

CSAC Meeting Minutes
March 24, 2007

Present: Judy Ballweg, Kathie Bennett, Howard Fenton, Lisa Lake, Chad McClure,
Cathy Crandall (via WisLine), Deb Jones
Absent: Jennifer Lord

- This meeting was scheduled in an attempt to move us forward in identifying and selecting individual roles within the Council. Remember, this is the first Council and all seats are vacant.
- Judy shared with the Council the vacancy created with the stepping down of Chris Whalen due to unexpected workload demands. As a group, we agreed to refer to the October election results. Deb has that information and those results showed that Donna Faulkner was the next runner-up. Deb left a voice mail message with Donna explaining the situation and asking if she would be willing to serve on the Council.
- In the meantime, the Council members present had honest dialogue about the role they saw for themselves considering their strengths as well as challenges or barriers.
- This is what the Council agreed upon, should Donna Faulkner agree to join the Council as Secretary:

Chair

Judy Ballweg (judy.ballweg@ces.uwex.edu; 608-263-1095)

Vice Chair

Lisa Lake (lisa.lake@ces.uwex.edu; 262-896-8248)

Secretary

Donna Faulkner (donna.faulkner@ces.uwex.edu; 608-262-1597)

Treasurer

Chad McClure (chad.mcclure@ces.uwex.edu; 608-262-6890)

Liaison to Cooperative Extension Administrative Committee (CEAC)

Judy Ballweg / alternate: Lisa Lake

Liaison to Academic Leadership Standing Committee (ALSC)

Howard Fenton (howard.fenton@ces.uwex.edu; 608-263-0758)

Liaison to Human Resources (HR) Network

Kathie Bennett (kathie.bennett@ces.uwex.edu; 608-262-1748) / alternate: Chad McClure

Liaison to Cooperative Extension (CE) Technologies
Cathy Crandall (cathy.crandall@ces.uwex.edu; 715-635-9190)

- Deb received a return phone call from Donna. She will serve on the Council and accepted the role of Secretary! We then asked Donna to briefly join our WisLine. We provided Donna an update and thanked her for accepting our invitation to serve.
- The Council then reviewed the document “CSAC Organizational Structure” created by Cathy Crandall. We offered our edits. Cathy will incorporate edits and send the revised document to Judy for distribution.
- Judy will send an email to CSO with the announcement of officers and liaisons as well as the CSAC Organizational Structure for referencing.
- As a Council, we then began to brainstorm how to share this new information and get more people involved:
 - District Meetings
 - CEAC Presentations
 - other?

We also talked about pressing business:

- Approve Council roles/responsibilities document
 - created by Lisa Lake, determine where to post document (website/D2L site)
- Approve CSAC Organizational Structure document
 - created by Cathy Crandall, determine where to post document (website/D2L site)
- Conference of the Office Professional, May 7; plan a pre-conference?
- Amend Bylaws
 - review 2 suggestions received after initial deadline
 - incorporate language addressing the Union’s role in appointing a representative to our Council:
According to the WSEU Local 2412 contract (Article 11, Section 25, Item 2) the Union will appoint a representative to any “employee organized” group.
- CSO Statewide Meeting in September
- CSO/CSAC Timeline and Goals

~minutes submitted by Judy Ballweg~