University of Wisconsin-Green Bay
Classified Staff Advisory Council

APPROVED - Meeting Minutes
Thursday, May 16, 2013
10 – 11am, RH 315

Action Items in GREEN

Attendance

CSAC Members: Ruth Pearson, Amy Ibuaka, Tina Tackmier, Kevin Boerschinger, Liz Hessler, Cheryl Pieper, Amanda Wildenberg, Becky Ouradnik (Liaison to the Chancellor’s Office) and Christine Olson (Liaison to the Office of HR)

Absent: Brenda Beck, Al Cartwright, Vickie Kersten, Monika Pynaker, Paul Wikgren

Guests: Amanda Vande Hei, Kathy Gajeski, Jayme Kluge, Robin Kepler, Teri Ternes, Joe Schoenebeck

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

Welcome:

Introductions were done.

Approve Minutes:

April minutes were approved. Amanda motioned to approve and Cheryl seconded.

Announcements:

None.

Treasurer’s Report:

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Professional Development Funds:

There are 5 pending professional development requests.

Labor Management Report:

Personnel Updates:

New Employees:

Custodian – Operations – Ruth Grape replaced Russell Winecki on 5/20/13
Police Office – Public Safety – Karl Fluery replaced Adam Butry on 5/28/13
University Services Associate 2 – Bookstore – Drew Ryan replaced Kyle Pocket on 5/1/13
University Services Program Associate – Advancement – Elizabeth Teubert replaced Tracy Van Erem on 5/23/13
Custodian – Operations – Russell Winecki replaced Curt Westman on 5/20/13
Custodian – Operations – Curt Westman replaced Connie Austin on 4/1/13
Custodian – Operations – Connie Austin replaced Mary Compton on 4/1/13

Positions Waiting to be Filled:

IS Tech Services Senior – Web Services – Screening Applicants to replace Bridget Carriveau
Office Operations Associate – Advancement – Posted to replace Mary Rass
Financial Specialist 2 – Facilities Management – Posted to replace Patty Miller
Custodian – Operations – Interviewing to replace Curt Westman

UPS Discussion

UPS forums were held earlier in May. There is information on the HR Website - https://www.uwgb.edu/hr/campus/ups/index.html. The June 4th session has been cancelled. At this time, we are still waiting for approvals. Classified Staff Exempt will have the option of switching to Academic Staff. HR is waiting for info from UW System and once they have it, one on one meetings with the staff members affected and HR will happen in June with the window to switch starting Aug. 1.

Since the May 16 CSAC meeting, the UPS process has been put on hold for 2 years. See this link for more information! http://blog.uwgb.edu/hr/2013/06/university-personnel-systems-development-update/

Business:

a. Fall Conference
Amanda gave an overview of the conference planning and budget. We ran into some complications with the breakout session process that has delayed our registration timeline. Registration will be opened on May 22 for UWGB Staff and June 3 for the rest of UW System and other state agencies.

Christine recommended that we get guidance from leadership on whether conference schedules need to be approved in the future. There was a brief discussion regarding the Academic Staff Conference and whether or not they need to seek approvals for their daylong conference at the Kress.

b. University Staff
CSAC will be changing on July 1 from a council to a committee. A committee to establish bylaws will be created. UW-Oshkosh Classified Staff Committee has a good set of bylaws as does the UWGB Academic Staff Committee.

A subcommittee (4-6 people) will begin to meet weekly to work on the bylaws. A few Classified Staff on campus but not on the CSAC will be asked to be on the committee. Since the May 16 meeting and the current state of UPS, the writing of bylaws has temporarily been put on hold.

c. University Committee Representation
The University is looking for Classified Staff to serve on a few committees. Ruth Pearson will submit names for appointments.

Committee on Disability Issues (meets 1-2 times a year) - names will be submitted to Provost Wallace for her to make an appointment. Jayme Klug has expressed interest.

Health and Safety Committee (meets occasionally) – names will be submitted to Kelly Franz for appointment. Tammy Olp has expressed interest to stay on the committee.
Kevin recommended Ruth send an email to ALL Classified Staff to ask for interest. Any names collected will be passed forward.

Next Meeting: June 20, 2013, 10:00am – 11:00, Location TBD

Meeting adjourned approx. 11AM.

Submitted by Tina Tackmier