

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

**Minutes**

**November 17, 2015 10:00-11:30 a.m.  
Union Room 181**

**Present:** Debbie Anders, Roy Badger, Tanya Choice-Henry, Megan Czajka, Steve Kennedy, Mike Maass, Patricia Osheim, Marc Sanders, Chris Schuster, Laurie Thibault, Randall Trumbull-Holper, Robert Wahl, Stan Yasaitis.

**Excused:** Jaclyn Stoczanyn.

**Guests:** Robin Van Harpen, Finance & Administrative Affairs  
Jerry Tarrer, Business & Financial Services  
Shannon Bradbury, Human Resources  
Jeff Pozorski, Buildings & Grounds  
Geoff Hurtado, Facilities Services

- I. Called to order – 10:00 a.m.
  
- II. New Business
  - a. Budget update – “UWM Integrated Support Services”
    - R. Van Harpen, J. Tarrer, & T. Danielson spoke about the duplication of core business functions such as Human Resources, Accounting, & Information Technology across the campus.
    - There is a proposal to eliminate some of that duplication in order to trim UWM’s costs further as incoming revenue drops & costs rise.
    - The main objectives are to improve efficiency & reduce costs across the campus.
    - There is support from UW System for this; a strong spirit of cooperation. The other UW campuses are watching UWM to see what we do. UWM is currently working with UW-Parkside on the possibility of sharing expertises &/or purchasing services, instead of privatizing. This collaboration could expand.
    - The impact of this proposal will not be immediate – it could be 12-18 months before the cost savings are realized.
  - b. Facilities issues
    - J. Pozorski & G. Hurtado addressed some issues in Facilities Services.
    - Communications with Blue Collar employees are very spotty; it was suggested that regular staff meetings could help keep everyone informed.
    - Blue Collar employees need access to computers & email on work-time; keeping up with emails, announcements, & division & department information needs to be a regular part of their jobs. It was suggested that they be given 15-30

minutes after lunch-time to review their work email – they have the same right to do this as any other campus employee.

- Some supervisors are unfairly taking out their bad moods on their workers; there is an atmosphere of favoritism, selective enforcement of rules, & inconsistent training & information sharing.
  - G. Hurtado agreed that supervisors & managers could be doing a better job, & that communication is important, but running 3 shifts made that complicated.
- The tardiness policy has been changed, & employees punching in late can no longer request leave-time to make up for coming in late. While this may be effective in discouraging tardiness, it can end up punishing habitual tardiness at the expense of those who are only occasionally late. It was suggested that employees be given 2 chances before being disciplined in this way.
  - J. Pozorski said that this had been tried, & hadn't worked, & G. Hurtado said that that would be a differential application of the rules, & not fair. G. Hurtado said that they will talk to the supervisors, to see what could be done.
- There seems to be a trend of assigning FMLA employees to work in the Northwest Quad.
  - J. Porzorski said that employees are assigned/reassigned according to departmental needs, or if there are shortages or disciplinary or performance problems. He would rather have fewer FMLA employees at the Northwest Quad. It was suggested that moving employees on short notice can leave a crew short-handed, & that it might be better to wait to make a change. J. Pozorski said that most crews would rather have non-productive members gone, so that they knew what their schedules would be.
- Backpack vacuum-cleaners are being used more; they can be hard on the back if not adjusted properly, & some employees have been injured while using them.
  - J. Pozorski said that they can bring in the vendor to help with proper fitting & training to use them.
- Some of the Trades employees would like to work 10-hour days.
  - G. Hurtado said that their shop supervisors must approve their schedules, & that coverage of their duties was needed Monday-Friday.
- G. Hurtado said that TMA implementation was picking up speed.
- The Trades employees are asking for cell-phone access in their shop, & that not all features are enabled on their phones. It would be helpful to be able to send pictures of problems/damages in order to get the proper parts for repairs.
  - G. Hurtado said that wifi & cell phone coverage is not good at the Northwest Quad yet, as the occupancy was still low. He will work with P. Osheim to see what can be done.

- G. Hurtado said that while there is no budget for preventive or emergency maintenance, & they do not want to borrow money, hazardous situations will be dealt with.
- There may be other issues to address with G. Hurtado & J.Pozorski at a future meeting.
- c. R. Trumbull-Holper & Chancellor Mone attended a dinner with other University Staff representatives at the home of UWS President Ray Cross.
  - The conversation did not go into specifics, but President Cross wanted to thank University Staff, & recognize the work that we are doing.

### III. Old Business

- a. The Budget Task Force has finalized its recommendations to the Chancellor.
  - There are no specific lay-off plans; the divisions will be told how much they need to cut, & it will be their decisions as to how to do so.
  - There will be an email sent out to University Staff that they need to request to be a part of their division's budget deliberations. They know where to save money & what the impacts would be.
  - University Staff representative on the COETT T. Choice-Henry volunteered to act as an anonymous mail-drop for issues or problems.
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  - \$30M in cuts could be accomplished by laying off:
    - Everyone making more than \$106K/year, or
    - 200 faculty members, or
    - 440 Academic Staff members, or
    - 580 University Staff members;
    - All TA's would save \$22M
  - Layoffs will likely happen, which is why it's important that University Staff be involved in divisional budget discussions.
- b. University Staff Conference planning is going well.
  - 94 people have already registered – all University Staff should attend.
- c. The By-Laws Committee is now working on policies & procedures, & will meet again after the conference.
- d. The UPS Committee will continue to meet, submit all policies to the Chancellor, & gather them together into a manual.

### IV. Adjourned – 11:45a.m.