Members Present:
Susan Ayres, Michelle Cicha, Jack Connell, Jay Dobson, Greg Falkenberg, Tanya Kenney, Lindsay Kroll, Deb Lang, Shelley Mather, David Miller, Katherine Rice, Wanda Schulner

Members Absent:
Dan Gharrity, Melissa Gullickson, Greg Hazen, Anita Spahn, Cathy Wilson

Guests:
Judy Gatlin, Laura Manydeeds, Diane Stegner Roadt, Jenni Sterling

The meeting of the Classified Staff Council (CSC) was called to order at 11:00 a.m. on Tuesday, June 16, 2015 by Chair Mather in Old Library 1128.

1) Approval of the June 2, 2015 minutes of the Classified Staff Council
   • Approved as amended
     • Administrator Remarks were clarified as well as the Chancellor’s Remarks

2) Open Forum
   • Formation of the Implementation Teams
     • Wondering if they have been announced
     • The implementation teams are being worked on
     • A Continuous Improvement Team is also being formed so we can be more effective
       • Is an opportunity for more people to learn about how to do continuous improvement and departments can utilize it as well
       • Is a way to get more people trained
       • Is different than the fast fix committee

3) Administrator Remarks – David Miller, HR Director
   • UPS
     • Will have a communication rollout consisting of 3 PowerPoints (for the key changes for staff)
       • An overview, choice to exempt status and Classified Staff specific
     • Hope to have a timeline in the next couple of weeks
     • Will offer sessions 2 times a day for two days to highlight the key changes for Classified Staff
     • Then can also have another presentation for those exempt
     • Could come for Q&A on UPS if you want
   • Exempt Status
     • Position descriptions are still being reviewed but HR is still looking at Oct. 1st
     • Looking at combining the overview PowerPoint with the Classified Staff specific PowerPoint
     • The Classified Staff annual meeting is June 23rd and this could be discussed at this meeting
     • Handouts could be given out at the Classified Staff meeting as well or at least a URL
   • Split Health Insurance Premiums
     • Has not been brought up yet
• Grievance policy has been sent to System and they want David Miller to call to talk to them about it
• The Executive Staff is breaking into smaller working groups to review policies
• By July 1st we need to have a Grievance Policy but we could otherwise operate with the general system ops
  • Should wait to see what the Executive Staff comes back with on the other policies

4) Reports
   a) Chair’s Report
      • This is the last meeting for Chair Mather but she will be meeting with the Chancellor yet on Friday so thanks to everyone and if anyone has anything that she should bring to the Chancellor please let her know
      • The audio conference with Ray Cross was mostly about tenure and faculty
        • They did bring up to look into paying 9/12 but they will not move forward due to the cost if implementation
        • But this is not the same as health insurance
          • We were going to piggyback on the Department of Administration but something happened there with their People Soft implementation so do not know where it is now

   b) Committee Reports
      • Bylaws
        • Got the report from bylaws committee at the last meeting and also met yesterday
          • Added a University Staff Rep to UW System
          • A University Staff Rep would be elected by US Council in July once new council had been elected
            • Might also be good to have an alternate
          • The University Staff Rep should be ex-officio and voting on the Personnel Committee and also a member of the Executive Committee
          • It would be for two year term and include compensation language similar to the chair-elect
          • In order to qualify you must be on the University Staff Council
          • Geoff Peterson is the faculty rep and is also chair of the Faculty Personnel Committee and Katie Wilson is the academic staff rep and chairs the Academic Staff Personnel Committee
            • Chairs of personnel committee(s) by design
          • We need to be careful about who is selected as we want someone who is engaged and dependable
          • Making them chair of the personnel committee might be too much
          • A service component should be included in job description so one can go to meetings in paid status but make sure that there is not an expectation
          • Position descriptions are approved by the employee and supervisor
      • Funding Committee
        • Met for the last time and went through the calculations for remaining money
        • The Professional Development money was reimbursed
          • We were not allowed to get the money for next week
            • Will talk to Sodexho so they can bill and be paid right away
        • $1300 was unused and will be returned and $700-$800 was used for the Classified Staff annual meeting
      • Grievance Committee
• Waiting to hear back on the Complaint Policy
• System is looking at coming to the annual retreat for to talk about complaint and grievance
  • They would be neutral and objective
• There are at least 2 or 3 people that can do it but we need a date
• Looking at the 3rd or 4th week in July or early August for our retreat
• The training would be for the members of the council
  • That way if the Grievance Committee can’t take part then the University Staff Council has been trained
• System can do general training but they could come back just for those that would be on the panel to be more specific

5) Unfinished Business
   a) Complaint policy
      • Waiting to hear back

   b) Compensation Policy
      • The Executive Team’s smaller working group will look at this

   c) Pay Plan
      • This has not been sent to the Executive Team yet but it can be included
      • Although there were some things that were undefined
      • Kristin Hendrickson reviewed it and had some comments but she is willing to do it
      • The working group should be sent her comments
      • Thought System limited it to 10 percent that could be in the pool

6) New Business
   • In the Constitution a change needs to be made to reflect the change in name from Classified Staff to University Staff so the Bylaws Committee was wondering if this should go to a referendum or if it is housekeeping
   • Comments and suggestions were heard both for and against

MOVED that the Classified Staff Constitution be revised to match UW System Policy and change the references from Classified Staff to University Staff without requiring ratification by university staff, seconded

Discussion
• Gallery comments that the majority are suffering from low morale and just move forward
• University staff in general is just a generic name and we might get lost in the shuffle
• Concern that we are not following our own constitution and we don’t want to set a precedence
• Is considered editorial
• This body can act on behalf of the entire Classified Staff body
• If this passes then we can make a comment at the Classified Staff meeting about the change(s) in the constitution

Vote on Motion: PASSED

7) Announcements
   • Thanks and well wishes to Chair Mather
• Annual meeting agenda
  • Welcome and introduction of the new chair, then Chancellor comments and questions and answers
  • Suggestions on topics for the Chancellor
    • How he perceives shared governance with university staff and how the process should go
    • Any timelines or decisions on creating the implementation teams and the timelines for those teams
  • Update on the voluntary separation incentive numbers specifically because a vast majority of those that applied were classified staff so would like to know the figures on how many were eligible, vs. how many applied vs. how many are taking it
    • Percentage of those eligible vs. applied

Without objection, meeting adjourned at 12:19 p.m.

Submitted by,

Tanya Kenney
Secretary to the Classified Staff Council