

**University Staff Committee**

**Meeting Minutes**

**November 21, 2024 10:00 – 10:43 a.m.**

**Virtually on TEAMS**

1. Call to order 10:00am
2. Roll call: In Attendance: Becky Haeny, Teresa Mullen, Sara Chaloupka, Bradley Berger, Parker Nadeau,
3. Approval of Minutes – October 17, 2024, 2024 meeting: Approved by: Sara Chaloupka, Theresa Mullen, Bradley Berger, Becky Haeny, Parker Nadeau
4. Treasurer’s Report & Update – Sara Chaloupka

* Currently have $2250 for any professional development fund requests, another $300 out there that we’re waiting on
* We had $5600 in revenue from the fall conference in registrations; currently at $3205 for conference expenses, still waiting on $24.97 and $2,779 from the tundra lodge invoice
* Right now, standing at $401.03 left
* $1502.73 for the foundation

1. Administrative Transformation Program – Melissa Nash, Assistant Chancellor for Talent & Technology & SuAnn Detampel, Controller

* [Fall 2024 - ATP Cutover Conversation 2.pdf](https://uwgb-my.sharepoint.com/personal/nashm_uwgb_edu/Documents/Microsoft%20Teams%20Chat%20Files/Fall%202024%20-%20ATP%20Cutover%20Conversation%202.pdf?xsdata=MDV8MDJ8c3RtZXNhQHV3Z2IuZWR1fDg3YzY2NjNiODAyNjQ3M2RiZmVmMDhkZDBhNmZjZjNkfDdmYzM0ZjlkMWY3NTRmOTZiNWIzM2NkY2FhYjAzYWVhfDB8MHw2Mzg2NzgxOTc1NTY0NjU2NTh8VW5rbm93bnxUV0ZwYkdac2IzZDhleUpGYlhCMGVVMWhjR2tpT25SeWRXVXNJbFlpT2lJd0xqQXVNREF3TUNJc0lsQWlPaUpYYVc0ek1pSXNJa0ZPSWpvaVRXRnBiQ0lzSWxkVUlqb3lmUT09fDB8fHw%3d&sdata=bGFQV1o2cXVxQllYR01iNkYzc0lPblpPL1Uyc3dxQVZUMVJRZWVEQnlmWT0%3d)
* New system, work day, coming next July
* Work day is a tool that all UW institutions are going to use to streamline our HR and finance and research processes and will be much more intuitive than our current systems
* HR is going to try to do as many entries in as possible before the soft freeze
* Hard freeze from June 26th-28th depending on HR and finance, opening work day on July 7th
* Between April 1st – July 7th hoping to slow down recruitment initiation
* June 9th will be the last day to submit expense reports
* June 14th is the last day for regular HR transactions
* June 25th is the last day to issue purchase orders
* Everyone will be trained to use work day
* ATP open house event in the 1965 room December 5th 9am-12pm, scavenger hunt activity where you get to take a look and learn more about work day

1. HR Report – Rachel La Crosse, HR Talent Partner

* You can supplement your retirement savings and enroll in the UW403B program, voluntary supplemental retirement savings plan. You can choose either the TIAA or fidelity in the UW403B, both offer the same 18 best in class choices of mutual funds
* Wisconsin radio has “let’s talk all things diabetes” podcast this month. It talks about quality improvement studies relating to diabetes
* Available positions: 2nd shift in operations, department assistant for natural and applied sciences

1. Committee Reports
   1. Election Committee – Brenda Beck
      * no updates
   2. Personnel Committee – Brenda Beck
      * no updates
   3. Professional Development Committee – Jennifer Buhr & Jaime Miller
      * There was a feedback survey for the fall conference (closed day after this meeting)
      * Another survey was sent out to try to determine if this is the way to continue to plan professional development for university staff
   4. UW System University Staff Representative – Becky Haeny
      * No updates, next meeting in November, Teresa will be attending
   5. University Committee Meeting Updates – 10/30 Mtg-Sarah Taylor, 11/6 Mtg – Becky Haeny, 11/13 Faculty Senate – Sara Chaloupka, 11/20 Mtg – Becky Haeny
      * Update on Phoenix Innovation Park, working on creating a 5013C
      * Going to try to get Allen Peters to attend a future meeting to give more information
      * Manitowoc campus was the only one that saw enrollment growth
      * Talk about Lakeshore College using space on the campus to teach classes. Hoping to collaborate the Lakeshore college and UWGB to offer more four-year degrees.
   6. Other Campus Appointive Committees & Working Groups
      1. Ethics Committee – Emily Matheny
         * No Update
2. Old Business

* None

1. Other
   * + - * Discussion of Stacie Christian retiring, Cindy Johnson becoming the new Director of MRC, and SAS moving to report to Christopher Paquette.
2. Adjournment 10:43am

**Next USC meeting: December 19, 2024, 10:00 - 11:30 am, virtually on TEAMS**

**USC Members** – Becky Haeny, Chair; Theresa Mullen, Vice Chair; Sara Chaloupka, Treasurer;

Loretta Rafter, Secretary; Bradley Berger, Member; Jennifer Buhr, Member; Ben Counard, Member; Parker Nadeau, Member; Sarah Taylor, Member