

Classified Staff Council  
Minutes  
October 15, 2013, 10:00 a.m.  
Union 280

Present: Deb Anders, Cheryl Andres, Frank Hicks, Colleen Johnson, Stephen Kennedy, Kurtis Kindt, Michael Maass, Marc Sanders, Laurie Thibault, Randall Trumbull-Holper, Robert Wahl, Stan Yasaitis, Andrea Zweifel

Absent: James Kavanagh, Michael Proell

Guests: Shannon Bradbury, Johannes Britz, Mark Mone

I. Call to Order – the meeting was called to order at 10:03 a.m.

II. Approval of September 17, 2013 Minutes  
Randall Trumbull-Holper moved to approve the September 17, 2013 Minutes; Michael Maass seconded and the Minutes were unanimously approved.

III. Announcement: Training for Governance Groups – Sponsored by Secretary of the University – Today at 1 p.m. in Union 191

IV. Committee Reports

- A. BP2W – met last week and reviewed progress to date. Michael Maass pointed out that custodians are losing their break areas with the creation of public showers. Mark Mone will investigate this unintended consequence.
- B. Budget Model Working Group – still waiting for academic planning; looking at other models.
- C. Graduate School Dean Search – three finalists made their campus visits. Anticipate decision fairly soon.
- D. ITPC – Tech Conference on November 14. James Kavanagh will represent CSC.
- E. PEC – meets tomorrow. Parking consultants will hold a “Transportation Week” in November to gather input from the campus community.
- F. PAC – met last week; reviewing old policies.

V. Updates

Strategic Planning – moving along. Proposals were submitted on October 9 and will be posted online.

TMA – work flow software that connects personnel, inventory, billing, work orders, etc. Housing has been using it for a year; Facilities Service will be starting soon. Very effective.

VI. Old Business - None

## VII. New Business

### A. Conflict Resolution and Ombuds – Provost Britz and Mark Mone

The current Ombuds Program is underutilized. The goal is to revitalize the program so it will effectively provide a “middle” step, a way to address conflict without having to resort to formal/legal processes.

There will be two pieces: a) a paid Conflict Resolution Officer; and b) a three-member Ombuds Council (one faculty, one academic staff, one classified staff). Additionally, the new model will include data tracking to monitor the effectiveness of the program.

We need to ensure that classified employees know they will be safe from retribution when contacting the Ombuds/Conflict Resolution officer.

### B. Change January Meeting Date

Stephen Kennedy moved to cancel the January meeting. Randall Trumbull-Holper seconded and the motion carried. It was agreed that the February meeting will start at 9:30 a.m. in order to provide more time to address any additional issues.

### C. Formal Thanks to Dean Swain

Stephen Kennedy moved to create a resolution to formally thank Dean Rodney Swain for his initiative to connect with classified staff. Laurie Thibault seconded and the motion carried. Stephen will draft the letter and circulate it for Council review prior to sending it to Dean Swain.

### D. Treasury Account – there is no treasury. According to Trudy Turner, Secretary of the University, neither the University Committee nor the Academic Staff Committee has a treasurer. All of their expenses come from the Secretary’s office. We need to consider whether or not to have a treasurer.

## VIII. Adjourn

Frank Hicks moved to adjourn the meeting; Stephen Kennedy seconded and the meeting adjourned at 11:49 a.m.