



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, DECEMBER 7, 2023 | 10:00 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 type="checkbox"/> TBD |
| <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 type="checkbox"/> Kim Nath | <input type="checkbox"/> Michael Gorman | <input type="checkbox"/> Angelina Izzo |

Guest(s): Kai Instefjord, Russel Schmidt, Sara Deschner

AGENDA

1. Priority Business
 - Call the Meeting to Order (9:00 am)
 - Approval of Russell Schmidt to University Staff Council
 - i. Motion: Wes Enterline
 - ii. Second: Karen Brueggemen
 1. 9 Yay; 0 Nay
 - Approval of **Thursday, October 26, 2023** USC council meeting minutes
 - i. Motion: Tamela Rocke
 - ii. Second: Jenny Clauer
 1. 9 Yay; 0 Nay
2. Action Items (Guest speakers, Proposed Consent Items, Resolutions, or Discussion)
 - ITS Feedback Session | Sara Deschner (Interim CIO)
 - i. Open to regular feedback
 - ii. Rebrand (ICIT >> Information Technology Services)

1. Split away from LTC – which is under Academic Affairs
 2. ITS – which is under Financial and Administrative Affairs
 - iii. Roadmap – immediate needs (5 year plan)
 1. R – Reliability
 2. A - Accessibility
 3. I - Innovation
 4. S - Service
 5. E – Elevation
 - iv. Beyond Trust
 1. Allows certain individuals to have limited admin access to download what they need on devices in their area
 2. Can grant Temp Admin limited permission
 - v. Are aware the difficulties of using Guest Wifi – hoping to revise process to be more accessible
 - vi. eduroam – Would allow employees’ netID/password to access the wifi of other UW Universities
 - vii. ServiceNow – Current Ticketing System
 1. Need to update categories
 2. Update phone menu
 - Human Resources Report | Kai Instefjord (HR Manager)
 - i. HR Happenings
 1. Monthly updates from HR
 2. Tuesday December 12, 2023
 - ii. Leave Balances
 1. Reminder of two Floating Holidays
 2. Remaining leave balance used by 12/31/2023 or they are lost
 - a. Holiday – 2 Floating Holidays (16 hrs)
 - b. Personal Holiday
 - c. Carryover Vacation
 - iii. HR ready to apply pay plan if pay plan is approved as-is
3. Other Governance Group Leadership Reports
 - a. [Faculty Senate](#) | Kim Nath
 - b. [Academic Staff Assembly](#) | Michael Gorman
 - c. [Whitewater Student Government](#) | Angelina Izzo
 4. USC Chair Report | Wes Enterline
 - Chair Report
 - i. General Updates
 1. Enrollment Data – First time enrollment has increased in last few years
 2. DEI work is still being done under Inclusivity and Belonging
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3. Compensation committee met mid November, next meeting may be until February
 4. CIO Search
 - a. Wes attend lunches with candidates
 - b. Should be wrapping up soon
 5. Participating in COEPS Spring Forum – Creating Space for Critical Discussion January 18, 2024
 6. Representation met for most active committees
- ii. Resolutions
1. DA Resolution – Still in need of edits
- iii. Meeting Notes
1. UW System Shared Governance Meeting: October 27, 2023
 - a. ATP
 - i. Avoiding adding more to the scope
 - ii. Willing to revise release schedule in needed
 - b. University Staff Leave switch
 - i. Possibly draft policy to address the shift of six months for the switch from calendar year to fiscal year
 2. Shared Governance Chairs Strategy Meeting: October 30, 2023
 - a. Discussed strategy for meeting with CHRO
 - b. Discussed Parking concerns with Angelina Izzo
 3. Shared Governance Chairs Meeting with CHRO: October 30, 2023
 - a. Reviewed consultant report and provided feedback
 - b. Feedback included cross-reference governance issues matching consultant report
 - c. Focused on areas of priority around communication and follow-through on grievance issues
 4. SPBC: November 13, 2023
 - a. Chancellor shared more optimistic up-to-date information at the General University Staff Meeting on 12/06/23
 5. Shared Governance with Chancellor/Provost: November 16, 2023
 - a. \$3.14 million is the most realistic number we have to deal with for structural budget deficit
 - b. Vice Chancellors have been asked to focus on cuts in 102 budget specifically
 - c. We have about 12-18 month runway to make decisions
 - d. Cabinet will meet on Dec 18 to discuss 102 budget relief
 - e. 102 budget relief means mapping revenue streams to expenses
 - f. Furloughs and layoffs will be one of the tools under consideration (not off the table) in February, but we will
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- have a clearer picture of what other tools are still available to us at that point - clearer enrollment
 - 6. University Compensation and Benefits Committee: November 17, 2023
 - a. Chancellor Charge
 - i. Look at University and Academic Staff compensation
 - ii. Long-term plan – Looking to draft in Fall 2024
 - b. Look at multiple aspects
 - i. Comparisons between groups on/off campus
 - ii. Benefits
 - iii. Years of Service
 - iv. Minimum wage
 - 7. Chancellor Cabinet: November 28, 2023
 - a. Little Red School House
 - i. Minor repairs for now, likely taking down over Summer 2025
 - ii. Concerns about tear down, however no one offered funds
 - iii. Not qualified for grants due to not being on Historic Registry
 - b. DEI
 - i. Ensure shared governance representatives are sharing information back with the USC and larger audience
 - ii. WSG is going to do a newsletter; maintaining consistent presence on Instagram
 - iii. Trying to let staff know what we are doing for students in this space
 - 8. All Staff Meeting: December 6, 2023
 - a. Feedback
 - i. Pros
 - 1. Seemed like great table conversations
 - 2. A couple of you talked about bringing this back to the departmental level
 - 3. Did not spiral into negativity - good vibes
 - ii. Cons
 - 1. Webex had minimal conversation
 - 2. Not many people returned the supervisor sheet
 - 3. Camera was on Wes' backside the majority of time and audio recording is not great
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4. Needed a lot more time for the speaker's presentations

