**Classified Staff Advisory Council**

**Tuesday, September 15, 2015** / 9:00 AM / E103 Student Union

**Attendees**

Carol Alexander, Patrick Ammon, Dawn Banker, Sue Bevan, Sarah Carpenter, Lori Cope, Cathy Dalton, Tom Fortener, Ryan Fullenkamp, Julie Greenup, Jamie Henne, Mina Lundy, Cynthia Riley, Suzanne Semones, Beth Stanze-Tate, Elizabeth Styers

**Absent**

Kym Sellers, Ife Shafeek, Kim Thomas

**Agenda**

**Minutes**

1. July minutes approved after updated to “family leave”
   * Motion: S. Semones Second: C. Alexander
2. August minutes approved
   * Motion: J. Greenup Second: C. Alexander

**Old Business**

1. Committees
   1. Staff Council
      1. Earthquake drill scheduled for 10/15; information coming (email sent to campus 10/13)
      2. Dispute Policy: should we try to talk to Sheri Mickey-Boggs?  HR is available to use, but haven’t received a good response from them, but HR is a place employees can go to talk about issues before they become problems.
      3. Over summer, HR collected data, it will yield results soon: Classification system, benefits, focus group information.  Should show where we are at, and where we want to go.
      4. Benefits: premiums will have a 0% increase; emp +1 5% increase; emp +2 10% increase; University’s contribution to health savings plan is going down; Pharmacy premiums going up; Enrollment Oct 29-Nov 13, will be charged $75 from Jan pay if you enroll after Nov 13th; Oct 21 is the benefits fair
      5. Water Quality:  1 water sample in Diggs came back bad, so University has to notify the public, nothing has hit since then; what about salt and lead levels?  Most of the outside pipes are new
      6. President Award for Excellence:  Why are councils involved at all?
   2. Travel: committee isn’t formal, but S. Semones is keeping her finger on the pulse so we know what is going on with the new travel processes; first meeting didn’t get too far into it, no questions were taken
   3. Webmaster/Communications: C. Riley, J. Greenup, L. Cope; will post meeting minutes and bylaws (after approval); when something new is posted, can an email notice be sent out so Staff can go view?  Handles website, grapevine, and social engagements like the pizza party
   4. Bylaws/Classified Staff Handbook: decided this should be an ad hoc committee, as needed, wages and benefits almost overlap, Motion: J. Henne         Second: S. Bevan; Dawn will email Craig Wooley to see if it is possible to get our Classified Staff Policies & Resources section of the HR website printable, and not just a pull-down
   5. Nominations/Elections: moved treasury responsibilities to the secretary, which isn’t in line for the chair anymore; Motion: S. Semones Second: R. Fullenkamp
   6. Wage & Benefits / Policies & Procedures: separate committees that will work together; chair for each but everyone is looking for issues; set aside time to discuss at each monthly meeting; Motion: C. Alexander Second: C. Dalton; C. Alexander and S. Semones on wages and benefits; S. Carpenter and S. Bevan on policies and procedures-staying in touch with Melton in HR with changes and handbook updates, classified and unclassified.
   7. Fundraising: J. Greenup and C. Dalton; committee is open to new ideas
   8. Environment & Communications: Disbanded, moved communications up to Webmaster; Motion: S. Carpenter Second: S. Semones

2. Campus Committees

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| --- | --- |
| Athletic Council | T. Fortener & R. Fullenkamp |
| Parking Appeals | M. Lundy |
| Dining Services | J. Henne |
| Bookstore | C. Dalton |
| UDAC | D. Banker (always USAC chair) |
| Sustainability | N/A |
| Semester Transition | N/A |
| Blackboard | N/A (hasn’t met for years) |
| Travel (not a formal group) | S. Semones |
| CaTS Issues (not a formal group) |  |
| Building & Grounds | Can we get someone back on this committee? |

3. Tony and Jodi Resignation: Jodi will help Secretary/Treasurer next year with elections ; not going to replace positions since we are working to down-size

4.    Bylaws (backdated to 7/1/15): Motion to accept: C. Riley Second: J. Henne All in favor; we operate as before, until Berberich approves then we will look at elections in January to see how we can downsize to 15.

5.   Travel: Above

6. Quad God: what can we do to show our students we support them; could student government get involved?

7. December meeting will be our carry-in with Dr. Hopkins.  In October we will pass around a list of what everyone is bringing so we balance it out.

8. Dr. Steven Berberich should be joining our meeting October or November

**New Business**

1. CSAC Pizza party: October 15 at LaRosa’s.
2. Electing a chair elect:  Waiting until our bylaws are approved, then we will move Tom from chair elect to junior-chair.
   * Nomination of S. Carpenter as secretary/treasurer:  this person won’t be in line to be the chair.  S. Carpenter was nominated.
     + Motion: S. Bevan Second: C. Dalton

3. Photos will be taken at the next meeting, group and individuals for those that don’t have them.

4.    Faculty/Staff Appreciation Basketball night will be Feb 20th.  Volunteers needed for planning committee.  It should be senior night.

**Next Meeting Agenda**

1. Photos for group and individuals

**Adjournment**

**Motion: S. Bevan Second: R. Fullenkamp**