



**Classified Staff Council
Meeting Minutes
August 17, 2011 at 10:00 am
136 Perry Field House**

Present: Debbie Carden, Kathy Dean, Jason Dunn (ASC), Yolanda Flores, Teri Gentry, Anna Hoyt, Katherine Najacht (Secretary), Faith Olson (Treasurer), Karen Schwab (Chair), Andy Shafer, Scott Spaulding

Excused: Lisa Bowen, Terry Carver, Janet Garber, Marianne Geisbuhler, Jim Hjortsberg, Kris Sautter

Unexcused: Nick Hafner, Gail Houtz

The meeting was called to order at 10:00 am.

Secretary's Report

- One change was suggested to the July minutes: add Janet Garber to the list of those who were in attendance. Minutes approved as corrected.
- A suggestion was made to use a smaller font when composing the minutes. It was also suggested that those printing the minutes should print double-sided to conserve paper.

Treasurer's Report

- F. Olson reported that a separate budget for CSC has been approved and should soon be created (previously, it was bundled with HR's budget). Two charges for OSCE conference attendees were made against HR's budget, so those will have to be reversed and charged to CSC. F. Olson also reported to HR the amount of carryover for CSC's budget. No July report has been received yet; F. Olson will report on it next month.
- Originally, CSC was charged \$558 for the shuttle to Firelands for our July meeting. Since the shuttle didn't have air conditioning, CSC asked for a reduction in price, and Parking Services agreed to drop the cost to \$418. We are grateful to them for doing this for us.

Reading of Bills

- None.

Reading of Communications (Secretary)

- Secretary K. Najacht read correspondence from J. Hjortsberg indicating that he would no longer be able to serve on CSC. A thank you card for his service was passed around for Council to sign.
- Chair K. Schwab would also like to begin sending some standard correspondence when retirements are announced, when new positions are accepted, and when the University community loses a member (as in the recent passing of student Jarod Graves). K. Najacht will draft some templates or standardized text and disseminate to the group for feedback.

Chair's Report

- K. Schwab attended University Council, which will replace Expanded Cabinet. University Council will include Cabinet members, and a representative from the following groups: deans, USG, GSS, CSC, ASC, Faculty Senate and AAUP.

- The goal of University Council is to communicate on a regular basis strategic planning, budgeting and other topics of interest to the Council and the University community. In addition, each participant will regularly be asked to provide a brief update on issues that the larger group would find of interest.
 - **Comments – President Mazey**
 - These meetings will be information sessions and welcomes open suggestions for presentations.
 - The search for a director of equity & diversity is being re-opened and this position will answer to president and will be part of the cabinet.
 - The president inauguration will be on Dec 2nd – (planned because this is the BOT meeting) and will be kept as inexpensive as possible.
 - **Budget update - Sheri Stoll**
 - The presentation by Sheri Stoll was very similar to what was presented at the June BOT meeting. BGSU is 3rd from the top on tuition and 8th from the top on room & board. Mazey commented that state revenue will not change, that what we have now is the new normal. 1000 students retained brings in \$10 million.
 - **Enrollment update – Albert Colom**
 - Presentation by Albert Colom included enrollment management statistics, retention initiatives, new student orientation dates, and admissions recruitment activities for 2011-2012. Mazey commented that 2013 is the year for accreditation.
 - **Other**
 - Due to a tornado warning we were moved into a hallway where discussion continued, however I was unable to take notes. We will be working with Albert Colom on the Student Retention Ideas project. President Mazey acknowledged the CSC for the proposal.
- HR meeting was cancelled (will meet in September). Becca Ferguson will also be CSC’s guest speaker at our September meeting, so if you have any questions for her, please send them to K. Schwab before the meeting. A couple of suggestions were made at the meeting:
 - Service Credit
 - Neutral Committee List
 - State job descriptions vs drafting them at BGSU – benefits and potential pitfalls
- Retention continues to be the issue of the moment. F. Olson received some ideas for CSC’s retention project, but no real proposals. She asked those who submitted ideas to draft proposals and re-send to her. It was suggested that reports from the Office of Institutional Research on retention and recruitment might be helpful, but since efforts have been relatively recent, data is not quite yet available. This would be a question/agenda item for University Council.
- The search for the Director of the Office of Equity and Diversity has been reopened. Four classified staff members’ names were submitted for the search committee.
- The President’s inauguration planning committee should soon be underway. Two classified staff council members’ names were submitted for this committee.

Old Business

- **CSC Chair-Elect**
 - So far, there still haven't been any self-nominations, although one CSC member has expressed interest. Will table this until our September meeting.

- **April Awards Ceremony**
 - Suggestion was made to hold the ceremony later in the day so 2nd shift workers might have a better chance of attending. Consensus was, however, that attending (2nd shift starts at 5:30) would come out of their own time, so most likely, attendance would not be any better. It was suggested to hold two events on the same day – the awards ceremony earlier in the day (from 11-1), and a pizza/sub party for 2nd and 3rd shift workers that night (beginning at 10:15pm). A. Shafer will follow up with K. Dean to schedule 114 Education for this late-night event, and K. Schwab will make all arrangements and reservations for the earlier event. Mark your calendars now for 18th!

