CSC Minutes
Classified Staff Council Meeting
January 16, 2008
Room 316 BTSU

Chair Judy Hagemann called the meeting to order at 10:00 a.m.

Members Present
Holly Amos, Bette Blair, Cheryl Bookenberger, Diane Colyer, Maria Dandar, Kathy Dean, Judy Hagemann, (chair), Sharon Hupp, Laurie Konrad, Earl Lisk, Faith Olson (chair-elect), Becky Paskvan, Cyndi Patterson, Karen Schwab, and Sandy Tolbert (treasurer)

Members Absent
Excused: Susan Orwig, Glenna Rufo, Lorrie Sawaie, Violet Serrato, and Dee Dee Wentland

Unexcused: Robin Bruning, Helen Cline, Rob Fleshman, Sheila Irving, and Rebecca Morningstar

Approval of Minutes
Approval of Minutes: Sandy Tolbert presented the CSC Financial Report as of December 2007. Cyndi Patterson made a motion to accept the treasurer's report as presented. Seconded by Diane Colyer. Motion passed in the affirmative.

Treasurer's Report-Period Ending December 2007
(provided by Sandy Tolbert)

Operating Budget

General Funds	$ 8,542.61
Professional Development Funds	$ 5,500.00
Operating Budget Grand Total	**$ 14,042.61**

Foundation Accounts

Endowment/Scholarship	$ 81,114.67
Scholarship/Spendable Earnings	$ 2,907.54
Special Events Income	$ 18,181.67
CSC Team Award	$ 2,520.08
CSC Professional Development Fund	$ 43.98
Pam Konopinski Memorial Fund	$ 340.19
Foundation Grand Total	**$105,108.13**

Guests

Steve Lashaway, Salary Compensation Committee Chair – Following a meeting of the Classified Staff Salary Compensation Committee with the Provost and the Chief Financial Officer, revisions were made to the original proposal by adding a provision for allotting more personal time to classified employees as well as converting sick leave to an equal amount of vacation time up to 40 hours. To qualify for this conversion of sick leave to vacation time, the employee must have been employed at Bowling Green State University for a minimum of 10 years and have at least 600 hours of accumulated sick leave. If such an employee only has 300 hours of accumulated sick leave, he/she could then only convert 20 hours to vacation. Before the Salary Compensation Committees of all the constituent groups meet with the Provost and CFO in February, CSC's Salary Compensation Committee will meet to revise the document even further. The revised document will be brought to CSC for consideration and vote. A market survey needs to be done. Steve will talk to HR about the positions that should appear on the survey.

Sue Macias, President's Day – Bowling Green State University has the largest open house for student recruitment in the State of Ohio. Approximately 7,000 perspective students and their parents visited on President's Day last year and the staff is hoping for even more this year. Volunteers from all constituent groups to help with this year's President's Day activities should be friendly, smiling, knowledgeable, and helpful and available for two to four hour shifts on February 18, 2008. Volunteers are encouraged to wear orange and to stay warm by going inside periodically if the weather is very cold.

Tom Bethany, Dance Marathon – Several handouts were distributed to promote Bowling Green State University's 30th Dance Marathon. A goal of $200,000 has been set for this year from $194,000 last year. To accomplish this goal, faculty and staff are being invited to participate. For a donation of $25, faculty and staff can participate in the following activities on March 29 at the Rec Center: 6-7 pm tour of the Rec Center's transformation into the Dance Marathon site; 7-8 pm faculty/staff dance hour; and, 8-9 pm is mingle time with participants and children. Following this schedule, Linda Dobb will host a soiree (party) for faculty/staff participants. Location to be announced later. Classified staff will meet at the Dance on the 29th of March. CSC representatives are encouraged to fill out the form and send it in as a dance participant. Another fund raising opportunity is to log into goodsearch.com. Use it to really search for some type of information and the web site will donate one penny to Dance Marathon for each search. The only other university that makes more in donations for Dance Marathon is Penn State which raised $14,000,000 last year.

Chair/Chair-Elect Report

Meeting with Rebecca Ferguson and Linda Dobb, January 17th at 11:00 a.m.
Issues to bring forth: Is the rehire process still in effect? HR could say a retiring employee is eligible for this opportunity, but the supervisor must also say yes.

Meeting with President Ribeau is scheduled for January 29 at 11:00 a.m. Classified Staff Council representatives are asked to send questions for this meeting to Judy Hagemann.

