

University of Wisconsin-Green Bay
Classified Staff Advisory Council
Meeting Minutes – FINAL APPROVED
Thursday, May 13, 2010

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:

	Previous Month	Current Month
Staff Development:	\$ 338	\$ 0
Provost Account:	\$ 1,756	\$ 1,457
Regular Account:	\$ 14,844	\$ 15,183
Agency Account:	\$ 701	\$ 956
Endowment:	\$ 7,955	\$ 7,995

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.