

Classified Staff Advisory Council

Meeting Minutes for January 21, 2020

Location: WSU Foundation Board Room

Present: Franchesca Alford, Ron Applegate, Connie Bajek, Cathy Dalton, April Haley, Mia Honaker, Liberty Leon, Lori Morris, Sheri Penwell, Carly Porter, and Becca Webb

Absent: Shelley Gravenstine and Greg Patterson

Guest: President Sue Edwards

I. **Call to Order – 9:15am official meeting start**

II. **Special Guest: President Susan Edwards**

- Dr. Edwards attended the first part of our meeting to do a sort of “state of the state,” keeping us in the loop of what’s happening at the administration level of the University and reiterating her desire to be a staff partner in her role as President.
- Changes are coming with positions repurposed/moved in the President’s office so as to be more efficient. For example, Teresa Bedwell has moved to Human Resources to help Shari Mickey Boggs, who has become the Secretary to the Board of Trustees. The goal is to use people’s skills and degrees more effectively. Debbie Kimpton, the Director of Executive Office Operation, who was the Secretary to the BoT, has an MA in Higher Ed, so Dr. Edwards hopes to utilize her skills in that arena more.

Mia Honaker arrived at 9:18am

- Other examples of moves/changes include Becky Traxler, the former Executive Assistant to the Provost, now moving under Dr. Edwards as the Executive Assistant to the President. Suzy Zech (Program Coordinator for Executive Initiatives) formerly was supporting Walt Branson (Chief Business Officer) and is now supporting the Provost.
- The Offices of Compliance, General Counsel, and Risk Management are now all on the third floor of University Hall to better facilitate communication and cooperation.
- The Legal Office’s old space now houses Greg Sample and Kathy Warden, as well as positions in the Provosts’ purview to assist with accreditation.
- An example of a change in the use of space in University Hall is the space in Legal Affairs where OEI/Title-9 staff discussions involving issues surrounding sexual misconduct, harassment, etc. are held now has a closed space, rather than a glass walk-through for privacy/confidentiality.
- Admin is not replacing Walt Branson. Greg Sample will absorb many of his duties. There will be no Chief Business Officer.
- John Shipley (the Chief Financial Officer) has also left, but we will be replacing him.

Lori Morris arrived at 9:22am

- We need someone who is a strategic thinker, experienced in higher-ed and finances as our next CFO. We have 34 applications so far.

- Faculty is not involved with budgeting, though 80% of the budget is in academics! We want to educate faculty on the cost of academics. Dr. Edwards states it was very helpful to her when she had such at a previous institution.
- We are advertising in the summer for a Director of Academic Resourcing. This position will provide analysis, evaluation, and recommendations around the funding of academic enterprises. Burhan Kawosa, Senior Lecturer of Finance and Financial Services, will fill the position on an interim basis. Though they aren't directly reporting to him, he is working with the Business Managers and Bursars to help with the budget planning process.
- There are no plans to cut faculty, but there are plans to redistribute resources (the position matrix), like not rehiring positions when people retire, etc.
- **3R's**: Dr. Edwards is working on an initiative to increase **Recruitment** efforts (There has been a 23% drop in students over the last two years), improve **Retention**, and build productive **Relationships** (see email sent 01.13.2020 "From the President's Desk").
- We are doing an increase in advertising (billboards, iheart radio ads, etc.) with the Board of Trustee's approval of an increased budget (we previously had only a \$6,000 marketing budget). **Dr. Edwards asked CSAC to be ambassadors to help with advertising for WSU.** It is important to engage with students and CSAC members' engagement will help with retention efforts.
- Enrollment Management is reporting to Craig Woolley in Paul Carney's absence.
- Dr. Edwards is increasing the effort to make, repair, and solidify relationships within WSU and the greater Raider community. One step is through meetings with the University of Dayton and Sinclair once a month, as "Together is Better."
- The rumor mill within WSU is vicious and **Dr. Edwards asks that we come to her with any questions about what is going on at WSU so she can address internal rumors before they get out of hand.**
- The Governor is coming to the Basketball game Friday night.
- There was a question about Dr. Travino's diversity report. Dr. Edwards says there is a plan to do a "traveling road show" sort of thing where the report will be given in person throughout the campus to faculty, staff, and students so as to review short-, medium-, and long-term goals to improve diversity throughout campus.

