

**CLASSIFIED STAFF ADVISORY COMMITTEE (CSAC) MEETING  
TUESDAY, SEPTEMBER 15, 2009 9:30-11:00AM  
102 UW-EXTENSION BUILDING**

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

To Do List

- Judy Ballweg will talk with Jennifer Lord to see if Gary Mitchell and/or Mary Czyszczak-Lyne will be attending the Classified Staff Organization Annual Conference.
- Lisa Lake will contact Deb Jones and/or Karen Smiley for the template for the election process and will implement a plan based upon the template.

Call to order by Chair Judy Ballweg at 9:33AM.

Roll call and introductions

Judy Ballweg

- Introductions were made around the room and via Wisline.
- The minutes from the August 27, 2009 CSAC meeting were distributed via email prior to this meeting.
  - Hearing no further discussion, motion made by Donna Faulkner, seconded by Kathie Bennett, to approve the minutes as written. Motion passed.
- Reviewed the agenda.
  - Looked at the “To Do” section of the August 27, 2009 minutes for current status.
    - Kathie Bennett will email each committee chair for a handout to be included at the upcoming Classified Staff Organization (CSO) Annual Conference.
    - A complete list of CSO members has not been shared to date.
      - Judy Ballweg sent emails to several not on the list so far, and several have registered for the Conference.
    - Judy Ballweg has made contact with Gary Mitchell and/or Mary Czyszczak-Lyne. As far as she knows, they are not planning on attending the Conference. Lisa Lake confirmed that they are not on the list of attendees. Judy will talk with Jennifer Lord to follow up on this.
    - Judy Ballweg has spoken to Karen Smiley and Lisa Lake regarding the upcoming CSAC elections.

Committee Reports:

- Respectful Workplace Howard Fenton
  - Ready to present first Cooperative Extension Classified Staff Award for Excellence. Plaque has been ordered.
    - There were four nominees submitted for this award.
  - Review Committee included Rebecca Garcia, Lisa Perkins, and Rick Mills.
  - Presentation will be during lunch at the Classified Staff Organization Annual Conference once Associate Dean Yvonne Horton arrives.
    - The plan is for Judy Ballweg as Chair of CSAC will present the award, and can use the nomination form to craft comments about the recipient.
  - Pam Seelman helped to craft the letter to the award recipient and other nominees.
  - Will go back to the Review Committee for feedback on the process and how it can be improved.
  - Judy Ballweg congratulated the Respectful Workplace Committee for their efforts.
- Human Resource Development Kathie Bennett

- Event Planning 101 Workshop went very well, with a great mix of attendees with different strengths.
  - Encourage all to go to the website at <http://www.uwex.edu/ces/classified/conference/EventPlanning101Workshop.cfm> for copies of the handouts from the workshop.
  - Suggestion by Donna Faulkner that the workshop be updated and offered again in two to three years.
- “Classified” Communications Cathy Crandall
  - Working with Pam Seelman on the CSO logo. Still some decisions to make before presenting it to CSAC.

Officer Reports:

- Chair Judy Ballweg
  - Judy noted that she will be moving from her position with 4-H Youth Development and Family Living programs to a position assisting Greg Hutchins, who recently became the Secretary of the Faculty/Academic Staff & Assistant Vice Chancellor. Her new position is not within Cooperative Extension, so she will also be resigning as Chair of CSAC.
    - As Vice Chair, Lisa Lake will serve as Chair for the remaining 2009 CSAC meetings.
    - Judy will be at the upcoming CSO Conference.
    - Thanks were extended to Judy for her strong leadership. She has set the “gold standard,” and will be missed.
  - Judy and Rick Mills accompanied Dean and Director Rick Klemme as he taped his remarks for the upcoming CSO Conference. Feels that he has created a strong message.
  - Judy asked Lisa Lake if she would be willing to lead the upcoming election process. Lisa will not be submitting her name for re-election to CSAC. Lisa has agreed. Howard Fenton committed to help Lisa with the election process.
    - Lisa Lake will contact Deb Jones and/or Karen Smiley for the template for the election process and will implement a plan based upon the template.
    - Election will take place with Zoomerang voting between October 12-23, 2009.
    - Newly elected CSAC members will begin their two-year terms January 1, 2010. They will also be invited to the November CSAC meeting.
    - Donna Faulkner suggested that a nomination form be included in the CSO Conference folder in addition to emails and the website. Also said a basket could be available at the CSO Conference for people to place their name in if they would like to be included in any of the committees.
    - Short brainstorming session for potential CSAC nominees, with commitments by CSAC members to personally contact them.
- Vice Chair Lisa Lake
  - CSO Conference update.
    - 31 registered attendees so far. This compares with 36 last year.
    - Will meet early Wednesday morning to set up the conference space.
- Secretary Donna Faulkner
  - Minutes from previous meetings were approved at the beginning of this meeting.

CSAC members tabled *Expectations/Responsibilities of Council Members in this time of transition* until the October 20, 2009 meeting.

The next CSAC meeting is scheduled for **Tuesday, October 20, 2009** from 9:30-11:00AM.

It was moved by Howard Fenton to adjourn the meeting at 10:58 AM, seconded by Donna Faulkner. Motion passed.

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