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**University Staff Committee**

**Meeting Minutes**

**March 21, 2024 10:00 – 11:30 a.m.**

**Virtually on TEAMS**

1. Call to order **10:00am**
2. **Roll call**: present- Mark Fischer, Loretta Rafter, Ben Counard, Jules Duprey, Parker Nadeau, Theresa Mullen, Becky Haeny
3. **Correction to the February minutes:** Expenses were not paid for the upcoming

University Staff conference; last fall’s conference was paid.

1. **Approval of Minutes** – February 15, 2024 minutes (attached) after correction: Mark Fischer, Loretta Rafter, Ben Counard, Jules Duprey, Parker Nadeau, Theresa Mullen, Becky Haeny
2. **Treasurer’s Report & Update** – Mark Fischer

* Current balance of our foundation monies is 0:

Book Value: $22,957.96 Market Value: $31,692.36

* Used up the available to spend money for this year.
* 136 Bond University Staff Development balance $85.00
* We do still have funds available for professional development, you just have to submit those costs.

1. **HR Report** – Julie Stanelle

* Employee appreciation week planning team is asking for ideas on ways to appreciate employees. If you have ideas, email Julie Stanelle.
* Leadership Green Bay for 2024-25 Sponsorship run by the Chambers: All UWGB employees are eligible to express interest in being considered. One employee will be selected and asked to complete the application. If you are interested, there is a BP Logix form online. The link willbe in Julie’s report andin HR connect today and was there last week as well. Forms must be in the office by Friday March 22nd.
* Mandatory employee training due by the end of the month. Information security awareness training, sexual harassment title 9 training, campus security authority and responsible employee training.
* Performance Evaluations are due March 22nd.
* Working on policy updates for the academic staff layoff policy, university staff layoff policy, academic staff complaint and grievance policy, university staff complaint and grievance policy, and some other policies may be updated depending on the updates made to the above policies.
* The Wellness Committee received a UW system reward.
* There are still some spots left for the on-site health screening on April 3rd from 8:00-11:30 in the Phoenix Room.
* Seize the Z’s challenge: Tracking your sleep for 21 of 28 days between March 20th-April 16th. Doing this challenge will get you a checkmark for the $150 wellness incentive.
* March Madness Challenge: Grab the bracket, pick your challenges, pick your favorites and narrow it down to your top winner. This challenge will also get you the $150 wellness incentive checkmark.
* Well Wisconsin Radio March episode which is raising awareness for colorectal cancer.
* Postpartum depression webinar on Monday, April 15th from 12:00-1:30 on zoom.
* The Bellin Run: you can register for the Bellin Run as part of the corporate UW Green Bay team and that can also get you a checkmark for the $150 wellness incentive.
* Positions we’re recruiting for: Locksmith and facilities, custodian second shift in operations, custodian second shift 60% in Weidner, student services specialist in the student services center, administrative assistant 3 temporary for 1 year, groundskeeper.

1. **Committee Reports**
2. **Election Committee** – Brenda Beck

* Waiting to announce the survey results until everything is confirmed. Looks like we will be fully staffed in all committee openings.

1. **Personnel Committee** – Brenda Beck

* No updates

1. **Professional Development Committee** – Jaime Miller or Jennifer Buhr

* Continuing to work on filling up the schedule and speakers/presenters.
* Chris Cox will be joining the committee.

1. **UW System University Staff Representative** – Becky Haeny

* Next shared governance meeting is the first Friday in May. (May 3rd)
* Stout passed their land acknowledgement resolution
* Parkside laid off 12 people. 70 positions total were eliminated with retirement and other ways.
* Platteville will be having a new Provost in May or June.
* La Crosse hired a new chancellor. They also have a lot of high-level position searches going on.
* A lot of campuses are doing the climate survey job satisfaction like UW Green Bay did recently.
* We did get an update on policy updates, there is going to be a change to the pay plan policy, we’ll hear more soon.
* Top 5% will automatically be admitted to Madison and top m10% of high school seniors can automatically be admitted to any other UW school.
* Madison’s funds were released for their engineering building.
* Financial aid offices are working on FAFSA that has been applied for next school year.
* There are a lot of self-assessments on all the campuses regarding physical and digital access for any type of disability.
* Looking to increase funding for access to disability offices**.**

1. **University Committee** –Becky or Lea

* **A lot of discussion about program array.**
* Still a lot of discussion about which majors and minors will be discontinued.
* The nursing Dean is leaving and they want to replace that dean with a director.
* A lot of discussion on the budget and town hall meeting that’s happening.
* Proposal for Criminal Justice major, not until the 25-26 catalog.

1. **Other Campus Appointive Committees & Working Groups**
   1. **Ethics Committee-Emily Matheny**

* No updates until MAY.

1. **Old Business**

* No updates.

1. **Other**

* Effective July 1st, we are transitioning from Travel Inc to Fox World Travel.
* If you haven’t gone to one of their transition meetings it is recommended that you do.
* They will also be providing some upcoming training if you’ve used admin because those will be changing.
* If you have further questions, reach out. There is also more information on the UW Travel Wise web page.

1. Adjournment **10:31am**

The next USC meeting will be April 18, 2024 at 10:00 - 11:30 am, virtually on TEAMS.

**USC Members** – Lea Truttmann, Chair; Becky Haeny, Vice Chair, Mark Fischer, Treasurer, Loretta Rafter-Secretary, Ben Counard, member; Jules Duprey, member; Parker Nadeau, member; Theresa Mullen, member, Jennifer Buhr, member.

