



## Classified Staff Advisory Council Meeting Minutes

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December 12, 2007

*CSAC Members Present:* Kyn Anthony, Sarah Bradway, Mary Hale, , Barb Kargus, Becky Kissinger, Evelyn Meuret, Jane Preder, Karen Reiter, Sara Stichert, Patty Stenz, Jim Strey, Julie Wilkinson, Marlene Zdanovec

*CSAC Members Absent:* Michelle Jensen (excused)

*Administrative Liaison:* Tim Danielson

*SAS Liaison:* Susan Finkel

*Guest(s):*

Meeting was opened at 1:33 by Chair, Karen Reiter.

### **APPROVAL OF MINUTES**

Marlene requested that the current balance be added to the November treasurers report. Sarah agreed to update the section. A motion to approve the minutes from the November 14, 2007 meeting was made by Mary Hale, second by Barb Kargus. Approved as corrected without objection.

### **TREASURER'S REPORT**

Marlene Zdanovec – There was a beginning balance of \$1,364.11. Three transactions were made, \$15.45 for retirement cards, \$42.78 for November Postage, and \$8.50 for manila envelopes. This leaves a current balance of 1,170.18. The current balance for CSDAD is \$2415.82

### **CHAIR'S REPORT**

- A meeting regarding the UW System's strategic framework will be taking place. The Chancellor's Office will send the agenda and other relevant documents to Karen Reiter so that this council will know what will be discussed.
- A Campus Climate Committee will be formed in February or March. The Committee will most likely be distributing a survey regarding the opinions and experiences of the faculty, staff and students on campus. CSAC will most likely participate in the survey.
- The next meeting with the CSAC Executive Group and the Chancellor will be on January 2, 2008

### **COMMITTEE REPORTS**

- Awards & Recognition – Barb Kargus
  - December STAR – Mark Gajewski
  - January – Gus Heinecke
- Bylaws Committee – Patty Stenz
  - This will be discussed at a later point.
- Classified Staff Grant Committee – Jane Preder
  - One application for next semester has been received.



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- Committee on Committees – Evelyn Meuret
  - George Paul was appointed to ADA advisory council through 2010.
  
- CSDAD Planning – Julie Wilkinson
  - Keynote speaker negotiations are taking place. As soon as plans are finalized an announcement regarding the speaker's identity will be made. Julie and Paulette will be in touch with Art Rathjen to discuss fundraising efforts. The programming committee has come up with 28 programs to offer and will be contacting presenters soon. Additionally, four major speakers that will be presenting in the afternoon are also being contacted. Invitations to the services fair presenters are also being made, the service fair will be held first thing in the morning.
  
- Grant Fund Raising Committee – Marlene Zdanovec
  - Committee has not yet met.
  
- Liaison- Senate of Academic Staff – Susan Finkel
  - The Senate is moving along with the shared governance and policy/procedure changes. They will be reviewing the number of senators in relation to the number of employees in the various departments they represent. The goal is to make sure that employees are being adequately represented. There are currently 12 people serving as senators, there are representatives from each college, but it is not very even; Letters & Science, vs. College of Ed, vs. Instructional staff, vs. non-instructional staff. They are discussing the possibility of increasing the number of senators to accommodate the needs of everyone.
  
- Marketing – Sara Stichert
  - Has not met.

### OLD BUSINESS

- Leadership Series – Julie Wilkinson has resigned as the liaison. The committee is currently in the process of appointing someone else to the position.
- Holiday Party – Kyn Anthony and Jane Preder decided that Tuesday January 15<sup>th</sup> or Wednesday the 16<sup>th</sup> would be the best day for the holiday gathering. It was decided that either of these days would work. Jane is hoping they will have a narrowed down menu for everyone to order from. More updates will be given at the January meeting.
- Happy Hour – Friday December 14<sup>th</sup> at Wingers. Please bring a friend.
- Bylaws – The revisions discussed at the November meeting were made. Our goal is to approve the bylaws as they are currently written, if they need to be revised further, that can be done at a later date. Julie Wilkinson made a motion to approve the bylaws as presented, Becky Kissinger seconded the motion. All approved. Motion passed.
- Celebration of Lights – Great turnouts, it has been very busy. Make sure to dress warm.

