



**Classified Staff Council
Meeting Minutes
November 14, 2012 at 10:00am
Room 1, Huntington Bank Center (Human Resources)**

Present: Debbie Carden, Terry Carver (Chair), Tammy Corpe, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Kim Griner, Linda Hamman, Gail Houtz (Chair-elect), Linda Kidd, Norma Lybarger, Katherine Najacht (Secretary), Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab

Excused: Lisa Bowen, Anna Hoyt, Deborah Lowery, Tom Siebenaler (ASC)

Unexcused: Tina Martini (retiree)

Meeting was called to order at 10:05am.

Circulated New Hire Report, Representative List to Aon Hewitt, sample of CSC Welcome letter in binder

TEAMBUILDING with Bryan Cavins: Part 1

- B. Cavins spoke for a bit about how more positive environments set us up better for success. Trust, of course, is foundational to this. He framed the teambuilding exercise with asking us to think about how we can make a difference on campus, how we can make a difference for staff.
- After Brian's brief discussion, CSC members participated in a teambuilding exercise.

Secretary Report (Approval of Minutes)

- No corrections were made to the minutes.
- Motion to approve: Y. Flores; 2nd: K. Dean. October minutes approved.

Treasurer Report

- There is still no carry-forward balance, but Faith hopes to see it on next month's budget report.
- We didn't have many expenditures – just K. Newman's OSCE travel reimbursement and the table rental for the Buck N Ear event.
- On the Foundation side, there was a discrepancy. Money that should have been for the spendable side ended up in the endowed side, and when it was transferred to the spendable side, an incorrect amount was transferred. This should be corrected for next month's report.
- \$5.00 donation was made by affected reps to the scholarship fund for missing name tents.

Chair Report

University Council 10/22/12

- Goals: Lean Academic Advising, broader student base, changing academic culture, taking "Alumni College" all around the nation, Center for Leadership: earn a certificate in leadership (freshman through senior year), reduce time to degree (14 undergrad programs can be completed in 3 years)
- Board of Regents wants to increase the technology information sharing within Ohio Universities to enhance collaboration, best practices and experience
- Build a more diverse community and culture of inclusion
- Getting to the design phase of the new health center; first week of November scheduling meeting with SHS employees; Wood County Hospital to take over as of July 1
- Increase enrollment and summer programs and activities at BGSU (Wellness camps; Scott Hamilton skate camps)
- Working with BG city on: joint visitors center, joint signage, designated bikeway, and building a stronger arts community
- Support faculty & staff performance & development

- Determine the feasibility of building a hotel/conference center and housing on campus; need academic conferences; showcase our image and reputation

Old Business

- Should have received a signed-off copy of your Aon-Hewitt Questionnaire back from HR with a message from President Mazey – some have received these and some have not. Some received the message from President Mazey, while others did not. T. Carver will follow up.
- Review concern from Charettes: being heard and appreciated by administration and faculty
 - Possible resolution suggestions:
 - Town Hall meetings
 - If you have any plans to hold a Town Hall meeting for your division, please let T. Carver know. It was suggested that we could plan it with a holiday theme, offer cookies and the chance to meet your CSC representative, and ask folks to share any concerns they may have.
 - Need Supervisor Training, especially on communications and employee relations – this came up repeatedly
 - T. Carver is on the search committee for M. Serio’s position in HR and they plan on asking candidates questions about supervisor training
 - Weekly supervisor training sessions and video sessions would also be beneficial
 - Supervisors need to ask what form of communication works best with each staff member – some prefer face-to-face meetings, while others are good with emails, text messages, etc.
- T. Carver received 3 anonymous letters of complaint; these would be best handled by an ombudsman, but we do not currently have one.
 - The ombudsman can only provide guidance – they cannot act as a mediator or enter into conflict resolution.
 - Their role is to know the handbook, ORC, and OAC and to present options to those needing assistance.
 - Consensus was we would all be interested in some sort of ombuds training/professional development opportunity.
- Next month’s concern from the Charettes: Morale. Start thinking about ways we can address this.
- Safe Zone Training with Tobias Spears went well – there were about 30 participants. It’s recommended you attend if you have not seen a presentation.
 - We’ll offer this training again in the spring with Administrative Staff Council.
- Email listserv update – no real update for this meeting, but G. Houtz should know more for our December meeting.
- Message to President Mazey about the proposed Smoke-Free Campus has been shared with CSC. T. Carver took a neutral stance, since we were divided as a council.
 - The biggest complaint as it stands is that smokers do not obey the 35-ft rule.
 - To their credit, however, the receptacles are not 35 feet from building entrances, and naturally they will stand where these are located.
 - K. Dean hopes to meet with the committee soon so she can provide an update at our December meeting.
- New CSC Welcome Letter going to staff members – an example was included in the binder T. Carver passed around at the beginning of the meeting. Big thanks to J. Schroeder and D. Carden for drafting!
- President Mazey will be making another classified staff appointment to the Health, Wellness, and Insurance Committee – D. Lowery has volunteered for this position.

