# Present: Lisa Bowen, Deborah Carden, Terry Carver, Kathy Dean, Karyn Dutridge, Yolanda Flores, Linda Hamman (Secretary), Roger Heminger, Gail Houtz (Chair), Megan Lucy, Tina Martini, Jen Moore, Jodi Schroeder, Karen Schwab, Emily Monago (ASC)

**Excused: Tammy Corpe, Janet Garber, Deb Lowery (Chair Elect), Norma Lybarger, Faith Olson (Treasurer)**

**Unexcused: Teresa Mayo**

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

**Secretary Report (Approval of Minutes)**

* Will address at the next meeting.

**Treasurer Report - F. Olson**

* No report - F. Olson was in Columbus.

**Guest Speakers:**

* Shea McGrew, Vice President for University Advancement/President and CEO, BGSU Foundation, Inc. Shea oversees fundraising, alumni relations, foundations (BGSU gifts), and manages investments for the foundations.
* Entering a multi-year fundraising campaign. Last campaign ended in 2008.
* Currently interviewing for fundraising staff.
* Entering a 5 or 6 year fundraising campaign, with a goal of raising 200-250 million dollars.
* Four big priorities: scholarships and graduate fellowships, named faculty positions, gifts to designate as a named department and for priority master plan projects.
* Will be sending out a survey to all alumni.
* Stacey Diegel, Graduate Student and Chairperson of the Faculty/Staff/Graduate Relations Committee for Dance Marathon
* The Dance Marathon will take place on April 5 and 6, 2014
* Stacey serves as a liaison between faculty/staff and the organization.
* This is the 19th year for the Dance Marathon.
* A total of three million dollars has been raised from previous dance marathons. The money is used locally.
* The faculty/staff hour is from 6:00-7:00 p.m. at the Field House. This portion of the Dance Marathon will be called ZiggyThon. The flash mob will be at the beginning of the hour.

**Chair Report – Gail**

* Updates from University Council Meeting
* Viewed two 30 second commercials that are student centered for recruitment to BG.
* Sherri Stoll will oversee Accenture opportunities implementation.
* President charged all of the chairs to the communities.
* Forums were scheduled for each of six areas.
* Opportunity Managers will report out scheduled to keep people on task so that milestones can be reached.
* Will keep Website updated so that all are informed.
* Updates from Human Resource Meeting
* Review of Severe Weather Policy
* Policy will be updated for clarification. The policy will be more in line with policy at other universities.
* Some employees were approached about a possible solution to budget concerns in reducing their positions from 12 months to 9 months. Looking for creative solutions to budget issues. This is being looked into by classified staff council and those employees should request an advocate.
* Board of Trustees Meeting
* New transfer scholarship.

**Efficiency/Opportunity Study-Accenture Oversight Committees**

* Working oversight committees will meet and oversee the planning of working committees.
* Website will be updated throughout the process.

**Classification Specifications Update**

* Aon Hewitt Salary Review updates – The new pay scale will be released on the Web very soon and will become effective July 2014.
* Forums will be scheduled.
* Pathways should be built in so that there can be movement within ranges.

**Administrative Staff Council** – Emily Monago

* Passed two resolutions.
  + Call to Action on University inclusion.
  + Patrick Fitzgerald
* New Electronic newsletter for ASC Chair Updates from Mike.
* Website updates Tom Siebenaler and Andrea Brock.
* ASC Professional Development is scheduled for Friday, March 21 at Firelands.
* Will work on fundraising
* New Graduate Certificates Social Interactive Media and International Cultural

**Announcements**

* MLK Day of Service was on January 20, 2014. A big thank you to all volunteers who met Monday, January 20th at 7:00 a.m. in 201 BTSU (Sky Bank Room) and made sandwiches for 800-1200 volunteers!
* Smoke Free Policy is now in effect.
* State of the State Conference will be on Thursday, March 20th in the Ballroom.
* A big thank you to all of the President’s Day volunteers.
* Thank you to all Job Fair volunteers.
* Notary list has been updated on the Website.
* Plans are underway for the CSC Awards Ceremony that will be held on May 21, 2014 in 101 Olscamp.

**Division Reports**

* Firelands
* Interviewing to fill two job openings.
* President Mazey will be on campus on Friday.
* New recognition donor wall.
* BOT meeting this Friday.
* Campus update announced Career Center professional clothing drive. Collection is occurring at the Union and at the Career Center.
* Election Committee will be accepting nominations in March for individuals interested in serving on CSC.
* Graduate College has filled the Director for Graduate Enrollment position.
* This week-end Opera Theatre is going on in the Wolfe Center for the Arts.
* Financial Aid and Bursar – New payment forum is being rolled out.
* T. Martini – Retirement update
* Ellen Dalton is taking over the newsletter.
* If anyone would like retirement information may leave a message at the retirement office at 372-9696 and someone will get back with them.

Board meets quarterly.

**Committee Reports**

* T. Carver - OSCHE
* OSCHE meets on a quarterly basis.
* The last meeting was held Friday, January 24 at the OSU extension in Wooster.
* Seven institutions were present.
* All said enrollment is down.
* OSU is going through a 2-year classification specification project.
* K. Newman will send minutes.

Good of the Order

**Locations for 2013 - 2014 CSC Meetings.**

**NOTE: Meeting locations may change.**

Bowen Thompson Student Union Union 314 March 19, 2014 10am - noon

Bowen Thompson Student Union Union 314 April 16, 2014 10am - noon

Awards Ceremony-BTSU Olscamp 101 May 21, 2014 10am – noon

Bowen Thompson Student Union Union 314 June 18, 2014 10am – noon

**Meeting adjourned at 12:00 noon**

Linda Hamman

2/24/2014

10:54 a.m.