

University of Wisconsin-Green Bay  
Classified Staff Advisory Council  
Meeting Minutes  
Thursday, September 18, 2014  
10 – 11am, MACH 201

**Attendance**

**CSAC Members:** Brenda Beck, Kevin Boerschinger, Liz Hessler, Amy Ibuaka, Cheryl Pieper, Monika Pynaker, Jan Snyder, Tina Tackmier, Paul Wikgren, Amanda Wildenberg And Christine Olson (Liaison to the Office of HR)

**Absent:** Becky Ouradnik (Liaison to the Chancellor's Office)

**Guests:** Nicole Miller, Bea Yang, Karely Mendez, Sheryl VanGruensven, Kimberly Danielson, Leah Liebergen, Kathy Gajeski, Jayne Kluge and Kim Mezger, Chancellor Miller

The meeting was called to order at 10:00 AM by Amanda Wildenberg.

**Welcome:**

Introductions of all in attendance.

Chancellor Miller introduced himself and provided some comments regarding what he is working on. "Invent The Future of UWGB" is a current and on-going focus. Starting in October and running through the middle of spring, University Staff will be asked to populate work groups in a variety of areas. Chancellor Miller attended approx. 130 meetings with those on campus and in the community. Five "Deep Dives" were held to look at the top to bottom details of operation in those 5 areas. He would like a transparent budget process on campus which will result in a longer budgeting process.

Nov. 14 will be Chancellor Miller's Installation at the Weidner Center.

**Approve Minutes:**

July minutes were approved, Kevin motioned to approve and Brenda seconded.

**Announcements:**

HR has students available to help cover offices so University Staff can attend monthly meetings. University Staff can contact the chair of the Committee (Jan Snyder) who will work with HR and their student schedules.

Amanda updated on the Toner Recycling Project. We are currently waiting for the agreement form to be signed, hopefully very soon and then current toner on campus will be collected and sent out.

Jan and Amanda attended Chancellor Miller's Deep Dive sessions. Lots of information was discussed and they were very informative. Each session was approx. 2 hrs.

Chancellor Miller's Installation will be Nov. 14 from 2-3pm at the Weidner Center with a reception to follow. All University Staff are encouraged to attend.

**Treasurer's Report:**

	Previous Month	Current Month
Staff Development Account	\$ 3,425.00	\$ 3,425.00
Regular Account	\$22,209.56	\$22,478.92
Agency Account	\$ 3,390.65	\$ 3,390.65
Endowment Account	\$ 9,610.73	\$ 9,610.73

**Professional Development Funds:**

One outstanding request, waiting for paperwork.

**Labor Management Report:****Personnel Updates:**

None

**New Employees:**

IS Systems Dev Services Senior – CIT – Michael Bubolz hired to replaced Barb Tomashek Ditter on 8/4/14  
University Services Program Associate – Jayne DeMeuse hired to replaced Lisa Salentine on 7/14/14  
Library Services Assistant-Advanced – Wendy Guerra hired to replaced Jean Wentz on 7/7/14  
Custodian- Operations – Tracy Shomsky hired to replaced Kevin Wargin on 5/6/2014  
IS Supervisor 1 – ATS – Ronald Kottnitz hired to replace James Sams on 6/25/14  
Custodial Services Supervisor- Operations – Donald McDowell hired to replace Valerie Pero on 8/4/14  
Police Officer Emer. Management-Public Safety – David Jones hired to replace Karl Fleury on 6/30/14  
Dean Assistant-Liberal Arts and Sciences – Brenda Beck hired to replace Donna Van Straten on 7/28/14  
University Service Program Associate-Career Services –Christine Cox hired to replace Amanda Vande Hei on 8/11/14  
Power Plant Operator-Senior-Facilities Management –Michael Bergsbaken hired to replace Marc Rogers on 8/11/14  
Custodian-Operations – Scott Smith hired to replace Tracy Shomsky on 9/2/14  
University Services Associate 2 (Project)-Outreach- Patricia Cole hired on 8/4/14  
University Services Associate 2 – AIC – Loretta Rafter hired to replace Vickie Kersten on 9/22/14  
Academic Department Associate-Human Development – Nicole Miller hired to replace Brenda Beck on 9/4/14  
Human Resources Assistant-HR – Kelly King was hired on 8/8/14  
Academic Department Associate- Humanistic Studies –Karely Mendez hired to replace Pamela Johnson on 8/25/14

