

**April 21, 2022 – 10:00 A.M. Zoom Meeting – Hosted by Dana and Gretchen**

**Attendees: Danielle Burkin, Deb Lucio, Debra Huff, Lisa Molnar, Marisa Cline, Dana Watson, Gretchen Avery, Deb Lowery**

**Absent – Pat Wilhelm, Jordan Cravens, Linda Hamman, Deb Carden (grad walk through), Nestor**

**AGENDA**

Reports

* Secretary Report – Danielle Burkin – Thank you to Deb for taking minutes – Marisa motion, second Deb Lowery - approved
* Treasurer Report – Deb Lucio
  + Professional development – confirm $250 reimbursement
  + No funds spent this month.
* Administrative Staff Report - Jordan
  + Personnel and compensation requested has been submitted. Discussions on-going with senior leadership.
  + Elections continue for 2022-2023.
  + Reviewing Officer Pay in attempt to gain more officers candidates to improve recruitment and retention.
  + Pursuing health and wellness initiatives following remarks from CFO Stoll at faculty/staff town hall.
  + May 5th is annual awards banquet.
* Retirees report – Pat Wilhelm
* Firelands Report – Deb Carden/Nestor Rave
  + Employee asking about raises but that is about it.
* Chair’s Report – Dana and Gretchen
  + Gretchen - HR – Question about Assistant to President position which had no degree requirement versus the Executive Assistant to Legal counsel. They are discussing using years of experience in lieu of degree requirements. Larger issue nationwide – how do you recruit a larger pool of applicants.
  + How to look for Administrative position questions asked – link on emails and all admin positions are all listed internal and external and listed on the HR website.
  + Salary review pay rate – Firelands is included in main campus reviews. Still expecting to take two years to complete pay reviews. Reminder that Hiretouch is going away and HR is busy with that process as well.
  + Meeting with President Rogers – Gretchen met with him and discussed work overload. How do you let certain work go – where is return on investment versus the time. Kept him up to date on salary reviews. Gretchen brought up a Cedar Point day for families at BGSU since we have a relationship with them. Talked about what else can we do – make life fun.

Old Business – updates

* Diversity & Belonging Committee
  + No one has come forward to be a part of or chair committee.
  + If you know anyone who wants to be on committee, email us.
* Coffee and Donuts with President Rogers
  + So, everyone could be at same meeting, have him be a guest on one of our meetings.
  + Deb Lowery asked what the specific purpose of the meeting will be, so we are careful with control over the conversation. Discussion about speaking with President. Questions in advance and keep confidential.
  + Danielle Motion to approve, Second by Deb Carden. Approved
* Spring Banquet
  + June 8 at Oaks. Deb to put out first of May.
* Elections and committee positions
  + Diversity and Belong needs to get moving – we need people – maybe reach out to people we know for assistance.
  + Reminder – some committees are very low maintenance. By-Laws meet once a year, elections, once a year. Awards is once a year, etc.
  + Outstanding Service Awards – committee head had to step away. Currently 3 members on committee but deadline is next week. Need someone to chair the committee to keep the work moving. Need someone to take lead to be go to person to make sure work is completed.
* Food Pantry Results
  + Pantry was so happy. Shannon Orr was ecstatic. Helped fill a need. Had almost 300 people come in February to ask for help. The demand is great. Help students and employees. Only ask name and BG ID to verify you are part of BG. The items were CSC 276 vs ASC 191 items. 7 locations across campus.
* Flex Policy
  + Asked if anyone has submitted. Reminder to bring to attention if approved or not approved. Want to let HR know if areas are not being approved for this. CSC can report if process is not being followed. Such s not saying no in writing. Make sure this process is being followed.
* Salary/Comp
  + Gretchen – draft sent to committee. Edits have been made. Final step is to vote on it so it can be sent on. Danielle Motion to approve, Dana second. Approved.

New Business

* Awards Committee – URGENT NEED
* Future Meeting Format
  + Proposed that we go back in person. Thoughts?
  + Potential for less distraction.
  + To begin in September.
  + August meeting cancelled.

Committee – reports Critical months

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|  | **CSC** |  | **University** |
| • | Bylaws -all year | Salary Compensation- Jan.-March | CIO Advisory Board |
| • | Election - April | Professional Development - All year | Public Safety |
| • | Personnel Welfare- All year | Outstanding Service Award- March | PACHWI |
| • | Campus & Community-Feb.-May | Outstanding Team Award- March | University Council |
| • | Website - All year | Spirit of BG Award- All year | Information Technology |
| • | OSCHE - All year | Scholarship Award- March | Strategic Plan |

Announcements/Concerns:

Deb Lucio working on Excel classes to be offered to classified staff.

Gretchen – librarians runs an accessible document training. Would be happy to set up a training as well. Get RSVPs and invite admin staff if low turnout.

Good of the Order

**Next CSC meeting – Thursday, May 19, 2022 at 10am**

Adjournment