Attendance

**CSAC Members:** Ruth Pearson, Amy Ibuaka, Tina Tackmier, Brenda Beck, Kevin Boerschinger, Al Cartwright, Vickie Kersten, Cheryl Pieper, Paul Wikgren, Amanda Wildenberg and Christine Olson (Liaison to the Office of HR)

**Absent:** Liz Hesler, Monika Pynaker and Becky Ouradnik (Liaison to the Chancellor’s Office)

**Guests:** Brittany Luedtke, Janet Gomez, Teri Ternes, Virginia Englebert, Lisa Atwater, George Berger, Jan Snyder and Jayne Kluge.

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

**Welcome:**

Introductions were made.

Welcome to Virginia Englebert – new IS Business Automation Senior in CIT.

**Approve Minutes:**

September minutes were approved. Kevin motioned to approve and Vickie seconded.

**Announcements:**

None.

**Treasurer’s Report:**

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**Professional Development Funds:**

2 requests were waiting on approval.

**Labor Management Report:**

**Personnel Updates:**

**New Employees:**

Custodian – Operations – Paul Koehne replaced Clint Arrowood on TBD
IS Technical Services Senior – CIT – Bryce Carlson replaced Chris Gabrysek on 1/2/14
Police Officer – Public Safety – Cristey Johnson replaced Cindy Estrup on 10/14/13
University Services Associate 2 – Counseling and Health – Patricia Leary replaced Rebecca VanHulle on 10/28/13
IS Business Automation Senior – CIT – Virginia Englebert replaced Erek Steliga on 11/11/13
Human Resources Assistant – Human Resources – Melissa Pufall replaced Sousie Lee on 10/21/13
Financial Specialist 3 – Bursar – Paul Sheedy replaced LuAnn Wickeham on 10/14/13
Financial Specialist 2 – Bursar – Suzanne Lyons replaced Michele Kozak on 10/14/13
Police Officer – Public Safety – Philip Watry replaced Joe Rozum on 11/7/13

Positions Waiting to be Filled:

Facilities Repair Worker Advanced – Residence Life – Exam on campus 11/22/13 to replace Mark Olcott
Custodian – Operations – Offer extended to replace Paul Koehne
Custodian Lead – Operations – Exam on campus 11/22/13 to replace Corby Guillett
University Services Associate 2 – Provost – Interviewing to replace Erin Larson
Financial Program Supervisor – Controllers Office – Interviewing to replace SuAnn Detampel
University Services Program Associate – Residence Life – Interviewing to replace Melissa Huckabee

Male Participation for Campus Connection Program:

HR has sent out emails to males working on campus trying to get more participation in the Campus Connection mentoring program. If any male employees on campus are interested, they should contact Christine Olson. Kevin will contact supervisors to see if he can recruit any interest. One question was brought up regarding if it was necessary to pair males with males. That has always been the practice but Christine will check on that history to see if it’s necessary.

Another idea brought up was possibly having a checklist of items that mentors should be covering. Human Resources might get the group on mentors together to bounce ideas off the group to see what needs to be changed.

Business:

a. Fall Conference
A recap meeting was help in October. All went well with the conference and now we are currently seeking a chair or co-chairs for the 2014 conference. If at all interested, please contact Ruth Pearson.

b. Community Service – Awards and Recognition Committee
CSAC needs to nominate someone to serve on the Awards and Recognition Committee. Donna Van Straten expressed interest at one time...Ruth will follow up with her to see if she wants to do it.

c. Student Employee of the Year Event
The SEOTY committee has asked again for the CSAC to co-sponsor the event. Kevin motioned and Brenda seconded to give them $200 for the reception.

Classified Staff By-Laws

The CSAC wants to thank Kevin Boerschinger and Jan Snyder for co-chairing the By-Laws Committee. Work was started last spring when it was discovered that UPS wasn't going to happen. A committee was formed that met with Chancellor Harden during the summer to get permission to proceed with the creation of Classified Staff By-laws, which was granted.
The 3 month discussion was drafted around the UW-Oshkosh and UW-Green Bay Academic Staff By-Laws. Today, the CSAC will vote on the By-Laws draft so the document can proceed to the next steps – HR, Dan Spielmann and Chancellor Harden.

In early November, Classified Staff on campus were sent the draft version with an opportunity to give feedback. A few staff did provide some suggestions which were looked at and some were adopted and some were not. In today’s meeting, there was one last chance to provide feedback. A few minor suggestions were made and changed in the draft.

Adjourn

Kevin motioned and Brenda seconded.

CSAC members must remain after the meeting to vote on the ByLaws Document. The vote passed.

Next Meeting: January 16, 2014, 10:00am – 11:00, Location TBD

Meeting adjourned approx. 11AM.

Submitted by Tina Tackmier