

**CLASSIFIED STAFF ADVISORY COMMITTEE (CSAC) MEETING  
THURSDAY, AUGUST 27, 2009 9:30-11:00AM  
102 UW-EXTENSION BUILDING**

Attending: Judy Ballweg, Kathie Bennett (via Wisline), Cathy Crandall (via Wisline), Donna Faulkner, Howard Fenton, and Lisa Lake (via Wisline)

To Do List

- Kathie Bennett asks that CSAC committee chairs create a handout about their committee and forward it to her via email at [kathie.bennett@ces.uwex.edu](mailto:kathie.bennett@ces.uwex.edu).
- Judy Ballweg asked that a list of CSO Conference attendees be shared with CSAC members, who could possibly follow up with some phone calls/personal contacts encouraging attendance.
- Judy Ballweg will contact Gary Mitchell and Mary Czyszczak-Lyne and ask them to give thought into the Union appointment to CSAC which ends in November.
- Judy Ballweg will contact Karen Smiley about the upcoming CSAC elections. Karen has information from the last CSAC election that can be referenced.

Call to order by Chair Judy Ballweg at 9:32AM.

Roll call and introductions

Judy Ballweg

- It was noted that due to the primary subject of this meeting, it was being audio recorded.
- Introductions were made around the room and via Wisline.
- Reviewed meeting agenda. There are two areas of focus for this meeting, the 2009 Classified Staff Organization (CSO) Conference and the 2009 CSO election.
- The minutes from the May 19, 2009 CSAC meeting were distributed via email prior to this meeting.
  - Hearing no further discussion motion made by Cathy Crandall, seconded by Lisa Lake, to approve the minutes as written. Motion passed.

2009 Classified Staff Organization (CSO) Conference Update

Lisa Lake

- Email inviting CSO members to register for the conference has been sent out, and 12 have registered.
  - Two additional emails will be sent inviting CSO members to register for the conference.
  - Registration closes September 4, 2009.
  - Dawn Rekoske is the keynote speaker.
  - Several breakout sessions are planned, including topics such as Social Networking for Education, Outreach & Community Building, Exploring Microsoft Office 2007: Top Tips & Tricks, and Work/Life Balance.
  - A resource fair will also be held.
  - Kathie Bennett asks that CSAC committee chairs create a handout about their committee and forward it to her via email at [kathie.bennett@ces.uwex.edu](mailto:kathie.bennett@ces.uwex.edu).
  - A raffle is again planned for the conference.
  - Judy Ballweg noted that she sent information to CEAC members about the upcoming conference and asking them to encourage participation of their classified staff co-workers at the conference.
  - Judy Ballweg asked that a list of CSO Conference attendees be shared with CSAC members, who could possibly follow up with some phone calls/personal contacts encouraging attendance.
  - Judy Ballweg commented that she sat in on a Wisline for this conference. She noted how well it has been organized and planned, especially with the timing of the recent Event Planning 101 professional development opportunity with Rhonda Loger.

2009 CSO Election

Judy Ballweg

- Reviewed CSO bylaws change from the April 27, 2009 CSO Special Meeting stating CSAC members can be elected for up to three 2-year terms.
- Three CSAC member terms are ending. They are Judy Ballweg, Donna Faulkner, and Lisa Lake.
  - Nether Judy Ballweg or Lisa Lake are seeing a second term due to other commitments. Donna Faulkner has not made a final decision, but is leaning towards seeking a second term.
- Judy Ballweg will contact Gary Mitchell and Mary Czyszczak-Lyne and ask them to give thought into the Union appointment which ends in November.
- Judy Ballweg will contact Karen Smiley about the upcoming CSAC elections. Karen has information from the last CSAC election that can be referenced.

A discussion followed with a call-out to CSAC members asking for successes/strengths and challenges.

#### Successes/strengths of CSAC (or “Can You Hear Me Now?”)

- Have come so far from where we started.
- Addressed concerns from earlier conference.
- Great mix on CSAC, diversity of personalities, geography, individual strengths.
- Fulfillment of Classified Staff Organization (CSO) goals.
- CSO Conferences.
- CSO Award.
- Web presence and communication with CSO members.
- Places at various tables in UWEX/CSAC liaisons to other committees.
- Our voices are being heard/visibility.
- CSAC provides an avenue of action.
- Special development opportunities and they are being taken advantage of.
- Seeing more CSO members step up into leadership opportunities.
- Commitment of CSAC members/staying connected with each other.
- Bylaws written and then revised.
- Strengthened Union/2412 relationship.
- CSAC members more confident in their rolls/leadership.
- Dean’s newsletter, we are now being asked to submit CSO/CSAC information.
- Increased credibility.

#### Individual successes/strengths

- Inclusiveness, especially with geographic challenge – thanks!
- Grown as a team member.
- Learned to step back/see whole picture.
- Grown in leadership.
- Working with technology.
- Enjoyed connections that have been made.
- More confident/broader vision.
- Mutual respect/makes you a better person.
- Networking.
- Listening ability has grown.
- Moderate meetings.

#### Challenges of CSAC

- Momentum. Feels like we may be at a plateau right now. May be time to shift to the next level. May be good to allow for more targeted meetings and/or focus such as nurturing of CSO members/marketing to CSO members.

- Having more CSO members involved. Have a critical mass of members to pull from.
- Funding. Becoming self supporting and not relying on the Dean's office for support.
- Take next 1-2 years slowly and allow ideas to rise up while maintaining the current activities.
- Focus on the fun aspect of CSO/CSAC. Interview CSO members to gain insight.
- Classism is still there. Hope to work towards eliminating this.
- Time.
- Beef up professional development opportunities. Can be tied/focused on opportunities being offered by other organizations.
- Keeping list serve of CSO current/accurate and reach out to them.

The next CSAC meeting is scheduled for **Tuesday, September 15, 2009** from 9:30-11:00AM.

It was moved by Donna Faulkner to adjourn the meeting at 10:54 AM, seconded by Howard Fenton. Motion passed.

Respectfully submitted,  
Donna L. Faulkner, Secretary  
Classified Staff Advisory Committee (CSAC)