



**Classified Staff Council
Meeting Minutes
August 21, 2013 at 10:00 a.m.
315 BTSU**

Present: Lisa Bowen, Terry Carver, Tammy Corpe, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Linda Hamman (Secretary), Roger Heminger, Gail Houtz (Chair), Deb Lowery, Megan Lucy, Norma Lybarger, Tina Martini, Teresa Mayo, Faith Olson (Treasurer), Jodi Schroeder
Excused: Deborah Carden, Jen Moore, Karen Schwab, Emily Monago (ASC)

Meeting was called to order at 10:00 a.m.

Secretary Report (Approval of Minutes)

- Y. Flores made the motion to approve the minutes from July. Motion was seconded by M. Lucy. July minutes were approved.

Treasurer Report - F. Olson

- F. Olson reported that bills for OSCHE are hitting the budget. Some of the carry forward has been used.
- CSC has to pay \$420.00 for a reserved parking space. The Outstanding service award is \$1,250.00. The next person to receive the award will have their choice if they want the parking space. If the parking space is chosen, \$420.00 will be taken out of the \$1,250.00 and the individual will receive the difference.
- Faith has not received a report regarding the Foundation account.
- CSS scholarship fund - \$180.00 was donated from the motorcycle ride held in honor of Mike Sponsler.
- The corpus for the CSS scholarship fund needs to be \$100,000.00 in order to provide \$3,000.00 worth of scholarship funds. Faith said that every foundation account was decreased by administration fees that were detrimental to growing the corpus to \$100,000.00.

Chair Report

- Goals for 2013-2014
 - G. Houtz reminded everyone to focus on customer service. This week is move in. Gail suggested that this would be a good time to send a cookie coupon to someone who is providing excellent customer service.
 - The number one goal is that each representative will take his/her area to heart and know what is going on in their area.
 - The number two goal is to bring the concerns/issues to council so that council is aware of the issues and can discuss them.
- Classification Specification Update
 - A meeting was held with Human Resources. The specification project is a collaborative open process. Gail encouraged everyone to keep their eye open and read all job postings. Some recent secretarial positions have listed job duties that are not really secretarial duties, for example counseling students. Gail asked Human Resources to review the positions. Viva researched the Secretary I position in Romance & Classical Studies. After reviewing the duties, the position has been flagged. After the position is filled and probation has been passed, the job will be audited.
 - The Firelands Secretary I position – The secretary does not provide counseling to students. Human Resources stated that in the future the wording should be changed to state provides answers to students.
 - Job descriptions may be changed but job specifications cannot be changed.
 - Gail encouraged council members to let the project team know if you think that a job description doesn't look right. Gail will review the description and get questions answered. Terry, Gail, and Leslie in Human Resources are on the Project Team.
 - Human Resources has purchased an online training product for Equity, Diversity, and Supervisor Training.
- Handbook Changes
 - HR is working on the requested changes. Carolyn Warden is our representative through the by-law committee. Carolyn and HR have had a couple of meetings and the changes are in progress.

Old Business

- Election CSC Chair-Elect: Deb Lowery and Jan Garber are going to discuss with their supervisor.
- Follow up-Ombudsperson Training/Ohio Revised Code Training

- o Dean Colwell is interested in providing training for us. Additionally, Faith mentioned that a woman from the University of Toledo would be willing to provide training. This may be possible for a future meeting.

