

June 14, 2006

CSAC MEMBERS PRESENT: Red Darland, Mary Hale, Dan Hoyt, Michelle Jensen, Sabrina Johnson, Evelyn Meuret, Karen Reiter, Sara Stichert, Patty Stenz, Julie Wilkinson, Marlene Zdanovec

CSAC MEMBERS ABSENT: Kyn Anthony, Jill Reichenberger, Jim Strey  
ADMINISTRATIVE LIAISON: Tim Danielson  
SAS LIAISON: Kelly Beisenstein-Weiss  
GUEST(S): Jean Bord

Meeting was opened at 1:33 by Chair, Julie Wilkinson.

Beth Heuer from Human Resources was invited to discuss the new classified staff evaluation process.

All Supervisors have been through training for how to conduct the evaluation. Evaluations are due back to HR by July 1 but the time frame is being reconsidered. This is really a pilot year and the entire process will be evaluated to see if changes will improve the process. An advisory group will be formed that will look at the process and identify how things could be improved. Beth suggested that a liaison from CSAC be appointed to that group.

The primary purpose for the evaluation is to initiate a conversation / dialogue between supervisor and staff.

HR is working with COBA who uses the 360 evaluation process. Reeve Union asked to submit their evaluations during December or January since April through June is a busy time of year. HR is considering a different time of year to conduct all the evaluations.

Filling the forms out could be a two-step process. The first step could be to discuss what has been written by the supervisor and / or the staff if both have filled out the evaluation form, and a second meeting may be in order to modify the original evaluation(s) to include items brought up during the conversation with the supervisor.

Some departments are looking at goal setting in a different way. Rather than looking at key responsibilities they are looking at day-to-day processes and discussing ideas from the staff on how to be more efficient using those for goals.

Some administrators have been required to do evaluations in order to receive compensation increases. Now, there is more communication with supervisors at higher levels for those who aren't currently doing evaluations or if it is obvious there is no dialogue with the staff member (e.g. Fill this out and get it back to me). As this process moves forward to the next stage will be establishing professional development opportunities for staff based on their evaluation and career goals.

Approximately 250 attended meetings of the 350 permanent staff. The response of classified staff who have been here a longer time didn't understand why this needs to be done didn't understand the value of what is to be done. Most were not interested; have never had a formal evaluation so why start now. Newer employees understood it and wanted it since they understand the evaluation and professional development opportunities.

If a staff member doesn't agree with what's been written by the supervisor they don't have to sign the evaluation but signing merely means that the information has been discussed, not that there is necessarily agreement of what's been written. There is a place on the eval for staff to address issues that they disagree with as to their evaluation. Again, the goal is conversation so areas for improvement or areas of difficulty can be addressed in the short-term rather than waiting for a boiling point to be reached and deal with problems in a reactive manner.

Beth asked if there was any feedback on how to improve the process. One suggestion was another round of open forums for supervisors and staff to attend. Another was to return an eval questionnaire to the staff and supervisor after the evaluation form has been returned to HR. Then the process will be fresh in their minds and any suggestions could be provided based on recent experience rather than relying on memory.

At 2:15pm Beth left the CSAC meeting indicating she had another appointment.

#### APPROVAL OF MINUTES

Motion to approve the Minutes from May 10, 2006 meeting made by Red Darland, second by Sabrina Johnson. Discussion: Marlene Zdanovec provided grammatical changes to the Awards and Recognition and Grant Fund Raising committee reports. Minutes approved as amended without objection.

## TREASURER'S REPORT

Karen Reiter gave her final report since she had the balance sheets for May and June. Marlene Zdanovec will take over going forward. There were two charges in May, one for \$5.99 for envelopes and another of \$28.45 for postage. The ending balance is \$491.67 to be rolled over.

