



Classified Staff Council

Meeting Minutes
May 20, 2009
BGSU Main Campus

CALL TO ORDER

Chair Faith Olson called the meeting to order at 10:07 a.m.

ROLL CALL

Members present: Judy Amend, sub for Cheryl Bookenberger, Robin Bruning, Diane Colyer, Tammy Corpe, Marie Dandar, Connie Dipuccio, Judy Hagemann, James Hjortsberg, Sharon Hupp, Laurie Konrad, Bob Mason, Faith Olson, Cyndi Patterson, Scott Spaulding, Dee Dee Wentland, Sara Zulch-Smith, Mary Zuzik Absent: Rob Fleshman, Kathy Dean, Kate Najacht, Glenna Rufo, Violet Serrato Guest: OMSBUD representative Stacie Enriquez

APPROVAL OF MINUTES <http://www.bgsu.edu/organizations/csc>

March minutes are under review

April minutes are under review

TREASURER'S REPORT <http://www.bgsu.edu/organizations/csc>

The amount spent for scholarships is \$2000.00 this is for 8 scholarships, no other changes from last month. Motion to approve Treasurer's report – DeeDee Wentland Seconded by Tammy Corpe motion passed

GUEST SPEAKER Dr. Carol Cartwright

Dr. Cartwright reviewed the power point presentation of the strategic plan for the university. The plan is available on the university web page. She stated that the plan is an ever evolving document and will continue to change as we move forward. We were the last group that she presented to and is awaiting our endorsement of the plan. Once the plan is approved it will be distributed to all areas to begin working on implementing the strategies. Dr. Cartwright also mentioned that Chancellor Fingerhut would be on campus Tuesday, May 26th and she would be presenting our designated "Centers of Excellence", which are as follows; Arts, Education Prep, Health & Wellness, Business start-up and Sustainability.

CSC Action Items & Updates

The Strategic Plan – Strategies will receive a formal vote at the June 17, 2009, CSC Meeting

The Awards Ceremony went well. Faith will use the glowing light object lesson during her presentation at the Board of Trustee June meeting to present CSC accomplishments. CSC representatives were asked to email Faith what they felt were CSC accomplishments this past year.

The CSC Information Notebooks that were distributed to the CSC representatives at the July 2008 meeting will be utilized again for the 2009-10. If any representatives are not returning, but have a notebook, their notebooks should be returned to Faith for redistribution at the July meeting. Representatives that are staying on CSC should remove the 2008-09 contents and prepare their notebooks for the 2009-10 year.

Faith will write a letter to the VP's who should have received some of the little books on building teams asking them if they have received any books and if so, to please have them returned to the CSC representatives whose names appear in the front of the book. CSC representatives can then share/keep their book.

Judy Hagemann will represent CSC on the rewriting/revising of the Severe Weather Policy. She served on the committee that developed the current policy. This historical background should assist everyone on understanding why the policy was written the way it was.

The first Helping Hands distribution took place on May 14th. We received many donations and had several people take advantage of the service. The remaining items were taken to St. Thomas Moore, the Bowling Green Christian Food Bank and the Human Society. The pick-up process is being evaluated for the next distribution date which is June 11th.

CSC will make a formal request to H. R. for an updated retention point list.

During a discussion of sick leave and FMLA two questions were asked;

1. Is it true that you are not able to use sick leave for an adult child?
2. Are you required to go on FMLA if you are off for a workmen's comp claim?

FYI: Because the CSC By-laws are for operating purposes and do not require the Broad of Trustees approval, they have been removed from the CSC handbook. Thus, any changes to the CSC By-laws remain under the control of CSC.

Chair/Chair-Elect Report – The following reports can be found on the CSC web site under Resources and then click on CSC Officers/Exec Team Meeting Notes 2008-09: <http://www.bgsu.edu/organizations/csc>

● **President's Panel – notes by Dr. Richard Hebein – April 16, 2009**

Questions from Faculty Senate:

1. General Education Status
2. Student Registration Problems
3. Layoffs this academic year: Will there be another wave of classified or administrative staff? If so, what can faculty do to help with staff morale?

