



Classified Staff Advisory Council Meeting Minutes



November 14, 2007

CSAC Members Present: Kyn Anthony, Sarah Bradway, Mary Hale, Barb Kargus, Becky Kissinger, Evelyn Meuret, Jane Preder, Karen Reiter, Sara Stichert, Patty Stenz, Jim Strey, Julie Wilkinson,

CSAC Members Absent: Michelle Jensen(excused), Marlene Zdanovec(excused)

Administrative Liaison: Tim Danielson

SAS Liaison: Susan Finkel

Guest(s): Red Darland

Meeting was opened at 1:32 by Chair, Karen Reiter.

APPROVAL OF MINUTES

A motion to approve the minutes from the Oct 10, 2007 meeting was made by Patty Stenz, second by Julie Wilkinson. Minutes were approved as written without objection.

TREASURER'S REPORT

Marlene Zdanovec – In Marlene's absence, Sarah Bradway gave the Treasurer's Report. There was a beginning balance of \$1364.11. There were two charges this month, one for \$47.88 which was spent on frames for Star Awards and the other charge was for \$5.08 newsletter labels. The current balance is \$1236.91.

CHAIR'S REPORT

- The Chancellor spoke about a meeting with Johnson Control. They spoke to a group about campus sustainability. Kyn Anthony and Jim Strey attended the meeting and gave the council a synopsis of the gathering. According to Kyn, people from all over campus attended, there were also representatives from Madison there. There was a lot of brainstorming that happened and the 10 best ideas are going to be put into action. One of the most important parts of the plan is going to be the creation of a permanent Council that will be in charge of these items; additionally a permanent position could be created to organize everything. Evelyn Meuret wondered if a full time position was necessary, couldn't the duties of the permanent position be split up between several people? Jim Strey responded by saying that this is the way the current system is set up and it isn't working. There are too many people trying to do little pieces, nothing is getting coordinated and nothing is getting accomplished. Evelyn is concerned that the campus will not be able to afford this. Jim responded by explaining that there are lots of grants available for these types of programs, part of the permanent person's job would be to secure these grants.
- The Chancellor went down to Madison to see the Governor sign the budget. He said that one of the goals is to keep our enrollment steady and increase the amount of programs we offer.
- The Chancellor spoke about the Running of the Goats event and how detrimental it could be not only to our campus reputation but also to the community in general. Apparently the participants in the monthly "pub crawl" wreak havoc on the downtown area and don't understand why everyone is upset. Jim Strey added that part of the problem is that there are so few UWO students who participate and that people from other cities are causing trouble. Barb Kargus also mentioned that although they are not a University sponsored group, they are pulling the University into it by saying proceeds will benefit the campus. Jim went on to explain that according to the Chancellor, the meeting went well, everyone was



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quite cordial. In the end the students stood their ground, they did not understand that the potential for this event to get out of control was a definite possibility.

COMMITTEE REPORTS

- Volunteering – Red Darland
 - All the slots for the Celebration of lights are filled. Thirty-three staff have volunteered and six spouses are also joining the cause. The Chancellor is backing the group 100% and has even arranged for the Foundations Office to donate sweatshirts for every University staff member participating. A picture of all the volunteers wearing their sweatshirts will be taken at 10:00 AM on Nov. 27th at Reeve Union. This is an event we would like to do every year. Red also asked if anyone knew where the extra CSAC buttons had gone to. Julie Wilkinson will check her office and Red will call Jill Reichenberger.
- Awards & Recognition – Barb Kargus
 - The Committee has been working extensively through email. They do not have anything to report.
- Bylaws Committee – Patty Stenz
 - See discussion under “Old Business”

- Classified Staff Grant Committee – Jane Preder
 - Seven applications for grants have been received, one involved credit so it was ineligible. The remaining six are listed below.