**Positions Waiting to be Filled:**

Police Office – Public Safety – currently screening applications to replace Philip Watry  
HVAC/Refrigeration Specialist –Residence Life- currently waiting for exam results to replace Nicholas Phillip  
Facilities Repair Worker-Facilities Management- currently waiting for exam results to replace Mark Vandenbergh  
IS Data Services Senior-CIT-posted to replace Matt Albers  
Facilities Repair Worker-Advanced-Residence Life- waiting for exam results to replace Jeffrey Minix  
Auto Equipment Technician Senior – posted to replace David Krout  
Custodian 50% - Operations – posted as new position  
University Services Program Associate-TRiO/Precollege- posted to replace Christopher Pohlman

## **Business:**

### **UPS Updates**

The HR homepage includes link to the UPS updates and what is needed for our campus. Information was emailed out with the links to current and proposed policies, current action as well as when is needed next for our campus. A Qualtrics survey was sent out to allow for feedback. There are different deadlines for different policies. HR will compile the comments and feedback and submit to UW System before the 2<sup>nd</sup> phase. Oct. 28 & 29 Sheryl will be attending a UW System meeting. Past policies and procedures are now going to be called Operation Policies and not a whole lot is changing. Overall goal is to make some policies more similar to Academic Staff but University Staff will still continue to have some differences. For some areas, the campus will not need our own policies, we will continue to use our existing policy or UW System policy.

### **Brown bag Sessions/Interest Survey/Election Process & Timeline**

2 Brown Bag sessions were held for those with questions about the new University Staff Committees and the election process. Elections were conducted via Qualtrics for the first time and all went very smooth. Amanda attended the Sept. Faculty Senate meeting. They talked about University Staff but we were not officially on the agenda but will come up on a future agenda.

Future of new University Staff Committee...1 joint meeting will be held with ALL members of the new committees before the new committees meet on their own. ALL University Staff are welcome to attend committee meetings as they are open meetings and any and all help will always be appreciated!

### **Conference Update**

Currently at 105 registered. Only 32 are from UWGB campus and 9 of the 4 year campuses are currently represented. An email reminder will be sent to UWGB first to encourage registration before reminders are sent to other campuses.

### **Professional Development Opportunity w/Academic Staff**

Academic Staff Professional Development Committee approached us to collaborate on joint professional development opportunities. Academic Staff will do the work, USC will help pay and all University Staff and Academic Staff are invited to attend. We would partner with the SBDC for 2 hour presentations up to 3 times each semester. USC will contribute \$1800 towards the joint venture. A Professional Development certificate is also a possibility.

### **DigiCopy**

DigiCopy is looking for input on their new location/procedure/deliveries. A representative will be on campus in Oct/Nov to hear feedback and find out if there are any problems. Departments can also email Marie with questions or comments about the contract.

### **Website**

Amanda and Tina will work with Monika on updating the website since Sandy had expressed interest and no longer works at UWGB.

### **Board of Regents Meeting August 20-21**

The notes that Jan composed were gone over. It was an informative and very eye opening experience being at the Board of Regents meeting since we were never invited before. A group is trying to form a state body of reps from all the campuses. There is also interest in getting the group some state funding like the Faculty and Academic Staff have.

### **UWGB United**

This is a faculty and academic staff union on campus. Kevin went to check it out to see if it was something that University Staff should be included in or not. There were about 5-10 in attendance and at this time US will not be included.

### **Adjourn**

**Next Meeting: October 23, 10:00AM Location: Wequiock Room**

Meeting adjourned approx. 11:15 AM.

Submitted by Tina Tackmier