

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)
L. Bowen, D. Carden, G. Houtz (Chair-elect)
Excused: T. Corpe, K. Najacht (Secretary), K. Sautter

Meeting called to order at 10:00am.

Secretary Report (Approval of Minutes)

- There were no suggested corrections to the August minutes. Motion to approve minutes by J. Garber, L. Kidd seconded. Motion passed.

Treasurer Report - F. Olson

- CSC had one charge in August of \$250 for OSCE's membership. The carry-forward amounts from 2011-12 should appear on the November printouts.
- The Buck 'N Ear project earned \$570 that was deposited on the spendable side of the CSC Scholarship Foundation account to allow for a total expenditure of \$3000 to the 2013-14 scholarships recipients. The cost for this event (\$238.25) was charged to CSC's Special Events Foundation account. Continuation of this project will be discussed in October.

Chair Report

- **University Council:**
 - Long term headcount goal is 25,000 over the next 5 years to include online students and growth in transfer and international students;
 - Aiming for 80% retention;
 - Upping the GPA standards to 3.5 and 23+ ACT scores in order to enroll at BGSU;
 - Asking Firelands to increase their student growth 2% per year;
 - BGSU administration came to the table with faculty bargaining – termed “first position” – last Tuesday (results?);
 - Looking at improvements with: academic advising, scholarship development; and student marketing program
 - State Level Issues: university presidents meeting on Sept. 11 regarding SSI distribution; keeping students in Ohio for their higher education, college completion (new SSI formulas to be based on this issue), and how to keep grads in Ohio after they graduate
 - Albert Colom presented a comprehensive Student Recruitment Plan to the Council
- **Years of Service Awards**
 - Tentatively set for Wednesday, March 27 from 3-5pm;
 - Mocktails and hot hors d'oeuvres to be served;
 - Live music; awards; more to be planned – for those celebrating 15 years and every 5 years beyond
- **HR meeting** by email (correspondence passed around)

- <https://www.ohiohighered.org/press/board-regents-recommends-tobacco-ban>
- Dr. Mazey has asked that we ask all of the constituent groups to consider passing a resolution in support of the Smoke Free approach. Jill and Michael Ginsburg have been working with the student groups and doing some benchmarking. Most of our schools in Ohio have a policy much like ours. Only one campus, want to say Miami, has gone “Smoke Free” – things they learned and therefore recommend:
 - *Your policy should allow employees and students to smoke in their personal vehicles
 - * Your policy should make it clear that campus police departments enforce laws not policies
 - * Think about having designed smoking areas on campus – far away from building that you hold classes in
 - * Offer smoking cessation classes (we can get assistance through MMO programming and our Wellness programs)
- HR has advised that due to the time commitment for the classification project, it will take longer for them to complete job audits.
- Regarding waiver of probationary period: This is done very infrequently. Usually we compare the duties of the position the person previously held and the new duties to see if the person might have reasonably achieved skill in the job tasks in order for her to make a determination of whether or not the probation period could be waived.

Old Business

- Buck N Ear was a big success! Special thanks to Jenna Mackey, Michelle Rife and Shawn Nichols in Catering. Thank you notes were signed and sent to these employees.
- CSC Awards Ceremony will move to May in 2013 as elected by majority vote (32 to 20). A lunch hour meeting was also majority vote (26) over late afternoon (20). The event is scheduled for May 22, 2013, 11:00-1:00 in 101 Olscamp.
- Performance Appraisal Tool Training – Kathy Dean informed committee that eight 1 ½ hour training sessions have been scheduled to accommodate BGSU staff, including Firelands and night staff. Both staff and supervisors are invited to see the new form. There will be time allotted for questions and coaching, if needed/desired. To-date, the class times have been filling up, with more classes to be added in the spring.
- New classified staff welcome packets to be put together and distributed by J. Schroeder and D. Carden

New Business

- Classified Questionnaires need to be completed and submitted to Human Resources no later than September 28! Remember, this form needs 2 tiers of supervisory approval, so please allow sufficient time for the entire process.
 - Can HR track the whereabouts of the form while in process? Answer from Leslie Fern, HR: HR does not see the questionnaires until they are submitted by supervisors
 - There have been some technical issues with those using MAC computers. Remember to enable macros at the top of the form before getting started. If you or a co-worker are having difficulties, please contact Leslie Fern in HR (2-8423).
- Hourly vacation accrual has been updated in the Classified Staff Handbook to reflect time earned in decimals, to match pay stubs.

