Members Present:
   Susan Ayres, Michelle Cicha, Jack Connell, Dan Gharrity, Greg Hazen, Tanya Kenney, Lindsay Kroll, Deb Lang, Shelley Mather, David Miller, Katherine Rice, Wanda Schulner, Anita Spahn

Members Absent:
   Jay Dobson, Greg Falkenberg, Melissa Gullickson, Becky Slembarski, Cathy Wilson

Guests:
   Judy Gatlin, Diane Stegner Roadt

The regular meeting of the Classified Staff Council (CSC) was called to order at 10:02 a.m. on Tuesday, April 21, 2015 by Chair Mather in Old Library 1128.

1) Approval of the April 7, 2015 minutes of the Classified Staff Council
   • Approved as amended
   • Michelle Cicha will be listed as absent

2) Open Forum
   • None

3) Administrator Remarks – David Miller, HR Director
   • Voluntary Separation Incentive Program is in the final stages
   • Classified Exempt
     • Have around 100 such employees but will need to go back and pull their position descriptions to make sure they have not changed that much as we need to verify that they are still exempt
     • The institution is now responsible for the position test
     • We need to have this done prior to giving them the option to switch over
     • Hoping to be done in May
     • We are not expecting any drastic changes unless someone’s job has changed
     • Some campuses are having an open window but many have not talked about it
     • HR might be able to do Open Forums in May
     • Would be effective in August

4) Reports
   a) Chair’s Report
     • Meeting with Chancellor on Friday
     • Let Chair Mather know if you want her to share anything
     • Lactation Support Policy
     • It is being brought to University Senate next week and much of the feedback was incorporated
     • If passed then it will go into the FASRP
Then we will have to decide what we will do with it

Open forums for the Layoff and Recruitment policies

- The first one was better attended than the second one
- David Miller took a lot of notes and has a lot of to-do’s
- The survey is open until the end of the week
- Is linked on the front page of the CS website

b) Committee Reports

- Professional Development Day
  - A date has been identified through Event Services and it will work with the Chancellor’s schedule
    - Is at the end of May (possibly the Tuesday after Memorial Day – the 27th)
  - If our whole focus is UPS Policies then we might not get too many to attend so we might want to have a broader focus
    - MEAP might draw more people
    - David Miller to see if we have any hours left
- Personnel Committee
  - Have had open forums that were fairly well attended and some good things came up
  - Will possibly be meeting later this week
    - Will be bringing forward a revised policy for CSC
- Compensation Committee
  - Getting close but not done
- Grievance Committee
  - Is being presented today
- Funding Committee
  - Student selected for the scholarship
  - The student was notified last week
- Bylaws Committee
  - Will be bringing things forward
  - Any suggestions should be brought to Wanda Schulner
- Conference Monies for Classified Staff
  - Not many have submitted this year so there is money remaining
  - It could be used for Professional Development Day as it would touch more people
  - When have events we could have a sign in sheet as those people showed interest in participating and it could be used to build a list for those interested in committees

5) Unfinished Business

a) Layoff Policy Updates

- David Miller got feedback from the Executive Team
  - It still needs to be summarized but overall it was pretty good
- The wording “mutually agreeable” seemed to get some mixed responses but it is still alright
- The “Layoff in one operational area and having preference in another area” did not come across as favorable but would like to have more discussions with them on that
- Concerns about how this would look to the Classified Staff
- Email list will notify people of vacancies
  - Would be valid for 3 years
  - Will work with System Service Center to make sure this can happen

b) Recruitment Policy

- The term “hiring team” was questioned because for many positions there will not be a team
• It come across as an option but then it keeps talking about the use of a hiring team
• Questioning if we should we define what a hiring manager is
• The idea of hiring those who have been laid off first was talked about but then not all agreed so this will be revisited

6) New Business
   a) Complaint Policy
      • Changes from System are not in the policy
      • The word “and” under the policy purpose should be eliminated
      • A time restriction should be put in place
      • It could result in disciplinary action or dismissal so there should be some kind of recourse that the employee could take (maybe the grievance policy could kick in)
      • A complaint is about an individual
      • System Operational language should be in #3 and #4
      • Work Rules from System will not be used as there are Work Expectations
         • It should be referenced in this policy
         • We need to address the expectations
            • But it is not limited to
         • Division head to determine if violation occurred
         • Due process has to happen
            • We need to have something to know what we are violating
               • So we know if it is a valid complaint or not
            • Also should there be something in there about the process

   b) Performance Management Policy
      • The UPS Operational Policy was not the final draft so they will have to be put in
      • It has not been brought forward to the Executive Committee
      • #5 might be missing the word “see”

7) Announcements
   • System needs input by May 1st for a bunch of operational Policies
   • We were told there was nothing substantial being changed
   • Let David Miller know if you have comments by April 30th
   • UW System Meeting
      • Will be meeting this Friday
      • Chair Mather will let everyone know what room it should pertain to UPS Policies
      • Comment that some members of the Executive Team might want to sit in on that meeting so they know what other campuses are doing
   • Outsourcing
      • Comment that some have heard talk about outsourcing grounds and custodian
      • Are exploring having a consultant to look at the whole operation structure
         • Is very broad and it is not targeting trying to contract out
      • Is related to the Administration Redesign Taskforce
   • Tax Fraud
      • Information is on the HR homepage but there is no evidence that a data breach happened
8) Classified Staff Council discussion regarding election/appointment of the Classified Staff Council Chair-elect. Pursuant to Wisconsin State Statutes 19.85 (c) the committee contemplates going into closed session for the purpose of discussion and election/appointment.

It was without objection that the committee go into closed session under Wisconsin Statute 19.85 (c) to discuss election/appointment of the Classified Staff Council Chair-elect.

Motion PASSED unanimously without objection from the following voting members: Susan Ayres, Michelle Cicha, Jack Connell, Dan Gharrity, Greg Hazen, Tanya Kenney, Lindsay Kroll, Deb Lang, Shelley Mather, Katherine Rice, and Wanda Schulner

Without objection, meeting adjourned at 11:16 a.m.

Submitted by,

Tanya Kenney
Secretary to the Classified Staff Council