



# Classified Staff Advisory Council Meeting Minutes



January 10, 2007

*CSAC Members Present:* Kyn Anthony, Red Darland, Mary Hale, Dan Hoyt, Michelle Jensen, Sabrina Johnson, Evelyn Meuret, Jill Reichenberger, Karen Reiter, Sara Stichert, Patty Stenz, Jim Strey, Julie Wilkinson, Marlene Zdanovec

*CSAC Members Absent:*

*Administrative Liaison:* Tim Danielson

*SAS Liaison:* Kelly Beisenstein-Weiss

*Guest(s):*

Meeting was opened at 1:08 by Chair, Julie Wilkinson.

## **APPROVAL OF MINUTES**

Motion to approve the minutes from the December 13, 2006 meeting made by Jill Reichenberger, second by Sara Stichert. Approved as submitted without objection.

## **TREASURER'S REPORT**

Marlene Zdanovec – \$820.15 beginning balance. Received \$406 rollover from last fiscal year. If you use Document Services for any CSAC related printing, please inter-office the blue or green sheet to Marlene.

## **CHAIR'S REPORT**

- U-Plan report
  - Discussing about November election
  - Budget talks can now move forward
- CSAC Spring elections – need elections committee. Evelyn will sit on and call the meeting.
- Need Bylaw changes discussed at February meeting so they can be voted on in March.

## **COMMITTEE REPORTS**

- ACUG Representative – Michelle Jensen
  - Has not met
- Awards & Recognition – Marlene Zdanovec
  - January 2007 will be presented this week.
- Bylaws Committee – Patty Stenz
  - Still a work in progress. Will be meeting again this week and they will be emailed to the Council before the February meeting.
- Classified Staff Grant Committee – Sabrina Johnson
  - Nothing to report until Fall.



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- Committee on Committees – Evelyn Meuret
  - One resignation on Equity and Affirmative Action. Has sent out notice, not heard anything back yet.
- CSDAD Planning – Jill Reichenberger
  - Met last week. All is going wonderfully. The Barryman's have been contacted for afternoon entertainment. Money is coming in from the fund-raising letter.
- Grant Fund Raising Committee – Marlene Zdanovec
  - Nothing to report.
- Liaison- Senate of Academic Staff – Kelly Weiss
  - President-elect has received a promotion and SAS must re-elect a new president-elect.
  - They have endorsed the capital campaign.
- Marketing – Michelle Jensen
  - Newsletter is being worked on. Roberta and Amy will work with Shawn in IRC.
  - Still working on t-shirt design, looking for color scheme – any ideas?
  - Web site has been updated.

### NEW BUSINESS

- Criminal Background Checks – Tim Danielson
  - Delayed until May 1 by UW System
- Festival of Lights follow-up – Red Darland
  - Suggest that OSA Students be recruited to volunteer for food drive, or maybe carol through the park
- Governance Groups have been asked to endorse the Capital Campaign. Would we be willing to do that?
  - We will create a resolution to be voted on at the next meeting.

### OLD CSAC BUSINESS

- Holiday Party
  - Kodiak Jack's next Thursday evening, 5:30 with dinner at 6:00
  - Yankee swap – bring a gift, \$10 or less
  - Suggestion to invite members of all CSAC Committees
- Goal Setting Action Plans
  - Classified Staff Leadership Training
    - What does this mean?
      - CSAC would like to bring back the Leadership Training series.
    - When will it be done?
      - Start registration in Fall 2008; program will be on-going.
    - What has to be done to make this happen, or how will it be done?
      - Recommend to the Chancellor that the Leadership Series be offered again.
      - Will form a steering committee of 7-9 people, starting with Jill, Patty and Kyn, along with the CSAC Chair as ex-officio member. That group will seek other former participants to promote the idea.
      - Outline a plan of action.
    - What is the outcome of someone who has been through this training?



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- Build confidence in yourself
  - More involvement in campus community
  - Motivated to join in and participate more in Classified Staff activities
  - You become more visible
  - Tolerance of co-workers
- CSAC Making Connections with our Constituents
    - What does this mean?
      - Increase awareness among Classified Staff about who we are and what we do.
    - When will it be done?
      - By CSDAD
    - What has to be done to make this happen, or how will it be done?
      1. Work with Academic Computing to create email distribution lists for each CSAC representative of the areas they represent; Julie and Sabrina will contact the Help Desk to create a work ticket by March 1.
      2. The CSAC Chair will contact Linda R. in HR to receive a list of new employees via email or other means, beginning in February;
      3. Sarah will contact the Marketing committee to see if we have a current brochure or pamphlet by the end of this week.
      4. Create talking points using marketing materials for each Representative so we are all hitting on the same ideas.
      5. Encourage CSAC members to invite people they represent to a CSAC meeting;
      6. Once Distribution Lists have been created, have each CSAC member contact the represented areas with an offer to find out what their concerns are, etc. Hope to have all invitations out by April 30.
      7. Make sure web site is up-to-date and that we are providing more opportunities to invite Classified Staff to visit the site by February 28, 2007.
      8. We will have a booth at the CSDAD on June 8.
    - How do you know if it's working?
      - Check off items as they have been completed.
        - Confirm that each represented area has been contacted
        - Identify areas that have had a visit from their CSAC Representative
        - Measurable increase in web site traffic
        - Measurable increase in voter turn-out
      - Increased involvement by Classified Staff overall.

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

- No time for this today

**NEXT CSAC MEETING:** Next CSAC meeting will be Wednesday, February 14 in D212

Motion to adjourn at 2:44pm by Jill, second by Sara.