

APPROVED MINUTES
Classified Staff Council Meeting
February 21, 2007
Bowen-Thompson Student Union, Room 316

MEMBERS PRESENT

Judy Amend, Holly Amos, Bette Blair, Robin Bruning, Steve Butts, Helen Cline, Maria Dandar, Kathy Dean, Judy Hagemann, Sheila Irving (ASC Rep.), Steve Lashaway, Becky Lentz-Paskvan, Earl Lisk, Sara McLaughlin, Sarah Meussling, Rebecca Morningstar, Susan Orwig, Nancy Posey, Lorrie Sawaie, Karen Schwab, Sandy Tolbert

MEMBERS ABSENT

Excused: Diane Colyer, Connie DiPuccio, Sarah Grimes

Chair, Lorrie Sawaie called the meeting to order at 9:00 a.m.

A motion to approve the January 2007 minutes was made by Sandy Tolbert and seconded by Judy Amend; motion approved.

TREASURER'S REPORT

Operating Funds (Period ending January 31, 2007)	\$6,776.52
Foundation Accounts (Period ending December 31, 2006)	
Endowment/Scholarship	\$72,570.41
Scholarship/Spendable Earnings	\$474.54
Scholarship Grand Total	\$73,044.95
Special Events Income	\$12,555.93
CSC Team Award	\$2,506.05
CSC Professional Development Fund	\$45.72
Foundation Grand Total	\$88,152.65

A motion to approve the Treasurer's Report was made by Judy Hagemann and seconded by Karen Schwab; motion approved.

CHAIR/CHAIR-ELECT REPORT

Dobb/Human Resources Meeting

- Dr. Dobb commented on the great job the Facilities Services Grounds Department did getting the University ready to open after the snow emergency.
- The outlook for higher education in the state budget looks bleak. We will know more about the effect this will have on BGSU after Governor Strickland presents his state budget on March 15, 2007.

GUEST

Tim Carney – Administrative Staff Peer Audit Process

- Tim discussed the administrative staff peer audit process used by Human Resources to grade new administrative jobs and audit current administrative jobs.
- Council agreed to invite Rebecca Ferguson to a meeting in the future to discuss how this process could be applied to classified staff.

Karen Donaldson – Classified Staff Scholarship Committee Chair

- Karen brought back the revised guidelines for the selection process used by the committee to Council to review. She will make the suggested changes.
- The deadline to apply for the Classified Staff Scholarship is March 23rd.

COMMITTEE REPORTS

Bylaws Committee

- Thank you to Karen Schwab and her committee on their hard work on preparing the Classified Staff Handbook for the March Board of Trustees meeting.

Dining Services

- The February meeting went well. The next meeting will be Tuesday, March 13th in the Union on the first floor at 2:00 p.m.
- Judy Hagemann questioned why there were discrepancies between the Dining Services Intermittent Employee Handbook and BGSU Intermittent Employee Handbook. Steve Butts was not aware that there was a BGSU Intermittent Employee Handbook and will take a look.

Committee on Professional Affairs

- A trip to Columbus to meet with legislatures is being planned for March 6th. If you are interested in going please contact Becky Lentz-Paskvan at lbecky@bgsu.edu
- The committee is also looking at the Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization (DMA) form and preparing a survey regarding textbooks.

Administrative Staff Council

- ASC is still working on the sick leave bank. They are working on guidelines but are still waiting for clarification on what type of leave can be donated.
- Submitted a handbook change to the Board regarding flex time.

Health, Wellness and Insurance

- There was a lot of confusion this year regarding the Spousal Forms, a committee is looking at the wording and will revise the form to make it easier to understand. A postcard will be sent out in November during open enrollment to remind employees that spousal forms are required to continue coverage for their spouse.
- Only 34 employees out of 900 signed up for short-term disability. This participation was not enough to underwrite the insurance and therefore Sun Life denied the request.
- The optional life insurance and long-term disability will be approved by Sun Life even though participation was not at the required level.
- Reimbursement checks from flexible spending accounts are now cut by BGSU.
- This is the last year of BGSU's contract with Medical Mutual. Medical Mutual and other insurance companies will be asked to submit bids for next year.
- Caremark's contract is also up at the end of this year.
- Monica Dietrick has resigned from the HWI committee. Lorrie will be posting a request to the classified staff listproc for a replacement. Steve Butts indicated that the committee meets approximately 6-7 times a year and that with the Medical Mutual and Caremark contracts expiring this year will be an important year for the committee.

Ombudspersons Evaluation Committee

- The evaluation committee met with the ombudspersons to discuss the first year of the classified staff ombudspersons and how the position has developed and suggestions on any changes that should be made to the evaluation. At the March meeting the committee will make recommendations on changes to the charge and term rotation.
- Jay Samelak has accepted a position as an administrative staff member and has stepped down from his role as classified staff ombudspersons.
- Judy Amend made a motion to appoint Nancy Posey (Nancy attended the mediation training with Jay, Stacie Enriquez and Ed Recker) to Jay's vacancy for one year, the motion was seconded by Lorrie Sawaie; motion approved.
- Ed Recker has notified Lorrie that he will be available to serve as ombudsperson starting March 1, 2007. These changes will be reflected on the CSC website at:
<http://www.bgsu.edu/organizations/csc/ombudsperson.htm>

RSTP Ad Hoc Committee

- The committee has highlighted five areas for clarification in the protocol. They have also asked for clarification if student employees are covered by the protocol.

Web Advisory Committee

- Please let Earl Lisk (elisk@bgsu.edu) know what you dislike about the current MyBGSU portal.

GOOD OF THE ORDER

- Dance Marathon will be March 24 and 25. Faculty and Staff hour will be on March 24th from 1:00-2:00 p.m.
- The Relay for Life had a very successful bake sale on Presidents' Day, they raised \$286.25! The next fund raising event will be on March 15th at Arby's – information will be sent on the listproc about the event. More team members are needed, if you are interested contact Becky Lentz-Paskvan at lbecky@bgsu.edu.
- Amy Good and Judy Amend of Facilities will be sending out a survey to facilities employees regarding computer access in the next couple of weeks. The survey will be used to identify areas that need additional computers. Judy will report back to Council the results of this survey in March.
- Susan Orwig and Rebecca Morningstar discussed with Council the need to replace the current computers in the custodial break rooms in Harshman and Kreisher. Sarah Meussling made a motion to use the remaining two computers from Linda Dobb to replace these systems, Judy Hagemann seconded the motion; motion approved.
- There was discussion on how essential employees were paid during the snow closure. The officers will discuss this at the next HR/Linda Dobb meeting.

The next CSC meeting is scheduled for March 21, 2007 at 9:00 am in the Bowen-Thompson Student Union, Room 316.

Respectfully submitted,

Sarah Meussling
Classified Staff Council Secretary