

APPROVED MINUTES
Classified Staff Council Meeting
July 19, 2006
BGSU Firelands, 115 West Building

MEMBERS PRESENT

Bette Blair, Helen Cline, Diane Colyer, Maria Dandar, Connie DiPuccio, Judy Hagemann, Sheila Irving (ASC Rep.), Sarah Jeffers, Pam Konopinski, Steve Lashaway, Becky Lentz-Paskvan, Earl Lisk, Sara McLaughlin, Susan Orwig, Nancy Posey, Lorrie Sawaie, Karen Schwab

Member substitutes: Stacie Enriquez for Sandy Tolbert

MEMBERS ABSENT

Excused: Judy Amend, Steve Butts, Kathy Dean, Sarah Grimes, Cheryl Harouff, Sandy Tolbert

Unexcused: Rebecca Morningstar

Chair, Lorrie Sawaie called the meeting to order at 10:00 a.m.

A motion to approve the June 2006 minutes was made by Judy Hagemann and seconded by Sara McLaughlin; motion approved.

TREASURER'S REPORT

Operating Funds (Period ending June 30, 2006)	\$1,384.05
Foundation Accounts (Period ending May 31, 2006)	
Endowment/Scholarship	\$69,724.51
Scholarship/Spendable Earnings	\$1,170.54
Scholarship Grand Total	\$70,895.05
Special Events Income	\$9,220.76
CSC Team Award	\$2,504.15
CSC Professional Development Fund	\$1,005.81
Foundation Grand Total	\$83,625.77

A motion to approve the Treasurer's Report was made by Nancy Posey and seconded by Lorrie Sawaie; motion approved.

CHAIR/CHAIR-ELECT REPORT

Linda Dobb Meeting

- Lorrie Sawaie gave Dr. Dobb copies of CSC's goals, meeting schedule and member listing.
- Dr. Dobb stated that the \$5,000 from President Ribeau for the Professional Development Fund will be transferred to CSC soon.

- Dr. Dobb is willing to work with council to get additional computers where needed; Lorrie Sawaie will work with facilities to identify specific locations where additional computers are needed.
- The Reward Policy is still being reviewed.

Human Resources Meeting

- Job Audit/Reclassification Process - Becca Ferguson stated that several years ago CSC requested that the classified staff audit process be similar to the administrative staff audit process (peer review). Becca is willing to attend a meeting to discuss the process or drop the change all together.
- Council discussed the current audit process at length and decided that Becca Ferguson should attend an upcoming CSC meeting to further discuss the current process and any changes.
- ASC Sick Bank – Administrative Staff Council is working on creating a sick leave bank. Classified employees would not be eligible to contribute to the sick leave bank but would be eligible to withdraw from the bank with the help from an administrative employee. This is still in the works and ASC hopes to have it approved by the end of the year.
- Holiday Closing Committee – still working on recommendations.

GUESTS

Dr. Linda Dobb – Dr. Dobb told Council that she will place 5 computers in the basement of the Centrex Building to increase computer access for facilities employees.

Tim Howard, OSCHE President, and Rodger Campbell, Lorain County Community College Staff Council Chair

- Ohio Staff Council of Higher Education (OSCHE) promotes networking and encourages high quality of work performance and professionalism of employees employed at non-bargaining units/non-union two and four year public state-assisted institutions of higher education in Ohio. OSCHE encourages institutions to compete with other states, private industry, or federal agencies, for competent personnel by striving for adequate standard of living and quality of workplace. OSCHE also encourages the establishment of adequate and fair standards for the appointment, promotion and separation of employees at their respective institutions.
- Membership on OSCHE is open to any non-union employee of a two- or four-year public, state-assisted institution of higher education.
- There are many ways to get involved in OSCHE: attend a meeting in the fall or spring, attend the summer conference, serve on an OSCHE committee, subscribe to the OSCHE listproc, or be a representative.
- For more information about OSCHE please visit their website at: <http://global.csc.edu/osche.htm/>

COMMITTEE REPORTS

Bylaws Committee

- The Bylaws Committee will need additional members to help with the handbook review.
- Changes to the Classified Employee Handbook must be approved by the Board of Trustees. Changes are first approved by Council, then forwarded to the Executive Vice President for review and finally to the classified employees for comments on changes. A motion was made by Steve Lashaway to approve the following table to be included with the bylaw changes to be sent to classified employees for review, motion seconded by Becky Lentz-Paskvan; motion approved.

Summary of Divisions For Apportionment with a Minimum of One Per Division	# of Employees	# of Representatives 2.5% or approximately 1 for 40
President	3	1
Finance & Administration	310	8
Executive Vice President	106	2
Firelands (Full- & Part-time)	38	1
Provost	210	5
University Advancement	15	1
Student Affairs	188	4
Part-time (Main Campus)	107	2
Total	977	24

Dining Committee

- Human Resources, Gail Finan, the Dining Sick Leave Policy Committee, and the Dining Summer Work Policy Committee is scheduled to meet August 3rd to resolve issues that have surfaced this summer in regards to the summer work policy.

Ombud Report

- Stacie Enriquez reported that there has been some overlap between the CSC and ASC ombudspersons. The individuals that received the conflict resolution training in the spring will be meeting on August 3rd as a follow up to this training.

GOOD OF THE ORDER

Larry Weiss has created an Ad Hoc State Budget Committee and has asked for three representatives from classified staff. Lorrie Sawaie, Judy Hagemann and Steve Lashaway have agreed to represent classified staff.

Council discussed goals for 2006-2007:

- CSC will discuss ideas for increasing the Classified Staff Scholarship Fund.
- CSC will work on updating its history information.
- CSC will research the use of Blackboard/MyBGSU communities for Classified Staff Council and its constituents.
- CSC will research the creation and auto-updating of listprocs by representative areas.
- CSC will work to enhance personal leave and vacation accumulation.

Correction to the May 2006 minutes – it was brought to the attention of CSC by Human Resources that there was an error in the May 2006 minutes. In the May 2006 minutes, a council member is quoted as saying that, *“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 paperwork.”* This statement is incorrect, and should read, *“A CSC member said even though their spouse is not covered as a primary by BGSU insurance (rather covered primary with their employer) but are covered as a secondary under the BGSU plan, they can still use the medical and dental card as a secondary insurer (prescription is not coordinated as secondary usually). If the spouse is not covered under the BGSU Health Plan at all, then they are not eligible for any medical, dental or prescription coverage under BGSU.”*

Cheryl Harouff, part-time representative, has taken a full-time position in the Business Office and has resigned her seat as the part-time representative. Nancy Posey and the election committee will post a message to the Classified Staff Listproc asking for self-nominations for this open seat.

Dining Services Piercing Policy/Dress Code – Lorrie Sawaie distributed copies of the revised Dress Code policy for full- and part-time dining services classified employees. The revised policy now includes a piercing policy required by State Health Codes. Council suggested that the health code be sited on the policy for reference.

Lorrie Sawaie, Pam Konopinski, Peg Jarrett and Kathy McBride attended the OSCHE Summer Conference at Ohio State University on June 29th and 30th.

Council agreed to host the OSCHE spring meeting in March/April 2007.

Sue Frost has requested that CSC Committees resume providing year-end reports for archival purposes.

Karen Schwab suggested creating a list of people on campus willing to help classified employees with the job audit process. This list would be available on the CSC website.

The next CSC meeting is scheduled for August 16, 2006 at 9:00 am in the Business Administration Bldg., Room 1000.

Respectfully submitted,
Sarah Jeffers, CSC Secretary