

Classified Staff Council Meeting  
May 17, 2006  
Bowen Thompson Student Union, Room 316

**MEMBERS PRESENT**

Bernice Aguilar, Judy Amend, Bette Blair, Steve Butts, Diane Colyer, Connie DiPuccio, Kathy Dean, Sue Frost, Sarah Grimes, Peg Jarrett, Sarah Jeffers, Pam Konopinski, Steve Lashaway, Faith Olson (substitute for Judy Hagemann), Susan Orwig, Nancy Posey, Karen Schwab, Tim Shirer, Sandy Tolbert and Stephen Kendall (ASC Rep)

**MEMBERS ABSENT**

Excused: Judy Hagemann, Rebecca Morningstar, Sara McLaughlin, Lorrie Sawaie  
Unexcused: Stephanie Rader, Bruce Rutter

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

A motion to approve the April 2006 minutes was made by Sandy Tolbert and seconded by Sarah Jeffers. The motion was approved.

**TREASURER'S REPORT**

Operating Funds (Period ending April 30, 2006)	
Current Operating Budget	\$3,002.23
Foundation Accounts (Period ending March 31, 2006)	
Endowment/Scholarship	\$69,268.51
Scholarship/Spendable Earnings	\$1,170.54
Scholarship Grand Total	\$70,439.05
Special Events Income	\$8,746.88
CSC Team Award	\$2,498.90
CSC Professional Development Fund	\$1,003.70
Foundation Grand Total	\$82,688.53

A motion to approve the Treasurer's Report was made by Judy Amend and seconded by Sandy Tolbert. The motion was approved.

**CHAIR/VICE CHAIR REPORT**

**Linda Dobb Meeting**

- Nancy Posey told Dr. Dobb she was having a hard time trying to find information on reclassification. A panel has been formed to look into different ways to do reclassification. CSC thought it would be a good idea to ask someone on the panel to be a guest at one of our meetings.
- Judy Amend commented that if there are any changes to the reclassification process CSC should be able to see the changes and comment on them before they go into effect.
- Dr. Dobb is trying to get free tickets for employees for the first home football game which is September 9<sup>th</sup>.
- Dr. Dobb thinks the town hall meetings are beneficial and that Council should continue them. Council feels the night meetings are especially important.

### **Human Resources Meeting**

- Nancy Posey is researching the reclassification process and is getting input from Administrative Staff Council.
- Stephen Kendall said their reclassification process involves the supervisor, Human Resources, and a panel made up of other Administrative staff.
- Nancy Posey reported from March to April there were around thirteen reclassification applications with five in progress now. Lorrie Sawaie sent us an email on where to find a link to reclassification in our handbook.
- Rebecca Ferguson gave Nancy Posey a print-out on how many people at BGSU are in the health care program.

### **COMMITTEE REPORTS**

#### **Administrative Staff Council**

- Mike Marsh was the guest. When asked about the Code of Ethics he said the state auditor said we had to have a document for legal reasons.
- Mr. Marsh said Randy Gardner's term will be up in 2008 and we will lose a great supporter of higher education.
- When Mr. Marsh was asked about collaborating classes with the University of Toledo he said we might in the future.
- Mr. Marsh said he is concerned with the cost of tuition going up and some students being left out because they cannot afford it.
- Mr. Marsh said he does not believe the Tabor Bill will pass but that it is just his opinion.

#### **Health, Wellness, Insurance**

- To access your account on the Medical Mutual website you must use the twelve digit number that is on your insurance card.
- There will be letters about the "Healthy Living Programs" going out to all full time staff that has insurance through BGSU.
- Rebecca Ferguson and Gaylyn Finn are looking into companies for vision care and life insurance.
- Because of the Spousal Rule there are less spouses insured. Steve Lashaway commented he would like to know what's being done with these savings. A CSC member said even though their spouse is not covered by our insurance they still can use the prescription and dental as a secondary but it involves a lot of paper work.

#### **By-Law**

- Karen Schwab received a new division summary as of 4/18/06 from Human Resources and distributed a draft of the new apportionment table for the bylaws.
- Some CSC members thought that staff that is nine or ten month full time (for example Dining Services) should have their own representative as they have different issues.
- Karen has a meeting with Dr. Dobb on May 25<sup>th</sup> to discuss extending the two temporary positions we were given in June 2005 and she will inquire about separate representation for nine month or ten month classified staff.

#### **Parc**

- Connie DiPuccio reported that she turned her handprint in to be used on the wall of the Poe Road Project. It will represent Classified Staff Council. Anyone can purchase a handprint for thirty-five dollars to be put as a pattern at the bottom of the Portrait of BG Wall which will be at the corner of Poe Rd and North College Ave. The money will help toward the purchase of lighting for the project.

#### **Election Committee**

- Sue Frost reported there is one seat open as the person that was to have this seat left the University. It will be a one year appointment and she will put it on the web

### **Special Events**

- Sandy Tolbert reported twenty four teams have signed up for the Golf Outing so there is room for up to three more teams. CSC members should please bring in two dozen cookies each for this event. The outing is June 9<sup>th</sup> with lunch at 11:30 and golf starting at 12:30.

### **Spirit Award**

- The April recipient is James Tracy from Facilities. He was nominated for going out of his way to help a stranger. Congrats James!

### **Personnel Welfare**

- We will be using the policy we have but there are still questions and it is not official yet.
- The Reward Policy will include Administrative Staff.
- Human Resources will have a summary every month of any rewards approved. They are working on a performance form.

### **Salary Compensation**

- Classified Staff who received a 2.0 or more on their evaluation received a 3% raise and staff who received a 3.0 or above on their evaluation received another 1% merit raise. Thank-you to Dr. Ribeau and the Board of Trustees.

### **Ombuds Report**

- Jay Samelak gave a report about problems he is running into and asked Karen Schwab and her committee to work on updating the handbook to make things more clear. He was referring to CS Handbook page 46, step 3 of the discipline policy and procedure.

### **GOOD OF THE ORDER**

- Bernice Aguilar reported the Senate Executive Committee has tabled the Amorous Relationship Policy until next fall when the faculty will return. The Code of Ethics Ad Hoc committee is doing the same.
- The Holiday Closure/Creative Thinking Committee is still working on this policy.
- Nancy Posey asked us to think of fundraisers for our Professional Development Fund as we do not sell the University blankets anymore. There were some thoughts on this, one being setting up a concession stand at the home football games.
- Our South Hall supply room has been moved to the room next to it in South Hall, room 214, as the former room is being renovated for an office.
- Sue Frost, Outstanding Classified Staff Employee of the Year, is raffling off her free parking spot. Any faculty, staff or student can buy tickets. They will be sold in the Union on May 22 and May 23, and also at the Golf Outing. The drawing will be at the Golf Outing, Friday June 9<sup>th</sup>.
- Earl Lisk is our new Firelands representative. Thank-you to Peg Jarrett for all her help at the meetings and at the Firelands meetings and potlucks. You will be missed!
- The Declaration Regarding Material Assistance is a form from Homeland Security everyone in Ohio applying for a state job has to sign saying they are not a terrorist. This relieves BGSU of any liability.
- There is a group forming for Development of Off-Campus Housing and they are in the process of finding a meeting time.
- Stephen Kendall (ASC rep) expressed his thanks for letting him into our meetings. He felt we were all working for the betterment of the University and has enjoyed his time on council. Thank-you Stephen. The representative next year will be Chair-elect Sheila Irving.

The next CSC meeting is scheduled for June 21, 9:00 am, BTSU Room 314

Respectfully submitted,  
Connie DiPuccio, CSC Co-Secretary