

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

**Absent:**

Welcome, called meeting to order, and roll call.

**AGENDA**

Reports

* Secretary Report – Danielle Burkin
	+ Motion to approve Deb Carden, 2nd Deb Lucio - Passed
* Treasurer Report – Deb Lucio
	+ No update – no money spent
* Administrative Staff Report – No representative
* Retirees report – Pat Wilhelm – No representative
* Firelands Report – Deb Carden/Nestor Rave –
	+ Nestor – Change – in library and ohiolink. Late deliveries.
	+ Deb – Recently had Falcon Fest - food trucks, music - students enjoyed
	+ Saturday – Falcon Fund 5k run - scholarship fundraiser
	+ Danielle asked if ice cream social ever happened at Firelands. They said no. Dana stated she brought up to President Rogers and he stated it was timing issue due to people not being there. Dana asked what would be a good time of day to do it. She will bring up again.
* **Chair’s Report** – Dana and Sandie
	+ Covid discussion, vaccines discussion, classified staff has least amount of people vaccinated
	+ Nothing to report from President.
	+ Danielle brought up discussion to discuss gap raises. Dana to look into more, set up meeting with Sheri.

Old Business – updates

* Committee Chairs and Updates
	+ Update on CIO from Danielle – she will send presentation to everyone
* Streamline awards applications/determinations
	+ No action taken except for fillable pdf for Spirit of BG award
* Strategic Plan goals
	+ Review of document developed by Gretchen and Chris
	+ Committee membership discussion -spread the wealth of time
	+ Lisa M. – discussion regarding the trend to have shared positions – works in some cases, difficult enough to do own job and faculty then have to deal with additional
* CSC Website Document Accessibility
	+ Reach out to help update for accessibility to Gretchen
* Adding Self-Nomination forms to the CSC webpage
* Adding training info to CSC webpage

New Business

* Future meetings – process
	+ First 15 minutes used to allow all classified staff to attend meetings virtually. Brought up that it may want to go to council only as previous.
	+ Suggestion to have an open forum for first 15 minutes to all on campus then go to private discussion. Do not want to have a misunderstanding of what is being said in meetings.
	+ People think smaller council gets more done, more discussion, be transparent with minutes and the open forum as well.
	+ Continued discussion of pros and cons making it a public meeting….
	+ Discussed that two seats are still open for CSC
	+ Lisa motion to have separate 15-minute open forum at beginning of monthly CSC meetings. 2nd open meeting for council only. Danielle 2nd. Motion passed 9/3
* Committee Discussion
	+ Deb emailed Gretchen proposal for changes for committees.
	+ Committees were proposing a chair plus one expiring seat per year. Some go from 7 seats to 4 seats. That would help lessen the burden for people. Gretchen has reached out.
	+ Deb L.will be liaison to Patti to get info to her from council
	+ Agree with Gretchen to have committees smaller, by laws do not state how many seats per committee. By laws need updated will be looked at. Vote - Danielle motion, Dana second, all n favor – yes. Gretchen to then distribute to CSC members to document to exec then it will be sent out.
* Campus Fest – Future Involvement
	+ Thank you to Deb to suggest and put together. 100 tickets put in for raffle. People stopped by table. Sooner prep. Students can nominate staff for spirit of BG award…nominate your favorite staff person. Way to let students know we are here.
	+ Thoughts to continue? Ways to improve?
	+ Thank you to workers and donors.
	+ Stay with it, try again, next year
* Wellness Fair Participation
	+ Put on hold for a year per Deb
* Board of Trustee Meeting – Sept. 24
	+ FYI to upcoming meeting
* Deb Hu and Deb Lucio Spirit of BG award winners for September

Committee – reports Critical months

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|  | **CSC**  |  | **University**  |
| • | Bylaws -all year | Salary Compensation- Jan.-March  | CIO Advisory Board  |
| • | Election - April | Professional Development - All year | Public Safety  |
| • | Personnel Welfare- All year | Outstanding Service Award- March  | PACHWI  |
| • | Campus & Community-Feb.-May  | Outstanding Team Award- March | University Council  |
| • | Website - All year | Spirit of BG Award- All year  | Service Award  |
| • | OSCHE - All year | Scholarship Award- March  | Equal Opportunity Information Technology Professional Affairs Strategic Plan  |

Announcements/Concerns: Retention points being updated by HR.

Good of the Order

Friday fun Fact ideas send to Deb Lucio for future

Deb Huff, Lisa

**Next CSC meeting – Thursday, October 21, 2021 at 10am**

Adjournment