

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

**July 21, 2015 10:00-11:30 a.m.
Golda Meir Library W301**

Present: Debbie Anders, Roy Badger, Tanya Choice-Henry, Steve Kennedy, Michael Maass, Patricia Osheim, Mike Pettitt, Jaclyn Stoczany, Laurie Thibault, Randall Trumbull-Holper, Stan Yasaitis.

Excused: Megan Czajka, Marc Sanders, Chris Schuster, Robert Wahl.

Guests: Shannon Bradbury, HR
Kathy Czerniakowski, SCE

- I. Called to order – 10:00 a.m.
- II. Approval of June 16 minutes - motion to approve, R. Trumbull-Holper, seconded by S. Kennedy.
- III. New Business
 - a. Budget update
 - (Chancellor Mone is on vacation.)
 - S. Yasaitis reported that of the \$50M designated to UW System for “schools that have need”, UWM received \$5.5M, so the cut for the first year of the biennium will be \$12M instead of \$24M. The second year cut is expected to be \$24M.
 - The first year cuts will be made by staff hiring freezes, strategic & creative payment plans on expenses, & by spending down our account balance from \$60M to about \$10M. This could bring UWM close to insolvency, possibly affecting our credit rating & accreditation consideration.
 - This year (2014-15), enrollment has increased, after 5 years of decreases. 2015-16 may be as much as 2% higher. This is not without cost – many hundreds of dollars are spend each year for lists of high school graduates – but almost 90% of our budget comes from tuition.
 - Our administration is trying to minimize harm to employees as much as possible.
 - The Center for Urban Initiatives and Research office is closing. There are 2 University Staff employees there who have received “at-risk” letters with a final date of June 30, 2016 – it is expected that they will find other positions at UWM.
 - The Legislature did not include any funds in the budget for deferred maintenance on campus. L. Thibault reported that Sandburg Hall especially needs work on its façade, the parking structure, & the roof.

- J. Stoczany asked whether the Academic Opportunity Center, which offers tutoring & remedial help to students, would be closed. S. Yasaitis said that their instructional program funding had been cut, because some departments (Mathematics, English) have their own programs. He said that the Center is not going away yet, but that it is in trouble. Being known in the community may keep it from being eliminated, but its role will be more advisory than instructional, & the staff may be smaller.
- S. Yasaitis asked members of the Committee how the budget cuts are being addressed in their respective departments.
 - M. Pettitt said that he & his co-workers are just being told “do what you can” to cut costs.
 - R. Badger said that UITS is fine, because they have so many vacancies, although they may trim their student employee workforce.
 - P. Osheim said that retirements were the biggest factor in her area.
 - J. Stoczany said that the new dean at the School of Education has been very transparent, & has set up a task force to centralize their administration services.
 - M. Maass said that new employees are being hired to fill vacancies, otherwise they’re not hearing much from department heads.
 - R. Trumbull-Holper said that his area will be centralizing their administration functions.
 - S. Kennedy said that low-enrollment majors were being consolidated into other departments.
 - S. Yasaitis commented that the School of Letters & Sciences were the only department who had still not submitted their proposals for cuts of 5-10%.
 - K. Czerniakowski said that the Associate Dean at the School of Continuing Education was good at managing money, & had sent some ideas to the Provost. S. Yasaitis said that he thinks the SCE is at risk; that the Budget Task Force believes that SCE courses belong with their respective schools. K. Czerniakowski said that that would be more expensive. S. Yasaitis asked her to keep him posted.
 - T. Choice-Henry reported that a task-force had been formed to look at consolidation of IT staff across campus, but some areas need their own dedicated IT offices.
 - R. Trumbull-Holper said that his dean is looking at sharing IT & facilities staff.

- S. Yasaitis asked again for any ideas for saving money to be sent to the budget webpage – not just committee members, but any & all staff.
- b. Chancellor's Transformation Team
 - The Budget Task Force has been good at looking at the big picture where the cuts are concerned; now Chancellor Mone wants to establish a team of people to look at the details & recommend how to actually save money. He has said that this will involve transformative changes at UWM, hence the name "Transformation Team".
 - He wants 3 nominees by August 1. R. Trumbull-Holper, S. Kennedy, J. Stoczany, P. Osheim, & T. Choice-Henry volunteered. They will meet & discuss, & let S. Yasaitis know.
- c. SAAP's
 - The 19 SAAP's have been tabled until the August meeting. S. Yasaitis asked that committee members continue to review the material.

IV. Old Business

- a. 2015 Classified Staff Conference planning
 - J. Stoczany reported that a proposal for \$2500-3000 in funding had been drafted.
 - The conference, "Power of US", will be held on October 29, 2015. Its focus will be education & empowerment of all University Staff (US).
 - A keynote speaker, workshops, & displays are planned, & rooms have already been reserved. M. Maass said that he had a suggestion for the keynote speaker.
 - A brown-bag "power lunch" had been planned, but S. Yasaitis suggested that food can be a magnet for events like this, & recommended that lunch be provided. J. Stoczany said that could be arranged, & that there will also be snacks, water, & coffee provided during the day.
 - C. Czerniakowski suggested that the committee contact Rachelle Perrotto at the SCE, as she has experience with catering through UWM.
 - S. Kennedy asked if the executive committees could be invited from other campuses.
- b. By-Laws
 - The By-Laws Committee will meet for the first time this Thursday, July 23. S. Yasaitis said he would try to be there. He charged the committee with dealing with the name change to University Staff Council, setting procedures for election processes, & possibly establishing a University Staff congress each semester, because all University Staff need to have a sense of being part of a single governance group.
- c. UPS
 - S. Yasaitis said that T. Danielson had asked for a meeting on how to communicate about UPS to University Staff.

- The UPS policies completed so far have passed legal inspection, are waiting for Chancellor Mone's signature. S. Bradbury said that they will be posted on the HR website – search for UPS.
 - S. Yasaitis said he would like to have another round of open forums just to address questions, & asked for ideas on how best to do this. T. Choice-Henry suggested a video presentation that could be sent out before the actual forums. L. Thibault suggested a list of things that changed or an FAQ, sent out beforehand, then have a set schedule for question-subjects, with time-limits, at the forum itself.
- d. Grievance Committee
- S. Yasaitis said that 30 people responded, many of whom would be good choices. The board narrowed down 6 names – 3 regular members & 3 alternates. The list of names will be presented at the August meeting.
 - S. Yasaitis & S. Bradbury will set a training for the Grievance Committee members.
 - In the future this committee will be elected; only this first one will be appointed.
- e. S. Bradbury said that we also need a standing Title Review Committee. It would consist of 5 members from all employment units, plus 2 central HR members. She will locate the UPS policy regarding this.
- f. S. Yasaitis mentioned the statewide University Staff meetings, & said that he would try to remember to send out the link when he gets it.

VI. Adjourned – 11:50 a.m.