

APPROVED
Classified Staff Council Meeting Minutes
April 19, 2006
316 BTSU

Members Present

Bernice Aguilar, Bette Blair, Steven Butts, Diane Colyer, Connie DiPuccio, Sue Frost, Sarah Grimes, Judy Hagemann, Peg Jarrett, Sarah Jeffers, Steve Kendall, Pam Konopinski, Steve Lashaway, Sara McLaughlin, Rebecca Morningstar, Susan Orwig, Nancy Posey, Bruce Rutter, Karen Schwab, Tim Shirer, Sandy Tolbert

Absent

Excused: Lorrie Sawaie, Judy Amend, Kathy Dean
Unexcused: Stephanie Rader

Guest

Stacie Enriquez, Ombuds Representative
John F. Harbal II, Chair of the Finance Committee, Board of Trustees, BGSU

Chair Nancy Posey called the meeting to order at 9:00 a.m.

Minutes

Karen Schwab made a motion to approve the March 2006 minutes; Sandy Tolbert seconded the motion. Motion approved.

Treasurer Report

The Treasurer's Report was unavailable. It will be emailed to CSC representatives within a few days so that the report can be submitted for approval at the May meeting.

Chair/Vice-Chair Reports

- Human Resources Meeting (4/5/06)
 - There were nine (9) new audits in March 2006.
 - Leslie Fern, Employment/Employee Relations Specialist, is the newest employee in Human Resources. She has been in her position just a little over a month and she will be working on audits. She will also be working on a new way of grading audits.
- CSC Officers Meeting with Dr. Ribeau (3/29/06) – Dr. Ribeau was asked numerous questions. The questions and his replies are listed below.
 1. **Are classified positions being filled with student employees and/or administrative staff positions and will this become a trend in the future?** A job assessment is completed when jobs are vacated. A department has to look at the position description and what the person in the position was actually doing. Dr. Ribeau stated that technology can have an impact on how jobs evolve over time. The assessment of the job

starts with the department but eventually Human Resources becomes involved.

2. **Can we count on President Ribeau for future funding of the Professional Development Fund for classified staff?** Dr. Ribeau stated that the training dollars available to classified staff should be equal to the dollars that administrative staff receives.
 3. **How does the UT/MUO merger affect BGSU and will there be a combination of services of all three, such as purchasing and maintenance?** There were talks about combining of services before the merger. UT/MUO is too busy right now with their merger, so combining services with BGSU is not a priority. He is sure talks on this will resume in the future.
 4. **What are your expectations for compensation to employees this July for raises and/or merits under the current budget crunch?** Dr. Ribeau stated that BGSU is modeling a 3% increase but there is uncertainty in how to pay for it. The worse case scenario is that we can't balance the budget and we need to cut operating budgets to finance salary increases. He stated that healthcare and utilities are driving the cost increase at BGSU.
 5. **What role do you see the trees, flowers, landscaping and cleanliness of the BGSU campus playing in the success of the university and where does recycling rank in importance to the operation of BGSU?** Dr. Ribeau stated that the appearance of campus is very important to parents and alumni. Considering the cuts that Facilities has endured, they do an extraordinary job. As for recycling, there is currently a vacant, full-time recycling coordinator position. We are looking to have Facilities handle recycling but it was questioned about the impact this would have on Facilities considering they have so much to do now without having the workforce numbers of the past.
 6. **What value does the current administration place on customer service and what are some examples of these and areas for improvement?** It was noted that BGSU survives without layoffs and keeping the programs that we currently offer because enrollment stays up and that BGSU keeps enrollment up because of the customer satisfaction with parents and students.
- Linda Dobb Meeting (4/15/06)
 - Dr. Dobb sent an e-mail to the Athletic Department asking that the September 9, 2006 football game between the Falcons and Buffalo be designated as Staff Day and that complimentary tickets be given to each staff member. This is still in the planning stages and has not been made official. CSC and Dr. Dobb will keep everyone informed of the official date when it has been confirmed.

- President's Panel (4/6/06)
 - Code of Ethics – The Code of Ethics Policy that is currently in effect is the one that was passed by the Board on 6/24/05. The policy can be found at <http://www.bgsu.edu/downloads/bgsu/file11663.pdf>.
 - New Ethics Officer should be in place in fall 2006.
 - Cap on tuition will be addressed by the Board of Trustees in May.

