



**Classified Staff Council
Meeting Minutes
October 17, 2012 at 10:00am
Wilcox Board Room, Sebo Athletic Center**

Present: Lisa Bowen, Debbie Carden, Terry Carver (Chair), Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Linda Hamman, Gail Houtz (Chair-elect), Anna Hoyt, Deborah Lowery, Tina Martini, Katherine Najacht (Secretary), Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Tom Siebenaler (ASC)

Excused: Linda Kidd, Norma Lybarger

Meeting called to order at 10:00am.

Guest Speaker: Craig Zirbel

- Craig joined us to discuss the Gen Ed curriculum reform.
- He began working on this in December of 2011 and the faculty discussions started in February 2012. It was agreed upon that Gen Ed curriculum should include the traditional components (x number hours of math, x number courses on diversity, etc.) but should also possibly include less traditional components such as study abroad, internships, and learning/living communities. The new understanding of Gen Ed requirements should be broader than faculty expectations and course requirements, which is why the listserv was started – it includes staff as well.
- Participants in the discussion list first brainstormed ideas, then prioritized those. Changing student expectations and campus culture rose to the top, so that has been the focus of the project so far. He distributed a handout that was sent as an attachment to the listserv detailing key points in changing student expectations and changing campus culture.
- Craig reported that there are still about 3,000 people on the listserv, which is great. The more the merrier.
- Consensus from CSC was we love the initiative and are highly supportive of it. The communication is wonderful, and we love to see the best practices and ideas shared.
- Craig said he would like to see more of this, including communication about what faculty and staff have tried, what's working, and what's making a difference.
- If you ever have any questions, please let him know!

Guest Speaker: Nick Kulick

- Nick spoke to us about what the United Way does for Wood County. He said their goal is to mobilize the community for long-lasting change.
- United Way focuses on education, health, and providing basic needs. They offer a variety of services in each of these areas: providing in-home school sessions, before- and after-school enriched academic support, zero and reduced cost health care, in-home visits for the elderly and disabled, 2-1-1 phone support (think of it as the 4-1-1 for non-profit and government information), and more.
- Last year, United Way provided some sort of assistance to 23,000 Wood county residents.
- Reminder about giving to United Way – the kickoff event (ice cream social and silent auction) was just held, and the penny war is coming soon. Paper campaign materials should have been distributed, and you can also donate electronically.
- Nick thanked us for our time and encouraged us to ask him any questions.

Secretary Report

- There were a couple of corrections to the minutes.
- K. Dean motioned to approve with corrections; A. Hoyt seconded. Minutes approved.

Treasurer Report

- We had only one charge come through in September, reimbursement for K. Newman to travel for the OSCHE meeting.
- We don't yet have our carry-forward, but it should display soon.
- Foundation reports are always a month behind. There should be more money forthcoming. F. Olson reported that if each classified staff member donated \$1.00, we would be able to continue granting \$3,000 in scholarships. Perhaps this suggestion should be announced at the Awards ceremony.

Chair Report

Board of Trustees Meeting – 9/28

- Thank you for the 2% raise for Classified Staff
- This year, we are holding CSC meetings at various locations across the campus
- September meeting was at the Airport; next month's meeting is in the Wilcox Conference Room at the Sebo Center
- Speakers this fall for CSC meetings include: Becca Ferguson (Aon Hewitt and employee benefit changes), Albert Colom (student retention), and Craig Zirbel (changing student expectations)
- Utilizing iPad technology for all meetings
- Progressing with Aon Hewitt: questionnaire for CS classification specifications due September 28
- Now holding training sessions for staff and supervisors on the new 2013 Classified Staff Performance Appraisal Tools
- Buck N Ear Scholarship fundraiser held during Campus Fest week – raised \$570
- Changing the Classified Staff Awards Program from April to May to enable more staff to attend
- CSC To host Ohio Staff Council for Higher Education (OSCHE) summer conference next June 27 & 28 (approx. 35 members attend)

