

# **Classified Staff Advisory Council**

## **Meeting Minutes for August 20, 2019**

Location: 162 Millett Hall

**Present:** Franchesca Alford, Ron Applegate, Connie Bajek, Cathy Dalton, Shelley Gravenstine, April Haley, Liberty Leon, Lori Morris, Sheri Penwell, Carly Porter, Suzanne Semones, and Becca Webb

**Absent:** Patrick Ammon, Mia Honaker, and Greg Patterson

### **I. Approval of Minutes – 9:16am official meeting start**

Franchesca Alford motioned to approve July's minutes, Sheri Penwell seconded, all agreed, and motion passed.

### **II. Treasurer's Report –**

The Treasurer's Report will be presented at the next meeting.

### **III. Old Business**

#### **a.) Staff Council Notes**

##### **1. Xerox**

- WSU is re-doing the Xerox contract. Craig Wooley will be coming to the next Staff Council meeting and will accept feedback. **Email Connie feedback regarding copiers.**

##### **2. Catering**

- The costs for catering are huge. We've asked how the contract is set up. Shari Mickey-Boggs is speaking with Debbie Radford to find out. We aren't allowed to cater at the moment anyway, due to budget restrictions, but are still concerned. The Cultural Identity Centers can't even provide their cultural food for events because of the contract and waivers aren't always approved.

##### **3. WSU First Impressions**

- In the last meeting, we discussed

##### **4. Committee Reports**

- There were no committee meetings last month.

##### **5. UBOT – Budget Thoughts and Discussion**

- The meeting didn't start until after 5pm and most of it was about the VP of Advancement position and using a lot of money for the hiring firm to find candidates. The President stood up for it.
- The budget line for compensation is the same, though enrollment is down. Some contracts we can't do anything about, however (AAUP, faculty, etc.).

*Ron Applegate arrived at 9:33am*

## 6. Benefits Advisory Meeting

- The AAUP negotiations have resulted in the faculty now paying the same for insurance as all other WSU employees. The benefits of their being involved won't be felt until the end of the year.
- The highest tier is now dividing with employees making the top 10% of salary being in the top tier (not a dollar amount, but thought to be those making more than \$275,000). The bottom two are split 33 1/3% and 33 1/3%. The extra tier generates more income, so it will pay for the extra \$1.1 million needed to cover fees, etc.
- We want to have a spousal fee only if insurance is available to them elsewhere, but that won't be in place this year because we need the projection of cost savings.
- Stop-Loss insurance cost is better now because we now get a partial refund if we don't use it. We didn't get that before because we reached our limit. Unfortunately, we are close to our limit now, too.
- The new wellness program (preview provided to CSAC members **and email sent to employees post meeting**) is now a go and has a multi-year strategy.
- Instead of submitting receipts, we now will be getting a debit card for FSA/HSA purchases.
- There was a question whether one who opted out of the FSA/HSA plan can elect to join and to gain the \$300 incentive for the wellness plan. The money is not available until February 2020, but open enrollment is in October. **CSAC will ask if one can sign up for the FSA/HSA plan and donate \$0, then still get the \$300 incentive. CSAC will also ask whether the \$300 counts toward the total amount limited by the HDA.**

## IV. New Business

### a.) Committee Assignments

- Fundraising: **Becca Webb will continue to store and deliver the throws and April Haley will be the contact person** for those desiring throws and will notify the treasurer (with tax information regarding purchaser) and Becca (to deliver the throw to the purchaser).
- Communications: **Becca will continue to manage the website.**
- Elections: **Shelley Gravenstine will be in charge of the Election process**, including recruiting helpers. **Suzanne will pass on job aids, etc. and Connie will get Shelley access to the Qualtrix and USAC** to train her on the process.
- Athletics: **Tom Fortener will continue to represent Classified Staff on this committee.** An email was sent asking others if **anyone is interested in joining Tom on the committee; if so, please email Connie.**
- Dining Services: **Liberty Leon will be the new Dining Services committee member.**
- Bookstore: **Cathy Dalton will continue on the Bookstore committee.**
- Staff Development Day: **Mia Honaker will join Franchesca Alford on the Staff Development Day committee.**

### b.) Leave Bank Policy

- Carly developed a proposed Leave Bank Policy and distributed it to CSAC members for review. She clarified that it is for Sick leave and not Vacation/Personal time.

