



**Classified Staff Council
Meeting Minutes
January 16, 2013 at 10:00am
Mileti Alumni Center Conference Room**

Present: L. Bowen, D. Carden, T. Carver, T. Corpe, K. Dean, K. Dutridge, Y. Flores, K. Griner, L. Hamman, G. Houtz, L. Kidd, D. Lowery, N. Lybarger, T. Martini, K. Najacht, F. Olson, J. Schroeder, K. Schwab

Excused: J. Garber

Guest: R. Heminger

Meeting was called to order at 10:05am.

- Tim Koder, President of the BGSU Foundation, welcomed us to Mileti and said the Foundation's role is to act as a bridge between internal and external communities.
- Viva McCarver, our new Manager of Employee Relations (formerly Marsha Serio's position), introduced herself to the group. She brings 19 years of experience from the private sector to BGSU and looks forward to building relationships.
- Terrell Johnson, Admissions Counselor, came to speak to us about volunteering for Presidents' Day on February 18. Volunteers will receive a meal voucher and they're working on getting a 20% discount coupon for the bookstore as well. There are lots of positions available – inside, outside, on shuttle buses, etc. Terrell distributed a slip of paper with the url for signing up: <https://uas.bgsu.edu/volunteers/signup/> and all questions can be directed to him (terjohn@bgsu.edu) or Maribeth Giese (mgiese@bgsu.edu).

Secretary Report

- December minutes were distributed via email and no corrections were made. Y. Flores motioned to approve; K. Dean seconded. Minutes approved.

Treasurer Report

- There was one charge on the operating side in December, which brings our total balance to \$7800.
- On the Foundation side, the CSC scholarship account gained \$9675 in 2011 and lost \$3200 in 2012, thus this fund actually lost about \$12,000. We do have enough for our scholarships for this year, but administrative fees will eventually deplete the other two CSC accounts over time.
- F. Olson motioned to move money from the team award account into the spendable side of the scholarship account and close that account (our actual awards come from our annual load). In addition, F. Olson motioned to move all but \$5,000 from the special events account to the spendable side of the scholarship account. Motion seconded by L. Kidd; motion approved. F. Olson will work with the Foundation to accomplish these approved motions.

Guest Speaker: Jeanne Langendorfer, ASC ombudsperson

- J. Langendorfer detailed several points about her ombuds work:
 - The work of the ombudsperson is to help facilitate some confidential and fair action, not to act as an advocate. Ombudspersons can only assist and facilitate, not mediate.
 - In the Spring of 2008, the ASC ombudsperson position was taken to the Board of Trustees and approved, which formalized it. Since administrative staff have no grievance process, this was quite beneficial.
 - <http://www.bgsu.edu/organizations/asc/page44328.html> link to ASC Ombudsperson web page
 - The ASC ombudsperson doesn't officially report to anyone, but J. Langendorfer meets with Pat Pauken.
 - At this point, there is no real training available, but there are some opportunities for related training.

Both F. Olson and J. Langendorfer suggested that the best place to start for information is the Classified (or Administrative) Staff handbook, and for classified staff, the Ohio Revised Code and Ohio Administrative Codes.

J. Langendorfer is happy to answer any questions you may have about serving in this capacity; let T. Carver know if you are interested.

Chair Report

- None.

HR Meeting

- Are there any Strategic Plan updates or revisions?
 - Cabinet is retreating Monday, Jan. 15, to review the Strategic Plan, Core Values, Vision and Mission Statements for BGSU
- Will Memorial Hall be torn down this summer?
 - NO! No other changes expected at this time with the Master Plan (buildings)
 - (The Student Health Center and Rec Center updates will be given at February's CSC Meeting)
- Is Chartwells cutting back their own PT employees to 25 hours per week as they are BGSU employees?
 - BGSU employees are given preference when PT hours are affected
- A BGSU employee has been ill and has other issues, and had done all necessary paperwork to be off from work. However, she has used up her FMLA allowance and cannot draw from the Leave Bank. She has applied for disability and is waiting to hear back from OPERS on the decision. Chartwells informed her that if she did not come back to work, she will be fired.
 - HR would prefer that the employee hears back first from OPERS. But, if an employee does not have any sick leave left, Becca Ferguson indicated the law cannot protect their job.
- How does HR interact with Chartwells if there are these types of discrepancies?
 - B. Ferguson meets with Nancy Joseph on a regular basis for various employee-related issues.
- Do you know how many of these positions (Classified Staff who retired in December) are going to be re-filled immediately?
 - Dominga Almaguer
 - Lawrence Bateson
 - John Booth Not being replaced at this time
 - Gordon Brown
 - Connie Cadwallader
 - John Curlis to Administrative position
 - Mary Dilsaver
 - Kimberly Francisco
 - Cheryl Harouff
 - Sharon Hernandez
 - Cindy Kinney
 - David McCoy
 - Shannon Richards
 - Brenda Sattler
 - Tamara Sharp
 - Robert Smith
 - Thomas Talarico
 - Terrie Weaver
 - Margaret Whitacre to Administrative position
 - Need more time to see if other positions will be filled.
- A Supplemental Staff employee heard in her area that her application was lost when a position opened. She handed in her application in person.

