# Present: Deborah Carden, Terry Carver, Tammy Corpe, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Linda Hamman (Secretary), Roger Heminger, Mark Henning, Gail Houtz (Chair), Deb Lowery, Megan, Lucy, Norma Lybarger, Tina Martini, Teresa Mayo, Jen Moore, Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Adriann Staron.

**Excused: Lisa Bowen, Emily Monago (ASC)**

**Meeting was called to order at 10:00 a.m.**

**Secretary Report (Approval of Minutes)**

**Treasurer Report (F. Olson)**

* The budget will probably be down $3000.00 in carry forward. There has been $5,400.00 in expenses for this year.
* The monetary awards will appear on the next budget.
* Looking forward to receiving report from the Foundation Office. There is a good possibility that the scholarship fund will be $100,000.00.

**Guests**

* Sandra Heck, Becca Ferguson, Beth Ann Rife, and Lori Smith.
  + Becca introduced Sandra Heck. Sandra was recently hired to oversee benefits. She encourages anyone who has questions regarding benefits to contact the HR office. Sandra noted that HR has hired two individuals recently to assist with benefits: Susan Getz and Tena Spratt.
  + Beth Ann Rife – Oversees the application process with HR. She stated that as of January 1, 2014, the process for administrative staff positions has been streamlined.
  + The streamlining of the process with classified staff will be effective as of July 7, 2014.
  + Lori Smith explained the applicant process for classified staff.
  + Training will be available via videos and job aids on the internet site. Anyone who experiences any problems can contact either Lori Smith or Jeff Shetzer.
  + The streamlining process for faculty will be done sometime next year.

**Election of new CSC members – K. Schwab**

* Election committee Chair, Karen Schwab, welcomed and congratulated the 2014 academic year new representative are: Adriann Staron, Finance and Administration and Mark Henning, President’s Division. Returning representatives are: Janet Garber and Linda Hamman. Continuing representatives are: Terry Carver, Tamara Corpe, Kathy Dean, Karyn Dutridge, Deborah Lowery, Roger Heminger, Norma Lybarger, Faith Olson, Lisa Bowen, Deborah Carden and Teresa Mayo. There are two vacancies in the Finance & Administration Division and one vacancy in the part-time (main campus) division.
* A motion was made to accept self-nominations for representatives for the vacant Finance and Administration area. F. Olson nominated K. Schwab and Y. Flores. J. Moore seconded. Motion carried.
* A representative is still needed for the vacant part-time position.
* Members leaving are: Megan Lucy and Jodi Schroeder
* Election of the 2014-15 CSC Officers – K. Schwab. Nominations were made and ballots were distributed. The following individuals were elected as CSC Officers.
  + Chair – D. Lowery
  + Chair-elect – J. Garber
  + Treasurer – F. Olson
  + Secretary – L. Hamman

**Committee Reports**

* Salary Compensation Committee – G. Houtz
  + Met with cabinet members and presented requests. The Board of Trustees will meet on June 19, 2014.
* AROC Committee Updates –
  + Education Platform – met in April & May. The committee will meet again in August.
  + The shared services met regarding the “one stop shop.” Surveys indicate that students are happy with the services the way they are.
* OSCHE – K. Newman and J. Kynard are our representatives. T. Carver is an alternate. Terri and Kathleen will let Deb know if they are unable to make the meeting this Friday.

**Chair Report**

* A pre-disciplinary meeting was held and it went very well.
* John Elliger – CIO Advisory Board has two more vacancies. The Board meets once a semester. There are 50-75 people on this committee. Send Gail or Deb an e-mail if you are interested in serving on this Board. K. Dean and Katie Boyle will continue to serve on the Board for the upcoming year.
* Monica Moll – A draft of the new emergency cancellation, delay, and closing policy and procedures was e-mailed to classified staff members. Members are encouraged to look at the draft policy closely and let Gail or Deb know of any suggested changes.
* HR meeting notes – the fee waiver is still in the revision stage. As soon as the Office of Human Resources gets the policy written, it will go become effective
* HR will conduct an open form of Friday, June 20, at 12:00 noon in the Union in room 207. Gail encourages everyone to look at the new pay scale and attend the meeting in the Union on Friday.
* There will be a health care meeting on Thursday, June 19.

**Announcements**

* The next regular CSC meeting is scheduled for July 9 at Firelands.

G. Houtz passed the Gavel to D. Lowery.

**Good of the Order**

Please turn in iPads if not staying on Council

Thank you, Council Members and Committee Members, for a *great* year!

**Meeting adjourned at 11:45 a.m.**

Linda Hamman

6/18/2014