



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, OCTOBER 5, 2023 | 9:00 A.M.**  
**UNIVERSITY CENTER 259 - WEBEX**

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**ATTENDEES**

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**USC Representatives:**

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|--|--|--|
| <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 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 checked="" type="checkbox"/> Becky Jones | <input checked="" type="checkbox"/> Angelina Izzo |

**Guest(s): Kai Instefjord, Renee Gailloreto, Max Lund, Anna Bianco-Lefaive, Michael Goreman**

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**AGENDA**

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1. Priority Business
  - Call the Meeting to Order (9:02 am)
  - Approval of **Thursday, September 7, 2023** USC council meeting minutes
    - i. Motion: Karen
    - ii. Second: Tamela
      1. 10 yay
      2. 0 nay
  
2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
  - Department Assistant Resolution
    - i. Host meeting to discuss within next few weeks
      1. Date TBD – all welcome
  - University Staff Promotion Process
    - i. Attended COEPS Admin Council
      1. Shared what USC is working on
    - ii. Academic Staff Assembly promotion process resolution at standstill

1. Chancellor in support barring the compensation component
    - a. ASA not interested in passing without compensation
  2. No additional pay for additional work
  - University Staff Council Goals
    - i. Provide more Training/Professional Development
      1. Gather resources in one convenient location
    - ii. Campus Business Representatives – Trisha Barber is main contact
      1. Possibly make more accessible for anyone to attend
    - iii. Outreach to constituents
    - iv. Any additional – email Wes Enterline
3. Other Governance Group Leadership Reports
- a. [Faculty Senate](#) | Kim Nath
    - All faculty meeting October 17, 2023
      1. Revising Syllabi language
        - a. To include AI
      2. Budget Overview – Brenda Jones
  - b. [Academic Staff Assembly](#) | Becky Jones / Michael Gorman
    - Grievance Process – be more explicit
      1. Personnel rules not always being followed
    - ASA Promotion Process resolution
      1. Looking UW-System – similar situation across campuses
        - a. UW-Superior
          - i. Too many staff – concerned about cost of any raises
  - c. [Whitewater Student Government](#) | Angelina Izzo
    - All seats are full
      1. Getting committees going
    - Parking
      1. Limiting commuter passes
        - a. North vs South parking access
      2. Looking for alternate pricing / options
    - Inclusion/belonging – goal to have a plan by Spring 2024
      1. With Student Diversity, Engagement and Success (SDES) going away, who is responsible for this work?
2. USC Chair Report | Wes Enterline
- a. Chair Update
    - Warhawk Vision 2020
      1. Campus Leadership Committee meeting on October 13, led by Dr. Choton Basu
      2. Participants will receiving handouts related to the book "Value Proposition Design"
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- b. September 8: 1:1 w/ Chancellor King Meeting
    - Schedule 1:1 as necessary
    - Office of Compliance
      1. No clear process how policy moves through approval
    - Compensation
      1. Analyze data, including regional and institutional data to develop pathways for better compensation
      2. Bring one-off issues sooner to address in the short term
  - c. September 14: Shared Governance with Chancellor/Provost
    - Areas targeted by Legislature: Pride Center, Human Resources and Diversity, and SDES, facing a \$680k annual cut (1.36 million)
    - No position cuts were made
    - Focus on maintaining existing DEI efforts, with an emphasis on ground-level work rather than high-salary managerial functions
    - Thought of bringing back an Inclusivity Officer within each College
    - Re-package NCBI to something besides training
    - Rename Diversity Forum
    - Figure out ownership of MLK Jr Commemorative event
  - d. September 18: 1:1 with Brenda Jones Meeting
    - Policy Revision Process
      1. Compliance Unit (forthcoming)
        - a. Will be in charge of Policy Revision
