

Approved Minutes
Classified Staff Council Meeting
Wednesday, July 20, 9:00 am
Firelands College

Members Present

Bernice Aguilar, Bette Blair, Judy Amend, Connie DiPuccio, Sue Frost, Sarah Grimes, Judy Hagemann, Peg Jarrett, Sarah Jeffers, Steve Kendall (ASC Rep), Steve Lashaway, Nancy Posey, Marlene Rath for Kathy Dean, Lorrie Sawaie, Karen Schwab, Sandy Tolbert.

Members Absent (Excused)

Steve Butts, Diane Coyler, Pam Konopinski, Sarah McLaughlin, Susan Orwig, Rebecca Morningstar, Stephanie Rader, Bruce Rutter, Tim Shirer

Chair Nancy Posey called the meeting to order at 9:40 a.m.

Minutes

Sue Frost made a motion to approve the June 2005 CSC minutes. Karen Schwab seconded the motion. Motion approved.

Treasurer's Report

Sandy Tolbert made a motion to approve the CSC's Financial Report period ending June 30, 2005. Judy Amend seconded the motion. Motion approved.

Operating Funds (ending balance - May 2005)	
Operating	\$ 382.04
Foundation Funds (ending balance – April 2005)	
Scholarship Endowment	\$66,176.45
Scholarship Spendable	\$ 3,020.54
Special Events Spendable	\$ 7,180.30
CSC Team Award Spendable	<u>\$ 1,501.75</u>
Foundation Grand Total	\$77,879.04

Miscellaneous

In her first Council meeting as CSC Chair, Nancy Posey asked that Council help by talking about agenda items and keeping things on a quick track so the meetings stay on a timely manner.

Human Resource Meeting

- HR reported they are approximately six months behind in job audits due to the fact that much of their time has been spent working with PeopleSoft.
- HR is trying to work on another program for Well Aware. CSC employees enjoyed previous programs but HR stated that they were not well attended.
- HR gave Nancy Posey the 2004 Ohio Revised Code manual.
- Supervisors are going through training for the Reasonable Suspicion Testing Protocol. CSC feels strongly that it should be mandatory training for all employees of BGSU. Lorrie will attend one of these meetings to observe.

Linda Dobb Meeting

Dr. Dobb covered many items during the CSC's Firelands meeting. Some of the items she covered were the:

- Reasonable Suspicion Testing Protocol. Dr. Dobb explained how this came about in that there was an incident on campus in which a decision needed to be made immediately. Upper level management realized even though there was a policy on the prohibited use of drugs and Alcohol on campus, there was no protocol on how to enforce the policy. She took our suggestion that the training for this should be mandatory for all employees.
- Sexual Harassment Protocol.
- University needs to focus on equal opportunity hiring and any employee who hires individuals should be trained on this so there is no discrimination in the hiring process.
- hiring of retirees (see website)
http://www.bgsu.edu/offices/ohr/benefits/pdf/Guidelines_for_RehireSummer05.pdf

Committee Reports

- By-Laws Committee: Karen Schwab noted that the committee discussed the representation on Council members by the number of people in each vice-presidential area.
- Salary Compensation Committee: Steve Lashaway stated that of the seven recommendations that the Salary Compensation Committee forwarded to the University Compensation Committee, the Board of Trustees (BOT) approved one of those recommendations - a 3 percent raise for all University. Council would like to find a way that the BOT can actually see all of our compensation requests that Council puts forward each year.
- Personnel Welfare Committee: Lorrie Sawaie reported the committee is currently reviewing a Draft 7 of the Classified Staff Reward Policy.
- Spirit of BG Committee: Sandy Tolbert received the June 2005 Spirit of BG Award in recognition of her hard work on the Classified Staff Council Golf Outing and for all the many things she volunteers for.
- Executive Committee: The candidate for the Ombudsperson will be tabled until the committee decides on how to proceed.

- Public Arts Committee (Parc): Connie DiPuccio reported on the Committee's progress. The committee meets a few times each semester. Last year they divided into four groups with each group taking one of the four main gateways (entrances) to the BGSU campus and how we could improve them with art, landscaping, etc. One area, the corner of Poe and North College, was chosen to beautify. A new class in the Art Department, the New Millennium Sculpture Project, will give students a chance to via for participating in this project. After a student or a team is picked they will help in the designing of this area and will go on to take a second class where they will actually do this

Good of the Order

Nancy asked that CSC propose goals for next year. Those goals are to:

- work on keeping Classified Staff employees informed by publishing a newsletter each semester
- work on President Ribeau's new initiative, "Organizing for Engagement". An Engagement ad hoc committee has been formed to come up with ideas on how to involve the classified employees with the community and to see what non-profitable organization(s) the employees would like to support
- work on better communication with the Board of Trustees investigate fund raising opportunities to allow us to offer financial support to classified employees who would like to attend/participate in training seminars, conferences, workshops, etc. and have little or no means of financial support, and
- work on updating CSC's history information and place it on the website,

Nancy is getting complaints from certain departments that their time sheets are still not handled in a private matter. She will look into it.

Pam Konopinski, Summer Dining Services Committee Member, forwarded information for CSC to look at. This information is a draft that answers a lot of questions and sets forward guidelines for permanent nine-month employees within Dining Services.

Classified Staff Council and Administrative Staff Council have a shared office space located at College Park 143. This will also be listed in the new telephone directory.

CSC will have their annual Hospitality Tent for the October 8, 2005 football game. For more information please check the website

<http://www.bgsu.edu/organizations/csc/Upcoming%20Events.htm>

NEXT MEETING WILL BE Wednesday, August 17, 9:00 am, 1008 BA.

Respectfully submitted,

CSC Co-Secretary
Connie DiPuccio