University of Wisconsin-Green Bay
Classified Staff Advisory Council

APPROVED- Meeting Minutes
Thursday, January 17, 2013
10 – 11am, MACH 201
Action Items in GREEN

Attendance

CSAC Members: Ruth Pearson, Amy Ibuaka, Tina Tackmier, Kevin Boerschinger, Al Cartwright, Liz Hessler, Monica Pynaker, Paul Wikgren, Amanda Wildenberg and Christine Olson (Liaison to the Office of HR)

Absent: Vickie Kersten, Becky Ouradnik (Liaison to the Chancellor’s Office)

Guests: Carol Wautlet, Barb Swanson Kathy Gajeski, Theresa Mullen, Sousie Lee, Teri Ternes and Joe Schoenebach

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

Welcome:

Introductions were done. Welcome new staff member in Information Services Kathy Gajeski who started January 7.

Approve Minutes:

Dec. minutes were approved with revisions. Amanda motioned to approve and Monica seconded.

Announcements:

Joe Schoenebeck, as a member of the Compensation and Workload Committee, presented a Resolution on Transparency for Professional Development. He reported that employees feel out of the loop on procedures and requirements to advance, get a title change or a reclassification. This would be a site managed by HR. There is a need and desire for things to be more transparent. Staff on campus wants to know who was promotes, re-classed, etc. and who tried and was denied. There is a want for more transparency regarding merit pay – who got it and why to hopefully stop the rumor mill.

A motion to vote on the resolution was done by Monika and seconded by Kevin. The resolution was voted on and unanimously approved.

Treasurer’s Report:

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<th>Account Type</th>
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Professional Development Funds:

There has recently been one approval for Jason Willard.
Labor Management:

A. Personnel Updates

New Employees:

- Custodian – Operations – Randy Frazier replaced Lisa Fink on 1/2/13
- IS Tech Services Senior – Computing – Ryan Ledvina replaced Mark Roe on 1/2/13
- Office Operations Associate – Information Services – Kathleen Gajeski replaced Bev Hendricks on 1/7/13

Positions Waiting to be Filled:

- Police Officer – Public Safety – Checking references to replace Heather Sajdak
- Police Officer – Public Safety – Checking references to replace Robby Hock
- University Services Associate 2 – Residence Life – Interviewing to replace Sara Wattenford
- University Services Program Associate – Residence Life – Interviewing to replace Lori Duquaine
- Facilities Repair Worker Advanced – Residence Life – Interviewing to replace Gary Belongia
- HVAC/Refrigeration Specialist – Residence Life – Interviewing to replace David Rye
- Financial Specialist 2 – Purchasing – Interviewing to replace Jessica Trudeau
- University Services Associate 1 – CATL – Interviewing to replace Carol Wolske
- University Services Program Associate – Adult Degree – Screening applicants for this NEW position
- University Services Program Associate – TRIO – Screening applicants to replace Christopher Pohlman
- Custodian – Operations – Screening applicants to replace Gary Pero
- Operations Program Associate – Business and Finance – Posting internal and external to replace Marie Lemerond

B. HR Discussion and Information Gathering

This will be a new monthly feature at this meeting. HR will be looking for feedback on a variety of topics and provide transparency. Christine will be willing to do presentations on topics of interest; however (things may change after July 1 - I can do presentations on the current structure, but that may change after July 1) that might need to wait until after July 1 when all the processes change.

This month we discussed the revised Employment Evaluation Form. Council members were given a copy and asked for feedback by the end of the day Tuesday, Jan. 22. There will be a separate Exempt and Non Exempt version of the evaluation. A number of staff at the meeting expressed their concern about the evaluation process and that it is not taken seriously and that some managers put a lot of time into evaluations and some copy them from previous years and change dates. Christine said that once the new personnel system starts July 1, that evaluations are going to have a much bigger impact than they do now. Merit increases will be tied to evaluations. HR will have training for managers and supervisors on the new evaluation as well as other areas later. They are planning to do more training into next year with someone specialized in doing training sessions. Kevin suggested that it would be nice for employees to evaluate their supervisors in a non-threatening way – 360 degree Reviews.

Website News:

Paul will be removing the members who left as well as posting the approved minutes to the site.

New Business:

A. Name Change

Tabled until February meeting.
B. **Council Replacements**  
Tabled until February meeting.

C. **2013 Elections**  
Tabled until February meeting.

D. **2013 Fall Conference**  
Sept. 27 date at Tundra is currently on hold with someone else. The Tundra is giving them until Jan. 20 to confirm or release. Back up date is Friday, Oct. 4.  
Packer Theme was discussed and seemed to be liked by everyone. **Everyone is asked to think about themes for the presentations (Teamwork, Motivation, etc.) and bring to the next meeting.**  
Tina and Amanda volunteered to be Co-Chairs of the fall conference.  
Joe would like to see the breakout session like last year and suggest Angie Bauer as a potential speaker – possibly a diversity presentation.  
We should try to offer 2 cooking demos this year – they were hugely popular and a lot of people wanted to attend that couldn’t.  
We talked about registration incentives – discounts for people who haven’t attended in the last 5 years and early bird registrations for those who register by a certain date.

**Next Meeting: February 21, 2013, 10:00am – 11:00, TBD**

Meeting adjourned approx. 10:50 am by Liz Hessler and seconded by Al Cartwright.

Submitted by Tina Tackmier