Classified Staff Council Meeting Minutes  
Thursday, November 21, 2013  
10am-12noon  
Rm. 102 Extension Building

Present: Dan Wanish, Lisa Perkins, Inga Foley, Katy Sticha, Julie Hunter, Jim Stull, Ray Cross, Aaron Brower, David Prucha, Dan Hill, Judy Ballweg, New Council Members: Daniel Kursevski (CEO-EL), Donna McLaughlin (DEED), Matt Vieth (GEAS)  
New Member James Wegener (BAMI) could not attend

Call to Order – Dan Wanish  
Dan called the meeting to order at 10am. Judy Ballweg stated that the notice requirements of the open meetings law had been met.

Introduction and Welcome to New Council Members

Election of CSC Officers – Dan Hill  
- Julie nominated Dan Wanish as the Chair. By acclamation Dan is Chair. Congrats!
- Lisa Perkins nominated Katy Sticha as Vice Chair. By acclamation Katy is Vice Chair. Congrats!
- Dan Wanish nominated Julie Hunter as Secretary. By acclamation Julie is Secretary. Judy Ballweg will be recording minutes. Julie Hunter and Dan Hill will provide back up for recording of minutes.

Secretary of the Faculty and Academic Staff – Dan Hill  
- Dan and Judy provide the support functions on behalf the CSC, including serving as liaison between you and administration in developing a 2-way communication. The Chair will represent your group on Council matters.
- Proposed office title change: Secretary of the Faculty and Staff

Human Resources – David Prucha, Human Services Director  
- Human Resource directors met on November 14 to discuss how classified staff is evolving across the system along with new roles and new relationships. The directors are talking about offering a one-day meeting (Governance 101) for all new governance Chairs in an effort to get to know each other, brainstorm, and share situations. Be looking for that invitation early next year.
- A compensatory time cap for carrying over time into the next calendar year is being considered. Look for more information about this topic early next year.
- Distributed and discussed handouts, “Section J – Provisions for Administering Discretionary Merit Compensation (DMC) and Chapter ER 44 – Employee Development and Training.
  - Council members expressed concern that the DMC information is not being broadly shared. David will send the original message & DMC/DERA web links info. to Dan Wanish for the Council’s help in distributing to classified staff. It was suggested that perhaps Jessica Tormey could help craft a message on this topic to send to all classified staff. This message could then be signed by both Dan Wanish and Chancellor Cross.
  - Professional Development is available and David will send Dan Wanish the website links. Council members expressed concern that there are some inequities in regards to tuition reimbursement. Dan Wanish will work with Chancellor Cross to determine next steps.
Chancellor Ray Cross
- Conversation with the Chancellor focused “How does he see CSC integrating into the current process?”
  --The council is now part of shared governance which means engagement and participation. CSC represents a large number of employees and the Chancellor is looking to CSC to bring forth inconsistencies/inequities found within the institution. He wants to be available to listen and it’s the Council’s job to be sure he hears.
- There is much concern about the pending institutional budget cut. In the coming months employees will be hearing about ways to simplifying, standardizing, consolidating, streamlining.

Interim Provost Aaron Brower
- UW Flex Option: Officially opened on November 18. There are over 1,500 individuals who have started the process. Individuals will be expected to pass through assessments before obtaining a degree. A counselor will be following up with each potential student to talk through next steps. For more information, check out the website – http://flex.wisconsin.edu/
- Agreed with the Chancellor that there is great concern about the pending institutional budget cut. Looking for more flexibilities, efficiencies, and cost effective ways of doing business. Exploring ways of generating more revenue, using those additional dollars wisely and using the uniqueness of UW-Ext to our advantage. The Deans/Directors of each division have been asked to earmark money for compensation as well as earmark money for an investment pool to be used as seed money for future collaborative efforts. A small workgroup will be formed to help think through this process. He is asking for a CSC representative to be part of this workgroup. It was suggested that individuals who were not elected to the Council be considered for this role.

Approval of October 17 meeting minutes
Minutes approved.

Governance Groups’ Communication Protocol with the Office of the Secretary of the Faculty and Academic Staff
- Council members are asked to bring issues/concerns to the Chair. The Chair will then discuss item with Dan Hill to determine next steps.
- Future Meetings: Third Thursday of each month / 10am-12noon / Pyle Center. Judy will secure meeting space for December 19 meeting through 2014.
  January 16       June 19
  February 20      July 17
  March 20         August 21
  April 17         September 18
  May 15           October 16
  November 20

Bylaw Changes
- Dan Wanish, Matt Vieth and Dan Hill agreed to work on bylaw revisions.

November 5 Joint Meeting
- The joint meeting included: Faculty Senate, Academic Staff Council and Classified Staff Council. There was much discussion around “how will we collaborate?” The Chairs will work together on a joint message that defines shared governance. Chairs currently come together monthly to develop their meeting agendas.
Chancellor’s Awards
- Christine Curley, Assistant Vice Chancellor, Office of Equity, Diversity and Inclusion, would like the Chancellor’s Awards criteria to be more inclusive. A workgroup is scheduled to meet in January and she is asking for a CSC representative. It was suggested that individuals who were not elected to the Council be considered for this role.

Website Development
- Be looking to your website for all general information, meeting agendas and meeting minutes. Work with Judy Ballweg on any updates needed.

Future Brown Bags
- It was suggested to offer another brown bag event in January/February. A planning team is needed. It was suggested that individuals who were not elected to the Council be considered for this role.

Meeting Management WisLine
- This WisLine was held on Friday, November 15. All resources (powerpoint and audio recording) can be found at – [http://www.uwex.edu/secretary/index.html](http://www.uwex.edu/secretary/index.html)

Bus Pass Payment Options – carry item over to next meeting

Items for December 19 meeting:
- Workplace Climate Survey – Christine Curley
- Bus Pass Payment Option
- Future Brown Bags – planning team needed
- DMC and DERA
- Tuition Reimbursement
- LTEs on Council
- Bylaw revisions – Dan Wanish, Matt Vieth, Dan Hill
- Appreciation to Rod Rotar and Jim Stull for their leadership in the formation of UW-Ext Classified Staff Council.
- Appointment of new GEAS rep. to the CSC

~minutes submitted by Judy Ballweg~