

**February 17, 2021 – 10:00 A.M. Zoom Meeting – Hosted by Dana and Gretchen**

**AGENDA**

**Attendees: Deb Lowery, Deb Lucio, Deb Carden, Dana Watson, Danielle Burkin, Andrea Amstutz, Lisa Molnar, Nestor Rave, Gretchen Avery, Pat Wilhelm, Jordan Cravens (ASC), Debra Huff, Linda Hamman, Marisa Cline**

Reports

* Secretary Report – Danielle Burkin
* Motion to approve November Minutes- Dana Watson Second Deb Carden
* Motion to approve January Minutes - Deb Carden second by Dana Watson
* Both Passed
* Treasurer Report – Deb Lucio
* No spending - nothing to report
* Administrative Staff Report
  + Composition request
  + Cost of living was 7%
  + Asking 4% - probably not likely but going for
  + Can share copy
  + Canned food drive
  + By laws – so much restructuring at university so trying to adjust by laws to reflect this for years to come.
  + Danielle asked about Payment Works
  + Lisa Molnar asked about pulling together salary goals with ASC. History of Salary was given by Danielle from her 6 years of experience.
* Retirees report – Pat Wilhelm
  + Zoom meetings
  + Remote Happy Hour the other day.
* Firelands Report – Deb Carden/Nestor Rave
  + Summer orientations
  + Spirit of BG 10 Nominations for January – most ever seen, two for February so far
* Chair’s Report – Dana and Gretchen
  + Not scheduled for meetings yet with President. Still working for coffee and doughnuts with President.
  + Met with HR – found out day before that campus operations staff would receive a raise based on market. Have not seen what communication looked like. Everyone eventually will be looked at according to market.
  + Constituent group meeting with President and Ben regarding masks. More of an information session about cases going down and what will that look like for the campus if numbers continue to decline.

Old Business – updates

* Diversity & Belonging Committee
  + Should be Ad Hoc
  + Needs to be updated in by-laws eventually.
  + Next step is in Friday Fun facts – information sharing and call for members
  + Will need to work on a charge. Will need to have someone on council to take lead for this. Contact Gretchen to get person documentation.
* Coffee and Donuts with President Rogers
* Spring Banquet
  + Deb Lucio – committee met
  + Discussion that possibly Oaks is an option. Would not have to pay for AV. Could use the back room which holds 110.
  + Survey will be sent out.
* Elections and committee positions
  + No takers on council for vacant positions that were left when Sandy left. Will put out to all staff. By-Laws, Election Committee, Professional Development Committee, Salary Comp. Committee, Scholarship Committee.
  + Salary Comp needs to call a meeting with Gretchen so that information can be shared after meeting with Sheri and Viva.
* Food Pantry
  + Gretchen will finalize dates with ASC. Looking at two week time period in March. Spring break and the week after. When dates are finalized, will make sure everyone will know. Need to confirm collection points. If your area is interested in collecting, let us know that. Or if you have a connection on campus that would be willing to have a box, help collect a box.
  + Biggest need is hygiene items
    - Diapers, shampoo, conditioner
* Flex policy
  + Gretchen was representatives on task force to put this together. Discuss with supervisor first before you go through process. Form was not shared with committee of representatives.

New Business

* Salary/Comp
  + Gretchen asked if they met at all yet – 2 people on committee are not on council.
* Plaques – Confirmation of names
  + Not as easy as anticipated.
  + Some of the names were already engraved in a bag sitting in the case in a bag on bottom of case.
  + Took off things to be engraved. Noticed some were skipped, some missing screws, 3 or 4 of the items, one side is stripped, other wont come out so it is hanging down. Possibly Chris or somebody can find a fix so it doesn’t look so bad.
  + Danielle to provide some items from an old plaque that may be helpful.
  + Gretchen will need list of names from previous years to make sure everything is up to date. Needs names of winners.
* Committee – CIO – Danielle – Hiretouch going away and CSS updated
* Lisa – Professional Development committee awarded $250 to classified staff member.

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:

Good of the Order

**Next CSC meeting – Thursday, March 17, 2022 at 10am**

Adjournment

Motion to Danielle, Second Dana Approved.