

# Classified Staff Advisory Council

## Meeting Minutes for May 21, 2019

Location: 162 Millett Hall

**Present:** Franchesca Alford, Ron Applegate, Connie Bajek, Cathy Dalton, Tom Fortener, Lori Morris, Sheri Penwell, Carly Porter, Suzanne Semones, and Becca Webb

**Absent:** Patrick Ammon, Shelley Gravenstine, April Haley, and Greg Patterson

### I. Approval of Minutes – *9:13am official meeting start*

Quorum not available at the beginning of the meeting, so minutes were not approved until 10:51, when a quorum was present. At that time, Tom Fortener motioned to approve April minutes. Ron Applegate seconded, Carly abstained, and all others approved, so motion passed.

### II. Old Business

#### a.) Staff Council Notes – *(Lori Morris and Sheri Penwell arrived - 9:15am)*

##### 1. Staff Senate Proposal

- The Staff Senate Proposal didn't make the Leadership Team meeting, so it has been pushed to next time (without us, as we weren't invited to attend). We may push for an invitation to the table.

##### 2. Leave Bank

- The idea of a Leave Bank (where sick leave hours are donated and able to be used when necessary by those without sick leave). Bowling Green just reinstated theirs and Akron is starting to develop a policy there. We want to reinstate ours and will use their platforms to help design it. Carly joined the Committee developing it. Some proposals have been that one can't withdraw without having made donations in the past, unless they submit an appeal to be considered by an oversight committee. This would all be SICK leave only, no vacation hours.

#### b.) OSCHE Notes

- OSCHE is looking to invite staff councils from other schools to attend meetings, as they are showing poor turn-out numbers. Membership dues are half what they used to be (now \$250 a year). Carly and Ron can reach out to colleagues at UC, but we aren't sure if that university can be included, as their staff has union representation.

#### c.) Medical Advisory Group Meeting Notes – *(Franchesca Alford arrived - 9:22am)*

- The Wellness Initiatives for Discussion paper from HORAN shared with the MAG was given to CSAC, showing the three-year plan for offerings surrounding healthcare initiatives.

- General consensus was the biometric screening wasn't helpful to the employees and was suspected to be a way for employers/healthcare providers to monitor how many employees have what kind of health "problems" and potentially discriminate.
- It was suggested that ways to help employees be more healthy would be to deal with issues like how to handle the stress and chaos at the University and provide the solutions; such as Flex Hours (especially in the Summer – like allowing employees to leave early on Fridays and work the extra hours Monday-Thursday or something).
- Another suggestion/mention was morale boosting committees. Franchesca mentioned one in her area (RSCoB) that gathers everyone in the building once a month to celebrate birthdays, does team-building activities and pot lucks, etc.
- It was noted that Kroger's Cornerstone has a Dietician on staff that works with you personally and this service is 100% covered by our insurance. We wish this was more widely advertised to employees.
- There was a question about how CSAC can help and one recommendation was pushing for Short Term Disability sign-up options to be available beyond merely at first-hire...especially as many are overwhelmed with options and unaware they can't elect to have that after the first offering.
- The School of Nursing wants full control of the on-site health clinics (Mental Health center in SU and the lab in UH), being able to offer it to faculty, staff, students, and their families, rather than just students.

#### **d.) Committee Reports**

##### **3. Bookstore**

- Cathy reports that the committee has not yet met this month

##### **4. Staff Development Day**

- Franchesca reports that the committee has not met for quite some time; no new developments.

##### **5. Athletics**

- Tom reports that President Schrader attended the last meeting and asked a lot of questions. The meeting consisted entirely of sub-committee reports. When questions, it was explained that Faculty Senate is over athletics, to ensure athletes are getting an education.