Committee Reports

- Administrative Staff Council
 - Richard Edwards, BGSU Retiree Association (BGSURA) attended as a guest. He spoke about the BGSURA and its activities locally and around the state. He also spoke about the TABOR/TEL proposal (see website - <http://www.ohiocathconf.org/L/TABOR.htm>).
 - Elections are coming up offering several open seats and they are posted on the ASC website (<http://www.bgsu.edu/organizations/asc>).
 - The Scholarship Committee received 26 applications.
 - Ombuds training was excellent.
 - Discussion on recommendations for compensation for FY2007 – to increase salaries that are consistent for all constituent groups; fully implement *Principles and Recommendations for a Performance Based Merit System for Administrative Staff* – No. 57-97, approved by the BOT in 1997; design and implement a compensation plan that moves administrative staff through the salary range in a timely fashion; increase vacation accrual maximum to 480 hours (administrative staff lose 6,000-7,000 vacation hours per year); and provide a minimum of 8 hours of personal leave in addition to hours earned based on sick leave balance; provide clear statement in handbook to define how flexible scheduling can be utilized when departmental needs require perpetual/consistent work of more than 40 hours per week; and increase the minimum salary for interim/acting positions to 10%).
- By-Laws
 - The CSC Bylaws are part of the Employee handbook and any changes in the handbook have to be approved by the Board of Trustees. Below is a general summary of the process to make bylaw and/or handbook changes
 - The Bylaw Committee works on recommendations of changes for the Bylaws.
 - The Chair of the Bylaw Committee takes them to the Executive Vice President to look over before the recommendations go to CSC.
 - They go to CSC for approval.
 - They go to constituents by web to approve changes – constituents will have (not longer than) 15 working days to respond/raise objectives.
 - The Bylaw Committee works on objections.
 - The Chair of Bylaw Committee takes them to the Executive Vice President to look over before the “objections” go to CSC.
 - They go to CSC for final approval.

- They go back to the Executive Vice President for final approval.
 - The Executive Vice President takes the recommendations to the Board of Trustees for approval.
 - The Chair of the CSC Bylaws Committee met with Dr. Linda Dobb with the draft of the bylaws.
 - A copy of the bylaws draft has been distributed to CSC and the chair is asking for recommendations. The chair will compile recommendations and bring them to the Bylaws Committee. The committee will then submit the final draft for Council discussion and approval.
 - After the bylaws are done, the committee will be working on updating the CS handbook.
- Dining Services
 - Steve Butts stated that Joanne Perez-Vergara has resigned. Her last day will be June 30, 2006.
- Election
 - Voting will take place in two vice presidential areas (Vice President for Academic Affairs and Financial Affairs/Financial Affairs). Ballots have been printed and address labels have been affixed to the ballots. These ballots will be sent to permanent employees within the above areas and they will have until May 1, 2006 to cast their vote and return to the CSC on-campus mailbox. E-mails announcing the results of the election will follow the May 1st deadline.
- Health, Welfare, and Insurance (HWI)
 - The HWI Committee passed by unanimous vote to have Medical Mutual of Ohio issue new health insurance cards with a 12 digit random number for an identifier. The social security number will now be an alternate identifier and no longer listed on the card. Marketing and Communication and Medical Mutual of Ohio will communicate this information to the BGSU policy holders shortly.
 - HR has scheduled meetings on Life Insurance and Vision Care with the primary decision makers on campus. There is no further information on these issues.
 - Firelands is represented by Deb Bennett and she has been present at the committee meetings. There is no delivery fee for prescriptions sent to Firelands because the Firelands courier signs for the prescriptions from the Campus Pharmacy and personally delivers each one.
 - The Campus Pharmacy is open from 10 am to 4 pm Monday through Friday when classes are not in session.
- Parc
 - Poe Road Project – “The People: A Portrait of the Community” (www.poeroad.org) that is sponsored by the BGSU School of Art. This project will portray photos that Bowling Green citizens have taken and edited into silhouettes. By April/May Defiance Metal will cut these silhouettes out.
 - “Lend a Hand” is a project within the Poe Road Project where they want to illuminate a one-foot section of the wall. For a \$35.00 donation, they

will place your laser-cut handprint on the wall as an expression of their gratitude for your generosity. Additionally, they will be laser-cutting your name (or business) below your handprint. This way, your contribution will be recognized to not only you but also the public. Deadline is May 1, 2006. Connie DiPuccio, CSC Parc Committee Member, made a motion to have CSC donate \$35.00 to “Lend a Hand” and that a laser-cut handprint is made for the wall. Sarah McLaughlin seconded the motion. Motion passed unanimously. Karen Schwab made a motion to use Connie’s handprint for the wall, Nancy Posey seconded the motion. Motion passed unanimously.

