Classified Staff Council Meeting Minutes
Thursday, November 20, 2014
10am-3pm
Pyle Center

Present: Rick Mills, Inga Foley, Katy Sticha, Donna McLaughlin, Ramona Gasper, Daniel Kursevski, Suzanne Samuelsen, Lisa Perkins, Janet Waldburger, Russ Awe, James Wegener, Dan Wanish, David Prucha, Julie Hunter, John Shutske, Judy Ballweg

Guests: Christine Curley and Kelly Thomas, Office of Equity, Diversity and Inclusion

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

Introductions and Welcome – Dan Wanish
• New members: Rick Mills, Coop Ext; Ramona Gasper, GEAS; Janet Waldburger, GEAS; Russ Awe, BAM!
• Returning member: Lisa Perkins

Review Bylaws
• Dan Wanish lead a review of the Bylaws asking the newly elected council to consider the following: officers term (currently 1-yr), LTE representation on the Council (10th member, ballot language, Council voting language), and overlap of officers (for orientation purposes). Revisit topics and motion to change bylaws in December.

Election of Officers
• Chair – Dan Kursevski self-nominated; discussion; only one nomination so by acclamation Dan Kursevski is elected Chair.
• Vice Chair – Janet Waldburger nominated Suzanne Samuelsen; Suzanne Samuelsen nominated Lisa Perkins; ballots were distributed and each Council Member wrote in their preferred candidate; John Shutske and Judy Ballweg counted the votes; announced Lisa Perkins is elected Vice Chair.
• Secretary – Suzanne Samuelsen self-nominated; discussion, only one nomination so by acclamation Suzanne Samuelsen is elected Secretary.

Dan Kursevski, newly elected Chair, asked Dan Wanish to continue to Chair this meeting. Dan Kursevski will come prepared to Chair the December meeting.

Recognition: Outgoing Council Members – Dan Wanish, Julie Hunter, Inga Foley, Katy Sticha along with appreciation to John Shutske, Interim Provost and Vice Chancellor for his advocacy and support.

Office of Equity, Diversity and Inclusion – Christine Curley, Kelly Thomas, David Prucha
• Discussed the need for candidate pool diversity. It’s important to the institution that all employees take an active role in advocating, marketing and recruiting.
• Christine recently presented at the UWC/UWEX Administrative Council. She will share the resources with Judy for distribution to the Council. Christine offered to present the same information to the Council. Revisit this topic in December.
Professional Development Pilot: Search and Screen Orientation and Best Practices. This workshop will be presented and archived for future uses.

Interim Provost and Vice Chancellor Update – John Shutske
- Transition: Aaron will be returning as Interim Provost and Vice Chancellor, effective mid-December. A list of Provost Initiatives has been shared.
- Workplace Climate Report Implementation Plan: Work continues on identifying professional development opportunities for organizational leaders.
- Divisional Human Resource Directors will be meeting soon to review core competencies.
- UW System is taking the lead in health care premiums payroll deduction system.

Chancellor’s Administrative Liaison to CSC – Rose Smyrski, Interim Asst Vice Chancellor, Communications and External Relations, UWC/UWEX
- No report

Human Resources Update – David Prucha
- A draft version of UPG #4: Procedure for Awarding Emeritus Status is being revised. The Council discussed the definition of “eligibility”. David will research awarding this status to LTEs and work on eligibility language. He will share a draft copy with Aaron Brower and the Council. Revisit this topic in December.
- Systemwide Human Resource Directors and Classified Staff Council member’s videoconference – November 24, 1-2:30pm, Pyle Center, Rm. DE310. David will research the possibility of this videoconference being archived for future viewing for those unable to attend. Dan Wanish is inviting Council members to stay after and discuss content/next steps.
- UPS Policy Development – these policies are effective July 1, 2015.
- Expression of Interest Form to Serve on Search and Screen Committee – two individuals have completed and submitted this form to Human Resources. Need to raise awareness of this opportunity.

Chair Report – Dan Wanish
- Invite individuals who were not elected to the Council consider getting involved in committee work.
- Future Meeting Dates and Locations / “meet and greet” – possible locations include Vilas Hall, Regent Street, Lowell Center, Pyle Center, Extension Building. Revisit topic in December.
- Systemwide Extension Council Representative – Dan Wanish and Donna McLaughlin will alternate attending meetings. Next meeting is scheduled for December 3, 10am-3pm, Pyle Center.
- Board of Regents Meeting – Next meeting is scheduled for December 4, 780 Regent Street, and all Classified Staff Council members, including past members, are invited to attend.
- UPS Policy Development Telepresence meeting – December 11, 10-11:30am.

Minutes approval
- The October 30 meeting minutes were approved.

Cooperative Extension Classified Staff Advisory Council Annual Conference
- Conference was held November 12, Pyle Center. Very positive remarks and interaction. It was a relaxed, open, trusted, respectful event. Julie Hunter will type up the flip chart notes
and distribute to Council members and David Prucha. Rebecca Garcia, Nutrition Education-
Racine/Kenosha County received the Award of Excellence.

Committee Reports (if any)
• Compensation – no report
• Workplace Climate – The Implementation Team will continue to discuss priorities and next
  steps. Rick Mills will join this committee.
• UPS – There is a draft version of the grievance / complaint policy with an effective date of
  January 1, 2015 and Board of Regents approval is needed. David Prucha will share a
  checklist with the Committee. Janet Waldburger, Russ Awe and Rick Mills will join this
  committee.
• Communication – Katy Sticha distributed and discussed the classified staff survey results.
  Suzanne Samuelsen provided Priorities/Subcommittees, via email. This list of
  Priorities/Subcommittees should be sent to the “all-classified-staff” listserv for greater
  involvement.

Identification of Future Meeting Topics:
• Being mindful of meeting start time/end time

~minutes submitted by Judy Ballweg~