

**College of Letters & Science
Classified Staff Issues Committee (CSIC) Minutes
May 30, 2003**

Present: Diana Allaby, Sue Barthel, Phil Certain, Angela Powell, Sandy Ramer, Dick Terhall, Deb Vaughan, Deb Zurbuchen

1. *Review agenda items for future meetings and finalize committee bylaws.*

Bylaws are approved after the removal of “and from Chairs and Directors.” in the 3rd paragraph under “Membership”.

Priority of agenda items for future meetings is approved.

2. *Policy on overtime compensation.*

College of Letters & Science Overtime Policy will be expanded to delegate department’s authority to approve up to 120 hours of overtime for full-time employees (prorated for part-time employees) without approval from L&S Administration. (Current delegation is for up to 80 hours without approval from L&S Administration.)

The College overtime policy will be distributed to all College classified staff.

3. *Classified Staff Excellence Awards*

The College of Letters & Science Classified Staff Excellence Award guidelines are approved with a few wording changes clarifying the difference between years of service in the College vs. years of service for the State; and clarifying at what point the number of years of service are determined (eg. time of nomination).

Nominations will be solicited coinciding with the timing of the Chair’s orientation at the end of August with a mid-October deadline. Awards will be determined in time to be paid prior to Christmas (Approximately November 30). The awardees will be recognized at an award ceremony in the spring.

4. *Publicity – Distribute information on committee activities to College classified staff.*

Elaine Klein has graciously agreed to work with CSIC in development of a web page that will be placed on the L&S Web site. Sandy Ramer and Deb Vaughan will work with Elaine on the web page. Suggestions for the web page include: committee membership, mission, minutes, agendas, a way to solicit suggestions from the College classified staff and awards link.

Establish a list serve with DOIT in order to directly be in contact with College classified staff as the need arises.

5. *Publicity – Articles in Wisconsin Week and L&S Today.*

L&S Today is an alumni publication so would not reach desired audience. The Dean will contact Wisconsin Week on possibility of printing an article about the L&S Classified Staff Issues Committee.

The Dean will present the Classified Staff Issues Committee at the Chair’s orientation in August.