

# **Classified Staff Advisory Council**

## **Meeting Minutes for November 20, 2018**

Location: 162 Millet Hall

**Present:** Franchesca Alford, Patrick Ammon, Connie Bajek, Cathy Dalton, Shelley Gravenstine, Lori Morris, Greg Patterson, Sheri Penwell, Carly Porter, Suzanne Semones, Mark Watson, and Becca Webb

**Absent:** Ron Applegate, Tom Fortener, and Pam Kiernan

### **I. Approval of Minutes – 9:12am meeting start**

Cathy Dalton motioned to approve September minutes, Suzanne Semones seconded, all approved and motion passed.

Greg Patterson motioned to approve October minutes, Connie Bajek seconded, all approved and motion passed.

*Lori Morris arrived at 9:26am, at the end of introductions, and did not vote.*

### **II. Welcome New Member/Introductions**

Members introduced themselves to Mark Watson, who we welcomed as a new member at Nancy Patton's resignation.

### **III. Old Business**

#### **a.) Staff Council Notes**

##### **1. Parking Passes**

- It was noted that A parking passes have been re-instated and are available for purchase.

##### **2. Faculty Negotiations**

- Walt Branson discussed faculty negotiations and how the strike would work. They do need to provide 10 days' notice before striking. The police would be on 12hr shifts and have a big presence throughout. There will be no available use of vacation/sick time so as to prevent "sympathy strikes". There is some anxiety about crossing the picket lines, but there will supposedly be information disseminated to staff about options for safety, etc. There has been no universal conversation, however, which is disheartening.

##### **3. Staff Council Survey**

- There was discussion about the recent Staff Council survey. More unclassified staff answered, but it should be noted that there is now far fewer classified staff.

*Franchesca Alford arrived at 9:44am*

#### 4. Insurance

- There was a question about whether there would be an effect (positive or negative) on the cost of our insurance premiums, should faculty join our staff insurance plans. There was no true answer to be had.
- There was mention that the new spousal surcharge added to the insurance is actually a double charge, considering there is one already in effect, increasing the rate in insurance for those adding a spouse to their insurance already. This does not feel reasonable.
- Connie mentioned to Shari Mickey-Boggs the Buy Up Plan aspect of Delta Dental that she had heard about at the SOCHE conference. It would allow members to purchase additional coverage at a low premium to obtain better dental plans for more extensive/expensive dental needs. Shari will look into this.

#### **b.) Talk Back Lunch Notes**

- Complaints that not many classified staff showed, but there are less of us, so the proportion is probably still good, as there were more classified staff present than usual. The biggest discussion was the strike, as the session was prior to the Staff Council meeting information. **Connie will advise of the next Talk-Back luncheon when it is scheduled. *The next meeting will be 11/28/18 from 11:30am to 1:00pm in the Rathskeller, per email sent after our meeting.***

#### **c.) Committee reports**

##### **1. BOT Finance, Audit, and Infrastructure Meeting**

- Becca emailed the minutes from the meeting on 11/19/18, noting that she was not aware at the two previous meetings she'd attended for CSAC that there was a place for the CSAC rep to sit at the table and speak up for classified staff but that she did so at this meeting. This was what was emailed to the Board:
  - a. Finances:** Fitzpatrick questioned Shipley about the possibility of more cuts in personnel and was assured that the position vacancies should cover any financial needs. Lower expenses (37%) should create additional savings and revenue is on track (49% - the same as last year). The biggest question would be whether money would need to be spent on maintenance repairs (busted pipes, etc. over the winter). Shipley says we are still on track to reach the \$3 million surplus to the bottom line at the end of the year, depending on revenue. We only have 1 day (\$900,000) left to reach our goal of cash on hand. In June of 2018, we had 53 days and at present we have 59.
  - b. Guaranteed Tuition:** There was discussion about the next cohort for guaranteed tuition...especially since it seems the state legislature seems to be close to allowing an increase in tuition (which has been frozen for 5 years). With the provisions of allowing the 1.5% increase over cohort 1 based on averages and a possibility of allowing for more if the state assembly allows provisions in their budget for undergrad students, we should be in the clear with revenue, even if the state allows an increase in tuition. A vote was made to send the new language added to the contract to the full Board.

