Attendance

**CSAC Members:** Joe Schoenebeck, Gary Huebner, Monika Pynaker, Ron Kottnitz, Liz Hessler, Amy Ibuaka, Michael Mentzel, Jason Willard,

**Liaisons:** Amy Plotner

**Absent:** Paul Wikgren, Mary Goral, Paula Marcec, Amy Bartelme, Micky Doyle

Meeting Agenda:

- The meeting was called to order by co-chair Joe Schoenebeck at 2:00 PM.

Reports:

- The secretary’s report from April was approved as written 9-0

**ACTION** – Mike will provide hard copies of the previous meeting minutes at each CSAC meeting to facilitate approval.

- Treasurer’s Report: Amy reported the financial balances as follows:

<table>
<thead>
<tr>
<th>Account</th>
<th>Previous Month</th>
<th>Current Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Development:</td>
<td>$ 338</td>
<td>$ 0</td>
</tr>
<tr>
<td>Provost Account:</td>
<td>$ 1,756</td>
<td>$ 1,457</td>
</tr>
<tr>
<td>Regular Account:</td>
<td>$ 14,844</td>
<td>$ 15,183</td>
</tr>
<tr>
<td>Agency Account:</td>
<td>$ 701</td>
<td>$ 956</td>
</tr>
<tr>
<td>Endowment:</td>
<td>$ 7,955</td>
<td>$ 7,995</td>
</tr>
</tbody>
</table>

Going Green Committee:

- Working on potential compost project for this summer.
- Color coded signs for recycling not finalized yet

**ACTION** – Jason will research the date the City of Green Bay will begin single source recycling

New in Classified Staff:

- Kyle Marinoff   Arboretum Project Coordinator I
- Jessica Trudeau Financial Specialist 2
- Kimberly Danielson HR Assistant
- Diane Welhouse  Small Business Development Center
- Robby Hock     Police Officer

**ACTION** – Mike will invite these new hires to the New Employee Safety orientation class on May 20
Retiring Classified Staff:
- Bill Hagerman Custodian 6/4/10

Web Site News:
- Paul W is still with us, even though he is officially gone

Professional Development Funds:
- There is $ 600 in outstanding expenses for the Provost account, leaving $ 857 which needs to be spent for professional advancement by June 30.

  **ACTION** – Amy P will review all submittals for development funds to verify that there is no overlap with tuition reimbursement or other UW program requirements.

Fund-Raising Sub-Committee:
- Flower sale was a success with $ 336 in profit made. The flowers this year were of a higher quality than in 2009. The 2009 income was $ 464
- Golf fundraiser will be continued as in previous years. CSAC receives 10 % of sales of food during lunch on Thursdays during this promotion.

  **ACTION** – Ron will talk to Rick and Bill concerning this fundraiser.

Fall Conference Committee:
- Topic for 2010 will be Improved workplace communication.
- Adolfo Garcia will be the guest speaker.
- A personality color test will be provided.
- The fall date of 10/1/2010 will be a full day here on campus.
- Possibility of an off campus event will be explored for 2011.

Classified Staff Newsletter:
- The May issue is on target and should be released soon.

Update Pamphlet:
- The new draft is ready, minor changes need to be made and it can be released.

  **ACTION** – Joe will finalize the minor changes and bring final draft to next meeting

Dreams and Aspirations:
- Would it be possible to get a discount on Kress center membership as an employee benefit? No plans to act upon this, it is just a question.

Meeting adjourned at 2:45 PM.
Next Meeting: Thursday, June 10th, Vista Room, 2:00-3:00 PM.

Submitted by Michael Mentzel June 10, 2010