

Classified Staff Council Meeting Minutes
March 16, 2005
316 Bowen-Thompson Student Union
APPROVED

Members Present

Barb Brown, Steven Butts, Diane Colyer, Kathy Dean, Connie DiPuccio, Sue Frost, Peg Jarrett, Sarah Jeffers, Pam Konopinski, Steve Lashaway, Lona Leck (ASC rep), Kathy McBride, Sara McLaughlin, Nancy Posey, Stephanie Rader, Lorrie Sawaie, Tim Shirer, Karen Schwab

Excused Absences

Judy Amend, Jim Lein, Sandy Tolbert

Chair Kathy McBride called the meeting to order at 7:30 a.m. She began the meeting by thanking Dr. Linda Dobb for providing breakfast for Council. Kathy announced that Barb Garay has resigned from Council and Treasurer of CSC. Sarah Jeffers volunteered to finish out Barb's term as Treasurer (through June 30, 2005). Council approved.

Chair McBride welcomed Diane Colyer from Continuing and Extended Education. Diane will fill the vacant seat of Rhonda Hoegrefe, who resigned in February 2005. Diane's seat will expire June 30, 2005.

Minutes

Chair McBride asked for a motion to approve the February 16, 2005 CSC Minutes. Sara McLaughlin made a motion to approve the minutes. Kathy McBride seconded the motion. Motion approved.

Treasurer's Report

Chair McBride asked for a motion to approve the January 2005 CSC Treasurer's Report. Steve Lashaway made a motion to approve the treasurer's report. Sue Frost seconded the motion. Motion approved.

Operating Funds (balance ending February 28, 2005)	
Operating	\$ 5,147.07
Foundation Funds (balance ending January 31, 2005)	
Scholarship Endowment	\$65,770.45
Scholarship Spendable	\$ 2,780.54
Special Events Spendable	\$ 4,554.24
CSC Team Award Spendable	\$ 1,997.59

Miscellaneous :

Sue Frost stated that Classified Staff Council had approximately 50 coverlets left to sell. She asked Council for approval to lower the price of the coverlet from \$50.00 to \$40.00. Council approved to lower the price to \$40.00 plus postage and handling and tax when applicable. A picture of the coverlet and order form will be placed on the CSC website (<http://www.bgsu.edu/organizations/csc>).

Sara McLaughlin showed a preview of the slide presentation for the upcoming Awards Ceremony.

Steve Lashaway suggested that CSC might want to invite Dr. Robert DeBard, Higher Education and Student Affairs to a Council meeting.

Lona Leck stated that the BGSU Synchronized Skating Team placed 7th in the final round Championship in San Diego in early March; Christine Seiler from Student Affairs recently provided Rec Sports supervisors of classified staff with a professional development workshop on teaching supervisors how to document issues for the process of performance appraisal; and Administrative Staff Council was given office space in South Hall.

Tim Shirer – Tim volunteered to be the Chair of the Merit Appeals Committee within the CSC Standing Committees.

Steven Butts asked about the possibility of transferring a portion of one's sick leave balance to an employee who may be in need of sick leave – due to an unforeseen illness, etc. It was suggested that Council look at other Ohio universities to see what their employees may do with sick leave balances and if they are allowed to transfer their personal sick leave to other employees.

Committee Reports:

Ad Hoc Committee on Handbook – No Report.

Committee on Professional Affairs – No Report.

Election Committee – Sue Frost reported that all Council seats are now filled for the upcoming fiscal year. A list of members for 2005-2008 will be posted on the CSC website in the near future (<http://www.bgsu.edu/organizations/csc/Members-By-Laws.htm>). Kathy McBride asked Council members if someone would volunteer to become Vice-Chair of CSC beginning July 1, 2005.

Health, Wellness, Insurance – Barb Garay has resigned from this committee. Council will need a CSC member to become a representative on this committee.

Personnel Welfare Committee – Kathy Dean reported that the committee met last week. There are new members on this committee. An updated list of members is posted on the CSC website (<http://www.bgsu.edu/organizations/csc/Committees.htm>)

Salary Compensation Committee – Steve Lashaway handed a draft of the Compensation Recommendations from the Salary Compensation Committee to Council. The draft states that classified staff employees continue to be key players and have committed their professional lives to the University community, resulting in the University meeting its established enrollment and retention goals. Classified employees continue to perform above and beyond expectations. The hiring freeze from previous years has caused hardship and stress to classified employees, since jobs were eliminated, reassigned and/or combined, with a loss of 24% of classified staff workforce. A recent survey by the Salary Compensation Committee has led to several of the following recommendations for classified staff employees of BGSU. These recommendations that will be brought forward to the administration are as follows:

- 6% salary increase
- reinstate longevity
- 8 hours of personal time
- change in personal time allocation
- change in vacation time allocation
- health care premium contributions – no increase in 2006 calendar year

Special Events Committee – No Report.

Spirit of BG Award – Bruce Downey and Brett Arbogast from Materials Handling received the February 2005 Spirit Award.

Administrative Staff Council - Steve Lashaway attended the February ASC meeting. The following is a list that the ASC Personnel Welfare Committee submitted to the President's Compensation Committee in regards to salary recommendations for 2005:

- Accrued Vacation Time – Increase vacation accrual maximum to 480 hours (currently staff can carry a maximum vacation leave balance of 392).
- Provide ongoing process and annual funding, not derived from the salary pool, to ensure all administrative staff that have provided satisfactory performance for five years, are receiving at least the mid-point salary in their pay rank.
- Provide eight hours of personal leave for all university staff who have provided satisfactory performance indicating they are meeting their job expectations.
- Provide an additional eight hours of personal leave to new employees to be used during their first year of employment at BGSU.
- Remove reference to Compensatory Time in the AS handbook and replace it with a clear statement of hours to be worked by administrative staff and a process to define how compensatory time may be earned and utilized.
- Increase minimum salary increase for interim and acting positions to 10%, or the minimum salary in the new range, whichever is higher. Provide the same minimum increase when JAQ review results in a move to a higher pay range.

Next CSC meeting will be held on Wednesday, April 20, 2005 in 316 BTSU.

Respectfully Submitted,

Susan Frost, Co-Secretary