor – valued by University Staff
 3. What if there is an issue between employee and supervisor?
 4. Not monitored by HR
- vi. External Committees
1. Committee list updated – [External Committees](#)
 2. University Compensation Committee
 - a. Brenda Jones Launching Mid-Late September with Wes Enterline and Jill Gerber serving
 3. Chancellor’s Committee on LGBT* Issues needs rep
 4. Chancellor’s Committee on Student Success awaiting start
 5. Parking Committee on hold for now
 6. University Center Board – Jenny Clauer on committee but could use another rep if interested
 7. Search and Screens
 - a. College of Education and Professional Studies Dean
 - i. Pedro Aranda is serving
 - b. Chief Information Officer
 - i. TBD
- vii. Internal USC Committees
1. Obligated members according to By-Laws know where they serve
 2. What internal committees are people interested in
 - a. Let Wes Enterline know via email
 3. The following are the USC Internal Committees
 - a. Bylaws
 - b. Elections
-

- c. [Employee Recognition](#)
 - d. [Grant-Fundraising](#)
 - e. [Programming-Outreach](#)
 - viii. [USC Goal](#)
 - 1. [What would you like to see USC accomplish in the next year?](#)
 - 2. [What would you like to have accomplished as an elected USC member?](#)
- 4. [Other Governance Group Leadership Reports](#)
 - a. [Faculty Senate](#) | Kim Nath
 - [First meeting will be Tuesday 9/12/23](#)
 - [Have had discussions also related to remote work issues / flexibility](#)
 - [Goal Setting](#)
 - 1. [With Work Day eventually coming – wanting to incorporate pay to be spread out over 12 months](#)
 - 2. [UW System Shared Governance Orientation & Meeting – Registration due by 9/11/23](#)
 - b. [Academic Staff Assembly](#) | Michael Gorman
 - [Possible Joint Resolution on remote to support University Staff and Faculty](#)
 - [Will meet Wednesday 9/13/23](#)
 - [Now with permanent Chancellor, will resubmit policies previously denied](#)
 - c. [Whitewater Student Government](#) | TBD
- 5. [Constituency Reports](#)
 - [Academic Affairs Report | Kat Bastien/Julia Rowehl](#)
 - [Finance and Administrative Affairs Report | Wes Enterline](#)
 - i. [In Chair Report](#)
 - [Student Affairs Report | Karen Brueggeman/Jenny Clauer](#)
 - i. [Had Student Affairs Annual Kickoff meeting](#)
 - ii. [Revamped Relaxation Room](#)
 - 1. [Message chair in Ambrose available to all staff](#)
 - [At-Large Report | Pedro Aranda/Jill Gerber/Tamela Rocke/Elizabeth Lamb](#)
 - [UW-W at Rock County and Human Resources | Tanja Anderson](#)
 - i. [Retreat Agenda in T:drive](#)
 - 1. [Was on Thursday 8/24/23](#)
 - ii. [Dean’s Letter out first day of class, in T:drive](#)
 - iii. [Nursing program going very well](#)
 - iv. [Admin council has not met yet](#)
 - v. [Digital Sign in courtyard](#)
 - 1. [To be installed mid/end October](#)
 - 2. [U Matter \(working with Stephanie Hartman\) – presentation will be streamed](#)

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 Rowehl
- d. Community Engagement Center (CEC) Advisory Board | Julia Rowehl
- e. Essential Learning and Assessment Review Committee (ELARC) | TBD
- f. Inclusive Excellence | Julia Rowehl
- g. JED Team (Mental Health) TBD
- h. Parking Committee | TBD
- i. Rec. Sports Advisory Committee | TBD
- j. Strategic Planning & Budget Committee (SPBC) | Wes Enterline / Tamela Rocke
- k. Student Success Committee | TBD
- l. Sustainability Committee | TBD
- m. Title IX Advisory Committee | TBD
- n. Titling Committee | TBD
- o. University Center Board | Jenny Clauer
- p. University Program Array Review Committee (UPARC) | TBD
- q. University Technology Committee | Karen Brueggeman

7. Subcommittee Reports

- a. Bylaws | Wes Enterline
- b. Elections | TBD
- c. Employee Recognition | Julia Rowehl
- d. Grant/Fundraising | Jill Gerber
 - a. QDOBA coming up (code: QDOBAGIVES)
 - i. Tuesday 9/19/23; 4 pm – 8 pm
 - ii. Tuesday 10/3/23; 4 pm – 8 pm
 - iii. Wednesday 10/25; 4 pm – 8 pm
- e. Programming/Outreach | Julia Rowehl
 - a. Coffee Clutch; in UC setup for end of September
 - i. Calendar Invite (9/28/23 from 10:30 am – 11 am) – forward to other staff
 - ii. Location TBD
 - iii. Breakup into two teams, let them bring up discussion topics, if not we can have some ready

8. Other Business:

- General Member Meeting
 - i. October 26 @ 10 am
 - ii. Ideas for general meeting
-

1. Chancellor can give updates
2. Stephanie can share information on benefits
3. Connie can give updated in HR
4. Tie in U Matter theme
5. Focus more on feedback than presentations
 - a. Table Discussions to make actionable items

9. Next Meeting

- **Date:** October 5, 2023
- **Time:** 9 am – 11 am

Adjourned 10:51 am
