

Classified Staff Advisory Council

Meeting Minutes for February 20, 2018

Location: 162 Millet Hall

Present: Carol Alexander, Connie Bajek, Dawn Banker, Greg Patterson, Carly Porter, Lori Cope, Tom Fortener, Suzanne Semones, Becca Webb, and Sharon Wik

Absent: Ron Applegate, Diana Atkins, Cathy Dalton, Terry Day, and Ryan Fullenkamp,

I. **Call to order/minutes – 9:09am meeting start**

As Carol left early, Dawn ran most of the meeting. Minutes for last meetings to be sent for email vote when they are completed. As Suzanne has to step down as Treasurer and Secretary due to increased WSU workload, **Carly Porter will become Treasurer and Becca Webb will become Secretary.**

II. **Old Business**

a.) Staff Council Notes

1. Staff Council is still working on fixing the traffic issues in Millett. **Tom will draft a letter** through Staff Council that will be sent to the students/staff/faculty to bring attention to the issue. **If you see instances of similar issues in other parking lots, email Tom** so he can include them in the letter.
2. The summer student worker issue has been resolved and reverted back to prior rules.
3. Staff appreciation night wrap-up consisted of Craig Woolley (twice) and Dr. Gary Dickstein receiving pies in the face, sending money to the Michael Corchoran Scholarship Fund and Student Government Scholarship Fund, respectively.
4. Communications and Marketing will be moved back to the Main Campus building (University Hall) to save on the rent money. Many other moves are happening and departments are being charged to do so.
5. Staff Development Day, formerly voted to be cancelled, is now back on, though lunch and breakfast (aside from coffee, hot tea, and water prior to the first session) will not be provided.
6. Staff Council's "Questions With the President" has been rescheduled for Thursday from noon to 1pm in the Apollo room and **all committee members are encouraged to attend.**

Carol left at 9:25am

b.) Steering Committee Update

1. Meetings (comprised of WSU employees and community members/stakeholders) are currently being held with much group work and sharing thoughts on the current and past state of WSU. There are plans for a three-day summit in March.

c.) Other Committee Reports

1. Academic Realignment Strategic Plan Committee Meeting

Notes have been emailed to the committee and this stage has been completed. This first stage committee was not charged with looking into financial repercussions, but it is the

biggest worry for all involved. Huge thanks go to Sharon for representing CSAC on this board and keeping us in the loop every step of the way.

2. Aside from the Electronic Travel Pilot

ChromeRiver has a roll-out reschedule date of April, but there is still much apprehension surrounding the process and platform...especially in regards to viewing access and need for a more easy way to reconcile ProCards.

3. SOSHI Meeting

Need to split the \$300 cost with the USAC voting member, Mandy. Vicky was not a voting member. Question about car rental costs resulted in reply that the cost was not split in the past. **Connie will send invoice/information to Tom for payment.** Connie notes that Sinclair will be giving its employees a \$500 one-time bonus in February. They and Lorain are starting to give bachelor's degrees. OSU is giving a 2-3% raise and \$375 bonus to its employees. Akron is not doing a raise, though most others are. Columbus State is doing 1-2% raises for 3 years and also is starting a new School of Hospitality Management. Many universities are also doing a Vacation Time Share program where unused vacation time is shared with those needing it, either via a pool or from individual to individual. Would be nice if WSU could consider this.

4. Athletics Meeting

No current report, but **Greg will take Terry's place as Athletic Council's CSAC representative.**

5. University Diversity Advisory Committee Meeting

UDAC updated the most recent (1984!) University Diversity Statement and submitted it to the Board of Trustees. The new focus is on assisting the accreditation process in including diversity and equity/inclusion, as required. The biggest hurdle is an "over-surveyed" environment that makes collecting data from departments difficult. The committee is searching for an alternate route of information gathering.

III. New Business

a.) BOT Meeting Notes

Faculty is frustrated with current BOT actions/inactions. Double Bowler has an affiliated party exemption, making its dealings less transparent. The new pilot project, Inclusive Courseware, has saved students more than \$56,000 on textbooks/online access from the nine high-enrollment courses using it this semester. An additional \$300,000 in savings is expected by having the Bookstore order in bulk.

b.) Athletic Council Opening

See above – II.c.4

c.) Provost Search

There does not appear to be any USAC or CSAC members on the Provost search, so **members are encouraged to attend the Q&A meetings with Provost candidates** and talk on the listserv to gather the best idea of what's needed in a Provost and submit feedback to the administration. * FYI: From commoffice email 02/19/18, Committee members are

- Kimberly Ferguson-Scott, interim associate vice president of student affairs
- Ellen Reinsch Friese, interim vice president for research
- Michael Griest, director of student enrollment services

- Stephen Jacquemin, associate professor, Lake Campus science & mathematics program
- Joseph Keferl, dean of the College of Education and Human Services
- Holley Mapel, vice president of Student Government
- Shari Mickey-Boggs, associate vice president and chief human resources officer
- Brenda Roman, associate dean for medical education
- Shu Schiller, chair of information systems and supply chain management
- Todd Stewart, director and chancellor of the Air Force Institute of Technology
- Lisa Wellinghoff, senior lecturer of mathematics and statistics
- Jonathan Winkler, chair of history

d.) WSU Allies Request

WSU Allies are drafting a letter to the administration, advocating for an all-gender restroom in each building on campus (currently 5 are available: Student Union, Student Success Center, White Hall, Allyn Hall, and the main lobby of the Creative Arts Center). They are inquiring as to whether CSAC would be willing to sign their letter and/or create one of their own in support of the initiative. **Dawn will email the draft letter to members and ask for an electronic vote, yes or no.** The restrooms would provide safer facilities and a lessening of gender dysphoria among current and potential students, faculty, and staff.

e.) HR/Pharmacy Discussion

The issue surrounding Express Scripts not paying for an employee's prescription has been discovered to be a connected to her "single employee 80/20 plan" insurance status, as no family plan seems to have been affected, but we are unsure from where the problem stemmed and whether it has been fixed. **Dawn will find out what caused the problem** (Express Scripts, Anthem, HR, employee, etc.) **and make sure it has been addressed/fixed.**

IV. Open Discussion

1. CSAC vacancies

Suzanne will still chair the nomination (April) and election (May) process for CSAC membership. Diana Atkins is retiring and Terry Day is out on medical leave for an indeterminate amount of time that may require his stepping down a year early. **Suzanne will see who the (two) top alternate candidate(s) from the last search are and Becca will call to offer him/them/her membership.** Carol may also be stepping down as Chair elect, due to an increased work load, so **members are asked to consider volunteering to be Co-Chair or Chair-Elect for FY19.**

2. CSAC Website

Becca will submit minutes to the group for corrections before posting them to the website. She will need access to do so. **Lori and Sharon are in charge of managing/updating the website.**

V. Adjournment – 10:17am meeting end

Respectfully submitted,



Rebecca B. Webb, CSAC Secretary