

**Classified Staff Council
Meeting Minutes
July 19, 2017 – Firelands Campus**

Present: Faith Olson (Chair), Jennifer Johnson, Jen Moore (attended by phone from main), Kathy Dean, Amy Smith, Mark Henning, Yolanda Flores, Roger Heminger, Linda Hamman, Tena Spratt and Terry Carver (Retiree Rep).

Not Present: Antoinette Jacobs, Deborah Lowery, Karla Leady, Erin Telecky, Marsha Bostelman, Gail Houtz, Danielle Burkin, Sandi Salenbien, Margo Kammeyer (ASC Rep) and Firelands Rep.

Secretary Report - June 2017 meeting minutes were approved. Flores motioned, Heminger seconded, passed.

Treasurer Report – Olson handed out report. Smith motioned, Henning seconded to accept report, passed.

Guests – Firelands classified staff – how can we serve you? – several Firelands staff members attended the CSC meeting. A staff person from Grounds said he did not know there was a Classified Staff Council. We need more communication with Firelands. We didn't have a Firelands rep last year. One staff person attending is considering becoming the Firelands CSC rep, attendance can be by phone.

Chair Report

- Goals for 2017-18 - A GOAL NOT WRITTEN DOWN IS JUST A WISH – see member cards. Olson discussed CSC goals.
 - Behind us is infinite power
 - Before us is endless possibilities
 - Around us is boundless opportunity
- Full Representation on CSC – Executive Team group member picked. One from each division, plus chair, chair elect, sec and treasurer. (Spratt, Henning, Heminger, Flores)
- CSC reports – Be knowledgeable about rules and regulations that govern hourly employees.
- Handbook review – we review CSC bylaws. Spratt read mission and goals to group.
- Paid leave donation programs – Faith Olson Amendment – write proposal – work with Tri-Chair group for Board of Trustees approval. *Personnel Welfare committee is charged with heading up the proposal.
- What do the reps want to accomplish? Group discussed many ideas.
- Karen Schwab will send each CSC member a list of their group of constituents. Heminger receives a list of hires and people leaving the university and will keep each member updated.
- Need chair elect – table until next meeting.

CSC ByLaw training – Karen Schwab discussed.

Salary Compensation and Personnel Welfare committees will not be joined together, they are separate committees. CSC representatives are encouraged to read the bylaws and determine which ones need revised, eliminated, or remain as written.

Responsibilities of each CSC member and other volunteers at monthly meetings. (Note, a staff person can represent an area they do not work in.)

1. Faith Olson – Chair (represents Provost) Will do Faith's Corner – provide answers to questions as they come with supporting documents to help train CSC representatives on historical and current information.
2. Chair-elect –
3. Kathy Dean - Co-Secretary (represents part time staff)
4. Jen Moore - Co-Secretary (represents Provost)
5. Treasurer – Karla Leady (represents Fin & Adm)
6. Amy Smith – Parliamentarian (represents Fin & Adm)
7. Antoinette (Toni) Jacobs (represents Provost)
8. Danielle Burkin – Leave donation program (represents Provost)
9. Erin Telecky - (represents Fin & Adm)
10. Jennifer Johnson - (represents Fin & Adm) Will send information to new hires from Heminger's list.
11. Linda Hamman - (represents Fin & Adm) Will mentor new CSC representative.
12. Mark Henning - (represents President) Will be CSC technology person.
13. Marsha Bostelman - (represents Provost)
14. Roger Heminger - (represents Univ Advancement) Advocate training and employees coming and going updates.
15. Sandra Salenbien - (represents Athletics)
16. Tena Spratt - (represents Fin & Adm) Will assist with Web page updates.
17. Yolanda Flores – (represents Student Aff) Will handle Friday fun facts emails.

18. Deb Lowery – (represents Provost)
19. Terry Carver – (represents retirees)
20. Margo Kammeyer – (represents Administrative Staff Council)
21. Firelands rep –

Tasks to match:

- Web page update – information to Jodi Schroder
- Pre monthly meeting planning
- Financial Training – one highlight each month
- Handbook review
- OPERS Update
- Contact for representation in pre-disciplinary hearings

Committee Reports – electronic reports are to be sent to Dean and Moore at least two days before monthly meetings. Most committees have vacancies. Please look them over, may need updated and seats filled.

CSC Committees: *Note, these will be updated at September CSC meeting.*

- Bylaws Committee – Faith Olson chair.
- Campus and Community Committee – Tammy Corpe chair.
- Election Committee – Deb Lowery chair.
- Outstanding Service Award Committee – Faith Olson chair.
- Personnel Welfare Committee – Kathy Dean chair.
- Professional Development Committee - Faith Olson chair.
- Salary Compensation – needs chair.
- Scholarship Committee – Jodi Schroeder chair.
- Spirit of BG Award Committee – Deborah Carden chair.
- Team Award – Jennifer Moore chair.
- Website Committee – Jodi Schroeder and Michele Nagel co-chairs.
- Committee on Committee – Faith Olson.

University Committees – no chair needed:

- President’s Advisory Committee on Health, Wellness and Insurance - Deb Lowery, Faith Olson, DeeDee Wentland.
- President’s Panel – Linda Hamman.
- Professional Affairs Committee – vacancy.
- Merit Appeals Committee – has four members.
- Public Safety (says Parking on our web page) Advisory Committee – Jen Moore.
- University Naming Committee – Faith Olson.
- Student Union Advisory Committee – vacancy.
- Service Awards Committee – Amy Smith.
- CIO Advisory Board (formally Information Technology Committee) – has three members.
- Neutral Committee – there are vacancies.
- Equal Opportunity Compliance Committee – has two members.

Meeting times –

- July 19, 2017 – Firelands
- Aug. 16, 2017 – ED 113
- Sept. 20, 2017 – ED 113
- Oct. 18, 2017 – ED 113
- Nov. 15, 2017 – ED 117
- Dec. 13 Or 20, 2017 – ED 113
- Jan. 17, 2018 – Oaks
- Feb. 21, 2018 – ED 113
- Mar. 21, 2018 – ED 113
- Apr. 17, 2018 – ED 113
- May 16, 2018 – Olscamp – Awards Ceremony
- Jun. 20, 2018 – Alumni Center w/pot luck?

Good of the Order

Announcements - Next meeting will be **August 16 at ED 113, 10am.**

Adjournment