



CSAC NewsBreak

CSDAD 2011: Welcome to Titan Island!

Composed by Amanda Ziesemer

Welcome to Titan Island



Get ready to dig your toes in the sand because the 11th anniversary of the Classified Staff Development & Appreciation Day is going tropical! CSDAD will be held on Friday, June 3, 2011 and even though we can't go to the beach, the planning committees will try hard to bring the beach to you!

The keynote speaker will be David P. Dean with the message: "Life is Short. Laugh Hard." His lightning speed, wit, and ability to communicate with people have made him a sought after comedian and speaker at various events around the country. David is a frequent performer, friend and trusted opening act for some of today's biggest known clean comedians and speakers. To read more about the keynote speaker and to get more information about CSDAD, visit <http://www.uwosh.edu/csac/cs-development-appreciation-day-csdad>. More information on David Dean can also be found on his website: <http://www.davidpdean.com>.



Important Dates:

March 31, 2011 – Last day to register for CSDAD and your workshops online. The Registration and Planning Committees are following the campus' green initiative and will not have paper registration this year. Feel free to contact a member of the Planning Committee if you need any help with the new process.

April 1, 2011, 8 a.m. – Registration closes.

May 25 & 26, 2011 (11:30 a.m. to 1 p.m.) – CSDAD T-shirt pick up at the Reeve Buy-Back windows. Late pick up will start after 10 a.m. on May 31 and all day June 1 at the Customer Service Desk in the Bookstore. Any t-shirts not picked up by 4:30 p.m. on June 1 will be available for pick up with participant's registration folder at CSDAD.

June 3, 2011 – CSDAD!

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We hope to see
you there!



To see the day's schedule for
CSDAD 2011, go to page 5!



Spotlight: Pat Bernhardt

Composed by Amanda Zieseemer

Have you ever come to work in the morning to a freezing office or broken elevator? Have you ever reserved a fleet vehicle? Have you ever had to run an errand to Facilities Management? If you have answered yes to any of these questions, then you have probably met or talked to Pat Bernhardt. She is the one who has been answering many of our facilities dilemmas and fleet vehicle inquiries with a cheerful and can-do attitude for the past six years in Facilities. But before starting in Facilities, she actually started as an LTE in the Admissions Office. She also worked at the Oshkosh Correctional Institute and then five years at Wisconsin Emergency Management in Fond du Lac.



We all call Pat with our problems and she is always so willing to help. Ensure you take time to thank her since she is the one to make sure the message gets passed on to get something fixed. But more importantly, it is best to bear in mind Plato's words: "Be kind, for everyone you meet is fighting a harder battle."

Pat tells her story:

Question was asked "What do you do at facilities?" A quick answer is that I answer the phones and answer questions for people looking for information or a fleet vehicle reservation. Having said that – the exciting part of the job is answering the plethora of questions and complaints directed at Facilities.

Do you know what we do for this campus of over 12,000 students? Our plumbers, carpenters, painters, maintenance mechanics, locksmiths, electricians, steamfitters, custodians, gardeners, groundskeepers, auto mechanics, facility repair workers are the front line force. We take care of the bats in your rooms, the mice in the closets, the heat in your office or classroom, the lights on the ceilings, the dirt in the bathrooms and hallways, move surplus equipment, leaky ceilings, broken windows, shovel snow, salt icy spots, cut grass, etc., etc. Yes, the Facilities department here at UWO is very busy keeping your work environment a pleasant place to be.

A challenge was presented two years ago with our move across the Fox River to the old Cub Foods. The challenge has been to adjust to moving people and equipment a longer distance from the problems that occur on campus. We have a beautiful work area now. I invite you to visit us at the new Campus Services Building (CSB). I also encourage you to use the shuttle bus provided for anyone needing to get from the main campus to the Facilities office, Document Services, Fleet Vehicles or Receiving/Surplus Departments.

The other big challenge I have had to deal with is my diagnosis of ovarian cancer in January 2010. It is a challenge that I hope none of you will have to face. What I do need to share with everyone is the importance of having a support system. Besides my loving family, the staff at UWO is definitely the best place I could have been during this journey. I received so many visits, cards, calls and kind words from co-workers and staff. Each

thing done has a special meaning. I know that it takes time and extra effort to follow through on a thought to send someone a card. I appreciate that effort so much. I want to thank each and every one of you for all of that. Now something I can do for you. Listed below are the symptoms for this terrible disease. Use this information to save yours or a loved one's life. I made the mistake of not knowing that I had three of these symptoms and did not question the doctor when she treated me twice for a minor urinary tract infection.