**c. University Archives Project:** Lots of discussion about the move of University Archives from the 4<sup>th</sup> floor of Dunbar to areas in the building where HR is located. This will provide a larger space and better access (especially via parking) to the public, as well as give the 4<sup>th</sup> floor library space back to the University students for other use. Due to some language Branson used in support of the project, there was expressed concern about insect infestations that could affect the students (not the case – paper mites damaging the archives is documented, but nothing like bedbugs or the like that could harm students) and safety concerns regarding lack of fire suppression. Langos says he'd vote yes only if he can get a set date for space planning (for which he's been asking for over a year). Branson says he'll get one before the next meeting. Schrader says this should be in conjunction with the Strategic Plan, which should be wrapping up at the same time. Money for this project was raised by donors, so it doesn't push on our budget and would be in conjunction with traditional placement of archives with other universities, especially those accessed by a larger community.

## **2. Dining Services Committee**

- The shipments come from a Cincinnati-based warehouse (Sysco) and the purchasing portal is complicated in that the supplier doesn't give the same product every time, which explains the inconsistency in Chartwell's offerings.
- Monday of Finals' Week, there will be a late night breakfast for students, which will need volunteers.
- Raidersgiving needs volunteers (12pm – 2pm on Thanksgiving, where students unable to go home for the holiday are served here at the McLin Gym at a FREE event).
- Carly asked to step down from the committee, which meets Thursday afternoons once a month (the next meeting being 2pm-3:30pm on December 20<sup>th</sup>). **Lori Morris volunteered to be the new CSAC representative on the Dining Services Committee.**

## **3. Student Affairs Committee** *(part of the BOT Committee Day)*

- Carly says that the Student Government argued against the new limited shuttle services. They presented a cost-effective proposal for one shuttle to travel to the central dorm spots once an hour on class days.
- The JC Penny Suit Up event in conjunction with the Career Center and Student Affairs went very well. They plan to do it again before the Spring Career Fair, too. There are talks to add a partnership between the Food Pantry and Clothes that Work to provide career clothing to lower-income students.

## **4. Enrollment Committee** *(part of the BOT Committee Day)*

- Carly attended and said that the committee reports they are deactivating two academic programs: The Food Systems Management Bachelor's and Certificate degrees at Lake Campus and the Biological Sciences Bachelor's degree at Lake Campus.
- The Boonshoft School of Medicine's Internal Medicine and Neurology Departments are combining into one department.
- There is a proposal for a 99% discount to the out-of-state surcharge to online classes for active military students. We are required to charge extra to out-of-state students for our courses, but there is no set fee, so a 1% charge would be within law. The question is whether this would be a unique offering that would draw these kinds of students to our

school. Those proposing aren't sure. They also did not have a particular plan to promote the program. There are currently 8 students on campus that would benefit. There would need to be double that for the university to profit from it. They need to make a promotional plan, but the University wants to roll it out in the Spring, with State approval.

- We are adding a Master's of Science in Marketing Analytics and Insight in the College of Business (there is no cost to do so, so it is already rolled out).
- Becca comments that, this week, the English Department has added a Digital Media and Writing Certificate to their listings, though this was not mentioned at the committee meeting.

### 5. Women's Luncheon

- Suzanne went to the womxn's networking meeting and felt it went well. Provost Edwards said we don't have to ask permission to schedule meetings for and/or create groups like the A-Team. Just do it! She wants us to make networking/camaraderie meetings and groups for solidarity.