Dr. Susan Edwards left around 9:50am (exact time not documented)

III. Old Business

a.) Staff Council Notes: Staff Senate Proposal

- While waiting to gather our thoughts after Dr. Edward's departure, Mia mentioned that she is on the search committee for the new Chief Financial Officer and will keep us in the loop regarding timelines of the new hire as she's able.
- There was well over 50% support for the Staff Senate Proposal sent to the classified and unclassified staff last month. Comments/concerns were addressed at the Staff Council meeting.
- Membership was decided to be kept at a 50/50 split between classified and unclassified (10 each), with one additional representative from Lake Campus.
- Language about how Lake Campus's Staff Council is to be incorporated will be added to the proposal/bylaws for clarification.

- Each council will hold their own voting for Staff Council members and their chair will be a standing member on Staff Senate.
- The most contentious discussion surrounded unclassified staff in terms of delineation of administration from the rest of unclassified staff. Unclassified categories are unclear because of the number of an employee's direct reports vs. salary amounts are vastly different.
- There will be an anti-retaliation clause so members leave their employment role at the door; all will be equal in the Senate and supervisors should not supersede supervisees in any capacity. There was discussion regarding the difference between retaliation and harassment and how the language will cover either/both.
- Next year, Katie and Carly (USAC and CSAC Chairs) will co-chair. There will be a full year of transition as each council has more than 10 members at the moment.
- The Senate will meet at a set time monthly, but CSAC and USAC sub-committees will meet "as needed" at the end of the transition period.

Mia Honaker left at 10:05am

- Shari Mickey-Boggs had asked if we should share Dr. Schrader's reservations about Staff Senate with President Edwards. We believe that her biggest issue was with the name and that is not enough of a concern to present to Dr. Edwards.
- **Becca Webb motioned that the Classified Staff Advisory Council, Unclassified Staff Advisory Council, and Lake Campus Advisory Council combine to form a Staff Senate on July 1st, 2020.** Cathy Dalton seconded the motion, all agreed and **the motion passed.**

b.) Committee Reports

- The Fundraising committee reports that another throw was sold (this to Vicki Oleen, who purchased it for The Assist. Dean of Engineering and Computer Science, Angie Griffith, who is leaving WSU for a position in Texas. This is a total of 3 throws this year.
- The Staff Morale team is promoting the Staff Appreciation basketball game on Sunday, February 16th.

IV. Approval of Minutes

- Cathy Dalton motioned to approve the December meeting minutes. Francesca Alford seconded, all were in favor, and the motion passed.

V. New Business

a.) Talk Back Lunch – Wednesday, November 20th

- Monica Mack will be there from HR to answer questions about Benefits.
- Debit cards are now being received for FSA/HSA. Liberty informed us that one needs to create an account through the website or app before one calls to activate the card. The \$300 incentive money will be added in February.
- Holly Brown from Impact (the Employee Assistance Program) will also be there to discuss the program and its benefits.

b.) Tunnel Talk

- Tunnel Talk is the new Staff Council newsletter. The first edition just came out and discussed the Staff Senate Proposal and revisions, the IMPACT Employee Assistance Program, and Upcoming WSU staff events.
- This may be a good outlet for Dr. Edwards to disseminate information to staff.

VI. Open Discussion

- April informed us that her computer was hacked (it was one of the new installs that was brought to support Windows 10) and an email rule installed to delete emails with words like “meeting,” “important,” and “confidential.” Hence, all of the CSAC emails had gone to her deleted box and she was out of the loop on much of our activities. Everything has been fixed now and she’s on the alert in case it should happen again.
- Ron is unable to make the next Staff Council meeting. **Cathy Dalton will go to Staff Council’s February meeting** in his stead.
- Dr. Laura Luehrmann (Faculty Council President) will have a meeting on January 29th or February 1st with Faculty Council and Staff Council officers. She wants to establish an open dialog to create better relationships between faculty and staff so we can work together in a cohesive and supportive manner.

VII. Reminder of Upcoming Events

- January 29, 2020 Talk Back Lunch (Rathskeller, 11:00 – 1:00)
 Holly Brown from IMPACT (EAP) and Monica Mack from HR to present
- January 31, 2020 OSCHE (Columbus Education Building)
- February 13, 2020 Staff Council Meeting (267 University Hall, 9:00 – 11:00)
- February 18, 2020 **CSAC Meeting** (162 Millett Hall, 9:10 – 11:00)

VIII. Adjournment – The meeting adjourned at 10:32am with a motion from Carly Porter and a second from Sherri Penwell.

Respectfully submitted,



Rebecca B. Webb, CSAC Secretary