



**Classified Staff Council
Meeting Minutes
March 18, 2015 at 10:00 a.m.
Tucker Building/WBGU-TV Station**

Present: Lisa Bowen, Deborah Carden, Terry Carver, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber (Chair Elect), Linda Hamman (Secretary), Mark Henning, Gail Houtz, Deb Lowery (Chair), Tina Martini, Jen Moore, Faith Olson (Treasurer), Jeremy Joseph (ASC)

Excused: Belynda Hummel, Roger Heminger, Karen Schwab

Unexcused: Tammy Corpe, Norma Lybarger Teresa Mayo, and Adriann Staron

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

Guest Speakers – Tony Short, General Manager Production/Engineering/Education Services and Tina Simon, General Manager of Development/Finance/Programming

- Tina and Tony shared information regarding WBGU-TV.
 - WBGU-TV is funded by the federal government and private support.
 - Last year the TV station celebrated 50 years.
 - The TV station has 13 interns, 6 co-ops and employs 57 students.
 - WBGU-TV brings stories of Northwest Ohio to viewers.
 - WBGU-TV supports 41 academic areas and provides programs for classes for students to view.
 - WBGU-TV hosts the BGSU brain game. Students on winning teams receive \$1000 scholarship to BGSU, if they attend.

Secretary Report (Approval of Minutes)

- February minutes were previously approved via email.

Treasurer Report - F. Olson

- F. Olson reported that \$705 was spent from operating in February. The carry forward was \$3200. In the foundation account, there is over \$101,000 in the classified staff scholarship savings account (corpus). Faith is waiting on the updated report from Foundation.

Meeting with Human Resources

- A handout was given to CSC members of changes that were made in the Classified Staff Handbook. Individuals met to discuss with HR the changes that were made. After meeting with HR, it was noted that an error was made with regards to changes in the handbook. Corrections are being made and the handbook will be updated accordingly.
 - Faith motioned that CSC accept corrections to handbook and the addition/clarification of layoff and recall to layoff current practice. Jen Moore seconded based on updated language. Motion was passed.
- Classified staff advancement was discussed. CSC/HR will pick a few classifications and factor in what would be needed for an individual to advance. AON Hewitt will give input – a template that can be followed. CSC will then work on the rest of the job classifications for an advancement pathway. This project will not be started until June/July due to the May 2015 launching of the HCM component of People Soft.
- Job audits – HR indicated that job audits should be completed within a 6-8 week timeframe once submitted.

New Business

- D. Lowery discussed the May Awards Ceremony. The location has been changed to the Ballroom in BTSU.
 - Deb asked that individuals email her with suggestions for the award ceremony speaker.
 - Information regarding the awards ceremony will be finalized at the April meeting.
- K. Schwab will notify individuals of CSC openings for the 2015-2016 year. Areas that have openings will receive and email requesting self-nominations.
- President's panel meeting is coming up and Deb will be attending.

- Leave Bank – The deadline for contributions is March 27th. If an individual contributes, he/she must contribute at least eight hour hours, which is the minimum that has been established. If an individual wishes to request a withdrawal from the leave bank, he/she must have contributed to the leave bank within the past two year period.

Old Business

- The change in Classified Staff Handbook will be corrected.

Administrative Staff Council – Jeremy Joseph

- The speaker for the March meeting was President Mazey.
 - ASC submitted questions to President Mazey prior to the meeting and Dr. Mazey answered the questions at the meeting.
- The Capital campaign was discussed.
- ACS appreciated hearing about changes that were made to the CSC handbook.

Committees

- Salary Compensation Committee – G. Houtz
 - The salary compensation committee has been hard at work researching information that can support requests that will be made.
 - The committee will continue to meet in the upcoming weeks to finalize the request.
 - The committee will present requests to CSC at the April meeting.
- Scholarship Committee – L. Hamman
 - The deadline for applications is March 27th at 5:00 p.m.
 - The committee will meet in early April to make decisions.
 - Letters will be sent to all applicants informing them of the committee’s decision.
 - Scholarship recipients will be invited to attend the awards ceremony in May.

Following the meeting, Mark Henning gave a tour of the WBGU TV station.

Announcement

- Next meeting is April 15, 2015, at room 316 BTSU

Good of the Order

• **Locations for 2015 CSC Meetings.**

WBGU-TV Station		March 18, 2015	10am – noon
Bowen Thompson Student Union	BTSU 316	April 15, 2015	10am – noon
Awards Ceremony	BTSU Ballroom	May 20, 2015	10am – noon
Bowen Thompson Student Union	BTSU 316	June 17, 2015	10am – noon

Meeting adjourned at 11:50 a.m.

Linda Hamman
3/19/2015