



Classified Staff Advisory Council Meeting Minutes



October 10, 2007

CSAC Members Present: Sarah Bradway, Mary Hale, Michelle Jensen, Barb Kargus, Evelyn Meuret, Jane Preder, Karen Reiter, Sara Stichert, Patty Stenz, Jim Strey

CSAC Members Absent: Kyn Anthony, Becky Kissinger, Julie Wilkinson (excused), Marlene Zdanovec (excused)

Administrative Liaison: Tim Danielson

SAS Liaison: Susan Finkel (not present)

Guest(s): Steve Arndt, Chancellor Richard Wells, Beth Heuer

Meeting was opened at 1:32 by Chair, Karen Reiter.

APPROVAL OF MINUTES

Motion to approve the minutes from the September 12, 2007 meeting was made by Michelle Jensen, second by Jane Preder. Minutes were approved as submitted without objection.

TREASURER'S REPORT

Marlene Zdanovec – In Marlene's absence, Sarah Bradway read the report. There was a beginning balance of \$1364.11. Several charges were made this month: \$8.50 for manila envelopes, \$17.05 in duplicating, and \$44.81 for postage. These charges combined with previous charges provide us with a current balance of \$1,289.98

CHANCELLOR'S REPORT

- The fact that the budget has not been decided is beginning to be a cause for concern. After speaking with the UW System President and the Board of Regents, it has been decided that we need to do some contingency planning to prepare for various budget scenarios. We are attempting to develop a likely worse case scenario and looking at items that could possibly be cut. It is unlikely that we will have all funding cut, and equally unlikely that everything requested will be granted. However in preparation, we are looking at all the possible budget scenarios and how we, as a campus, will react to them.

Our institution is still growing, as of right now we are exceeding our enrollment goals which helps to provide a little extra funding, but this is only buying us time, cuts will eventually need to be made in the 2nd year of the biennium. It is at times like this that we as a campus community really need to pull together. In actuality by the time we are three or four months into the school over half our budgeted money has been spent in contractual agreements, salaries, etc. Part of the planning we have been doing is trying to figure out when we are going to run out of money and how we are going to deal with it.

As things start to unfold, we are asking the deans to start thinking of ways we can combat the money issues we will be experiencing. The governor is doing the right thing by scheduling this special session -- if we can't get something decided by the people who are supposed to be working on it, maybe everyone needs to be working on it. Although we are hopeful the budget will be resolved soon, we are already way behind, and are concerned what that means for us as a campus.



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Sara Stichert voiced concerns over the budget. She informed the council that not only was the most recent proposed budget not great for the University but it also seemed to be targeting employee wage increases. In an effort to cut costs, not only would wages and jobs be affected but there was some talk of moving from biweekly to monthly pay periods. The chancellor agreed, saying the longer we went without a budget the more likely these actions would be.

- Recently Margaret Spellings, the federal secretary of education announced the formation of the Commission on the Future of Higher Education, they want to see a kind of No Child Left Behind program for the post-secondary level. Although most institutions believe this is a good idea, they would rather develop the system themselves instead of being forced to adopt a system they don't agree with.

Chancellor wells began working with a group earlier this spring that would develop a program to not only make Universities more accountable for the education of their current students but that would also help future students decide how a particular school will help them achieve their goals. The idea is to have a standardized website that would be accessible from the homepage within one click.

Research shows that when certain traits are available at a school, the better students preformed. These traits include...

- Active Learning Experiences
- Group Learning Experiences
- Institutional commitment for student learning and success
- Educationally purposeful student interaction with campus faculty and staff
- Experiences with diverse groups of people and ideas
- Student satisfaction with overall undergraduate experiences.

The question that occurs is how do we determine if our students are receiving enough of the activities needed to be actively engaged in their education? There are actually a variety of tests (NSSE, CIRP, CSEQ, U-CUES) available that would measure these components. The hope is to administer one of these tests to incoming freshmen and outgoing seniors at least once every three years. Scores on these tests will help incoming freshmen compare our results to those institutions with a composition similar to our own. They will also help us to see where we need to improve and how much growth we can expect.

