University of Wisconsin – Eau Claire
Classified Staff Council (CSC) Meeting
March 17, 2015

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

Members Absent:
   Becky Slembarski

Guests:
   Astie Nilsen, Diane Stegner Roadt, Jenni Sterling

The regular meeting of the Classified Staff Council (CSC) was called to order at 10:02 a.m. on Tuesday, March 17, 2015 by Chair Mather in Old Library 1128.

1) Approval of the February 17, 2015 minutes of the Classified Staff Council
   • Approved as amended
     • Typographical and clarification errors corrected

2) Open Forum
   • The Compensation Plan that is attached to the report says for 2015-2016 but it is supposed to be for two years

3) Administrator Remarks – David Miller, HR Director
   • Voluntary Separation Incentive
     • The Voluntary Separation Incentive Program has been taking up much of David Miller’s time
     • Between yesterday and today the letters have been sent out
       • 323/324 applications were sent out and it is estimated that possibly 1/3 of them will apply
       • Information will be out on the website and the FAQ’s are being finalized
     • Starting on Wednesday HR will have 7 group informational sessions
     • Individual counseling sessions are available
     • Applications
       • Applications are due to HR by April 3rd
       • Then they go to the Vice Chancellor’s and the Chancellor to see who will be selected
       • If the person is selected they will be notified no later than April 24th
       • Then the person gets 45 days to accept that final offer
       • Then they will also have 7 days to revoke their decision
     • Not everyone who applies will be selected
   • Administrator Review Committee
     • This is a university-wide committee and they have been looking at restructuring in order to be more effective
     • In the past they have done anonymous surveys but this cannot be used for performance
They want to look at having a 360 review done
- It would be facilitated by the employee, their supervisor and a yet undetermined role of the Administrator Review Committee
- They are considering using a third party for the analysis of a report
- The review would be the property of the person being reviewed
- The committee got input from external experts
- It is to be used for personal growth
- A recommendation will be made to the University Senate

4) Reports
   a) Chair’s Report
      - Policies
      - We have a lot of policies to get through and we only have an April and a May meeting scheduled so we need to schedule some additional meetings as we still need an opportunity to obtain feedback from classified staff, administration and Chancellor Schmidt
      - We are under some pressure so Chair Mather will send out some proposed dates
      - We can operate without a policy as we would then just operate under UW System policy
      - We should have a really good reason to add steps to System policies
      - Dates and policies needed can be sent with the proposed additional meeting times from Chair Mather
      - Chancellor Relations
      - Chancellor Schmidt asked if classified staff council members could join the meeting that him and Chair Mather have
      - Would like this done on somewhat of a rotation for those interested
      - If interested please let Chair Mather know
      - Chair-elect
      - Until we have a chair-elect then someone else can attend with Chair Mather
      - Always better to have 2 sets of ears and opinions
      - If interested in doing that please let Chair Mather know
      - This Friday she will be meeting with the Chancellor again so if anyone is interested in attending please let Chair Mather know
      - Chancellor Schmidt attending our CSC meetings
      - A question was raised wondering why the Chancellor did not attend our CSC meetings
      - The CSC determined some time ago that is was not productive for him to attend our meetings
      - Comment that he could drop by a meeting every once in a while so we feel that our meetings are important to him
      - UW System Tele-Conference Meetings
      - These are bi-monthly meetings and we have been getting some misinformation from those meetings
      - Anything we hear from those meetings should be investigated
      - Rich Thal from UW System Administration should make more of an effort to attend the meetings
      - Were told at the last meeting that Superior and Whitewater were going to be using strictly seniority for lay-off when in fact they can’t as we have to follow System guidelines
• Probationary period(s) were changed back to 6 months from the initial proposal of 12 months
• The Grievance Policy is on the Chancellor’s desk

b) Committee Reports

• Professional Development Committee
  • The committee is in flux
  • Looking at moving ahead with an annual meeting the first week after commencement (end of May or first week in June)
  • It would give an opportunity for education on the new policies
  • It will be a tight schedule
  • It is important to have the Chancellor at this meeting so the committee is keeping an eye on his calendar

