

**Classified Staff Issues Committee (CSIC) Minutes
February 22, 2005**

Present: Diana Allaby, Sue Barthel, Maggie Brandenburg, Jean Hennessey, Brian Karas, Angela Powell, Sandy Ramer, Gary Sandefur, Deb Vaughan

Guests/Observers: Mary Czyszczak-Lyne, Liz Lease

- 1. Classified staff involvement in election process for chair.** A subcommittee including Deb Vaughan, Maggie Brandenburg and Nicole Hauge was created to look into this issue. The subcommittee's charge is to talk with David Musolf from the secretary of the faculty office regarding the interpretation of the FPP on this issue. They are also charged with finding out ways that departments currently informally receive input from classified staff on this issue.
- 2. College training development grant.** A subcommittee including Sue Barthel and Jean Hennessey was formed to draft the training development grant guidelines. This will be done sometime after July 1.
- 3. Build respect across campus.** A "listening session" with Dean Sandefur for classified staff will be scheduled this spring. All classified staff should be encouraged to attend on work time. A survey will be developed and used in conjunction with the listening session. Mary Czyszczak-Lyne will contact the WSEU labor unions and Maggie Brandenburg will contact CNCS to endorse the session.

A draft brochure was developed by Deb Vaughan to highlight various College of Letters & Science classified staff in an effort to raise awareness of the roles and contributions of classified staff. Sandy Ramer will take over the development of the brochure. The brochure will be sent out to all classified staff who will be encouraged to download it and post around their building.

A brochure will be developed by Deb Vaughan and distributed at the classified staff reception informing staff on ways to get involved.

At one of the next plenary chair's meetings, Dean Sandefur will encourage departments to take ownership for climate issues in their department. He will ask a few of the chairs from departments that seem to have success in this area to discuss what they do to create a feeling of community in their departments.

- 4. Classified staff participation on committees.** To be discussed at next meeting.
- 5. Mentoring Program.** To be discussed at next meeting.

The next meeting is scheduled for Tuesday, March 29, 2005 at 1:00 p.m.

The Classified Staff Reception is scheduled for April 28, 2005 from 1:30 to 3:30p.m. Invitations will be go out soon.

The Listening Sessions with the Dean are scheduled for Wednesday, March 30 from 1:00 to 2:00 in Room 5206 Social Science Building