- The application was not lost. The search committee asked the Office of Equity and Diversity if they could use applications turned in last July from a previous pool of applications for the same position. Permission was granted. The committee made their selection of interviewees from that pool.
- A question about discrimination was brought up by this same external employee.
 - The Office of Equity and Diversity handles all complaints related to discrimination whether the person works on campus or is a visitor.

Service Award Update

- Reception and program for years of service and retirees
 - Tuesday, March 26 from 3-5pm in the Lenhart Grand Ballroom
 - 2012 retirees account for 45 staff and 9 faculty

Old Business

Town Hall Meetings

- Student Affairs hosted one around the holidays and only three people showed up, so they're now coordinating with folks in Math/Science to hold one there in February.
- Provost/Finance & Administration are also planning to hold theirs on February 14th with a Valentine's Day theme. There will be two meeting times: 11:30 – 12:30 and 2:30 – 3:30. Refreshments will be served at both and invitations will be sent via email once the distribution list is finalized.
- L. Kidd met with folks in Athletics and Grounds and there were no complaints! She was happy to report they are a happy group.

Morale

- B. Cavins teambuilding exercise will address this.

Buck N Ear meeting

- It would cost CSC at least \$300 (not counting the cost of the corn) to consider holding this event. Consensus was that although it was fun, it is not worth that cost, which would take away from the Scholarship money. If every classified employee would donate \$1 each, we would not have to consider additional fund raisers for our scholarship awards.

New Business

- Resignation of Anna Hoyt, University Advancement
- Appointment of University Advancement open representative position:
 - Roger Heminger self-nominated and appointed **until next scheduled election**

MLK Day of Service – F. Olson

- Faculty Senate to give us \$250 for this; ASC is also likely to donate \$250
- Plan on making approximately 520 sandwiches for the volunteers. If you'd like to help, you can meet at 109 Education at 7:30 on 1/21.

CSC website – further changes?

- None at the moment. Let T. Carver know if you've got any in the future.

May 22 Classified Staff Awards Ceremony

- Tabled.

Exec Team Volunteers

- K. Dutridge volunteered to serve. K. Dean resigned. This team represents most areas of campus and help in planning Classified Staff Council meetings.

Administrative Staff Council (ASC) Updates – J. Dunn for T. Siebenaler

- Tobacco-free campus – more to come; no real updates at this moment
- Working on matching BGSU positions to positions at other institutions for ranking purposes using College and University Personnel Association information
- 30th anniversary – working on ASC’s big reception as well as monthly events
- Performance evaluation – thought is that President Mazey would like to see one evaluation in place for all staff, but not sure that will happen because of such disparities, and it would be quite difficult to evaluate everyone generically
- Compensation plan – working on rewriting what HR gave them; more to come
- Bonus policy – similar to merit money; trying to expand it to all of campus instead of limited departments

Committee Reports

CS Scholarship criteria – L. Hamman

- The criteria is largely the same, just updated some of the wording.
- Criteria have also now been added to the application. One minor change was made: a requirement that student applicant must have acquired 12 credit hours at BGSU. This ensures it is going to students who have made a commitment to BGSU.
- And while students can apply annually, if the pool is large enough, students who have won in previous years may not be awarded again in favor of awarding other students.

Equal Opportunity Compliance – M. Losoya-Rush

- Mardi informed the group they had their first meeting on November 27th and elected Kim Fleshman as their Chair. One idea that is being considered right now is a database of folks who would be willing to serve on search committees, including students. This would help to form more diverse search committees.

Health and Wellness – D. Lowery

- Tabled.

Smoking Policy Committee – K. Dean / L. Bowen

- Tabled.

Team Awards – T. Carver

- Tabled.

Aon Hewitt update – T. Carver / G. Houtz

- Working through specific questions
- Looking at the first two batches sent back by Aon Hewitt
- Planning to form two review teams

Announcements

- Next meeting is **February 20, 2013: Stroh Center Conference Room**
 - Updates on SRC Renovations and new Health Center
 - Next concern: More work and have more responsibility with fewer staff
- Could SKYPE with Deb Carden, Firelands, in case of adverse weather

Bryan Cavins – Teambuilding Exercise: Classified Staff Council Positive Psychology and Morale

Morale Suggestions by Council members at the end of the meeting:

Keep a list of birthdays and send a personalized card in departments

Monthly birthday celebrations

YMMD Cards = rewards

Walking around the office rather than staying in the office all day

Town Hall meetings

Random acts of kindness

Sending a “you’ve been caught making a positive contribution” card

Encourage more participation in Spirit Awards!

Being specific – encourages people

Praise/ Public acknowledgment via emails, signs on doors or bulletin boards

Go out to lunch with staff

Rewards: something small (doesn’t have to be large)

Supervisor training – increase their effectiveness

Employee -> Supervisor evaluations

Increase feeling of community with staff within Departments

Increase staff participation in their Department Search Committees

Talk more with each other—listen to concerns and act on them

Reinstate Building Blocks to the Future

Roger Heminger gave CSC a welcome with home-made cupcakes (good morale booster!)

Meeting adjourned at noon. Tour of the Miletic Alumni Center was given by Roberta Garcia.

K. Najacht
1/18/13