

# UWM-University Staff Council

May 15, 2018, LUBAR N130

## MINUTES

Members: R. Badger, S. Butkovic, L. Eastman, S. Kennedy, M. Maass, T. Nation, M. Oddo, P. Osheim, J. Peshut, D. Rasmussen, P. Reilly, S. Yasaitis

New Members: G. Dukes, L. Perryman, R. Sauers,

Absent: M. Bussian (excused)

Guests: M. Mone

Visitors: K. Krueger, A. Kinateder, J. Rentmeester, M. Russell

- I. Call to Order-The meeting was called to order at 9:01 a.m.
- II. Approval of minutes for April 17, 2018-The minutes were approved as amended.
- III. Chancellor's update-Board of Regents meeting will be held on UWM's campus June 7 & 8. Governance groups are encouraged to attend and listen to the Chancellor's presentation. UWM is looking to get support on some major projects such as Union renovations and replacing the chemistry building. By having that support both by the Regents/System they can gain more in budget over the next biennium. The Regents are also expected to approve the payplan that has been submitted by the campuses. University Staff should receive notices by the end of June notifying them of their raises as they relate to the payplan. The title and compensation survey from UW-System is progressing. Updates will be made as available as soon as they are ready.
- IV. Chair's update-The Strategic Planning Committee has voted to disband and turn their duties over to the Academic Planning and Budget Committee. Primarily the duties would be to review and make recommendations on budget goals to the Chancellor and Administration.

The first hub for Integrated Support Services Project (ISSP) will be opening June 11. *"The Integrated Support Services project is an effort to design and implement an administrative structure that provides excellence across UWM, focusing on the functions of Finance & Accounting, Procurement, Human Resources, and Information Technology. Among other goals, it is intended to accomplish long-term service efficiencies, increase effectiveness, make better use of technology, and enhance professional development opportunities in administrative areas."*

There will also be a second hub which focuses on IT Services that will also launch on June 11, 2018; formally named "Campus Technology Support" (CTS). *"CTS will be formed through the combination of portions of UITS Client Services, the L&S IT Office, Student Affairs IT Services and BATO IT and will provide Help Desk, Desktop Support and Classroom Services to 70% of campus. Campus Technology now has its own website to take service requests: <http://uwm.edu/technology/>"*

## June Transition Activities

The ISS Prototype Hub will be launching on **Monday, June 11, 2018**. This date refers to the organizational launch; the full transition for the Prototype Hub will unfold slowly over the next several months. These are the key activities going on this month:

- **Staff Relocation** – In the beginning of June, ISS employees will begin moving into the new Hub space in Engelmann Hall. This space will allow employees from Finance and Accounting, Procurement, and Human Resources to work in one collaborative space. IT employees will continue to have a strong presence across the campus community.
- **Team Building & Training** – The ISS Leadership Team and a representative from each functional area attended a training program at the beginning of May. This train-the-trainer course allowed them to learn about team building and creating opportunities for collaboration in the Prototype Hub. Training on in-scope processes, procedures, etc., will start in June and continue throughout the rest of summer. Initial training sessions and team building activities will follow the June launch date.
- **ISS Organizational Website** – Over the last few months, feedback was gathered across the project teams regarding the development of an organizational website. The website will go live in June, providing content and contact information for the Prototype Hub. The website will be key in organizing the services offered by the prototype hub, and providing more context and information to those who receive these services.

For more information please see the ISSP website at: <http://uwm.edu/issp-integrated-support-services/>

Chancellor's working group on Culture and Climate-Chair Yasaitis reported that the committee is working to improve the climate on campus. They are discussing supervisor training on campus for all supervisors across campus to improve communication and relationships staff.

- V. Purchasing Guidelines-T. Scrivener, Purchasing Director was on hand to answer questions from the Council and discuss the guidelines that are being drafted for University Staff. After discussion the working group will bring the draft back to the Council for further review.
- VI. S-13 Continuing Education-Information Only-The committee reviewed the SAAP and had no concerns.
- VII. S-31 Incomplete Grades Revisions- The committee reviewed the SAAP and had no concerns.
- VIII. Council Officer Elections-L. Thibault was on hand to run the Elections for officers of the Council. The Council extended a great appreciation of the work that L. Thibault has done over the years as Chair of Elections Committee. S. Yasaitis won as Chair, S. Kennedy won as Vice Chair, R. Badger won as Treasurer and L. Eastman won as Secretary for the 2018-2019 year. L. Eastman will send the new roster with results of the election to the Secretary of the University's office for posting.

- IX. US Council Committees and Committees with University Staff Representation-L. Eastman-The committee will discuss at the June Meeting.
- X. Search and Screen Updates-The College of Health Sciences continues its Dean Search and will appoint an Interim Dean until a Dean has been hired. Lubar School of Business will also continue their search.
- XI. Shared Governance member reports (i.e. APBC, EBC, PEC, I.C., etc.)
- XII. Other Business-The committee will meet to have the Budget Committee present the New Budget Model on May 29.
- XIII. Adjournment-The meeting was adjourned at 11:59 a.m.