**CLASSIFIED STAFF ADVISORY COUNCIL**

**OCTOBER 20, 2015** / 9:00 AM / 103 STUDENT UNION

**Attendees**

Carol Alexander, Dawn Banker, Sue Bevan, Sarah Carpenter, Lori Cope, Tom Fortener, Ryan Fullenkamp, Julie Greenup, Jamie Henne, Mina Lundy, Cynthia Riley, Suzanne Semones, Elizabeth Styers

**Guests**

Susan Paul-photos

Judy Grant- EHS & A-Team

**Absent**

Patrick Ammon, Cathy Dalton, Beth Stanze-Tate, Kimberly Thomas

**Agenda**

**Pictures**

**Minutes**

1. September Minutes Approval
   1. Motion:  C. Alexander
   2. Second: R. Fullenkamp

**Old Business**

1. Staff Council Notes
   1. Budget shortfall, no impact on staff
   2. Faculty Friday was an error in communications; staff will have something
   3. Marijuana Legalization, what will we do if it passes
   4. Change in date and time
2. Bylaws & Chair Elect
   1. Still holding pattern
3. Quad Gods/UDAC
   1. UDAC has a plan in place, active bystander training
4. Total Compensation Notes
   1. Distributing position profiles, generating job description, 5-6 pages, important for classified to complete thoroughly \*\* After our meeting, it was determined that we would no longer be completing these profiles any time soon.
      1. Our best chance to get classified to be looked at, is to have the information ready when requested
   2. Results from Conversation Cafe
      1. Benefits in lieu of compensation, but benefits dwindling, low wages aren’t acceptable any longer
      2. Transparency from HR
      3. Strategic hiring committee: Committee to review jobs to see if they can be rehired
      4. HR only audits positions 4 times a year
5. Website Update-C. Riley
   1. The Website Management Team met in October to discuss the maintenance of the new website, storage of documentation from this date forward, and to discuss the best methods for storing and retrieving archived documents.
   2. The team is working with the University Library for proper storage of printed documents and CaTS for access to electronic records from previous versions of CSAC Website.  Volunteers are needed to assist with reviewing past records and organizing them for proper storage.  The team has created a 365 Site to serve as a storage location of documents from this point forward.
   3. The team will update the new website to identify current officers on CSAC Representatives page and add new sections to the website such as Fundraising, Current Events, Grapevine, and Elections. The By-Laws and Handbook will be included once they are approved by the administration.
   4. The team plans meet with Marketing for additional training on Drupal.
6. Past CSAC Members
   1. Kym Sellers: Successful move!
   2. Ife no longer with the committee; will help with some things as needed
7. Upcoming guests
   1. Dr. Berberich will be here November 17th.
   2. December meeting will, be breakfast, email will be sent out re: what to bring
   3. Dr. Hopkins, January 19th, will announce his retirement in May.
8. CSAC Committees
   1. Contract for travel, but we don't know anything about it,  Chrome River, software built for our traveling process
   2. Raidersgiving: they think they have outgrown space, want to use NC, but there are complications there.
      1. Was in Hanger last time, why not Atrium?  Apollo room?
      2. If you do anything with media, it has to be cleared through President’s office, because of debate, we can't have preferential treatment to any news outlet, or we might lose debate.

**New Business**

1. Vending Machines
   1. Student government heading, brought up at Board of Trustees, offerings in vending are unhealthy, want at least a 50/50 ratio.  Being driven by CAC students, there healthier food needed.
   2. Should CSAC write a letter of support?
      1. Motion: S. Bevan
      2. 2nd: C. Alexander
   3. Self-service market (Chartwells) in new Neuro building,
   4. Prices went up to compare with Hanger prices.  Administration wants to get rid of vending, just use Chartwells.
2. Open Discussion
   1. Round-about by Mini-U and salt barn needs more lighting
   2. Departments don’t have to post positions if the job already exists, still have to go through hiring process.

**Next Meeting Agenda**

1. Dr. Berberich
   1. Send issues to Dawn to add to agenda

**Adjournment**

Motion: J. Henne

Second: L. Cope