Ovarian Cancer Symptoms

Bloating
Pelvic or abdominal pain
Difficulty eating or feeling full quickly
Urinary symptoms (urgency or frequency)

For more information about Ovarian Cancer, visit the National Cancer Institute website: <http://www.cancer.gov/cancertopics/types/ovarian>.





Grants for Classified Staff

Composed by Roberta Stuemke

Most of us are aware that University faculty can apply for grants to be used for research. What you might not know is that there also are two kinds of grants available for classified staff.

The first type of grant helps staff attend noncredit conferences, seminars and workshops. Any UW Oshkosh permanent classified staff member who has worked here for at least one year can apply. An applicant needs to submit a budget that includes the amount requested, the event fee and all estimated travel expenses, including mileage, meals, and lodging, along with a brochure for the event. The maximum grant is \$100, and the employee's unit or department must at least match that amount. Applications and further information are available at <http://www.uwosh.edu/csac/awards-and-grants/classified-staff-grant>. Questions can be directed to Cindy Schultz at schultzc@uwosh.edu or (920) 424-1042.



Annette Blanchette, founder of the Sally Margis Classified Staff Professional Development Fund, with CSAC.

The Sally Margis Classified Staff Professional Development Fund is named after a UWO classified staff member who started in the history department. She also worked in the Graduate School Office, College of Business, and the geology department before moving on to UW-River Falls and served as secretary to the Chancellor. She subsequently died in 1998. The fund was established in 2009 by Annette Blanchette '60, a retired UW-River Falls classified staff member, who describes the fund as a jumpstart to a dream. Awards can be used toward a class, textbooks or other expenses related to training or workshops. Applications should be sent to the Classified Staff Advisory Council. Winners are presented at UWO's Classified Staff Development and Appreciation Day. For further information, visit <http://www.uwosh.edu/csac/awards-and-grants/sally-margis-grant-1/sally-margis-grant>. Application deadline is March 30.



COUNCIL LISTING 2010—2011

CHAIR

Amanda Bain baina@uwosh.edu

VICE—CHAIR

April Dutscheck dutschecka@uwosh.edu

SECRETARY

Cindy Schultz shultzc@uwosh.edu

TREASURER

Peggy Karls karls@uwosh.edu

COUNCIL REPRESENTATIVES

Jean Bord bord@uwosh.edu
Evelyn Meuret meuret@uwosh.edu
Barb Nemeth nemeth@uwosh.edu
Mary Zwicke zwickem@uwosh.edu
Jill Reichenberger reichenj@uwosh.edu
Jessica Kleier kleierj@uwosh.edu
Dana Hartel harteld@uwosh.edu
Kim Freier freier@uwosh.edu
Mike Retelle retellem@uwosh.edu
Paulette Feld feld@uwosh.edu

ADMINISTRATIVE LIAISON

Tim Danielson danielso@uwosh.edu

HISTORIAN

Nancy Bielak bielakn@uwosh.edu

NEWSBREAK STAFF

Amanda Ziesemer ziesemera@uwosh.edu
Roberta Stuemke stuemke@uwosh.edu
Dana Hartel harteld@uwosh.edu

SAS LIAISON

Renee Rickert rickertr@uwosh.edu

WEBMASTER

Debra Talkington talkingt@uwosh.edu



Classified Staff Leadership Series

Composed by Amanda Zieseimer

The Classified Staff Leadership Series originally started in 2002 as the "Team-building & Personal Development Program." Each year approximately 25 classified staff members were selected to participate in eight interactive workshops led by guest speakers. In the 2008-2009 academic year the program was restructured and renamed the Classified Staff Leadership Series. The program is run every other year and is currently running this academic year. Five classes have gone through the series and over 120 classified staff have taken advantage of this opportunity to learn more about leadership.

