North Central State College
Staff Caucus Minutes
February 11, 2010
9:15 a.m. to 11:15 a.m., Room 149-F

FACILITATOR: Michael Cole
ASSISTANT FACILITATOR: Terry Sexton
COORDINATOR: Rhonda Reeder

STAFF CAUCUS MEMBER PRESENT: Michael Cole, Susan Householder, Deb Huguenin, Sharon Gearheart, Cindy Kuelling, Rita Moore, Roberta Moore, Rhonda Reeder, Terry Sexton, Bob Shambaugh and Jared Welsh

ABSENT STAFF CAUCUS MEMBER: Terry Miller

STAFF CAUCUS PROXY:

GUEST: Pam Barrett, Susan Elliott and Tony Woodard

CALL TO ORDER: Facilitator Michael Cole

APPROVAL OF THE MINUTES:
- Staff Caucus - Terry Sexton motioned to approve January 14, 2010 minutes, Bob Shambaugh seconded. Motion carried.
- Faculty/Staff Congress - Bob Shambaugh motioned to approve January 28, 2010 minutes, Susan Householder seconded. Motion carried.

GUEST SPEAKER:
Ken McCreight was to give presentation on the Avatar but was unable to attend.

RESIGNATION ANNOUNCEMENT:
Kathy Emmer resigned from Staff Caucus as of January 19, 2010.

ELECTION OF NEW STAFF MEMBER:
Sharon Gearheart was officially voted in by a vote from all present Staff Caucus members.

COMMITTEE REPORTS:

1. Insurance
   - Terry Sexton passed out a new rate handout for insurance premiums. This increase will take effect beginning March 07, 2010 (paycheck reflection on April 02, 2010). Doug Hanuscin will send out an email to everyone sometime next week with this update.
2. **Safety**
   - Dean Schaad, Larry Stimpert and Brian White are currently assigning work order to the BWC report.
   - Dave Smith and Brian White are looking at rehabilitation/replacement of exhaust fan systems in the chemistry labs located in Bromfield, Health Science and Ovalwood.
   - Work orders are to be sent to Bob Shambaugh and Dean Schaad they will process them through “School Dude work order system”.
   - The study on the traffic light at intersection of Lex-Springmill Rd. and Kenwood Circle was completed and the City of Mansfield has lengthened the time on green for the outgoing college traffic.

3. **Diversity**
   - Cindy Kuelling passed out a handout with information from meeting she attended on January 27, 2010. (please refer to the handout from Cindy) The Facilitator, Margaret Puckett noted that their primary focus would be on poverty.

4. **Policy and Procedure**
   - Steve Williams is working on the policies and procedures and will focus on the academics first. They are also going to establish a definition for “procedure versus policy”.
   - Mirian Carver will be working with the Board of Trustees on board procedures.
   - Jill Kubasek will be working in the President’s office for the next 3-4 months as a “part-time, temporary” filling in for Steve Williams. Michael Cole noted that he spoke with Doug Hanuscin and he stated if this position becomes a permanent position, it will be posted

**OLD BUSINESS:**

1. **Bereavement Proposal**
   - Staff Caucus reviewed the proposal; Michael Cole agreed to make a couple grammatical revisions.
   - Terry Sexton made a motion to approve the Bereavement Proposal and Jared Welsh seconded the motion. Motion carried. Revised proposal will go to Faculty/Staff Congress for approval.

2. **Hiring Policy & Procedure Proposal**
   - Staff Caucus reviewed the proposal; Michael Cole agreed to make a couple grammatical revisions.
   - Bob Shambaugh made a motion to approve the Hiring Policy Proposal and Deb Huguenin seconded the motion. Motion carried. Changes will be made and moved on to the next step in process.

3. **Constitution**
   - The Staff Caucus has finished revising the constitution. The constitution goes to the Faculty/Staff Congress for approval on February 25, 2010.
   - Jared Walsh made a motion to approve the Constitution and Rita Moore seconded the motion. Motion carried.

4. **Disciplinary Action**
   - This is for Staff Caucus members that are absent. The Staff Caucus has tabled this until the constitution has been approved.
5. Board of Trustee Attendance
   - The signup sheet was passed around a second time and members were asked to volunteer to represent the Staff Caucus at an additional Board of Trustee meeting.

NEW BUSINESS

1. Rehiring Policy
   - Tabled until the next meeting and will review as a group.

2. New Labor/Management Committee
   - Michael announced the new committee being formed and will be comprised of the following members: Mark Collins, Doug Hanuscin, Brad McCormack, Peg Moir and Don Plotts to represent the upper management; Pam Barrett, Nyshia Brooks, Michael Cole, Terry Sexton and Bob Shambaugh to represent the staff.
   - Michael noted that they are not sure yet where this group is headed or what the agenda is. Management has not set the stage for what is to come. This would be an excellent line of communication between upper management and staff.
   - Michael Cole is the Facilitator for the next meeting and will ask for an agenda items for the next meeting.

3. Employee lounges
   - The faculty/staff lounges are off limits to all students. Recently there have been several incidents with instructors placing students in these areas to take tests. If anyone should come across this situation, please notify an Administrative Assistant in that building for follow up.

4. Academic Calendar
   - Roberta Moore made formal request to have Michael Cole forward a copy of the Academic Calendar in e-mail to Staff Caucus for review. She asked everyone to look it over and send her feedback for any edits.
   - Michael Cole will forward the email to the Staff Caucus members of Academic Calendar for review.

MOTION TO ADJOURN:
   - Terry Sexton made a motion to adjourn the meeting and Rhonda Reeder seconded the motion. Motion carried.

NEXT MEETING: March 11, 2010, Health Science room 211, 9:15 am to 11:15 am.

RESPECTFULLY SUBMITTED:
    Michael Cole- Facilitator
    Terry Sexton - Assistant Facilitator
    Rhonda Reeder - Coordinator