CLASSIFIED STAFF ADVISORY COUNCIL
Minutes
Tuesday, November 18, 2014

Members Present: Dawn Baker, Cathy Dalton, Tom Fortner, Jamie Henne, Mina Lundy, Cynthia Riley, Kym Sellers, Ife Shafeek, Tony Shreck, Elizabeth Styers, Kim Thomas, Earl Thompson

Members Excused Absence: Sue Bevan, Jodi Blacklidge, Jennifer Cox, Ryan Fullenkamkhp, Julie Greenup, Amanda Karper, Lori Luckner, Suzanne Semones, Kurt Holden, Diana Atkins

I. Approval of October, 2014 meeting minutes: The committee reviewed and approved the minutes of October 21, 2014.

II. Old Business

A. Staff Open Forum: Issues discussed with regards to the Staff Open Forum.
   1. The connectivity with Lake Campus was inconsistent
   2. Recommendation was made to host a Town Hall style meeting at the spring Open Forum

B. December Meeting Carry-In: A sign-up sheet was distributed for those who wish to participate in the December meeting carry-in. Elizabeth will contact those who were unable to make today’s meeting.

C. Staff Council Updates:
   1. Winter Leave:
      a. The university’s January 2, 2015 return date is in alignment with the State’s return date.
      b. The Classified Staff Advisory Council supports the WSU Winter Leave Program and appreciates the opportunity we’ve been given to take a break before the start of the new semester.
   2. Suggestion Box:
      a. Recommendations to provide free summer parking to students
      b. Signage to place emergency numbers in restrooms so people will know to call 211 rather than 911
      c. Clarification for how vacations days can be used
      d. Physicians Bldg. traffic flow assessed to prevent accidents

D. Committee Reports:
1. The committee review the Hospitality Committee minutes.
2. Elizabeth Styers reported on the November Faculty Senate Meeting.
   a. Raiderthon was a success
   b. Cliff Rosenberger, Ohio Speaker of the House is a WSU graduate
   c. Lake Campus has completed the interview process and selected two candidates for the Dean of Lake Campus
   d. CEHS Dean is retiring and a search is currently underway

E. Dreamweaver Software Purchase for Website: The committee agreed to hold on the purchase of Dreamweaver until we can get clarification on the CSAC status of the university’s conversion to Drupal.

III. New Business
A. Parking
   a. Increase in parking passes
   b. Parking Services will provide 10 electric spaces around student parking
   c. More parking space are expected to open in Lot 17 once construction from NEC clears
   d. A concern was raised with regards to parking in front of the Student Union with cars improperly parked at the curb. This creates a safety hazard for pedestrians coming to/from the building. A question was asked about who is responsible for reinforcing traffic rules in this area.

B. Raidersgiving: Planning is currently underway for this event. Those interested in attending may register online

C. Faculty Staff Appreciation:
   a. Volunteers are needed in the following areas
      i. to assist with event preparation and activities evening of the event
      ii. seek donations for door prizes
      iii. Work the CSAC Raffle
   b. Cindy motioned to donate a throw for the door prize. Motion seconded and approved.

D. OSCHE Meeting:
   a. The next meeting will be held at the Chancellor’s Office
   b. WSU will pay for the food to host this event

E. Total Compensation Committee: Dawn Banker and Luchanna Davis have been selected to serve as Classified Staff representation for this committee

F. Workplace Injuries: Sherry Mickey-Boggs will update the website to direct those who are injured in the workplace to report to Raj Soin
Medical Center or Urgent Care on Kemp Road. The Physician’s Building located on campus is not equipped to receive those injured in the workplace.

G. Promotion Increases: Promotions of 5% may be given without outside competition; up to 7% with outside competition.

H. Speakers/Topics: Send suggestions to Dawn

IV. Hot Topics
   A. Dawn has been selected to serve on the Bolinga Search Committee
   B. Committee discussed ways to recruit new members and to select a historian to track CSAC History and Activities to possibly post on the grapevine

Next Meeting: **Tuesday, December 16, 2014, 9:10 – 10:50 a.m., E103 Student Union**