

**Classified Staff Issues Committee (CSIC) Minutes  
December 13, 2004**

Present: Diana Allaby, Sue Barthel, Maggie Brandenburg, Angela Powell, Sandy Ramer, Gary Sandefur

**1. Update on: training courses for classified administrative support staff; computer upgrades for administrative support staff.**

- a. A College training development grant process will be investigated to fund training courses for classified staff. Sue Barthel will get information on the Academic Staff Professional Development Program and the Non-Represented Classified Staff Professional Development Program and bring for discussion at next meeting.
- b. The Indirect Cost Allocation letter for 2004-2005 was sent out in November. A note will be made to add language in the letter next year reminding departments that Indirect Cost Allocation funds can be used for the purchase of administrative staff computers. Dean Sandefur will discuss this at the next Plenary Chairs & Directors meeting.

Dean Sandefur will also discuss at the next Plenary Chairs & Directors meeting the concept of recycling computer equipment and other office equipment to other L&S departments. An email process will be set up to enable this process.

**2. Build respect between staff.** One concern is the need to educate the University community on the different appointment types on campus. Maggie Brandenburg will put this information together and bring to the next meeting.

**3. Staffing levels/FTE** – There was discussion about the fact that there are several departments within L&S that have only one administrative staff person. These employees have a difficult time taking training courses, attending meetings or taking vacation due to lack of office coverage. An email will be sent out to these departments indicating this is an issue of concern that is being discussed by the committee and solicit information on how each of these departments deal with this issue.

Agenda items for the next meeting include “classified staff participation on committees” and “mentoring program”. The Dean will also schedule listening sessions in the spring to hear what the concerns are of the College classified staff.

***The next meeting is scheduled for Wednesday, January 12, 2005 at 2:00 p.m.***