



**Classified Staff Council
Meeting Minutes
July 20, 2016 at 10:00 a.m.
Firelands Campus**

Present: Linda Hamman (Chair), Gail Houtz, Karla Leady, Teresa Mayo, Jen Moore, Tamara Corpe, Yolanda Flores, Danielle Burkin, Erin Telecky, Antoinette Jacobs, Jennifer Johnson, Mark Henning, Amy Smith, Sub Kathy Dean (for Belynda Hummel as Secretary), Beth Detwiler (ASC)

Excused: Roger Heminger, Belynda Hummel, Deborah Lowery, Kathleen Newman, Faith Olson

Chair Linda Hamman opened the meeting at 10:10 a.m. Welcomed members and Speaker Dr. Andy Kurtz, Dean of BGSU Fireland's Campus. Dean Krutz showed a presentation on BGSU Firelands 50th Anniversary. He talked about their celebration over the past year. Parades, awards ceremony, community events, renovations and goals for the coming years. Many things to be proud of and celebrate.

Secretary Report

Motion to approve June 2016 minutes by Jen Moore; seconded by Teresa Mayo. Motion carried.

Treasurer Report (by Jen Moore)

Jen Moore talked about the written report. Gail Houtz suggested it would be helpful to have a written summary report submitted annually. Motion to approve June 2016 Budget Report by Gail Houtz; seconded by Tammy Corpe. Motion carried.

Chair Report

- Handbook and Bylaws – should be reviewed every year by CSC members.
- If you will be absent, try to find a sub if you can, not mandatory but helpful.
- Motion by Jen Moore and seconded by Jennifer Johnson to move December's council meeting from December 21st to December 14th. Passed.
- Voted to have this year's (December) annual meeting at Carillon
- HR Meeting Report – July 14th meeting cancelled by HR. Next meeting will be August 04.
- 2016-2017 Current CSC Committees

ASC Report –Beth Detwiler, ASC Chair Elect. No meeting last month, no report.

Retiree Report – no report.

Old Business

- Chair elect – consider and can self-nominate. Gail Houtz spoke about the duties.
- OSCHE – looking for a replacement for Terry Carver's seat. Kathleen Newman is a rep also. Gail Houtz and Linda Hamman explained duties.

New Business

- Committee Sign-Up:
 - Campus & Community committee will have co-chairs - Tamara Corpe and Teresa Mayo.
 - Service Awards committee – Amy Smith will be the CS rep.
 - Committee on Committees – Jen Moore stated this committee could be more in depth to help all the committees understand their purpose, duties and goals each year.
 - Combining Personnel Welfare committee and Salary Compensation committee – the two chairs will be co-chairs – Gail Houtz and Kathy Dean.
 - Amy Smith suggested CSC develop a form for each committee to use for giving their written monthly report. This would also be useful when writing the year-end reports. Gail Houtz passed around a similar form she had from another organization she is on.
- Extra iPads – if new members are interested in iPad see Mitch Miller, 2nd floor Education Building

Good of the Order

Announcements

- Next Meeting: August 17th – BTSU Room 315

Adjournment

Box Lunch was provided by Firelands Campus
Tour of Campus
Group Photo taken

Respectfully submitted,

Kathy Dean for Belynda Hummel, Secretary