

Classified Staff Advisory Council

Meeting Minutes for December 18, 2018

Location: WSU Foundation Bill Shepard Board Room

Present: Franchesca Alford, Patrick Ammon, Ron Applegate, Connie Bajek, Cathy Dalton, Tom Fortener, Shelley Gravenstine, April Haley, Lori Morris, Greg Patterson, Sheri Penwell, Carly Porter, Suzanne Semones, and Becca Webb

Absent: Mark Watson

I. Board Pictures

Prior to official meeting, the board (minus Mark Watson, who was unable to attend) had a group photo taken by Chris Snyder from WSU Communications and Marketing. Upon receipt, the photo will be posted to the website.

II. Approval of Minutes – 9:49am official meeting start

Suzanne Semones motioned to approve November minutes, Shelley Gravenstine seconded, all approved and motion passed.

III. Welcome New Member/Introductions

Members introduced themselves to April Haley, who we welcomed as a new member at Pam Kiernan's resignation.

IV. Old Business

a.) Staff Council Notes

1. New Policies

- It was noted that we have updates to University Policies: Readmission and Export/Trade Controls Compliance. There were also changes to the Honorary Degree policy and the Academic Standing: Good Standing and Probation policy. Other policies were rescinded or retitled.

- **It is noted that, should you wish to be on the notification list for policy changes, you need to email a request to Suzy Zech.**

As a follow-up after the meeting, an official announcement concerning the Export/Trade Controls Compliance Policy was sent 12/19/18 to the entire campus community via the comm-announce listserv.

2. Dr. Edwards' Email

- Dr. Edwards sent a campus-wide email regarding position searches for the Dean of RSCOB and the Vice Provost of Research & Innovation, "set to occur this spring".

- She also mentioned the unit re-arrangement within Academic Affairs: “as of November 30, Enrollment Management (Admissions, Registrar, Financial Aid, Transfer Services, Raider Connect), the University Center for International Education, the University Registrar, and University College (Academic Advising and Career Center) will begin operating as a single unit designated as the Division of Student Success. The unit will report to Dr. Paul Carney as Interim Vice President for Enrollment Management. The new model will not change the duties of those affected nor result in any reorganization of the individual units”.
- In the email, she included a note that she was unable to attend the commencement ceremony because she has been diagnosed with breast cancer and has had difficulties with the treatment. **CSAC will send a “Get Well Soon” card to Dr. Edwards as soon as possible.**

3. Strike Discussion

- Communication has been crafted and a plan is in effect in the event that a faculty strike is called.

4. Volunteer Project

- At Greg Sample’s talk with USAC, there was discussion about a “Beautification Project” where staff could volunteer on work time to help with planting flowers, mulching, etc., as the grounds department has significantly shrunk. We are not sure if this is staff-exclusive.

5. Parking/Parking Lot Discussion

- There was mention that the N Permit (where people park in Raider Lot 20 and ride the bus to campus at a MUCH reduced rate) is suspended for the Spring Semester due to lack of a regularly-scheduled bus. People are upset that students who purchased two-semester passes in the Fall may be able to park in Lot 4 like those who purchased C permits at a 6-8x higher rate.
- It was noted that parking permit prices for staff were not increased for 2019 passes.

6. Staff Potluck Event

- Staff are encouraged to attend the Classified and Unclassified Staff Potluck on Tuesday, January 8th, from 11am to 1pm in the Student Union Apollo Room. **RSVP by 12/20/18.**

7. Shared Governance

- There was much discussion about figuring out a shared governance model. The idea behind it is to create a more direct reporting line between CSAC/USAC and the President.
- One current suggestion, should Shared Governance be enacted, was to have USAC and CSAC combine efforts in regards to staffing committees. Committees without voting meetings (such as the Bookstore Committee and the Dining Services Committee) would be attended by one staff member, rather than one staff classified member and one unclassified staff member, conserving efforts.

Greg Patterson left the meeting at 10:18am.

- There is concern among the Board that this structure would cause us to lose our voice. Clarification of “subcommittees” was submitted.
- The goal at the moment is to look at what committees classified staff, faculty senate, and unclassified staff are attending so that there is representation of each faction on every committee.
- A tentative deadline for the Shared Governance proposal being brought to a leadership committee meeting is April 24th.