New Business

- **Appointment to executive team from Finance & Administration**
 - A number of employees from Student Affairs have been reassigned to Finance & Administration. Will have to look at the new apportionment before determining whether a Student Affairs employee can serve on the executive team as a Finance & Administration representative. Will discuss this at our September meeting.

- **Goals for 2011-2012**
 - No suggestions for goals had been forwarded to K. Schwab as of the meeting, so we discussed. The following suggestions were discussed at the meeting:
 - Retention
 - Student Scholarship Fund
 - Numerous suggestions to follow the deck-of-cards theme K. Schwab set into motion at our July meeting. We could use phrasing such as “winning hand,” “aces,” “heart of ___”, etc. While consensus was we like this idea, it was cautioned that in order to be taken seriously, we try to stay away from cutesy. K. Schwab will work on this and we'll discuss further at the September meeting.

- **Other new business**
 - A. Tracy has been contacted for President Mazey's schedule. We hope she'll be able to attend our holiday lunch on December 14th from 11:30-1:00 in 314 Union (the CSC meeting will precede, from 10:00-11:30 in 316 Union).
 - For those who were invited to the meet & greet at President Mazey's home on September 19th, please RSVP. It would be great to have as many classified staff council members there as possible.

Committee Reports

- **Leadership Academy (BG Classified Leadership Institute) – A. Hoyt**

- A total of 41 applications were received and 20 participants have been selected and notified. K. Najacht is one, and T. Gentry has been selected as an alternate. The number of participants by division were determined by apportionment. It should be a great experience!

- **Committee on Committees**

- Existing committee members have been contacted and asked if they would be interested in re-upping for another term. The following have volunteered to serve on the committees indicated:

Merit Appeals	Lorrie Sawaie 2014
Outstanding Service Award	Scott Spaulding 2014; Tammy Corpe 2014
Personnel Welfare	Margaret Barbour 2014
Salary Compensation	Roy Montgomery 2012 Erin Keegan 2014 Marcia Seubert 2014
Scholarship	Linda Hamman 2014 Lynette Rosebrook 2014
Campus Community Team Award	Linda Hamman 2014 Jennifer Moore 2014 Karen Weber 2014
Equal Opportunity Compliance CIO Advisory Board (formerly ITC)	Mardi Losoya-Rush 2013 Rachel Panches 2011/2012 Scott Blackwood 2011/2012

- In addition, two alternate OSCE representatives are still needed. And there are still a number of committee vacancies as well, so if you are interested (or know anyone who is) in joining more, please do.
- F. Olson moved to approve; K. Dean seconded. Motion carried.

- **Professional Development Committee**

- F. Olson is working with DJ Kern-Blystone on producing a financial success series that could be videotaped. In addition, she would also like one for ombuds training.
- She has also spoken with representative Randy Gardner about taping a video on Ohio legislature and how it might affect classified staff at BGSU. We're all anxious to see whether SB 5 will get voted in. If it does, it might be best to have R. Gardner wait until after to record his video for us, so he can talk about possible implications as well.

- **Buck 'N Ear Project**

- F. Olson proposed a CSC scholarship fundraising proposal. She would like to sell ears of corn on the cob during the first week of classes. We could charge a "buck an ear" and all monies would be for the scholarship fund. Unfortunately, this has to be approved by Dining Services/Chartwells two weeks prior to the event, so we can't coordinate for this year. We could consider doing this for a football game/taillgating event, but we'd have to find a good, inexpensive source for the corn (it's prime sweet corn time right now). F. Olson will send her proposal to CSC and we can discuss at a future meeting.

Liaison Reports

- **ASC (J. Dunn)**

- Administrative Staff are working on completing their Mercer evaluations. An open forum was held after the initial process, and they learned they should have held the forum first, as part of the process. Fortunately, they have in writing that no one will experience a decrease in pay, even with the new job grading system. And actually, salaries should end up being higher than expected.
- Currently, they're in the middle of their appeal process; the date has been extended to September 9th. Administrative Staff will not know the pay-to-grade ratio until after the appeals process is complete. It's also uncertain what will happen to employees who have hit the top of their pay scale – most likely, they'll end up getting their salary plus a stipend, but that has not yet been decided.
- As far as raises are concerned, discussion of the 1% across-the-board took place. Consensus was it is largely unfair, because 1% is very different for employees who make \$200,000 compared with employees who make \$25,000. A flat amount - \$500, for example – would be more equitable. Parking and health insurance are both a flat amount, and rates aren't based on what individual employees make, so it would make sense that raises should follow that same model.
- ASC is also still searching for their Chair-Elect. As with CSC, there have been problems filling vacancies on committees, and they're currently trying to get administrative staff more involved.
- In addition, ASC would like to forge ahead in the coming year and try to prevent the Mercer evaluation process and appeals from overshadowing the need to move forward.

Announcements

- Next meeting will be September 21, 2011 in room 314 BTSU, with guest speaker Becca Ferguson.

Remarks and Good of the Order

- Congratulations to Jill Carr on coming out of retirement to help the University!
- Parking passes should be ready! Be sure to pick yours up.
- Fliers for the first athletic event to be held in the Stroh Center (women's volleyball) were distributed to be disseminated in departments.
- Don't forget to attend President Mazey's opening address on August 23rd!

Meeting adjourned at 11:40pm.

K. Najacht
8/18/11