

Classified Staff Advisory Council
Meeting Notes
Tuesday, April 24th
10am-11:30am, UWM Union Room 344

Present: Debra Anders, Cheryl Andres, Frank Hicks, James Kavanagh, Stephen Kennedy, Kurtis Kindt, Michael Maass, Robin Pagan, Michael Proell, Kim Quartemont, Laurie Thibault, Randy Trumbull-Holper, Stan Yasaitis

Absent: Colleen Johnson, Robert Wahl

Guests: Shannon Bradbury, Dulcie Walters

- I. Approval of Minutes from April 10, 2012. Approved without change.
- II. Election of Officers:
 - A. Nominated for Chair: Cheryl Andres, Stephen Kennedy, and Stanley Yasaitis. Stan was elected Chair.
 - B. Nominated for Vice Chair: Stephen Kennedy and Randall Trumbull-Holper. Randy was elected Vice Chair.
 - C. Nominated for Treasurer: Kim Quartemont and Randall Trumbull-Holper. Kim was elected Treasurer.
 - D. Nominated for Secretary: Cheryl Andres and Laurie Thibault. Cheryl elected Secretary.
- III. CSAC Bylaws Draft – Continued (Laurie Thibault, Cheryl Andres, Stephen Kennedy, Stanley Yasaitis)
 - A. Definition of classified staff and employment categories – changed per Shannon.
 - B. Proportion of distribution – add history.
 - C. Member resignation was changed – replacements to be selected by proportion category.
 - D. Newly elected members first attendance – changed to include attendance at May meeting and ability to vote for officers.
 - E. Officer removal – will be presided over by highest ranking officer.
 - F. Election – subsequent elections are responsibility of Election Committee. Convener of election committee solicits current classified staff distribution from HR.
 - G. Motion to adopt, seconded, and approved.
- IV. CSAC Website Update (Cheryl Andres)
 - A. The website is up. <http://www4.uwm.edu/secu/classified/>
 - B. Anytime communication is needed, Shannon will provide a current email list and send the communication.

- V. Communication to UWM's Classified Staff - will be processed through HR/Shannon
- VI. Committees and committee assignments
 - A. Bylaws – Cheryl, Laurie, Stephen, Stan
 - B. Elections – Laurie, Frank, Stephen, Kurtis
 - C. Communications – Cheryl, Robin, Debbie
 - D. Fundraising – Kim
 - E. Employee Development – to be determined
- VII. Other business
 - A. Need to send Oshkosh a date for video conference. This will be scheduled after officer elections and bylaw approval.
 - B. Shannon will give a presentation on the University Personnel System at the meeting on May 1. Members should attend at least one of the open forums, but are encouraged to attend all three.
 - C. Everyone should attend the May 8 joint meeting of Faculty Senate, Academic Staff, and Classified Staff. It will be held at 3:30 p.m. in the fireside lounge.
 - D. It was agreed that the Committee would refrain from doing business by email, with the exception of scheduling, sending minutes & agendas, and other administrative functions.
 - E. Next meeting: May 1, 2012
- VIII. Adjourned at 11:08 am