



**Classified Staff Council  
Meeting Minutes  
July 18, 2012 at 10:00am  
Firelands**

**Present:** L. Bowen, D. Carden, T. Carver (Chair), T. Corpe, K. Dean, J. Garber, L. Hamman, G. Houtz (Chair-elect), L. Kidd, N. Lybarger, K. Najacht (Secretary), F. Olson (Treasurer), J. Schroeder, K. Schwab

**Excused:** K. Dutridge, A. Hoyt, D. Lowery, T. Martini, K. Sautter

**Guests:** Firelands staff

**Meeting called to order at 10:20am.**

**Welcome to Firelands – Dean Bill Balzer and Board of Trustees member Dan Keller**

- Dean Balzer thanked the group for traveling to Firelands and remarked that our trip there sends a positive message that we're all a part of the same community. Dean Balzer always likes to highlight the great things that are going on at Firelands and updated us on the following achievements and projects:
  - Firelands is adding new academic programs in health care, and specifically in diagnostic medical sonography. The new Associate's Degree will first be offered in the fall. They are also introducing a new BS in Social Work with a focus on gerontology.
  - A new "business incubator" has been implemented. This will help local and regional businesses that may be struggling; BGSU expertise can be put to use to help troubleshoot and problem-solve for these businesses.
  - Firelands is working on a new Allied Health & Sciences building that will provide more labs and better space. There is currently a fundraising initiative underway and they hope to interview architects and get the project rolling as soon as possible.
  - Dean Balzer went on to recognize numerous classified staff at Firelands, including CSC's Debbie Carden, for their work on the front lines. Dean Balzer remarked that classified staff are the face of BGSU, both at Main campus and at Firelands.
- Board of Trustees member Dan Keller also welcomed the group. He acknowledged the work of classified staff in making a difference in students' lives.
  - D. Keller remarked that he currently sits on a lot of boards and so has great exposure to numerous groups of people and knows that we are committed to our students' success.
  - He reminded us that change – and rapid change, at that – is inevitable, and that we should embrace it and endorse it as often as possible. He said we have exciting times ahead of us.
  - D. Keller thanked the group again for visiting Firelands.

**Secretary Report (Approval of Minutes)**

- Motion to approve minutes as distributed: K. Schwab; seconded: K. Dean. Motion passed; June minutes approved.

**Treasurer Report - F. Olson**

- We've been spending down some of our carry forward balance, and that's good. It is important to always live within our means (load). Within two years, we will have only our load for expenditures because the carry forward monies will have been spent.

- We have around \$950 left in our spendable side of the Foundation account; the \$3,000 will be deducted for the scholarships in September. The iPads have been paid off.
- As for our projected expenses, if we spend about the same as we did this year, we'll end up with a carry-forward balance of around \$150.
- If there are any changes to or suggestions for the projected budget, please send them to F. Olson.
- Motion to approve Treasurer Report as distributed: K. Dean; seconded: T. Corpe. Motion passed; report approved.

### **Remarks from Employee Guests**

- A retirement card was given to Lori Peugeot who will be retiring next week. She thanked the group and remarked that she had served on CSC for a total of seven years. She has also been Firelands' Family Campaign representative since 1999!

### **Old Business**

#### Election CSC chair-elect

- G. Houtz has obtained permission from her supervisor to serve as CSC's Chair-elect! Big thanks to Gail.

### **New Business**

#### Aon Hewitt Focus Groups

- 12 - 16 classified staff members are needed to be on one of two focus groups with AON Hewitt
- 1 – 1 ½ hour session – information gathering by AON Hewitt – meet only once!
- Firelands employees are strongly encouraged to participate.
- Several CSC representatives volunteered during the meeting (K. Najacht, J. Schroeder, L. Bowen, D. Carden) and the call will go out to all classified staff to fill spots that were not filled during the meeting.

#### President's Advisory Council – Inclusion Network

- One classified staff member is needed to be on a President's Advisory Council for the Inclusion Network (formerly the Diversity Committee). The group will meet 2 or 3 times per semester for 1 – 2 hours. Y. Flores has already volunteered, and N. Lybarger volunteered to serve as the second classified staff representative during the meeting.

#### CSC Self-nominations

- L. Kidd self-nominated at the meeting.
- K. Najacht read self-nominations from Karyn Dutridge and Deborah Lowery.
- F. Olson motioned to appoint; L. Bowen seconded. These representatives have been appointed until the next scheduled election.
- Tina Martini is our new retiree representative.

#### Appointments to committees

- The list of committee appointments was passed around on the bus ride to Firelands. CSC members were reminded that they should serve on at least one committee.

- K. Najacht motioned to accept committee appointments; J. Garber seconded. Committee appointments accepted.

