Members Present: R. Kutz, L. Meinholz, N. Hilmanowski, T. Fritter P. Droes, M. Bradley, R. Pond

Members Absent: M. Czynszak-Lyne

Others Present: P. Sheehan, D. Bazzell, S. Hildebrand, K. Ziffer, G. Petty

At 1:00PM Chair Kutz called the meeting to order.

Mr. Bradley moved, seconded by Mr. Petters, to approve the Minutes of 9.25.14. All in Favor. MOTION CARRIED.

Chair Kutz recognized Ms. Katy Ziffer, Chair of the Communications Committee, under ‘Public Comments’. Ms. Ziffer informed the CSEC that the following motion was approved by the Communications Committee at their meeting of 10.1.14, motion to communicate to the Office of the Vice Provost for Diversity and Climate, as well as the Ad Hoc Diversity Committee, that before the implementation phase of the diversity plan concludes, ‘Forward Together’ town halls be scheduled which accommodate all target languages and shifts at UW-Madison. Mr. Fitter moved, seconded by Mr. Pond, for CSEC to adopt the same motion. Discussion was heard objecting to the use of the word ‘vetted’ to describe the action taken by the shared governance groups in the language used to promote the town halls. Objection was heard that the materials promoting the town halls use the same type of language that was found and objected to, in the draft of the diversity report. Further discussion included an instruction to the Secretary to follow up with Vice Provost Sims regarding his request to have classified staff represented in some sort of advisory aspect to his office and to ask that he consider a follow up appearance before the CSEC. All in Favor. MOTION CARRIED.

Chair Kutz opened discussion on a classified staff appointment to the campus GLBT issues committee.

Ms. Hilmanowski moved, seconded by Ms. Meinholz, pursuant to Open Meetings exemption: Wis. Stats. 19.85 (1)( c ) and (f) that the meeting go into closed session. All in Favor. MOTION CARRIED.

***closed session***

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

Mr. Pond moved, seconded by Mr. Bradley, to nominate Mr. William Curtis with Mr. Todd Hill as an Alternate, for service on the GLBT issues committee. All in Favor. MOTION CARRIED.

Chair Kutz recognized the Secretary for an update regarding the Benefits and Resource Fair. The Secretary reported that classified staff shared governance has a table reserved at the event and has
acquired the materials needed to inform attendees of resources available. The Secretary provided CSEC members with a sign-up sheet to assist in staffing the table.

Chair Kutz opened discussion on the status of the CSEC bylaws. Discussion was heard in favor of the creation of a by-laws committee as the by-laws contained several areas that may benefit from review and revision. Discussion was heard that the by-laws do not contain any direct reference to the responsibility of the management of funds. In addition, regarding the bylaws, the question was raised as to what the final sentence in the preamble is in reference to and it was stated that under the responsibilities heading there is no reference to the representation of classified staff. Reply was that there is a direct link between the preamble mission statement and responsibilities. Discussion was also heard as to the need for staggering or possibly limiting of terms. Reply was that the cost of elections made staggering terms unsupportable and limits were rejected as anti-democratic.

Discussion was heard that a review of the bylaws would be a discussion more appropriate for January 2015 as the bylaws were adopted in January 2014 and call for an annual review.

Discussion regarding the bylaws details continued with a question if the articles are arranged in the proper order. Additional questions were raised regarding the role of the immediate past Chair and the transition from CSEC to Congressional committees.

Ms. Hilmanowski moved, seconded by Mr. Bradley, to create a CSEC bylaws committee consisting of four CSEC members. 6 in Favor. 2 Opposed (Droes, Meinholz). MOTION CARRIED.

Chair Kutz recognized Mr. Patrick Sheehan of the Office of Human Resources for the purpose of providing an update on the progress of the Grievance Policy Committee and the Personnel, Policy and Procedures Committee. Mr. Sheehan reported that the Human Resources representatives will be invited to review the draft grievance policy before it is presented to CSEC. The Layoff Policy is now under review by the Personnel, Policies and Procedures Committee.

Chair Kutz recognized Ms. Droes regarding Congressional districting. Ms. Droes reports that Mr. Masters is going to conduct a further test with the goal of completing the lists in time for the next Congress meeting.

