**Classified Staff Council**

**Meeting Minutes**

**December 18, 2019 – Shatzel 101**

**Present:** Dana Watson (Co-chair), Danielle Burkin (Co-chair), Kathy Dean, Jane Perez, Sandi Smetzer, Jamie Schimmoeller, Deb Lucio, Deb Carden, Gretchen Avery, Anna Kelling, Pat Wilhelm (retiree rep) and Jordan Craven (ASC rep).

**Excused:** Amy Smith, Deborah Lowery, Rebecca Getzinger, Mark Henning and Sharyl Wahl.

**Guest Speaker:** John Ellinger attended the meeting to talk about a couple items. He reminded us to never share our password with anyone, or use anyone else’s password. If there is a need, contact his office to find a work around. Windows 7 & XP moved to Windows 10. January 14, 2020 is the last day Windows 7 and XP will work. Your work computer should be converted to Windows 10.

**Reports:**

* Secretary Report – Kathy. Motion to approve October minutes by Sandi. Seconded by Jane, passed.
* Treasurer Report – Deb Lucio presented report. Motion to accept by Kathy, seconded by Sandi. Passed.
* Administrative Staff Report –Jordan reported HR is presenting Parental leave policy to cabinet. HR is processing RFP for Adm jobs. Admin staff collected 160 toys for kids in Wood County.
* Retirees report –no report.
* Firelands report – Deb reported Dec. 5-6 Board of Trustees held their meetings at Firelands. There is a new staff member in Admissions. Danielle took CSC mugs to Firelands for new staff. Firelands will have a box for our can drive.

**Chair’s Report:**

* Danielle reported CSC leadership met with Sheri Stoll to establish a working relationship.
* HR Meeting – chairs let HR know professional development emails have been sent out with events that are already in the past. CSC asked HR is staff need a degree to be Admin staff. HR indicated there is no rule saying all Adm jobs must have a degree. There is a bonus and stipend policy online, see HR web pages. Winter break policy will be reviewed in 2020.

**Old Business:**

* Winter break – HR looking into for 2020.
* Parental Leave policy –HR taking to cabinet.
* Firelands visit – July CSC meeting.
* Coffee & Donuts with CSC – will be held Thursday, January 16, 2020 9am-11am, in Union, close to Starbucks. We’ll have donuts from DD. Ad-hoc committee with Sandi and Deb Lucio chairing are in charge. Purpose is to give classified staff a chance to meet CSC members, discuss any issues, listen to comments and suggestions. Staff can learn more about CSC and find ways to get involved across campus if interested. CSC monthly meeting will be held on Thursday in Union at 9am, instead of Wed., January 15 at 10am.

**New Business:**

* Campus Event participation – Motion by Kathy, seconded by Deb and passed, to charge Campus Community committee with involving CSC more in campus activities/events.
* Sick Leave Bank – update, the first application to use the policy has been approved.
* Campus Community committee – is organizing the MLK Jr Day of Service. Again this year we will have a competition with ACS for a can food drive. Boxes for collection will be in several buildings. Email details coming soon.
* February CSC meeting – on 2/19/20 will be our yearly luncheon at the Oaks. 10am-1pm, RSVP by 1/15/20.

**Committees CSC & University:**

OSCHE – Deb Lucio attended, see a report.

**Good of the Order:**

**Adjournment**

kkd, draft 1/06/20