Red Darland	\$100
Rosalie Slomski	\$100
Lynn Kriha	\$75
Dawn Herzig	\$75
Bev Flanigan	\$75
Julie Wilkinson	\$75
Total	\$500

- Committee on Committees – Evelyn Meuret
 - Evelyn reported that she would like to place Becky Behm on the Reeve Advisory Council. The appointment would be through 2010. There was no opposition and the placement was approved.
- CSDAD Planning – Julie Wilkinson

There have been a lot of suggestions for keynote speakers. The Committee will need to discuss their options, look at prices, etc. The Finance Chair of CSDAD and Julie Wilkinson met with Art Rathjen to discuss fundraising techniques; he encouraged the group to send out a lot of letters in the near future.
- Grant Fund Raising Committee – Marlene Zdanovec
 - No report
- Liaison- Senate of Academic Staff – Susan Finkel



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- Amanda and Bryan Bain welcomed their son Elliot Patrick into the world, everyone is doing well.
- Marketing – Sara Stichert
 - The newsletter has been sent out.
- Leadership Series Committee – Julie Wilkinson
 - One of the Council's main goals for last year was to get this program going again. The committee will meet again after Thanksgiving.

OLD BUSINESS

- Happy Hour
 - Thursday, December 14, 4:30 PM at Fratellos; please come and enjoy.
- Holiday Party
 - They have not had a meeting yet, Michelle Jensen and Jane Preder have been discussing details on the phone. They are looking at having the gathering at Primos (formerly The Gardenview). Although it is under construction at this time, they will be reopening sometime in January. Suggestions as to the day that they should have it were requested, it was then thought that they would send a flyer to everyone to see what will work best. They will need to speak with the restaurant before they can determine if it will be a buffet or if everyone will be ordering off the menu, but spouses are welcome. It was also suggested that a type of Yankee swap be done, everyone brings a \$10 generic gift. Michelle and Jane will meet again to discuss their options and will speak more at the December meeting.
- Newsletter
 - Karen Reiter remarked that the marketing committee did a wonderful job on the newsletter. A big thank you to all involved.

NEW BUSINESS

- Bylaws revision
 - A clean, revised copy of the bylaws was provided. Please read them and send any comments to Patty Stenz before the December meeting, we will then go over any changes and hopefully vote on them.
 - Evelyn Meuret had some questions on exactly who needed to be contacted when she wanted to appoint a classified staff member to a University committee. The topic was discussed and it was decided that Evelyn would contact the Executive Committee as well as participating members of the Committee on Committees. The person would then be appointed to the desired committee.

Evelyn wanted to know how long after being hired somebody has to wait to serve on a committee. Patty Stenz said that article 11 of the bylaws talks about that very topic but there is somewhat contradictory information being given. She will take a closer look at this and bring it to the next meeting.

Evelyn sees her job as trying to get new blood into the campus, she thinks it would be helpful if she is notified of new employees. Karen will send her the notifications.



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- STAR Award for November
 - Linda Cotton of the Alumni Office was the November recipient, she was thrilled.
- Campus Sustainability / Johnson Control – Jim Strey, Kyn Anthony
 - This was discussed during the Chair’s Report
- Tim Danielson is on the Support and Development team, as part of the key operational plan, the team has developed 10 broad goals (concepts) they would like to achieve. Human Resources believes that the best way to gather information on the topic is talk to people around campus. It is for this reason that they have been conducting interviews with individuals and groups. He will be returning in December to ask us our opinions about working on campus, both in our particular jobs and as the classified staff in a whole. Information was passed out, although the some of the information is from 2005, he is scheduled to receive updates soon and hopes to revise the document to contain up-to-date information.

ROUND ROBIN (other University business of interest to CSAC)

- Patty Stenz wanted to know if anyone has ever heard of visitor parking passes being sent via email. Apparently other UW campuses are doing it and it works well.
- Sara Stichert is on the Health and Safety committee and it has been a really interesting experience. The group helped run the campus-wide fire drill, which went very well. The only suggestion was to do it earlier in the year so it wasn’t so cold.

NEXT CSAC MEETING: Next CSAC meeting will be Wednesday, January 9 in D212

Motion to adjourn at 2:50 by Evelyn Mueret, second by Patty Stenz