The Chancellor is hoping to become an early adopter of this program, which means we would need to make a decision by November 1st. If we choose to do this the tentative timeline is to have a rough framework in place by September 2008, the NSSE would be administered the following year (2009) with outcomes posted the year after that (2010).

A handout was distributed illustrating what data and information would be included on the College Portrait page of our website. There is a section on cost of attendance and financial aid, as well as undergraduate success and progress rate. There is also a section that looks at student opinions giving the potential undergrad a look at how current students really feel about the school. So often potential students only hear about the most prestigious Universities in magazines, this information will help them compare Institutions and to ultimately help them to choose the school that will work best for their particular needs.



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Some people have voiced concerns over the testing involved with this project; they are worried that the tests will not measure important components such as critical thinking. Others have expressed the idea of grade inflation and student population skewing results; basically the concern is that there is no real way to compare one school's grades against another. The suggestion has been made to break the system down further and compare the major at one campus to the same major at another campus. This is certainly something that can be investigated and included in our campus's report. Although the system isn't perfect, it is a good starting point. The importance of developing a system we can all easily work with, and that will work for us is the goal. Once we start using the system we can always improve upon it.

Jim Strey asked if this program was being implemented throughout the UW System. The Chancellor explained that UW Stout is participating and that Kevin Reilly was going to talk to remaining campuses about joining in. Overall, the other campuses have shown an interest but have some reservations. For example, UW Madison is an active research facility; they are concerned that the "Outcomes" portion of the report will reflect poorly on them. The response to this is that campuses are mainly compared to other campuses with similar characteristics. Chancellor Wells is fairly confident that eventually all the other campuses will become involved.

Jim Strey asked how the Classified Staff Advisory Council could assist in this effort. The Chancellor really just wanted the Council to be notified of what was happening, spread the word to the public and answer questions if they arise.

Patty Stenz asked where the money for this project was coming from. The Chancellor assured the council that UW System was going to be contributing a large portion of the required funds; they don't want costs to prevent us from participating in the program. Although our campus would have to pick up some of the expense involved, the costs will be minimal.

Tim Danielson mentioned that for many years we have been telling new freshmen that UW Oshkosh turns out good students, but much of our previous data has been anecdotal, the new system would present this idea in a much more concrete manner. The Chancellor responded by saying that we hope to follow up the experiential data with hard data on how our students performed on nationwide tests within a given major.

This topic will be discussed again at the November meeting.

BETH HEUER'S REPORT

- As part of the work for the Key Operational Plan, the Human Resources office is working to meet some of the goals they set for themselves. A handout outlining these goals was distributed. HR is currently conducting a series of interviews with key people on campus regarding what the goals are for their individual unit, college, or department. Beth would like the input of the council on what the goals are for the classified staff, especially focusing on the training we think should be offered for current employees as well as new hires.

Karen Reiter mentioned that the Leadership Series is still in the works. Tim Danielson and Beth Heuer will be participating in that program.



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Beth went on to mention the Essential Skills Training program. The goal of the training is to provide new employees on campus the skills and contacts they will need to successfully function in the first few days and weeks of employment. After a new person's benefits meeting, they are taken to the Technology Training office where they are given instruction on the Email/Calendar program, Computer acceptable use policy and several other topics that relate to their position. This training is not in place of New Employee orientation, but that is part of the reason she is here. She wants to hear our thoughts and ideas on this subject.

Beth will return to the November meeting so we can discuss our ideas and thoughts to the following questions.

