



Classified Staff Advisory Council Meeting Minutes



September 12, 2007

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

CSAC Members Absent: Kyn Anthony

Administrative Liaison: Tim Danielson

SAS Liaison: Susan Finkel

Guest(s):

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

APPROVAL OF MINUTES

Minutes from the August 8, 2007 approved as corrected without objection.

TREASURER'S REPORT

- The beginning balance is \$1,364.00. This includes new money distributed for this fiscal year as well as the roll over balance from last year. There was one charge of \$3.14 for invitation envelopes.
- Please let Marlene Zdanovec know if you make any charges against the CSAC account and forward copies of any relevant paperwork on to her. She is responsible for the account and appreciates the extra help in keeping track of the expenditures and balance.

CHAIR'S REPORT

- Karen received a letter from Lane Earns requesting a volunteer from the classified staff to serve on the search and screen committee for the new Assistant Vice of Chancellor of Curricular Affairs and Student Academic Achievement. This would be a replacement for Michelina Manzi. Kristy Debolt has agreed to take on these responsibilities.
- Due to the campus resignation of Sandra Sterr-heavener, there is an opening on the Reeve Advisory Council. Anyone interested in serving on this committee, please contact Evelyn.

COMMITTEE REPORTS

- Awards & Recognition – Barb Kargus
 - The first meeting was held September 11, 2007. The group plans to review the STAR nomination form for effectiveness, any updates or changes it might need will be made.
 - A winner for the October Star award was decided upon and an announcement will be made soon.
- Bylaws Committee – Patty Stenz
 - Julie Wilkinson, Karen Reiter and Patty Stenz met earlier to discuss recommendations Tom Grogan made regarding the bylaws. Patty will be meeting with the Bylaws committee next month; they will add Tom's recommendations to the document along with some others. They hope to have the necessary changes made by the end of the year.



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- Classified Staff Grant Committee – Jane Preder
 - Jane has been working with Laura Rommelfanger on the online grant form, the form is now sent to Jane, but the automatic response is still sent with Sabrina Johnson’s name. They will be working to fix this.
 - The marketing committee would like to do some promotions for the Grant program. They are looking for comments from recent recipients on their experience with the grant process and their conference attendance. We will be sharing this with them. There is a lot of classified staff who are not able to attend conferences and it is good to get the word out.

- Committee on Committees – Evelyn Meuret
 - Evelyn Meuret would like to appoint Tom Perzentka to the Gender Equity Council. Michelle Jensen is a member of the Council and although they would be happy to have a male member join; she wants to make sure that Tom knows the Council deals primarily with women’s health issues. All were in favor of the appointment.
 - Evelyn would like to appoint Michelle Jensen and Sara Stichert to the safety committee. All are in favor of the appointments.
 - Michelle Jensen has showed interest in serving on the Parking Appeals Committee, she would be an alternate this year and would be a full fledged member the following year. All are in favor of the appointment.
 - Other openings on committees
 - American With Disabilities Act Advisory Board – need one
 - Equity and Affirmative Action – need two
 - LGBTQ – needs one
 - The committee survey was last done in 2001, this needs to be sent out again.
 - Karen Reiter requested that Evelyn write a short passage explaining the committees and encouraging participation. It can then be sent out to everyone on campus.
 - Jim Strey asked about the nature of the American with Disabilities Act Advisory Council. Evelyn read the charge:

In accordance with Board of Regents policy 96-6 (nondiscrimination on basis of disability) this advisory committee will evaluate existing programs, investigate unmet needs, and made recommendations to the Coordinator of Services to Students with Disabilities, and the administration of the University. The committee will have specific responsibility for hearing disability related student grievances.

Composition: Faculty—4 (one from each college); Academic Staff—2; Classified Staff—2; Students—2; Administrator—1; The Coordinator of Services for Students with Disabilities.
 - Jim asked if there was currently anyone from Residence Life on that Committee. Evelyn responded that there was not currently anyone from that department participating. Jim thought he might know of someone who would be interested.
 - Michelle Jensen mentioned that she was still receiving emails from Laura Knaapen regarding ACUG, she is no longer attending these meetings; instead Bruce Schierstedt has taken over the responsibility. Michelle said she would contact Laura to be removed from the list; Karen will also make a request.



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- CSDAD Planning – Julie Wilkinson
 - It has been decided that the Marketing Committee will only have one chair, and it will be Carol Botz.
 - The chair of the Finance Committee will be Paulette Feld.
 - At the last meeting the structure of the day was discussed. The idea to move the speaker back 15 minutes and have the service fair in the morning (7:30 AM) was addressed. The hope is that participants will be able to mill around at the service fair in the mornings. The idea of having 3 or 4 major sessions before the games was also talked about. The Committee is open to suggestions on types of sessions to provide, as well as possible speakers for those sessions. A person who has been over in Iraq was one person already thought of. Ideas for key note speakers are also appreciated.
- Grant Fund Raising Committee – Marlene Zdanovec
 - Committee has not yet met.
- Liaison- Senate of Academic Staff – Susan Finkel
 - First meeting will be September 13, 2007.
- Marketing – Sara Stichert
 - The Marketing Committee will try to get a newsletter out by the end of October; they are hoping to have some grant recipients talk about their experiences. The new picture of the Classified Staff Advisory Council will also be included.
 - Laura Rommelfanger is working on getting the web page updated.
 - The biggest controversy they have been working on is the color of the t-shirts for the Classified Staff Development and Appreciation Day.