Questions from Administrative Staff Council

1. With FY 2010 budget reduction mandates either completed or underway, what budget reduction measures (e.g., program closures, contract non-renewals, layoff are being discussed among the University administration?
2. Would you please provide an update on the status of the Catastrophic Leave Program?
3. With the reinstatement of the hockey program for another year, how will that part of the budget shortfall be made up? Will other sports and/or other employee positions be affected?

Questions from Classified Staff Council

1. How do you define Business Units when relating to Bowling Green State University?
2. Request for a letter of support for the Classified Staff Handbook.
3. Have you received any requests to extend/increase the fee waiver benefit for those who are placed in unemployment status? If so, was the request approved? If no requests have been received, what is your inclination for approval?
4. For CSC election purposes, what will happen to the "Other" area when Dr. Smith leaves?

● **Tri Chair Meeting – notes by Faith Olson – April 4/23/09**

1. Severe Weather Closing Memo of 3/31/09
2. Records Forum
3. The Leave Bank Program
4. Helping Hands Initiative
5. Strategic Plan
6. Layoffs
7. Flex time/flex schedules
8. Recognition Ceremonies for administrative staff, classified staff and faculty

● **Meeting with HR – notes by Faith Olson– May 18, 2009 9:00 am CP**

1. Status of any additional layoffs in June or July
2. Number of vacant classified staff lines – especially those from non-student letters of appointment
3. How many classified staff employees are there really?
4. The number of classified staff employees on a 3/18/09 report to CSC Bylaws Committee was 58 lower than the year before. Where did these 58 classified staff employees go?
5. Status of classified staff funded by former Success Challenge dollars?

6. What criteria is used to determine who is bumped if two or more employees in the same classification have identical retention points?
7. Please discuss the rationale for placing a former team leader into a custodial position with the same pay as a team leader.
8. Extended sick leave questions:
 - a. Can a job be abolished while an employee is on an FMLA?
 - b. What is an individual's recourse if job is abolished while on an FMLA -- layoff -- bumping? Will the job be held during the FMLA period?
 - c. What happens to the individual who was to be bumped?
 - d. If an employee is on paid sick leave for an extended period and the job is abolished with no displacement path, can the individual finish the paid sick leave or does this benefit end?
 - e. Is this individual permitted to use sick leave during the FMLA period and then go onto layoff?
9. Explanation of sick leave usage for immediate family – CSC will present this
10. De-escalation of problem situations – how best to defuse. Discuss this with HR.

Issue to consider: The BGSU Classified Staff Handbook has been approved by the Board of Trustees to describe the policies, procedures, benefits and services to FT and permanent PT classified staff employees. How do other handbooks in various campus areas compare to our handbook? Are they in compliance with the CS Handbook? These questions do not include union contracts.

Good of the Order

**Golf outing update: We still need prizes for the golf outing. The prize list will be sent out on the list proc., and please bring your desserts to Diane Colyer on June 4th at College Park or Robin Bruning at Commons on June 5th.

**Faith discussed the lay-off bumping process and shared that it paid off for us to be involved with H. R. during the process because mistakes were made, but we had the opportunity to make sure they were corrected.

**Judy Hagemann reminded everyone that we still do not agree with the universities definition of a "Unit" and that we need to keep investigating this area because it may play a role in our future.

CSC Reports: These can be viewed on the CSC web site under Resources titled CSC Committee Reports 2008-09:
<http://www.bgsu.edu/organizations/csc>

- Vacancy and reclassification reports
- OMBUDS Report
- Retention Point Report
- SNAP survey results
- CSC Survey on the services of HR to classified staff

Meeting adjourned – Faith Olson – 12 noon