



Classified Staff Advisory Council Meeting Minutes



September 13, 2006

CSAC Members Present: Kyn Anthony, Red Darland, Michelle Jensen, Sabrina Johnson, Evelyn Meuret, Karen Reiter, Sara Stichert, Julie Wilkinson, Marlene Zdanovec

CSAC Members Absent: Mary Hale, Dan Hoyt, Jill Reichenberger, Patty Stenz, Jim, Strey

Administrative Liaison: Tim Danielson

SAS Liaison: Kelly Beisenstein-Weiss

Guest(s): Newly elected Jane Preder, Sarah Blodgett, Becky Kissinger

Meeting was opened at 1:35 by Chair, Julie Wilkinson.

APPROVAL OF MINUTES

Motion to approve the minutes from the March 14 meeting made by Marlene Zdanovec, second by Sara Stichert. Approved as written without objection.

TREASURER'S REPORT

Marlene Zdanovec – \$720.82 current balance.

Expenditures from this account were discussed. It has been determined that ALL potential expenditures must be approved by the treasurer PRIOR to initiating the expenditure. This includes all printing done by Document Services. Secondly, after you have received permission to have documents copied and they are completed, the blue receipt provided by Doc. Services must be provided to the treasure for the records.

CHAIR'S REPORT

- The proposal for the Leadership series was submitted to the Chancellor. He is going to propose it further up the hierarchy.
- U-Plan report—was a short meeting. Not much to report
- Julie commented that we are making progress on Goal #1 by promoting CSAC and meeting classified staff. We will discuss this further at later meetings.

COMMITTEE REPORTS

- Elections Committee – Evelyn Meuret
 - The elections for the vacant seats on the Council were completed. There were 10 nominees of which 8 accepted their nomination. 279 ballots were returned. The newly elected members are Becky Kissinger, representing Non-Represented, Barb Kargus, representing Student Affairs, Jane Preder and Jim Strey, representing Chancellor/Administrative Services, and Sara Blodgett, representing Academic Affairs. Again, the Union Representative seat received no nominations so will be vacant for another year. The Elections committee presented the following issues to the council: 1. Should we streamline the representation on the council? a. Is it necessary for us to be so “area specific” in representation? If the council represents all classified staff, do we need to be tied to a specific area? b. Do we have too many seats on the council? 2. How does the council want to address change resulting from administrative reorganization of departments?



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- ACUG Representative – Michelle Jensen
 - No report. Will be meeting next week.

- Awards & Recognition – Marlene Zdanovec
 - The Star Award for April 2007 was presented to Nancy Bogenhagen of Testing Services. The May award winner has been selected and will be presented later this month. We will soon send out a call for nominations for the 2007 Classified Staff Outstanding Performance Award (OPA).

- Bylaws Committee – Patty Stenz
 - Nothing to report at this time, however, changes to the by-laws may still be proposed and need approval in the future.

- Classified Staff Grant Committee – Sabrina Johnson
 - Nine people signed up for grants and were approved. Some are for fall, which will be held until that time.

- Committee on Committees – Evelyn Meuret
 - No new appointments were made this month.

- CSDAD Planning – Jill Reichenberger
 - Jill is on vacation, but Karen indicated that all registration forms need to be returned as the cut off is next week. It was also suggested that a reminder be sent out requesting registration forms be returned.

- Grant Fund Raising Committee – Marlene Zdanovec
 - Tickets for the 5th Annual Spring Fling Raffle will be distributed to the campus community for sale beginning the first week of May. Winners of a resort package, Waterfest season passes, UW Oshkosh Entertainment Basket, MP3 player, cash prizes and other items will be drawn during the Ice Cream Social at CSDAD on June 8th. Raffle ticket prices are the same as last year – one ticket is \$5.00, or 3 tickets for \$10.00 or 6 tickets for \$20.00.

- Liaison- Senate of Academic Staff – Kelly Weiss
 - The SAS passed a Domestic Partnership resolution. They have also completed their elections and have 4 new senators.

- Marketing – Michelle Jensen
 - The committee has to meet to review the T-shirt sizes that need to be ordered for CSDAD. Joan is also working on revising the brochure.

OLD CSAC BUSINESS

- Jill Reichenberger and Paulette Feld are going to chair the Leadership Series. Julie explained, for the benefit of the guests, that CSAC is proposing to the Chancellor that we establish another Leadership series. This was determined during our Goal setting meeting in earlier this year.
- We are also going to put Goal 1 on the agenda for the June meeting.



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- Red Darland reviewed the Volunteer activity. CSAC has 10 people who are volunteering to help with the Oshkosh Half Marathon on Saturday, April 14. She also mentioned that her seat on the Council is done as of this meeting. She will continue being the Volunteer coordinator for one more year. We discussed that the Council should set this up as an appointed position from the Council membership for a 1-3 year term and the new appointment should work with Red this year to learn the “ropes”.

NEW BUSINESS

- Tim Danielson spoke about the Criminal Background Checks mandated by the State of Wisconsin. Starting May 1, all new hires will have a CBC run, except the following groups of employees: Graduate assistants, students, LTE and Volunteers. There are circumstances where these employees will also be checked, depending on the position they are being hired for.
- Tim also brought up the Classified Staff Performance Evaluation process form. He has been meeting with supervisors, looking for feedback from the form. He is looking for what we like or dislike about the form.
- Karen and Julie made reference to pertinent changes that were made to the by-laws which were voted on in February. They are: 1) limiting the term of a chair of a committee, page 3. Current chairs will finish their terms and if they have exceeded the limit in August, 2007, new chairs will need to be elected. Each committee will need to keep records of this. 2) the addition of a Leave of Absence provision, page 2. and 3) All committee appointments done by the Committee on Committees will be brought to the council and approved for the record.
- Election of officers for CSAC next month: Karen will become Chair and Julie will chair CSDAD. There will be elections for a Vice Chair, Secretary and Treasurer. Julie is encouraging all current members to run for an office. Interested members should contact past officers to see what the positions are like. You can self nominate. Like last year, each candidate will provide a brief narrative of themselves and why they are interested in becoming an officer prior to the election.

“ROUND ROBIN” (other University business of interest to CSAC)

- The meeting was running late and there were no pertinent issues for a round robin.

NEXT CSAC MEETING: Next CSAC meeting will be Wednesday, May 9, 2007 in D212.

Motion to adjourn at 2:43 p.m. by Kyn Anthony, second by Sara Stichert .

Respectfully submitted:

Evelyn Meuret