



**Classified Staff Council Meeting
May 21, 2008
Room 201 BTSU**

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

Members Present

Judy Amend, Holly Amos, Bette Blair, Cheryl Bookenberger, Robin Bruning, Diane Colyer, Maria Dandar, Kathy Dean, Kim Fleshman (ASC Rep), Judy Hagemann, Sharon Hupp, Earl Lisk, Faith Olson, Susan Orwig, Becky Paskvan, Cyndi Patterson, Glenna Rufo, Lorrie Sawaie, Karen Schwab, Violet Serrato, Sandy Tolbert and DeeDee Wentland

Members Absent

Excused: Rob Fleshman, Laurie Konrad
Unexcused: Rebecca Morningstar

Approval of Minutes:

Some members did not have a chance to review April's CSC minutes. They will be reviewed/approved at June's CSC meeting.

Treasurer's Report-Period Ending April 2008:

Provided by Sandy Tolbert

Operating Budget

General Funds	\$ 7,771.90
Professional Development Funds	\$ 5,000.00
Operating Budget Grand Total	\$ 12,771.90

Foundation Accounts

Endowment/Scholarship	\$ 84,913.42
Scholarship/Spendable Earnings	\$ 43.40
Special Events Income	\$ 18,026.13
Pam Konopinski Memorial Fund	\$ 467.85
CSC Team Award	\$ 2,525.15
CSC Professional Development Fund	\$ 44.07
Foundation Grand Total	\$106,020.02

Motion to approve April 2008 Treasurer's Report made by Karen Schwab and seconded by Glenna Rufo; motion approved.

Chair/Chair-Elect Report:

Dr. Dobb/Human Resources Meeting held on May 19, 2008:

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

Layoffs

There are several positions being eliminated by reorganization or dissolution of units. So far, all affected staff has been given one year until their positions no longer exist. Some will be eligible to retire, but not all.

Instructional Media Services will be dissolved. Those services will be moved to the Library. All staff given one more year. There are two classified positions affected; one employee is eligible to retire, not sure about the other.

Phone operator positions (2) will be eliminated with those services moved to the Help Desk of ITS. One employee will be eligible to retire in September, but the other one only has 8 years of service. Possibility of bumping into Clerk series.

Three classified positions in ITS are being abolished. Two of the staff are eligible for retirement, the third will be one year short of 30 years when the position is eliminated next year.

HR has been holding open positions in case of more layoffs.

CITE is being phased out. One classified position is affected but not certain about eligibility for retirement.

Springboard is being phased out within the year. One classified position may be affected.

Presidential Search Committee

A search firm will be utilized with Dr. Dobb writing the RFP.

The Board of Trustees will meet in executive session on June 6, 2008 to discuss the search and appointment of an interim president. Four-five nominees classified staff are needed for consideration for the search committee, with only one appointed. Faith Olson and Stacie Enriquez have been self-nominated.

Tentative Timeline: Search committee convenes in August 2008; advertise in September 2008; interviews December 2008-March 2009; appoint new president April 2009.

Miscellaneous

Enrollment is down; retention at 75%

BOT to elect new Chair at June 25, 2008 meeting and will also approve the budget.

Guest Speaker:

Dr. Shirley Baugher, Provost

Dr. Baugher has been meeting with different council organizations across the University. The floor was opened for questions and dialogue. She presented a follow-up on Strategic Planning in which she explained how she was asked by President Ribeau to take charge of the Strategic Planning Committee.

Dr. Baugher was informed of the concern of staff because of the re-organization in process and the possibility of all employees except classified staff receiving a raise. She assured staff that no one has made a definitive decision and her best bet would be that there will be no increases for anyone.

There is a plan in place for all first year programs to be reviewed with advising and student services being redesigned. Retention of students has been given a poor performance. As a result, reorganization of recruiting, admissions and retaining students is in the plans.

Committee Reports:

Ombuds Report

Provided by Stacie Enriquez

April 16, 2008 through May 20, 2008

Ombuds Name	# of Contacts	# still Active	Time Spent-Hours/Mo	YTD Hours
Stacie	2	0	1.5	15.5
Ed	1	0	2.0	12.5
Nancy	2	0	0.75	4.25

Salary Compensation Committee

Steve Lashaway and Jennifer Eckhardt, Reporting

Steve circulated the current Salary Compensation Document to members for review. The tier health care proposal has been deleted from the draft.