Amanda Bain, Center for New Learning and on the 2010-11 CS Leadership Series Committee, completed the series in 2008-09. Amanda found it beneficial since she "was new to campus and it was great to meet people from across campus. I never have seen myself as a leader, but somehow have gotten myself into a leadership position. I think the most useful things people will take out of the series are learning more about campus and making connections. It is way too easy to stay in your little bubble and not meet people outside of your department or know what opportunities are available to you on campus." Micki Benz, USA from the College of Business, is in the series this year and found herself in the same situation concerning leadership. "In an environment such as ours, there is a great deal of discussion about leadership abilities and I questioned whether or not I had the qualities of a leader in me. As support staff, one becomes very accustomed to playing a role behind the scenes and being an attentive follower. I believed the challenge of trying on a different hat would be exactly the kind of professional development for which series like this are created." Micki's challenge has paid off since "this series has truly been the most enjoyable professional development piece I've been part of since coming to UW Oshkosh, and I would strongly encourage any classified staff employee to take advantage of this superb opportunity for professional growth."



The current series will end this spring, but informational meetings will be held in April 2012 for the next series in 2012-13. This is a very unique opportunity that classified staff members have at UW Oshkosh. As Bain states, "It is very nice that the upper administration is supportive of classified staff and gives us the opportunity to grow as leaders."

To read more about the Classified Staff Leadership Series, see this year's list of workshops or to contact someone for more information, visit <http://www.uwosh.edu/csac/leadership-series-1>. If you are interested in being involved on the planning committee or would like to get more information, also feel free to contact Amanda Bain at baina@uwosh.edu or 424-0980.





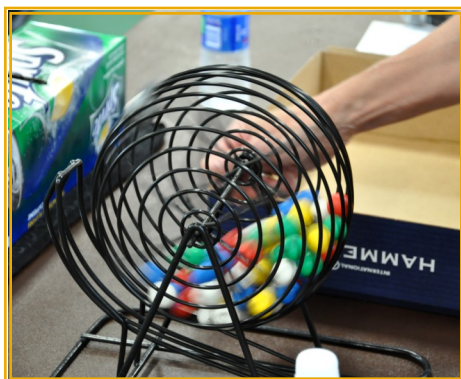
CSDAD 2011 Schedule

CSDAD 2011 Schedule on June 3, 2011:

- 7:00-7:45am** Registration, Continental Breakfast and Services Fair –Reeve Union Ballroom
- 7:45-8:05am** Introduction by Brenda Garza, co-chair of CSDAD, and Welcome by Chancellor Richard Wells
- 8:05-8:15am** Sally Margis Fund Grant Presentations/Awards
- 8:15-9:15am** Keynote Speaker: David P. Dean "Life is Short—Laugh Hard."
- 9:30am-12:15pm** Morning Workshops: Session A (9:30am-12:15pm), Session B (9:30-10:45am), Session C (11:00am-12:15pm)
- 12:15-1:15pm** Lunch at Blackhawk Commons
- 1:30-2:45pm** Afternoon Workshops
- 2:45-4:30pm** Bingo, games, prizes and refreshments at the social



Pictures of 2010 Classified Staff Development & Appreciation Day





New: Human Resources System

Composed by Amanda Ziesemer

Human Resources has been busy for some time preparing and working on implementing a new Human Resource System (HRS). It will be a multi-year modernization of recordkeeping systems and business practices related to all aspects of human resources. HRS will be released in a series of four phases over a one-year time period, with the first phase to start this April 2011. Changes in this stage will include:

- **Improve Information Delivery:** Change your address, emergency contacts, and other information online anywhere in real time. Access W-2's, 1042's, payroll stubs, and other official documents and forms online.
- **Benefits Enrollment:** Starting in 2011, all UW faculty, staff, and graduate students will be able to complete benefits selection online at their convenience.
- **Absence Management:** Enter all leave accrual and absence information online and track leave balances.
- **Reduce Carbon Footprint:** HRS eliminates the need for paper time sheets, leave forms, benefits enrollment documents, and other official forms.

Human Resources will communicate with employees throughout the coming year so we will know what to expect and how to use the new HRS technology. Please watch your e-mails!

For more information about the new Human Resource System visit: <http://hrs.uwsa.edu/>.

CSDAD 2010 Quilt

Submitted by Amanda Bain



The 10th anniversary CSDAD quilt is now on display in Dempsey. The quilt was designed, sewn and donated by Susie Gustke and Bobbi Reepsdorf created from Classified Staff Development and Appreciation Day t-shirts from the last ten years. CSAC relocated a case that was outside of the old Career Services in Dempsey to the second floor by Administrative Services. Fabric was purchased to cover the cork board and a sign created by Integrated Marketing and Communications.

