

Present: Lisa Bowen, Deborah Carden, Terry Carver (Chair), Tammy Corpe, Kathy Dean, Karyn Dutridge, Janet Garber, Kim Griner, Linda Hamman (Secretary), Roger Heminger, Gail Houtz (Chair-elect), Linda Kidd, Deb Lowery, Norma Lybarger, Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Tom Siebenaler (ASC)

Excused: Yolanda Flores and Tina Martini

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

Secretary Report (Approval of Minutes)

- Motion to approve Lisa Bowen; 2nd: Jan Garber. April minutes approved.

Treasurer Report (Faith Olson)

- Foundation account – all transfers have been completed.
 - OSCE conference - \$305.97 has been spent for travel to the meeting that included discussions about the summer conference.

Administrative Staff Council – Tom Siebenaler

- Morale committee met with A. Colom, B. Ferguson, and Provost Rogers. The meeting went well.
- Discussed flexible hours during the summer. General consensus was that the supervisor must approve.
- Held awards reception that was very successful. Having Mick Ferrari present his award was a special event.
- Discussed brown bag luncheons. Not many attend, but those who do find the process helpful.

Old Business

- May Awards Program
 - Donation for scholarships
 - Service project as part of Awards Program
 - Forms will be available for tax purposes
 - Faith to decorate donation table
 - Table decorations
 - Thank you bags – assembled today at Council Meeting
 - Program
 - Wellness promotion flyer
 - Mixers to occur before lunch
 - Ordering of plaques for award winners – Copy Shop
 - Program and invitation – Lisa Bowen and Terry Carver
- Nominations for election in May – Karen Schwab
 - Planning to send an email April 27th. Towards the end of May, the Divisions will receive the self-nominations.
- Aon Hewitt Classification Project – Terry Carver, Gail Houtz
 - Class Specifications are generalized so they can be used campus-wide
 - Final reviews were Monday and Tuesday
 - Future: Compensation piece is being added to RFP for Aon Hewitt to compare beginning wages regionally.

New Business

- CSC membership update (Kate Najacht resignation)

- OPERS pension changes – need approval to add to handbook. K. Schwab will review and get back to CSC/HR.

Committee Reports

- Salary Compensation – Gail Houtz
 - Committee met with B. Ferguson, Provost Rodgers, and Sherri Stoll. The committee's recommendation fell within the acceptable range; was a good meeting.
- Scholarship Awards – L. Hamman
 - Approval of Scholarship Recipients – Linda Hamman proposed that Council accept list as recipients. Linda Kidd seconded. Motion approved.
- Clean Air and Smoking Policy – K. Dean
 - Distributed and explained Policy Proposal. Smoking will be allowed in certain parking lots. The proposal is moving forward to the planning and implementation stage.
- Outstanding Classified Staff Award – Faith Olson
 - Six employees have been nominated. Committee will meet to select the recipient.
- Public Safety Advisory Committee – Yolanda Flores
 - There are now five vacant officer positions that need to be filled hopefully by July 1.
 - Change from Crisis Team to CARE Team
 - The multi-disciplinary group formerly known as the Crisis Team will be changing its name to the CARE Team (Campus Assessment, Response & Evaluation Team).
 - The parking lot for the Student Union should have pay and display kiosks for parking permits installed on April 22-23 and will be ready for use when the spring semester ends. There will be no parking attendant in the booth starting this summer. Departments who have guests that need to park there will be given a code to have guests input in the kiosk to obtain a permit, and the fee for the permit will be billed to the department. Departments can request a code change when they think it is necessary.
- Team Award – Terry Carver
 - Three teams have been nominated; committee to meet soon to select the winner
- Spirit of BG Awards – Terry Carver
 - Have 16 different people nominated. Gail proposed that the allocation should be divided equally among all recipients. It was the consensus of Council to approve equal distribution.
 - Committee to meet to adjust award criteria.
 - Have to observe FERPA laws in publishing nominations.

