



**Classified Staff Council Meeting
April 16, 2008
Room 307 BTSU**

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

Members Present

Judy Amend, Holly Amos, Jeremy “Bo” Butler substituting for Bette Blair, Diane Colyer, Kathy Dean, Rob Fleshman, Judy Hagemann, Sharon Hupp, Laurie Konrad, Faith Olson, Becky Paskvan, Cyndi Patterson, Violet Serrato, Sandy Tolbert and DeeDee Wentland

Members Absent

Excused: Cheryl Bookenberger, Bette Blair, Karen Schwab, Maria Dandar and Earl Lisk
Unexcused: Glenna Rufo, Rebecca Morningstar, Susan Orwig, Robin Bruning and Sheila Irving

Approval of Minutes:

A motion to approve the March 2008 minutes was made by Becky Paskvan and seconded by Sandy Tolbert; motion approved.

Treasurer’s Report-Period Ending March 2008:

Provided by Sandy Tolbert

Operating Budget

General Funds	\$ 7,962.56
Professional Development Funds	<u>\$ 5,250.00</u>
Operating Budget Grand Total	\$ 13,212.56

Foundation Accounts

Endowment/Scholarship	\$ 84,731.42
Scholarship/Spendable Earnings	\$ 43.40
Special Events Income	\$ 17,927.38
Pam Konopinski Memorial Fund	\$ 446.66
CSC Team Award	\$ 2,524.14
CSC Professional Development Fund	<u>\$ 44.05</u>
Foundation Grand Total	\$105,717.05

Motion to approve March 2008 Treasurer’s Report made by Kathy Dean and seconded by Cyndi Patterson; motion approved.

Sandy reported five professional development requests have been received.

Chair/Chair-Elect Report:

Dr. Dobb/Human Resources Meeting held on April 14, 2008:

Present: Linda Dobb, Rebecca Ferguson, Judy Hagemann, Faith Olson and Violet Serrato
Notes provided by Faith Olson, Chair-Elect.

1. List of events that are forthcoming
 - A. Board of Trustee meetings
 1. May 1 & 2 = CSC handbook statement will be presented
Judy Hagemann will check with Karen Schwab to clarify if
OSCHE statement and Consensual Amorous Relations policy
should go forward as well
 2. June 25th – afternoon – budget items only
 3. October 2–3, 2008
 4. December 4–5, 2008
 5. February 26–27, 2009
 6. April 24–25, 2009
 7. June 25–26, 2009
 - B. April 17, 2008, CSC Convocation
 - C. April 24, 2008, 2:00 pm Pat Konopinski - Memorial Service
2. During the ASC meeting on April 3, 2008, Provost Baugher told the representatives that classified staff salaries are at market. She also stated this could be substantiated by the numbers provided to Sherri Stoll by Human Resources. The concern for CSC is the impact such a statement would have on potential raises for classified staff in the future.

This meeting provided an opportunity to discuss the numbers with Linda Dobb and Rebecca Ferguson. Rebecca emailed the survey data to Provost Baugher, Sherri Stoll and CSC's executive team on Friday, April 11, 2008. Judy will check with Steve Lashaway to verify when the last survey was conducted with the Salary Compensation Committee input.

Rebecca stated that she is constantly in contact with individuals from the private and higher education sectors who compare salaries. And these conversations are carried forward into discussions with BGSU's administration.

As we reviewed the numbers, there is much to consider. Although the numbers indicate that salaries at BGSU are competitive with the respondents' results, they are still four-years old. If the survey is to be done every three years, then a survey should have been completed this year prior to the Salary Compensation Committee increase proposal. A suggestion was also made that perhaps the Employers Association of Toledo could provide us with data for selected positions to compare with the survey results that CSC Salary Compensation Committee will conduct once Pat Kelley, Human Resources, returns to work. Unfortunately, the survey will not be completed in time for the final salary compensation proposal vote by the Board of Trustees.

CSC will continue to encourage the survey be conducted in a timely manner.

Linda asked if items other than salary increases are being considered. The Salary Compensation Committee is proposing converting of sick leave hours to personal or vacation time as well as providing 24 hours of personal time that is not tied to number of accumulated sick leave hours. Rebecca stated that the cost of these proposals has been forwarded to Sherri, but that total cost was not shared with us.

