



**Classified Staff Council
Meeting Minutes
August 15, 2018 – 206 East Hall**

Present: Antoinette Jacobs (Co-chair), Danielle Burkin (Co-chair), Faith Olson-Elsea, Kathy Dean, Dana Watson, Amy Smith, Anna Kelling, Marsha Bostelman, Deb Lucio and Deb Carden.

Excused: Deborah Lowery, Gretchen Avery, Jane Perez, Sharyl Wahl and Rebecca Lyons.

Absent: Mark Henning, Jen Moore, Jamie Schimmoeller and Sandi Smetzer

Announcements:

Communication with those you serve – via email. Contact Beth Ann Rife (HR) at barife@bgsu.edu or Antra Pump (HR) at antrap@bgsu.edu to get a list of email addresses for employees in your area.

Reports:

- Secretary Report – Kathy Dean presented report. Motion to approve minutes of July 18, 2018 by Faith Olson-Elsea, Amy Smith seconded, passed.
- Treasurer Report – Faith Olson-Elsea presented report. Amy Smith motioned to accept, Kathy Dean second, passed.
- Administrative Staff Report – no report.
- Retirees report – no report. Need a rep.
- Firelands report – Deb Carden reported the paperwork has been submitted for our trip to Firelands for the October 17th CSC meeting. There are 28 classified staff there.

Chair's Report:

HR Meeting – see submitted report. Faith Olson-Elsea will send in Friday Facts emails about where to find resources for writing resumes, etc. to assist any classified staff wanting to promote themselves on campus.

Old Business – updates:

- CSC list of representatives and open positions. Danielle Burkin motioned to accept nominations for CSC by Deb Lucio and Jen Moore. Tony Jacobs seconded, Passed.
- Update on Leave Bank – HR will be setting up a Public Hearing soon for announcing the new policy.
- Firelands Visit – Meet at TV station – at 8:15am on Oct. 17th.

New Business:

- Speaker Suggestions – Sept CSC meeting HR is coming to talk about insurance. Nov 14th CSC meeting we'll have a speaker for "Move for your Mood".
- Hollister – Brown bag lunch scheduled for Sept 25th 11:45am -1:15pm.
- Discuss filling in Committees - tabled
- Exec Team - discussed

Committees – reports: no reports

| <u>CSC</u> | <u>University</u> |
|------------------------------|--------------------------------|
| Bylaws | CIO Advisory Board |
| Election | Public Safety |
| Personnel Welfare - Handbook | PACHWI |
| Campus and Community | University Council |
| Website | Service Award – need volunteer |
| OSCHE | Equal Opportunity |
| Salary Compensation | Information Technology |
| Professional Development | Professional Affairs |
| Outstanding Service Award | |
| Outstanding Team Award | |
| Spirit of BG Award | |
| Scholarship Committee | |

Good of the Order

Adjournment