- The reasoning behind this re-start of a leave bank is the change in policy requiring employees to use up sick and vacation time before short term disability kicks in and the fact that many didn't sign up for short term disability (which can only be obtained without a risk-assessment review upon initial hire. After the initial hire, they can review the health risk and decline to cover the employee).
- Big question about how faculty, AAUP faculty, and bargaining units will be incorporated into the policy.
- The current draft policy would have an open enrollment period and additional "catastrophic event" (like an Ebola outbreak) emergency enrollment periods can be opened as needed. There was a suggestion to make the enrollment periods every semester instead of yearly. This can create more HR labor and insurance is once a year, so it might not be viable in the HR department (which is already understaffed). Another suggestion was to leave it open like with changes to tax deductions, etc. We may need to check with HR for possibilities/options.
- Also need to check with HR whether leave accrual is still obtained with gifted sick leave.
- One would need to be a donor to be a receiver, but exception waivers will be available for a committee to consider.
- We need to write in the policy considerations for people who qualify for short term disability and how that would be covered in the sick leave (only the remaining percentage of hours lost or the full day, etc.).
- The University would have to cover people on short term disability, so we can easily market this as a cost-saving prevention thing to the University.

**c.) CSAC Bylaws** - found at <https://www.wright.edu/staff-councils/csac/charter-bylaws>

- There is a proposed addition to the CSAC bylaws to specify membership to the Council, as nothing is currently listed and USAC has specifics in their bylaws. Proposal is to add *"The chair, chair-elect, immediate past chair, secretary, and treasurer shall serve as representatives to the WSU Staff Council. If any of these people are unable to commit to attending the monthly meetings, the chair shall select an additional representative"*. Discussion followed.
- **Becca Webb motioned that we change the bylaws to add a statement of "The CSAC representatives to the Staff Council will be made at the chair's discretion". Carly Porter seconded, Suzanne Semones abstained, and all others voted yes. Motion passed.**
- As Connie would like to have other representatives to attend if the 5 officers cannot, she asks that **members interested in attending Staff Council meetings please email her**. Their meetings are the 2<sup>nd</sup> Thursday of the month from 9am to 11am in the President's Board Room.
- **Connie will find out how many CSAC representatives may be on Staff Council.**
- There was a question about whether this change needs to go through Leadership. **Connie will look into what needs to be done to change CSAC bylaws.**
- The second proposal to changing CSAC Bylaws is to remove the portion of the Bylaws in Article IV, Section 1, which says *"CSAC will sponsor a Spring Open Forum for Classified Staff and co-sponsor, with USAC, a Fall Open Forum for all WSU staff"*. These forums have not

been done in years because of the new people in the administration (both at leadership levels and within the staff advisory councils) and staff cuts.

- It was said that the Talk-Back lunches might be currently covering this. It was then stated that those lunches are topic-based and at a time when not all staff can attend. Another thought was that the big mix'n'mingle we had in the Spring replaced this. It was then stated that the event did not have a discussion about staff events/news or USAC/CSAC activities.
- **Discussion will be held at the next meeting to see whether we want to reinstate these forums** (perhaps in June or July, when more staff can attend) **or strike the section from the CSAC bylaws.**

## V. Open Discussion

- WSU is posting 5 part-time Grounds positions.
- **Susan Semones is stepping down as a CSAC member**, to the disappointment of all members. We wish her well and know she'll be a strong advocate for Classified Staff, regardless of membership. **Suzanne will send Shelley the elections committee list so the person with the next highest votes can be contacted.**  
*\*update: After the meeting, Earl Thompson was called and accepted the position.*
- The Teamsters are no longer negotiating with WSU about the contract and have obtained a Fact Finder to work through things.
- The status of our Staff Senate efforts is currently in Limbo. We will present again at the Leadership meeting on October 23<sup>rd</sup>.
- Anyone is welcome to go to the OSCHE meetings with Connie (she is driving each day). **Carly and Liberty are interested in attending the OSCHE meetings.** This is on WSU time and is not on a volunteer basis.

## VI. Reminder of Upcoming Events

- |                          |  |
|--------------------------|--|
| - September 12, 2019     | Staff Council (267 University Hall, 9:00 – 11:00)    |
| - September 17, 2019     | <b>CSAC Meeting</b> (162 Millett Hall, 9:10 – 11:00) |
| - September 25, 2019     | Talk Back Lunch                                      |
| - November 14 & 15, 2019 | OSCHE Conference (Columbus State College)            |

## VII. Adjournment – The meeting adjourned at 10:53am with a motion from Suzanne Semones and a second from Ron Applegate.

Respectfully submitted,



Rebecca B. Webb, CSAC Secretary