



**Classified Staff Council  
Meeting Minutes  
February 17, 2016 at 10:00 a.m.  
316 Bowen-Thompson Student Union**

**Present:** Terry Carver (Secretary), Tom Cook, Karyn Dutridge, Yolanda Flores, Linda Hamman (Chair Elect), Linda Hammer (Retirees), Roger Heminger, Mark Henning, Gail Houtz (Chair), Belynda Hummel, Karla Leady, Teresa Mayo, Jen Moore, Kathleen Newman, Faith Olson (Treasurer), Abby Priehs (ASC Chair Elect)  
**Excused:** Deborah Carden, Tom Cook, Deborah Lowery, Karen Schwab  
**Unexcused:** Tamara Corpe, Karla Leady

Chair Gail Houtz opened the meeting at 10:05a.m.

Sheri Stoll will attend the noon hour of the March CSC Meeting with BGSU Budget overview

**Secretary Report (T. Carver)**

Chair Houtz to send out to all CSC members from January to review via email.

**Treasurer Report (F. Olson)**

Need to work on getting up to \$100,000 for the Scholarship Fund by June; looking for fund raising ideas

- Suggested to send all Classified Staff an email and ask each person to donate \$2 toward this scholarship
  - Special notice is being given to the CS Scholarship fund, which received \$101.50 in donations in December 2015
- The CSC Budget has \$3,800 in operating, \$2,000 in spendable and \$4,800 in special events funds  
Payment for OSCHE (\$300) was processed in January along with the travel expenses for our OSCHE representative, Terry Carver

**ASC (A. Priehs)**

Steve Krakoff gave updates on the current Master Plan, which has changed drastically

ASC is filling openings on their Exec Team

ASC and CSC Brown Bag lunch discussion went well yesterday

President's Day statistics: had 600 more reservations this year than last

- Had 3,146 guests and 921 students attend
- Students attended from 14 states; 126 made early Housing payments; BGSU gave 522 tours of the campus!
- F. Olson made a suggestion that Parents be encouraged to take classes/finish their degree by offering a discounted rate if they have students attending (another incentive to receive SSI money from the State)

**Retirees (L. Hammer)**

January newsletter is out

- Discussed having it online for others to read
- Joint meeting/luncheon with UT Retirees in April

**OSCHE (K. Newman)**

Next quarterly meeting is in April

Explained the \$50 increase in dues for each institution

- Covers the cost of each institution taking turns paying for lunches in Columbus as this is an all-day meeting
- Lunches are typically sandwiches, chips, cookies, tea
- The OSCHE Executive Committee arranges for the lunches

Discussed Vacation Pay for 9-month Part time Staff

- Wright State and Akron do not get this benefit either
- Ohio Revised Code is silent on this issue
- This is on the table with Sheri Stoll as part of the Salary Committee proposal, per G. Houtz
- Administration is looking at 16 hours Personal Time to give to 9 month PT employees, instead of Vacation Time
- This affects 14 people at BGSU

### **Chair Updates (G. Houtz)**

Board of Trustees meet this Friday; topics include:

- 2.5% Increases in room rates and meal plans
- House Bill 64 – low enrollment courses, which have already been identified
  - Collaborate with other universities on these classes

Read notes from her HR meeting with Viva, Leslie and Sandy (L. Hamman present)

- Discussed taking another look at the Red Circle policy; stand-by pay; handbook change; OPERS to our campus; review of pay ranges; the bonus policy; Admin. staff and restrictive OT pay
- The Salary Comp Committee will treat the Trades Stand By Pay as a side project

F. Olson would like to know what the process is for reviewing pay ranges

Sandy Heck is working toward a Retirement Fair in the Spring; the law has changed for “approved vendors” and has caused a delay

The Classified Staff Awards Ceremony is May 18 in Olscamp

- Need pictures of staff working to show at the ceremony; Gail to send out email for this request and \$ donation for CSC Scholarships

April CSC meeting to be held at the new BG Flight Center

There will be a campus survey sent to all constituent groups about House Bill 48 – Concealed Carry Law

### **Good of the Order**

T. Carver: the Team Award information has been updated on the CSC website; call for nominations to be sent out in early March for April 18 due date

F. Olson: a thank you note was read from The Center for Community & Civic Engagement for help making the sandwiches on Martin Luther King, Jr. Day for the BGSU volunteers; future MLK Service Days will add a piece of fruit to the lunch bags, and breakfast for volunteers; Service Award nominations due April 15; Faith is celebrating her last class of her Doctoral program!

R. Heminger: morale booster in the Alumni Center: employees sing to whomever has a birthday to celebrate

K. Dutridge: Union is under construction; Info Desk is going to be in the art gallery area; Monday the Bookstore moves to the Multipurpose Room; construction deadline goal is this September; demolition of Johnston Hall is next week to be replaced by 4 new pay-to-park lots

J. Moore: College of Business celebrates secretaries’ birthdays by different employees providing breakfast in the Conference Room

M. Henning: The TV Station has birthday donuts at 9:05am when appropriate

L. Hamman: asking for a Chair Elect for next year

G. Houtz: at the monthly full staff Financial Aid meeting, 2 employees bring in food for celebrating each months’ birthdays

Special refreshments today were provided by Roger Heminger and Faith Olson

Meeting adjourned at 11:10 a.m.

Next scheduled CSC meeting: Wednesday, March 16, 2016, 11am – 12pm with Sheri Stoll speaking at noon in BTSU Room 316. Reminder to bring a brown bag lunch.