New Business

- iPad - M. Lucy will get her iPad next week.
- **Discussion Topics**
 - o Update CSC web page – with photos.
 - o T. Carver and G. Houtz will attend the ribbon cutting ceremony of the new health center this afternoon. R. Heminger shared concerns about the new center. Students will be required to pay a \$20.00 co-pay at the time of their visit. If the co-pay isn't paid at the time of the appointment it becomes a \$30.00 charge. If students do not show for their appointment, they will be charged \$20.00. The second floor will be for faculty and staff. The new center will be run by Wood County Hospital. USG and GSS have been involved in some of the meetings and in some of the discussion. Gail will reach out to USG regarding the charges.
 - o New McDonald renovations – Y. Flores shared that the residence hall renovations look very nice. There isn't an eatery in the residence hall but The Oaks and Dunkin Donuts are close. A new lab for the interior design program is located in McDonalds.
 - o Extended Office Hours – G. Houtz will send these out to everyone. Flex time is being used to cover the extended hours.
 - o Deregistration, outstanding bills update – this hasn't occurred yet. Students are sent an email informing them of the process.
 - o Orange light bulbs-contest prizes – BGSU is trying something different, painting the town orange and brown. An orange light bulb can be picked up at the Stroh Center. Pictures can be uploaded to Facebook or Twitter account. Prizes will be awarded.
 - o Free tickets at Stroh for the first home football game against Tulsa, two per classified staff. Wood County Residents can purchase discount tickets to the August 29 football game for \$10.00 per ticket.
 - o Parking tags, ticketing, and photos – Parking is issuing tickets if a car's tires are touching the lines. Cars must be parked between the lines. Pictures are being taken and uploaded to My BGSU. Cars must be registered to the decals.
 - o Golf Cart answer questions volunteers? G. Houtz asked anyone who is interested in riding in the golf cart and answering students' questions to contact her.
 - o Canvas Training – Canvas is replacing blackboard. Instructors, staff, and students can go to Canvas Training Sessions.
 - o E-mail on iPads - Some individuals are having trouble getting their email on their iPad. Faith will check with Mitch to see what will work best to assist everyone and she will report back to Council.
 - o F. Olson shared a situation where a classified staff member resigned from campus and requested to return two and a half weeks later. OSU has a good policy in their handbook to allow people to come back based on the need of the University and the expertise of the person. The Personal Welfare Committee will review the law in the Ohio Administrative Code and discuss the formulation of a policy to address this issue.
 - o T. Carver stated that the BGLI planning committee is asking for support from Classified Staff Council towards an Honorarium of \$300.00 for a speaker addressing leading across cross-culturally. Two other groups on campus are also being asked to consider a contribution. Due to time this matter was tabled until next month.

Committee Reports

- Salary Compensation – T. Carver for S. Lashaway
 - o A two percent salary increase is effective September 1, 2013.
 - o The new personal time is effective January 1, 2014.

For all continuing Classified and Administrative employees as of January 1 each year- after initial year of hire:

0 hours of service through 6239 hours (2.99 years)	16 hours per year
6240 hours (3 years) through 10399 hours (4.99 years)	20 hours per year
10400 (5 years) through 20799 hours (10 years)	24 hours per year
20800 (10 years) and there after	28 hours per year

- Health care update – Faith Olson, Deb Lowery, and Dee Dee Wentland are on the committee. The health care plans for next year will remain the same but cost for the plan will increase, not sure if it will be a percentage system or a tier rate. A lot of information will be coming from Human Resources regarding the changes. T. Carver will check to see if Donna Wittwer, Human Resources, can come to the next Council meeting. October is open enrollment.
- AON Hewitt Working Group –T. Carver, G. Houtz
 - o Salary review - AON Hewitt will do the salary review for beginning wages. AON Hewitt will also look at renumbering the classifications.

- Job Audit Process – The audit procedure for now will remain the same. Gail charged the Personal Welfare Committee to discuss the option to form a committee or be the committee to discuss the possibility of having a peer review team for audits. Currently Leslie does the audit and everything runs through Viva.
- Titles – For those who requested a title change, why did titles come back the same? Human Resources stated that if individuals want to change the title of their job that they need to file a job audit.
- Health and Wellness Committee update – Deb Lowery
 - Employee Fitness Classes available – A Tone and Cardio class will be offered on Tuesday evenings. A Zumba class will be offered on Thursday evenings from 5:30-6:15 p.m. If individuals would like to take advantage of other fitness classes a Group X pass for \$35.00 needs to be purchased. All free classes will be on the basketball court in the Rec Center. The new sidewalk will take individuals to the new entrance.
 - Smoke Free Campus Effective January 1, 2014 – President Mazey sent a letter out August 20, 2013, regarding the smoke free campus. There is a new web page <http://www.bgsu.edu/offices/sa/recwell/wellness/page133367.html> that has a lot of great information. Parking lots should have special receptacles installed. Individuals will be allowed to smoke in their own car or in designated parking spots.

Announcements

- The next regular CSC meeting is scheduled for September 18, 2013 at 10:00 a.m., room 314 at Bowen Thompson Student Union.

Good of the Order

Locations for 2013-14 CSC Meetings.

Bowen Thompson Student Union	Union 314	September 18, 2012	10am - noon
Bowen Thompson Student Union,	Union 314	October 16, 2012	10am - noon
Bowen Thompson Student Union	Union 316	November 20, 2012	10am - noon
	Dining Facility TBA	December 18, TBA	10am - noon
Bowen Thompson Student Union	Union 314	January 15, 2014	10am – noon
Bowen Thompson Student Union	Union 314	February 19, 2014	10am – noon
Bowen Thompson Student Union	Union 314	March 19, 2014	10am - noon
	Union 314	April 16, 2014	10am - noon
Awards Ceremony-BTSU	TBA	May 21, 2014	10am – noon
Bowen Thompson Student Union	Union 315	June 18, 2014	10am – noon

Meeting adjourned at 12:00 noon

Linda Hamman
9/13/2013
1:11 p.m.