



**Classified Staff Council  
Meeting Minutes  
April 18, 2018 – EPPN 108**

**Present:** Faith Olson-Elsea (Chair), Marsha Bostelman, Danielle Burkin, Yolanda Flores, Roger Heminger, Toni Jacobs, Deborah Lowery, Anna Lynch, Amber Snyder, Terry Carver, Margo Kammeyer, Gretchen Avery (Substitute for Jennifer Johnson), Jane Perez (Visitor)

**Excused:** Kathy Dean, Linda Hamman, Mark Henning, Jennifer Johnson, Karla Leady

**Professional Development by Suzi Saunders** – Suzi provided instruction on the “10 Most Common Communication Mistakes.” These are:

1) Not editing your work; 2) Delivering bad news by email; 3) Avoiding difficult conversations; 4) Not being assertive; 5) reacting, not responding; 6) Using a ‘one-size fits all’ approach to communication; 7) Not keeping an open mind; 8) Assuming that your message has been understood; 9) Accidentally violating other’s privacy; and 10) HOT – honest – open – two-way is how communication should occur.

**Announcements:**

- May 16 – Classified Staff Awards Ceremony – 11:00-1:00pm with lunch. CSC Reps – please come at 10 am to set up.
- On April 21 Feed the Starving Children - scheduled to participate 12:30-2:30 – 15 volunteers signed up – wear new shirt.
- Send an email to the people you serve by contacting Beth Ann Rife or Anita Pump in HR to get a list of employees in your area. Stay in touch with your constituents, often.

**Reports:**

- Secretary Report – Flores motioned to approve minutes from Feb. 21, 2018, seconded by Heminger, 2 abstention, passed.
- Treasurer Report – Leady to provide information to Faith. No significant changes though.
- Administrative Staff Report – Margo reported:  
ASC report for that meeting would have been similar to the Tri Chairs report.
  1. Elections are over and all rep seats have been filled. (However, we just lost one last week. Back to the drawing board.)
  2. Jessica Belcher, long time Secretary and ASC rep will be leaving the University.
  3. We met with HR and discussed the latest changes to the handbook. It is currently under review with our Amendments committee.
  4. We continue to plan for our May 15<sup>th</sup> awards banquet. .
- Retirees report – no report.
- Firelands report – no report.

**Chair’s Report:**

- Leave Bank Meeting to be held afternoon of April 18<sup>th</sup>.
- Scholarships – only 9 applicants. Funding for 10. Olson made motion to increase scholarship amount from \$350 to \$390 for the 9 applicants. Seconded by Burkin, passed.

**Old Business – updates:**

- CSC members – 9 openings and 9 staying. Slight adjustment of the 1:40 ratio. Two submissions of interest from Firelands. Will be voted on at June meeting.
- Handbook – Great meeting with HR. Some issues that still need to be reviewed include demotion, pre-disciplinary hearing and being notified when changes are being made to handbook – waiting for rewrite from HR.

**New Business:**

- Shirts available – pick up and initial that you received.
- Salary Compensation – Discussion regarding Salary Compensation letter to HR. Motion made by Hemminger to accept as written, Lynch seconded, passed. Faith to send letter April 18<sup>th</sup>.

## **Committees – reports:**

### CSC Committees

- Bylaws – no report.
- Election
- Personnel Welfare – committee is waiting to meet with HR on the Handbook and Leave Bank revisions.
- Campus and Community – no report.
- Website
- OSCE – no report
- Salary Compensation – letter drafted and approved at meeting
- Professional Development
- Outstanding Service Award – no report.
- Outstanding Team Award – no report.
- Spirit of BG Award – no report.
- Campus and Community – no report.
- Scholarship Committee – each will receive \$390 this year.

### University Committees

- Professional Affairs and CIO Advisory Board – no report. Equal Opportunity and Information Technology – reported that there will be new printers across campus. Also that duo for email will be coming eventually for security purposes.
- Public Safety and Service Award – no report. PACHWI and University Council – no report.

## **Good of the Order**

## **Adjournment**