# Present: Lisa Bowen, Deborah Carden, Terry Carver, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Linda Hamman (Secretary), Roger Heminger, Gail Houtz (Chair), Deb Lowery (Chair Elect), Megan Lucy, Tina Martini, Jen Moore, Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Mike Hachtel (ASC)

**Excused: Tammy Corpe, Norma Lybarger**

**Unexcused: Teresa Mayo**

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

**Secretary Report (Approval of Minutes)**

* F. Olson motioned to approve the minutes as amended. T. Carver seconded. December minutes were approved.

**Treasurer Report - F. Olson**

* Expenditure of $135 for rental charge for electronic equipment utilized during CSC meetings in the BTSU.
* Foundation account balance is almost at $95,000.
* The endowed corpus should reach $100,000 in two to three years. This would generate interest of $3,000 to cover the Classified Staff Scholarships.
* Annual maintenance fee is 1.5% on CSC’s other foundation account. F. Olson may look into negotiating this.

**Guest Speakers:**

* Dr. Brad Colwell, Dean of the College of Education and Human Development
* Dr. Colwell explained the difference between an: arbitrator, mediator, advocate and an Ombudsman
  + Arbitrator – someone to whom a case is turned over and makes a final decision regarding the case. Decision is binding.
  + Mediator – presents recommendations, but doesn’t make a final decision. A mediator suggests possible resolutions.
  + Advocate – attends meetings with an individual to support them with their issues.
  + Ombudsman – This individual has no stake in the decision, but has authority to investigate and to make the decision. Confidentiality and independence is a must. An entity should only have one ombudsman, who is absolutely independent of the entity.

**Chair Report – Gail**

* Updates from University Council Meeting
* No meeting since last CSC meeting.
* Updates from Human Resource Meeting
* No meeting since last CSC meeting.
* Board of Trustees Meeting
* No meeting since last CSC meeting.

**Efficiency/Opportunity Study-Accenture Oversight Committees**

* Working oversight committees will meet and oversee the planning of working committees. Gail forwarded three names for each committee.
* Website will be updated throughout the process.

**Classification Specifications Update**

* Aon Hewitt Salary Review updates – The project is quickly moving forward. A final meeting is scheduled in two weeks with Aon Hewitt.
* By February meeting, CSC should know more

**Administrative Staff Council** – Mike Hachtel

* Three ASC members will assist classified staff with MLK day.
* ASC Executive team met and passed a resolution to call to action to support student movement that spurred Not in Our Town initiative.
* Plans have begun for the spring administrative staff reception, which will be held in April.

**Announcements**

* MLK Day of Service, January 20, 2014. Volunteers should meet on Monday at 7:00 a.m. in 201 BTSU (Sky Bank Room) to make sandwiches for 700-800 volunteers!
* Smoke Free Policy is now in effect.
* New Personal Leave Policy was affective as of January 1 and should appear on January 17 pay.
* Concern was raised about safety of pedestrians crossing at Mercer cross-walk. Gail will contact Monica Moll.
* W-2s – Electronic versions are on their way. Hard copies will be mailed out at the end of January.
* Members were reminded that mid-year performance appraisals are an option. The mid-year appraisal is a good time to ask questions and to increase communication regarding job performance and the performance appraisal process.
* South Hall is closed for renovations.
* Disability Services has moved to College Park.
* This month is celebration of Black History Month.

**Division Reports**

* Finance & Administration – D. Lowery
* Many de-registered students made payments and then were re-registered.
* Academic issues – 178 students were suspended and dismissed.
* Finance & Administration – K. Dutridge
* A Sales and Facilities Manager is currently being filled with the BTSU. The individual will work at Levis Commons and will generate interest in outside entities holding conferences at Levis Commons.
* Provost – J. Garber
* Extended hours since last Thursday, ends tomorrow.
* Student Affairs – L. Bowen
* Center for Leadership is sponsoring activities next week.
* Firelands – D. Carden
* Three classified staff positions are currently being filled.
* President’s Office – Y. Flores
* President’s office recently filled a classified staff position.
* At Large – T. Carver
* Constituent would like to see a monthly chair report.
* Constituent would like a link added for the minutes.
* University Advancement – R. Hemminger
* In process of hiring three development officers
* Year-end closing
* Retirees – T. Martini
* Board supposed to meet last Wednesday. The meeting has been rescheduled for today at 1:30 p.m.
* Retiree E. Dalton took over for G. Gordon to update the retiree newsletter.
* Golden Book Award distributed at convocation in September

**Committee Reports**

* K. Newman - OSCHE
* OSCHE meets on a quarterly basis.
* The last meeting was in October.
* Modification of the by-laws occurred.
* Universities with Unions are now allowed to join OSCHE.
* New Chancellor – John Carey
* Discussed possibility of raising funds for OSCHE.
* Next meeting is at OSU Wooster Campus on Friday, January 24.
* There were 9 schools, but Miami is withdrawing.
* Scholarship Committee – J. Schroeder
* Committee will meet January 16, 2014.

Good of the Order

**Locations for 2013 - 2014 CSC Meetings.**

**NOTE: Meeting locations may change.**

Mileti Alumni Center February 19, 2014 10am – noon

Bowen Thompson Student Union Union 314 March 19, 2014 10am - noon

Bowen Thompson Student Union Union 314 April 16, 2014 10am - noon

Awards Ceremony-BTSU Olscamp 101 May 21, 2014 10am – noon

Bowen Thompson Student Union Union 314 June 18, 2014 10am – noon

**Meeting adjourned at 12:00 noon**

Linda Hamman

2/10/2014

9:30 a.m.