Classified Staff Advisory Council (CSAC)
Meeting Minutes: June 11, 2015
Alumni Room – South Hall

Council Members Present: Greg Elliott, Missy Davis, Molly Matzek, Helen Spasojevich, Linda Matzek, Deb Toftness, Connie Fassino, Kathy Young, Robert Rust, Mary Foster

Absent: Elisa Nordin-Berghuis, Deb Schwab

Guests: Kris Jones, Gladys Cataract

- **Call to Order:** The meeting was called to order at 1:30 pm by CSAC Interim Chair Greg Elliott.

- **Minutes:**
  - Motion to approve the minutes of the May 14 regular meeting Missy/Molly. MC

- **USS Executive Council Nominations:**
  - Greg turned the meeting over to Mary for the nomination process. Missy Davis and Greg Elliott were nominated for Chair and both indicated their willingness to serve. The USS determined that a confidential paper ballot would be used and Helen Spasojevich served as ballot monitor. Missy Davis received the most votes and was named Chair for 2015-16
  - Mary continued as chair for the Vice Chair nomination process. Greg Elliott and Kathy Young were nominated for Vice Chair and both indicated their willingness to serve. A confidential paper ballot was used and again monitored by Helen. Greg Elliott receive the most votes and was named Vice Chair for 2015-16.
  - Greg reclaimed his chair duties for the meeting. Robert Rust agreed to accept the Recording Secretary duties for 2015-16. There were no other interested individuals. Mary/Missy moved to appoint Robert as Recording Secretary on a white ballot. MC
  - Kathy Young agreed to accept the Treasurer duties for 2015-16. There were no other interested individuals. Missy/Mary moved to appoint Kathy as Treasurer on a white ballot. MC
  - Linda Matzek accepted the appointed position of Webmaster for 2015-16. Robert will act as her backup.

- **UPS Local Policy Review:**
  - Workplace Expectations policy was presented by Linda and discussed by the USS. A few changes were suggested. MOTION: Missy/Helen moved to approve the Workplace Expectations local policy with changes. MC. The policy will be sent to Donna Robole (and Deb) for final review and submission to the Chancellor.
  - Voluntary Reassignment policy was presented by Mary and discussed by the USS. MOTION: Kathy/Missy moved to approve the Voluntary Reassignment local policy as written. MC. The policy will be sent to Donna Robole (and Deb) for final review and submission to the Chancellor.
- Catastrophic Leave policy was presented by Missy and discussed by the USS. Robert/Linda moved to approve the Catastrophic Leave local policy with a typographical edit. MC. The policy will be sent to Donna Robole (and Deb) for final review and submission to the Chancellor.

- **Old Business:**
  - IHO (Impartial Hearing Officer) Pool. Missy reported that there are now 8 volunteers for the IHO pool. Missy will provide Mary with the names to update the committee spreadsheet.

- **New Business:**
  - Mary reported that there will be $50,000 in adjustments available for faculty base bumps in 2015-16. After discussion about this, Mary/Greg made a motion to draft a letter from CSAC to the Chancellor objecting to the 50K adjustment for faculty. MC.
  - Greg reported that Ryan Sicard is the next highest vote-getter and would be asked by Greg to fill Elisa’s position beginning in July.
  - Teleconferences were discussed briefly.

MOTION: Mary/Connie made a motion to adjourn at 2:30 pm. MC

Respectfully submitted,

Mary J. Foster, Recording Secretary