Goals for 2012-2013

- Ongoing staff development utilizing:
  - iPads at all CSC and related meetings
  - Professional Development Committee offerings
  - Other teaching/training areas of campus
- Successful navigation of the AON Hewitt Work Classification process this academic year
- Learning about different campus areas via mobile CSC meetings
- Continued recognition of staff initiatives and contributions to the University Community
- Improve communication and marketing of CSC to new Classified employees (Power Point link to their on-line orientation; welcome packet for new hires; add names to Classified Staff Listserv)
- Goals can be added as the year progresses

Discussion topics

- Different locations for 2012-13 CSC Meetings
 

Archives – 5th Floor CR	Jerome Library	August 15, 2012	10am - noon
Airport Conference Room	Technology	September 19, 2012	10am - noon
Wilcox Conference Room	Sebo Center	October 17, 2012	10am - noon
HR Room 1	Huntington Building	November 14, 2012	10am - noon
Upstairs Meeting Area	Carillon Place	December 12, 2012	10am - noon
Conference Room	Mileti Alumni Center	January 16, 2013	10am - noon
BTSU	Room 314	February 20, 2013	10am - noon
Chartroom*	McFall	March 20, 2013	10am - noon
101 Olscamp Hall	Awards Program	April 17, 2013	10am - noon
BTSU	Room 314	May 15, 2013	10am – noon
<b>-OR-</b>			
Marine Lab or Observatory?		May 15, 2013	10am - noon
Lounge	Ice Arena	June 19, 2013	10am – noon

\*follows a Sheri Stoll meeting that goes until 10am

April (awards ceremony) change to May? Continue to offer lunch?

- General consensus was it would be easier for Dining Services employees to attend the ceremony were it held in May. Would moving the ceremony, however, make it more difficult for 9-month employees to attend? Would they attend on their own time if it fell outside their normal hours?
- Possible dates for moving: May 8<sup>th</sup> or May 15<sup>th</sup>. Dining Services could just as easily cater the event then, and it wouldn't be a problem even if it was held in some other location.
- Consensus was CSC should send out a survey to gather opinions about the best month for the ceremony.

CSC Scholarship – online payroll deduction form

- F. Olson reported that Susan Dunn in the Foundation/Development office will send the link to the payroll deduction form for donations to the CSC scholarship fund.

### CSC Facebook Group

- T. Carver started a Facebook group for CSC. If you'd like to be a part, please send a friend request to T. Carver so she can add you to the group.

### CSC Webpage Update

- T. Carver is in the process of updating the CSC website. Suggestions for improvement (gathered from other CSC websites at other institutions, or general suggestions) should be forwarded to K. Schwab and the web committee. The web committee will then compile these suggestions and meet with Marketing & Communications to work on the website.

### Buy/Sell/Trade website

- There is a "Trading Post" section within Blackboard that is used primarily by students, but is open to the entire university community. It's not used as much during the summer, but during the school year, there is decent traffic.
- Is there a need for another website? Consensus was no.

## **Committee Reports**

### Salary Compensation – T. Carver for S. Lashaway

- Met with Sheri Stoll, Becca Ferguson, and Rodney Rogers (along with Steve Lashaway) to discuss proposed salary increase of 4% for Classified Staff. Deciding factors are the outcomes of the union negotiations with the faculty and police, student FTE's, retention of students, and SSI.
  - Will have 2.8% less SSI for 2013 Fiscal Year for BGSU compared to the 2012 fiscal year
  - Retention issues being addressed: Academic and Administrative Policies and Procedures that students get caught between – consistency in advising is needed across campus
  - Standardizing training academic advisors across the campus, and use seasoned professional staff to advise freshmen and sophomore students early in college careers
  - Give them academic expectations up front, and right from the faculty
  - Goal is to retain 80% of students; BG is currently at less than 72%
- Should know what the decision is regarding salary increases by September 1st
- Health Insurance premiums: waiting on negotiations of Faculty and Police
- Personal Time conversion from Sick Time was discussed; suggested that the alternative Personal and Vacation requests be considered, especially for employee morale purposes
- A question was posed about the possibility of converting sick leave to vacation for on-call/intermittent employees. T. Carver will follow up.

### AON Hewitt Working Group –G. Houtz

- Gail reminded us that this is our chance for input regarding our own jobs, that we should all participate as much as possible, and remain as positive as possible because the classification review is good for our staff.
- An information memo will be distributed to all Classified Staff by Friday Aug. 3.

- Focus group meetings and charrettes (a mobile and written version of the focus group, during which participants will write down ideas, questions, suggestions, etc. to later be compiled and forwarded to Aon Hewitt) to be held on Aug. 7 & 8
- Summary of results from both the focus groups and the charrettes on Fri. Aug. 17.
- Help Sessions with Classified Staff in completion of job content and use of JobLink tool to run from August 27 through September 20. This is the tool we will all use to update our individual job descriptions.
- Aon Hewitt will work on building in opportunities for advancement at all levels, but don't yet have all the details. A regional market comparison will also be conducted.

HR Committee – K. Dean Workplace Performance Webinar

- K. Dean, because of her work on the committee that worked on sending resumes, interviewing tips, etc., has been invited to participate in a series of three upcoming webinars on coaching for performance, managing appraisals, and recognizing troubled employees. She'll report on the webinars at future meetings.

Announcements

- Next meeting is August 15, 2012 at the Jerome Library Archives Conference Room (5th floor) 10am - noon

Good of the Order

- T. Carver: Retirees since last month's meeting: Student Financial Aid Office - Char Schwerkolt  
Check out the benefits to BGSU employees on the HR website! One of them has discounts for BGSU employees with Office Max!  
And thanks to G. Houtz for being our Chair-elect!
- D. Carden: Thanked everyone at Main Campus for always making Firelands feel welcome
- K. Schwab: Thanks to the officers for another great meeting
- L. Kidd: Thanked everyone for the opportunity to serve on CSC
- L. Bowen: Updated us on Health Center negotiations with WC Hospital. Meetings have been scheduled to work out the contract. Fifteen classified staff members will be affected.

**Meeting adjourned at 12:00pm**

**K. Najacht  
7/19/12**