### 6. OSCHE Conference

- Connie attended the 2 day OSCHE conference and learned of the Delta Dental Buy Up Plan program, mentioned previously. She also learned that other campuses close for their Day of Service programs so that staff can serve their campuses/communities. Bowling Greene just gave a positive letter to their staff during their troubling times, giving encouragement and recognizing all of their hard work. It is noted that something like that would be nice to receive here at WSU in our difficult time.

*Shelley Gravenstine arrived at 10:16am.*

### d.) Survey of Classified Staff

- More discussion about the survey of Classified Staff regarding Unified Staff. We'd like to do a survey regarding interest, reasons for/against, and whether people would be interested in committee work surrounding proposal presentations, etc.
- There is a big concern surrounding survey confidentiality, as we know Qualtrics is not confidential and are unsure whether Survey Monkey is. **Greg will talk to CaTS about possibilities for a truly confidential survey.** There was a suggestion to do a paper survey and have a drop box in the CoLA office.
- There was discussion regarding the type of questions (open-ended, multiple choice regarding each privilege/benefit, etc.). **Carly will draft a survey for the Board to review at the next meeting.** Susanne has the email responses sent to Dawn Banker after the CSAC Unified Staff meeting we had in May and the CSAC website has the slideshow presented at that meeting, which we would include/reference in the survey for those who could/did not attend. **Becca will email Carly the questions she'd sent to the group a few meetings ago,** just in case Carly can't find them in her email folders.

#### **e.) A team? / Lunch and Learn**

- **Board Members are encouraged to come up with topics for the 2019 Lunch & Learns and bring them to the next meeting.** We will then also figure out when to schedule the meetings and who we will ask to lead the specific topics. Some suggestions are ChromeRiver and Refreshing Your Résumé.

#### **f.) Web Page**

- Our Web Page should be all set, as Becca and Shelley have received some training. Now all of the minutes and agenda uploads are up-to date and the officers/members listing is updated. The group and member photos will be updated soon, as they will be taken at December's meeting.

### **IV. New Business**

#### **a.) Chair Elect**

- Connie Bajek is the current Chair but was only Chair Elect for a very short time. Tom Fortener is the most recent Past-Chair. Discussion of what to do regarding open Chair Elect position, including possibly suspending the bylaws due to extenuating circumstances regarding the fact that Connie has served less than 1 year as a full Chair; voting between current interested parties; and waiting until the January meeting. It was decided that we table this until the next meeting.
- During the Chair Elect discussion, there was an inquiry as to whether the bylaws needed any further review. Further reduction in the number of board members (as classified staff continues to dwindle) is currently rejected. **Connie will look over the bylaws to see if anything needing review stands out and will bring it to the Board at the next meeting.**

#### **b.) Next Meeting**

- The next meeting will be a Carry-In meeting at the Foundation Building. **Becca will create a Sign-Up sheet to email everyone regarding food to bring.** Pictures will be taken (free of charge to the board) to update the website/marketing materials and the photographer will bring information about how to schedule/obtain headshots as well. Hence, **Board members are encouraged to come to the December meeting dressed as they feel appropriate regarding professionalism and comfort level,** but no specific requirements are noted.

### **V. Open Discussion**

#### **• One Staff Council**

- There was discussion at the Staff Council meeting about having CSAC and USAC become two separate sub-committees under a unified Staff Council. After much discussion

(including the fact that this would probably relegate us to only one representative at the Board of Trustees meetings, rather than one classified staff and one unclassified staff representative). This seemed contradictory to the Shared Governance direction the councils are exploring. Becca Webb motioned that we not accept the proposal. Shelley Gravenstine seconded, all were in favor, and the motion passed.

**VI. Adjournment** – Connie Bajek motioned to adjourn, Cathy Dalton seconded, all approved and motion passed at 10:52am.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rebecca B. Webb". The signature is fluid and cursive, with the first name being the most prominent.

Rebecca B. Webb, CSAC Secretary