



**Classified Staff Council
Meeting Minutes
December 17, 2014 at 10:00 a.m.
Carillon Dining Facility**

Present: Lisa Bowen, Deborah Carden, Terry Carver, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber (Chair Elect), Linda Hamman (Secretary), Roger Heminger, Mark Henning, Gail Houtz, Norma Lybarger, Deb Lowery (Chair), Tina Martini, Teresa Mayo, Faith Olson (Treasurer), Karen Schwab, Jeremy Joseph (ASC)

Excused: Tammy Corpe, Jen Moore

Unexcused: Belynda Hummel, Adriann Staron

Meeting was called to order at 10:00 a.m.

Secretary Report (Approval of Minutes)

- A motion was made to amend the minutes from November to read that the current fee waiver is being revised. Minutes were approved.

Treasurer Report - F. Olson

- F. Olson reported that she has received a Foundation report, which shows donations made during July and expenditures for December. There is \$2400 in the spendable side and over \$101,000 in corpus. Interest of \$8539.54 was gained on the endowed side for the 2013-14 year. Additionally, \$2513 was earned for the scholarship side. A three-year rolling average will produce \$3,000 in scholarships which will fund our current distribution.

Speaker Bess Huyge – Environmental Health & Safety (Ergonomics)

- Bess shared tips to assist employees in obtaining a healthy work environment.
- Bess is willing to assist individuals with work environment related issues.
- Prolonged, repeated, or extreme exposure can contribute to Musculoskeletal (MSD) injuries.
- For assistance, individuals can contact Beth Nagel at purchasing by calling 372-8410 or by contacting Environmental Health & Safety at 372-2171 for a free ergonomic assessment or visit <http://www.humantech.com/resources/>.

Administrative Staff Council – Jeremy Joseph

- The speaker for the December meeting was Vicky Kulicke from the Office of Equity and Diversity.
- Jessica Tuross is the new Ombudsperson for ASC.
- Brown bag luncheon took place on Tuesday, December 16. Chief Moll discussed campus Safety. A representative from Not in Our Town presented action items.
- Provost Rodney Rogers will be guest speaker in January.

Committees

- Handbook committee – Carolyn Warden is working with HR on updates.
- Health & Wellness – At the January meeting numbers will be presented regarding how many employees signed up for the different health care plans.
- The Leave Bank Committee will meet in January. The Leave Bank Committee is looking to expand the leave use criteria.

Announcement

- Next meeting is January 21, 2015 at the BTSU room 316. The speaker will be Ellen Broido and Katie.

Good of the Order

• **Locations for 2015 CSC Meetings.**

| | | | |
|------------------------------|--------------------|-------------------|-------------|
| Bowen Thompson Student Union | Union 316 | January 21, 2015 | 10am - noon |
| Student Recreation Center | Student Rec Center | February 18, 2015 | 10am - noon |
| WBGU-TV Station | | March 18, 2015 | 10am – noon |

| | | | |
|-------------------------------------|--------------------|-----------------------|--------------------|
| <u>Bowen Thompson Student Union</u> | <u>Union 316</u> | <u>April 15, 2015</u> | <u>10am – noon</u> |
| <u>Awards Ceremony</u> | <u>Olscamp 101</u> | <u>May 20, 2015</u> | <u>10am – noon</u> |
| <u>Bowen Thompson Student Union</u> | <u>Union 316</u> | <u>June 17, 2015</u> | <u>10am – noon</u> |

Meeting adjourned at 11:45 a.m.

Linda Hamman
12/22/2014