



**Classified Staff Council  
Meeting Minutes  
January 18, 2017  
315 BTSU**

**Present:** Linda Hamman (Chair), Karla Leady, Jennifer Johnson, Jen Moore, Faith Olson, Gail Houtz, Amy Smith, Mark Henning, Roger Heminger, Antoinette Jacobs, Kathleen Newman, Erin Telecky, Deborah Lowery, Yolanda Flores, Danielle Burkin, Terry Carver

**Excused:** Kathy Dean

**Unexcused:** Teresa Mayo, Tammy Corpe

**Not Present:** Firelands Rep, Beth Detwiler (ASC rep)

**Secretary Report**

Minutes were approved for December 2016 meeting.

**Treasurer Report**

F. Olson presented and explained financial report. There was only one expenditure for professional development. There are currently two additional approved professional development applications that will receive funding. With only \$225 remaining, plus \$25 from MLK project expense that will not be utilized ( $225+25 = 250$ ), there is sufficient to cover one of the applications. The second application is only for \$109, which we will cover out of other projected expenses that will not be utilized.

Foundation donations are down a bit and the classified staff community is encouraged to participate in supporting the classified staff scholarship fund. Proceeds from forgotten name tents are deposited into this account.

**Chair Report**

- HR Meeting – L. Hamman met with Human Resources to discuss timeline for Handbook revisions. L. Hamman and F. Olson are the CSC representatives on the committee looking at the handbook. Feedback on the current handbook will be given by L. Hamman and F. Olson to Human Resources after this working meeting. The initial draft will be sent out after that with feedback on the initial draft targeted for March 15. The goal is alignment of current handbooks (Academic Charter Part B-Faculty Personnel, Division 1: Faculty Handbook, Administrative Staff Handbook, Classified Staff Handbook, Student Code of Conduct) and other proposed handbooks (Adjunct Faculty Handbook, BGSU Retiree Handbook) with BGSU Policy Register. Timeline is attached.
- University Council meeting – F. Olson discussed. Report is attached.
- Tri Chairs meeting – a suggestion has been made to have a social with all three groups. Faculty Senate, Classified Staff Council, and Administrative Staff Council representatives will be invited to a pre-game reception and hockey game on February 25, 2017 at the Slater Family Ice Arena.

**ASC Report** – Have hit a lot of obstacles moving forward with the Food Bank on campus. Leaning towards donating to an existing food bank in BG instead. No final decision have been made.

**Retiree Report** – T. Carver gave report.

**Old Business**

- CSC members worked on packets from Bylaws committee for updating CSC handbook.
- MLK Jr. Day of Service Jan. 16 – F. Olson spearheaded the project, 675 sack lunches were made for volunteers.

**New Business** – None

**Committee Reports**

- PACHWI – no report.
- Classified Salary and Welfare Committee – no report
- Campus & Community committee – no report
- Professional Development committee – all of the professional development awards have been distributed, no remaining funds for this year.
- OSCE – J. Moore gave report –It was decided at the last meeting that the annual conference would move from Summer to Fall. The group worked on revisions to the bylaws as a result of the change.
  - Colleges/Universities attended gave updated reports at the meeting.
- Public Safety committee – J. Moore gave report
  - HB 48 has passed. Carrying a concealed weapon (CCW) on University campuses remains illegal. Bill does give the Board of Trustees the ability to permit CCW on their particular campus.
  - Parking – switch to License Plate Recognition (LPR), full implementation August 2017, no hang tag permits will be needed at that time. Students can register one vehicle per permit; faculty/staff can register two vehicles per permit.
  - Parking/Toys for Tickets – program ran from November 14<sup>th</sup> to December 9<sup>th</sup>, 580 toys were collected and distributed to local charities.
  - Parking/Moving to cashless office summer of 2017. No cash will be accepted in the Parking office. Payments can be made with credit card or check.
- Bylaws committee – no report
- Spirit of BG Award committee – no report
- Service Award committee – March 23, 2017 from 3-5 pm Union multi-purpose room for presentations.

#### **Announcements**

- Next meeting will be February 15, 315 BTSU, 10am.

