

APPROVED MINUTES
Classified Staff Council Meeting
June 20, 2006
Bowen Thompson Student Union, Room 316

MEMBERS PRESENT

Bernice Aguilar, Judy Amend, Jennifer Eckhardt (substitute for Bette Blair), Steven Butts, Diane Colyer, Kathy Dean, Connie DiPuccio, Sue Frost, Sarah Grimes, Judy Hagemann, Peg Jarrett, Sarah Jeffers, Pam Konopinski, Sara McLaughlin, Rebecca Morningstar, Nancy Posey, Stephanie Rader, Lorrie Sawaie, Tim Shirer, Sandy Tolbert and Sheila Irving (ASC Rep)

MEMBERS ABSENT

Karen Schwab, Steve Lashaway, Susan Orwig, Bruce Rutter

Chair, Nancy Posey called the meeting to order at 9:00 a.m. Nancy introduced the newest CSC members that were present for the meeting. Those members include Cheryl Harouff, Earl Lisk, III, Becky Lentz-Paskvan, Maria Dandar, Helen Cline and Karen Weber.

APPROVAL OF MINUTES

Sandy Tolbert made a motion to approve the CSC minutes for May 2006. Sarah Jeffers seconded the motion. Motion approved.

TREASURER'S REPORT

Operating Funds (Period ending May 31, 2006)	\$3,516.89
Foundation Accounts (Period ending April 30, 2006)	
Endowment/Scholarship	\$69,584.51
Scholarship/Spendable Earnings	\$ 1,170.54
Special Events Income	\$ 9,210.63
CSC Team Award	\$ 2,501.40
CSC Professional Development Fund	\$ 1,004.70

Judy Hagemann made a motion to approve the Treasurer's Report. Sarah Grimes seconded the motion. Motion approved.

ELECTION OF OFFICERS

Election of CSC officers for 2006-2007 includes

- Chair – Lorrie Sawaie; Chair-Elect – Judy Hagemann; Treasurer – Judy Amend; Secretary – Sarah Jeffers

CSC Executive Committee includes:

- Nancy Posey – Past Chair; Lorrie Sawaie, Chair; Judy Hagemann – Chair-Elect; Sarah Jeffers – Secretary; Judy Amend – Treasurer; Kathy Dean – Provost/VP for Academic Affairs; Sandy Tolbert – Financial Affairs/Facilities Services; Earl Lisk, III – Firelands; Connie DiPuccio – Part-Time; Sarah Grimes – Student Affairs; Karen Schwab - Executive Vice President

CHAIR/VICE CHAIR REPORT

Ohio Staff Council of Higher Education (OSCHE) Report

- The upcoming OSCE meeting will be held at Ohio State University on June 29th and 30th. Currently four classified employees will be attending. Eight universities/colleges will be represented at this meeting which includes Miami University, Ohio State University, Bowling Green State University, Lorain County Community College, Wright State University, Sinclair Community College, Ohio University and Columbus State Community College. More information on OSCE can be found at the CSC website <http://www.bgsu.edu/organizations/csc/osche.htm>.

COMMITTEE REPORTS

Bursarable Task Force

- Stephanie Rader reported that there is still ground work being laid for this task force committee. The Problem Statement for this group is "To review the current state and to recommend the future state of charging transactions to Bursar accounts, considering internal and external customer perspectives".

The committee consists of a representative from USG, GSS, Faculty Senate, CSC, ITS, Libraries, Dean of Students Office, Musical Arts, Operations, Business Operations, Bookstore, Financial Affairs, Bursar, Treasurer Office, Financial Aid Office, Univ. Relations and Gov. Affairs, and the Foundation. Sharon Clifford is the Management Consultant and Tom Trimboli is the General Counsel.

Dining Services

- There have been some issues regarding the summer employment of 9 month (full and part-time) and 12 month part-time employees in Dining Services. A committee has been formed to visit the issue, put together a list of concerns, and contact director, Gail Finan. The main issue is that procedures as outlined in the UDS Summer Hiring Policy, which became effective in August 2005, are not being followed.

Health, Wellness and Insurance

- Steve Lashaway's question: Is the spousal rule incurring a savings? If so, how would it be utilized?

Donna Wittwer's answer: HR will not have data on the impact of the spousal implementation until 2006 incurred and paid claims are processed. This should be completed in early 2007.

Per Gaylyn Finn: BGSU is currently incurring an average cost of \$196K per week to MMO and \$61K per week to Caremark.

On May 21, 2006 only Caremark costs were available for 2005 and they follow:

Prescription Costs:	\$4,975,000
Discounts:	<\$1,278,000>
Subtotal:	\$3,697,000
Members Co-Pays:	<\$826,000>
Drug Rebates:	<\$162,000>
Total Cost to BGSU:	<u>\$2,709,000</u>

Each month premiums and matching amounts go into a separate account to establish a reserve for Health Insurance. If excess funds occur they are reduced by not collecting premiums, ie. Premium Holiday. Several years ago we had a 4 month premium holiday to reduce the reserve. This has only happened once in the past 10 years.

Open enrollment for 2007 will be on line during November 2006. No open enrollment forms will be mailed. If a spouse is a secondary on your policy the spousal form must be filled out again.

Every classified staff member returned their forms for open enrollment on time last year. We were the only employment group on campus to accomplish this.

Life Insurance Proposal will be presented to the Committee in July or August. Life Insurance will be, "One plan for all." BGSU will insure each employee based on their yearly earnings up to \$50K. For example, if you earn \$30K per year, you will be insured for \$30K.

Vision Insurance: Waiting for the proposal to be returned in writing.

Ombudspersons

- Jay Samelak, elected classified ombudsperson, attended the CSC meeting. He reiterated that the three ombudspersons (<http://www.bgsu.edu/organizations/csc/ombudsperson.htm>) are available to classified employees in need of assistance in resolving and managing conflicts, to act as a facilitator and/or mediator, and to offer confidential, informal, independent and neutral dispute resolution services.

The ombudspersons charge from Council is located on the CSC website @ http://www.bgsu.edu/organizations/csc/PDF%27s/ombud_charge.pdf

Spirit Award

- Bob Smith from Materials Handling received the May 2006 CS Spirit Award. Congratulations to Bob. Current nominations are being accepted for June 2006. Nomination forms and guidelines can be found on the CSC website @ <http://www.bgsu.edu/organizations/csc/spiritofbg.htm>.

GOOD OF THE ORDER

Evaluations for Classified Employees – A subcommittee was formed to begin looking at the classified staff evaluation process. Committee members include Steve Butts, Chair, Sue Frost, Jennifer Eckhardt, Bernice Aguilar and Judy Amend.

Job Audits/Reclassifications – Human Resources will research using volunteer classified employees to review audits for classified employees.

Merit – A 1% merit increase for classified employees who received a 3.0% or higher on their past evaluation will given beginning 7/1/06. Nineteen classified employees did not receive merit. These employees have until July 31, 2006 to appeal.

The next CSC meeting will be held at 9:00 a.m. on July 19, 2006 @ the Firelands Cedar Point Center. Parking & Traffic has donated their staff time and shuttle service to take all members of CSC to Firelands. The shuttle service will leave at 8:00 a.m. from the Centrex Building. If you have any question contact Lorrie Sawaie @ lorries@bgsu.edu or at 372-0495.

Respectfully submitted,
Sue Frost, CSC, Co-Secretary