University of Wisconsin-Green Bay
Classified Staff Advisory Council
APPROVED - Meeting Minutes
Thursday, February 16, 2012
10 – 11am, MAC 301
Action Items in GREEN

Attendance

CSAC Members: Joe Schoenebeck, Paul Wikgren, Amy Ibuaka, Mark Roe, Jason Willard, Mary Goral, Tina Tackmier, Janet Gomez, Kevin Boerschinger, Ruth Pearson, Liz Hessler, Becky Ouradnik (Liaison to the Chancellor’s Office) and Christine Olson (Liaison to Human Resources)

Absent: Micky Doyle, Ron Kottnitz,

Guests: Jim Sams, Vickie Kersten, Al Cartwright, Jay Rickaby, Jolene Truckenbrod and Brittany Luedtke

The meeting was called to order at 10:00 AM by Ruth Pearson.

Welcome Guests!

Approve Minutes:

Minutes were approved for January meeting. Motion to approve by Janet, seconded by Liz.

Treasures Report:

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New Employees:

Amanda Vande Hei – USA 2 - Career Services, Started 2/15/12
Matthew Albers – IS Data Services Senior – CIT, Started 1/3/12
Robin Kepler – Office Operations Associate – Institutional Support, Started 2/13/12

Transfers:

Ann Vandenack – from Career Services to Phuture Phoenix – 12/14/11
Joe Rozum – Hired from a temp to full time in Public Safety – 12/29/11

Employees Who Left:

Joshua Goldman – IS Technical Services Senior
Jan Hess – Police Services Associate
Paul Schroeder-Haag – Police Sergeant
Karen Wellhouse – Financial Specialist 2

Professional Development Funds Update:

3 submissions are waiting for conference completion and 1 new request.
Old Business:

A. **Student Employee of the Year:**

Liz and Joe talked with Diana regarding the SEOTY program. CSAC is giving $200 to the program this year. They program will create a new account soon which will hopefully make it easier for any University office to donate funds to the program. The idea was brought up to maybe add it to the Employee Campaign as an option that staff can choose to give money to the SEOTY program. **Liz will look into this.**

B. **Website News**

Paul did a few minor updates including listing CSAC Co-chairs, Treasurer and Secretary positions first, then the rest of the committee so it would be easier for people to read.

Draft Minutes will be sent to Paul Wikgren and he will post them as a draft so campus members can see them before they are already a month old. They will then get updated with the approved minutes.

New BLOG items will be created. Ruth is OK with people sending BLOG updates to her and she will work through email with the rest of the council to get things posted. **Liz will check with Monika to see if there are conference photos from last fall and will get photos to Paul. Christine will create a new post for the new HR System and once the BLOG has some fresh information, a LOG message will be sent so the rest of campus can check it out.**

New Business:

A. **Labor Management:**

Christine gave an update on New Employees/Transfers/Departures.

**New Employees:**

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She talked about a possible program that the Healthy Choices Task Force is looking at bringing to campus next fall. It’s a walking program on campus with the American Heart Association. A possible kickoff event could be held with the Benefits Fair next fall. They will work towards mapping out the campus and walking trails, various heart healthy programs, a newsletter, maybe with recipes, etc.
The new personnel structure is still in the planning stages. Madison will have 1 structure and the rest of the UW schools will have another. You can visit the website - http://web.uwsa.edu/personnelsystems/- for continuing updates as the committees do their work. Feedback from past sessions of employee concerns that were offered by Human Resources can be found on the site. Effective July 2013 we will no longer be governed by OSER.

B. Campus Connection Program:

Jolene talked about the program, a mentor/mentee program started by the CSAC. Mentors are matched with a new employee and are to “connect” with the new employee numerous times during their first 6 months of employment, and after if desired. The program features a tour of campus for the new employee if needed. One suggestion given on evaluations of the program include offering tours of the Kress, Weidner, Lawton Gallery and Richter Museum. The pair get lunch tickets (new employee lunch paid for by A’viands and employee’s lunch sponsored by the Provost’s Office) and Liz is going to check with the Shorewood Golf Course to see if the meal tickets can be used there during the summer months because of the limited dining options on campus.

There are currently 22 classified staff members serving in the program. Anyone on campus is welcome to participate – contact Jolene in the HR Department. Mentor/mentee matches try to be in related positions or related departments. There is an issue with the fact that we have no current employees in the program on 2nd shift. New employees on 2nd shift can check with supervisor to see if they can flex their schedules to have lunch or maybe current employee can meet for dinner. It was also discussed that current employees in the program could receive copies of the evaluations.

C. Elections:

Elections will be held in March – 6 seats are up for election. If you know of people that are interested in being on the committee, Ruth suggested making sure to let others know about it so we can help get people elected who are excited and want to be on the CSAC. Format will be the same, with a first email that asks for people to “opt-out” if they are not interested, and a 2nd email asking for staff to vote for 6. If anyone has ideas on how to change this process, let Ruth know. It was also brought up to remember to remove current committee members from the ballot so they don’t get votes that could have gone to someone else.

D. CSAC Meeting Times:

Meeting time will remain on the 3rd Thursday of the month from 10am-11am.

E. Fall Conference:

Ruth sent out a message on January 24th looking for input from CSAC members on date and theme for the fall conference. The FOCUS theme was picked – Forward Thinking, Optimistic Attitude, Classified Staff Excellence, U Get ‘Er Done, Success as a Unified Team.

Liz couldn’t find any speakers for under $5100. She contacted Michelle from last fall’s conference and she asked for 3 weeks to see what she could come up with related to the theme. The year the conference had the highest attendance was the year we had breakout sessions, so it was decided that we would do that again this year. Some topic suggestions were: What’s New in Tech?, Color’s Presentation, Book Discussions and presentations for the UWGB LIR (Learning in Retirement). Liz, Brittany and Kevin will bring ideas for breakout sessions to the next meeting.
The location will again be the Tundra Lodge, with a date of either Sept. 28th or Oct. 5th – depending on what the Tundra has available for breakout rooms. Hopefully the date can be picked at the next meeting. After elections, conference sub-committees will be formed – all council members should help with the conference. Teri Ternes is heading up the sub-committee on donations.

F. Lavender Graduation:

This is a national LGBTQ Celebration recognizing students, faculty and staff. This year will be the first time this program has been offered on our campus. Liz motioned to donate $200, seconded by Amy.

** On a side note, at a future meeting we may want to establish a “ceiling” of the amount we will designate to donations or program co-sponsorships each year.

Additional Items:

We should discuss at a future meeting if we want to do a Spring Bake Sale or the Spring Plant Sale again.

Next Meeting:

Thursday, March 15th, 10am-11am – location TBD.

Meeting adjourned at 11:20.

Minutes Approved March 22, 2012.