#### **Adjournment**

## Charter/Handbook Review Process

### **Goals:**

- Alignment of current handbooks (Academic Charter Part B – Faculty Personnel, Division 1: Faculty Handbook, Administrative Staff Handbook, Classified Staff Handbook, Student Code of Conduct) and other proposed handbooks (Adjunct Faculty Handbook, BGSU Retiree Handbook) with BGSU Policy Register
- Alignment of Academic Charter and Collective Bargaining Agreement #2 (July 1, 2016 – June 30, 2019)
- Gathering additional recommendations to update and clarify employee handbooks and the Academic Charter for consideration following the work of this Committee

### **Leadership:**

Steering Committee appointed by President Mazey (Bill Balzer, Thomas Gibson, Alex Goberman, Viva McCarver, Patrick Pauken). Steering Committee will identify no more than two representatives from each constituency group to serve as Advisory Liaisons to the Steering Committee.

### **Proposed Timeline<sup>1</sup>**

<b>Milestone</b>	<b>Completed (proposed)</b>
Establish Advisory Liaisons (request appointments from constituency groups)	December 7, 2016
Initial review of handbooks begin with Steering Committee and Advisory Liaisons	January 13, 2017
Steering Committee leads preparation of initial drafts of proposed recommended changes to BGSU handbooks	February 28, 2017
Advisory Liaisons provide feedback on initial drafts	March 15, 2017
Preliminary drafts shared with University community	April 3, 2017
Steering Committee (with feedback from Advisory Liaisons) leads preparation of final drafts of recommended changes to BGSU handbooks	May 5, 2017
Steering Committee submits final recommendations to President	May 15, 2017
President submits recommendations to BGSU Board of Trustees	May 25, 2017
Recommendations approved by BGSU Board of Trustees	June 22, 2017

University Council

Tuesday, January 17, 2017

Summary of notes of interest to CSC members:

Combining of Romance Languages and GREAL – no loss of classified positions  
In addressing Goal 6 – A&S Dean highlighted the importance of shared governance

Lots of summer projects including 80 classroom renovations; 2 electric load upgrades; demolition of Family and Consumer Science and West Hall; Mosely and University Hall 50% complete; the design for renovation of Hanna Hall for the College of Business is forthcoming.

Graduate College went through a reorganization. Dr. Ogawa is now VP for Research and Economic Engagement with concentration on increasing partnerships. Dr. Booth is interim dean of the Graduate College.

Foundation is working on \$200M fund raising campaign. Currently at \$92.8M. Broadening out the campaign through chair and professorship endowments as well as Spring focus on Hanna Hall. Scholarship awarding is a highlight of Spring semester.

The Grievance process for faculty is not unpleasant. Provost will be distributing market pool dollars to faculty. Election of officers for Faculty Senate is coming soon.

Foundation financial system almost complete in PeopleSoft. Falcon info – data to help in planning, etc. and should be more strategic. License plate recognition system is being initiated. There are no savings currently because of the equipment that is needed.

WBGU's reverse auction is now in stage 4 – wireless provider sale failed to meet the goal. Working to align the station with School of Media and Communication.

Athletic have a 3.25 GPA with 94 at a 4.0. The Learning Commons provides the academic assistance these athletes may need to help them be success in the classroom. Advising resources are stretched. Athletic training has expanded its partnership with Falcon Health. Basketball shuttles are being used to try to grow the crowds. Need new facilities and \$'s to support that venture.

Academic calendar is considering the J-Term to allow students to travel abroad and take classes over a shortened term. Campus-wide course evaluation pilot occurred in December. Adhoc committee is reviewing Course Book Affordability issues.

There are 15 development training with monthly training calendars being distributed. HR's web site has been updated. HR is benchmarking other handbooks at other universities. Leadership challenge has begun.

Faculty hiring is now electronic done through HR. There are new appointment letters, nepotism policy and health and safety insurance when faculty travel overseas.

ASC has revised its Charter and Bylaws. May 23 10:00 am – noon w/brunch is their awards ceremony. Still investigating the outreach program for students.

Enrollment up 1.2% at 15 day count and 3.5% overall. Graduate student numbers are flat. Firelands is 11% down. Admissions for freshman is up 4% with 80% having financial need. Transfers are up in enrollment. Foundation scholarships are all in one program.

CS accomplishments was service in the MLK Day making over 600 lunches for volunteers. CS are and always have been passionate about helping retain students who are on campus. CS become like parents to these students and help them find the assistance they need to stay in school. CS supports the concept of shared governance and would like to see more of this.

Respectfully submitted; Faith Olson 1/17/2017