Classified Staff Council Meeting Minutes  
Thursday, February 20, 2014  
10am-12noon  
Rm. 220 Pyle Center

Present: Dan Wanish, John Shutske, Dan Kursevski, James Wegener, Suzanne Samuelsen, Dan Hill, Julie Hunter, Judy Ballweg, Lisa Perkins, Katy Sticha, Inga Foley
Phone: Donna McLaughlin

Call to Order – Dan Wanish  
Dan called the meeting to order at 10:05am. Judy Ballweg stated that the notice requirements of the open meetings law had been met.

Introduction and Welcome

Approval of January 16 meeting minutes  
Minutes approved.

Interim Provost and Vice Chancellor – John Shutske
- John Shutske has been named Interim Provost and Vice Chancellor, effective February 17. The interim role could be for up to one year. See email announcement, dated 2/4/2014. John looks forward to learning more about the great work of this Council.
- John will follow up on the appointment of Chancellor’s Administrative Liaison to CSC, Jessica Tormey.

Secretary of the Faculty and Staff Report – Dan Hill
- Dan appreciates everyone’s patience as the Office of the Provost works through the leadership transition.
- The Joint Meeting (FS, ASC, CSC) scheduled for March 4 will include dialogue around two items of interest:
  - Approving the current pay plan and developing the future approval process
  - How does UW-Ext respond to information requests / policy discussion

Human Resources – David Prucha (unable to attend)
- The February Human Resources meeting was cancelled and, therefore, no report.
- David plans to attend the Brown Bag Lunch, scheduled for March 13, as well as the next Council meeting scheduled for March 20.

Brown Bag Lunch
- The Brown Bag Lunch is scheduled for Thursday, March 13, 12noon-1pm, Pyle Center.
- Katy developed and distributed a Council Member contact sheet and will make copies for the event.
- Julie developed and distributed a draft agenda for the event.
- The discussion generated great ideas and a process for next steps. Julie Hunter, Katy Sticha, and Dan Wanish have agreed to take the lead in finalizing the details.
- Place this item on the March meeting agenda.

Workplace Climate Survey – Donna McLaughlin
- Donna distributed and discussed, “Climate Survey Recommendations 2014”.
- The discussion generated great ideas and a process for next steps. Donna McLaughlin, Julie Hunter, Inga Foley and Dan Wanish have agreed to take the lead in finalizing this document.
- Place this item on future meeting agendas.

Chancellor’s Award Program and Committee – Julie Hunter
- Julie distributed and discussed, “CSC Chancellor’s Awards Suggestion – Working Draft”. The discussion generated great ideas and the need for award(s) that are geared more toward classified staff responsibilities to help classified staff find themselves within the award name/criteria.
- Julie will incorporate ideas and share a revised copy with the Council. She will also share the document with David Prucha and ask when the Selection Committee might be meeting to begin the 2014 process.

Chair Report – Dan Wanish
- Prioritizing Issues
  - Prioritizing Issues will be the focus of the March meeting. Dan Wanish will work with Dan Hill to generate a list of priorities to share with Council members.
  - Suggested agenda items for the March meeting: (1) Focus on Issues/Priorities for Upcoming Year (2) Discuss Concerns Raised by Other Classified Staff (3) Other
- Classified Staff Council participation on Systemwide Extension Council
  - Dan Hill will follow up on representation guidelines.
- Provost Office budget workgroup
  - Lisa Perkins will follow up with John Shutkske on next steps.
- Website Development
  - It was suggested that a Council photo be taken at the Brown Bag Lunch, March 13, in addition to capturing event photos. Be sure to dress appropriately! Judy will help secure a photographer.
- DMC/DERA Information follow up
  - Place on a future agenda.
- Tuition Reimbursement
  - Lisa Perkins will work with Dan Hill to create a questionnaire that all Council members can use in researching current divisional practices.
- Leadership Training ideas
  - There is a UW System Classified Staff Governance Workshop being planned. For more information, see Feb 20 email from Dan Wanish.
- Appreciation to Rod Rotar and Jim Stull for their leadership in the formation of UWEX Classified Staff Council
  - Katy has the certificates and Judy will provide the frames.
- Mark Your Calendar:
  - Joint Meeting: CSC, FS, ASC on March 4, 1:30-4pm, Pyle Center. Agenda will be posted to the website, soon.
Bus Pass Payment Options – Katy Sticha

- Concern has been raised about the bus pass policy and employee cost. It was suggested that we explore a fund that could “off set” the cost of transportation. Place this topic on a future agenda in an effort to assign someone to take the lead and report back findings.

Identification of Future Meeting Topics:

- How do Council members bring forward issues/challenges/topics brought to them by other classified staff?
- Explore a weblink for classified staff to provide anonymous input of topics for the Council’s consideration.

Meeting Adjourned at 12:05pm.

~minutes submitted by Judy Ballweg~