        - b. Audit, Risk, Compliance Coordinator
    - Anything related to Brenda Jones' area of oversight, let her know
  - e. September 21-22: UW System Shared Governance Orientation & Meeting
    - Policies vs. Procedures
      1. Policy
        - a. More overarching
        - b. Mandate – what are obligations
        - c. What we are trying to achieve
      2. Procedure
        - a. More detailed steps on how to implement policy
        - b. Is how we get there
    - Vacation to shift to fiscal year - what is the carryover policy going to be?
    - ATP Delay Concerns
      1. Retirement, Vacation Planning, what changes from calendar to fiscal year
    - Campus Updates
      1. UW-Platteville
        - a. Voluntary Separation Incentive Payments (VSIPs) have gone out
        - b. Furloughs not this fall, but still possible for Spring
      2. UW-Stout
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- a. Monthly award to University Staff
      - b. Progressive discipline policy – how long on their record
    - 3. UW-Parkside
      - a. Facing furloughs (implemented as percentage pay cut across pay periods)
        - i. Police, Power Plant, employees hired after April 1 exempt
      - b. Possible restructuring; nothing is off the table
      - c. Layoffs could still happen
    - 4. UW-Stevens Point
      - a. Salary study for all their University Staff
    - 5. UW-Oshkosh
      - a. \$18 million deficit
      - b. 72 VSIPs
      - c. Furloughs may extend another year
        - i. Anything above 13 days affects FTE/years of service
      - d. Business consultant brought to decide layoffs
        - i. Risk Mitigation
        - ii. Alignment with Strategic Plan
        - iii. Operational Need
      - e. Layoff decisions made
  - HR
    - 1. Payroll deduction schedule changes
      - a. Transitioning from one month in advance to "month-of" for some insurance premium deductions, affecting state insurance (not voluntary programs)
      - b. No premium deductions in December
      - c. 403b and 457 contributions from 24 payrolls instead of 26, and they won't be taken from C Payrolls
      - d. HAS - 9-month employees not having contributions deducted from summer paychecks (18 paychecks), while the rest processed in 24 paychecks
      - e. Life and accident insurance Redesign
        - i. Looking at enrollment for State Group Life, Supplemental Individual, and Family Insurance
        - ii. Consolidating plans down to State Group Life, Accident, and Supplemental
      - f. Paying 9 month employees over 12 months to try to implement along with ATP (mid-FY25)
  - f. September 26: Chancellor Cabinet
    - Moving to non-branch campuses
      - 1. UW-Green Bay
      - 2. UW-Platteville
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3. UW-Oshkosh
  4. UW-Milwaukee
    - Deloitte Draft Report – Next Steps
      1. Priorities
        - a. Improve student retention (Student Journey); diversifying enrollment strategies
        - b. Develop Policies-Based approach to Academic Portfolio
        - c. Utilize Rock County to align with the Strategic Vision
        - d. Establish a culture of Urgency and Accountability
      2. To stay in draft form until March
      3. Planning town hall to discuss results in November
      4. Strategic Planning Update
        - a. Co-leads for all action items updated on website
          - i. <https://www.uww.edu/strategic-plan>
      5. Enrollment Update
        - a. Center for Global Education full-time Director and Admissions Counselor being recruited
        - b. Recombine out/inbound international student offices
      6. Technology Update
        - a. New course evals software (BLUE) rolling out during 8W1 courses this semester
        - b. IT Strategic Plan and Tech Roadmap being draft for Chancellor’s review
  - g. Admin Affairs – HR
    - Work Day (ATP) implementation delayed
  - h. External Committees
    - Chancellor’s Committee on Inclusive Excellence
      1. Julia Rowehl stepping down, Wes Enterline taking over until replacement found
    - Chancellor’s Committee on Mental Health
      1. Name changed from JED Mental Health Team/Initiative
4. Constituency Reports
    - Academic Affairs Report | Kat Bastien/Julia Rowehl
      - i. Coffee Clutch