President's Open Forum (10/9)

- By 2020 = 25,000 students (including online students)
- Currently the SSI funding formula indicates 20% is based on completion
- The Ohio State budget is stable
- State capital is going toward academic buildings; rest are private donations or student fee-paid
- Low on full professorships here at BGSU
- Imbalance with non-tenure track and tenure-track faculty; should be in line
- Mentioned OPERS Retirement reform
- Someone asked about parents or departments having to pay for parking when invited for Honors Programs/banquets when they are already paying a high price to send their student here
- One department residing in South Hall stated their concerns about no heat during the tunnel project
- Every building has a building representative: find out from Campus Ops and voice concerns with that person
- Working on making admissions requirements for international students better; studying other universities' procedures
- Presidential Climate Commitment: over 700 universities participate
 - LEED certifications
 - Bicycle program on campus
 - Recycling efforts

- Faculty negotiations were started last August
 - If completed by July 1st, we are ahead of Akron in comparison to their contract completion
 - Working on mutually beneficial agreements on the contracts
 - Will only negotiate at the bargaining table!
- President Mazey supports spousal hires, but positions must be advertised per Federal and State regulations
- President Mazey is big on program reviews – to hold every 5 years

HR meeting (10/11)

- Could you give us an update (or your expectation of CSC) regarding the smoke-free initiative for campus?
 - (See ASC discussion below)
- Did Aon Hewitt get a copy of the DAS to be reviewed and considered when reviewing the questionnaires sent in by BGSU?
 - Yes they did
- CSC is requesting a list of the names of the Classified Staff members who turned in their questionnaires.
 - With enough lead time this shouldn't be an issue. Recommended that we let the project team know that this information is being requested.
- We are working on updating the Time and Labor information for the Classified Staff Handbook via our By Laws Committee.
- What is under construction to the north side of the parking lot F?
 - Expanded parking area
- Faith asked that the new evaluation training be put on video for future reference by both supervisors and employees

President's Panel (10/11) (President Mazey, all constituent groups and Jill Carr, Rodney Rogers)

- Newest due date for all Aon Hewitt questionnaires: October 12
- Capital Planning will take the lead with the Student Green Committee regarding the President's Climate Control Agreement
- Contract negotiations: bargaining is in session today; "leaves" (sick, vacation) are being discussed; we are 75-80% there with the contract; promotions, retention, tenure have not yet been discussed; the "bargaining table" is located in the Union with 2 attorneys present
- SSI: 20% is based on graduation rate; Presidents are meeting on Election Day
- Student Debt Burden: BGSU has the lowest operating budget in Ohio; need to raise scholarship funds; 10,000 students get BGSU-awarded scholarships; Albert Colom is establishing a scholarship office to coordinate distribution to students; want to be able to offer an internship to each BGSU student!
- Health Center offices and possibly Hayes Hall offices to be moved this summer; need an enhanced website to update the campus and keep everyone informed

Old Business

- The Awards ceremony has been moved to May 22 from 11am-1pm in 101 Olscamp. Please mark your calendars!
- **Classification Specification questionnaires examples selected for Aon Hewitt – G. Houtz**
 - HR collected all the submitted specifications and Aon Hewitt asked for one or two good responses from each their requested classifications.
 - DAS specs were not consulted at this time because it was BGSU-specific work.
 - Leslie Fern reported that these would NOT be considered benchmark positions, only good representations.
 - It was again brought to the table that academic and non-academic positions would not be separated
 - Leslie also mentioned that specifications that do not fit with the rest of their group might go through the JAQ process. Also keep in mind that Aon Hewitt will read every questionnaire that was submitted.
 - So far, more than 425 questionnaires have been submitted to HR

- **Update on Buck N Ear fundraiser for next year** – F. Olson
 - Chartwells will support this fundraising event next year, but CSC will have to pay for everything. Chartwells volunteered a lot of labor and the excess leftover corn was a bit of a concern.
 - We would like to continue holding this event if possible; during Campus Fest seems to be the best time. And next year if we do it again, we'll hold it for more hours (noon to 4:00pm) one day only.
 - F. Olson asked for an okay to donate the leftover butter and margarine to Martha's Kitchen, the soup kitchen at the Methodist church. Consensus was yes.