- President's Forum on September 10 – no one on the council attended. The next open forum is scheduled for October 9. CSC members are encouraged to go and see what's being asked and answered.
- State of the University address will be held this afternoon at the Wolfe Center beginning at 3:00 pm.
- Time and Labor in CSC Handbook – Gail Houtz suggested that this area be updated to reflect the new online system for submitting time worked and time off. The Bylaws Committee will take a look at this and make the necessary alterations.
- Administrative Staff Morale Committee – Terry Carver provided details of the ASC Morale Committee, a short-term committee that was formed to tackle some of the most frequent issues facing administrative staff. The committee captured concerns from staff (by survey) then met to brainstorm, focusing on the top 3 issues. Their goal is to finish by the end of September. At that time, the committee will forward their issues and recommendations to President Mazey. This prompted CSC to discuss whether they would like to form a similar short-term committee to address the top 3 concerns that classified staff identified at the charrettes during the classification process. CSC members feel a responsibility to make Administration know of the concerns and issues that have been identified.
 - Faith Olson suggested the entire committee review the comments and choose their top 5 most important concerns and bring to the next CSC meeting to begin the process.
- Kris Sautter, At Large Representative, has resigned from the Classified Staff Council. Please inform Karen Schwab, Chair of the Election Committee, of anyone interested in filling this position: full-time, main campus, At Large.

ASC Report

- M. Reynolds indicated the ASC is currently working on the performance evaluation forms in conjunction with Human Resources. There are three different forms: narrative, narrative with scale and scale. There is concern that not all administrative staff are being evaluated annually. HR is to contact supervisors of those they do not receive.
- Safe Zone training on September 27 with Tobias Spears – supporting LGBT.
- The next ASC meeting will be held at Firelands, November 1st.
- Health Center outsourcing – a contract is not yet signed, nor have meetings with Student Health Service (SHS) staff taken place. It has been suggested that staffing choices are being modeled by the BGSU/Chartwells merger. What is the morale of the SHS? They just want to know what their future holds. So far feedback has been positive, though not formal.

Committee Reports

- Newly formed Public Safety Advisory Committee – K. Najacht has volunteered to serve on this committee.
- Newly formed Wellness Committee – D. Lowery will be serving on this committee. She was invited to the welcome and start of this committee, where she said that President Mazey was very supportive of the initiative.
- OSCE – K. Newman indicated there have been no meetings since the summer conference at Miami University. Last month, CSC agreed to host the OSCE 2013 Summer Conference on June 27 & 28, 2013 on the BGSU campus. Several rooms have already been reserved on

campus, and President Mazey has been invited to present the opening address. A planning committee (L. Hamman and K. Dean from CSC have offered to serve) is now forming. According to the OSCHE president, BGSU will receive up to \$1,000 to help defray the costs of the conference.

Announcements

- OPERS updates can be found in the most recent newsletter. Terry Carver will send a link (<https://www.opers.org/>) to the newsletter to all classified staff. Staff are able to check on their personal status through the website. Please keep informed.
- President Mazey has been invited to the March 20 CSC meeting that will be held in the Chart Room in McFall. Council members are highly encouraged to attend this meeting.
- The next CSC meeting is October 17 in the Wilcox Conference Room at the Sebo Center.

Eric Teske, Staff Assistant, Recreation and Wellness, joined the group at 11:00 to speak about the Tobacco Free Policy initiative. In July, the Ohio Board of Regents passed a recommendation that all state universities move toward a tobacco-free campus. At this recommendation, BGSU and many other universities state-wide have begun the process of creating a policy to address the tobacco-free movement. The highest concern during the development of this policy is maintaining enrollment and retention.

Good of the Order

- Tour of AVS Terminal and Electric Vehicle Area was very interesting, guided by Nancy Vanderlugt and Anthony Palumbo.
- Judy Weaver, Cheryl Tyson, Sandra Paradowski and Joan Davis are retiring.

Meeting adjourned at 11:40am

**L. Bowen
10/5/12**