Classified Staff Council Meeting Minutes  
Thursday, March 20, 2014  
10 am - 12 pm  
Rm. 205 Pyle Center

Members Present: Inga Foley, Julie Hunter, Dan Kursevski, Donna McLaughlin, Lisa Perkins, Suzanne Samuelsen, Katy Sticha, Dan Wanish, James Wegner

Others Present: Dan Hill, Interim Secretary of the Faculty and Staff; David Prucha, Director of Human Resources, John Shutske, Interim Provost and Vice Chancellor

I. Call to Order – Dan Wanish
   a. Dan called the meeting to order at 10:05 am

II. Minutes approval
   a. February 20 Meeting Minutes were approved.
   b. Minutes of the March 4 meeting with Co-op CSAC were approved with a correction.

III. John Shutske, Interim Provost and Vice Chancellor–
   a. New CSC Liaison will be Rose Smyrski, Interim Vice Chancellor
   b. Budget Work Group Report:
      i. There will be rep from this group (Lisa Perkins) on Budget Work Group.
      ii. The fund formerly known as the Program Innovation Fund will be handled at the Divisional level; Deans and Directors have been meeting and when the big budget decisions are made classified representation at the Divisional level will be solicited.

IV. David Prucha, Director of Human Resources
   a. Search and Screen committees
      i. CSC may generate a list of Classified Staff in each division who are interested in serving on Search and Screen Committees. People’s area of expertise should be included.
      ii. David will put this topic on his HR Team meeting agenda.
      iii. CSC members are concerned that this issue may be a workplace climate issue. Discussion revealed that practices vary widely by unit regarding the inclusion of classified staff in Search and Screen Committees.
   b. Inconsistent treatment of Classified verses Academic staff on snow days: (Academic Staff can work from home.)
      i. Part of the explanation is related to Federal Fair Labor Law. Classified staff are paid for time, vs. academic staff are paid for the job itself.
      ii. Supervisors are encouraged to be flexible so long as they can maintain customer service and adhere to payroll requirements.
iii. Concern was expressed by members that supervisors might not know options that are available to offer classified staff in this situation.

c. It was mentioned by members that Classified Staff listservs are not up to date. Some Classified staff did not receive Brownbag emails. David will check with Angela about this but a certain amount of lag time is inevitable at all institutions. Also, some of this might be a temporary 365 issue. A suggestion was made to have new staff be sent a link at which they can “onboard” themselves to get current emails.

d. David Prucha will find out how many UW-Extension Classified are employed around the state. Many classified around the state are actually county employees.

e. A member expressed concern that FY15 Pay Plan guidelines were sent to some UW-Extension divisions but not all. Can these be posted to the website?

f. A general discussion followed about providing clear DMC, pay plan and other HR information on UW-Extension HR website, or on CSC website, as opposed to sending staff to the OSER website or waiting for UPS website to get current. CSC members can explore existing UW newsletters to use as a vehicle to provide HR and other news.

V. Brown Bag review:

a. Comments received about the brown bag were favorable!

b. Thank you to Dan Hill, David Prucha, John Shutske and Aaron Hill for their helpful comments at the brown bag. Also thank you goes to CSC Brownbag Planning Committee.

c. Members should send an email to Dan Wanish if you have an opinion about the website photo.

d. Julie will type up the unanswered written questions and answers, send to David Prucha for review, and CSC will look into getting those posted on the CSC website.

VI. Dan Hill, Interim Secretary of the Faculty and Academic Staff

a. Process for bringing classified staff concerns to CSC meetings:

i. CSC members should email Chair (Dan Wanish) with a request to put an item on the meeting agenda. Dan can choose to put the item on the agenda or instead ask at the meeting if members want to put it on a future agenda.

ii. Classified Staff should contact a CSC member when they have a concern.

b. CSC Priorities tabulation. Dan distributed results and explained the various ways he compiled the data from the priorities survey he created based on our list of Council interests and goals. CSC members should study the information and be prepared to discuss at next meeting.

c. System-wide Extension Council – to be discussed further next month

VII. Workplace Climate Committee Report: Distributed by Donna McLaughlin. The suggestion was made to compile the ideas into a report, which will be voted on to be endorsed by CSC at our next meeting.

VIII. Chancellor’s Award Meetings Report

a. Julie met twice with the Chancellor’s Award Committee. The Call for Nominations has been tweaked with the hope of making the awards more clear and inclusive to Classified staff.
b. CSC has been asked to actively encourage Classified Staff to nominate their colleagues.

c. The concept of a professional development / mentoring award has been suggested to the committee and might be considered next year.

IX. Chair Report – Dan Wanish

a. Website Development Committee – Donna volunteered to take the lead.

b. CSC nomination to Chancellor’s Search and Screen Committee: Katy Sticha and Julie Hunter expressed interest. Dan will send info to them. Two nominees are requested; one of those two will be selected to serve on the Committee.

c. 2013-14 Meeting Schedule: Can CSC meetings be added to the master schedule?

b. Leadership Training ideas: Katy will send info regarding upcoming Co-op training that still has openings. Dan and John will look into whether funding for CSC members can be found.

e. Classified Staff Council Awards for Excellence – Should CSC consider developing their own awards? To be discussed later.

f. Possible outsourcing of UW-Marathon County Custodians, as well as our UW-Extension EAP Program: Our well-respected current EAP coordinator is facilitating the change and will be here until August. No other outsourcing plans are known of by HR or John Shutske.

g. UW-System Shared Governance Conference: May 21-22. Open now to all CSC members. Reception at Fluno on the evening of the 21st and training on the 22nd.

h. Classified Staff Council members attend CEAC meetings? Not decided yet.

i. Multi-lingual CSC communications? Need is not known.

j. Bus Pass payment options: discussion postponed for next time due to time constraints.

X. Possible Items for future Agendas:

a. Priorities list and sub-committees

b. Communication with Classified Staff

c. Climate Study report

d. Explore creating weblink for Classified Staff to go to one place and find information.

e. Employee Handbook/CSC Newsletter for our website?

f. CSC and CEAC attendance?

g. CSC Awards for Excellence?

h. Chancellor’s Search and Screen Committee nominees

i. Bus Pass Payment

j. Need for bi-lingual communication?

k. System Wide Extension council

l. CSC Meetings – Format, Time

~minutes submitted by Julie Hunter~