

**Classified Staff Council
Meeting Minutes
March 21, 2018 – EPPN 108**

Present: Faith Olson-Elsea (Chair), Kathy Dean, Antoinette Jacobs, Danielle Burkin, Roger Heminger, Anna Lynch, Amber Snyder, Jennifer Johnson, Deborah Lowery, Karla Leady, Linda Hamman and Terry Carver.

Excused: Mark Henning, Teresa Mayo, Marsha Bostelman, Yolanda Flores, Tena Spratt, Margo Kammeyer (ASC Rep) and Firelands Rep.

Announcements:

- Next CSC meeting is April 18, in 108 EPPN, 10am-12. Suzi Saunders, HR trainer will talk on 10 communication mistakes.
- On April 21 Feed the Starving Children mobile meal packet making will be at the Stroh center from 10a.-10pm. Goal is to package 120,000 mobile meals. Give 2-hour commitment. Could go as a group.
- Send an email to the people you serve by contacting Beth Ann Rife or Anita Pump in HR to get a list of employees in your area. Stay in touch with your constituents, often.

Reports:

- Secretary Report – Heminger motioned to approve minutes from Feb. 21, 2018, seconded by Johnson, 1 abstention, passed.
- Treasurer Report – presented by Leady.
- Administrative Staff Report – Kammeyer reported trustee Megan Newlove is coming to ASC next month. They will discuss vision of board's mentor program.
- Retirees report – April 9 will be the retirees luncheon. Ralph Wolfe will present a history of the Gish Film Theater.
- Firelands report – no report.

Chair's Report:

- Notes from Meeting with President Rogers and VP Stoll on 2/27/18 - see report.
- Notes from Tri-Chair Meeting – see report.
- Leave Bank review – Waiting to meet with Patrick in HR on April 18.
- CS Handbook revisions and presentation – Waiting to meet with Viva in HR on April 10.

Old Business – updates:

- Chair elect – Danielle and Tony will be co-chair elects for the remainder of the year.
- Friday facts – introduce CSC members – take photo of all members.
- Web page updates – Jodi Schroeder is updating CSC web pages.
- Shirt status – Johnson discussed options. Are unisex sizes. Order and payments.
- CSC list of representatives and open positions – Elections schedule, Lowery sent out an email. Need 9, have 9 staying.

New Business:

- May's Award Ceremony – theme and program discussed. "Let Gratitude Be Your Attitude". Will be teleconferenced to Firelands and lunch will be offered at both campus. Mark Henning working on transmitting program.
- Gift cards for Maguire family, second round of giving.
- Firelands trip next year – Henning working on transportation. We will go for October meeting.

Committees – reports:

CSC Committees

- Bylaws – no report.
- Election
- Personnel Welfare – committee is waiting to meet with HR on the Handbook and Leave Bank revisions.
- Campus and Community – no report.
- Website
- OSCE – see report.
- Salary Compensation – first meeting will be next week. Review ASC proposal.
- Professional Development
- Outstanding Service Award – no report.
- Outstanding Team Award – no report.
- Spirit of BG Award – no report.
- Campus and Community – no report.
- Scholarship Committee – each will receive \$350 this year.

University Committees

- Professional Affairs and CIO Advisory Board – no report. Equal Opportunity and Information Technology – no report.
- Public Safety and Service Award – no report. PACHWI and University Council – no report.

Good of the Order

Adjournment