All Representatives recorded as ‘present’, with the exception of these excused absences: D. Morris (107), P. Ivey (138), D. Dhondup (141), J. Moreno (143), C. Ripp (154), E. Plato (171), T. O’Brien (172), A. Wilson (193).

At 2:30PM Vice Chancellor Bazzell called the meeting to order and requested that the Interim Secretary call the roll of Representatives and Alternates.

Vice Chancellor Bazzell thanked those present who assisted in the preparations of the organization of the Congress.

Classified Staff Executive Committee Chair Russell Kutz was recognized by the Vice Chancellor in order to provide additional welcome remarks and explain the general order of business, both in terms of how actionable items reach the Congress and how Congress agendas will be formulated and executed.

Vice Chancellor Bazzell presented the ‘Charge of the Congress’.

Vice Chancellor Bazzell recognized Ms. Carmen Romero Gonzalez for the purpose of providing an overview of the Cultural and Linguistic Services department. Ms. Romero Gonzalez explained how simultaneous translation will work for the eight members of the Congress who will utilize this service each month.

Vice Chancellor Bazzell recognized Mr. Glen Garrett of Macmillan Science and Education in order to demonstrate electronic voting devices. Mr. Garrett described the ‘iclicker’ product as an audience response system for collecting and sharing information. Mr. Garrett tailored his presentation to show how it may be of use to the Congress in terms of attendance records, voting, and polling for the general sense of the Congress on an issue.

Vice Chancellor Bazzell recognized Mr. Bruce Petters of the Classified Staff Executive Committee for the purpose of explaining the role of the Congressional Alternate. Mr. Petters clarified that Alternates will be contacted by the Office of the Secretary when they are requested to appear in a voting capacity in the stead of an absent Congressional Representative.

Vice Chancellor Bazzell recognized Mr. Patrick Sheehan of the Office of Human Resources to discuss the proposed ‘Participation and Leave Policy’. Mr. Sheehan reported that a comprehensive policy in regard to classified staff rights of participation in shared governance is forthcoming. Mr. Sheehan stated that classified staff, managers, and supervisors should understand that employees are allowed to attend meetings without loss of pay and should employees should be in pay status while at meetings and if not, they should make arrangements to flex within their normal scheduled work hours and employees should work with their supervisor to modify their schedules.
Vice Chancellor Bazzell recognized Ms. Mary Czynszak-Lyne and Mr. Gary Mitchell of the Classified Staff Executive Committee for the purpose of reviewing rules of meeting procedure. MS. Czynszak-Lyne and Mr. Mitchell directed the attention of the attendees to the document in their packet regarding Wisconsin Open Records/Meetings laws, by which the body is bound. Ms. Czynszak-Lyne and Mr. Mitchell further directed the attendees attention to the documents provided regarding Robert’s Rules of Order and the one page resource sheet that accompanied the detailed material. Ms. Czynszak-Lyne and Mr. Mitchell concluded their remarks with a reminder that when participating in discussions members should remain respectful of one another and keep comments issue oriented.

Vice Chancellor Bazzell recognized CSEC Chair Russell Kutz for the purpose of identifying what items will be scheduled for action on the September agenda of the Congress meeting.

Mr. Kutz presented the following items as actionable items for the next meeting each of which has an accompanying document in the packets provided attendees;

Ground Rules for Congress Meetings
Robert’s Rules (RR) of Order / Common Motions
Orientation of Classified Staff Congress
Classified Staff Congress FAQ’s
Role of the UW-Madison Classified Staff Congress Alternates
UW-Madison Classified Staff Charge
UW-Madison Classified Staff Congress Meeting Schedule
Standard meeting agenda for UW-Madison Classified Staff Congress
Performance Management Expectations for Managers and Supervisors (Draft of 8.6.14)

Vice Chancellor Bazzell recognized CSEC member Ms. Linda Meinholz for the purpose of facilitating a question and answer period.

Representative of District 162 asked if district rosters would be provided to members of Congress. Reply was that they are available through the office of the Secretary of the Classified Staff.

Representative of District 108 asked who would facilitate the twice a year district meetings required of Congressional Representatives. Reply was that the Office of the Secretary of the Classified Staff could assist in booking meeting space, contacting constituents, and providing materials for such meetings.

Alternate of District 109 asked how classified members of Chapter 6 committees were being selected. Reply was that the Classified Staff Committee on Committees was evaluating applications including those that responded by email and by postal mail. It was emphasized that the Committee was
particularly interested in applications from those who had not previously participated in shared governance activities.

Representative of District 162 asked if there was a mechanism in place to fill the currently vacant seats in the Congress. Reply was that discussion has taken place about holding a mid-year election for this purpose but that no conclusion has been reached in this regard.

Representative of District 111 asked if it was appropriate to distribute the Performance Management Document beyond the members of the Congress. Reply was that it is appropriate to share with whomever you wish.

Alternate of District 191 asked if the Classified Staff Shared Governance website could include a function that would allow employees to find what district they are in. Reply was that such an option is being explored.

Representative of District 104 asked for a definition of CSAC and CSEC. Reply was that Classified Staff Advisory Committee was an appointed shared governance committee which was replaced by the elected Classified Staff Executive Committee.

Representative of District 109 asked if there were any statistics available regarding the demographics of the UW-Madison Classified Staff. Reply was that the Interim Secretary will be instructed to make inquiries in this regard.

Representative of District 145 asked if there is a specific subject or focus for the Congress this year. Reply was that HR Design will likely be a priority but that the Congress itself is free to request of CSEC which items are placed on its agenda.

Representative of District 120 asked when the Congressional terms conclude. Reply was that a new congress will be seated in September of 2015.

Representative of District 204 asked how new employees will be added to districts and how new employees will be made aware of shared governance. Reply was that a districting updating system based on the Academic Staff model is being developed. In terms of awareness, the Classified Shared Governance website will be included as part of the ‘Benefits 101’ presentation provided to new employees.

Representative of District 108 asked what the Congress should accomplish by 1 July. Reply was that Congress and CSEC should move forward together to set priorities but that HR Design will remain a focus.

Representative of District 168 asked how HR Design interacts with CSEC and the Office of Human Resources. Reply was that representatives of OHR present all policy initiatives at CSEC meetings, which are then discussed in detail at the appropriate committee, who forward their findings to CSEC, who make a recommendation to Congress for final action. In addition and independently of CSEC, OHR has conducted HR Design forums on all shifts to gain feedback from classified staff.
Representative of District 151 asked what if you move out of your district due to employment category changes. Reply was that if you move to a category not covered by your seat the seat is turned over to the Alternate or becomes vacant.

Representative of District 164 asked what would happen if the various shared governance groups are asked to approve the same item but come to different conclusions. Reply was that a compromise will be sought through joint committees but if none can be reached each body sends its recommendation to the Chancellor with their own specific notes.

At 4pm Vice Chancellor Bazzell entertained a motion to adjourn. Motion was made and a second was heard. Upon calling the question it was the opinion of the Chair that the majority had voted in favor and the meeting stood adjourned.

Minutes prepared and submitted by: J. Lease / Secretary of the Classified Staff