

CSO Statewide Meeting (Oct 30) Brainstorming Minutes
Monday, July 14, 2008
10-11:30am (via WisLine)

Judy Ballweg

--agenda to include:

- Welcome and Introductions
- Committee Updates and Membership Recruitment
- Navigating our Website
- Keynote Speaker: workplace respect, value, diversity (Hallenbeck?)
- Keynote Speaker: Communication in the Workplace
- Keynote Speaker: Diversity in the Workplace
- Email survey / questionnaire
- Resource Fair – ex:
 - Infosys
 - CE Help Desk (net id/password, etc.)
 - Payroll
 - Staff Benefits
 - Parking
 - Fleet
 - Budget
 - Business Services

Angie Koppen

--get everyone involved in planning via email survey to ALL classified staff asking what they want offered on October 30

Rick Mills

- Ask department heads, deans, supervisors to encourage attendance
- develop script for consistent message
- link “tag line” to RBC message/survey

Chad McClure

- Show how classified staff has more of a voice
- Liaisons on Council to share why it’s important to have a seat at the table
- Offer something of value such as Workshops (ex: understanding the classified staff system), Networking (fun activity, get to know each other), Reporting (progress of CSO/CSAC to date), PowerPoint at lunch (working lunch)

Cathy Crandall

- This is new territory ... given a voice and recognized that what we do does matter.
- We need to continue to repeat/reinforce that our opinions do matter.
- Department heads, Deans need to keep embracing our participation
- Professional Development resource center
- Networking/Getting to know each other should be part of the agenda
- Keynote Speaker: Chris Clarke-Epstein (Leadership and Change)

--Workshop: Conversations

Cathleen Condon

--Resource Center stations as a way to help participants “improve upon what they do”

Karen Smiley

--Keynote Speaker: Rita Emmett (Procrastination, Clutter Busting)

--Keynote Speaker: Dave Kelly (Power of Boldness, Making the Most of 24/7)

--unsure of cost, will do research

Kathie Bennett

--Tie the theme into Resource Center ... helping participants DO what they do. Various tables, stations with resource people who can help answer questions on procedures/process.

--Raffle, Ice Breaker, Fun in morning

--Motivational Keynote

Chris Whalen

--Would like to see more of an “Appreciation Day” image.

--Keynote Speaker: Mike Hallenbeck

--Video Clip during lunch ... motivational, fun without being offensive

--Marketing: start thinking about an Organizational Newsletter which could include quotes, announcing new employees, statewide meeting flyer

--Resend flyer when new information is available

Lisa Lake

--Thinking about framing an annual meeting needs to take place all year

--Increase attendance by educating colleagues

--Why Attend? offer value and important, is there time to send out email survey

--Keynote Speaker: Steve Pearson (Conversations at Work that Work)

--Keynote Speaker: Sue Buck (Leadership)

--Resource Fair: Pam DeVore/Pam Seelman re: logo, ADA requirements (brochure layout)

--Committee Updates and Membership Recruitment

--Be sure to cc: CEAC on communications as a way to move info along to classified staff.

--Communicate our updates with Coop and tag with a note from Rick/Yvonne encouraging supervisors to share the information and encourage participation.

Mary Detra

--Keep the meeting moving

--Reports from Council Liaisons to inform participants how it pertains to all of us

--Email survey and ask them to select most relevant offerings

--Develop an anonymous way to communicate back “What’s Missing” and/or “Why Aren’t You Participating”

--Email “subject line” will need to be creative

Donna Faulkner

- Like the keynote speaker ideas
- Keynote Speaker: Steve Pearson ... tie back to RBC survey
- Make the event fun and relevant
- Like the resource center idea ... we are the customer / opportunity for them to provide better direction
- Maybe in the future we could invite county/other partners at cost (if Union is ok with this)

Deb Jones

- Key Areas
 - Networking
 - Keynote Speaker
 - CSO / CSAC Updates / Membership Recruitment
 - Raffle / Ice Breaker
 - Resource Fair / Breakouts

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Draft Agenda

Classified Staff Organization Statewide Meeting

Thursday, October 30

10am-3pm

Pyle Center

9:30-10am	Registration and Networking
10-10:30am	Welcome and Introductions Ice Breaker
10:30-11:30am	Keynote Speaker
11:30-11:45am	Break and Networking
11:45am-12:30pm	Lunch CSO / CSAC Updates / Membership Recruitment Message from Rick and/or Yvonne
12:30-2pm	Resource Fair
2-2:45pm	Wrap Up / Recap Raffle Evaluation
2:45-3pm	Networking