



**Classified Staff Council  
Meeting Minutes  
December 19, 2018 – 222 Adm Bldg**

**Present:** Antoinette Jacobs (Co-chair), Danielle Burkin (Co-chair), Faith Olson-Elsea, Kathy Dean, Dana Watson, Marsha Bostelman, Deb Lucio, Jane Perez, Jen Moore, Jamie Schimmoeller, Amy Smith, Gretchen Avery, Mark Henning and Deb Carden.

**Excused:** Sharyl Wahl, Anna Kelling, Deborah Lowery, Sandi Smetzer and Rebecca Lyons.

**Announcements:**

- Communicate with those you represent. Each CSC member should touch base every year via email with the staff you represent.
- Guest Speaker – Sue Clanton, Director of United Way of Wood County spoke about the benefits of giving.
- Guest Speaker – Kris Sautter from Office of Community and Civic Engagement discussed Martin Luther King Jr Day. Their office is coordinating the collection of food, January 19-20. They will be going door to door in the neighborhoods. Food can be brought to University Hall room 100 on January 18.

**Reports:**

- Secretary Report – Correction to Nov. 14, 2018 minutes: Gretchen Avery was in attendance. Motion to approve November minutes by Danielle, Jen seconded, passed.
- Treasurer Report – Faith presented report. Amy moved to accept, Jen seconded, passed.
- Administrative Staff Report – no report.
- Retirees report – No report. A rep is still needed.
- Firelands report – Deb reported there is a new staff member in admissions, Debra Bentley. BG Leadership has accepted Deb Carden into the program. Firelands has three people in the course now. Firelands has a new bachelor's degree with The Cedar Point Corporation.

**Chair's Report:** HR meeting was discussed.

**Old Business – updates:**

- Gifts for speakers was discussed. Jen will make a report at our next meeting.
- Chair elect needed.

**New Business:**

- MLK JR Day, Classified staff and Administrative staff are having a competition to collect the most food by January 17. There will be two boxes in several locations. More information coming.
- Discussed Faith DiNardo tobacco free resolution. CSC supported the tobacco free policy in 2017. The new Air & Smoking policy will include e-cigarettes/vaping. CSC will send a quick email survey next week to classified staff for their opinions.
- Discussed options for speakers this winter and spring.
- The awards event will be May 15, 11am-1pm in OLSC 101.
- Mercy hospital – 1500 students, of which 239 are in Youngstown campus. 137 staff and over 100 instructors.
- CSC committees will meet for 10 minutes at the end of each CSC meeting to touch base each month with yearly goals. Additional meetings may be required throughout the year if it's a time when a particular committee is busy.

**Committees CSC & University:**

- Salary Compensation – is meeting to draft a proposal for 2019. To be presented to CSC at next meeting.
- Bylaws – will be working on reviewing the bylaws document this winter.
- Public Safety – discussed storm ready program.
- Parking – hiring more staff. Shuttle service converted to a 3<sup>rd</sup> party vendor.

**Good of the Order**

**Adjournment**