

# CSAC Minutes

CSAC monthly meeting		
9.16.2014	9:10 A.M.	E103 Student Union (Explorer Room)
Meeting called by	Dawn Banker, CSAC Chair	
Type of meeting	Monthly	
Attendance	<p>Diana Atkins, Dawn Banker, Sue Bevan, Jodi Blacklidge, Jennifer Cox, Tom Fortner, Ryan Fullenkamp, Julie Greenup, Jamie Henne, Amanda Karper, Lori Luckner, Mina Lundy, Cynthia Riley, Kym Sellers, Suzanne Semones, Ife Shafeek, Tony Shreck, Elizabeth Styers, Kim Thomas, and Earl Thompson.</p> <p>Excused absences: Cathy Dalton</p> <p>Unexcused absences: Kurt Holden</p>	
Approval of the Minutes		
Discussion	Minutes from the August 19, 2014 CSAC Meeting were reviewed. No comments or corrections were voiced.	
Action Items	Motion to Approve	Motion Seconded
	Jamie Henne	Ryan Fullenkamp
	Unanimously Approved	
Hazel Rountree		
Ombudsperson		
Discussion		
<p>Hazel attended the meeting to talk about her role at the university. She noted that she deals with what she calls "accelerated cases" meaning that normal methods have not resolved the issue. She has also been working with Emily Hamman in Human Resources to develop a bullying-in-the-workplace policy. The committee communicated to her that employees and students are unaware of where she is located. Hazel clarified that she is located at 292 University Hall. The door at the end of the hallway, by the stairwell, is now open and a full-time receptionist is there to assist. She noted that approximately 80% of her workload involves students.</p> <p>The committee voiced the following staff concerns:</p> <ul style="list-style-type: none"> <li>• Staff knowledge and experience is not considered when applying for internal job postings. The example provided was for a position in RaiderConnect. The job qualifications listed that the applicant must have a Master's degree, but no exception was given if you had several years of experience performing the job duties. It was mentioned that the people that did receive the position(s) spent the next several months calling departments and asking how to handle situations.</li> <li>• An extensive amount of time was spent explaining to Hazel why Classified Staff is upset with the June/July job re-classifications. This was again an example of how longevity, knowledge, and experience is not valued.</li> <li>• Discussion and explanation was given to why CSAC is frustrated and feels ignored when serving on various councils and committees. CSAC emphasized that they want to be included for the entire process. CSAC would like to be brought back in to the process before implementation begins. It was explained that many times representatives of CSAC voice concerns at the various planning committees and focus groups, but then what ends up being implemented is far from what was discussed. This happens time and time again and leaves the representatives feeling as if the meeting facilitator (often a member of the administration) doesn't care about their concerns and will do what he/she wants.</li> </ul> <p>Hazel's response was to suggest that the committee email her regarding what issues they would like her to address. She noted that she cannot promise to find an answer to the concerns, but she will research the issue and reply. It was suggested that the committee decide on its top three issues each semester and the email be sent to her from the Chair. She promised to send an email acknowledging receipt of the email.</p>		
Future CSAC Social Events		
Discussion		
The committee decided that October 16 <sup>th</sup> should be the date of the next CSAC Social Event. Julie Greenup will make reservations and advertisements will be sent out sooner than the previous event to allow people to mark it on their calendars.		
By Laws and Handbook		
Discussion		
Emily Hamman is no longer in charge of addressing the changes in the handbook. The responsibility has been passed to Meltem Kokaly, Employment Manager Graduate Student in Human Resources. The goals of this initiative is to have one handbook for all staff, publicize and date any changes, and provide paper and electronic versions.		

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Student Wage Adjustments		
Dawn Banker		
Discussion		
<p>The Student Employment Job Classification email received from Kim Gilliam was discussed again at the last Staff Council meeting. Kim Gillum, Shari Mickey-Boggs, and Emily Hamman were in attendance to discuss this topic. Kim reported that administration and Shari signed off on the classifications. It was mentioned that the faculty pushed for this policy and that it would be a more competitive and equitable wage. Emily Hamman was quoted as saying, "I knew it would be trouble". Student Employment has deferred responsibility to Business Managers. It was noted that the approved pay ranges were outrages and the process for providing the student with the higher wage is to simply send an email and no justification was mentioned. Dr. Berberich said he will look into the issue further.</p>		
Hot Topics		
Discussion		
<ul style="list-style-type: none"> <li>• Faculty and Staff Appreciation Night is scheduled for January 17<sup>th</sup>. Planning will begin soon. Let Cynthia know if you would like to help plan.</li> <li>• Travel Committee is meeting on September 17<sup>th</sup>. Many of the people on this committee are business managers who never do travel forms. Staff members who fill out travel forms on a regular basis were encouraged to attend.</li> </ul>		
Adjournment		
Motion to Adjourn	Motion to Approve	Motion Seconded
	Suzanne Semones	Earl Thompson
	Unanimously Approved	
Minutes respectfully submitted by:	Amanda Karper	