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**University Staff Committee**

**Meeting Minutes**

**February 15, 2024 10:00 – 11:30 a.m.**

**Virtually on TEAMS**

1. **Call to order** 10:00am
2. **Roll call** Becky Haeny, Mark Fischer, Loretta Rafter, Jules Duprey, Parker Nadeau, Theresa Mullen, Jennifer Buhr
3. **Approval of Minutes –** January 18, 2024 minutes approved by Becky Haeny, Mark Fischer, Loretta Rafter, Jules Duprey, Parker Nadeau, Theresa Mullen, Jennifer Buhr
4. **Guest Speaker: Chancellor Alexander-campus/budget update**

* Waiting for city and county to decide what they will do with the management for the Marinette campus.
* Feb 15th updates on the Cofrin Technology Center in the 1965 room at noon. There’s a team’s link if you can’t make it in person and will also be recorded. Hopefully the building will be open in 2027 and then old building would come down, the whole project should be finished in 2028.
* The Coffee Break next week will have a brief overview of our budget.
* The budget goal for this year was around $5 million in our reserves but as of right now we’re tracking closer to $7 million. Hoping to get that up to $10 million.
* We have been working on FY25 to balance our budget for the upcoming year. Which means that all parts of the university have to take a percentage cut.
* Each cabinet member was told they have to take a minimum of a 3.5% cut, some areas had to take bigger cuts. Taking cuts where we have the ability to do so can help us to be able to move forward. So much of what we do is reliant on enrollment growth or steady enrollment.

1. **Treasurer’s Report & Update – Mark Fischer**

* Made a down payment to the Tundra Lodge for the University Staff 2024 fall conference.
* We used our foundation money to pay for this year’s conference our balance is at a $0 for spending.

1. **HR Report – Julie Stanelle**

* ATP Administrative transformation project got delayed till July of 2025 while it was supposed to be July of 2024.
* Mandatory employee training refresher courses are now required to be completed by employees in March of each year.
* Refresher courses will include information security awareness, which is required annually, and sexual harassment title 9, which is required every three years.
* Mandated reporter will continue to be assigned at the time of hire with no requirement of retraining.
* Campus security authority and responsible employee training will now be conducted during the month of March as well. Only individuals who have been designated are required to take this course.
* Those who already completed the training in January for February 2024 will now be required to take the training again until March of next year (2025).
* All trainings will be required to be completed by March 31st.
* Employee evaluations are due by March 22nd.
* We’ve identified that the following policies need to be revised: the academic staff layoff policy, the university staff layoff policy, the academic staff complaint and grievance policy, and the university staff complaint and grievance policy.
* There may also be updates to the harassment discrimination policy, workplace conduct policy, and employee handbook policy depending on changes to the other policies.
* Deadline to submit the feedback survey on those policies is due Feb 15th.
* Focus on the Daily Habits on the Well Wisconsin app for one of your three steps to earn your $150 wellness incentive.
* Currently recruiting for 6 university staff positions: Facilities tech three-locksmith, Custodian-2nd shift in operations, Custodian 60%-2nd shift in Weidner, Groundskeeper in facilities, Facilities tech 3 in the Union, and Student services specialist.

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

* Link in chat for the interest survey to capture interest for the openings on the various committees.
* So far 19 people have taken the survey and 6/19 are willing to serve on any of the openings available.

1. **Personnel Committee – Brenda Beck**

* No updates

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

* Theme for the next conference will be “Success in the Workplace”, but the word success is going to be an acronym.
* Looking for recommendations for presentations/speakers. Hoping to keep it in UWGB staff if possible. Email Jaime Miller or Jennifer Buhr if you would like to recommend someone.
* Meeting with Nora later today (Feb 15th) to get answers on funding for the conference.

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

* Stout is working on a land acknowledgement for their university.
* Eau Claire professional development conference on June 5th, theme is peer gratitude.
* Parkside is bringing their groundskeeping back in house.
* When ATP goes live, my UW portal will go away for all except UW-Madison, so we’ll have something different.
* President Rothman mentioned a couple things at the joint meeting: There are a lot of things they have to do for the compromises for our pay raises, the legislature is still moving forward with a lot of different bills.
* The new online Wisconsin portal will be Wisconsin.edu and will be student focused.
* UW Health is being renamed.
* The next meeting is a virtual meeting in March.

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

* A lot of discussion about the Marinette campus with how the library books all went down.
* Dean Lepak-Gallagher is retiring. There is a discussion on possible changes to the College.
* Dr. Crim shared that Advancement is fully staffed.
* Alums have been doing their campaign Ignite The Future, their goal was 20 million and they have surpassed it and are at 30 million
* On April 3rd they’re doing what’s called the “Giving Day”, we’ll get notified about that this event
* There is a campaign for Theatre on the Bay in Marinette.

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

* Next meeting will be in April
* No updates

1. **Old Business**
2. **Other**
3. **Adjournment** 10:38am

The next USC meeting will be March 21, 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.

