

CSC Officers Meeting with Human Resources, Monday, September 15, 2008
Those in attendance: Becca Ferguson, Marcia Serio, Faith Olson, Violet Serrato, Judy Hagemann, and Robin Bruning
Notes by CSC Leadership Team

Issues facing classified staff employees:

1. Retention point report – missing staff and sort criteria – convert to EXCEL file?
 - a. Becca will check on report criteria to determine why some classified staff are missing
 - b. Asked if sort criteria could be changed from listing classified staff under each job classification alphabetically to listing by highest accumulated points to fewest number of accumulated points -- Becca said this wasn't possible because of the way the report was programmed
 - c. Asked if the report could be sent to us as an Excel spreadsheet. The answer was NO so the integrity of the report could be assured.

Becca will get back to us with the information

2. CSC Handbook updates on web site
 - a. Agreement was reached that the CSC Handbook on the HR web site should be the correct version, with the Handbook link from the CSC web site linking to the HR site. Currently, the CSC Handbook on the CSC web site is updated and formatted to more easily accommodate searches.
 - b. Violet will work with Lori Smith to get the CSC handbook updated and then all the links will point toward the published version.
3. Potential of administrative staff being placed in eliminated classified staff position(s). Is advertising required and what about pay grade?
 - a. Transfers within Vice-Presidential areas can occur.
 - b. The one example of this issue is where three classified positions were eliminated and an administrative staff individual has been transferred into the area. The administrative individual will receive some of the duties performed by each of these classified staff employees.
 - c. To determine if a vacancy should be categorized as a classified or administrative position, the job responsibilities are compared utilizing the Fair Labor Standards Act: Administrative Duties Test.
 - d. Because the administrative staff person is bringing his/her own salary, a cost savings will still be realized by the area. Concern for CSC is that this is TRUE FOR b. (ABOVE) BUT WILL IT ALWAYS RESULT IN COST SAVINGS?
 - e. Becca indicated that two of the three classified staff employees are or will be retiring, thus allowing for the transfer. It is the consensus of those on Classified Staff Council who know the individuals whose jobs were eliminated that the retirement would not have occurred expect for the

elimination of their positions. All would have continued to work if given the opportunity. The stand of CSC leadership in this situation or another where there is a potential for classified staff positions to be eliminated, why weren't there opportunities for retraining, etc., rather than elimination?

- f. Becca stressed that this was legal – there is no argument on legal, but ethical. Individuals who have worked for BGSU for over 30 years should be given the opportunity to upgrade skills to provide a means of meeting area demands without job elimination.
 - g. No resolution in this situation for classified staff employees
4. What does HR use as criteria for tuition benefits? What documents are required or will be required? Validation of information.
- a. A dependent must be under the age of 24 (changing to 25 in 2009) and claimed on the employee's income tax forms and validated on health care enrollment, admission and/or financial aid forms.
 - b. This dependent cannot be a grandchild or a niece or nephew or other relative unless determined by a court of law that the BGSU employee is the legal guardian of the child who has to be under the age of 18. Court document indicating such is required.
 - c. The description of what is needed to claim a dependent as written in the handbooks, may need to be revised to clarify what other qualifications are required to allow for exempted fee waivers of dependents.
5. Status of reclassification workshop to be conducted by HR on tips/criteria for filling out reclassification paperwork. Information from ORC and Ohio State Job Classification listings should be included in presentation. How long? Possibility of doing it prior to a CSC meeting?
- a. Marcia will check on the possibility of scheduling such a workshop. She will get back to us before the end of September.
 - b. ORC and Ohio State Job Classification listings will be included
 - c. Such a meeting would require one to one and a half hours
 - d. A discussion followed on the problem of requiring the applicant to suggest what position he/she believes the applicant should fill. Becca said a job audit request should never be rejected if this information is not included on the paperwork.
 - e. Becca suggested CSC have a committee to review the applicant and determine for what position the applicant qualifies. This review process is not acceptable to CSC leadership. Determination of how job criteria fit into various job descriptions is HR's responsibility.
6. HR sponsored longevity dinners – status?
- a. Staff award gifts and dinners cost \$22,000.
 - b. Last years' events were paid by Dr. Dobb and Dr. Whipple
 - c. Staff award dinners and gifts are on hold because there is no funding

7. Ramification to OPERS if out-sourcing is considered.
 - a. OPERS has so many contributing members making the fund secure.
 - b. Increase in number of individuals losing their positions in the State government because of a 4.5% cut by the Governor, plus other job reduction strategies are still a concern and could have an impact on OEPRS.
 - c. Other concerns is the insurance rates that new retirees have to pay when other retirees have their insurance coverage for free
 - d. Find BGSU Book Store study to see why it stayed internal
 - e. Have to ask, "What's working? What's not? How can things be done differently? Why is something good or bad?"
 - f. There are many methods of self-study evaluations that should be considered before job elimination

8. Updated list of classified emails by division? Need this for SNAP survey.
 - a. The one we got in January 08 has not changed very much.
 - b. A new list is not available.