



**Classified Staff Council  
Meeting Minutes  
December 16, 2015 at 10:00 a.m.  
The Oaks**

**Present:** Deborah Carden, Terry Carver (Secretary), Tammy Corpe, Karyn Dutridge, Yolanda Flores, Janet Garber (Chair), Linda Hamman (Chair Elect), Linda Hammer (retiree rep), Roger Heminger, Mark Henning, Gail Houtz, Belynda Hummel, Karla Leady, Teresa Mayo, Jen Moore, Faith Olson (Treasurer)

**Excused:** Tom Cook, Deb Lowery, Kathleen Newman, Abby Priehs (ASC Chair Elect), Karen Schwab

**Special Guest: Jodi Schroeder**

Jodi is the Web Page manager for CSC

- Has updated the web site with ITS and F. Olson's assistance
- J. Garber presented the Spirit of BG Award nomination certificate in appreciation for her help
- Jodi also Chair's the Scholarship Committee
- They will meet early Spring Semester
  - New online form for 2016
  - Decision will be made in April for May's Awards Ceremony

**Secretary Report (T. Carver)**

Earlier addition made to the minutes: BGSU currently has 7 Board of Trustee Members

Motion to approve the October minutes with the addition: Jen Moore; second: Teresa Mayo; Minutes approved

**Treasurer Report (F. Olson)**

- Disbursement for November was \$22.98 (reimbursed EDHD Dean's Office for Gordon sandwich bags) for MLK Day of Service. This gives a balance to the operating budget of \$4,295.46.
  - There are 15 classified, 1 faculty member, and 1 young person who will be making sandwiches on January 18, 2016 from 8:30 am – 10:30 am in 207 BTSU.
- The Foundation endowed side is \$98,507.53 with the spendable side remaining at \$2,097.25. Or, we can move money from the other Foundation Account to bring it to \$100,000.
  - A decision was tabled in November for ideas on how to bring the endowed side of this account to \$100,000 for the sustaining of the \$3,000 in scholarship awards. This will be addressed at a later date. All ideas are welcome. If every classified staff member would donate  $\$2.00 * 600 = \$1,200$ , we would have more than enough to raise the endowed side to this reachable goal.
- Motion to approve the Treasurer's Report: Linda Hamman; Roger Heminger seconded; Treasurer's Report approved

**Chair Report (J. Garber)**

The Athletic Advisory Committee is looking for an eventual replacement for Dr. Lee Meserve

- This committee meets once a month and works on compliance issues, etc.
- University Council met on November 18 and had a presentation on the Disability Survey for BGSU
- Admissions reported they are 3% higher in applications for Fall, and also up 22% for committed students
  - New Forensics programs are coming to BGSU
- HR – Some bonus applications have been submitted per the Provost Office from the Academic side
- Viva McCarver reports to both President Mazey and Sheri Stoll; no big changes were noted

**New Business**

Sick Leave Bank (F. Olson)

- Information is coming out in February
- This leave bank is being utilized
- There are over 20,000 hours deposited in the Sick Leave Bank

- Going to review the current policy for possible upgrades

Some Supervisors are not releasing representatives for CSC Meetings that are preplanned for the year

- It was suggested to ask if Viva McCarver would write an email letter to Supervisors, OR----
- Draft a letter to present to President Mazey and Viva to sign
- Firelands are short staffed for meetings as well
- Part of the BGSU Mission tasked to CSC is to help lead the university

J. Garber is requesting help planning the Awards Ceremony in May

- She expressed thanks to all CSC Representatives for the work they do on Council Salary Compensation Committee (G. Houtz)

- Meeting next Tuesday for salary requests
- Wood County gets a 3% raise this year
- Gail to send out a new initiative for CSC to review

Parking Sub Committee (J. Moore)

- Led by Monica Moll
- Jen has not been invited to their meetings, but is on this sub-committee
- Asked J. Garber to find out if Jen is still on the Parking Sub-Committee

BGLA (F. Olson)

- President Mazey wants faculty, Admin. Staff and Classified Staff all to participate this session
- Will meet in POD groups to discuss strategic plan for ½ day
- The other ½ day will have speakers, campus building tours, etc.
- Begins in January; deadline is today for applications

### **Good of the Order**

T. Carver: New track in Perry Field House; courts to be refinished during break

B. Hummel: Gearing down in Registration and Records; inputting grades  
Discussed Fire Marshal visit; need to move all signs 2 feet below ceiling areas

R. Heminger: Alumni and Development Directors are moving back to the Alumni Center the first of the year

T. Corpe: Rumor has it that the Union Food Court is going to be remodeled over the summer; Steak Escape is going to close and Mondo Subs will replace it

T. Mayo: Athletics have a new football coach

J. Moore: New plans for the College of Business: no new building, but will add onto Hanna Hall east side  
This is subject to change again

Planning for a new PhD in Organization and Development program

K. Ledy: Moved to the Huntington Center, which is nicely remodeled  
She does some Foundation work and some Accounts Payable work  
Visitors now need to stop at the Receptionist Desk before entering the building

Y. Flores: Currently searching for a new VP for Student Affairs  
Career Center is moving next semester to the second floor of the Union (where the Bookstore is)

L. Hamman: Search for a new Director of Financial Aid

D. Carden: Thank you to Terry Carver for skyping her for the CSC meetings  
Dr. Kurtz is the new Dean of Firelands  
Dr. Kate Daily is the new Associate Dean

They are holding an Awards Ceremony for Firelands staff

F. Olson: Search for a new College of Education Dean is ongoing  
Interim Dean is doing well

Bonus application process has begun (looking for outstanding work outside of your regular responsibilities)

G. Houtz: International Financial Aid programs are now on the 3<sup>rd</sup> floor, Admin. Bldg.

Kate Harris is the new Senior Coordinator for Outreach and Training in the Student Financial Aid office.  
Had issues with Payroll for not receiving pay correctly for two recent pay periods; affected staff with PNC Bank Accounts during Payroll's move to the Huntington Building

- K. Dutridge: The Multipurpose Room in the Union will be used as a transition room for the Bookstore after MLK Day; the Bookstore is being moved to one floor; Career Center to move in on second floor  
Ziggy Bytes is moving to the Off Campus Student Lounge  
During Christmas break, PNC and BG1 Card are moving in with the Information Desk area  
Olscamp 101 project includes new color schemes to match the rest of the building over break, and new furniture by Spring Break  
Four separate little lots are going to be developed in the new Union Parking Lot area; Johnston Hall is coming down in January to make more room for parking
- L. Hammer: The Retirees Office on campus has moved to Room 37 College Park last Friday  
Holiday party to be held at Ralph Wolfe's in N. Baltimore
- Jodi Schroeder: There are upcoming productions in the Wolfe Center for the Arts  
Finished Arts Extravaganza recently; Faculty and Staff Art Exhibition to be in January  
Also had a Fire Marshall visit
- M. Henning: WBGU-TV station is now under Sheri Stoll's division  
Deadline is approaching for the Auction  
Sidney McNutt is retiring soon
- G. Houtz: Roundabouts are a hot topic planned for the Wooster Street corridor

Meeting adjourned at 11:40 a.m.

Next scheduled CSC meeting: Wednesday, January 20, 2016, 10am – 12pm @ BTSU Room 316

/tec