Classified Staff Council Meeting (CSC)
Minutes of January 29, 2013

Attendance:

Present: Deb Lang, Sue Ayres, Greg Falkenberg, Faith Bogstad, Shawn Seuferer, Dan Gharrity, Wanda Schulner, Anita Spahn, Jane Brownell, Vickie Gardner

Absent: Franny Meyer-Briggs, Bill Hoepner, Shelley Mather, Donna Weber

Agenda Items:

Listening Session for all Classified Staff:

- No one appeared with questions for us today.

Regular Classified Staff Council Meeting began at 10:09 A.M.

- Minutes of the December 18, 2012 meeting were approved.
- Officer reports given:
  - Gardner informed us of that the Classified Staff Grant Fund has been distributed for the spring semester. There is very little documentation for how some of the scholarships are to be given, this was discussed. Human Resources might have more documentation and the qualifications listed more closely. Gardner will check on that. An announcement will be made soon (probably through University News Bureau) regarding the recipient of this scholarship.
  - Lang indicated that beginning next week students will be coming to her office to sign thank-you notes for various foundation scholarships. She indicates there might be some wording changes that should be made in the description of the Classified Staff Grant award. This will also be reviewed and updated as needed.
  - Falkenberg reviewed some of the agenda items for the Commission on the Status of Women meetings. Members of the faculty/student collaboration group working on researching and developing an inclusive/non-sexist language policy for the campus would like to meet with the Commission. This will probably happen at their February 5 meeting. The Commission has also been discussing the possibility that the Student Health Service might be outsourced.
  - Seuferer has been working closely with the Communications Committee on updates to the CSC website. She reminded us that we need to forward complete information if possible before they attempt to put it on the website. Also, because of time constraints there might be a delay of up to several days before the website can be updated. Discussion was held.
  - Discussion was also held on the number of emails generated by the Classified Staff Council and the Communications Committee. It was decided that although we try to keep these to monthly communications, occasionally there is a need to generate more than one email per month. A schedule might be set up so that we are all aware of upcoming deadlines for scholarship applications or other announcements that might be important enough to share more often.
Continued Discussion

Bylaw Changes/Additions
• Discussion was held regarding the changes to our bylaws that were reviewed last month. Because there will be many changes to review over the upcoming months, a subcommittee to the CSC was created to review information that might need to be added to or changed in our own bylaws pertaining to UPS. The committee of Schulner, Brown, Gharrity and Spahn was created. They will review some of the bylaws that other University Staff committees are creating or changing, and bring back what they feel is important for us to be aware of. They also will need to be adding the date to our bylaws or updates, so that we always are working with the most up-to-date information. As long as we have some type of framework in place by July 1, and are willing to keep moving forward with this, we should be fine. At some point also, these bylaws will need to be reviewed by the Chancellor.

Update on UPS and Shared Governance
• Because of the numerous changes to be reviewed, CSC has decided to try to put together a longer meeting or retreat to discuss the UPS issues with Weber. With the tight work schedules that many have, a late afternoon/evening might work best and supervisors will also be made aware of this meeting. Ayres will send out an email to try to find the best date/day for this retreat.

Professional Development Day
• Lang reviewed the Professional Development Day. Overall it seems to have been a huge success with a very good turnout. Discussion was held. She distributed a survey for our review and discussion. This will be sent out to Classified Staff soon to get feedback regarding how the rest of the participants felt about the event.
• The idea of a Professional Development Day that will be more inclusive of blue collar workers was reviewed. The idea of having a key note speaker that would talk early in the afternoon (1 or 2 PM) and having workshops before and after was suggested. Perhaps having the flexibility of attending either early in the day and then enjoying lunch and the speaker or starting with the speaker and attending later afternoon workshops and an evening meal might allow more of the custodial staff and others to attend.

Convene to Closed Session
• New Committee Member elections were held to replace Olson on the Employee Appreciation Committee. After a tie vote, Melissa Gullickson was selected by lot to be the new member.

Upcoming Events
• The CSC is scheduled to serve at the Community Table on February 8. Ayres will send out a reminder with a schedule for us as well.
• Next meeting tentatively scheduled for Tuesday, February 19 – place TBD.

Meeting was adjourned at 11:29 AM.

Respectfully submitted

Faith Bogstad
Secretary for the Meeting