8. Things to Bring to Staff Council

- It is suggested that we move the meeting time for either Staff Council or CSAC, as we would like to meet before Staff Council, rather than after. **Connie Bajek will take a look at the two schedules and discuss with Council how we can best accommodate this without negatively affecting academic departments** (by having both meetings the same week). It was suggested that we might have our meeting on the same day/in the same week as USAC.
- We’d like for Staff Council to define the term “staff,” as we feel it is not accurate for it to be said that staff was represented on a committee when the “staff member” was an administrator like Greg Sample or Gary Dickstein, for example. Perhaps Matt Boaz would be able to help with this.

b.) Talk Back Lunch Notes

- The Talk Back Lunch on 11/28/18 was not well attended. Talked about the staff survey reports and the restroom updates. Other discussions were about a suggestion that staff volunteer to (on work hours) assist with snow removal and painting. There was concern about safety and liability. At this meeting, there was a question about whether the ability to do these things on work hours would be possible because of “other duties as assigned” in a job description. **It was pointed out that classified staff positions are not allowed to have this designation in the job positions.**

c.) Committee reports

1. Athletics Committee

- On 12/17/18, Tom Fortener sent information from the Athletics Committee meeting regarding Student Athlete majors and what the NCAA is doing to reward schools whose athletes excel and graduate. It is noted that WSU Athletics have a goal of meeting 2 of the 3 requirements (Academic Progress Rate, Graduation Success Rate, and Federal Graduation Rate difference), though we only need to meet 1 of the 3 to receive distributions.

2. Staff Development Day Committee

- Franchesca Alford is the new CSAC representative on the Staff Development Day Committee and reports that a survey was sent to all staff (classified and unclassified) regarding the use of Staff Development Day funds and whether there should be a speaker (the proposed speaker being AJ Gibson (<http://www.ajgibson.com/aboutme/>)).
- There is a call for other suggestions for the budget (besides food and speaker fees) and a question about whether one would attend a lunch/speaker hour. It is noted that some prefer a networking lunch to talk to other staff members with whom they don't normally get time to associate and many wouldn't attend if there wasn't lunch provided, which would put few people in the seats for a speaker, possibly rendering speaker fees a poor way to spend the budget.
- It was noted that the link was only sent on the announce and staff listservs, which misses a number of staff members who do not subscribe. **Connie Bajek will send an email with the link to the Classified Staff email list** to ensure everyone is given a chance to vote. The link is https://wright.qualtrics.com/jfe/form/SV_02MWg3f6HaPt6Zv.
As a follow-up to the meeting, it is noted that the link/information is also posted on WINGS under "For Everyone".

d.) Survey of Classified Staff

- There was an explanation given for April regarding what the Survey of Classified Staff entails (getting another temperature on feelings surrounding a Unified Staff now that more cuts have been made) and it was noted that many members are unaware of our rights. It was decided that we definitely want an education email (or a portion included at the beginning of the survey) sent to assist the staff before taking the survey. There was also discussion about how there is more power to be accessed because there are fewer classified staff and we need to take that into consideration when making decisions and/or standing up for our needs and rights.
- **Carly Porter will email her rough draft of survey questions, a benefit summary, and notes regarding problems and concerns after returning to her office**, as time did not allow for discussion/review at the meeting.
- There is a big concern surrounding survey confidentiality, but this discussion was tabled until the next meeting to the time constraint.

e.) Lunch and Learn Topics

- This item was tabled until the next meeting, as time did not allow for discussion.

f.) Bylaws Review

- This item was tabled until the next meeting, as time did not allow for discussion.

V. **New Business**

a.) **Picture**

- Group photo was taken at the beginning of the meeting. Chris Snyder said that **anyone needing a headshot would need to contact the office of Communications and Marketing at 937-775-3345** to request a meeting time. The headshots are taken in the studio office on the second floor of Millett Hall. We believe these are free of charge at this time.

b.) **Shared Governance**

- The Shared Governance discussion was had under “Staff Council Notes”, item IVa5.

VI. **Adjournment** – Cathy Dalton motioned to adjourn, Suzanne Semones seconded, all approved and motion passed at 11:03am.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rebecca B. Webb".

Rebecca B. Webb, CSAC Secretary