The regular meeting of the Classified Staff Council (CSC) was called to order at 10:02 a.m. on Tuesday, April 7, 2015 by Chair Mather in Old Library 1128.

1) Approval of the March 17, 2015 minutes of the Classified Staff Council
   • Approved as amended
     • The spelling of a guests name was corrected

2) Open Forum
   • None

3) Administrator Remarks – David Miller, HR Director
   • System Draft Policies
     • On their UPS website they have 12 or 15 new draft policies but none of them require new institutional policies
     • Many are just new formats
     • Comment period goes until May 1st
     • They assured us that there were no changes and that it was just formatting
     • Give comments to David Miller as he will consolidate them prior to sending
   • Classified Exempts
     • They will soon decide if they want to be classified staff or academic staff
   • Information sessions will be scheduled
     • HR may start meeting with people in May
     • Will give the option to meet with HR individually but will start off with group sessions
   • System will be posting additional resources
   • Adjusted Service Time
     • It is not included in the dates
     • We have an UWEC start date that we maintain but the service date is slightly out of our control
     • If an employee transfers in then we have to assume that the other agencies have adjusted the dates accordingly
• If one cashed out their time it ties it to WRS somehow but it doesn’t account for it if you cashed out
• There is nothing out there that is as clean as what we were trying to define

4) Reports
   a) Chair’s Report
      • Clarification on Process
        • The working group comes up with a draft policy with David Miller’s feedback and then they bring it to the Classified Staff Council
        • The draft policy will go to the Classified Staff Council for review and discussion
        • The Classified Staff Council can have feedback (based on the discussion the working group can make revisions) and then the Chancellor and the Classified Staff as a whole can be asked for their feedback
        • Feedback could be submitted to the working group (and to the CS Executive Committee, if appropriate) then it can be brought back to the Classified Staff Council for action
      • Professional Development Day
        • Will be at the end of May or early June
        • It will be a time to share policies
        • May have tables with members of the working group set up so if they have questions or for clarification
        • Want to make sure the Chancellor can attend
      • Layoff Policy Forums
        • Will have at least 2 forums
        • It would be nice to tape it or stream it so it is accessible to those that cannot attend
        • We want to collect feedback
        • David Miller should make sure supervisors know that their staff should attend and that supervisors could come as well since these are new policies
      • Performance Management Policy
        • David Miller is reviewing a draft
        • May be on an upcoming agenda
      • Recommended changes to the bylaws will be talked about in the future
    b) Grievance Policy
      • The Chancellor is not comfortable with the IHO being listed as a choice
        • He will not approve it with this in the policy
      • Chair Mather will contact HR and will review our bylaws to see what our formal process is
      • Discussion
        • It is important that the option remains available
          • We made concessions with the amount paid
        • Is meant to be a collaborative process but the Chancellor has the authority to approve or disapprove it
          • If we have any anecdotal evidence then we need to provide it to him
        • Classified Staff Council creates recommendations for a change in the policy
          • Maybe a policy on polices would be a benefit
      • There is a UW System meeting tomorrow
   a) Committee Reports
      • Bylaws Committee
        • Wanda Schulner is chair of the committee
        • Did make some recommendations
        • Will bring them to the Classified Staff Council next month perhaps
- Grievance committee
  - Feel that committee is too small
  - Changes to compliant may be coming too
  - 12 people might be too many as it they are hard to fill
    - Suggestion that it could it be up to or a maximum of
- Compensation Committee
  - Still working and making good progress
  - Recommending based on a person’s current pay

b) Unfinished Business
   a) Layoff Policy
      - The policy will be sent out for comments to obtain feedback and we will have open forums
   b) Complaint Policy
      - Had only one response
      - The committee is having discussions about making changes and it will hopefully be on the next agenda
   c) Vacancy for Chair-elect
      - Anita Spahn is interested in the Chair-elect position
      - Will vote in closed session at the next Classified Staff Council meeting

c) New Business
   a) Lactation Support Policy
      - The Commission on the Status of Women has been looking at this
      - This would be in accordance with the law and the Affordable Care Act
      - Concern mentioned that the law does not grant paid breaks beyond what is given to FSLA covered employees so if their break would go beyond the covered break parameters then they need to work that out with their supervisor, otherwise paid leave, unpaid leave or altering the schedule will need to be done
      - Clarification in the policy would be nice
        - David miller to provide language
        - Suggestion that: an FSLA non-exempt employee is allowed to use their break times and should work with their supervisor if it goes beyond the standard break time
      - Don’t want people to think that it can be extended and paid
        - Should define that it can be flexible
      - Supervisors should try to accommodate
      - It needs to be more specific for FSLA non-exempt
      - Visitors
        - Should also add visitors under a place to express milk
          - There might be a different standard for visitors
            - They could use the same space but we do not want to create a space for them
        - It was talked about but it was determined that we hold ourselves to a different standard
          - Is on an ad hoc basis
      - Who should the employee contact if they want a room made available to them
        - There is a disconnect in that section
      - Supervisors might not be supportive of the policy
        - Human Resources is where one would go if they did not feel that the supervisor was supportive
      - Suggestions on how that could be addressed are welcome
• Reference should be included that they can go to Human Resources
• Students need to work with their instructor for release and to obtain a space
• There should be a centralized location accessible to all
  • Some areas will be permanent
  • It will be an evolving process
  • Want accessibility and flexibility
• Since it is a building function it would be charged back to the departments
  • Concern over the cost
  • One could explore loaner equipment
• It is important that we have something on the books
• It might not cover every contingency but it is evolving
• Additional comments can be shared with Katie Wilson

b) Recruitment Policy
• Is for temporary and permanent and it is pretty flexible
• Vendors
  • If it is a contract for purely temporary service then this is an available option
  • We have 4 vendors that responded
  • No one has hired anyone through that yet but it is available
  • Question on why we are turning to vendors versus the LTE pool
    • It could be cost savings but they do have to adhere to the state contract rate
  • This will be sent out for feedback

d) Announcements
• Don’t forget to vote in the spring elections

Without objection, meeting adjourned at 11:24 a.m.

Submitted by,

Tanya Kenney
Secretary to the Classified Staff Council