        1. Good conversations
        2. Nice to have more members present
        3. Bring at least one person as a feeling of membership
      - ii. Planning to schedule regularly
    - Finance and Administrative Affairs Report | Wes Enterline
    - Student Affairs Report | Karen Brueggeman/Jenny Clauer
      - i. Exit Interview?
        1. HR sends link when employee retires / leaves
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- a. Option to have in-person / virtual
      - b. Not commonly taken
    - 2. Data used to be gathered every 6 months and sent to Amy Sexton
    - 3. Look at revising exit survey with feedback from governance groups
  - At-Large Report | Pedro Aranda/Jill Gerber/Tamela Rocke/Elizabeth Lamb
    - i. New Kinesiology DA – COEPS DAs went to visit
    - ii. New FP&M DA – Elizabeth Lamb went to visit
    - iii. Custodial staff
      - 1. Under strain / stressful environment
      - 2. Staffing issues
  - UW-W at Rock County and Human Resources | Tanja Anderson
    - i. Admin council meeting October 6, 2023
    - ii. Safety Committee – fire drill October 11, 2023
      - 1. Reps helping with drill
    - iii. UW-Platteville in engineering MOU signing on September 26, 2023
      - 1. Good turnout at event
    - iv. U-Matter – October 25, 2023
      - 1. Tanja and Stephanie working on it
    - v. HR – Open Enrollment time is now
5. 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
    - a. Little Red School House – interest in tearing down over Winterim
      - i. Library Archivist (Jennifer Motszko) will bring up concerns to cabinet
      - ii. Let people know; spread awareness
  - c. Chancellor’s Inauguration Committee | Julia Rowehl
    - a. Will be held at the Center of the Arts
    - b. February 23, 2024
    - c. Need Volunteers if anyone is interested
  - d. Chancellor’s Committee on Inclusive Excellence | Julia Rowehl
  - e. Chancellor’s Committee on LGBTQA+ Issues | Elizabeth Lamb
    - a. Met October 4, 2023
    - b. Touched on Mental Health training and to include in onboarding
    - c. Change name to Inclusion
    - d. Strategies for Safe Zone
      - i. November 1, 2023 Action Plan will be submitted to Chancellor’s Office
  - f. Chancellor’s Committee on Mental Health | Julia Rowehl
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- a. Meeting Next Wednesday
  - g. Chancellor's Committee on Student Success | Tamela Rocke
  - h. Chancellor's Committee on Veteran and Service-Member Issues | Julia Rowehl
    - a. Discussed Veterans Day event
      - i. Low cost to host
      - b. Meet/Greet event for veteran students – was well attended (39 students)
  - i. Competition Review Committee | Wes Enterline
  - j. James R. Conner University Center Board | Jenny Clauer / TBD
    - a. Meeting next Friday
  - 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 (Title IX) | Karen Brueggeman
  - o. Strategic Planning & Budget Committee (SPBC) | Wes Enterline / Tamela Rocke
    - a. Chancellor let know 2028, all deficits should be \$0 by then
      - i. System-wide plan
        - 1. Push for Enrollment/Retention
        - 2. Fundraising
    - b. Pay Plan
      - i. Potential for JCOER to remove 4% for any DEI
        - 1. UW-W could cover those
      - ii. May or may not be retroactive to July 1, 2023
    - c. Deloitte
      - i. Areas for opportunity
        - 1. Increase revenue
        - 2. Decrease expenses
    - d. If reserves hit \$2 million (Campus Leadership)
      - i. Things may change / issues may arise
      - ii. Currently at \$12 million
  - p. Sustainability Committee | TBD
  - q. Titling Committee | Karen Brueggeman
    - a. Meeting October 13, 2023
  - r. University Compensation and Benefits Committee | Wes Enterline / Jill Gerber
  - s. University Technology Committee | Karen Brueggeman
6. Subcommittee Reports
- a. Bylaws | Wes Enterline
  - b. Elections | TBD
  - c. Employee Recognition | Julia Rowehl
  - d. Grant/Fundraising | Jill Gerber
  - e. Programming/Outreach | Julia Rowehl
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7. Other Business:

8. Next Meeting

- **Date:** November 2, 2023
- **Time:** 9 am – 11 am

Adjourned (11:07 am)

Motion: Wes Enterline

Seconded: Karen Brueggeman

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