

**University of Wisconsin-Milwaukee
Classified Staff Advisory Council
Minutes**

**April 21, 2015 10:00-11:30 a.m.
Union Room 260**

Present: Debbie Anders, Michael Maass, Marc Sanders, Jaclyn Stoczanyn, Laurie Thibault, Robert Wahl, Stan Yasaitis.

Excused: Roy Badger, Geneva Fuller, Stephen Kennedy, Chris Schuster, Randall Trumbull-Holper.

Guests: Mark Mone, Chancellor
Trudy Turner, Secretary of the University

- I. Called to order - 10:10a.m.
- II. Approval of March 17, 2015 minutes – motion to approve, M. Maass, seconded by L. Thibault; motion carried.
- III. New Business
 - a. S. Yasaitis told the committee that Secretary of the University Trudy Turner would be attending, & would be discussing formalizing CSAC’s structure, the possibility of an annual Classified/University Staff meeting, & how to create & post official Classified/University Staff documents.
 - b. R. Wahl reported D. Vannatta, C. Humphrey, & C. Tweedt were developing a custodial manual. S. Yasaitis said that he had requested a copy for CSAC to review, but that G. Adams had refused, even after being made aware of the CSAC charge from the Board of Regents.
 - c. R. Wahl also reported that the Health & Safety Committee was considering rewards for custodial staff, such as gold stars, extra break time, or a pin for working 100 days or more without taking unanticipated leave.
 - d. R. Wahl said that M. Proell told him about a website for American Custodial Inc., which claims that they are responsible for maintaining “all UW buildings”.
 - e. In a report on the UWM Red Book site, R. Wahl said that under the Custodial Dept., several positions had a note “Budget cuts PA”. When he asked his supervisor about it, he was told they didn’t know anything about it.
 - f. M. Maass said that he had heard that some campuses were offering remaining staff 2-3% pay increases. S. Yasaitis said that since salaries were already allocated in the budget, buyouts would leave ½-year of salaries, which might be used that way.
 - g. S. Yasaitis said that VSIP notifications were sent by April 13, & that 82 Classified Staff members were eligible.

- S. Yasaitis said that anyone considering VSIP should talk to a counselor at ETF about the tax consequences of a large lump-sum payment, health insurance coverage, especially pre-Medicare, & being ready for the changes of retirement. L. Thibault said that HR was offering information sessions done by ETF.
- h. Chancellor's update
- About 300 people are eligible for the VSIP. Eligibility will be determined by department, & within eligible departments, the decision will be up to each eligible employee. Several planning sessions have been scheduled.
 - S. Yasaitis asked if there was any update on the politics of the situation. Chancellor Mone said that there is a higher level of support on the Joint Finance Committee – the majority of the members say that the cut is too large & too fast. He is making arguments for more resources in Milwaukee, & will also be talking to R. Cross.
 - S. Yasaitis asked about the "Budget cuts, PA" note in the Red Book; Chancellor Mone said that he didn't know what that meant, but that he would follow up on it.
 - M. Maass asked if there were any plans for staff pay increases here; the Chancellor said that there may be rumors, but that there are no plans. If the cut is less than expected, they might still make the original cut, then establish a pool for raises. He knows that salaries here are 20-30% below the national average.
- i. Discussion with Secretary of the University, Trudy Turner, on formalizing the CSAC's existence as a governance group
- T. Turner said that CSAC needs more than just by-laws; we should have policies & procedures, just as the Faculty & Academic Staff governance groups do.
 - CSAC is the executive committee – there needs to be a second, larger group (similar to the Faculty & Academic Staff senates) to act as representatives of the Classified Staff.
 - S. Yasaitis said that CSAC needs to evolve as equivalent to the University Committee & the Academic Staff Committee, but a meeting of all Classified Staff (or forming a representative body) is more difficult, because the Classified Staff is so diverse – 115 people attended the CSAC conference; that was about 10%.
 - T. Turner said that there are 2 all-Faculty meetings a year, & their quorum is 10% (82 individuals), but they've never met that (the closest was 75 people), so 10% is a good turn-out.
 - T. Turner said that CSAC has a right to run parallel to the Faculty & Academic staff governance units. We should have a Codification Committee for by-laws, & the SECU office is available to help.
 - S. Yasaitis said that we will need to amend our by-laws to change our name to University Staff – at that time, we will do extensive work, then in

July or August we can have a ratification meeting of all Classified Staff (with a 5-10% quorum).

