

Present: T. Carver (Chair), F. Olson (Treasurer), K. Dean, K. Dutridge, J. Garber, L. Hamman, A. Hoyt, L. Kidd, D. Lowery, N. Lybarger, T. Martini, J. Schroeder, K. Schwab, Tom Siebenaler (ASC)
Excused: L. Bowen, D. Carden, G. Houtz (Chair-elect), K. Najacht (Secretary), T. Corpe, K. Sautter

Meeting called to order at 10:05am.

T. Carver recommended that no meeting be held in August next year due to opening events on campus.

Secretary Report (Approval of Minutes)

- One typographical correction to July minutes. Motion to approve minutes by L. Hamman, and K. Schwab seconded, Motion passed.

Treasurer Report - F. Olson

- The loads for 2012-13 have been made by central administration. There were no expenditures in July 2012. Carry forward amounts will be loaded at a later date once they are verified.
- Faith noted she checked with the Foundation Office concerning unrealized gain and loss to the CSC Scholarship Fund. According to the Foundation office: the loss of dollars in our budget is because of the market performance of the Foundation investments which almost broke even between the losses and the gains. The administration fees which are charged to the scholarship funds are used for operating purposes, never for salaries. By law, any revenues generated by the investment of foundation dollars cannot be used for salaries.
- Motion to approve Treasurer Report as distributed: J. Garber; seconded: L. Kidd. Motion passed; report approved.

Chair Report

See HR written report from August 9: <http://www.bgsu.edu/downloads/bgsu/file116923.pdf>

Lunch with the President and Salary Comp Committee

Steve Lashaway, Chair of Salary Comp, talked about the meeting. President Mazey informed committee classified staff could be receiving a 2% raise this year.

Old Business

- Buck N Ear sale will be August 29, location and time: Union Oval 11am – 1pm
 - Faith collected butter sticks and napkins from council
 - Need 3-4 volunteers to take money/assist with corn distribution
 - Signs and campus distribution. Terry to email a flyer to all Classified Staff and all governing bodies.
 - Extra volunteers needed. Deb Lowery, Karen Schwab, Linda Kidd, and Linda Hamman volunteered to assist with this event.

- Awards ceremony, change from April to May? T. Carver will create a questionnaire to be sent end of August to staff about which month and eating options.
- Reports from all CSC members: another university's classified staff website
 - Any further ideas for the BGSU CSC web page? Some found it difficult to find any other universities staff web sites as they can be unionized or blended with all staff (administrative and classified). Asked for assistance from Kathy Newman, OSCHE rep for BGSU.
 - Asked HR to connect CSC Welcome page to new employee orientation (President Mazey's video link is now on the Welcome page)
 - Facebook: T. Carver to work with Marketing and Communications to set up a Facebook account for CSC, just informational for now.

New Business

- P-card for CSC – Apple Volume Purchase Program or AVPP, for buying apps as needed. (F. Olson)
- Discover anything new using your iPad?
 - T. Carver has a problem with one of the cameras.
 - T. Siebenaler explained what was most useful to him

Committee Reports

- Self-nominations on Committees – K. Schwab read new and re-nominated members and then motioned to accept the list of nominations for council committees. Seconded by L. Hamman, passed.
- Aon Hewitt Focus Groups
 - Focus groups and charrettes on Aug 7 & 8.
 - Executive interviews on Aug 7 & 8
 - Compile results of charrettes and send to Aon Hewitt for review by Aug 17
 - 159 staff participated (21% of all classified staff). From the outcome, CSC may have to create a morale committee to address concerns brought up on the charrettes.
 - Timeline will be sent to all classified staff.
 - BGSU employees to complete job description/content from 8/27 – 9/20.
 - Help sessions will be scheduled and announced
 - Project team to review draft classification list on Oct 15

ASC Report

- T. Siebenaler reported they met with the President recently.
- President Mazey is working on setting up an event at the University House for council members.
- Made a request that emails being sent to ASC from the President's Office be reviewed by Tom first to alleviate miscommunication.
- ASC is celebrating 30 years with special events.
- Administrative staff received a 2% raise.
- ASC is working on revising their performance appraisal forms.

Announcements

- Next CSC meeting will be at the Wood County Airport Conference room. Park across the street from the airport on the south side of Poe Road. Enter the front doors and turn right at first hall way, go to the end.

Good of the Order

- Tour of Centennial Hall was interesting, guided by Lisa Ingram. Let T. Carver know if anyone has other ideas for places to tour on campus.
- D. Lowery discussed concern regarding advisors changing students' schedules, then the students get their Financial Aid messed up due to different credit hours. T. Siebenaler to meet with her further on this issue.
- K. Dean reported that De-registration is taking place now on campus; if student don't pay their Bursar bill, their classes are dropped. UT has done this since last year.
- K. Dean also stated that training of the new evaluation forms will take place in September and October.
- Gloria Pizzana is retiring the end of August.
- Elizabeth Tousey, Chair of University Libraries' CSC gave a brief talk about what the Jerome Library CSC does, and then took CSC on a tour of interesting areas of the library.

Meeting adjourned at 11:30am

**K. Dean
8/22/12**