##### **6. Dining Services**

- Lori reports that Dining Services had their last meeting of the fiscal year.
- She shared our answers (given at the last meeting) to their survey, but felt it was a bit chaotic and many people's survey answers were being addressed as they were writing on the boards, rather than as a whole. One response to our survey was that they bake their bread fresh daily.
- They are excited about the new OBI robots received by a grant from ODS to help students with disabilities eat independently  
(<http://webapp2.wright.edu/web1/newsroom/2019/04/24/comfort-food-2/>).

- As part of the One Million Acts of Kindness initiative, they made after-school boxes and give them to the Wesley School Center.
- They are promoting the Stop Food Waste initiative.
- They are working on stopping the cross-contamination of allergens served. It was mentioned that employees should be trained that the gloves they wear don't just protect the food from the germs on their hands, but also protect the customer's meal from being touched by other foods that are potential allergens for them; hence, gloves need to be changed after every serving.
- They served over 7,000 guests at last month's Arts Gala.
- August 22<sup>nd</sup>, all dining places on campus will re-open.
- The new catering guide online will be FDA approved.

## **7. Faculty Senate**

- Carly reports that the task force committee on Faculty Senate of which she and April are members has submitted a draft for their Code of Conduct initiative. They discussed why the document should exist (whether for use in disciplinary ways or as a document for collecting the existing policies). Lindsay Wright had stated that, from a legal perspective, it would be used for disciplinary purposes, especially as there are many policy gaps in other documents, such as bullying (as the Bullying Policy has not been approved/ratified, yet).

## **III. New Business**

### **a.) Member Elections**

- Suzanne is writing down the steps for the election process, as she is stepping down. **Franchesca Alford, Sherri Penwell, and Becca Webb will all be up for election and agreed to write statements of intent and nominate themselves when they receive the election forms.** Carly Porter is also at the end of her term, but is automatically re-elected, as she is the Chair Elect. Tom Fortener's term ends as well, but he does not wish to run again.

### **b.) Elect CSAC Treasurer**

- Carly reported that the only requirement for becoming treasurer is access/willingness to learn or already knowing how to do JVs. **Lori Morris volunteered to be the next CSAC Treasurer** (starting July 2019).

### **c.) Treasurer's Report**

- Carly reports that CSAC has a budget of \$3,000 a year. \$1,800 has been spent so far (officer's stipends). There is an additional \$290 in the Foundation Account. We've gotten some revenue for throws. It was suggested that we do a Classified Staff gathering/pizza party funded by some of the remaining dollars.

### **d.) Next Meeting Question**

- We were asked whether to do the traditional carry-in next month or July when we have new members and it was decided to do it in July.

#### IV. Open Discussion

- There was a Wright Venture proposal that is being continued, pushing for a WSU website through marketing that is specifically targeted to WSU Announcements (regarding events, student recognition ceremonies, etc.).
- There was documentation that the USAC/CSAC term for Chair was 3 years and that was confusing. It was determined that this counted when the individual served as Chair elect, as Chair, and as Past Chair.
- There is a policy (8610.4) that the University would reimburse the department for their payment to their employee's time card during the employee's time away from the office during service as a CSAC Chair (25% of staff salary for 10hrs per week). This has happened in the past, but we don't know who is responsible for implementing it. **Connie Bajek will look into this.**
- Alumni Relations is moving out of the Foundation Building and into 2455 Presidential Drive.
- Facilities Management is moving out of 2455 Presidential Drive, as are the Auditors.

#### V. Reminder of Upcoming Events

- May 24, 2019 Board of Trustees Finance Committee Meeting (Connie to try to attend, as Becca cannot)
- June 13, 2019 Staff Council (267 University Hall, 9:00 – 11:00)
- June 18, 2019 **CSAC Meeting** (162 Millett Hall, 9:10 – 11:00)
- July, 26 2019 **OSCHE Meeting**, Columbus State, Delaware Campus)
- TBD in July Medical Advisory Group Meeting
- TBD in September Talk Back Lunch

#### VI. Adjournment – The meeting adjourned at 10:59am with a motion from Ron Applegate and a second from Cathy Dalton.

Respectfully submitted,



Rebecca B. Webb, CSAC Secretary