

**UW-Extension, Cooperative Extension  
Classified Staff Advisory Council (CSAC)**

**Agenda**

**Tuesday, November 17, 2009**

**9:30-11 am**

**Extension Building, Rm. 102**

For those not able to meet in Extension Building, Rm. 102, here is the wisline dial-in information.

**Toll Number: 608-237-5850**

**Toll Free Number: 800-462-1257**

**Passcode: 2335351#**

**AGENDA:**

1. Roll Call
2. Review meeting agenda and discuss/approve meeting minutes
  - October 20
3. Officer Reports
  - Interim Chair/Vice-Chair – Lisa Lake
    - Welcome to the newly elected CSAC members
      - Lauren Reemsnyder
      - Donna Faulkner
      - 1. “vacancy” on the Council. Taken from by-laws – “Vacancies on the Council occurring between elections will be filled by appointment. Appointment of classified staff to fill a vacancy will be determined by a consensus of the Council members.” *How is this interpreted?*
      - 2. Newly Elected Council Members – appointment begins January 1, 2010 for two years.
      - 3. Think about your future role with CSAC. Discern roles in January.
    - Covey Training at the 2010 Conference
    - Dean’s office – overtime pay for CSAC work
      - 1. prior approval is required
      - 2. send a copy of the timesheet (that reflects overtime) to Yvonne
  - Secretary – Donna Faulkner
  - Treasurer – Chad McClure
    - 1. Fundraisers
4. Committee Updates
  - Respectful Workplace – Howard Fenton
  - HR – Kathie Bennett, Chad McClure
    - 1. NCO – for classified staff
    - 2. Mentor program
    - 3. Quarterly e-newsletter (acknowledge years of service, personal article/tidbits, remind people to get involved – even if they aren’t located on campus, happenings in a county/district/program area, etc, etc). Distributed January, April, July, October.

- “Classified” Communications – Cathy Crandall
5. Liaison Reports/Updates
- CE Academic Leadership Standing Committee
  - CEAC – Hyatt in Milwaukee (Oct. 29 & 30)
  - CE Human Resources Network
6. Expectations/Responsibilities/Priorities of Council Members in this time of transition
- New Council priorities:
- Discern roles within the new Council?
  - When & how often will the Council meet? (Lisa can send doodle)!
    - Should the Council meet with ALL standing committee members?
      1. would this help get folks more engaged in goals?
  - Council members to participate in DISC Indra, Team Dimensions exercise?
  - What needs to be ***discussed and approved*** by the Council?
    - ie – fundraising, newsletter,
  - Complete a plan of work (POW)
  - Meeting with Dean/Associate Dean
    - Issues
    - Concerns
    - Questions
  - Annual Council Presentation at CEAC? – responsibility of the chair
  - Chair of the CSO Annual Conference – responsibility of the vice-chair
  - Coffee with Gary Mitchell? – responsibility of chair (need union appointed rep)
  - Revisit raw data compiled at first statewide meeting, February 13, 2007
    - Double check that concerns/ideas/suggestions have been noted and appropriate action taken.
7. Future Business / Running List....
- Future CSAC meeting dates
  - Logo
  - Website maintenance
  - Follow up survey to evaluate the Council and/or work of CSO ... suggestions?
    - Revisit UW Oshkosh website for ideas/modeling
  - Meaningful Performance Reviews (work on developing a 360-degree tool)
  - Financial Support for CSO:
    - Fundraisers
    - Grants
    - Dean’s Office
    - Subcommittee to address finances

**Future Meeting Dates/Times (2010):**

tba – does the 3<sup>rd</sup> Tuesday of each month work?