Members Present:
   Susan Ayres, Jack Connell, Jay Dobson, Greg Falkenberg, Melissa Gullickson, Greg Hazen, Tanya Kenney, Shelley Mather, David Miller, Katherine Rice, Wanda Schulner, Anita Spahn, Cathy Wilson

Members Absent:
   Michelle Cicha, Dan Gharrity, Lindsay Kroll, Deb Lang, Becky Slembarski

Guests:
   Astie Nilsen, Judy Gatlin, Diane Stegner Roadt, Duane Van Dresar

The regular meeting of the Classified Staff Council (CSC) was called to order at 10:01 a.m. on Tuesday, January 20, 2015 by Chair Mather in Old Library 1128.

1) Approval of the December 16, 2014, minutes of the Classified Staff Council minutes
   • Approved as amended
     • The date the meeting was called to order was corrected
     • David Miller’s name was removed from the voting members listed under closed session
     • Under the Chair’s report it stated that Su Ayres went to a meeting but it will be reflected to state that she went to a statewide classified staff council reps meeting
     • Under New Business it states that an employee can put comments on a form but it should state that comments can be put on the personnel evaluation form

2) Open Forum
   • Comment that it would be nice to have others receive the mailings/draft minutes besides only the committee members
     • Anyone interested in receiving such mailings should email Tanya Kenney

3) Administrator Remarks – David Miller, HR Director
   • After looking through System Operational Policies this weekend it was determined that we need to look at areas that we need to concentrate on
     • Where do we need the operational policies to be in order to be able to operate July 1st as certain things need to be covered
     • Will work on a chart so we have something to focus on
     • Looking at 4 operational policies
       • 4 working groups
         • Grievance, Staffing, Layoff, Compensation
     • UPS primarily impacts classified staff and very minimal impact on faculty/academic staff
     • Classified Staff answered to OSER but it will now be the BOR
       • The BOR is taking what already exists in the UPG’s and are putting them into the operational policies
       • Faculty/Academic Staff have very minimal things changed
- Come March/April should meet with the Exempt Classified Staff
- UWEC has approximately 120 current employees that are exempt
- Some things they will look at are vacation and sick leave
- Some people think there is a higher status being classified as academic staff
- Is a very personal decision
- HR will have to map out what title the Exempt Classified Staff will go to
- The earliest it would be effective is August 1st
- If a position that is exempt becomes vacant it will become an academic staff position if the position is filled
- Positions could be under different governance even though they are doing the same job
- Health Insurance Premiums
- System was working on a plan to have health insurance premiums evenly deducted from both the A and B paycheck but we have not heard any feedback on the progress
  - David miller will look into that

4) New Business
   a) Grievance Policy Discussion
      - Chair Mather gave an overview of the history/policy
      - On page 3 b. STEP TWO A – Appeal to an Impartial Hearing Officer #3
        - Since the cost could be several thousand dollars the Chancellor asked that we consider removing that option
          - A meeting is scheduled with the Chancellor this afternoon to talk about the outcome of this meeting
        - In the policy presented we have 4 options
          - The first one does not have a fee as it is a panel
          - The second one is an arbitrator employed by WERC and it has an $800 fee (90/10 split)
          - The third option is an arbitrator from the WERC roster of neutral decision makers not employed by WERC and it has upwards of an $8000 fee
          - The fourth option is from that same list as #3 but for those that would agree to do it for the same $800 fee and it is only for discharge cases
        - Comments
          - Concern that an option be available to classified staff for them to have an arbitrator that is not employed by the state to ensure they are unbiased and neutral as the others are employed by the state
          - There are currently 2 campuses that are only allowing a panel
          - UW River Falls said they have Option #3 in their policy but it seems that they are the only one thus far
          - The lists should include some of the same people as well as it could list some additional people
          - It used to be that arbitrators were picked jointly
          - Worried that System will only have arbitrators on their list that they choose
          - Arbitration may take up to one year and maybe longer based on history
          - Impartial hearings are not binding
          - It may be that the neutral arbitrators would not be neutral
          - The majority of these arbitrators would not be that costly ($8000)
          - Keeping this option in is the only way an employee has to have a true neutral arbitrator picked
          - It is still a list put together by WERC
• Policies are typically written from the view of the employer
• These 4 options came from System to begin with
• Cannot use a roster that the union has
• Those employed prior to July 1st still can be grandfathered
• The employee also has to come up with 10 percent up front
• Costs may be inflated
• System has been working on guidelines to make concessions so they (the arbitrators) agree to the $800 fee
• The union used to pay that fee and many cannot afford to pay the $800 fee
• The motion put forth was our recommendation to the Chancellor
• #4 is only for discharge but #3 could be for other things like suspension
• If money has to be put up then it makes the employee really have to feel strongly about it

Motion by Council Member Connell that on page 3: b. STEP TWO A – Appeal to an Impartial Hearing Officer option #3 that the current option #3 remain in the policy, seconded

VOTE on Motion: PASSED

• The Classified Staff Council Executive Committee will meet with the Chancellor this afternoon and will let him know that the Classified Staff Council would like Option #3 to remain in the motion

5) Chair’s Report – Chair Mather
• Working on getting some time scheduled with the Classified Staff Communication Committee to discuss updating our website
• Got a call from a Classified Staff member who was wondering if the Classified Staff Council could help with an issue that they were having
  • That individual was told that the Classified Staff Council had no authority to step in and work with HR on their behalf
  • We can guide her in the right direction
• Right now we are still under the OSER guidelines

6) Committee Reports
• Nominating Committee
  • Professional Development Day during spring break is where we have our annual meeting and the Committee will begin working on putting that together
• Other
  • Please consider putting yourself forward for the Chair-elect position
  • Let Chair Mather know if interested
• Compensation Committee
  • Went through all the comments that the Classified Staff Council made
  • Are fine tuning that now based on those comments
  • May have it done soon
  • Should be sent to David Miller then sent to the Classified Staff Council
• Can be put on the next agenda
• It affects all classified staff so should it be sent to all classified staff for review
• They will have an opportunity for feedback
• Can obtain feedback through open forums and Qualtrics surveys
• Should have at least 2 open forums if we have them for those that work other shifts

• Personnel
  • Working on report for layoff policy then will bring it forward
    • Should be able to put it on the next agenda for discussion
  • Staffing
    • Will need to call another meeting on that one
  • The grievance group is also looking at a complaint procedure

• Employment appreciation
  • Nominations have been low
  • Our prize pool is dwindling
  • Most popular choice is the Alumni gift closet
  • Looking at putting out some nomination boxes
  • Meet the second Thursday of every month usually in The Cabin

• Finance committee
  • Awarded a scholarship ($250)

• Grievance committee
  • Working on the Complaint Policy now
  • Will meet the 2nd week of school
  • Coming up with wording
  • Need it by July but earlier is better

4) Announcements
  • HR has been doing a new employee orientation monthly for about a year now and they do a very nice job
  • Chair Mather also presents at this meeting
    • If there is anything specific that you would like Chair Mather to bring up at this meeting please talk to her

Without objection, meeting adjourned at 11:10 a.m.

Submitted by,

Tanya Kenney
Secretary to the Classified Staff Council