HB 187 - CCCS Modernization Update - Most committees are just waiting until their services are needed. A newly formed committee is being called the Hatch Committee chaired by Jen Karches. Because of the complexity of the Ohio Revised Code _____ that is dedicated to this law, Jen and the committee will make a list of the cans, the cannots and what parts need to be changed to give classified the same political opportunities as faculty and administrative staff without loosing the protection from supervisors who are running for public office and could coerce employees into volunteering or donating to their supervisor's campaign. The list will be brought to the February CSC meeting.

Judy thanked Kathy Dean for completing an updated list of email addresses of classified employees by area (academic, facilities, dining services, etc.). This will be very helpful for elections and sending out messages from the CSC Executive team members while saving the CSC list serve for very important messages.

Judy read the draft changes to the NOTICE statement in the Classified Staff Handbook. She will type it up and distribute it to the CSC representatives.

ASC Report

Sue Macias reported on the last ASC meeting. The following topics were discussed:

1. Provost Baugher is scheduled to meet with ASC Executive Team on January 22.
2. Bob Waddle reported there are three major building projects; Convocation Center, Wolfe Arts Center, and Ice Arena. Plans for the old Ice Arena have not been finalized.
3. Renovations to Mosely/Hanna, South Hall and other older buildings are being reviewed
4. Keep up-to-date with Dr. Baugher's and Chancellor Fingerhut's web sites
5. There were 14 non-renewals with most being caused by reorganization in Residence Life. Ed Whipple stated some people's salaries will be cut 18 percent. This reduction could occur on non-student letters of appointment or on administrative contracts if duties have been rewritten. This cannot be done to classified staff because of the "loss of property" clause which has stood up in courts. CSC wants to stay informed on the activities in Residence Life and its dealings with classified staff. Classified staff employees can be placed anywhere within their Vice Presidential areas, but not across VP areas.
6. ASC is currently holding its annual scholarship raffle

Ombuds Report

CSC is seeking information in the following areas: an evaluation of the statistics to determine if there are any trends, from which VP areas do classified staff utilize the omsbud services most often, are there any commonalities in situations brought to the omsbud representatives and what methods can be used to inform classified staff that these services are available.

Campus and Community Committee Report

(Diane Colyer)

1. Six classified employees met at the first golf outing organizational meeting. Assignments were made to obtain donations from various vendors with positive results thus far. The endowed side of the Classified Staff Scholarship fund will generate at least $3,164. Last year $3,250 was distributed to the scholarship recipients. Should the spendable side of the CSC Scholarship fund not have a sufficient balance to pay for the same level of scholarships distributed in 2007-08, part of the golf outing earnings could be used to augment the amount available for awarding. The next meeting will be February 12, 2008, from noon to 1:00 pm in the conference room of the public safety building.
2. Classified Staff Convocation will be held on April 17, 2008, in 101 Olscamp Hall. Doors will open at 9:00 am with light refreshments being served at 9:30 am and the program begins at 10:00 am. The power point presentation will have updated photographs. A change in the music selection has been requested. Violet Serrato and Judy Hagemann will be at the next campus/community meeting to discuss the convocation agenda.

Health, Wellness and Insurance Committee Report

(Faith Olson)

1. **Health Benefits for PT Classified and Administrative Staff employees**
   January 14, 2008 – 9:00 AM

   Those in attendance: Dee Dee Wentland, Faith Olson, Karen Weber, and Connie DiPuccio

   Historical Review: Karen Weber, Connie DiPuccio and Faith Olson reviewed what had been done over the past years to help promote health benefits for part-time classified staff employees. At one time there was a private insurance carrier that offered some benefits, but we didn't believe anyone took advantage of this because it was too expensive.

   Agreement was reached that a survey needs to be done (with the help of Institutional Research, Bill Knight) to determine the following:

   1. Number of part-time

   2. Number of part-time with and without any insurance

   3. Number of part-time interested in insurance benefits if they are affordable

   4. Would some full-time classified employees reduce their hours to part-time if they were provided health benefits? [View point -- cost savings in salary dollars – job must require only part-time services]

   5. If benefits were offered to part-time, how many dependants do they have

   6. Interest in all benefits compared to only catastrophic illness coverage

If anyone has more information they believe to be important, please send me your ideas.