- **Review top five concerns from Charrettes**
 - There were a number of concerns addressed in the charrette responses, but several rose to the top as primary concerns of classified staff at BGSU: outsourcing, lack of trust/hidden agendas, low morale, lack of appreciation, *truly* being heard, more work: fair compensation, and supervisor training.
 - T. Carver asked whether we would like to form a new ad-hoc committee/taskforce to discuss these concerns, or whether they should be given time at our monthly CSC meetings. Consensus was for the CSC meetings.
 - T. Carver thinks we'll address one or two of these issues per meeting, and that we may have to do some homework beforehand in order to come to the meeting prepared to discuss. We'll also be expected to contribute suggestions for solutions to these problems.
 - There was a recommendation for a classified staff email discussion list, separate from the current classified staff listserv. G. Houtz to look into options.

New Business

- One position has been abolished: Pat Mayo, Secretary 1 from Business Operations; she then bumped Monica Hartzler from Life Science
- Self-nomination for At Large open representative position – Yolanda Flores
 - Motion to approve until next election by K. Schwab; F. Olson seconded. Motion passed.
 - Y. Flores will also be assigned to CSC Exec Team for area representation

Administrative Staff Council – T. Siebenaler

- ASC sponsored a Safe Zone training for all administrative staff last month; about 25 people attended, and numerous had already been through the training. It was about two hours long and was a great presentation.
- ASC continues to work with HR on their performance evaluations, which will include both narrative and Likert scale sections. The administration would also like to see one standard page of questions for everyone, so ASC is working with HR to develop that.
- ASC also continues to work with HR on their compensation plan. This includes raises, JAQs, and more. So far it's been a highly collaborative process. T. Siebenaler hopes to bring both of these (performance evaluation and compensation plan) to their December meeting for a vote.
- An initiative started by President Mazey's cabinet is being carried on by ASC. President Mazey asked members of her cabinet to identify at-risk students and reach out to them somehow. ASC is now continuing this with several volunteers, and are working on obtaining a list of students. This is just one way they can help with retention.
- The November ASC meeting will be held at Firelands. D. Carden will be our CSC representative at that meeting.
- The smoke-free campus initiative is being circulated. Presentations have been made to USG and GSS, and classified and administrative staff councils have been contacted. T. Siebenaler sent an email to all administrative staff seeking their input and feedback on BGSU becoming a smoke-free campus (which would actually most likely entail designated smoking areas).
- Jill Carr has contacted T. Carver and asked for a couple of volunteers to serve on a committee working on implementing smoke-free specifics at BGSU. Regardless of whether or not we support this initiative, it was decided we should at least have a voice on the committee. K. Dean and L. Bowen volunteered.

Committee Reports

Campus and Community – November Holiday parade participation or donation? New fundraising idea?

- Decided we would once again donate \$50.

By Laws – Update of classified staff handbook to reflect Time and Labor - G. Houtz

- Held over for next meeting

Announcements

- Vacancy Recap Report – electronic report sent to CSC members
- USG new logo resolution – passed around
- President Mazey to be at the March 20 CSC meeting in the Chart Room – please make every attempt to be there!
- Next meeting is November 14 at the Huntington Bank Building, HR Conference Room

Good of the Order

- Retiree: Louise Small
- T. Carver passed around Mid-Month Madness for RecWell – ideas to help boost morale and social opportunities with co-workers in your department

Meeting adjourned at 11:55am

Tour of Sebo Center and stadium loges with Steve Messenger

K. Najacht
10/18/12