



**Classified Staff Council
Meeting Minutes
June 19, 2019 – Shatzel 101**

Present: Antoinette Jacobs (Co-chair), Danielle Burkin (Co-chair), Kathy Dean, Gretchen Avery, Jane Perez, Mark Henning, Faith Olson-Elsea, Jen Moore, Anna Kelling, Sandi Smetzer, Amy Smith, Deb Lucio, Marsha Bostelman, Jamie Schimmoeller, Dana Watson, Pat Wilhelm (retiree rep) and Rebecca Lyons (ASC rep).

Excused: Sharyl Wahl, Deb Carden and Deborah Lowery.

Guest speaker, Daniel Keller Board of Trustee chair spoke to council about the importance of teamwork and assisting students to be successful. Second guest speaker, Chief information Security Officer, Matt Haschak. He spoke about increasingly more security problems with email. As of 8/01/19 email will have a two factor authentication sign on. 700 million emails are stopped per year by ITS. Each one take about 30 minutes to fix. 366 hours last year was spent on problem. Emails coming from off campus now have the word "External" placed in the subject line to assist with problem. Outlook 2016 has the "remember me" feature. Forward any fake emails to ABUSE@bgsu.edu. ITS will check into it.

Reports:

- Secretary Report – Motion by Faith to approve with one typo correction June minutes, seconded by Amy, unanimously passed.
- Treasurer Report – Faith reported and discussed. Amy motioned to accept, Marsha seconded, passed.
- Administrative Staff Report – no report.
- Retirees report – Pat Wilhelm is the new Retirees rep. No report.
- Firelands report – No report.

Chair's Report: Faith gave HR a copy of the law for displacement and bumping rights.

Old Business – updates:

CSC awards banquet thought and suggestions were discussed. Faith noted, all meals need to be out for staff to take. Need to have more gluten free and vegetarian.

New Business:

- Vote - new classified staff self-nomination for council. Motion by Danielle to accept Rebecca Getzinger from Admissions onto council, seconded by Amy. Passed
- Parental Leave Policy was motioned by Gretchen, seconded by Toni over email on May 16, 2019 to approve. Passed. ASC passed it and it will be sent to Viva in HR.
- All year-end committee reports need to be turned into Faith by June 30.
- Website – looking for a replacement to handle our web pages.
- By-Laws reviewed – Danielle motioned to accept and Marsha seconded. Passed

Committees CSC & University:

OSCHE – looking for a rep.

Good of the Order

Adjournment