

Classified Staff Advisory Council

Meeting Minutes for July 17, 2018

Location: 162 Millet Hall

Present: Franchesca Alford, Patrick Ammon, Ron Applegate, Connie Bajek, Dawn Banker, Cathy Dalton, Terry Day, Tom Fortener, Pam Kiernan, Sheri Penwell, Carly Porter, and Becca Webb

Absent: Lori Cope, Jenny Daws, Greg Patterson, and Suzanne Semones

I. Approval of Minutes – 9:11am meeting start

Ron Applegate motioned to approve minutes, Cathy Dalton seconded, all approved and motion passed.

Franchesca Alford arrived at 9:12am, in the middle of the approval of minutes, and did not vote.

II. Share Good News

Members shared personal and professional good news.

III. Old Business

a.) Committee Reports

1. **Throws**

Jenny Daws is not here, so Dawn will start an email chain.

2. **Website**

Lori Cope is not here, so Dawn will start an email chain.

3. **Shared Governance** (*shared during Staff Council Additional Business*)

Carly Porter conveys that the committee set up a structure of goals and tasks. At the conclusion, they will send an optional recommendation to the leadership and have back-up plans, should shared governance not be accepted, that forwards progress of increasing staff presence in university processes (by having bylaws of current committees adjusted, etc.)

b.) Staff Council Notes

1. **Old Business**

- HR to work on updating the directory to reflect new room/phone numbers.
- They are still working to address the chain of command reporting for Staff Council and it probably won't be confirmed until after Dr. Edwards starts.

2. **New Business**

- Winter Leave Policy: Formerly, one received 2 days paid holiday and then one had to use vacation days the remaining two days with prorated winter leave for vacation time use of those with less than four weeks of vacation. Now everyone uses 2 days of vacation. HR says it changed last year, but no one was notified. CSAC will work to argue this policy change without notice, as we should be appraised of policy changes

- RIF should be completed in two weeks. AIA with Matt Boaz currently. Notification should be coming soon regarding new terminations.
- **Total Compensation Study may be released after AAUP Fact Finding report is complete.** Looking to roll out the changes after reeducating management.
- After a discussion about organ donation leave, leave donation was brought up and will again be explored.
- It was clarified that the Interim AVP and Controller position is temporary while a permanent position fill is sought (like Interim President McCray).
- **The Court Leave policy will be updated** to reflect the fact that we are no longer required to sign over our jury duty checks to WSU.
- Issues with key issuance/turn-in needs to be addressed at the next meeting.

3. Additional Business

- Staff Council is finalizing their bylaws update.
- Adam and Dawn went to the ITN Medical Provider Working Group meeting (regarding who will administer our medical plan) and found reps. on the committee were varied in terms of experience and use of WSU coverage. WSU has been spending \$600,000 a year on Stop Loss insurance (where we are covered if employee claims are over \$400,000), but it only saved us \$89,000 last year. Dawn requested the savings amounts from using the Stop Loss insurance over the last five years to see if that's been worth it (as it may be better to put that in an escrow account). Several insurance companies are bidding to administer our insurance plan. This committee will review their proposals and say whether they are acceptable – they have no power to actually choose the plan.

IV. Open Discussion

a.) OSCHE (Connie Bajek)

- Connie went to the OSCHE meeting last Friday because OSCHE generously paid for her mileage when we informed them we were unable to afford to attend.
- Lorraine received a 3% increase and the Staff Council started a Farmer's Market (\$10 a table all donated to the Food Bank).
- Sinclair received 2.5-4% increase and a Bonus.
- Columbus State 2% increase and re-did their bylaws. Their staff is not elected to council. If you want to serve, you write a paper about why you want to join.
- Fall meeting is a 2 day affair at Sinclair and the speaker is the man who started the staff council movement in Ohio.

b.) More Unfilled Positions (Ron Applegate)

- Lost another HVAC worker and the position and won't be filled.

- V. Adjournment** – Applegate motioned to adjourn, Carly Porter seconded, all approved and motion passed at 10:39am.

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