



**Classified Staff Council  
Meeting Minutes  
January 16, 2019 – 222 Adm Bldg**

**Present:** Antoinette Jacobs (Co-chair), Danielle Burkin (Co-chair), Faith Olson-Elsea, Kathy Dean, Dana Watson, Deb Lucio, Jane Perez, Jen Moore, Jamie Schimmoeller, Gretchen Avery, Mark Henning, Deb Carden, Anna Kelling, Sandi Smetzer, Amy Smith and Rebecca Lyons.

**Excused:** Sharyl Wahl, Marsha Bostelman and Deborah Lowery.

**Announcements:** Communicate with those you represent. Contact Beth Ann Rife (HR) at [barife@bgsu.edu](mailto:barife@bgsu.edu) to get a list of emails for employees in your area.

**Reports:**

- Secretary Report – Motion to approve December minutes by Jen, seconded by Anna, unanimously passed.
- Treasurer Report – no change from previous month.
- Administrative Staff Report – Rebecca reported ASC is working on salary comp proposal. Also a parental leave policy. Faculty receive this benefit now. Standard is 6 weeks paid leave. After discussion, Jen motioned to charge PWC with developing a parental leave policy, seconded by Toni, passed unanimously.
- Retirees report – No report. A rep is still needed.
- Firelands report – Deb reported they are doing a MLK challenge. Their campus is quiet right now during winter session.

**Chair's Report:**

It was discussed that the last salary audit review was 2011. At the next HR meeting it will be requested to have a full salary review done. Viva reported Mercy staff are all administrative, exempt and non-exempt status.

**Old Business – updates:**

- Gifts for speakers - Jen will report at next meeting. Jen is also creating a trophy for the MLK Food Challenge.
- Chair elect needed.

**New Business:**

- MLK JR Day – food collection challenge with administrative staff will be through January 25.
- Tobacco free resolution – a mini survey was emailed to classified staff.
  - Stating: Do you support the university's proposed policy to prohibit use of tobacco and e-cigarettes (vaporizing devices) in all facilities owned or leased by BGSU and on the grounds of any property owned or leased by the university? Note, Classified Staff Council endorsed the March 2017 "Air & Smoking Policy". The new policy will include e-cigarettes/vaping.
  - 166 took survey. 78% replied yes they supported new policy. 22% replied no.
  - Faith motioned to reaffirm resolution, Anna seconded. Passed unanimously.
- February's CSC meeting will be at the Oaks for the holiday luncheon, 10am-1pm.
- Speakers at March CSC meeting will be Sheri Stoll to discuss budget and Danielle Haynes (Student Case Manager Coordinator)
- CSC awards banquet will be May 15, 11am-1pm in OLSC 101. Dana, chair of committee will invite new provost to speak.
- Leave Bank Enrollment date – February 4 through February 22.
- Salary Compensation – Mark presented draft proposal. Discussion. Danielle motioned to approve with discussed changes, Amy seconded, passed unanimously.

**Committees CSC & University:**

Outstanding Service Award – Faith passed out the revised form for submissions.

**Good of the Order**

**Adjournment**