

## **Classified Staff Issues Committee (CSIC) Minutes April 25, 2006**

Present: Diana Allaby, Sue Barthel, Rhonda Danielson, Bruce Goldade, Krisa Johnson, Brian Karas, Angela Powell, Gary Sandefur

Visitors: Mary Czyszczak-Lyne, Liz Lease

- 1. Professional Development Grant** The 2006-2007 grant application procedure will be held in May 2006 with an application deadline of May 26, 2006. The Classified Staff Issues Committee will meet on Tuesday, June 13, 2006, to review the applications.
- 2. Listening Session** The spring Classified Staff Listening Session was held on April 11, 2006. In the past these sessions have been 1 hour in length, it was recommended by the committee that it be extended to 1.5 hours. It was also recommended that the Dean send out an email soliciting questions and topics that they would like the Dean to discuss or respond to prior to the listening session. It was also suggested that the Dean bring to the next listening session some of the issues from the previous listening session and how they have been addressed.
- 3. Telecommuting** The discussion on telecommuting included whether or not it was appropriate for staff to be able to borrow unused University computer equipment for telecommuting. The Committee was reminded that the College policy is that departments may not incur any costs as a result of approved telecommuting requests, regardless of the funding source. When a department has unused computer equipment, the College has a mechanism for donating this equipment to other departments in the College that do not have the means for purchasing updated equipment. This mechanism is a furniture/computer list serve. (Information on this list serve is on the following page).

The committee also discussed the concerns about rates going up for parking. Dean Sandefur offered to bring this up at the next Chancellors meeting.

March 28, 2005

TO: College of Letters & Science Department Administrators, Chairs and Directors

FROM: Diana Allaby

**PLEASE SHARE THIS EMAIL WITH ANYONE IN YOUR DEPARTMENT THAT MAY BE INTERESTED IN BEING ADDED TO THE LIST SERVE OR ANYONE THAT MAY HAVE COMPUTER EQUIPMENT OR FURNITURE TO GIVE TO ANOTHER DEPARTMENT.**

As a result of the Classified Staff Issues Committee (CSIC) concerns about some departments not having the means to purchase new computer equipment for their staff, the College is initiating an email list serve for departments within the College to transfer used furniture and computer equipment to another department within the College. The primary intent of the computer equipment portion of this exchange is to provide a mechanism for departments that have the means to purchase new equipment to give their used equipment to a department that does not have the means to purchase new equipment. The important thing here is that the transferred machine needs to be able to run the latest operating systems such as Windows XP or Windows 2000. Computers that do not meet minimum hardware requirements and/or non-working machines should be sent directly to UW SWAP. The hardware requirements for Windows XP can be found at: <http://www.microsoft.com/windowsxp/pro/upgrading/sysreqs.mspx>.

This equipment/furniture transfer process is for business use only. The equipment and furniture cannot be transferred for personal use.

The way this will work is if you are a department that has computer equipment or furniture you are upgrading and/or no longer using, you would send the descriptive information in an email to Shirley Holt [holt@ls.admin.wisc.edu](mailto:holt@ls.admin.wisc.edu) in L&S Administration. She will review the request and forward it on to the email list serve.

To join the email list serve you will need to send an email to the following address with no subject or message:

[join-ls-deptswap@lists.wisc.edu](mailto:join-ls-deptswap@lists.wisc.edu)

To leave the email list serve you will need to send an email to the following address with no subject or message:

[leave-ls-deptswap@lists.wisc.edu](mailto:leave-ls-deptswap@lists.wisc.edu)

It will be up to the two departments to work out the specific arrangements. If the original purchase price of the furniture or equipment is in excess of \$5000, please be in contact with Shirley Holt at 2-1197 for special instructions.

Following is the information that should be included in the email to Shirley:

**CONTACT INFORMATION:**

Your name  
Department  
Phone number  
Email address

**FURNITURE:**

Type (eg. desk, wood chair, computer chair, 2-drawer file cabinet) Dimensions  
Type of material and color (eg. metal/putty, wood/oak)

**COMPUTER EQUIPMENT:**

Brand/model (eg. Dell gx110)  
Approximate age of the computer  
type of processor (eg. Pentium III)  
Amount of ram/memory (eg. 128MB)  
Size of hard drive (eg. 10 gb)  
Monitor size & brand (eg. 17" Dell)  
Printer brand, model & type (eg. hp laser jet)