****

**University Staff Committee**

**Meeting Minutes**

**September 21, 2023 10:00 – 11:30 a.m.**

**Virtually on TEAMS**

1. Call to order
2. Roll call: present – Becky Haeny, Mark Fischer, Ben Counard, Parker Nadeau, Theresa Mullen, Jennifer Buhr
3. Guest: Kate Burns to give update on budget and enrollment

* There are 8140 students who have enrolled as of today.
* There is an estimate that we will have 1.2% enrollment growth compared to last year. To make a connection to the budget – revenue implications depend on where the growth is coming from? – high school students, undergraduate students, graduate students? $2.2 million structural deficit identified – We will likely have to account for that structural deficit (it could be larger than that). Note we have a very big incoming freshmen class.
* Becky expresses the worry of layoffs due to budget updates and how they will affect faculty – Kate said that we are not in Oshkosh’s circumstances but things are not perfect here either – we will have to wait and see – Lea asks that Kate and the Chancellor update them, so they are informed, and there is no shock.
* Becky asks about Tony Warner and details on why he was let go/reasoning behind it – Kate says that there are a variety of reasons: one was savings involved in combining two positions into one. She said that it is not just about budget – it is   
  also about Dr. Crim’s strength in advancement/community engagement. Kate mentions the following: “We had two resignations within that area, and are looking at for the Deans/colleges and their advancement people needs.
* Becky also asks about the unknown pay plan – Kate says that it is hard to know what is going to happen on the pay plan side. We are seeing negative things in the press. Not a lot of detail is coming for the UW system. UWGB is committed to EDI, and we do not support cutting EDI in exchange for pay plan. Salaries here are lower on average, and we struggle to recruit people. No meeting is scheduled to decide on the pay plan.

1. Approval of Minutes – May 18, 2023 meeting Note Becky Haeny’s name was misspelled.

Otherwise approved by Becky Haeny, Mark Fischer, Ben Counard, Parker Nadeau, Theresa Mullen, Jennifer Buhr

1. New Business: Bylaw change

The current BYLAW reads the USC is comprised of nine eligible university staff members with at least one member from each of the three branch campuses

with staggered 3-year terms.

Everyone in this meeting will vote online regarding this change. Becky Haeny created an online voting form that is in the chat. Everyone can vote on the bylaw change now.

* Members of the committee should broadly represent the university Staff Employee committee community. We rewrote it due to lack of people wanting to be a part of the committee.

The current BYLAW reads the USC is comprised of nine eligible university staff members, with at least one member from each of the three branch campuses with staggered 3-year terms. We can drop it to 7 members if need be.

* Voting was done for Bylaw change
* As of now we have 17 votes, voting will continue during this meeting.
* Question asked in chat – Is there still an emphasis on participation from the additional campuses? Answer – absolutely! We want participation from other campuses.

6.Treasurer’s Report & Update – Mark Fischer

* Our current cash balance as of today's date in Wiser is $2321.45. We've been seeing deposits coming in for the Fall Conference, which I believe is tomorrow. Our foundation funds are currently at $32,577.65 for the market value.

1. HR Report – Julie Stanelle

* The Administrative Transformation Project (ATP) is a system wide project to move our HR system and are SFS or financing system all into a new system called Workday. The anticipated go live date for Workday is July 1st of 2024. At this point, UWGB staff within the transformation areas have been involved in collaborative design of the work with UW System partners. We have a lot of extra links in the report on our HR website, so if you want to learn more, you can definitely check those or reach out to us or the controller's office.
* Annual benefits enrollment: September 25th through October 20th.
  + A few things to highlight: The premiums are going to be increasing in 2024. The annual medical deductible, the high deductible plan, and the access plan have increased to comply with federal requirements. We are going to have a Benefits and Wellness Fair on the Green Bay campus on September 28th from 11:30 to 1:30 in the Phoenix Rooms. UW system benefits representatives will be on campus to talk to and answer any questions you have. They also just sent an email about some virtual sessions that they're going to be having. Make sure if you have any questions, you tune in to those sessions or come to the benefits fair.
* Faculty and staff climate and engagement survey: Last academic year we did a big survey through a company called HERI. There is a work group that is review the results of the survey. Melissa, our senior HR officer, received the data file of the responses. However, the data will not be attached to any email addresses and may only be used for statistical analysis reporting of aggregate information – not for the investigation into specific individuals before receiving the data.
* Student employee information - We developed a four-part student supervisor training series. Our next training is going to be on October 17th from 8:00 AM to 10:00 AM. We're going to cover feedback, expectations, and performance management of student employees. We've had two sessions already – those you can watch the recording (they're available on our website). And then in addition to that, we have launched a BP Logix student employment form, so we actually have three forms – a request form, a change request form, and then a multiple student employment request form. Now, you do all of those through BP logics and it flows through the process for approvals.
* Wellness activities: We have a lot of Wellness activities going on. There's the Well Wisconsin radio. The September episode is about financial well-being. There is a new cognito simulation cultivating inclusive communities training, so if you take that training, the Wellness Committee is going to put everybody into a drawing and give 20 employees a reward for participating. The link to that training will be in our report. Their Wellness committees are also going to do a fall challenge. So, from October 1st to October 28th, you can do the challenge, which is doing at least three activities each week. Turn in your results to show that you completed the challenge by November 8th, and they will be doing a drawing for some prizes. There are the daily habits on WebMD app. So, if you have the app, you can do that on there and then that also goes towards your $150.00 wellness incentive. Make sure that you complete the three activities by October 13th.

1. The positions we’re recruiting for right now. We have two facilities, technicians from one at the Kress and one is a locksmith. So, the Kress replaces Robert Ryan and the locksmith replaces Ken Noe. Ken moved into a new position. Custodian on 2nd shift replaced Bobby Vang and AV technician 58% in communication and information science, which is a new position. An AV technician in IT to replace Craig Young. We have an administrative assistant ll in pre-college to replace Jayne Kluge, and then we have an administrative assistant ll in the Police Department to replace Scott Schroeder who moved to a different position.
2. Committee Reports
3. Election Committee – Brenda Beck

We have four openings on varies committees, please check the University Staff website for the list and descriptions of duties. Brenda encouraged those interested in serving on one of the committees to get ahold of her as soon as possible.

1. Personnel Committee – Brenda Beck

This committee met a couple of weeks ago, and Brenda will be the chair for this committee.

1. Professional Development Committee – Jennifer Buhr

The University Staff Conference is tomorrow at Tundra Lodge

1. UW System University Staff Representative – Kim Mezger – Need to find a replacement rep for Kim. There are 6 meetings a year. Reach out to Brenda Beck if you are interested.
2. University Committee –Becky Haeny

* Kate had mentioned the $2.2 million structural deficit that we have.

Contributing to that has been our enrollment, which has been down

Being down 100 full time paying students actually contributes to $1.2 million of revenue. The other million was the fact that standard utilities cost was up.

Increase of travel costs going up à the mileage rate hotel cost. That hit athletics the hardest because they travel the most. So, those were also contributing factors to that structural deficit. It is not just our enrollment. Becky wanted to make that clear.

The numbers of high school students graduating from high school are dropping, come 2025, there will be less students out there enrolling.

 No furloughs if you're under $100,000 or faculty.

1. Other Campus Appointive Committees & Working Groups
   1. Ethics Committee-Emily Matheny- No updates!

Christine announcement that Career Services has taken over Student employee of the Week. Please contact Christine if you have a student, you want featured.

Update on our bylaw change – the vote is 32 – Yes … Zero, no.

Meeting adjourned at 11:03am

The next USC meeting will be October 19, 2023, 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.

 