- T. Turner said that we need rules for how issues are to be brought & passed. S. Yasaitis said he would re-convene the By-Laws Committee, & will meet with T. Turner in the meantime.
- [R. Trumbull-Holper was unable to attend today's meeting, but sent an email asking that 3 questions be asked of T. Turner]:
 - What is CSAC's role in departmental policy development? If a department is developing work rules that differ from those specifically spelled out in HR, can CSAC compel that department to send the rules to CSAC for an advise & consent? To be clear, I'm not talking about office hours.
 - T. Turner said that our structure is so new that not everyone understands or knows what to do. CSAC needs really solid documentation on our responsibilities – this may include working conditions.
 - As a governance body, should all policies that exclusively affect classified staff be adopted and housed as Classified Staff
 - T. Turner said we need a mechanism (such as the by-laws), vetted by the CSAC & by Legal, then ratified.
 - Should the first of these Classified Staff Documents be something stating CSAC's right to governance and listing our by-laws as the local implementation of that right/regent policy?
 - T. Turner said yes, absolutely.
- L. Thibault said that we could send out a draft at Winterim. T. Turner said yes, also send all copies of governance documents to Legal for review.
- T. Turner said that the Chancellor & Vice-Chancellors are committed to transparency & that CSAC can use that commitment. We are in the process of re-defining our culture, which is not an easy thing.
- R. Wahl asked how to deal with problems getting releases from supervisors, especially for Blue Collar workers, to attend CSAC events & meetings. S. Yasaitis said that before Act 10, this was covered in the union contract, but now there was nothing. T. Turner said that there may still be fights over this, & that if there is a real need they can set up training sessions, but it will all take some time.
- S. Yasaitis said we need to make service a part of Classified Staff culture. It will help deal with issues with supervisors over time spent on committee & event work. M. Sanders said that we need a big buy-in from all Classified Staff. T. Turner suggested a series of meetings to educate Classified Staff on what CSAC is doing & where we need help. L.

Thibault suggested “taking it on the road”, going to departments. S. Yasaitis said maybe a road show after the budget is settled.

- L. Thibault asked about losing committee members before their terms are up. In the case of our most recent election, we had 2 positions to fill that had only 2 years of their terms to be served, so the candidates with the second-highest vote count in each category were assigned to fill those 2-year slots. T. Turner said that this was reasonable, & that she thought that the Faculty & Academic Staff both do it that way.

j. 2015 Election Results

- L. Thibault reported the following people have been elected to serve on the CSAC:
 - Debbie Anders Administrative
 - Megan Czajka Administrative
 - Patricia Osheim Blue Collar/Trades
 - Michael Pettit Blue Collar/Trades
 - Rob Wahl Blue Collar/Trades
 - Tanya Choice-Henry Professional/Supervisory
 - Steve Kennedy Professional/Supervisory
- All will be serving 3-year terms, except for R. Wahl & S. Kennedy, who will serve 2-year terms, completing the terms of members who were not able to serve the full 3 years.
- D. Anders will send an email to the newly elected members, notifying them that they need to attend the next meeting to vote for officers. She will also include the link to the CSAC’s by-laws.
- D. Anders moved that the Election Committee’s report be accepted; Rob Wahl seconded the motion; motion carried.

IV. Old Business

a. 2015 Classified Staff Conference

- L. Thibault said the committee has been meeting regularly, with J. Stoczany serving as chair.
- October 29 has been chosen as the date, & rooms have already been reserved.
- This year’s conference will be “The Power of U”, dealing with empowerment & growing your personal power.
- There will not be a lot of funding available; suggestions were made to encourage attendees to bring or buy their own lunches, or for a “brown-bag” Q&A session for the lunch-break.
- The committee is looking into outside speakers.

V. Adjourned – 12:03PM.