Classified Staff Council Meeting Minutes  
Thursday, December 18, 2014  
10am-12noon  
Pyle Center

Present: Rick Mills, Donna McLaughlin, Ramona Gasperski, Daniel Kurseyevski, Suzanne Samuelsen, Lisa Perkins, Janet Waldburger, Russ Awe, James Wegener, Dan Wanish, David Prucha, Judy Ballweg, Rose Smyrski

Guests: Jordon Ott, Director of Extramural Support

Call to Order and Certify Open Meetings Requirement – Dan Kurseyevski, Chair
• Dan called the meeting to order at 10:02am and certified compliance with open meeting law.

Approval of November 20 meeting minutes
• Minutes approved

GEA Communication
• Classified staff employed within Generation Extension Administration has expressed a concern about receiving timely and accurate information. Steve Wildeck will discuss this concern with the Administrative Council. The CSC rep to the Administrative Council is Katy Sticha.

Research and Misconduct Policy – Jordon Ott and Mark Dorn
• A motion from Suzanne Samuelson to approve the revised Research and Misconduct Policy as presented today, seconded by Donna McLaughlin. Voice vote, motion carried.
• All governance groups have approved the revised policy.

UPS Operational and Grievance Policy Review Team Update – James Wegener, Lisa Perkins, Donna McLaughlin, Janet Waldburger, Russ Awe
• Progress is being made on developing/editing operational policies. The committee is scheduled to meet again on January 7.
• Distributed and discussed the draft copy of, “UPS UW-Ext Grievance Policy”. Edits were suggested. David Prucha will incorporate all suggested edits and distribute a revised document to the Council for final approval.
• Classified Staff Council has agreed to call a special meeting to approve the revisions:
  Tuesday, December 23
  10am
  Via WisLine

  Once approval has been obtained by the Council, David will submit to the Chancellor for approval, and then on to UW System for approval.

Chancellor’s Administrative Liaison to Classified Staff Council – Rose Smyrski
• Mark Your Calendar: UWC/UW-Ext will be hosting the Board of Regents meeting scheduled for April 9-10, 2015, at UW Waukesha. For additional information, please see December 18 email sent by Judy Ballweg on behalf of Rose Smyrski or contact Rose directly -- rose.smyrski@uwex.uwc.edu
• Chancellor Cathy Sandeen met with Senator Steve Nass earlier this week.

**Human Resources Update – David Prucha**
• David will share a revised UPG#4: Procedures for Awarding Emeritus Status for the Council’s approval.
• Expression of Interest Form to Serve on Search and Screen Committee: As a way to raise awareness, Rose Smyrski will bring this topic to an upcoming UWC/UW-Ext Administrative Council meeting.

**Overview of the Office of the Secretary of the Faculty and Staff – Dan Hill**
• Dan provided background on the formation of the Classified Staff Council. He emphasized the importance of being a Council member as policies and practices are development with administration. As warranted, subcommittees may be formed. These subcommittees would work separately from the larger Council providing regular progress reports to the Council. Dan also talked about open meetings law, itemizing a meeting agenda, and that joint meeting agenda items are informational and not for decision making. It was suggested that Dan Hill coordinate an orientation (Governance 101).

**Future Meetings**
• The January 6 meeting will be held at the Pyle Center. Revisit this topic to determine future meeting locations and possibly incorporating a 30-min “meet and greet”.

**Communications Committee**
• Suzanne Samuelsen distributed a draft Classified Staff Council newsletter. Revisit topic at January meeting.

Identification of Future Meeting Topics:
• Being mindful of meeting start time/end time.
• Revisit the Proposed Bylaw changes – 7.0 Term of Service Officers and 8.0 Officers
• Clarifying Employee Voting Rights
• Recap December 23 CSC WisLine: Revised UPS UW-Ext Grievance Policy

~minutes submitted by Judy Ballweg~