

# Classified Staff Advisory Council

## Meeting Minutes for September 17, 2019

Location: 162 Millett Hall

**Present:** Franchesca Alford, Patrick Ammon, Cathy Dalton, April Haley, Mia Honaker, Liberty Leon, Lori Morris, Sheri Penwell, Carly Porter, and Becca Webb

**Absent:** Ron Applegate, Connie Bajek, Greg Patterson, Shelley Gravenstine, and Earl Thompson

### I. Welcome New Member – 9:15am official meeting start

- Connie is not able to attend today, so Carly Porter is chairing the meeting.
- We begin by welcoming Earl Thompson, who will be stepping into the vacant position left by Suzanne Semones. He was on the board 5 or so years ago and has been at the University for a number of years. He is unable to get away from the office (he works in the police dispatch center), but should be at the next meeting.

*Mia Honaker arrived at 9:17am*

### II. Approval of Minutes –

- Franchesca Alford motioned to approve August's minutes, April Haley seconded, all agreed, and motion passed.

### III. Old Business

#### a.) Treasurer's Report

- The Treasurer's Report to be presented at the next meeting.
- Lori is still attempting to obtain access as the new Treasurer, but no one seems to know who the council's Business Manager is now, under the new re-org. **Lori Morris will contact Sommer Todd to see who CSAC's Business Manager is.**

#### b.) Staff Council Notes

##### 1. **Benefits**

- Monica Mack from HR was at Council to discuss the status of Benefits and what changes in 2020 are coming.
- We are under the projected estimate of claims up to June and none have pushed us above the \$400,000 threshold for the Stop Gap. We hope to get some money back from that if it stays that way. Costs are down across all constituencies (employees, dependents, spouses).
- Anthem anticipates increases in 2020 around 4.7% (approximately \$1.2 million), but WSU will be absorbing the increase and not passing it on to employees.

##### 2. **Xerox**

- Craig Wooley was at Council to announce there will be no more managed print, with Xerox's contract expiring in June. We will be going with a subsidiary of Xerox, ComDoc.

*Liberty Leon arrived at 9:28am*

We can lease and purchase materials externally now, which will make things less expensive per click (print job) compared to Xerox. We are currently spending \$341,000 with 357 machines and we will save \$57,000 with the new vendor.

- The Printing Services Consortium is a separate contract (with Wright Copy) and currently crumbling, as the schools with which we partner to offer it are backing out. Their contract is up in January and the future of that is unknown.

### **3. Leadership Team Update**

- The Tobacco-Free policy will be updated to replace “e-cigarette” language with “vaping” to reflect modern concerns.

### **4. Catering**

- Catering cost issues were brought to Debra Radford and she negotiated with Chartwells. They will roll costs to last year’s prices plus an increase of only 2.5%.
- There is a policy change of purchasing for a minimum of 20 people – we will now only be required to have a minimum of 10 people, as per the previous policy.
- The original contract with Chartwells is now up for negotiation. The Board of Trustees is looking to extend up to 48 months with different terms than those in the current contract (from 2013). We are hoping for a shorter extension and putting up the contract for bid.
- There was a discussion at CSAC of issues surrounding “policies” Chartwells touts that aren’t shown anywhere in writing (for instance, bringing in Food Trucks and requiring they provide a percentage of profits to the university – with April Craze trucks being “grandfathered in”). **Carly Porter will bring these issues of unfair/unseen Catering policies to Staff Council.**

### **5. Councils Org Chart**

- The Org Chart for councils needs to be re-done.

### **6. Staff Development Day**

- There was discussion at Staff Council surrounding Staff Development Day vs. mini-events desired for staff morale and retention. It was said that the latter sounds to be in the realm of Staff Development Day activities. Perhaps ideas for these mini-events can be taken and money set aside for Staff Development Day can be used to fund them. Perhaps part-day workshops and networking/social gatherings would be more beneficial and attended than one large Staff Development Day event. There was mention at CSAC that the old Retiree picnics were missed, as it was a time to say hello to old friends. Perhaps that can be involved as well, despite that having been previously funded by the WSU Retirees Group. **Cathy Dalton moved that we meld the Staff Development Day and morale committees together.** Mia Honaker seconded, all agreed, and the motion passed. **Carly Porter will take this motion to Staff Council, in case they need our consideration there.**
- There was a request for more Staff Development Day Committee volunteers, what with the new combination committee proposal, but this will be tabled until the next

meeting, as we are unsure the number of USAC representatives able to be included in that membership.

c.) **Committee Reports**

- No committees have met yet this term.
- Liberty has been trying to contact people in Dining Services to join their meetings as the new CSAC representative, but she has had no luck. **Liberty Leon will follow up with Nick Paige to see when Dining Services is holding its meeting this term.**

d.) **Committee Assignments**

1. **CSAC Committees**

- Fundraising committee: **April Haley** (with assistance from **Becca Webb**)
- Communication committee (including web page): **Becca Webb**
- Election Committee: **Shelley Gravenstine**