### NEW BUSINESS

- HR Support and Development Plan
  - Tim Danielson provided updated handouts with the most current numbers available. One of the biggest issues they see occurring is the high percentage of staff in older age brackets. These people will eventually be leaving campus and there is a large amount of institutional knowledge that will go



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with them. Jim Strey asked why younger individuals did not represent a higher percentage? Tim responded by saying that although there was no one answer, he believes some of it may have to do with money vs. benefits. Young people, as a whole, are not as concerned about the stability of benefits, they are at a stage of their lives that a base wage is more important. Another major concern is the lack of diversity, only 3.75% of Classified Staff are people of color.

- Evelyn Meuret wondered how the University plans to retain that institutional knowledge. Tim said that this is part of the reason they are working on these issues, they want to find answers to some of the problems they are experiencing. Tim made it clear that retention rates can be misleading, people leave the university for many reasons, retirement is a big one.
- Tim outlined the major goals of the Development Plan and asked which goals we thought were most important.
  - Julie Wilkinson mentioned that she thought some people may leave the University because it is difficult to advance, young people need to see a career path. The new leadership training series may help.
  - Patty Stenz believes that some acclimation of new employees to the academic and social environment would be beneficial. Additionally, outgoing individuals need to write down what they do, so that the new person coming in has an idea of what should be happening.
  - Julie said that item C1 was important. People leave because of supervisor, not money, working conditions, etc.
  - Jim Strey wanted to point out that item C4 is crucial, however it should include classified staff as well. There is never enough training for the “regular guy.” He also believed that the opportunity to move up from within a department with limited amounts of red tape would be helpful.
- Question 6: What are the required knowledge, skills, and abilities needed from the Faculty/Professional Academic Staff in your area to achieve your goals?
  - Patience
  - Open to change
  - Training on computers/AV equipment
  - Communication and how they deal with employees and coworkers
  - Supervisory requirement for department chairs, including rights of employees, workers comp, etc.
- Question 7: Are the knowledge, skills, and abilities different for CS employees in your area to achieve the goals or are they different?
  - student oriented
  - service oriented
  - ability to look outside the box/paint with a bigger brush
  - As a whole, information on this campus is not shared, this could improve
  - The ability to rise above personal differences and work as a team,
- Question 8: When you consider issues of staffing in your college/division in the next five to ten years, what issues concern you the most? Are they issues of staff turnover, leadership development, skill attainment and/or refinement, some combination of these or something else?
  - Karen Reiter wanted to remind everyone that we are always planning for the future, but we need to be concerned about what we’re doing now, and think about the work that needs to be done. What kind of concerns to current employees have now getting their jobs done in an efficient and timely way.



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- Question 9: What skills or positions will no longer be needed in 3-5 years?
  - more and more services can be done electronically, overall there may be less people physically coming to campus.
- Question 10: Are there any changes that need to be made to recruitment policies to make processes more efficient and effective?
  - Kyn Anthony would like to see a greater ability to promote from within. Jim Strey agreed, he pointed out that often times Academic staff are given trial runs in a position, this practice serves two purposes 1) it shows the employee that they DO have the skills necessary and 2) it shows the supervisor that the employee may be more qualified than originally though.
  - Evelyn Meuret pointed out that a lot of the “red tape” involved is because of the state and the procedures they have in place. The chancellor/HR can put pressure on the state, but Evelyn much of this is bigger than just this campus.
- Question 11: Training offered in \_\_\_\_\_ would likely prompt you to encourage staff in your area to participate?
  - Sara Stichert believes its important to give people a budget to attend conferences and learn
  - Jim thought it would be beneficial to travel to other campuses to see how they did things, share ideas and make everything more uniform.
- Karen wanted to know what the next step in the process was going to be. Tim said that the development team will get together and split off into subteams, then they would start tackling the goals. Additional people from around campus will be asked to join the teams as well.

### **ROUND ROBIN (other University business of interest to CSAC)**

- Nobody has any news.

**NEXT CSAC MEETING:** Next CSAC meeting will be January 9<sup>th</sup>, 2007 in D212

Motion to adjourn by Patty Stenz, second by Sara Stichert.