3. Linda indicated with all that is going on, this is a very unusual year.
4. Linda said the University's administration is attempting to develop a compensation plan for the next five years.
5. Linda and Rebecca commented that STRS is having some financial challenges with health care because of a premium return in the 1980's. OPERS did not participate in the return but invested the money and such actions leaves the fund financially sound. New classified employees must enroll in the OPERS's system and not participate in other plans.
6. Judy asked when the movie, "Shots Fired," will be shown to the classified staff who work in the evenings. Rebecca said it will most likely happen after graduation. The employees do not change that much over the summer. Rebecca will email Judy the number of times this presentation has been made to groups of the campus community.
7. Faith asked for assistance in how a memorial program is organized. An outline was presented and much of what was suggested will be used for Pam Konopinski's memorial on April 24, 2008, at 2:00 pm. The tree should be planted before the program begins. A representation of what will be on the memorial stone should be presented to the husband.
8. Linda asked each of us to email President Ribeau to express our appreciation for all he has done for BGSU and encourage him to stay.

Committee Reports:

Ombuds Report

Provided by Stacie Enriquez

March 19, 2008 through April 15, 2008

Ombuds Name	# of Contacts	# still Active	Time Spent-Hours/Mo	YTD Hours
Stacie	1	0	0.5	14
Ed	1	0	0.5	10.5
Nancy	0	0	0	3.5

Salary Compensation Committee

Steve Lashaway, Chair

How the data for Classified Staff Salary Surveys is collected was discussed. There should be 10 benchmark positions and 5 specialized positions that the salary data is gathered on and this should be changed every time a survey is conducted. There were questions as to whether the last completed survey for classified staff was a market survey and the numbers, therefore, are being questioned as to their accuracy.

(Also, See Dobb/Human Resources Meeting Notes)

Health, Wellness and Insurance Committee

Notes from HWI Meeting, April 14, 2008, by Conference Call

Notes by Faith Olson, chair-elect

1. We discussed a "Letter to the Editor" in the Sentinel Tribune written by Kendel Kissinger concerning the amount that she had to pay for Yaz birth control pills. The pills were for her struggle with endometriosis.

The plan allows for the purchase of birth control pills at a reduced rate from the BGSU Student Health Center. Also, there are other prescriptions that can be used for the health problems Kendel experiences. Apparently, her husband has retired and the OPERS health care does allow purchase of this particular birth control medication under the OPERS prescription plan.

2. Because there have been no significant changes to the health care plan since 2002, Donna asked us to consider and then email her ways that the plan design could be changed:

Donna suggested increasing low and higher generic medication co-pays, increasing co-pays for doctor visits, and others. We are to look at the health brochure on line and give other suggestions by the end of the week.

Because we don't know of any salary increases, and can assume they will be small or not at all, the increase in health care premiums will be low. We need to look 3-5 years forward to the needs of what will be required of the plan.

3. Pay bands are still being investigated.
4. Chris Harr announced on May 16 2008, at the Bowling Green High School track, the American Cancer Society will be looking for individuals between the ages of 30-65 to participate in a cancer diagnosis study. The Society will have a table or tent for the sign up between 6:00 – 10:00 pm.
5. The part-time benefits survey has been placed on hold until the economic condition of the University improves.
6. A question was asked about vision coverage being added to our health care plan in the future. Donna responded that because other items have been added to the plan (i.e. colonoscopy, to name just one) a vision plan will not be added. Any health care plan must make sense. This is to keep the costs as low as possible while providing the very best care possible.

7. A component of helping to control costs for both the consumer and the health care plan would include educating participants on their role in this process. Donna asked at a subcommittee be formed with the charge of helping health care plan participants to be better consumers of the health care plan. There is a CNN series entitled "House Call" about 8 empowered patients. This show airs at 8:30 AM on Saturdays or Sunday mornings.
8. Donna announced that individuals with 403B funds in Nationwide may have to transfer them to another plan because Nationwide may no longer be part of BGSU's acceptable retirement selections.

Catastrophic Leave Committee

Faith Olson, Reporting

Final Corrections were made to the Catastrophic Leave Document. This will be brought to constituent groups for input and then to the Board of Trustees for comments and approval.

Campus and Community Committee

Diane Colyer, Chair

Classified Staff Awards Ceremony is tomorrow with refreshments at 9:30 am and the program at 10:00 am.

The golf outing preparation is coming along well. The next meeting will be April 29 at noon. We are still in need of donations if anyone would like to donate any items for the raffle. The ticket sales are coming in.

CSC Political Activity Committee

Jennifer Karches, Chair

The appeal process will be better defined in Section II for final approval of the document by CSC. Once CSC approves, it will be forwarded to Dr. Dobb's office for review and, eventually, submission to the Trustees for approval.

Good of the Order

In May, the Board of Trustees will receive the updated CS Handbook disclaimer for approval.

Meeting adjourned at 12:00 pm

The next CSC meeting is scheduled for Wednesday, May 21, 2008 from 10:00 a.m. - noon at 201 BTSU.

Respectfully submitted,
Violet Serrato
Secretary, Classified Staff Council