

## **Classified Staff Advisory Council – Meeting Minutes February 27, 2012**

### **Attendees:**

**Administrative:** Cheryl Andres, Glenn Morgan, Laurie Thibault, Stanley Yasaitis Absent:  
Robin Pagan

**Blue Collar, Trades, Technical, Security and Police:** Frank Hicks, Kurtis Kindt, Michael  
Maass, Michael Proell, Robert Wahl

**Professional/Supervisory:** Colleen Johnson, James Kavanagh, Stephen Kennedy, Kim  
Quartemont,  
Randall Trumbull Holper

**Support:** Dulcie Walters (Liaison with Chancellor's Office), Kurt Hennemann (HR Support),  
Elise Bechly (HR Support)

Meeting began at 1:33p.m.

**A. Purpose of the Committee** Committee members began initial discussions on the purpose of the committee, including review of the goals provided in the Classified Staff Advisory Council (CSAC) document provided by UW System. In addition, members stressed the desire to be formally recognized by amendment of Wisconsin Statute 36.09 to assure continuation of the Council for future years.

**B. Pay Status of Members** Committee discussed the pay status of its members while within Council meetings, and it was clarified that members are to be in pay status without loss of time. Therefore, no overtime is to be accrued because of the meeting.

**C. Regular Schedule of CSAC Meetings** The Council determined that for the time being, they will be meeting on a bi-weekly basis every Tuesday from 10 a.m. to 11:30 a.m., with meetings generally being held in the Regents Room in Chapman Hall.

**D. Funding of Committee** At present, financial support would not be provided by the Chancellor's office, but the Council wanted to pursue possible funding sources for future initiatives. The Council discussed approaching the Vice Chancellor for Finance and Administrative Affairs, Christy Brown, for possible funding. Before doing so, a proposal would be drafted to determine what funds would be used for, with suggestions ranging from Events to Scholarships.

**E. CSAC Bylaws** The Council established a sub-committee to draft Bylaws, which includes Steven Kennedy, Laurie Thibault, Cheryl Andres, and Stan Yasaitis. The committee would start by reviewing the Bylaws for existing advisory councils including CSACs at other Universities (e.g., UW-Oshkosh and UW-Madison), and the Advisory Councils of the UWM Faculty and the UWM Academic Staff. The Bylaws would determine the structure of CSAC officers, as well as

what other sub-committees will exist moving forward. In addition, the Bylaws would formalize the purpose of this committee. This sub-committee agreed to draft a proposed set of Bylaws and send to the Council for review before the next meeting.

**F. Communication with Classified Staff** Members stressed the importance of communication with the Classified Staff membership at large. The Council discussed the possibility of gaining access to a list of all classified staff in order to email membership with updates. The Council agreed to send an email communication to Classified Staff to inform them that the initial CSAC meeting has taken place. The Council also proposed the creation of a website for CSAC, in order to post agendas and minutes for future meetings. Cheryl Andres has agreed to contact the Secretary of the University's Office about establishing a website along with the other Advisory Councils on campus.

**G. University Personnel System Updates** The Council reviewed the status of the new University Personnel System, including the UW System committees that are currently in existence and those individuals at UW-Milwaukee who are participating on the committees. The Council members agreed on the immediate need to take action on the University Personnel System, and therefore the Council was interested in obtaining additional information on the priorities of each of these committees. It was suggested that the Council invite UW-Milwaukee staff involved in the development of the UPS to speak at the next Council meeting. Kurt Hennemann has agreed to approach those serving on the UPS committees about speaking at the next meeting. Council members were also encouraged to review all available materials on the UPS that have been provided by UW System and UW-Milwaukee, and James Kavanagh has agreed to send links to the sites containing these documents.

**H. Next Steps** In closing, the following action items were summarized:

- The established sub-committee would draft Bylaws and sent to the Council prior to the next meeting. It was asked members come with feedback on the Bylaws.
- An email would be sent to all classified staff to inform them that the CSAC has had their initial meeting.
- Council members would review the UW System and UW-Milwaukee web pages pertaining to the development of the University Personnel System and would be ready to provide feedback for the next meeting. James Kavanagh has agreed to send out the links to these websites. Kurt Hennemann has agreed to approach those serving on the UPS committees about speaking at the next meeting.
- Dulcie Walters has agreed to take minutes for future meetings, and will retain minutes until they can be posted on the website. Dulcie also has agreed to create name cards for members for the next meeting.
- Cheryl Andres has agreed to contact the Secretary of the University's office to determine if the CSAC website can be hosted there along with the other Advisory Committees.

The motion to adjourn was called, seconded, and approved at 2:55PM. The next meeting will be held on Tuesday March 13, 2013.

Respectfully Submitted: Elise Bechly & Kurt Hennemann