- iv. Internal USC Committees meeting in December

1. Bylaws
2. Elections
3. Employee Recognition
4. Programming-Outreach

5. Constituency Reports

- Academic Affairs Report | Kat Bastien / Tamela Rocke

- i. Kat Bastien

1. College Budget
 - a. Faculty received compression increase 1%
 - b. Tenure leads to salary increase
 - c. Instructional Academic Staff have merit increase
 - d. University Staff are left without funds to work with
2. Chancellor Inauguration Committee
 - a. Young Auditorium
 - b. February 23, 2024
3. Chancellor Inclusive Excellence Committee
 - a. Private survey will be going out to evaluate where we are
 - b. Repository / advocate to include everyone at events
4. Feedback Committee
 - a. Purpose was because Faculty Senate wanted to give feedback to administrators
 - b. Looking to see how other universities provide feedback
 - c. How is the data used, is it being used?
5. Programming/Outreach Sub-Committee
 - a. Karen Brueggeman Chair of committee according to bylaws

- ii. Karen Brueggeman

1. Titling Committee Representative

- Finance and Administrative Affairs Report | Wes Enterline

- i. Wes Enterline

1. See Chair Report

- Student Affairs Report | Karen Brueggeman/Jenny Clauer

- At-Large Report | Pedro Aranda/Jill Gerber/Elizabeth Lamb

- i. Pedro Aranda

1. Blue Evaluation System – Waiting for access and guide message to be sent from Evals to all Department Assistants
 2. COEPS Dean Search
 - a. Initial meeting on October 23, 2023
 - b. Candidate visits expected in March
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- ii. Elizabeth Lamb
 - 1. Chancellor's Committee on LGBT* Issues
 - a. Improve Pride index score
 - b. Increase visibility/safety
 - 2. (Cookies and Milk) Holiday event in College of Letters & Science
 - UW-W at Rock County and Human Resources | Tanja Anderson
 - i. Will be on T:drive
 - 1. Extraveganza Event
 - a. For students get support to prepare for Finals
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
 - 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
 - b. Elections | TBD
 - c. Employee Recognition | Karen
 - d. Grant/Fundraising | Tamela Rocke
 - e. Programming/Outreach | Karen
8. Other Business:
- Adjourned (11:24 am)
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- Motion: [Tamela- Rocke](#)
- Second: [Wes Enterline](#)

9. Next Meeting

- **Date:** January 4, 2024
 - **Time:** 9 am – 11 am
 - **Location:** UC 259
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