1. What are the most critical current workforce issues in your department/college/division?
2. Which of the 11 goals strike you as particularly important for your department /college/ /division? What about that goal or those goals make it/them most important for you?
3. Do you feel the key goals and objectives of your department/division/college align with the goals listed? Or are there other goals you would like to see included with these goals that would better serve you?
4. What barriers exist for you and/or other staff in your department/college/division in achieving your goals?
5. Do you have any suggestions for reducing these barriers?
6. What are the required knowledge, skills and abilities needed from the Faculty/Academic Staff/Classified Staff in your department/college/division in order to achieve your goals?
7. When you consider issues of staffing in your department/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?
8. What skills or positions will no longer be needed in 3-5 years?
9. Are there any changes that need to be made to recruitment policies to make processes more efficient and effective?
10. Training offered in _____ would likely prompt you to participate or to encourage staff in your area to participate.

STEVE ARNDT'S REPORT

- In 2000, the first campus sustainability team was assembled. Although a lot of good things have been accomplished since that time (implementation of an Environmental Studies major, sustainable power purchase and Native Prairie environment) the efforts have been somewhat scattered. In the hopes of focusing ideas and resources, the Campus Sustainability Team was reorganized in October 2006. It is currently comprised of individuals from all over campus. For the past year the team has been working on a new plan to promote campus sustainability, they hope to release their recommendations in the very near future.

It is quickly becoming clear that there is more work than the current members can keep up with; they currently all have other full-time positions on campus. Therefore they are proposing the creation of a new University Department that will work on the many aspects of the Campus Sustainability Plan. The department will have a full time Director who will serve as a contact person for the department, apply for grants and coordinate further sustainability efforts. Additionally the Sustainability team would like to see the efforts reaching out through the campus; therefore they are also recommending that each



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department on campus designate one person to be the conduit between the Campus Sustainability Director and their individual department. This representative would most likely be a member of the classified staff.

Lastly the sustainability team would like an endowment fund to be created so that the Director's salary as well as a half time program assistant can be compensated.

Michelle Jensen asked if Steve could be contacted with questions. Steve said he would be happy to speak with anyone who had questions, suggestions, etc.

Karen Reiter asked what the Classified Staff can do. Steve will have to speak with the chancellor before he can offer too many specifics, but welcomes the support of the council.

Michelle Jensen asked Steve to include the names of the team members when the full plan was released, so that if anyone had questions, they could point them towards the appropriate person.

COMMITTEE REPORTS

- Committee on Committees – Evelyn Meuret
 - Two committee appointments
 - The survey for committee interest was sent out, there were two responses received...
 - Amanda Bain would like to join the LGBTQ council – none opposed.
 - Erika Graf would like to join the Equity and Affirmative Action – None opposed.
 - Other committees looking for members
 - Reeve Advisory Council – preferably not a Reeve Union employee
 - American Disabilities Act Advisory Board
 - Classified Staff Development and Appreciation Day
 - Committee on Committees
 - The suggestion was made that it might not hurt to add something to the Essential Skills Training manual on the importance of serving on committees. Michelle Jensen made the point that it is difficult to join a committee when new employees first join campus, they are still trying to figure out their job and trying to pass probation.
- Bylaws Committee – Patty Stenz
 - The Bylaws committee has met and shared information with Julie Wilkinson, Jim Strey and Karen Reiter. They are planning on meeting again in December.
- CSDAD Planning – Julie Wilkinson
 - Julie Wilkinson was absent at the meeting but emailed Karen Reiter a report. The CSDAD Planning Committee met last week, their plans are coming along well. Julie and Paulette Feld are hoping to meet with Art Rathjen to discuss fundraising ideas. The Program Committee will be sending out a survey in a couple of weeks to classified staff regarding program ideas and allowing staff to volunteer to present.



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- Classified Staff Grant Committee – Jane Preder
 - Nothing to report

- Grant Fund Raising Committee – Marlene Zdanovec
 - The Committee has not met.

- Liaison- Senate of Academic Staff – Susan Finkel
 - Not present

- Awards & Recognition – Barb Kargus
 - Due to several members being on vacation the Awards & Recognition Committee did not meet
 - Sharon Hybke is the October STAR award winner

- Marketing – Sara Stichert
 - Nothing to report

ROUND ROBIN (other University business of interest to CSAC)

- None

NEXT CSAC MEETING: Next CSAC meeting will be Wednesday, November 14 in D212