2. **WSU Committees**

- Athletic Council: **Patrick Ammon** (with assistance from former member, Tom Fortener)
- Dining Services Advisory Committee: **Liberty Leon**
- WSU Bookstore Advisory Committee: **Catherine Dalton**
- Staff Development Day Committee: **Franchesca Alford** and **Mia Honaker**

e.) **CSAC Staff Council Representatives**

- Connie requested more clarifying language than the previous voted CSAC bylaw change from last month regarding Staff Council Representatives. **Carly Porter motioned CSAC accept the following language, instead: *The chair shall be responsible for assigning CSAC representatives to Staff Council and may use whatever selection method they feel is appropriate.*** Cathy Dalton seconded the motion, all accepted, and motion passed.
- This term's **CSAC representatives are Connie Bajek, Carly Porter, Lori Morris, Ron Applegate, and Franchesca Alford.**

IV. **New Business**

a.) **OSU Minimum Wage Increase article** - found at <https://news.osu.edu/15-per-hour-minimum-wage-ohio-state-to-make-further-investments-in-its-employees/>

- There was an article shared on the listserv 08/31/19 that told of OSU's new policy to increase minimum wage there to \$15.00 an hour (impacting 3,800 of their employees).
- Mary Zurawka forwarded it to CSAC, asking how many employees it would impact here if WSU followed suit and whether it was something CSAC would be bringing to the administration's attention.
- It is shared that the State will be increasing minimum wage to \$15.00 by 2025, so OSU was just jumping ahead of that. Additionally, we are guaranteed a raise when the faculty contractual raises come to pass in 2023 and the university president has shared that she hopes to give staff a raise before then, too, but it depends on enrollment/budget.

- **Carly Porter will reach out to HR to see if we can get a number of employees that would be impacted if WSU raised minimum wage to \$15.00 an hour.**

### **b.) Benefits**

- Gathering employee health data with the risk assessment tests is done to use as a bargaining chip with Anthem the next time we review the contract.
- We have a new vendor (UNUM) for life insurance, long-term disability, and short-term disability.
- Work surrounding FMLA is outsourced now that Jamie Henne is no longer working in HR.
- Dental insurance costs have gone up a few cents, but will be maintained.
- We will have a joined partnership on insurance negotiation with other schools and will be able to attract better vendors, better rates, etc., for everything except vision (as that is currently not included).
- Eligibility for insurance coverage is changing. Part Time employees working 51% to 74% are now no longer eligible, effecting 32 staff members. 8 of those have access to Medicare, but the rest do not. HR will not release a memo about this, but are reaching out to individual employees to see what adjustments need to be made.
- All life insurance policy holders need to fill out new beneficiary forms.
- 10/30 to 11/13 is Open Enrollment, but if you want the \$300 added to your FSA, you need to sign up for the Wellness Plan by 10/23.

### **c.) Move-in Day**

- We want to get a jump on seeing if we want to help Residence Life with Move-in Day next year, as this year's idea to provide breakfast was so last minute that it didn't pan out. They did do snacks this year, so no one went unfed. Jennifer Attenweiler and Carol Raider are on Staff Council this year so we have easy access to discussions with them; we want to work with them and not step on toes, offering something that would be more of a distraction/disservice than a help.

### **d.) Guest Speaker at next CSAC Meeting**

- It was suggested that we have a guest speaker at the next meeting and inquiry as to whom we should invite. Craig Woolley (Chief Information Officer) was suggested on the agenda.
- Paul Carney, now in charge of the Enrollment Management Division, was suggested, so as to clarify retention rates and the personnel within the division.
- There was a strong suggestion to invite President Schrader, as she hasn't yet been to meet us and the addition of the new VP for Institutional Advancement position leaves questions regarding what the role of the University's President (and President of the Foundation) is. Per the email from communications 09.16.19, the VPIA "will lead traditional fundraising efforts that benefit Wright State's students, programs, and initiatives. The Vice President will also lead a newly created Office of Corporate and Community Engagement and the existing Advancement, Alumni Relations, Marketing, and Communications offices. The Vice President will be responsible for driving strategy and coordinating the

university's external image and messaging across all of its externally facing touch points”.

**V. Open Discussion**

- There was a question about the email sent 09/11/19 about a report of “a potential violation of the University Violence in the Workplace policy” that resulted in someone being escorted off campus and put on “administrative leave”. It was shared that DDN covered the story and stated it was a staff member that texted about being fed up with going to so many meetings (hindering her from getting work done) and wanting to “shoot her brains out”. There was collective agreement that the stress within staff’s work environment is reaching high levels and more must be done to alleviate it or more (and worse) potential issues like this one will rise.

**VI. Reminder of Upcoming Events**

- September 25, 2019                      Talk Back Lunch
- October 10, 2019                      Staff Council (267 University Hall, 9:00 – 11:00)
- October 17, 2019                      **CSAC Meeting** (162 Millett Hall, 9:10 – 11:00)
- October 23, 2019                      Benefits Fair (10am – 2pm with free Flu Shots)
- November 14 & 15, 2019              OSCE Conference (Columbus State College)

**VII. Adjournment – The meeting adjourned at 10:48am with a motion from Becca Webb and a second from Cathy Dalton.**

Respectfully submitted,



Rebecca B. Webb, CSAC Secretary