## CHAIR'S REPORT

U-Plan report Julie attended with Jill. Any CSAC member interested in attending UPLAN should contact Julie to arrange that. OSA president was there and indicated they would be meeting over the summer. Jim Simmons was there. Beth reported on criminal background check. Petra reported on segregated fee audit requested by the regents. Chancellor Wells reported ramp and tennis court reallocation were approved and headed to state for final approval. Growth agenda plan was well received at the business meeting and would be presented to regents. Lane Earns reported ... Very pleased that Beth could be here today. Would like to invite other speakers from around campus that could discuss opportunities for classified staff. Some suggestions were Randy Hedge or Patrick Wilkinson or someone from the theater. HR does provide a pamphlet for new employees.

Sabrina Johnson will bring copies to the next meeting.  
Could we look at using a future meeting to do some goal setting and come up with an action plan if needed, perhaps during the August meeting?  
Executive committee will put this on the agenda.

## COMMITTEE REPORTS

ACUG Representative: Michelle Jensen  
§ ACUG not meeting again until September

Liaison- Senate of Academic Staff: Kelly Weiss  
§ Not present; no report

Awards & Recognition Marlene Zdanovec  
§ Deb Talkington from Reading Education was the June Star Award winner.  
§ Votes are being cast for the July 2006 Star Award winner.  
§ The committee will be reviewing the supporting documentation shortly  
from the OPA nominees. We expect to forward the OPA

recommendation to the  
Chancellor by July 1st.

Classified Staff Grant Committee: Sabrina Johnson  
§ Nothing to report until Fall

Committee on Committees - Karen Reiter  
§ Nothing to report; see new business

- CSDAD Planning: Jean Bord
  - § Everything went fine. Still an issue with Reeve custodians who have to come in at 5:00am
  - § Connie will redo the games for next year and Jim complained that he's getting too old
  - § Working with Karen to get TTR and thank-you's out to sponsors.
  - § Will need more members from Committee on Committees to round out the CSDAD
  - § Dragon boat races not promoted. Julie will send an email to staff.
  - § Next year we will not be able to hold CSDAD on the first Friday in June. Alternate dates are being looked at.

Grant Fund Raising Committee: Marlene Zdanovec  
§ Preliminary figures estimate that we raised \$3,105.00 from the sale of raffle tickets to support the Classified Staff Endowment Fund.  
Winners were drawn during the Ice Cream Social at CSDAD on June 2nd and will be posted on the Web site. Thank you for your support!

#### OLD CSAC WEBSITE:

Fall Fest dragon boat race

Does classified staff want to sponsor a boat? We would need 21 people (plus two alternates) and \$600 to participate. Fee can be paid by

the participant or they can seek sponsorship.

o Will send an email out to classified staff list with a deadline of June 26 for response.

o This event is co-sponsored by the City of Oshkosh and the University for Fall Fest on the Fox.

o Proceeds will be divided between the UW, the Grand and YMCA

o CSAC will raise the money if we have enough people

interested in participation.

- o Any funds raised over that needed would be put towards T-shirts and / or a team tent.

#### NEW BUSINESS

##### Web Site

- o Laura Rommelfanger is now working on the CSAC web site.
- o Newsletter will be coming out next month, perhaps including color photos of the CSDAD
- o Suggestion to put the newsletter on-line for the majority of the staff but still provide print copies for those who need it.

##### New Standing Committee to review Bylaws

- o Motion by Red Darland to form a standing Bylaws committee, second by Michelle Jensen. Members include Patty Stenz as chair, Mary Hale and Sara Stichert. Brief discussion regarding the need to update the Bylaws was followed by a vote to approve the motion. There were no objections.

##### July meeting

- o Should we meet during July because of vacations and other things. How many will be here?
- o Yes, but D-212 is not available so we will meet in Dempsey 301.

##### Marketing

- o We need a new liaison to the Marketing committee. Michelle Jensen volunteered for that.

##### Committee on Committees

- o Need a new chair for this committee. Evelyn Meuret agreed to do fill that position.

ROUND ROBIN: (other University business of interest to CSAC)  
Need ideas for newsletter submission. Suggested letters from those who received grants so classified staff know where grant money goes.

NEXT CSAC MEETING: Next CSAC meeting will be Wednesday, July 12, 2006 in D-301

Motion to adjourn at 3:11pm by Marlene Zdanovec, second by Red Darland.

Daniel M. Hoyt  
CSAC Secretary