# Present: Deborah Carden, Terry Carver, Tammy Corpe, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Linda Hamman (Secretary), Gail Houtz (Chair), Norma Lybarger, Teresa, Mayo, Faith Olson (Treasurer), Jodi Schroeder, Emily Monago (ASC)

**Excused: Lisa Bowen, Roger Heminger, Deborah Lowery (Chair Elect), Megan Lucy, Tina Martini, Jen Moore, Karen Schwab**

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

**Secretary Report (Approval of Minutes)**

* T. Carver motioned to approve the minutes. K. Dean seconded. February minutes were approved.

**Treasurer Report - F. Olson**

* No expenses were reported for February.
* Projection is that the CS Scholarship fund will reach the $100,000 mark in July after the June income and donations are added to the endowment and spendable sides of the account. To produce $3,000 a year in interest, the endowed side of the account needs to be at $100,000. This should occur over the next two years.

**Guest Speakers:**

* Fran Voll, BGSU Trustee
  + Board is not a policy making board. The board approves policies.
  + The University is looking at the mission, what we do well.
  + The University wants to make sure students have a positive experience and can take it out to the communities.
  + Fran relayed that Classified Staff are very much appreciated.
  + The State only provides 22% of the income for students.
  + Enrollment drives the University.

**Chair Report – Gail**

* Updates from University Council Meeting
* Gail will send updates.
* Updates from Human Resource Meeting
* The meeting was cancelled and has been rescheduled.
* Board of Trustees Meeting
* Gail will send updates.

**Emergency Closing Policy Update**

* Establishing a benchmark with other universities
* The policy gives classified staff the option to stay home and receive pay when the weather is severe.

**Updates on New Wage Chart and Compensation Policy**

* Each job classification has a new specification written.
* Aon Hewitt completed a salary review with national and regional databases.
* New pay scale numbers will go into effect in July.
* Jobs will be in market salary to attract/retain employees.
* If an employee is over the new maximum pay, his/her base wage will be frozen until further market surveys are completed and their pay range is re-evaluated. That person will receive any raises in the form of a bonus. This employee will receive a letter to let them know what the process will look like.
* There are approximately 45 people out of 600 that are over the maximum of the new wage scale.
* There will be career path progressions; an opportunity for employees to better themselves.

**Updates AROC Committees**

* **Student Services Committee – J. Garber, G. Houtz, D. Lowery**
  + Co-located student services office will be created
  + Bench marking of other universities, looking at different models.
  + Reviewing eleven universities. Will try to target three.
  + The second floor of the Union has been selected for the co-located offices.
  + The committee is gathering information and is trying to figure out different focus groups of six to eight people.
  + Will survey the students to see what they would like.
* **Auxiliary Operations and Facilities Committee – Jennifer Johnson**
  + Committee will meet soon.
* **Organization, Employees & Benefits Committee – F. Olson**
  + Looking at the tuition fee waiver, no decision has been made at this time.
* **Core Administration Committee – Teri Gentry**
  + Lab top assistance program was discussed.
  + The next meeting is scheduled for March 26.
* **Research and Advancement Committee – L. Bowen**
  + Embarking on a very challenging campaign to raise money.
  + Looking for donors to support the University in different ways.
  + Goal is $250 million dollars, with a timeline of 2020.
* **Education Platform Committee – K. Newman**
  + G. Houtz will send out.

**Administrative Staff Council** – Emily Monago

* Fran Voll and Rodney Rogers talked about enrollment management and the premiere learning environment goal.
* Jenny Wensink discussed annual giving and encouraged staff to participate in the family campaign.
* Updates on Accenture committees.
* Looking to moving forward as an institution with expected cuts.
* Administrative staff will be recognized in April.
* Continue to have gatherings after work to keep staff informed and engaged.

**Committee Reports**

* Campus and Community Committee – K. Newman
* The committee discussed fundraising for Dance Marathon.
* The committee decided that it would encourage staff to participate in fundraising events that are already going on for Dance Marathon.
* The committee shared with Council that committee members suggested a 50/50 raffle to raise money for the Classified Staff Scholarship fund.
* The committee also suggested that staff consider giving 50 cents a pay period to the scholarship fund.

Good of the Order

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

**NOTE: Meeting locations may change.**

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 12:20**

Linda Hamman

3/24/2014

9:16 a.m.