University of Wisconsin-Green Bay
Classified Staff Advisory Council

DRAFT - Meeting Minutes
Thursday, March 22, 2012
10 – 11am, MAC 301
Action Items in GREEN

Attendance

CSAC Members: Ruth Pearson, Mary Goral, Amy Ibuaka, Tina Tackmier, Kevin Boerschinger, Liz Hessler, Ron Kottnitz, Mark Roe, Paul Wilkgren and Christine Olson (Liaison to Human Resources)

Absent: Micky Doyle, Janet Gomez, Jason Willard and Becky Ouradnik (Liaison to the Chancellor’s Office)

Guests: Vickie Kersten and Monika Pynaker

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 Liz, seconded by Mark.

Treasures Report:

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Professional Development Funds Update:

4 submissions are waiting for conference completion and 1 new request.

Labor Management

A. Personnel Updates

New Employees:

Brad Jozwiak – Groundskeeper - Facilities Management, Started 1/3/12
Mary Rass – Office Operations Associate – University Advancement, Started 2/27/12
Scott Schneider – Police Services Associate – Public Safety, Started 3/19/12
John McMillion – Electronic Tech Media – TEAM, Started 3/19/12
Michele Kozak – Financial Specialist 2 – Bursar, Started 3/20/12

Transfers:

None
Employees Who Left:

Jill Nellis – Custodian
Kyle Marinoff – Facilities Management
Daniel Koetz – Facilities Management
Jonathan Simonsen – Business & Finance and HR

B. HR News

Personnel Committee is still working on the new HR system. They will be updating the website so please check it out - [http://web.uwsa.edu/personnelsystems/](http://web.uwsa.edu/personnelsystems/). There will also be upcoming open campus sessions for employees to give feedback so watch for those.

Old Business:

A. Student Employee of the Year:

Liz reported that staff WILL have the option to donate money to the SEOTY program through the Employee Campaign. Diana Delbecchi from Student Employment will work with Tracy Heaser from University Advancement on setting that up.

B. Website News

Paul has continued to update the site. Al Cartwright was our Classified Staff Featured in March. If anyone has suggestions for who to highlight in April, send your ideas to Liz Hessler or she will pick someone.

Paul will be adding the link to the new HR information to the BLOG.

Monika and Amy will get Paul pictures of last fall’s conference so they can get posted.

C. Campus Connection Summer meals at Shorewood

Liz looked into the option of using the Shorewood as a lunch option for the Campus Connection Program during the summer since on campus options are limited to the Garden Café. Rick approved this as an alternative. Since A’viands donates the new employee meals during the school year, Rick will donate during the summer months. Jolene will work on the logistics of the budget charges.

D. UW-Compensation Philosophy Discussion

There was a brown bag lunch for CSAC members on March 6, 2012 to address a few questions that the Compensation Committee wanted us to address. A summary of this meeting was sent to Sheryl Van Gruensven.

E. Lavender Celebration

Mai J. Lo Lee sends “$200 is much more than expected! Thank you for your support.”

F. Emeriti Status for Classified Staff

On hold
New Business:

A. Veteran’s Day Speaker – April 19th

Elaina Koltz came and presented to the committee looking for program support and co-sponsorship for LTC Cynthia Rasmussen who will speak about issues facing veterans as they return home. It will be open to all of campus (faculty, staff and students) as well as community members and families of veterans. The CASC decided to endorse this program and contribute $200 to the event.

B. Elections:

Elections will be held in March or early April, depending on when Ruth and Leif can get the ballot set up. 6 seats are up for election and the committee approved the ballot of 15 (Donna Van Straten has withdrawn) with a write in slot.

C. Fall Conference – Fri. Sept 28th – Tundra Lodge

Mary Goral volunteered to serve as the Fall Conference Chair. She will enlist the help of other CSAC members as needed. We will go over the rest of the duties once the new council members are elected.

We discussed our breakout session options. We tweaked a few of the titles and determined length of times for the sessions. Kevin and Ruth will draft a list and description of topics and HR will look over the list to see if our sessions meet their guidelines and our theme. The FOCUS theme was picked – Forward Thinking
Optimistic Attitude
Classified Staff Excellence
U Get ‘Er Done
Success as a Unified Team

Michelle Wierzgac will be our keynote speaker again and will provide a breakout session option. CSAC members should review Michelle’s topics and let Liz know their thoughts and suggestions for topic areas.

Next Meeting:

Thursday, April 19, 10am-11am – location TBD. It was a general consensus that MAC 301 – Vista Conference Room is hard to hear. Ruth will check on the availability of the MAC Hall Gathering Room for our next meeting.

Meeting adjourned at 11:10.

Submitted by Tina Tackmier