Sister institutions to BGSU that offer health benefits to part-time classified staff are Kent and Ohio University. We do not know about Miami, but it appears as if they do not offer health benefits to part-time hourly employees.

The following assignments are being made for data gathering and comparison purposes to see what type of benefits are being offered, at what cost, and funding source.

Kent State - Dee Dee
Ohio U - Faith
Miami - Maria
UPS - Holly

Connie is going to send us the information she has collected over the years for our review

I'm sending each of you the information that I have to date. More information could be retrieved from on-line web sites, but you may want to talk to someone individually to get the positives and negatives associated with these benefit programs.

2. **Health, Wellness and Insurance Committee Report from January 14, 2008 Meeting, by Faith Olson**

   a. Report of $39 Incentive/Wellness Scores
      List of participants in the wellness test from Medical Mutual showed some duplication. The data did not change. HR will determine who receives the $39 reimbursement once the duplications have been removed. Reimbursements should occur in February or March. The data from Medical Mutual will be sent to the University by the end of January. The data information will be presented to all constituent leadership before being disseminated to all employees. This data will help the University determine what types of programs will be needed to help employees improve their wellness. Better wellness translates into lower health care costs.

   b. Alternate Health Care Plan (for part-time employees) as provided by CSC from OSHEA
      Donna Witwer and Glen Egelman volunteered to come to CSC's March meeting to discuss the alternate Health Care Plan that was provided to the HWI Committee for review.

      Maria Dandar, Dee Dee Wentland, Holly Amos, Faith Olson, Karen Weber and Connie DiPuccio are investigating Health Care Benefits for part-time employees. See minutes form the meeting of this committee that met on January 14, 2008, for additional information. Donna requested that we review dependent eligibility. We also will be comparing insurance rates for part-time health benefits of the various sister institutions (Ohio University, Miami and Kent State).

c. Other Issues:
Administrative Staff: Banding of premiums – HWI will be working on this issue during the upcoming year. Adoption of such a proposal would not go into affect for a couple of years. ASC also asked that vision insurance be considered.

There is a great deal of preliminary work to do on banding of salaries to determine health care premiums

Discussion was held on potential state-wide insurance coverage plan for all institutions of higher learning in Ohio. Gaylyn Finn, Treasurer, and Donna concurred that all constituent groups should do all we can to see that this doesn't happen with our health care coverage. Keeping our health care regional provides better health benefits from local practitioners. BGSU is in a large consortium for our prescription drug plan – over 250,000 enrollees. This helps to keep our drug costs down.

The Ohio State University, STRS and OPERS are proposing to become a consortium for their health care needs. Donna is watching this joint effort very carefully.

BGSU went with Sun Life for life insurance coverage. After the three year contract ends, BGSU's premiums will most likely increase because of the life insurance claims we have had over this past year – 4 or 5 spouses/dependents and 3 employees. For Sun Life to be financially viable with BGSU, there should be no more than 2.5 life insurance payouts per year.

d. The next HWI meeting will be February 11, 2008

<u>Good of the Order</u>

Relay for Life – Becky Paskvan
The chili cook off netted $1,180.80. However, this fund raiser would not be allowed on campus next year because of food preparation restrictions. The total earned to date is $4,275.50. There are some cookbooks remaining. February 11, 2008, will be the next Max & Erma night. Another fund raiser will be a bake sale on President's Day in the Bowen-Thompson Student Union. This is usually very successful. Goal is still $10,000.

Memorial for Pam Konopinski
Frank Schemenauer , University arborist, is researching an appropriate area for the memorial tree and plaque as well as the type of tree that would fit best in the proposed area. Because Pam worked for dining services, a spot near the new Centrex Building seems appropriate. All of the ash trees have been removed from that area and additional trees are needed. Once this is set, Faith will contact Shawn Morin, Sculpture Department Chair, about the marble cutting and engraving. Looking to do this on Arbor Day, April 25, 2008. Pam's family will be invited to the service.

Early Retirement Opportunities
Information from the State of Ohio's Office of Budget and Management indicates a potential early retirement buyout for State employees at various State agencies. However, this does not include Bowling Green State University employees.

Meeting adjourned at 12:00 p.m.

The next CSC meeting is scheduled for Wednesday, February 20, 2008 from 10:00 a.m. - noon at 316 BTSU.

Respectfully submitted,
Violet Serrato as received from Faith Olson
Secretary, Classified Staff Council