- Salary Compensation
 - Judy Amend made a motion and Sara McLaughlin seconded the motion to go forward with the CSC Salary Compensation Committee’s recommendations for 2006-2007. Those recommendations include a 4% salary increase for employees who receive at least a “Satisfactory Performance” rating of 2.0 on their performance evaluation for 2005-2006 and a 2% salary increase for employees who receive at least a “successful performance” rating of 3.0 on their performance evaluation for the performance-rating period of 2005-2006. Also included in the recommendations are
 - no increase in the health care premium contributions for the 2007 calendar year.
 - increase personal time accrual rate.
 - University holiday closing.

Guest

John F. Harbal II, Chair of the Finance Committee, Board of Trustees, BGSU, was asked to attend the CSC meeting. Council asked him numerous questions and the responses are listed below.

1. **Tell us a little bit about yourself.** Mr. Harbal is a graduate of Genoa High School. He came to BGSU in 1968 and graduated with a degree in Business Administration in 1972. He is the CEO of Impact.
 - **Where do you see Ohio state universities in 10 years, with respect to the current direction that the Ohio government is going with making us prove our value to the state economy?** With all the changes taking place in the world, we are going to be challenged. TABOR is of the utmost concern because part of me says that state and federal government needs to be reigned in a little to get their priorities straight but on the other hand you can not have some state institutions with shackles around them with limited spending authorization to be able to do the things that need to be done. He feels BGSU is in fairly good shape and the good things that he thinks we have going on at BGSU is the good quality people that work here and believe in this institution. There is good leadership at the top, individuals that have a vision of where this university has to go to achieve the mission and it has been demonstrated over the past 10 years.

- **A number of houses on E. Wooster Street have been purchased by BGSU. Is a plan being developed to use those houses as separate university offices or eventually razing them to build other buildings?** The plan is to acquire properties on Wooster Street as they become available for purchase.
- **Specifically what input does the BGSU Board of Trustees have in the development of the annual budgets?** The BOT's input is more macro-level than micro-level. The Board has to deal with the revenue from the state – with input from Dr. Dalton and his staff. Because of the shortfall of state funding, we've had to increase tuition. Compensation is always on their mind – in how can they be fair to university employees during a budget crunch. We are committed to making sure that our people are being taken care of to the best we are able.
- **How does the merger of MUO and UT affect the state dollars for BGSU in the next five years?** Mr. Harbal doesn't see it affecting us at all.
- **We have already proven that we can save money through energy conservation. In your opinion, would the BOT support a committee to continue this effort?** Mr. Harbal would be surprised if staff were asked to stop doing what they were doing to help in saving energy. There is currently no energy use policy for campus but Mr. Harbal will make sure it is on the BOT's agenda in 2 weeks.
- **How can BGSU Facilities Services continue to support our campus community when in the past five years we have seen no increase in our operating dollars and major reduction in staffing?** This is not unusual in the public sector or private sector. There have been a lot of necessary cuts because of the shortfall of revenue. Administrative staff took a bigger hit on employees than classified in the past few years.
- **We feel classified staff are one of BGSU's greatest assets. In your opinion, what can classified staff do to assist in maintaining BGSU's status as the Premiere Learning Institution in northwest Ohio?** Mr. Harbal stated that attitudes determine altitude in ones life and he would tell faculty, administrative & classified that BGSU is successful, in his opinion, because of the people. Period. Employees at BGSU work together not against one other. There are other institutions that this is not the case. If he were Dr. Ribeau, he would feel good about the "family" that BGSU is. Just keep doing what you are doing, keep the attitudes that you have and keep having open forums like we are doing today at this Council meeting with board members. Mr. Harbal thought this meeting was a great use of his time and he appreciates the openness that Council has.

The next CSC meeting is scheduled for May 17, 2006 @ 9:00 a.m. in room 316 BTSU.

Respectfully submitted by,

Sue Frost