

**July 15, 2021 – 10:00 A.M. CSC Zoom Meeting Minutes**

**Attendees**: Dana Watson (co-chair), Sandie Smetzer (co-chair), Gretchen Avery (chair-elect), Danielle Burkin, Deb Carden, Marisa Cline, Debra Huff, Deb Lowery, Deb Lucio, Jane Perez, Chris Snyder, and Pat Wilhelm (retiree rep)

**Absent:** Andrea Amstutz, Linda Hamman, Lisa Molnar, Nestor Rave

Welcome, called meeting to order, and roll call.

Open forum first 15 minutes of meeting for staff to ask questions, make suggestions and comments to council. Questions:

* Is the Job Audit process the same for Administrative and Classified Staff?
* Discussion held regarding picnic and ice cream social.

**Reports**

* Secretary Report – Danielle Burkin
  + M/S/A – Watson/Lowery
* Treasurer Report – Deb Lucio
  + Reviewed budget. Waiting for next distribution to drop in.
* Administrative Staff Report –
  + Not in attendance
  + Danielle spoke to Victor at ice cream social and they will have an attendee next month.
* Retirees report – Pat Wilhelm
  + Email sent to retirees regarding some IT updates.
  + Danielle asked Pat if retirees were aware that there is free parking for retirees. Pat was aware. Danielle mentioned that someone had reached out prior to picnic asking and recommended that another announcement be made to retirees.
* Firelands Report – Deb Carden/Nestor Rave
  + Opening day meeting on Aug. 23.
  + In person orientation began this week.
  + Grateful for raise.
* Chair’s Report – Dana and Sandie
  + Sandy/Gretchen met with President Rogers – a lot of get to know you so he could get to know Gretchen. Discussed ice cream social. Discussed enrollment numbers and how BG is trending now. International students having difficulty getting a visa, so this is affecting some enrollment. Grad students holding steady.
  + HR Meetings off until September

**Old Business – updates**

* Committee Chairs and Updates
  + Several committees that are still in need of chairs.
  + Council members first to receive list of openings then send to Friday facts for committee members. Sandy to send to council then post on Friday fact next week looking for committee members.
  + Gretchen noted that the By Laws have information of what committee does as well as online.
* Streamline awards applications/determinations
  + Streamline how to apply and how decisions are made.
  + Danielle asked about nomination/award process for CSC Award Winner. Could we remove the nominee writing own letter? Charge to committee once members identified to investigate
* Renaming CSC scholarship
  + Deb sent status request to Jordan about a scholarship in honor of Anna.
  + Danielle brought up that other members of council has passed as well (Jen Moore) so renaming may not be a good idea. No vote taken, just general discussion.
* Strategic Plan goals
  + Gretchen stated that they identified 5 things council could focus on.
    - Exec Committee – to talk about and look at them before opening to council for maybe more ideas, further feedback.
    - Danielle FYI – report in September to BOT so good place to announce goals.

**New Business**

* Memorial Options for Anna and Jen
  + Bench was discussed but out of price range – near $5000
  + Chris – investigate a plaque/rock one or other/both
  + Gretchen – who do we contact about outside fundraising. Maybe start with Jordan for direction. Dana to email Jordan.
  + Chris to investigate other bench options
* Future meetings: in person or continue via Zoom
  + Discussion – zoom is best fit. Eventually a hybrid where some could be together.
* Adding self-nomination forms to the CSC webpage
  + Possibly wait to generate form after ITS website change.
  + Gretchen recommended a quick fix is to add statement to say to contact Deb Lowery.
  + Danielle will ask Patti to add statement
  + Amy Smith – Professional Development Contact info – needs to change. Do we have someone to take over committee at this point?
  + Discussion about sending all questions to CSC email address. Secretary responsible for monitor and forward email. Danielle to reach out to Patti
  + Look for a 2nd person possibly who could help with website
* Adding training info to CSC webpage
  + Information for new hires.
  + Sandy to check with Kathy to see if she has a list so we do not have to sign up from scratch.
* Campus Fest participation
  + Do we want to do this?
  + Geared to students but could have candy, here are places we can help you.
  + Vote to participate – yes
* CSC website document accessibility
  + All attachments need reviewed.
  + This could be one of the CSC Goals.
  + Danielle will use accessibility tracker to review past minutes and send Patti new accessible documents.
* Voting on open CSC positions (Secretary/Co-Chair)
  + Vote on secretary - Danielle
  + M/S/A – Watson/Snyder
  + Vote on Chair elect - Gretchen
  + M/S/A – Watson/Smetzer
* Voting on new member, Lisa Molnar
  + M/S/A – Watson/Cline
* No Committee Reports

**Announcements/Concerns:**

* Anyone who needs mug, email csc email address.
* Danielle asked about Firelands and 3rd shift from ice cream party- Dana to email President Rogers to see what will be done for them.
* Notification of social gathering tonight and then Kathy Dean gathering in two weeks.

**Next CSC meeting – Thursday, August 19, 2021 at 10am**

**Adjournment**

M/S/A – Burkin/Watson