



**University Staff Committee  
Meeting Agenda  
August 15, 2019, 10:00 – 11:30 a.m.  
Instructional Services Bldg., Room 1034**

1. Call to order
2. Roll call
3. Review & approval of June minutes
4. Treasurer's report & update
5. Old Business
  - a. Toner program update
6. New business
  - a. Kimberly Sipiorski – UW-Shared Services for Payroll
  - b. Appointed committee positions
  - c. Interest Survey results for upcoming year
  - d. Total Title and Compensation update - Appeals
  - e. UW System UPS Policy memo
7. Adjournment

The next USC meeting will be on September 19<sup>th</sup> at 10:00am, in IS 1034.

## USPDC Report for USC Meeting 08/15/19

Since my last report submitted on May 2 for the May 16, 2019 USC meeting, the University Staff Professional Development Committee met on May 13 and July 8 to discuss the fall conference and spend down of professional development funds for BY18. Sub-committees also met on August 6 to discuss changes to the Qualtrics registration for the conference, and professional development funding reimbursement guidelines for BY20. The USPDC met jointly with the Academic Staff Professional Development Programming Committee on July 12.

### **FALL CONFERENCE:**

The speakers for “Your Professional Toolbox” are confirmed, the agenda is finalized, and the logo is ‘good to go’!! Registration for the conference, being held on Friday October 18, 2019 at the Hyatt Regency in downtown Green Bay opens August 26. The cost is \$109; there is no ‘Early Bird’ registration. Watch your email for details. Conference attendees who are not staying at the Hyatt must park in the downtown city ramp and will be charge per the City of Green Bay guidelines.

### **PROFESSIONAL DEVELOPMENT FUNDS:**

In 2018-19 [BY19] we received 18 requests [17 approved, 1 denied, 1 cancelled] for a total of \$1387.50 in original payout, and an additional \$583 payout [\$53 x11 requests], for a total reimbursement \$1970.50. Because some conferences do not have a registration fee, which was all we were considering for reimbursement the past 2 years, the PDC reviewed reimbursement policies and approved new guidelines for BY20. For the 2019-20 academic year [BY20], you can submit costs for registration, travel and lodging; meal costs will not be considered. Reimbursement will remain the same at 50% of the total costs submitted, with a maximum payout of \$300 per individual, per academic year. Requests must be submitted by May 1 to be considered for reimbursement that budget year. An updated reimbursement request form will be posted to the website at [uwgb.edu/university-staff-governance/professional-development/professional-development-funding/](https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/).

### **JOINT WORKSHOPS:**

The USPDC and ASPDPC met on July 12; new committee members were introduced. We reviewed the evaluations from Angie Lee, former Big 10 Coach of The Year, who presented “A Rolodex of Lived Experiences” on June 18. Reviews were positive and the joint committee agreed to consider asking Angie to present again, but not this academic year.

Each committee agreed that presenting a well-known speaker draws a better audience. Therefore, we agreed that the academic staff will schedule a workshop in fall and the university staff will schedule a presentation in spring. Sponsorship will be equal. In addition, we will jointly schedule three workshops throughout the year collaborating with Public Safety. These workshops will focus on AED/General First Aid Training, Active Shooter Training, and Self Defense. They will replace “Dealing with Disruptions” which has been previously offered. A certificate of participation will be presented to those attending all three sessions.

**Next Meetings:** USPDC, Monday 8/14/19, TH 335H, 1:30-3PM  
ASPDPC/USCPDC, Friday 9/5/19, UU-125, 1:30-2:30PM

**Submitted by:** Teri Ternes, USPDC, Chair

August 8, 2019