Jennifer Eckhardt has been doing research on classified staff pay rates compared to other universities. The starting rates have been analyzed. She will now start investigating the ending pay rates for comparison.

CSC Bylaws and Election Committees

Karen Schwab, Reporting

A 4/18/08 meeting was called for the bylaws & election committees to review apportionment based on a report received from the Office of Human Resources 4/14/08.

Due to reorganization of the EVP & Provost divisions, the committees recommend that the EVP representatives now be rotated, so that not all will have the same term expiration. We discussed "alternates/substitutes/shared positions" and the recommendation from the bylaws committee is still the same - a majority has the opinion that we would be limiting our representatives if we would ask for further elections for "alternates/substitutes/shared positions". Elected council representatives must be responsible for their own attendance.

Further recommendation is that an email be sent to each individual division member requesting nominations – we have email addresses from OHR by division. The summary for the elections is:

Seats that expire on June 30, 2009

Finance & Administration (1)

Seats that expire on June 30, 2010

Executive Vice President (1)

Seats that expire on June 30, 2011

President (1)

Finance & Administration (2)

Executive Vice President (1)

Provost (1)

University Advancement (1)

Student Affairs (1)

We would propose that request for self-nominations are sent to constituents as soon as possible with a return date of May 9th by 5 p.m. Elections should be held before June 6th and newly elected representatives should attend the June 18th meeting of CSC.

Next meeting of the CSC Bylaws & Elections Committees will be at 9 a.m. April 29th in College Park Rm 104.

A 4/29/08 meeting of the bylaws & election committees was called to discuss drafts of emails to the CSC minutes listproc and to each constituent group where representatives were needed. Test messages were emailed May 1, proofed by a majority of the committees' members and the final email messages to each group were sent May 5. Request was made for self-nominations to be submitted by 5 p.m. on May 13th.

A 5/15/08 meeting of the bylaws & election committees was called to determine where elections were necessary and how the elections would be distributed to the constituent groups. No self-nominations were received from the President division or the University Advancement division and a reminder was emailed to these two division groups. (This

reminder was sent 5/19). Election will be necessary in the Provost (Academic Affairs) division and we hope to have this election completed by June 6th using SNAP or other appropriate survey software. A report of the election and self-nomination will be made at the executive team meeting prior to the June 18th regularly scheduled CSC meeting.

Campus and Community Committee

Diane Colyer, Chair

There are 19 teams signed up so for the gold outing scheduled for Friday, June 6. Lunch will be at 11:30 - 12:30 pm first tee-off and the outing will end between 5:00 and 6:30 pm.

Cookies and brownies (with ingredients attached) are needed the week of the golf outing. Please deliver to Diane Colyer, Sandy Tolbert or Judy Amend no later than Thursday, June 5.

Diane will draft an email to remind staff of the golf outing and send to Judy Hagemann for distribution to staff.

CSC Political Activity Committee

Jennifer Karches, Chair

A motion was made by Dee Dee Wentland and seconded by Becky Paskvan to approve the final draft from the Political Activity Committee. Motion approved.

Change Team

Kevin Work and Dee Dee Wentland, Reporting

The Change Team has been very active with the charge that President Ribeau gave them in February. There has been at least 40-50 hours spent on meetings. Part of the process being worked on is aligning all areas of the University into a strategic process to run for ten years. The intent is to engage the entire campus in reviewing the process and discussing directions the University intends to take. Everyone will feel part of this. Some of the questions being asked and looked at is "What will BGSU and students be like in 2018?" "What do we aspire to be?" The change team is being charged to come up with a dynamic plan that could change if the need is there.

The initial draft will be reviewed by the change team in a very short time and then it will go out to the entire campus for review. Spring 2009 is the target date for the final draft. For more information, please go to:

<http://www.bgsu.edu/strategicplanning/>

Good of the Order

With the impending departure of President Ribeau, discussions are being made on how CSC can commemorate President's Ribeau years of service to BGSU. Suggestions are being solicited. Please contact CSC with your ideas.

Meeting adjourned at 12:00 pm

The next CSC meeting is scheduled for Wednesday, June 18, 2008 from 10:00 a.m. - noon at the Wilcox Board Room, Sebo Athletic Center.

Respectfully submitted,
Violet Serrato
Secretary, Classified Staff Council