Classified Staff Council Meeting Minutes
Thursday, December 19, 2013
10am-12noon
Rm. 213 Pyle Center

Present: Dan Wanish, Lisa Perkins, Inga Foley, Katy Sticha, Julie Hunter, Ray Cross, Dan Hill, Judy Ballweg, Donna McLaughlin

Guest: Christine Curley, Office of Equity, Diversity and Inclusion, UW-Ext/UW Colleges

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

Introduction and Welcome

Appoint new Council Member to fill vacancy
- Katy Sticha nominated Suzanne Samuelsen. By acclamation Suzanne is a member of the Council. Congrats!

Approval of November 21 meeting minutes
Minutes approved.

Workplace Climate Survey – Christine Curley
- In 2011 UW-Ext initiated a survey and a committee was formed to share the findings and make recommendations. The survey revealed that classified staff felt they were having a different experience and part of a different work environment when compared to other classifications. The executive summary and related reports can be found at the website -- http://inclusion.uwex.uwc.edu/publications-and-reports
- The Council had the following initial recommendations as a way for the institution to be more inclusive:
  - Classified staff member(s) on institutional committees
  - Provide an institutional environment that includes two-way communication to move beyond the labeling
  - Determine how the new personnel system could help with eliminating labeling and more accurately reflect roles/responsibilities
  - Researching the necessity of a Bachelor’s Degree for positions
- The Council will follow up on:
  - Reading the Executive Summary.
  - Forward additional recommendations to Donna McLaughlin. She will prepare a report for the January meeting in an effort to create a workgroup around this topic.
  - Continue to work with Christine in an effort to make institutional initiatives more inclusive.
  - Update institutional policies/procedures to include classified staff.
  - Institutional process/professional development path to obtain needed skills/knowledge in an effort to advance and retain employees
  - Invite Christine to the February meeting for further discussion.
Chancellor’s Award Program and Committee – Christine Curley
• Need to analyze the current process in an effort to increase classified staff participation.
  – Improve marketing / communication
  – Revise criteria to better reflect roles/responsibilities
  – Rename event
• Invite David Prucha to the January meeting for further discussion.
• Forward additional recommendations to Julie Hunter. She will prepare a report for the February meeting.

Chancellor Ray Cross
• Conversation with the Chancellor focused on preparing for the next budget (2015-2017) and what is it we want:
  – The Governor to support his original budget
  – The original flexibilities plus the restructuring task force flexibilities
  – Compensation
• The Chancellor reinforced Christine Curley’s message. Classified staff needs to be involved in all institutional commitments to be sure your voice is heard and valued.

Secretary of the Faculty and Staff Report – Dan Hill
• Reminder of Joint Governance Meeting Jan 7.

Chair Report – Dan Wanish
• Provost Office budget workgroup, CSC rep needed
  – Lisa Perkins will be the CSC rep
  – Possible funds for DMCs are in flux right now
• Website Development
  – Some updates have been made to website. Email Dan Wanish any other suggested changes
• Future Brown Bags, CSC planning team needed
  – Planning Team is Katy Sticha and Inga Foley
  – Goal is to have a Brown Bay in February 2014
• LTEs on Council
  – No current policy prohibits LTEs from serving on Council.
  – Need information regarding the future status of LTEs under the new UPS System.
  – Including LTEs on council to be discussed at greater length later
• DMC/DERA Information follow up
  – Will need further discussion about how best to convey information to classified staff
• Tuition Reimbursement follow up
  – Discussion tabled until later due to time constraints
• Leadership Training ideas
  – Discussion tabled until later due to time constraints
• Appreciation to Rod Rotar and Jim Stull for their leadership in the formation of the UW-Ext
  Classified Staff Council
  – Katy will pass around cards via Campus Mail
• Joint Meeting: CSC, UC, ASC on January 7, 1-4, Pyle Center

Bylaw Revisions – Dan Wanish, Dan Hill
  – To be put on Agenda for next meeting
Bus Pass Payment Options – Katy Sticha
- To be put on Agenda for next meeting

Identification of Future Meeting Topics
- Prioritize our Goals/Meeting Items
- Climate Survey Discussion – Include discussion of forming a Climate Sub-Committee
- Bylaws discussion and vote
- Brown Bag planning
- Chancellor’s Award Discussion – with David Prucha
- Status of LTE’s under UPS – with David Prucha
- Bus Pass Payment Options
- Topics for Future Meetings

~minutes submitted by Judy Ballweg~
and Julie Hunter