
Members Absent: B. Petters (EXCUSED).

Others Present: P. Sheehan, E. Twaroski.

At 2:00PM chair Kutz called the meeting to order.

Ms. Czynszak-Lyne moved, seconded by Mr. Pond, to approve the Minutes of 9.4.14. Question was raised if the procedure regarding the Chapter 6 appointments would be clarified for Congress during the CSEC report to that body. Reply was in the affirmative. All in Favor. MOTION CARRIED.

Chair Kutz paused to accept any comments from the public. No one sought recognition.

Ms. Hilmanowski arrived.

Chair Kutz recognized Mr. Erik Twaroski, Chair of the Grievance Policy Committee, for an update regarding the work of that committee. Mr. Twaroski reported that the committee has one section of the grievance policy yet to review and then will be discussing options regarding an impartial hearing officer.

Mr. Twaroski noted that he would be appearing before the Classified Staff Communications Committee on 17 September regarding outreach to classified staff as it relates to grievance policy particulars.

Question was raised regarding how long a written letter of reprimand stays in a personnel file. Reply was that it may not be appropriate for such language to be in a grievance policy as disciplinary policy relates more to that question and that performance evaluations are distinct. Opposition raised saying that past practices are not necessarily a reason to maintain or fail to alter a current policy. Mr. Sheehan clarified that an employee may view their personnel file at any time. Question was raised if material in the file can be withheld. Reply was in the negative.

Chair Kutz recognized Ms. Czynszak-Lyne to speak on behalf of the Personnel, Policies and Procedures Committee in the absence of its chair, Mr. Keith Kerl. Ms. Czynszak-Lyne reported that the committee had completed its review of the Animal Care Investigatory and Disciplinary Standards Policy Clarification.

Question was raised regarding the broadness of the policy as it related to the revocation of privileges for Animal Care Technicians. Reply from Mr. Sheehan was that revocation is not an HR decision but that of ACUC who has Federal authority that cannot be superseded.

Ms. Czynszak-Lyne moved, seconded by Mr. Pond, to approve the Animal Care Investigatory and Disciplinary Standards Policy Clarification. Discussion was heard that failures in work by technical
workers and entry level employees can often result in the loss of their job to a greater degree than for other employees in classified staff.

Question was called. All in Favor. MOTION CARRIED.

Question was raised as to which policies the Personnel, Policies and Procedures Committee will be reviewing next. Mr. Sheehan indicated that layoff policy and probationary policy are forthcoming.

Chair Kutz recognized Ms. Droes for the purpose of reporting on the Committee on Committees nominees for the Athletic Board.

Ms. Droes reported that the Committee on Committees met to review both the process and the individual applications and acknowledged the pressing time frame as Athletic Board is due to hold its orientation on 19 September. Question was raised if the Chair of the Committee was present for these discussions. Reply was in the negative. A temporary Chair was in place while the Chair exited the room.

Pursuant to Wis. Stats. 19.85(1)(c) and (f) Ms. Czynsak-Lyne moved, seconded by Ms. Droes to move into closed session. All in Favor. MOTION CARRIED.

***closed session***

Ms. Czynszak-Lyne moved, seconded by Mr. Bradley, to return to open session. All in Favor. MOTION CARRIED.

Ms. Meinholz moved, seconded by Mr. Pond, to approve the Athletic Board nominees and alternates as submitted by the Committee on Committees with the stipulation that Ms. Vernon serve the 4 year term and Mr. Hieptas serve the 2 year term. Ms. Czynszak-Lyne stated her intention to abstain based on a lack of diversity in job titles of the nominees. Question called. 7 in Favor, 1 Abstention (Czynszak-Lyne). MOTION CARRIED.

Chair Kutz reported to CSEC that there is now a vacancy on the Professional Development and Tuition Committee and asked if any CSEC members would consider filing it. Without any positive response Chair Kutz indicated he would place the item on the agenda again next week.

Chair Kutz reported a vacancy on the Grievance Policy Committee. Mr. Fritter and Ms. Czynszak Lyne both expressed interest and spoke on behalf of their appointments. Mr. Bradley moved, seconded by Ms. Hilmanowski, to appoint both Mr. Fritter and Ms. Czynszak-Lyne to the Grievance Policy Committee. All in Favor. MOTION CARRIED.

Chair Kutz reported a vacancy on the Personnel, Policies and Procedures Committee. Ms. Czynszak-Lyne moved, seconded by Ms. Meinholz, to appoint Dana Coshenet. Question was raised as to why this vacancy would not be sent to the Committee on Committees to fill. Reply was that when the committee was first organized a call was put out to the full classified staff, in this case all who responded to this notice were appointed to the committee. In addition as this is an ad-hoc committee organized by CSEC it
is not necessary to re-announce the availability of a seat, CSEC has the right to act to fill the vacancy on its own. Question called. All in Favor. MOTION CARRIED.

Chair Kutz reported on the request that classified staff send representatives to the interviews for the search for the Complaint Investigator position that is currently open in the Office for Equity and Diversity. Agreement was heard that Ms. Hilmanowski and Ms. Meinholz will each participate in one session and Ms. Czynszak-Lyne will participate in two sessions.

Chair Kutz recognized Ms. Czynszak-Lyne regarding Memorials for Classified Staff. Ms. Czynszak-Lyne reviewed the proposal that would include presentations of memorials for classified staff to the classified staff Congress.

Ms. Czynszak-Lyne moved, seconded by Mr. Bradley, for the classified staff Congress to adopt a memorial policy for classified staff active and retirees going back one year.

Discussion was heard that time in Congress should be reserved for business and memorials issued only on paper rather than read aloud to the Congress. Support for the motion was heard that the time involved is negligible and the time can always be extended if necessary or the content of the memorials limited. Further support was heard based on the other shared governance groups, and labor organizations having similar practices for their members.

Question called. 7 in Favor. 1 Opposed (Fritter). MOTION CARRIED.

Chair Kutz opened discussion on the September Congress meeting. CSEC reviewed the contents of the CSEC report to be given by Chair Kutz at that meeting.

Discussion was heard as to the restricting of Congressional Representatives from the ‘public comments’ agenda item. The Secretary clarified that the intent of this agenda item is to allow those who might not otherwise have the opportunity to address Congress the chance to do so, and that the ‘public’ portion of ‘public’ refers to those not serving in the body. Objection was heard to the lack of a Q&A portion where Congressional Representatives could engage the Vice Chancellor and the CSEC Chair after their reports. Secretary noted in response that there are a considerable number of actionable items on this agenda and it unpredictable with no prior examples to refer to, as to how long a debate on such motions might take, therefore in the interest of time, Q&A was excluded with the goal of preserving time for debate on motions.

Question was raised as to the origin and content of Classified Staff shared governance flow chart now on the website. Secretary responded that the template was copied from the APR office and the content was to reflect previous CSEC decisions and discussion as to the flow.

Chair Kutz recognized Ms. Droes regarding districting plans. Ms. Droes reported that the questions at issue are under discussion with Mr. Gene Masters.
In the Chairs Report, Chair Kutz noted that he will be a speaker at the Kauffman Seminar. Chair Kutz noted that the next State Wide Advisory Council will hold a teleconference on 17 September. Ms. Meinholz will monitor on behalf of CSEC.

At 4pm, Mr. Bradley moved to adjourn, seconded by Ms. Droes. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary