



**University Staff Committee
Meeting Agenda
May 21, 2020, 10:00 – 11:30 a.m.
Virtual Meeting - Teams**

1. Call to order: Kim called the meeting to order at 10:02 am.
2. Roll call:

Present: Tracy Van Erem, Paul Wikigren, John McMillion, Lisa Franci, Kim Mezger, Dolly Jackson, Tina Tackmier, Sarah Locke, Sara Chaloupka, Jenny Charapata, Wayne Chaloupka, Berenice Guerrero Vazquez, Raelynn Smith, Susan Machuca, Barbara Tomashek-Ditter, Jolene Truckenbrod, Monika Pynaker, Kaitlyn O'Claire, Karen Peterson, Julie Flenz, Holly Keener, Teri Ternes, Scott Berg, Sherri Meglic, Jayne Kluge, Denise Baeten, Marina Lyudmer, Patrick Goggins

3. Review & approval of April minutes: Approved via email.
4. Treasurer's report & update:

Tracy gave an update for our different account (see attached). She also updated the committee with regards to 2020 USC Fall Conference and our deposit for the Hyatt Regency Suites. The options given to us were to 1) carry the deposit forward to Fall 2021; 2) give our deposit to another group for use of the Hyatt; or 3) receive a refund of 50% of the deposit. The Professional Development Committee chose to receive the refund of 50% of the initial deposit.

5. Old Business: None discussed.
6. New business
 - a. Travel Policy updates – Dolly Jackson

Per Dolly, there are some significant changes being made in relation to travel starting July 1, 2020. The biggest change is Fox World Travel is no longer our main travel vendor. Instead, there will be 3 vendors: 1) Travel, Inc. will now be the travel agency we go through for individual trips; 2) Fox World Travel will be used for block services travel (basically when booking a trip for 10+ travelers); 3) Athletics will now be using Shorts Travel for all sporting event trips. We will use Concur as the booking tool. There are still other travel changes, however, these are slowly being rolled out due to COVID-19. There will be increased communications and training sessions once we are able to start traveling a little more, but since little to no travel is being allowed right now, the information may not stick.

Some of the topics that were asked included the credit vouchers from cancelled trips in Spring 2020; and will there be a team dedicated to UW travel at Travel, Inc.

Also, the trainings will be recorded so everyone will can access the information, but there will be some pointed trainings specifically for heavy users/main contacts for travel information.

b. Blueprint for UW System:

President Ray Cross has released, what he is calling, a Blueprint for UW System in response to the COVID-19 pandemic and its effect on the UW System. The Board of Regents (BOR) will be holding a listening session later today, and President Cross will have a follow-up meeting at 2:30 today.

USC discussed the ideas that President Cross has proposed in his Blueprint. There was also a discussion regarding any specific areas that we should inquire about during either of the two meetings. One of the bigger areas of concern seemed to revolve around the consolidation of the IT departments/services to Shared Services.

- c. Furloughs: There was a discussion regarding furlough statuses among University Staff throughout all UWGB campuses. Included in the discussion how HR determined who would get furloughed and for how long, and applying for unemployment to help cover the furloughed time.

7. Adjournment: Meeting was adjourned at 11:28 am.

The next USC meeting will be on June 18th at 10:00am, in IS 1034.

University of Wisconsin - Green Bay
University Staff Committee
TREASURER REPORT

Thursday, May 21, 2020
10:00-11:30 a.m. ~ Microsoft Teams

	<u>Previous Month</u>	<u>Current Month</u>
(102) Staff Development Account	\$ 2,954.17	\$ 2,269.17
(136) Revenue Account	\$ 5,499.17	\$ 5,499.51
Foundation Discretionary Account (#11100 "Agency" acct)	\$ 17.81	\$ 17.81
Endowment Account Pro Development (Earnings Avail to Spend)	\$ 3,031.00	\$ 3,031.00
	<u>\$ 11,502.15</u>	<u>\$ 10,817.49</u>
Endowment Account Book Value	\$ 10,283.84	
	GRAND TOTAL	\$ 10,817.49