

**Leadership Council
Minutes
June 19, 2019**

Present: Chancellor Andrew Leavitt, Buzz Bares, Stephen Bentivenga, Bill Bultman, Laurence Carlin, Mark Clements, Chad Cotti, Kevin Crawford, Carmen Faymonville, James Fletcher, Linda Haling, Alex Hummel, Lynn Kleman, John Koker, Laurie Kraisin, Shawna Kuether, Jean Kwaterski, Kurt Leibold, Melanie Marine, Colleen McDermott, Ian McDonald, Jennifer Monroe, Barbara Rau, JoAnn Rife, Martin Rudd, Bethany Rusch, Jeanne Schneider, Druscilla Scribner, Nathan Scott, Judith Westphal, Thomas Wolf, Lori Worm, and Greg Wypiszynski

Absent: Jacob Banfield, Peggy Breister, Sylvia Carey-Butler, Victor Alatorre, Kate McQuillan, Lisa Goetsch, Chuck Hermes, Charlie Hill, Art Munin, Carla Rabe, Robert Roberts, and Darryl Sims

Guests: Andrew Braatz, Rachel Grose

- I. Call to order: Chancellor Leavitt called the meeting to order at 2:00 p.m.
- II. University Updates – Chancellor Leavitt
 - Clow II enumeration of \$500,000 is included in the next budget and will need to be back on the Regents’ list for the next biennium.
 - While the new operating budget is disappointing, the capital budget is the best in years; 30% of UW Oshkosh’s allotment will be used for the Pay Plan.
 - The new naming recommendation will be proposed at the July 11 Board of Regents meeting. Once approved, an updated website will be launched with templates, logos, banners, etc. which can be downloaded for use by staff.
- III. HLC – Chancellor Leavitt
It is expected that UW Oshkosh will be contacted by HLC by the second week of July about its “on notice” status.
- IV. University Policies – <https://uwosh.edu/policy/> (*see google drive)
Payment Card Industry – Data Security Standard (PCI DSS) Policy – Mark Clements
The PCI Compliance Policy is at stage 3 of the “Policy on Policies” process. It will be reviewed by governance groups for feedback and recommendation and then will be forwarded to Chancellor Leavitt for adoption. This is UW Oshkosh’s local version of the UW System policy assuring that offices collecting credit card information are in compliance. Individual campuses must have their policies in place by September 30, 2019, in order to help standardize practices.
- V. Strategic Plan Update – Provost Koker
Chairperson Ron Rindo and the Strategic Planning Committee presented at a recent Leadership Council meeting, and Ron has now agreed to facilitate at the next two Leadership Council meetings, which will be in a workshop format. At the July 24th meeting, Leadership Council members will review the vision and values, and at the August 21st meeting, their ideas will be tied in with the mission statement. A group will then be assigned to meet and continue work on the plan, which will eventually

be presented to the Board of Regents. Access campus representatives will also be appointed for a total of about 50 individuals serving in this new group.

- VI. Summer Modifications to Work Week – Jim Fletcher and Shawna Kuether
UW System favors the idea of any full-time staff being allowed to modify work hours between the end of spring interim and the week prior to Labor Day. Offices will not close but will be minimally staffed. Several examples of flex schedules were shown, i.e. an individual could work an extra hour each day Monday through Thursday and then take off at noon on Friday. However, the combination of lunches and breaks is not acceptable, and the week of July 4 should not be flexed. Discussion followed on the proposal, and Chancellor Leavitt asked why this should not be implemented right away instead of waiting until after interim, using this summer as a trial run. Council members agreed, and it was decided to offer this new opportunity starting the week after July 4 through August 23.
- VII. Restructuring in Financial Services – Jeanne Schneider and Andrew Braatz
Jeanne shared what she has been working on since her arrival at UW Oshkosh. She has addressed many issues to help create smoother operations with money handling, improved training, prompt reconciliation of accounts, the installation of cameras around the cashier windows, corrected signatures/clarification of signature authority, P-card usage rules, compliance with UW System, and organizing grant accounts. Andrew Braatz has created a list of unit reviews. Brian Klinger is working with the Minority Business Enterprise Program to try to get more minority companies on the list of state-approved contractors. For sustainability reasons, a major change to paperless communication will be explored. Jeanne reported that UW Oshkosh is the only campus in the UW System offering quarterly reports, which show exactly where this campus is currently as far as its finances.
- VIII. Next meeting – Wednesday, July 24, 2019, Reeve Ballroom (227BC)
- IX. Adjournment
Meeting adjourned at 3:00 p.m.

Respectfully Submitted,
Erin Heiling