

**Classified Staff Council Meeting**  
**Wednesday, June 26, 2002 – 9:00 a.m.**  
**Jerome Library, Pallister Conference Room**

**Members Present:** Pam Atchison, Barb Brown, Connie DiPuccio, Flo Klopfenstein, Barb Garay, Shar Garno, Kristan Gochenauer, Jim Lein, Dave Mears, Kathy McBride, Becky Paskvan, Gloria Pizana, Tim Shirer, Mary Stewart, Anne Tracy, Jan Varney-McKnight, Sandy Yandell

**Members Absent:** Jim Lein, Stephanie Rader, Larry White (excused), Steve Lashaway, Karen Weber, (unexcused)

Chair, Anne Tracy called the meeting to order at 9:05 am.

Motion to approve **May** minutes by P. Atchison, seconded by K. Gochenauer. Motion approved. Please contact Jan if you are unable to attend a meeting.

**Treasurer's Report:** Period ending May 31, 2002. Current **Operating Budget** is -\$21.07. Period ending April 30, 2002 - **Endowment/Scholarship:** \$64,320.43, **Scholarship/Spendable Earnings:** \$891.54, **Special Events Income:** \$1,93.62. P. Atchison made a motion to approve the treasurer's report, seconded by D. Mears. Motion approved. Negative balance for operating budget is due to catering bill for awards ceremony, which is under discussion with administration in Dining Services. Five coverlets have been sold in recent months. Anyone interested in purchasing a coverlet may contact B. Garay.

**Committee Reports:**

- **Salary Compensation:** Forms are ready to go out to those participating in the salary survey. Surveys are sent to various corporations within a 50-mile radius. Those participating will be asked to review seventeen classified staff positions.
- **Special Events:** Golf Outing – K. Gochenauer reported that an estimated income of \$2,000 was made. A list of tips for improving next years outing was created.

B. Garay read a anonymous letter from a C.S. employee expressing displeasure at council members winning raffle prizes. Council responded by explaining that CSC members purchase tickets like anyone else, with many buying large amounts. Next year council will ask non-council members to draw winning names.

Special thank you to Barb Brown and student employee Julie, for delivering all the prizes to awardees.

- **Spirit of BG Award:** B. Paskvan reported committee is looking at applications for May.

**Updates:**

**Unscheduled Closing Policy Committee Report:** A. Tracy reported this committee was formed after the Severe Weather issues this last spring. Representatives from all employee constituent groups were invited to participate on the committee. A sheriff's office representative explained the road condition emergency levels and a Facilities representative discussed policies already in place for facilities area.

**Insurance provider for part-time employees:** C. DiPuccio reported that group rates couldn't be offered to part-time employees because BGSU doesn't pay insurance for P.T. employees. Newly hired permanent part-time employees will receive information about the company during the New Staff Orientation

Program. Information will also be passed onto Administrative Council. Those who are still interested in part-time insurance can contact Roxanne DeWese at Western Southern Life Insurance (800-568-3345).

**Chair/Vice-Chair Report:**

Human Resources 6/10– Summer Hours – According to R. Ferguson, the Director’s Council in the Student Affairs Division agreed unanimously to discontinue summer hours next year (summer 2003) in that division. Dr. E. Whipple issued the summer hour’s memo at the request of the Director’s Council. According to Ferguson, there is no intent to discontinue flexibility available to staff in that division. However, flexibility remains at the discretion of each supervisor.

Merit Survey results will be uploaded to the C.S. website.

Performance Evaluation Review– HR is working on a draft of procedures for employees who want to appeal their evaluation. This draft is for those who received merit, but are unhappy with their overall evaluation. There is already an appeals process in place for those who didn’t receive merit.

Linda Dobb Meeting 6/11 – Compensation for faculty and staff is still the president’s highest priority. Hiring freeze is possible later this summer. No layoffs are expected at this time. Regarding summer hours, CSC leadership pointed out to Dr. Dobb that morale will be affected greatly if there is no flexibility available to staff, especially if compensation is minimal next year. Please don’t take away existing perks.

Board of Trustees 6/19 – Tuition and general fee hikes, along with raises for staff were approved. Policy on Violence was approved. Kermit Stroh attended his last meeting. Deb Magrum (Secretary to the Board) will retire in December.

**Good of the Order:**

OSCHE Conference is June 27-28 in Columbus. B. Paskvan and G. Pizana and will attend. Representatives will share salary information and fund raising projects. Council would like to always send three representatives to OSCHE. Thus, next year an additional backup person will be chosen, as K. McBride was unable to attend this year.

A. Tracy was presented with a card and flowers from B. Garay and council in appreciate for her devoted service and leadership to Classified Staff.

NEXT MEETING WILL BE JULY 17<sup>TH</sup> AT THE FIRELANDS CAMPUS.

Respectfully submitted,  
CSC Secretary  
Jan Varney-McKnight