

**University of Wisconsin-Green Bay
Classified Staff Advisory Council
Meeting Minutes
June 11, 2009**

Attendance

Present:

CSAC Members: Ron Kottnitz, Joe Schoenebeck (Co-Chair), Paul Wikgren, Liz Hessler, Amy Ibuaka, Teri Ternes (Secty), Jan Snyder, Amy Barteleme

Liaisons: Paula Marcec, Chancellor's Office

Absent: Vicki Nellis, Elaina Koltz, Terry Weller (Co-Chair), Mickey Doyle; Elisa Dowd, Liaison HR

Meeting Agenda

Call to Order

The meeting was called to order by Joe Schoenebeck at 10:35 AM.

Welcome Guests

Joe welcomed everyone to the meeting. He recognized Pat Przybelski's replacement, new hire Carol Kuehne.

Approval of prior meeting minutes

Minutes from April had one correction; date on page 2 header. Motion to approve with correction by Joe Schoenebeck, 2nd Ron Kottnitz; approved.

Treasurers Report

Treasurer Ibuaka presented report as follows:

Available Funds 4/9/09 GPR (102)	\$	825.00
4/9/09 Provost (150)		1815.70
4/9/09 Non GPR (136)		9761.65
Agency Account		549.77
Gift Account (Endowment)		5987.98
Available		\$18940.10

What's New in Classified Staff

Possibility w/new administration that retired employees will be able to maintain their campus email account.

CSAC Website

Paul will accept additional photos pertaining to CSAC activities and post as he feels appropriate. He will create a tab to click to open photos and the newsletter. An "ad" for the Shorewood fundraiser will appear.

Newsletter

Teri Ternes reported that June issue expected to publish 6/30/09. A non-classified dist list will be created for those interested in receiving the newsletter.

Professional Development Funds

Funds OK

Fall Conference 2009

Liz Hessler reported that an email was sent yesterday campus-wide seeking presenters. Conference is scheduled for 10/2/09.

CSAC Brochure

Draft tabled until July meeting (Ternes).

Recycling

Printer Cartridge

CSAC members will be notified when Amy needs assistance w/ mailing. Teri will check on revision of collection boxes, including the old mail room/DigiCopy area and revise drop sites for web. Teri will continue to send monthly recycling notices to the LOG.

Fundraisers

- **Shorewood Lunches:** Underway; improve on marketing; Ron will continue to place notice in LOG News.

CSAC Table Skirt:

- Pending delivery.

CSAC Election

Joe mentioned that with Elaina Koltz's new position as Financial Aid Advisor for Veterans, she will no longer be on the Council. Joe and Terry Weller will contact the next elected individual as her replacement and for acceptance to CSAC. To balance the terms, Joe recommended Elaina's replacement serve two years. Discussion; approved. This will mean that 6 of the 12 member council will be replaced yearly.

Discussion – Other

- **CSAC Polo Shirts:**

Teri Ternes presented designs recd from Wester Premier Promotions. Discussion generated questions: "will CSAC members purchase", "where will we wear these", "is logo approved"? It was suggested to check w/purchasing through Phoenix Bookstore. Ternes will do follow-up.

Next meeting

**Thursday, July 16, 2009
10:30AM -- 11:30AM
MAC 301 – Vista Conference Room**

Meeting adjourned, by Joe Schoenebeck, at 11:30 AM

Respectfully submitted,
Teri Ternes, Council Secretary