University of Wisconsin-Green Bay
Classified Staff Advisory Council
APPROVED - Meeting Minutes
Thursday, February 27, 2014
10 – 11am, MAC 201 University Union
Action Items in GREEN

Attendance

CSAC Members: Ruth Pearson, Amy Ibuaka, Tina Tackmier, Brenda Beck, Al Cartwright, Liz Hessler, Vickie Kersten, Cheryl Pieper, Monika Pynaker, Paul Wikgren, Amanda Wildenberg and Christine Olson (Liaison to the Office of HR)

Absent: Kevin Boerschinger (excused) and Becky Ouradnik (Liaison to the Chancellor’s Office)

Guests: Sandy Folsom, John McMillion, Jan Snyder, Theresa Mullen, Brittany Luedtke and Bea Yang

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

Welcome:

Approve Minutes:

January minutes were approved. Liz motioned to approve and Vickie seconded.

Announcements:

None

Treasurer’s Report:

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Professional Development Funds:

2 requests need approval and 7 have been approved so far this year.

Labor Management Report:

Personnel Updates:

New Employees:

Custodian Lead – Operations – Kevin Wargin hired to replace Corby Guillett with a TBD start date
Facilities Repair Worker Advanced – Residence Life – Jeffrey Minix will replace Mark Olcott on 2/17/14

Positions Waiting to be Filled:

Custodian – Operations – Failed offer, checking references on 2nd candidate to replace Paul Koehne
Custodian Lead – Operations – Currently screening applicants to replace David Landenberger
IS Systems Dev Services Senior – CIT – Developing exam to replace Barb Tomashek-Ditter
Updates:

Christine updated on the Campus Connection Program. Classified Staff has had the Campus Connection Program for a number of years and it seems to be working OK. Academic Staff do not currently have a program and HR is looking into 1 program that would tie both groups together. They are exploring possible mentor training for current and new mentors so everyone is on the same page. Another idea is to have a once a month brown bag luncheon where any Classified Staff member (current and new) can come to meet new people. HR would possibly have Classified Staff create bios for themselves and post so staff can connect with other staff members with similar interests. The Inclusive Excellence Committee is also looking at hosting a few social events to invite new employees to feel connected to campus. Christine will keep working on the details and provide future updates.

Chancellor Search and Screen:

New job description will list out all groups of employees – instead of just Faculty and Staff it will say Faculty, Academic Staff and Classified Staff.

The search committee has been meeting with various groups around campus (Athletics, Enrollment, etc) to hear about what the departments do so they are able to accurately answer questions about the university from candidates.

Spread the word if you know of anyone interested in applying.

Old Business:

Kevin, Jan and Ruth met with Regent Higgins on Feb. 10. I was a good and interesting meeting but nothing really noteworthy to report.

Business:

Fall Conference

Another call was put out to find a chair/co-chairs for the Fall 2014 Fall Conference. Anyone interested should contact Ruth Pearson. Soon the date and theme will need to be set. Date options are October 17 or 24th.

One suggestion was to have every person on the council take a piece of the conference. Still need at least one person in charge to make sure everything is being done. Another option is to have Outreach run the conference registration piece – not a popular option because we have to pay for that. There was a brown bag lunch meeting for anyone interested in planning. Next planning meeting is March 18th at 11:30 in 1965 Room.

Elections

2014 elections will run as they have in the past. Once Classified Staff Bylaws are approved, a new election process will be set. CSAC are encouraged to reach out to staff they think may be interested.

6 positions are up for election - voting will start March 13-March 25. Newly elected member will be introduced at the March 27 or April 17 meeting. ALL Classified Staff are encouraged to vote!
Bylaws

Jan updated on where things are currently at in the Bylaws process. There are some changes that will need to be incorporated, which could be quite extensive. The changes could result in a more formal looking document. One topic up for review was whether all members (positions) should be voted on or some appointed. The timeline will be pushed back some to incorporate changes. Updates will be given at future CSAC meetings. Next steps, after revisions are to send the Bylaws document back to Cliff Abbott, Dan Spielmann and Sheryl Van Gruensven for a 3rd review.

Guest – Jolanda Salllmann – Campus-wide Shared Governance Conference

Jolanda is meeting with leadership of governance groups to talk about this conference to see if it’s a good idea. Ruth will attend an organization meeting on March 3. They are looking at Friday, April 4 or 11th for a larger meeting.

Topics of interest might be: Shared Governance 101 – the Basics, a panel, possible breakout sessions? CSAC may be able to contribute funds to lunch or a speaker.

Adjourn
Next Meeting: March 27, 2014, 10:00am – 11:00, Location TBD

Meeting adjourned approx. 11AM.

Submitted by Tina Tackmier