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

Members Absent: None.

Others Present: P. Sheehan, E. Twaroski, K. Kerl, M. Owens, M. Walters, C. DeRubeis

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

Ms. Czynszak-Lyne moved, seconded by Mr. Bradley, to approve the Minutes of 9.18.14. 8 in Favor. 1 Abstention (Pond). MOTION CARRIED.

Chair Kutz recognized Mr. Fritter under ‘Public Comments’. Mr. Fritter informed the CSEC that language referring to CSEC having ‘approved’ the Diversity Report appeared both in a release from the ad hoc diversity committee and in a story that appeared in ‘Inside UW’. Mr. Fritter noted that the motion made by CSEC in response to the report was to ‘receive and file’, not to ‘approve’. Chair Kutz directed the Secretary to contact the ad hoc diversity committee and the UW-Madison Communications Department regarding the error.

Chair Kutz recognized Ms. Meghan Owens and Ms. Catharine DeRubeis regarding the Fair Labor Standards Act review as it relates to the HR Design program. Ms. Owens and Ms. DeRubeis provided copies of an information document for the committee to examine. Ms. Owens and Ms. DeRubeis reported that a review is being conducted for all permanent classified employees in exempt positions. Those in the appropriate positions will be offered a choice of moving to Academic Staff. Positions will be reviewed one by one. A team has been assembled of trained FSLA experts in order to conduct this review. The goal is to complete the review by March of 2015 and have the appropriate positions moved to Academic staff by August of 2015.

Chair Kutz recognized Ms. Meinholz regarding the Statewide Shared Governance Council teleconference. Ms. Meinholz was unable to participate but examined the materials provided regarding the call and noted that they have prepared a list of the personnel policies up for consideration.

Chair Kutz recognized the Secretary regarding the upcoming 7 October ‘Benefits and Resources Fair’. The Secretary reported that a sign-up sheet, divided into one hour blocks will be available at the next meeting so CSEC members can volunteer to assist in staffing the shared governance table.

Chair Kutz recognized Ms. Droes regarding district rosters. Ms. Droes said a test of the new program has been conducted with positive results. Plans are being made to design the system so that an email is automatically generated informing new employees as well as those who have moved, of their district assignment.
Chair Kutz opened discussion on the classified staff seat for the Vice Provost for Enrollment Management Search and Screen Committee.

Ms. Czynszak-Lyne moved, seconded by Mr. Petters, to move into closed session pursuant to Open Meetings Exemption: Wis. Stats.19.85 (1) (c), and (f). All in Favor. MOTION CARRIED.

***closed session***

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

Mr. Petters moved, seconded by Ms. Hilmanowski, to appoint Harriet Allen to the Vice Provost for Enrollment Management Search and Screen Committee. All in Favor. MOTION CARRIED.

Chair Kutz recognized Mr. Erik Twaroski, Chair of the Grievance Policy Committee, for an update regarding the actions of the Committee.

Mr. Twarowski reported that the Committee had approved an impartial hearing officer option that consisted of a panel featuring two classified employees and two management officers. If grievance decisions were deadlocked the next step would be a decision from a campus hearing officer.

Question was raised if there would be any cost to the employee to pursue grievances in this manner. Reply was that it has not been fully determined as of yet, but it is unlikely an appearance before the panel would result in any costs, but possible that some costs may be associated with the campus hearing officer step. Question was raised if classified staff shared governance would be involved in the selection process of the two employee representatives. Reply from Mr. Patrick Sheehan of the Office of Human Resources, was that he would be open to the idea.

Chair Kutz recognized Ms. Czynszak-Lyne for a report on the work of the Personnel, Policies and Procedures Committee. Ms. Czynszak-Lyne reported that the Committee is now taking up the Layoff Policy draft and is reviewing it a section at a time.

Question was raised regarding at risk employees ability to fill a vacancy in other areas as it relates to minimum requirements vs. supervisor discretion. Reply was that justification has to be provided if someone is refused a position. Employees are advised to meet with the supervisor of a vacant position if an at-risk employee is considering applying for that position.

Ms. Sheehan informed the CSEC that the Probationary Policy draft would be the next policy to be sent to the Committee for review.
Chair Kutz opened discussion on the Classified Staff Congress. Chair Kutz informed the CSEC that he concluded that the motion at the previous meeting to invite Congress to a CSEC sponsored listening session was inappropriate and he did not pursue it. Chair Kutz said that for him to invite the full membership of Congress to appear at a designated time and place was in effect calling a meeting of the Congress, which it was beyond the bounds of his charge to do. Chair Kutz suggested that as an alternative he might introduce a power point presentation to the Congress providing details of the history and functions of classified staff shared governance and the role of the partnership between CSEC and the Congress.

Objection was heard in regard to the analysis of the Chair as it related to the motion of the previous meeting. Those objecting maintained that the motion was not out of order and should have been pursued. Support for the position of the Chair was heard, noting that an additional request to the Congress by CSEC would further perpetuate the idea that CSEC was attempting to dictate to Congress.

Support was heard for a presentation at the next Congress meeting and to inquire at that time if the Congress supported the idea of holding an additional meeting outside of their normal schedule. Discussion was heard that a CSEC member should attend district forums with the Congressional delegation to gain greater insight and present a spirit of cooperation between the two bodies. Objection heard that it would likely have the opposite effect. Discussion heard that Congress needs a greater opportunity to discuss issues amongst themselves. Question was raised as to the value and goal of the power point presentation with the additional comment that what Congress needs is the opportunity to be heard rather than more information from the point of view of CSEC. Discussion heard that any presentation to Congress needs to take the form more of a Q&A rather than a lecture. Question was raised and discussion heard on the subject of increasing the frequency of Congressional meetings.

At 4PM, Ms. Meinholz made a motion, seconded by Ms. Hilmanowski, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary