



# Classified Staff Advisory Council Meeting Minutes



August 8, 2007

*CSAC Members Present:* Sarah, Blodgett, Mary Hale, Michelle Jensen, Evelyn Meuret, Jane Preder, Karen Reiter, Patty Stenz, Jim Strey, Julie Wilkinson, Marlene Zdanovec

*CSAC Members Absent:* Kyn Anthony, Barb Kargus, Becky Kissinger, Sara Stichert

*Administrative Liaison:* Tim Danielson

*SAS Liaison:* Susan Finkel

*Guest(s):*

Meeting was opened at 1:32 PM by Chair, Karen Reiter. Susan Finkel, the new SAS Liaison was introduced and told the council that she works in the College of Education and her time is spent with Curriculum and Instruction and Special Education. The rest of the committee was introduced to Susan.

## **APPROVAL OF MINUTES**

Motion to approve the minutes from the July 13th meeting was made by Marlene Zdanovec, second by Julie Wilkinson. Approved as written without objection.

## **TREASURER'S REPORT**

Marlene Zdanovec – The current balance is at \$629.11. A request has been made to roll these funds into the new fiscal year.

## **CHAIR'S REPORT**

- The most recent Chancellor's meeting went well. We discussed the budget at the state and University levels and we were encouraged to contact our legislatures and request a swift balance of the budget.
- Another Chancellor's meeting is scheduled for the end of this month and there will also be a U-plan meeting.

## **COMMITTEE REPORTS**

- Awards & Recognition – Barb Kargus
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- Bylaws Committee – Patty Stenz
  - The committee has not met this summer, but by the next meeting there will be an update.
- Classified Staff Grant Committee – Jane Preder
  - Jane met with Sabrina Johnson so that she could be brought up to speed on the status of the committee. One grant application has been received and the committee will work more on this in the fall.
- Committee on Committees – Evelyn Meuret
  - Evelyn will review everything this month; look at expiration dates and such. She will also have more to report at the September meeting.



## Classified Staff Advisory Council Meeting Minutes



- CSDAD Planning – Julie Wilkinson
  - Mary Simon is the new co-chair for registration, Brenda Garza will be the new committee member for prizes, and Lisa Goetsch will be chairing the facilities committee. The marketing committee will be meeting on August 14th; they only have one co-chair at the moment and are looking for another co-chair. The Finance committee will meet on August 21st.
  - Minutes of the CSDAD meetings are out on the R: drive.
  - Lisa and Michelle have met to discuss facilities.
  - There was some discussion on the timeline of the day, when to have sessions, etc. Suggestions for key note speakers are also welcomed.
- Grant Fund Raising Committee – Marlene Zdanovec
  - \$3,840.00 was raised from the sale of spring fling raffle tickets; this is an increase of \$735.00 from last year.
  - Prizes have all been distributed and thank you letters were sent to donors on behalf of the committee.
- Liaison- Senate of Academic Staff – Susan Finkel
  - Senate has not met, no report
- Marketing – Sara Stichert

### OLD BUSINESS

- Beth Heuer and Tim Danielson were both emailed regarding the status of the leadership series.
- The Chancellor is excited about the Leadership series and has given \$5,000.00 to get started with. A committee has been started to take charge of the effort. Paulette Feld will chair and will be inviting Beth and Tim to join. Michelle Jensen also expressed interest in joining the team. Employees who went through one of the previous series will be contacted for input.
- Dragon Boats are coming. Jim Strey is in charge of the classified staff boat this year. It was asked if a boat had been reserved and after some discussion it was decided that Jim would double check to make sure all the appropriate forms had been filed. Julie Wilkinson has names of people that may be interested in being on the boat.

### NEW BUSINESS

- A picture of the entire Classified Staff Advisory Council will be taken at the September meeting. The picture will be taken at the beginning of our meeting (1:30). The picture will be added to the website.



## Classified Staff Advisory Council Meeting Minutes

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Karen would like to organize a committee to look at how elections are conducted. She would like to look at how the structure of seats is working. Would it be possible to have an at-large seat? Could we add bios of those interested in serving to the website? Paulette Feld has volunteered to join the committee. Karen asked Ellie Maslowski if she would be willing to serve on the committee. Evelyn Meuret also expressed interest in joining.

- Findings from the election structure committee could be used to change the bylaws. Tom Grogan also made some suggestions that should be incorporated into the bylaws.
- Beth Heuer will be at our October meeting to discuss the new employee orientation.

### **ROUND ROBIN (other University business of interest to CSAC)**

- Marlene Zdanovec reported that Cindy Schultz is in intensive care at Mercy hospital. She is in pretty serious condition, although she is requesting no visitors, flowers or balloons; cards are appreciated. They can be sent to Mercy Medical Center ICU, 500 South Oakwood Road, 54904
- Jane Preder asked who had received the Classified Staff Outstanding Performance Awards for 2007. Karen announced the winners as Paulette Feld, Brenda Garza, Peggy Karls, and Shawn Kelly. Karen Reiter mentioned that again this year the current and previous winners would be having their pictures taken with the Chancellor. Marlene Zdanovec served on the committee that chose the OPA winners and expressed to the Council how difficult a choice it was again this

**NEXT CSAC MEETING:** Next CSAC meeting will be Wednesday, September 12 in D212

Motion to adjourn was made by Evelyn Meuret, second by Patty Stenz.