

**May 19, 2022 – 10:00 A.M. Zoom Meeting – Hosted by Dana and Gretchen**

**Attendees: Deb Lucio, Dana Watson, Linda Hamman, Danielle Burkin, Debra Huff, Jordan Cravens, Pat Wilhelm, Deb Carden, Marisa Cline, Lisa Molnar, Gretchen Avery**

**AGENDA**

Reports

* Secretary Report – Danielle Burkin
	+ Update
	+ Minutes Approve Deb Carden Motion, Lisa Second, Approved
* Treasurer Report – Deb Lucio
	+ $250 on professional development
* Administrative Staff Report - Jordan
	+ Banquet in person this year and was nice to do.
	+ Gift card option did not work well due to how it has to be processed.
	+ Increase in pay for officers suggested. Not increased in many years. For Chair, Chair-elect.
	+ Requesting increase in budget as well. Would like to get in habit of doing annually.
	+ Per Gretchen – 2008 is last time it was updated for CSC. Close to pay that ASC has.
* Retirees report – Pat Wilhelm
	+ Luncheon at country club. Last one for academic year. Center for faculty and demographic research was speaker. Meet four times per year.
* Firelands Report – Deb Carden/Nestor Rave
	+ Distinguished classified staff – Karen Osterline in Deans office
	+ What can be done for Firelands staff be more included for things like food swipes – something in Erie County instead of those having to come to Main Campus.
* Chair’s Report – Dana and Gretchen
	+ Request to Sheri Stoll was sent out.
	+ Similar to ASC. Wanted to get in on inclusions for insurance coverage. Present a united front.
	+ Student retention and enrollment is still a concern for administration.
	+ HR Report – Probationary Pay Discussion. Proposing to get rid of probationary pay.
	+ Hiring for CSC – always hired in at pay range. Acknowledging years of experience now.
	+ Internal posting changes. Instead of posting once a week they are going to update once a day on the job listings. They are not going to send us an update as to what is in an internal or external posting. Jobs are found on HR website.

Old Business – updates

* Diversity & Belonging Committee
	+ No one has stepped up at this time.
	+ Will have announcement at banquet.
* Meeting with President Rogers
* Spring Banquet
	+ June 8th.
	+ Pushing to have the President stress involvement in service. Working on some give aways. Mugs, tickets. Food drive. Ticket to start but if you bring a food item, you get an extra ticket.
* Elections and committee positions
	+ Advertise at banquet – paper copy
	+ Discussion regarding inactive committees, details of committee work.
	+ Lisa Molnar to look at committees and information.
* Salary/Comp
* Future Meeting Format
	+ July Last Virtual Meeting
	+ Off in August
	+ Face to Face in September

New Business

* BOT Report
	+ Reviewed items that will be discussed in report.
* Community Project
	+ Ideas for community as a council. We do canned drive. Any other ideas? To show support for community.
	+ Coat Drive
* Staff Gathers
	+ Something to bring staff back together.
	+ Firelands – does anything occur there? Deb stated no, hard often due to limited staff members.
	+ What funding options do we have?
* Chair-Elect Interest
	+ Reach out in Friday Fun Facts in June
* Self-Care Ideas/Suggestions
	+ .  A holistic approach, as it were.  Getting back into trainings, promoting workshops, in meeting more than once a year together.

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  | Information Technology |
| • | OSCHE - All year | Scholarship Award- March  | Strategic Plan  |

Announcements/Concerns:

Good of the Order

**Next CSC meeting – Thursday, July 21, 2022 at 10am**

Adjournment