

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

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

#### **Secretary Report (Approval of Minutes)**

- G. Houtz will send out the August and September minutes. Any changes should be sent to L. Hamman by Friday, October 18, 2013.

#### **Treasurer Report - F. Olson**

- F. Olson e-mailed report to CSC members prior to meeting.

#### **Vote Items:**

- The endowed is at \$86,000. Faith proposed that \$5000 be transferred from spendable to the endowment side to increase the corpus to \$91,636.62. Kathy Dean motioned to approve; Jen Moore seconded; motion approved.
- Faith suggested that CSS contribute \$50 to the Holiday parade as in the past. Yolanda Flores motioned to approve; Kathy Dean seconded; motion approved.
- A request was made to provide funding of \$150 to support BGLI speaker. Faith proposed that \$150 be transferred from professional development fund to Human Resources fund to support the speaker for BGLI. Deb Lowery motioned to approve; Yolanda Flores seconded; motion approved.

#### **Professional Development Opportunity:**

- Deanna Vatan Woodhouse – presented True Colors personality types.
- Donna Wittwer - Discussed Health Benefit Information. Open enrollment will begin October 30 at 12:01 a.m. and closes at 11:59 on November 22, 2013.

#### **Chair Report**

- Updates from University Council Meeting
  - Shea McGrew recently joined BGSU as VP of University Advancement. Since he joined, he has raised \$4.5 million dollars of the fundraising goal for the year.
  - Accenture is here on campus and has scheduled interviews with all key university employees.
- Updates from Human Resource Meeting
  - Open Enrollment Health Benefits – Open enrollment begins October 30 at 12:01 a.m. and closes on November 22, 2013 at 11:59 p.m.
  - Carolyn and Lori are updating the handbook with revisions and updates. CSC will receive a copy of updates when they are completed.
  - Flu shots are available Wednesdays and Fridays from 10 a.m. until 2 p.m. during the month of October. The clinics will be located on the 2<sup>nd</sup> floor of the new Falcon Health facility. These clinics are open to BGSU students, faculty and staff members. The dates the clinics are available: October 23, 25, and 30. Take your insurance card for billing. Immunizations are \$24 without assistance. For additional questions, please call 419-372-2271 or visit the website <http://falconhealth.org/services/immunizations>
  - Next year individuals will be asked for documentation if his/her spouse is covered under our health plan and is employed and offered insurance by his/her employer.

- **Board of Trustees Meeting**

- A new student appointment has been filled by David Westmeyer III
- New Board member Karen Morrison has accepted her appointment to the board for a 9 year term.
- All meritorious staff at the university received a 2% raise this year. President Mazey received a 2% salary increase as well as a \$50,000 bonus to recognize her fine performance as president during the 2012-2013 fiscal and academic year. This is the second consecutive year for the increase. The previous year President Mazey gave her bonus to student scholarships.
- There has been a revision to the strategic plan and to the capital construction projects.
- Funding received from the federal government is less today.
- Jill Carr reported 81% of the parents surveyed were very happy with their move-in experience.
- Learning Commons has reported 1,752 visits for this time last year. Current usage is 3,475 visits, up 98%. Students using the Learning Commons have a 3.0 GPA or higher.
- Noel Levitz – target areas of strength that currently have a low number of students enrolled in the program and have a capacity to grow, such as aviation.
- Partnerships – North Star Aviation and Wood County Hospital
- The Board will have a better picture of freshman retention rates and Spring registration numbers at the December meeting. Our retention rate is 70%.
- Early in 2013, the Efficiency Task Force derived ideas for cost reductions, reviewed ideas, and made 100 suggestions to take forward. Will begin to identify which to pursue and which to implement. Accenture, an outside consultant, is now being used to find cost efficiency and revenue generating ideas. The report will be submitted in December.

**Administrative Staff Council** – Mike Hachtel

- Be a champion of retention in your area.
- ASC now has a Communications Officer to handle event programs, social media, increase awareness, and update the Website.
- Health and Wellness Committee meets tomorrow to receive a picture of 2014 Health benefits information
- Steve Krakoff will be the November speaker. He is the new VP for Capital Planning.

**Announcements**

- The next regular CSC meeting is scheduled for November 20, 2013 at 10:00 a.m., room 316 at Bowen Thompson Student Union.

Good of the Order

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

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 12:00 noon**

Linda Hamman  
10/23/2013  
9:09 a.m.