



# Classified Staff Advisory Council Meeting Minutes



November 8, 2006

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

*CSAC Members Absent:* Michelle Jensen, Sabrina Johnson, Sara Stichert

*Administrative Liaison:* Tim Danielson (absent)

*SAS Liaison:* Kelly Beisenstein-Weiss

*Guest(s):* Chancellor Richard Wells

Meeting was opened at 1:36 by Chair, Julie Wilkinson.

## **APPROVAL OF MINUTES**

Motion to approve the minutes from the October 11 meeting made by Karen Reiter, second by Mary Hale. Approved as submitted without objection.

## **GUEST SPEAKER – CHANCELLOR RICHARD WELLS**

NCA Accreditation reports against the five criteria (draft chapters) will be released tomorrow in a campus-wide email. Seeking feedback from various areas as to how the draft chapters address the criteria set by the NCA – how does our plan match what the reviewers will be looking for and what can we do to improve in those areas. Reports are framed to address what the criteria are, how we are addressing each and what our plans are for the future.

On campus enrollment is at 11,080, overall enrollment is at just over 12,000. FTE is down a bit but overall we are on target for projected goals. Freshman – Sophomore retention rate is down from 76% last year to 74% this year.

Integrated Marketing Team has been doing presentations around campus. Chancellor Wells provided a PowerPoint handout from those presentations and gave an overview of what the Integrated Marketing plan is and how it will be implemented on our campus.

Recently, the Bookstore trademarked several names including “UW 0” (that is a zero) and “Sloshgosh” to protect the image of the University of Wisconsin Oshkosh.

## **TREASURER’S REPORT**

Marlene Zdanovec – The current balance remains at \$1,029.03. The 2005-2006 carryover will be transferred to the 2006-2007 CSAC account when the carryover from UW System is received.

## **CHAIR’S REPORT**

- U-Plan report – Karen Reiter
  - Discussed NCA Accreditation.
  - Discussed budget issues though these remain up in the air pending the outcome of the election.
  - New program for summer school – will include internal changes like web design; external changes will include new classes and better times offered.



## Classified Staff Advisory Council Meeting Minutes

---

- Chair's Comments – Julie Wilkinson
  - Thanks to those who have gotten their information to Julie for the CSAC web site.
  - Working to set things up so people on CSAC will have more opportunities for leadership. As such, each person will only be a liaison to one committee. Michelle Jensen – ACUG; Sara Stichert – Marketing; Marlene Zdanovec – Awards; looking for someone for Grants / Fundraising.
  - Regarding our goal of bringing back the leadership series, suggest that former staff “graduates” of the series may work more towards being involved in the leadership of that program to take some of the burden off the Human Resources office.

### COMMITTEE REPORTS

- ACUG Representative – Michelle Jensen
  - Plans are proceeding for a generator and room UPS (uninterruptible power supply) for the Dempsey "Ops" area where all of the campus servers and main switches are located. Installation could be sometime next Spring or Summer. This will help make University resources, such as web pages and email, available at least to those persons who are off-campus during a power outage.
  - The SUN Email contract renewal is being reviewed. Academic Computing is looking to add Sun's Instant Message client to the next contract.
  - Students, staff, and faculty are invited to submit proposals for possible funding by the Student Technology Fee. If approved, these proposals would be funded and implemented this year, 2006-2007. Proposals are due by Friday, November 24, 2006.
  - ACUG is looking at the electronic storage limitations. This applies to individual “U:” drives and the shared “R:” drive folders. Storage on the SAN is a premium service and is not “unlimited” without associated costs.
- Awards & Recognition – Marlene Zdanovec
  - The Star Award for November 2006 was presented to Rose Mansell of Administrative Computing.
  - We invite you to submit nominations for the Star Award. Please contact Paulette Feld or any committee member if you have questions.
  - Question was asked about what happens to “old” nominations that aren't selected for Star Awards. Star Award nominations remain active for six months. Marlene will check with the Committee chair to clarify if the nominator is notified at the expiration date so that it would be possible to nominate that person again.
- Bylaws Committee – Patty Stenz
  - Committee is looking at Bylaws from other Governance groups and will prepare an updated report for a future meeting.
- Classified Staff Grant Committee – Sabrina Johnson
  - Fall grant was issued to Tom Perzentka in Biology. Nothing else will be done until the next semester.
- Committee on Committees – Evelyn Meuret
  - Everyone who has showed interest in serving on committees has been placed.
  - There is a list of names of people who have interest in serving on committees where there are no current vacancies.
  - There are still openings on some committees but no people to fill those vacancies right now.



## Classified Staff Advisory Council Meeting Minutes

- CSDAD Planning – Jill Reichenberger
  - Program committee has picked topics. Speaker is lined up. Everything is looking good.
- Grant Fund Raising Committee – Marlene Zdanovec
  - The committee has not met. Leadership is in transition.
- Liaison- Senate of Academic Staff – Kelly Weiss
  - Nothing to report.
- Marketing – Michelle Jensen
  - Lisa Race will be working on the website content along with Laura Rommelfanger who is doing the techie part of it.
  - Roberta Stuemke and Amy Nash will be handling the newsletter and working with Media Services on the formatting of the web version which we will print out for the facilities area.

### NEW BUSINESS

- Criminal Background checks – Tim Danielson
  - Tim was unexpectedly absent and sent his apologies with a note that he would have tabled this discussion pending more information that he would like to have.
- Volunteer Opportunities – Red Darland
  - Email was sent with a list of current opportunities
  - General discussion of what we may be interested in doing as a committee and promoting from a Classified Staff perspective.
  - “Friends of the Park” was discussed as an option. Red will get more information.

### OLD CSAC BUSINESS

- Holiday Party – Julie Wilkinson
  - Julie will look into some options and send an email to the CSAC list for discussion and voting.
- Goal Setting – Action Plans
  - Return of Leadership Series
    - Rather than one person from HR leading a series of workshops, CSAC will provide various people to lead workshops and/or help with organizing this.
    - HR would consult with Classified Staff on how to promote and schedule this.
    - Chancellor Wells has indicated that he would like to present at one of these sessions.
    - If CSAC is going to keep this as a goal then we need to take ownership of this. That will require a new committee being formed to work with HR in moving forward with this goal.
  - Make connections with the people we represent
    - Due to time constraints action plans for this goal will be addressed at a future meeting

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

No one left to discuss anything.

**NEXT CSAC MEETING:** Next CSAC meeting will be Wednesday, December 13 in D212

Motion to adjourn at 2:49pm by Marlene Zdanovec, second by Kyn Anthony.