Attendance

**CSAC Members:** Ruth Pearson, Mary Goral, Amy Ibuaka, Tina Tackmier, Kevin Boerschinger, Al Cartwright, Paul Wilkgren, Amanda Wildenberg, Becky Ouradnik (Liaison to the Chancellor’s Office) and Christine Olson (Liaison to Human Resources)

**Absent:** Liz Hessler, Monica Pynaker, Mark Roe and Jim Sams

**Guests:** Vickie Kersten, Michelle Kozak and Joe Schoenebeck

The meeting was called to order at 10:00 AM by Ruth Pearson.

**Welcome Guests!**

**Approve Minutes:**

There was some miscommunication and the March Minutes were not sent out. They have now been distributed and will be approved at the May meeting.

**Announcements:**

Joe talked about the University Personnel System and encouraged all to read the documents that will be sent and attend the information sessions on May 15 from 3pm-4pm and May 16 from 11am-12pm and 2pm-3pm. [www.uwgb.edu/hr/ups/index.html](http://www.uwgb.edu/hr/ups/index.html). The workgroups are trying to streamline processes. A sample of some of the “proposed” changes are:
- Change vacation schedule from calendar year to fiscal year for all staff.
- Classified Staff in Exempt staff would be made Academic Staff
- Classified Staff would change to Operational Staff
- Classified Staff could be given governance rights

The deadline to start implementing proposed changes is July 1, 2013. It seems like a lot of the changes will be affecting Classified Staff, so it is very important that we read the documentation BEFORE going to the sessions to provide feedback and ask questions before the final policies are drawn up.

**Treasures Report:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Previous Month</th>
<th>Current Month</th>
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<tbody>
<tr>
<td>Staff Development Account</td>
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<td>$ 817.50 (minus $300 outstanding)</td>
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<td>Regular Account</td>
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<td>Agency Account</td>
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<tr>
<td>Endowment Account</td>
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<td>$9,610.73</td>
</tr>
</tbody>
</table>

**Professional Development Funds Update:**

1 submission is waiting for conference completion.
Labor Management

A. Personnel Updates

New Employees:

Scott Berg – Electronic Tech Media Int. – T.E.A.M, Started 4/16/12
Daniel Koetz – Arboretum Project Coordinator – Grounds, Started 4/9/12
Cynthia Estrup – Police Sergeant – Public Safety, Started 4/10/12

Transfers:

Jeffery Gross – Police Lieutenant – 4/16/12

Employees Who Left:

Ernie Fameree – Facilities Management

Positions Waiting to be Filled:

IS Resources Support Tech – Senior – Information Services – On Hold per Hiring Authority
Human Resources Assistant – Human resources – Currently Screening Applicants
Academic Department Associate – Nursing – Posting Internal
Facilities Repair Worker-Adv – Facilities Management – Collecting Resumes
Custodian – Operations – On Hold per Hiring Authority
IS Professional – Confidential – Bus & finance and Human Resources – Interviewing
IS Technical Services Senior – CIT – Reference Checks
University Services Associate 1 – Student Life – On Hold per Hiring Authority

HR News

Personnel Committee is still working on the new HR system. They will be updating the website so please check it out - http://web.uwsa.edu/personnelsystems/.

Old Business:

A. Website News

Paul has continued to update the site. The new membership lists are up and he will update with info for the Fall Conference. He has pictures of last year’s conference and will get those up soon.

New Business:

A. Elections:

The new election format seemed to work well – over HALF of all Classified Staff voted – more than ever before. This format will continue for next year.

B. 2012/13 Classified Staff Advisory Council

Ruth Pearson (2011-13), Nursing (Chair)
Mary Goral (2011-2013), Provost and Vice Chancellor’s Office (Co-Chair)
Amy Ibuaka (2011-13), Phoenix Bookstore (Treasurer)
C. Election for CSAC Officers

Ruth and Mary were re-nominated to be Chair/Co-Chair and Amy and Tina were re-nominated and Treasurer/Secretary.

D. Classified Staff Feature on Website for May-New Council Members

It was decided that Vickie Kersten will be the Classified Staff Feature for May.

Policy/Procedure for Classified Staff with Life Challenges (Health Issues/Death in Family)

It was discussed that the CSAC should consider a policy for what we do for Classified Staff members who have health issues or a death in the family. What do we do? How much do we spend? How far do we go?

We will discuss this at a future meeting.

Fall Conference

Mary is the chair and will ask for volunteers as needed. If you know of anyone that wants to help with the conference that is not on the committee, we would LOVE their help!

- Speaker: Michele Wierzgac, Keynote
- Location: Tundra Lodge
- Theme: FOCUS
- Date: Sept 28, 2012
- Conference Format: Keynote sessions approved by HR
- Prize Donations: Teri

Next Meeting: May 17, 2012, 10:00am – 11:00

Meeting adjourned at 11:00

Submitted by Tina Tackmier