CSAC Website:

Have you seen the new CSAC website? Check it out at:

<http://www.uwosh.edu/csac/>





The STAR Awards

Composed by Roberta Stuemke

The STAR Award is given monthly to a Classified Staff member who has worked at least six months at UW Oshkosh, and has demonstrated a “commitment to the University by virtue of outstanding performance in support of the University’s goals ... Individuals must have performed above and beyond the expectations of their assignment position.” For the complete description of why each winner was chosen, links to articles on UW Oshkosh Today are listed.

Winners of the STAR Award receive a framed certificate, a reserved parking space for one month and a gift from University Books & More.



DECEMBER

Ricky Johnson—IS Tech Services Senior, Academic Computing

Nominated by: Al Hartman, Professor for the College of Business and Brenda Garza, Business Specialist for the College of Nursing.

Special Event or Accomplishment: Good customer service, helping staff with technology issues, and willingness to work after hours.

<http://www.uwosh.edu/today/7024/it-problem-solver-honored-with-december-star-award>



JANUARY

Susan Polzin—Academic Department Associate, Kinesiology & Human Kinetics and Health Education

Nominated by: Dan Schmidt, Chair of the Kinesiology Dept.

Special Event or Accomplishment: Proactive assistant when the Department of Kinesiology and Health split into two departments taking over responsibilities of another employee out on extended sick leave.

<http://www.uwosh.edu/today/7873/academic-associate-receives-january-2011-star-award>



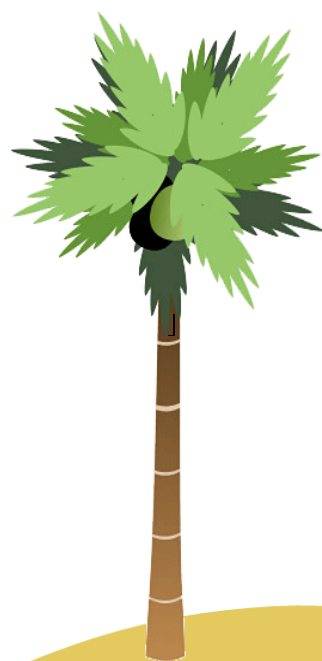
FEBRUARY

Marleen Flack, University Services Associate, Office of the Provost and Vice Chancellor for Academic Affairs

Nominated by: Provost and Vice Chancellor Lane Earns, Perry Rettig, Carleen VandeZande, Holly Lawryk, and Kristy DeBolt

Special Event or Accomplishment: Providing exceptional support for search and screen committees; support person for 2 faculty senate and 2 all-University committees.

<http://www.uwosh.edu/today/8433/search-and-screen-expert-receives-february-star-award/>





Employees On The Move

Information provided by Human Resources effective as of 2/7/11

NEW HIRES

Laine Mikkelson.....COB Dean's Office
Shari Mitchell.....Administrative Services
Elizabeth (Lisa) Mordan.....College of Nursing Dean's Office
Sara PritzlAdministrative Services
Jenny Wraalstad.....Cashier's Office



RESIGNATION

Carol Kelnhofer.....COEHS Curriculum & Instruction
Nachelle Nabbefeld.....Facilities Management



RETIREMENTS

Darlene Darland.....Purchasing Office
Kristy DeBolt.....Provost Office
Irene Freeman.....Facilities Management
Dennis Lewellyn.....Reeve Union
Robert Robinson.....Reeve Union
Vickie Scott.....Financial Aid
Maureen Winkler.....COLS Dean's Office
Nancy Wright.....CON Dean's Office

TRANSFERS

Kristen Hammes
.....From Residence Life to Reeve Union
Cindy Iwata.....
.....From COB Dean's Office to Foundation Office
Donna Mleziva
.....Integrated Marketing (within same department)
Kelly Monday.....
.....From Residence Life to Facilities Management
Cindy Soffner.....
.....From Financial Aid to UW Milwaukee



NAME CHANGES

Bonnie Gaskill to Bonnie Green
Sandra Nigl to Sandra Krasniewski



PROMOTIONS

Mike Fatla.....Administrative Computing
Robert Gordon.....Facilities Management
Vicki Stadler ..From Residence Life to Facilities Management

