

Classified Staff Advisory Council

Meeting Minutes for August 21, 2018

Location: 162 Millet Hall

Present: Franchesca Alford, Ron Applegate, Connie Bajek, Dawn Banker, Lori Cope, Cathy Dalton, Tom Fortener, Shelley Gravenstine, Pam Kiernan, Greg Patterson, Sheri Penwell, Carly Porter, Suzanne Semones, and Becca Webb

Absent: Patrick Ammon

I. Approval of Minutes – 9:10am meeting start

Dawn Banker motioned to approve minutes, Lori Cope seconded, all approved and motion passed.

Carly Porter arrived at 9:13am, in the middle of the approval of minutes, and did not vote.

Franchesca Alford arrived at 9:14am.

II. Share Good News

Members shared personal and professional good news.

Greg Patterson and Shelley Gravenstine arrived at 9:18am.

We welcome Shelley Gravenstine to CSAC, who will be replacing Jenny Daws (who submitted her resignation after taking a new position outside of Wright State). Everyone introduced themselves.

III. Old Business

a.) Staff Council Notes

1. Old Business

- Winter Leave Policy update reviewed.
- Still unsure of Fiscal Watch status.
- The books for FY17 still are not closed.
- \$8.3 million surplus.
- Enrollment projection is down (7% in the budget and 10% in reality).

2. New Business

- Comp Time Policy was clarified – there is no comp time for unclassified staff.
- University Strike Procedures reviewed for staff. Strike probably in October, but won't happen until the Fact Finding Report is voted on. The three issues important to the striking faculty are pay raises, health benefit cost reduction, and better summer contracts. Essentially, staff aren't unionized, so there shouldn't be any issues with us crossing strike lines.
- There was a request for the breakdown of RIF'd staff by category: 25 cuts total. 7 were classified, 18 were unclassified (2 hourly and 16 salaried).

3. Additional Business

- Shared Governance Task Force will resume soon. Becca mentioned that neither she nor Carly had heard anything from Jerry Hensley since the first meeting and neither know what they

should be doing currently. **Becca will email Jerry to inquire about the Shared Governance Taskforce activities post-meeting.**

- The Shuttle Service was discontinued to the Residence Halls and South Campus, however, ParaTransit Services will continue for students with disabilities.

b.) Meeting with Shari Mickey-Boggs and USAC

- Shari is the liason between Staff Council and Admin, so she had a meeting with CSAC and USAC chairs. She's asked us what kind of goals CSAC would like to pursue in the coming year. We don't currently have any, as we are more of a reactive board at the moment with regards to the current climate at WSU. She offered to do team building with USAC and CSAC, but this was declined. She proposed a newsletter to the staff, which was met with a maybe.

c.) Committee Reports

- No committee reports, as none have met since the last meeting.

d.) Resignations

- Due to Dawn Banker and Lori Cope resigning, we will need two new CSAC members. **Connie will email the next two people with the most votes from the last election.**

IV. New Business

a.) Committee Assignments

1. CSAC Committees

- Wage & Benefits committee and Policies & Procedures committee will now be combined under **Shared Governance committee, which will be staffed by Carly Porter and Becca Webb.**
- **Fundraising committee will be staffed by Shelley Gravenstine** (who will do the marketing/money collection) **and Becca Webb** (who will store the throws and canopy).
- **Communication committee will be staffed by Shelley Gravenstine and Suzanne Semones**, as both want to learn Droopal. **Lori Cope will assist Shelley and Suzanne with Droopal. Becca Webb will email Lori all of the 2018 meeting minutes to ensure they are uploaded to the website. Committee members are encouraged to update their photos in the directory so that they are also updated on the website (as they are linked).**
- **Election Committee is currently staffed by Suzanne Semones**, but she would like some help. **Carely Porter and Becca Webb agreed to help.**

2. WSU Committees

- **Athletic Council will continue to be staffed by Greg Patterson and Tom Fortener.**
- Parking Services & Traffic Appeals is no longer active.
- **Dining Services Advisory Committee is staffed by Carly Porter.**
- **WSU Bookstore Advisory Committee is staffed by Cathy Dalton.**
- University Diversity Advisory Committee was staffed by Becca Webb, but will no longer be active. Matt Boaz may create a new committee, but nothing has yet been decided.

3. Staff Development Day Committee

- Currently, the Staff Development Day is run entirely by Unclassified Staff. The question was posed as to whether we want Classified Staff representation on the planning committee. Staff Development Day is now only once a year, instead of biannually, and the budget is very low. We would like to be more visible on campus and this is a great way to do so. **Franchesca Alford volunteered to represent CSAC on the Staff Development Day Committee.**

b.) CSAC Officer Notes

- There are a number of tubs of old notes from former CSAC officers that either need to be gone through and sorted for shred and archive (electronic filing or sent to WSU Archives), organized for WSU Archives per their policies, or shred. Connie Bajek called for a vote and all voted to shred the documents, save Suzanne, who abstained. **Tom Fortener will shred the officer notes.**

Greg Patterson left at 10:18am

c.) Survey of Classified Staff

- There was discussion to have a survey done of Classified Staff regarding points of the Unified Staff meeting discussion from back in May (things like changing Classified Staff vacation accrual, etc.). We'd like to have internal opinion data ready when the faculty contract negotiations are complete and HR turns to us. Suzanne has all of Dawn's collected feedback from the May meeting and can add that to what is collected with the survey. The question was raised as to who would like to come up with questions, but no one volunteered. It was asked when the survey should be sent but no answer was decided. **The survey idea will be revisited at the next meeting.**

V. Open Discussion

a.) OSCHE (Connie Bajek)

- Connie states that the next OSCHE meeting will be held at Sinclair October 18th and 19th.

b.) CBU Insurance

- The Collective Bargaining Unit has a meeting tomorrow and will discuss negotiations with admin. They want to be on the Teamsters' local insurance, which should save WSU \$400,000 in the first year.

c.) 80/20 Certificate

- The 80/20 certificate for our insurance still isn't viewable or printable on the WSU website; it's only listed as "coming soon." This is not legal and **we will be pursuing this with HR so that the certificate is made available to all employees ASAP.**

VI. Adjournment – Dawn Banker motioned to adjourn, Lori Cope seconded, all approved and motion passed at 10:36am.

Respectfully submitted,



Rebecca B. Webb, CSAC Secretary