Chair Kutz began a review of the power point slides he is preparing for the next Congress meeting.

Chair Kutz recognized Vice Chancellor Darrell Bazzell for an update and to be available for questions from members of the CSEC.

Vice Chancellor Bazzell informed CSEC that the Budget Model Review Committee has released its report. Vice Chancellor Bazzell also noted that Chancellor Blank will appear at the Faculty Senate to provide a ‘State of the Campus’ address and suggested she should be scheduled for an appearance before the Classified Staff Congress at a meeting in the near future. Vice Chancellor Bazzell also thanked members of the CSEC for their participation in the Fall Directors Breakfast.
Question was raised as to how the Vice Chancellor viewed the disposition of the new Congress and their relationship with CSEC.

Vice Chancellor Bazzell responded that it is clear that classified staff shared governance is striving to be transparent and fair, even sometimes beyond the other shared governance groups. In addition the Vice Chancellor noted that in regard to CSEC and the Congress that building trust is always a difficult and gradual process and that CSEC should think about things they have been asked to follow up on and do so in a deliberate manner.

Question was raised as to what would be the most productive way to assemble a Congressional agenda. Vice Chancellor Bazzell responded that it would be worth considering arranging a Congressional liaison to craft an agenda in cooperation with CSEC and that it is not practical for the entire Congressional body to attempt putting together the agenda. The Vice Chancellor noted that any process will be temporary until Congressional bylaws can be crafted and approved.

Discussion was heard regarding incoming drafts of policy proposals and the request that drafts of policies be distributed to the Congressional membership with instructions that they direct their comments and suggestions to the Personnel, Policies and Procedures committee prior to the document reaching a Congressional meeting. Vice Chancellor Bazzell reminded CSEC that some of the comments and suggestions received in this regard are likely to be in opposition to one another and eventually a judgment call will have to be made as to the merits of the recommendations. The Vice Chancellor further commented that policy draft timelines should be very specific.

Objection was raised to having the CSEC Chair make motions at the Congress meeting. Vice Chancellor Bazzell acknowledged that although appropriate for the CSEC Chair to do so, he may wish to open each item under discussion to the Congress to make action motions.

Support heard for the concepts and approach of the APR Internal Communications Report.

Objection heard regarding the lack of interpretation services for ‘Forward Together’ town halls. Vice Chancellor Bazzell replied that this was likely due in part to a lack of awareness and that classified staff shared governance could serve to bridge that gap.

Vice Chancellor Bazzell was excused with the thanks of the committee.

Chair Kutz inquired if there were requests for the Secretary regarding his submitted agenda draft for the next Congress meeting. Question was raised if it would be appropriate to include those items that were postponed at the last Congress meeting. Secretary replied that it would as those items are not new but have already been reviewed by Congress.

Chair Kutz recognized Mr. Grant Petty of the University Committee regarding his proposal for a bottom up review process.

Mr. Petty stated his goals for opening lines of communication to determine the interest level in creating a bottom up review process. Mr. Petty stated that the question is if there is a problem that needs to
be explored and solution suggested. Mr. Petty used the US military as an example of a bottom up review process by which officers are reviewed not only by their superiors but also by those they command. Mr. Petty noted that this type of process does not currently exist on campus.

Support was heard for the proposal and Mr. Petty said he would interested in returning to further discuss a process by which an ad hoc working group on the topic could be formed and include two or more members of the classified staff depending on how big the group needs to be and the interest level of the other parties involved.

Chair Kutz recognized the Secretary regarding the draft of the district meeting memo. The Secretary reviewed the need to provide the Congressional Representatives with a standard ‘how-to’ regarding district meetings and the need for the Secretary’s office to have clear guidelines as to how and when to call a district meeting and the in or out of pay status of the employees who attend. Discussion was heard that it was unlikely that employees would be willing to attend on their lunch hours but the key to the memo is that you notify your supervisor and that you seek permission to use facilities. Chair Kutz will invite Mr. Patrick Sheehan to address this topic at the next meeting.

At 4:10pm, Mr. Fritter moved, seconded by Mr. Petters, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary