University of Wisconsin-Green Bay
Classified Staff Advisory Council

APPROVED - Meeting Minutes
Thursday, February 21, 2013
10 – 11am, MACH 201
Action Items in GREEN

Attendance

CSAC Members: Ruth Pearson, Amy Ibuaka, Tina Tackmier, Kevin Boerschinger, Liz Hessler, Vickie Kersten, Paul Wikgren, and Amanda Wildenberg.

Absent: Al Cartwright, Monika Pynaker, Christine Olson (Liaison to the Office of HR) and Becky Ouradnik (Liaison to the Chancellor’s Office)

Guests: Barb Swanson and Joe Schoenebeck

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

Welcome:

Introductions were done.

Approve Minutes:

Jan. minutes were approved. Liz motioned to approve and Kevin seconded.

Announcements:

A. Wellness Fair – Kress Center
   There is another Wellness fair being planned at the Kress. There is not a date picked yet but we will pass it along once we know it. Classified Staff will be invited to participate this year.

B. Resolution Update
   The resolution on transparency has been revised by Faculty Senate and made more airtight. Joe Schoenebeck read the revised statement and Ruth motioned to approve and it was seconded by Kevin. The CSAC voted and it passed.

Treasurer’s Report:

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Professional Development Funds:

There has recently been 3 proposals approved for Monika Pynaker, David Cook and Scott Berg.

Website News:

Paul has updated the website and will update with the Fall Conference 2013 information. Fall 2012 pictures will be used as promo for the 2013 conference.
New Business:

A. Employee Appreciation Week

Last year the CSAC co-sponsored Student Employee Appreciation Week with $200. That money was used to fund prizes for some of the games. Liz motioned to give $200 again this year and Kevin seconded.

B. 2013 Elections

There was a brief discussion regarding the elections format and which way we should proceed this year. The new format last year was to collect nominations from interested parties or by other staff providing nominations instead of ALL Classified Staff being on the ballot. A motion to proceed like last year was brought forward by Liz and seconded by Tina. CSAC voted and approved.

Up for election this year are Ruth Pearson, Vickie Kersten, Amy Ibuaka, Tina Tackmier, Paul Wikgren and 2 currently vacant positions left by Mark Roe and Jim Sams.

Vickie Kersten has completed her first year after completing the remainder of Mary Goral’s term. A motion was brought by Ruth and seconded by Liz to move Vickie to a full term. CSAC voted and approved.

The election timeline will be as follows:
February 25 – March 11 – Collect Nominations
March 14 – Review names and approve ballot at CSAC meeting
March 15 – 29 – Voting takes place
April 18 – First CSAC meeting with new and old members

C. 2013 Fall Conference

October 18 is the fall conference date at Tundra Lodge. Conference Theme is SCORE – Strategize…Communicate…Organize…Research…Energize

Save the Date email should be sent ASAP. We are ahead of schedule from this time last year.

Joe brought forward a donation request from the Sustainability Committee for green bags. The committee decided that we would use them for the conference somehow. Thanks Sustainability Committee!

Joe will continue to work with HR and get a list of emails to send the Save the Date to. Ruth has a list of the CSAC’s from other campuses. Joe will work on a list from other state agencies outside of the UW’s.

There was a discussion about 2 possible registration procedures. We are going to move into the electronic age this year and do online registration and accept credit cards.

Option 1: We create an online registration form in Qualtrics which Amy continues to manage. Credit cards would be processed through the UTIC. CSAC would be charged a 3% fee for using credit cards.

Option 2: We work through Outreach and Extension and use their registration software. They charge $3 per registration PLUS the 3% credit card fee. Fee includes nametags, reports, chargebacks, etc.

The CSAC decided to go with Option 1.

Next conference planning meeting is Tuesday, March 12, 10:00-11:00am in the Wequiock Room in the Union.
Next Meeting: Thursday, March 14, 2013, 10:00am – 11:00, TBD

Meeting adjourned approx. 11:10am.

Submitted by Tina Tackmier