OLD BUSINESS

- Beth Heuer Visit – Beth will be attending the October meeting to speak about the new employee orientation.
- Beth Heuer has asked Karen Reiter to be one of the three chairs of the United Way for UW Oshkosh. The faculty and staff on campus are huge supporters of this organization.
- Karen Reiter sent out an email asking for volunteers for the Dragon Boat races that will take place on September 22. Jim Strey mentioned that anyone that approached him about being in a boat he directed towards others. Karen encouraged anyone who had not yet volunteered to do so.
- Website Updates – Updates are ongoing. The bylaws revisions will be added.
- Bylaw Revisions – Discussed earlier, see “Bylaws Committee”
- Election Committee Revisions – Some suggestions have been made regarding the running of elections. The Election Committee will be researching and discussing these at their October meeting.



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NEW BUSINESS

- The Recreation and Wellness Center will have its Grand Opening on September 21st from 3:30 to 4:30 PM. It is open to everyone, if you would like to attend, tours are being offered. Jane Preder overheard some comments from students and they loved it. A question was asked concerning staff memberships, there was some discussion about staff memberships being delayed, Karen asked Becky Kissinger to clarify the status of staff memberships.
- Various volunteering opportunities were discussed at the Marketing Committee Meeting. Red Darland will be writing an article about what events staff have been volunteering for. It was asked if anyone had any other ideas of events the Classified Staff could volunteer for. Jim Strey suggested the Adopt-A-Highway program. Karen asked him to find out more details.
- Social Events
 - Holiday party – Barb Kargus asked what has been done in the past. We've gone to Robbins, Roxy, and Kodiak Jacks. Karen asked for volunteers to plan the event and Michelle Jensen and Jane Preder volunteered, Kyn Anthony was also nominated. Julie Wilkinson was in charge last year and explained that they took suggestions for the venue and then voted on it, dinner was off the menu and a small gift exchange was done.
 - Happy hour – Karen asked if it was possible to do this once a semester and asked for opinions. Everyone thought it sounded like a good idea and Jim Strey volunteered to organize something.
 - International Lunches – A few times a month the Crescent Café in Reeve Union provides a lunch of international foods. Karen thinks it would be great if we could all get together and attend one of these; it would make us visible in the campus community and help others to know who we are and what we do. Marty Strand has a schedule posted on the University Dining Website, Karen will send out copies and we can discuss this further.
- Professional Development Opportunities
 - The Technology Training Staff is considering putting a plan together to provide classes for individuals who would like to become officially certified by Microsoft. Although this is a VERY long way off, they are wondering if the interest would be there. If so what are some ways costs of books and materials could be offset?
 - The suggestion was made to start with the chancellor, if he supports it, he may set some funds aside. The Deans of the colleges could also be asked, some may support the effort as well, it would be extremely helpful with accreditation. The question was asked if the Grants committee could provide funding for this type of training. After reading the rules put forth by the grant committee, it was determined that the training would not qualify. Michelle Jensen asked if tuition reimbursement would apply. Any type of Microsoft training can not count for credit so tuition reimbursement would not work either. As far as the materials, such as books and software, a site license could be purchased or maybe we could buy just a few copies of the text and they could be checked out.
 - Karen mentioned that the new staff evaluation form had a section where the employee could write goals for developing new skills. This type of training would be perfect for that section.



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ROUND ROBIN (other University business of interest to CSAC)

- Cindy Shultz has returned home but is expecting to have to undergo more surgery. Her immune system is still not working properly, and although she is on heavy antibiotics, visitors are not recommended. Cards, and phone calls are appreciated.
- Julie Wilkinson gave an update on the Leadership Development Series. Julie will be the liaison for the group with Paulette Feld and Jill Reichenberger serving as co-chairs. Other participants include, Michelle Jensen, Kyn Anthony, and Peggy Karls.
- The Gender Equity Council is looking for suggestions for speakers for the Celebration of Women; if you have any good ideas please email Michelle Jensen. The following were suggested: Rebecca Martin (UW System Provost), Elizabeth Edwards, Hillary Clinton, Michelle Obama. Jessica King (our only woman city council member) Jessica Doyle, and Deanna Favre.

NEXT CSAC MEETING: Next CSAC meeting will be Wednesday, October 10th in D212

Motion to adjourn at 2:31 by Evelyn Meuret, second by Patty Stenz.