UWEX Classified Staff Council
Meeting Minutes
October 17, 2013

Members Present: Lisa Perkins, Julie Hunter, Jim Stull, Katy Sticha, Dan Wanish
Member not Present: Inga Foley

Guests Present: Jessica Tormey, Assistant Vice Chancellor, University Relations; Dan Hill, Secretary of the Faculty and Academic Staff; Judy Ballweg, Administrative Assistant, Secretary of the Faculty and Academic Staff

I. Jessica Tormey, Assistant Vice Chancellor, University Relations
   a. Expressed support for CSC, but may not be able to attend meetings due to increased responsibilities on behalf of the Chancellor’s Office. Dan Hill and Judy Ballweg will try to attend all meetings instead.
   b. Reiterated Chancellor Cross’s support for Classified Staff.
   c. Discussed recent University Chancellor raises.
   d. Discussed External Climate for UW-Extension.

II. Dan Hill, Secretary of the Faculty and Academic Staff
   a. Responded to question regarding name change for the Secretary of the Faculty and Academic Staff – Suggested Secretary of the Faculty and Staff as a possibility, but not certain.
   b. Explained that he and Judy will coordinate to convey the same information to all governance groups at the same time; asked for patience if an unintentional oversight occurs.

III. Meeting Minutes Approval
   a. July 18 – Draft approved with no changes.
   b. August 15 – Corrected Draft approved with no changes.
   c. September 19 Notes from Classified Staff Discussion – Title corrected to UWEX Classified Staff Council Inquorate Meeting Minutes – Draft approved with no additional changes.
   d. Voting update: Voting by Proxy or email not permitted. Members need to be present in order to be in compliance with open meetings law. Occasional tele-participation okay only if speaker(s) is readily identifiable.

IV. Governance Groups Communication Protocol
   a. Judy will post minutes and agendas on website in accordance with open meetings law.
   b. Judy can also post CSC Meetings on Master Schedule.
   c. Judy and Dan need to be included in setting CSC meeting dates. 2014 Meeting dates should be set in advance, preferably at the November CSC meeting.
   d. Next two CSC meeting dates are November 21st and December 19th, 10:00 – 12:00
e. Communication regarding agendas should go through the Chair, who can then forward it to Judy.

f. Most communication with Dan or Judy should go through the Chair.

g. Teleconference Planning meeting for the November 5th Joint Governance Meeting is scheduled for Oct 22; Dan Wanish (Chair) will attend.

h. November 5th Joint Governance Meeting Agenda will be prepared by Judy.

i. Judy will be the official note taker for CSC Meetings starting with the November 21st CSC meeting. The Secretary will take minutes in Judy’s absence. Judy and Dan will prepare the agenda for the November 21 CSC meeting.

V. CSC Membership Elections (need 4 members)
   a. As of this meeting we have candidates from DEED and from GEAS. Need two more candidates, one from BAMI and one from CEOEL.
   b. We will send another general call for nominees and extend the nomination until October 27th
   c. Then the ballot will go out ASAP allowing two weeks for voting.
   d. If no nominees in a Division, write-in candidates are permissible.
   e. If no candidate is nominated or written in, we will have a vacancy, but quorum cannot be amended in bylaws to accommodate vacancies.
   f. Discussed filling potential vacancies.

VI. CSC Officer Elections – November 21 CSC meeting
   a. Dan Hill will preside over the officer elections, then turn the meeting over to the Chair.

VII. Bylaws
   a. Motion made by Katy to amend the Quorum in the CSC bylaws to five, seconded by Dan. Unanimous vote of members present in favor of changing CSC Bylaws Section 10.2 to state that a quorum shall be five members.

VIII. Items for November 21st meeting:
   a. Elections
   b. Member Orientation / website tour plan
   c. Amend bylaws to reflect that Staff (Judy) will take minutes; CSC Secretary will take minutes if Judy absent.
   d. Climate Survey Issues Discussion
   e. Discussion on how to get more Classified on Search and Screen Committees
   f. Long-term LTEs on CSC Discussion
   g. DMC discussion
   h. Items for Dec. 18th meeting