Classified Staff Advisory Council

Meeting Minutes for March 20, 2018

Location: 162 Millet Hall

Present: Franchesca Alford, Connie Bajek, Dawn Banker, Lori Cope, Cathy Dalton, Tom Fortener, Greg Patterson, Sheri Penwell, Carly Porter, Suzanne Semones, Becca Webb, and Sharon Wik

Absent: Ron Applegate and Ryan Fullenkamp

I.   Call to order/minutes – *9:12am meeting start*

Welcome to Franchesca Alford and Sheri Penwell, who have taken Carol Alexander and Diana Atkins' seats on CSAC. We will miss both Carol and Diana and wish them well.

Meeting minute passing was motioned by Connie and seconded by Tom. All in favor and motion passed.

II.   Old Business

a.) Staff Council Notes

1. **Healthcare**

   Most all Staff Council discussions (budget cuts, Millett traffic issues, etc.) were tabled because Dr. Berberich wasn't there. There was a discussion regarding the concern surrounding the Healthcare cost overage discussed in DDN. The issue was taken out of context, as it didn't factor in Fiscal Year vs Calendar Year. Everything ought to level out by July 1. There are no current plans to change Healthcare plans for open enrollment in October and no plans to recoup the costs now. There were questions about the prescription issues experienced last month and we iterated that the biggest issue was lack of communication from HR to the campus community. We will sit down with Anthem again soon, as other issues such as insufficient Urgent Care options have come into play. **If you have any other questions or concerns to raise with Anthem, email Monica Mack** so they can compile a list. **HR also requested to be notified of any mailers you might receive promoting pill-cutting as a money saver.** We especially want Anthem to fix myAnthem so that we don't need Castlight (which costs WSU around $103,000 a year). Perhaps we can hold Anthem accountable by using this as leverage at our meeting with them.

2. **Staff Development Day**

   There was discussion about moving Staff Development Day Committee out of the Staff Council sub-committee status it is in so that it can be its own independent committee. There is still no current consensus on doing so. **There is a request to have a CSAC rep. to serve on the Staff Development Day Committee**. Currently, no CSAC members are available.

   Though there was a vote to not have Staff Development Day this year, the vote was overridden and the event took place March 1st. Mixed feedback received regarding efficacy of sessions. This sprouted discussion in our meeting about reinstating the A-Team Meetings started by Judy Grant a while back. **Franchesca and Connie volunteered to head CSAC's new A-Team Meeting sub-committee.** They will reach out to Shannon Norton to obtain Dr. Berberich's okay. **Members are encouraged to email Franchesca and Connie with any**

ideas about sessions/times/etc. This will not be a part of Staff Development Day sessions, but will stand on its own.

b.) Committee Reports

1. ChromeRiver

ChromeRiver is live and already experiencing problems. The Pilot group meets this week to discuss concerns about the ProCard reconciliation process.

As an aside - Suzanne let us know that **Banner 9 will be rolling out in tandem with Banner 8 soon and CSAC members are encouraged to attend the training sessions.** Suzanne also **encouraged CSAC to look into the dual authentication process for logging in to different WSU processes.**

2. Finance Committee

No current updates, as was all about budget information disseminated to the group.

3. University Diversity Advisory Committee Meeting

UDAC decided at this past meeting to not submit the revised Diversity Statement Document to the Trustees until after the Strategic Planning process is completed, as it will not have much visibility currently. The majority of the meeting was focused on the strengths/vision/opportunities survey the Strategic Planning Committee requested from all departments. A good deal of work was done and the committee was encouraged to give feedback and notes of importance to department chairs/VPs/members attending the stakeholder's meeting next week. As an aside - **Sharon from CSAC will be attending the Stakeholder Summit.** UDAC also created a SharePoint page to securely house minutes, university files from HLC, etc., and future meeting dates.

c.) Elections/Chairs/Membership

Carol stepped down as co-chair, so **Dawn (chair elect) will be the new co-chair** and a **new chair elect will need to be appointed**. Perhaps Ryan should be the de facto co-chair, as he's missed so much of the year and it would make a more clean transition. To hold flow and stability, **we will be holding a vote for the positions of new chair elect, etc.**

III.   New Business

a.) Upcoming Unified Staff Discussion Meeting

Unified Staff discussion meeting scheduled for April 6th, but no information is available.
Dawn and Tom (as Ryan's proxy) **will attend** in addition to Amanda and Adam from USAC. The meeting will be to discuss the accrual and payout of vacation/sick days, should we move to a Unified Staff platform at WSU. We want at least 22 days of vacation and a grandfathering clause for those who have accrued more currently. We also need to have hourly and salaried staff represented at the meeting. **Email Tom or Dawn if you have anything that needs to be brought up at this meeting.** If we need a debriefing of the meeting prior to our next CSAC meeting, **Dawn will call an emergency meeting at her discretion.**

b.) Open Discussion

Sharon went to the CSAC website and sees that it needs to be updated (minutes, pictures, member names, etc.). **In July, we will attempt to have Susan get a group picture for the site.** We update our own pictures in our staff profiles. **If you need help updating your picture and/or profile information, contact Becca.**

IV. **<u>Adjournment</u>** – *10:50am meeting end (Becca motioned, Lori seconded, all in favor and motion passed)*

Respectfully submitted,

Rebecca B. Webb, CSAC Secretary