Classified Staff Council Meeting (CSC)
Minutes of May 21, 2013

Attendance:

Present: Sue Ayres, Greg Falkenberg, Faith Bogstad, Vickie Gardner, Shelley Mather, Wanda Schulner, Anita Spahn, Dan Gharrity

Absent: Jane Brownell, Bill Hoepner, Donna Weber, Franny Meyer-Briggs, Deb Lang, Shawn Seuferer

Guests: Jack Connell, Judy Gatlin

Agenda Items:

Listening Session for all Classified Staff:

- Since the draft of the Comprehensive University Staff Pay Plan (to go into effect July 1, 2013) approved at the last CSC meeting was not acceptable to administration, the subcommittee crafting that plan has reworked it. Connell, who was previously asked for input by the subcommittee because of his extensive knowledge of previous pay contracts, had additional comments on the updated draft and suggested several additions which Schulner will incorporate into the next draft of the pay plan. Gatlin also made suggestions. The Chair will forward the revised draft to Human Resources and the CSC will act upon any additional changes at the meeting in June. Implementation is dependent upon action by the Wisconsin Legislature.

Regular Classified Staff Council Meeting began at 10:35 AM.

- Minutes of the April 16, 2013 meeting were discussed. Minutes were approved as presented.

- Standing Committee Reports:
  - Ayres reports that she's been in contact with Weber/Human Resources, and they are moving forward with creating policies/procedures that will be used by HR in the future regarding how the University Staff will be dealt with – hiring policies/disciplinary/performance evaluations, etc. Discussion was held about creating an Executive Board to meet with HR and review what they are creating and make sure that we have input on the policies prior to implementation.
  - Ayres indicates that University Senate has passed our request to become a part of several university committees. Discussion was held. Schulner indicates that at this time we are not “voting members”, but if we feel strongly that the policy needs to change on certain committees we can pursue that later.
  - The Search & Screen Committee for the HR Director has been formed. Ayres and Connell are both on the committee along with several others from across campus. Ayres will keep us posted as she can.
  - Gardner reports that the Funding Committee is wrapping up end of year disbursement to those recipients of awards for FY 13. The committee is meeting every other week to make sure that funding policies are in place and documentation is updated as well. They will be working for the next several months on this.
Mather indicates that the Employee Appreciation recipient has been chosen for both March and April and those names have been forwarded to Seuferer for the Classified Staff Newsletter. Ayres has been informed by Seuferer the newsletter will go out after these meeting minutes are made available.

Schulner reports the Nominating Committee has had four names submitted for a spot on the University Planning Committee. Votes were cast and Ayres will submit the names of Dan Gharrity and Shawn Seuferer to the Chancellor for his selection and appointment to the University Staff position on the committee.

Schulner also indicates that there are several members of CSC whose term is technically expired as of this summer. Discussion was held. It was decided that she will contact the members who are not here today for approval, but we would like to continue on with the current membership until a University Staff Council is formed and put into place. Between now and July 1 we need to begin creating a mechanism to assist with the creation of that committee. Discussion held.

**New Business**

- Ayres again reminds us that HR has been moving forward with creating policies and procedures that they are intending to follow regarding the hiring process, performance evaluations, etc., and she feel strongly that an Executive Board created as a subcommittee of the CSC should be working with them to create policies that are what the current Classified Staff wants. Volunteers for this committee include: Ayres, Falkenberg, Mather, Spahn and Bogstad.
  - Ayres will get in touch with Duane Van Dresar (“Van”) to set up an appointment for the subcommittee to meet and review what has been done, and move forward from there. Discussion was held.

- Falkenberg reminded us that he does not have easy email access in his position and would like to create a contacts list of phone numbers. Those present gave him their information.

- Schulner reminded us that the Bylaws Committee is working on the framework for University Staff governance and if anyone has any suggestions to let someone on that committee know, particularly any ideas about membership distribution for the University Staff Council.

- Meeting was adjourned at 11:29 AM.

Respectfully Submitted

*Faith Bogstad*
*Secretary for the Meeting*