Classified Staff Advisory Council* Meeting February 21, 2013
Minutes

Members Present: Dan Wanish, Jim Stull, Lisa Perkins, Inga Foley, Rod Rotar, Julie Hunter, Katy Sticha

Others Present: Chancellor Cross, Teri Venker (Administrative Liaison for Chancellor Cross), Judy Ballweg (from the Office of the Provost), David Prucha and JoAnn Johnson (from HR) and Dan Hill (Interim Secretary of The Faculty and Academic Staff)

1) Introductions

2) Chancellor Cross Presentation, Q & A and Subsequent Discussion:

a) Governor’s Budget favorable to University. Money has been allocated for the Flex Degree Program as well as a Block grant which gives the University System and UW-Madison negotiating ability for allocating the money.

b) No pay plan for State employees yet which is not unusual timing. There is a possibility that a modest pay plan will be forthcoming.

c) Why CSAC is Important from Chancellor Cross: Shared governance is opportunity to inform management to help them reach best decisions – Management has responsibility to listen to ideas and issues conveyed by shared governance councils. Problems should be discussed openly and CSAC* should put energy into coming up with ideas to improve Classified Staff work environment and communication with Administration.

d) CC Dan Hill, Teri Venker and Rod Rotar on emails sent to Chancellor Cross about issues or concerns.


f) Chancellor Cross agreed to consider writing a letter of support for Council and Classified* Staff. (Rod will forward UW-Oshkosh Chancellor letter to Chancellor Cross to use as an example)

g) Chancellor Cross welcomed the idea of his visiting various Extension locations for informal Meet and Greets.

h) As of July 1, 2013 CSAC* will need to be ready to conduct itself as a Governance Council – Elections plans should be in place.

1) Bylaws and Mission Statement – When written the Bylaws should be shared with Co-Op Council, Faculty Senate and Faculty Council. Expect
feedback; best to iron out possible disagreements prior to formally adopting the Bylaws.

2) A plan is needed to develop a flow of communication between Council and University Staff.

3) Website exists! Post appropriate info (Officers, Council Members contact info, bylaws, meeting agendas, meeting minutes, etc.) Katy Sticha and Lisa Perkins will work with Judy Ballweg, who will assist this Council with the website.

4) Open Meetings Law Compliance Practices need to be in place. The CSAC* is a public body and no four or more members of the Council should meet without a 24 hour notice being posted. All meetings should be open meetings.

David Prucha Presentation and Discussion:
UPS system will be functional by July 1st but some aspects of the timeline until then have been slightly postponed. There is a plan in the works to simplify and streamline the benefits system but that is not ready yet. The Board of Regents is setting up an RFP to hire consultants to look at our compensation structure and ranges. The RFP will be released by July 1st. The University was given an 18 month timeline to create the UPS – much less time than is usually spent on such a project.

Shared Governance: A lot of CSAC conversations will have to do with Personnel Practices. JoAnn and David are available as resources for HR issues and to explain the UPS system. Presentations and Q & As on the UPS system are being planned in April. CSAC* should encourage colleagues to attend. There is also a publicity/education campaign starting soon.

Dan Hill Presentation and Discussion:

The Project Teams working on the new University Personnel System recommended building into the new system formal governance rights for Classified Staff (who will be called University Staff as of July 1, 2013). One of the ways Governance is different from Union Representation is that it provides a formal way for Classified* Staff to directly participate in the development of University policy, including Personnel policy. In accordance with other already existing University Councils, University Staff Council has a primary responsibility to develop and review policies, exercised through the Chancellor.

Recommendations of Dan Hill:
A) Council should avoid getting too bogged down in policy details or on details of just one issue. We should stay mindful of the larger issues that we hope to impact.
B) We should try to ensure that University Staff have the opportunity to have a voice in administrative policy decisions, particularly those that affect University Staff.

C) University Council is welcome to attend meetings of the Faculty and Academic Staff and the Faculty Senate. We might all want to attend each other’s meetings.

D) CSAC* should consider the implications of our bylaws decisions and how the bylaws will impact the functionality of the Council. Select bylaws to be consistent with our goals for the Council and for the kind of discourse we want to encourage. (ex: Robert’s Rules of Order might not generate informal discussion.)

Bylaw Development Process: Bylaws will be the focus of the next several meetings. For next meeting (March 21st) Council members will research and come prepared to discuss:

1) Mission Statement (suggestion was made for each member to write the Mission Statement we would like to see.)
2) Official Name of Committee
3) Meeting Rules
4) Responsibilities and Roles of the Committee
5) Officers and Election of Officers
6) Definition of Membership
7) Formation of Committees – what committees would be of service to our Mission

Future Meetings:
March 21, 2013 10:00 am – 12:00 pm 118 Lowell Center (610 Langdon St)
April 18, 2013 10:00 am – 12:00 pm 317 Pyle Center (702 Langdon St)
May 16, 2013 10:00 am – 12:00 pm Vilas Hall Conf Rm or Pyle 317
June 20, 2013 10:00 am – 12:00 pm System Admin Bldg Rm 123 (780 Regent St)

Agenda Items for March 21st Meeting:
   1) Bylaws and Mission statement / Name of Committee
   2) Website Update
   3) Discussion about how Committee can communicate effectively with Classified (University) Staff

*Will be known by another name, yet to be decided, on or before July 1, 2013, which will replace “Classified Staff” with the new classification “University Staff”