



**Classified Staff Council**  
**Meeting Minutes**  
**September 18, 2013 at 10:00 a.m.**  
**314 BTSU**

**Present:** Lisa Bowen, Deborah Carden, Terry Carver, Tammy Corpe, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Linda Hamman (Secretary), Roger Heminger, Gail Houtz (Chair), Deb Lowery, Megan Lucy, Norma Lybarger, Tina Martini, Jen Moore, Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Emily Monago (ASC)

**Excused:** Teresa Mayo

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

**Secretary Report (Approval of Minutes)**

- G. Houtz will send out the August minutes via e-mail and those minutes will be approved at September's meeting.

**Treasurer Report - F. Olson**

- F. Olson reported that August expenses were: \$7.00 Copy Shop for engraving; \$216.75 meal card swipes for the Holiday luncheon.
- Faith has not received a report regarding the Foundation account.

**Old Business**

- Election CSC Chair-Elect: taking nominations/self-nominations
  - Deborah Lowery self-nominated for Chair-Elect. F. Olson made the motion to approve; Y. Flores seconded; motion was approved.

**Chair Report**

- Updates from University Council Meeting
  - Emergency Preparedness Plan – Monica Moll, Director of Public Safety, discussed goals of the plan. The plan is for the University on a large scale, a local scale, and for isolated emergencies. The goal is to get information out quickly and to respond quickly. Every building has a contact person. The emergency contact post is the Human Resources building. The President and Trustees receive and make decisions and then the information passes down via the chain of command.
- Updates from Human Resource Meeting
  - Flu shots – will not be given on campus this year. Local grocery stores and drug stores usually provide flu shots and will accept insurance.
  - Open Enrollment Health Benefits - October 1st
- Updates from President's State of the University Address
  - Celebrations, changes, Challenges, Do Better-we can and we will – The President shared information regarding the Freshman class, partnerships, and future goals.
  - The President stated that the University can't continue to raise tuition and must explore new possibilities.
  - Innovation, collaboration, partnership and change will be the key to the future.

**New Business**

- I-Pad updates – Mitch from ITS will send an email with instructions and the access codes so everyone can update their apps and email.
- Discussion topics
  - Looking for recommendation of speakers for 2014 CSC meetings
    - Donna Wittwer was scheduled to be the speaker for today's meeting but is not able to attend. G. Houtz will reschedule her for October.
    - Deanna Vatan Woodhouse will join us for October and will present True Colors.
    - Ombudsperson Training/Ohio Revised Code Training – Dean Brad Colwell will present in November.
    - Holiday Luncheon meeting – December 18 in The Oaks dining facility from 10:00-12:00 with the lunch following from 12:00-1:00.

- Deregistration update –509 students were deregistered for fall 2013, 279 of the 509 students were re-registered, which was a 54.81% return rate.
- Health Fair Tues October 1<sup>st</sup> from 10-1 in the BTSU
- BGLI updates – three current members of CSC are attending BGLI this year. There are five graduates on Council.
- Homecoming – September 30-October 6. The themes is “Let the Good Times Roll Along!” The game is October 5. BGSU will play the University of Massachusetts at 3:30.
- Wood County Resident Discount Ticket offer - Huntington Debit card holders can receive one free ticket while they last.
- Common Read – Upcoming author signing and run. More information is available at <http://www.bgsu.edu/offices/mc/news/2013/news136746.html>.

### **Committee Reports**

- **Round Table** – updates from all Constituent Areas
  - As of September 1<sup>st</sup>, employees at Firelands are paying for parking passes.
  - Jill Carr has been named Vice President for Student Affairs. Jodi Webb has been appointed Dean of Student Affairs.
  - Moral in Registration & Records is down due to efficiency study.
  - Discovery Day recruitment initiative in the Arts is October 9. Event is an outreach to high-school students who may be considering the Arts at BGSU.
  - New Director at Alumni & Development – changes are on the horizon.
  - Perry Field House will be celebrating 20<sup>th</sup> anniversary the day of Homecoming.
  - All banners on campus will be replaced with new banners. Estimates are being obtained.
  - Olscamp 101 is no longer the site of the Math Emporium.
  - CIO Advisory Board meeting this week. Personnel Welfare Committee has been charged with developing a policy for employees who leave the University and want to return.
  - Shared Health and Wellness programs available to students, staff, and faculty.
  - The Finance and Administration representatives sent an e-mail to their constituents, reaching out to address any concerns. The College of Arts & Sciences is searching for an Associate Dean.
  - Next meeting for retirees is in October. The newsletter will come out in November. Ellen Dalton is in charge of the newsletter.
  - The Outstanding Service Award Committee will meet to update criteria. This will be done prior to sending out request for nominations.
  - A classified position in the Financial Aid Office is now an administrative position. The position is technology based.
  - Roger Heminger is keeping a spread sheet on classified and administrative positions, vacancies, and new hires.

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

- A two percent salary increase is effective September 1, 2013. The raise will appear on the September 27 pay.

### **AON Hewitt Working Group** –T. Carver, G. Houtz

- Classification Specification Update
  - Gail encouraged everyone to keep their eye open and read all job postings. Some recent secretarial positions have listed job duties that are not really secretarial duties, for example advising students
  - Salary review continues with AON Hewitt
  - Job Audit Process – The audit procedure for now will remain the same. Currently Leslie does the audit and everything runs through Viva.
    - As of September 12, Human Resources is accepting job audits.
    - AON Hewitt continues to work on wage review.
    - Gail will ask when the job specifications will be sent to Columbus.

### **Health and Wellness Committee update** – Deb Lowery

- Employee Fitness Classes available – A Tone and Cardio class will be offered on Tuesday evenings. A Zumba class will be offered on Thursday evenings from 5:30-6:15 p.m. If individuals would like to take advantage of other fitness classes a Group X pass for \$35.00 needs to be purchased. All free classes will be on the basketball court in the Rec Center. The new sidewalk will take individuals to the new entrance.
- October 1st is the open enrollment for Health Care Benefits.

**Administrative Staff Council** – Emily Monago

- Realigned areas to better address concerns of constituents
- ASC now has a Communications Officer to handle event programs, increase awareness, and update the Website.
- Had a reading of ASC compensation plan
- Ombudsperson Policy – looking at other institutions
- Looking at outsourcing and the impact on administrative staff
- ASC representatives from each area are planning to attend the two day conference at Firelands – Bridges out of Poverty. The cost is \$30.00 per representative.

**Announcements**

- The next regular CSC meeting is scheduled for October 16, 2013 at 10:00 a.m., room 314 at Bowen Thompson Student Union.

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**Locations for 2013-14 CSC Meetings.**

Bowen Thompson Student Union,	Union 314	October 16, 2013	10am - noon
Bowen Thompson Student Union	Union 316	November 20, 2013	10am - noon
	The Oaks	December 18, 2013	10am - noon
Bowen Thompson Student Union	Union 314	January 15, 2014	10am – noon
Bowen Thompson Student Union	Union 314	February 19, 2014	10am – noon
Bowen Thompson Student Union	Union 314	March 19, 2014	10am - noon
	Union 314	April 16, 2014	10am - noon
Awards Ceremony-BTSU	TBA	May 21, 2014	10am – noon
Bowen Thompson Student Union	Union 315	June 18, 2014	10am – noon

**Meeting adjourned at 11:40 a.m.**

Linda Hamman  
9/20/2013