



## Classified Staff Council Meeting Minutes September 18, 2019 – Shatzel 101

**Present:** Danielle Burkin (Co-chair), Dana Watson (Co-chair), Kathy Dean, Gretchen Avery, Jane Perez, Sandi Smetzer, Amy Smith, Jamie Schimmoeller, Deborah Lowery, Deb Lucio, Pat Wilhelm (retiree rep) and Jordan Craven (ASC rep).

**Excused:** Sharyl Wahl, Mark Henning, Anna Kelling, Rebecca Getzinger and Deb Carden.

**Guest Speaker** – CIO John Ellinger. Discussed security issues. Every three months staff are asked to change their password. It will help if after changing, wait 10 minutes for all systems to catch up and sign back into your computer. ITS started putting the word “External” in front of subject line to help people understand what is not coming from on campus. There are over 800 million pieces of email a year hitting BGSU. 90% of spam are now rejected. Since implementing duo nothing has been lost. He talked about computers on campus. There are approximately 7,700 computers assigned to about 2,500 employees. If people have unused computers in their offices please contact ITS to remove. Windows 10, there are 31 people left to switch. Go live for PeopleSoft Fluid will be Feb 8, 2020.

### **Reports:**

- Secretary Report – Kathy presented report. Motion to approve July minutes by Amy, seconded by Dana, passed.
- Treasurer Report – Deb Lucio presented budget report. Jamie created business cards advertising CSC to hand out to new staff with the CSC coffee cup filled with candy. Motion by Danielle to move \$50. out of Prof. Dev. line item to new line item titled “Other”. Sandi seconded, passed.
- Administrative Staff Report – continuing to check in with HR about the proposed Parental Leave policy and ASC is reviewing membership policy.
- Retirees report –no report.
- Firelands report – no report.

**Chair’s Report:** Dana and Danielle met with Viva in HR. Viva stated she needed more data for reviewing the Parental Leave policy. ASC send Viva more data and benchmarking.

### **Old Business:**

- Parental Leave Policy Update – waiting.

### **New Business:**

- Committee vacancies were discussed
- Winter Break policy – HR talked to CSC chairs about adopting a policy for the time between 12/25 and 1/01. Dana motioned to charge the PWC with working on a policy. Seconded by Amy. Passed
- OSCE – see written report below, submitted by Deb Lucio.
- Ombudsman – HR is not in favor of this for CS. Viva stated since classified staff have protection at the state level it is not needed. We had one several years ago. Interest dropped off and no one wanted to handle the position.
- Friday fun facts – Gretchen stated the Library has revised some of their policies to include classified staff. Anna will send out this information in the next Friday Fun Fact email to all staff.
- CSC monthly meeting at Firelands – a date is being worked on for our yearly trip to Firelands.

### **Committees CSC & University:**

**Good of the Order:** Danielle Haynes, coordinator of Student Case Management in the Office of the Dean of Students is organizing a can drive and is looking for offices to take a month for collecting. How can CSC get involved? Kids Count too – donate suit cases, duffle bags, back packs. Many time kids in foster care have only a garbage bag to carry around. Do we have a committee to help?

### **Adjournment**

## **OSCHE meeting from Friday, July 26 – by Deb Lucio.**

It was a good meeting. I have been involved in OACS (Ohio Assoc of College Stores) in the past, and this has the same idea....Information exchange and networking etc.

There were 7 member Universities/Colleges represented: Akron, BGSU, Columbus State, Lorain CCC, Ohio State, Sinclair, Wright State.

Ohio University and Kent State sat in with the idea of joining/collecting information. I think both will join and attend the fall meeting.

It's still a small group, and most schools are comparable to BGSU.

They will be meeting in Columbus November 14-15(tentatively) at Columbus State. I would be glad to go as a representative and take along someone who might be interested in attending the meetings also.

I believe (I am waiting for an email response) that the meeting is free (includes some meals) and that just the overnight stay and mileage are the expenses for each school. I'll confirm that and let you know.

We currently have 4 people receiving information on the OSCHE listserv: myself, Faith, Jeremy Joseph (ASC) and Sophia Jackson (Firelands). Faith confirmed the people (they removed Kathleen Newman).

There were a few ideas that bounced around when they did the "roundtable" notes. All were very interesting!!

If any of these sound like something we might want to do, I could gather some basic info from the schools that participated

- \*Staff mentoring program

- \*We Serve You Day (Wright State)-kind of like MLK but the council partnered with 5-6 areas and staff worked for ½ day at the areas

- \*Talk to Me Tuesday (Lorain CCC)-gives council a chance to talk to the members informally...maybe could be done once a month in a small meeting area

Also called What's up Wednesday etc

- \*5K fundraisers (Columbus State and Sinclair). Columbus State raised \$12000.00 for their latest!!!!

- \*Flexible holidays/wellness days (OSU)

- \*Ice cream social (Akron) for council awareness

- \*Staff Appreciation week/day (Columbus State)

- \*pull tab collection/Ronald McDonald House

Finally, a couple of the schools talked about raises for the year (I did not) and it was interesting to see where we fit in.

- \*Sinclair received a 2.5% with an additional one time 2% incentive pay

- \*OSU received a 2.5%

- \*LCCC-no raise

- \*Akron-2%, ly 2.5%