New Business

- A self-nomination for Finance and Administration open representative position was received. Kim Griner from the Payroll Office has volunteered for this position. K. Schwab motioned to appoint until the next election; G. Houtz seconded. Welcome, Kim!
- Employee Relations search committee update – T. Carver

- On-campus interviews have been scheduled for November 20th. So far, only phone interviews have been conducted and the number of candidates has been narrowed down to five. T. Carver will have more to report at our December meeting.
- Health insurance sign up expires Friday, Nov. 16 at 11:59pm!
 - As of this morning, **157 classified staff** had not submitted their benefits, which means that they will default to last year's selections.
 - There were some health cost concerns with insurance premiums and family vs. spouse/spouse and child coverage – in order to provide the most cost-effective plans, these had to be split.

Administrative Staff Council – K. Najacht for T. Siebenaler

- Met with Provost, discussed Efficiency Task Force study to be completed Jan 2013.
- Campus Tobacco Ban Survey results sent to President Mazey, with further interaction with Committee (Chair, Jill Carr) for future discussions
- Return Rate = 47% (300 of 640 administrative staff replying)
 - § AGAINST - 29.7% (89)
 - § FOR – 70.3% (211)
- Morale Implementation Committee Report is being finalized (initiated from satisfaction survey results)
- Currently developing ASC 30th Year Anniversary Plans throughout Spring 2013 semester
- Currently Reviewing AS Compensation Plan and Performance Evaluations for approval at December ASC meeting.
- November ASC meeting at Firelands was a wonderful success.

Committee Reports

Health/Wellness – T. Carver for D. Wentland

- The only information that was discussed at the last meeting was the increase in the employee contribution for health care, which is available now on the web as you enroll.

Aon Hewitt update – T. Carver and G. Houtz

- Next meeting will be at the end of this month.
- A sampling of questionnaires for various classifications has been forwarded to Aon Hewitt for review and they are in the middle of that process now. Leslie Fern is still working with some staff to receive their completed questionnaires.
- If you have questions, please let T. Carver know.

Announcements

- Holiday Parade – CSC is a Snowflake Donor (\$50)
- Next meeting is December 12th at 10am Carillon Place UPSTAIRS – Albert Colom will be our guest speaker. Council Holiday Luncheon to follow.

Good of the Order

- Retirees: Kathryn Bechstein, Maria Jaso, Thomas Rutter, Jean Ford
- Retirees Newsletter has CSC article: <http://www.bgsu.edu/downloads/execvp/file122348.pdf>
- Review of past tours: Centennial Hall, Library, Airport, Sebo Center and Stadium
- K. Dean received a request to place the award forms on the HR website; as supervisors are completing performance evaluations, they may consider nominating their classified staff. T. Carver will ask HR if they'd be willing to include.
- G. Houtz reminded everyone that this coming Saturday is the Relay for Life at the Perry Field House from 7am to 7pm.

- D. Carden thanked T. Carver for the tours she has scheduled this year. T. Carver asked Council members to please try to stick around after the meeting for these tours, and announced we may hold a CSC meeting at the Wolfe Center next April.
- F. Olson reported that the “Ed Heads” made it to the final round of the Academic Challenge last week.

Guest: Becca Ferguson, HR

- B. Ferguson reported that about 65% of the Aon Hewitt questionnaires were completed and they’re still working on the other 35%. Becca took a moment to publicly thank Steve Lashaway for his work with Campus Operations questionnaires.
- Draft specifications should be received from Aon Hewitt on November 29th.
- After stating that there is a ‘live chat’ option to help you through the open benefit enrollment process online, B. Ferguson opened it up to questions. She indicated that people are quite pleased and comfortable with the live chat, and reminded us that our confirmation comes in the form of whatever we’ve printed – this means that HR has received your changes/submissions.
- T. Carver thanked Becca for attending.

Meeting adjourned at 11:55.

Tour of Huntington Bank Building – Becca Ferguson

K. Najacht
11/15/12