• Personnel Committee
  • 2 groups meeting this week
    • Performance Management and Staffing Policy
  • Just because something is on the books July 1st does not mean that it couldn’t be changed later

• Compensation Committee
  • Waiting for the Personnel Policies list to come out

• Grievance Committee
  • Also waiting for the Personnel Policies list so we know how to proceed

• Nominating Committee
  • Did get quite a few names for the ballot
  • The Personnel Committee is the only one that we are still looking for nominees for but will still contact people

5) Unfinished Business
a) Update on the Classified Staff members in University Senate Committees having voting rights
  • 2 motions are being presented to the University Senate Executive Committee later today
  • If they pass then they will be forwarded to the University Senate for action

6) New Business
a) Layoff Policy
  • The policy before you is significantly different from the one that was distributed before
  • With all the comments/concerns the committee went back and stuck with the original policy
  • It needed to be streamlined in order to get it through
    • We will have the ability to change this as we go forward
  • Customary training should be in the policy
  • If you switch positions then you are probationary again
  • Length of service would also be a concern
    • The word original is in OSER guidelines
  • You don’t have any ground to stand on even if using the grievance policy as it is all judgmental and based off management discretion
  • Also an issue was raised with length of service and it only being allowed at UWEC
    • WRS service should be used as it goes with us wherever we go
    • We could define length of service
  • The use of WRS length of service
    • A concern mentioned that WRS may not include all categories of people
      • Part-time employees and LTE’s for example
    • All state service time, including part-time or LTE can be researched
• The date from WRS is the date that is used now
• Questioning if we have the technical ability to do it
• There is an adjusted service date in the HR system and it is believed that it might include other state service
  • David Miller to investigate
• On Page 3: Alternatives to Layoff, Part D
  • Questioning if we could link the Compensation Policy in the 2nd paragraph
• Where did the outsourcing piece go
  • The one that states that outsourcing should not cause a layoff
    • It was left out because it was thought was that it wouldn’t be accepted from Administration or System
• Administrative changes that change things in more than one department
  • The Classified Staff Executive Committee needs to consulted
  • It could be put in a bylaw
  • Thought it was easier to go back to System policy and we can make changes later
• We will wait for answer on length of service and on whether we want to link the compensation plan
• We need to think about having a meeting with Classified Staff to obtain feedback
• At-risks are gone and OSER only gave a 15 day layoff notice

b) Complaint Policy
• Process: define who the body was on who would investigate a complaint
  • It would be the equivalent of an impartial hearing officer
    • Have them be the hearing body
  • It needs to be defined
  • Have issues with the level of expertise
• HR should get the complaints and address them
  • Concern that the complaint could be against HR
• If one has a complaint against a supervisor then one does not want to work with their supervisor to handle it
  • The point of having a Grievance Committee is to deal with this
    • Supervisor issues go through the grievance policy not the complaint policy
• We should not limit submitting a complaint just through BP Logics
  • We have to make it easy enough for people to do it
  • We should not restrict it to BP Logics
  • You have to hold people accountable for their complaints as well
  • Feedback could be given via email as well
• Distribution to classified staff after the CSC submits their feedback
  • Estimated that it will go out to classified staff in about one week

c) UPS Compensation Provisions
• Where did the numbers on base pay come from
  • From the existing broadband guidelines for pay
• You are eligible for up to an 8% increase
• The word above should be used
• It should it be spelled out that it is on top of your current wage
• This is how your starting wage within broadband works
• Promotion or transfer could be an additional 12%
• It should be above your current rate of pay and not to exceed the maximum
• It makes your range bigger
• Everyone will be broad banded
• The committee can discuss this further with feedback provided from CSC members
• Trainee minimum rates
  • This seems unique to University police
  • We don’t want this used for other purposes
  • Exceptions could be used
  • Suggestions to be sent to the working group committee

7) Announcements
   • Duane Van Dresar’s last day is Friday and treats are provided upstairs by HR this afternoon

Without objection, meeting adjourned at 11:36 a.m.

Submitted by,

Tanya Kenney
Secretary to the Classified Staff Council