Chair Reports:

University Council March 25, 2013

Sheri Stoll reported that the Board of Trustees is asking for comparative capital improvement information relative to our peer institutions.

- Bruce Meyer presented on Sightlines information in response
- This is capital money used by BGSU; how does it come back to the State? (In student recruitment and retention)
- How are we doing in comparison to our peers?
 - Campus profile: age of buildings (academic area)
 - Capital Investments - \$76M spent since 2005; more went into infrastructure improvements
- Our employees are first responders to our facilities; BGSU has contracted to do preventative maintenance
- Reorganizing within Campus Operations: put HVAC in with Electrical
- Had over 22,000 work orders since the onset of the new online request system
- Shifting to 24/7 service on campus which will reduce on-call and over-time costs

Landscape Master Plan – presented by Steve Krokoff

- Keep it simple and elegant with small gathering areas

- Doing a lot with sustainability
- Trying to provide consistent outdoor furniture
- Installing new bike racks
- Redesigning the Front Door to campus: Administration Building occupants to relocate within 12-20 months
- Pedestrian routes, plazas, and new signage to be phased in
- More green reserves planned to add to aesthetics
- Planning campus approach off I-75
- New bike path being planned in conjunction with the city of Bowling Green
- Improving drainage throughout

Higher Learning Commission – presented by Joe Frizado

- Now in final phase
- Coming to campus April 15-16
- This commission will decide with whom to meet
- Three public forums to be held
 - Making sure constituents are invited to HLC forums

HR Meeting – April 15, 2013

HR Questions/Answers for April 15, 2013

- Does Time and Labor automatically send out an email if the approver makes a change to someone's submitted time?
 - Yes
- What is difference between Stand-By pay and Call Back pay and when are they used?
 - See page 36-37 of the handbook.
- Can "Aunts" and "Uncles" be added to the Family Member list for funerals? (Handbook pg. 109)
 - No, because "a relative not in the immediate family is permitted 8 hours (maximum) sick leave for funeral attendance" is already in the Handbook. By policy, the "same sex domestic partner" needs to be added to the list of Family Members.
- HR staff needs to meet with a contact person from the Bylaws Committee to review all necessary changes, especially regarding OPERS.
- Aon Hewitt update from HR:
 - Adding Salary Compensation Review to the existing RFP
 - Any adjustments would be effective FY 2014-15
 - Beginning pay wages will be pulled and compared regionally from AH's National Database
 - **No one will lose any money**

President's Panel – March 21, 2013 – Faith Olson

Topics for discussion

- Can Inter-University Council make the determinations for Affordable Care Act requirements state-wide, as opposed to each institution having unique requirements? (CSC)
 - There is currently so much confusion about the ramifications of this act, that specifics will be better understood as time goes on.
- Do you foresee any ramifications that will affect the other constituent groups once the faculty union contract is signed? (CSC)
 - The administration does not see any ramifications.

Announcements

- CSC Awards Ceremony, Wednesday, May 22, 11:00 a.m. – 1:00 p.m. in 101 Olscamp
 - Council members to arrive at 9:45 a.m.

- Next regular CSC meeting is June 19, 2013 in the Ice Arena Lounge, 10:00 a.m. – 12:00 noon – salad and dessert potluck.
- Annual Classified Staff Performance Appraisals due to Human Resources by Friday, June 28, 2013.

Good of the Order

February Retention Report – T. Carver will let everyone know when it is posted.

Randy Gardner – State Budget – Passed the House and is in the Senate with the Bridge component remaining in the bill

President's Advisory Council Diversity Initiatives Open Forums April 17 & 23

Please volunteer for Commencement ceremonies on May 3 & 4

CSC was awarded the Friend of the Office of Service-Learning for making lunches for MKL Day of Service volunteers

Meeting adjourned at 11:45 p.m.

Tour of Wolfe Center for the Arts – Steve Boone, Chair of Theatre and Film

Linda Hamman
4/17/13