



Classified Staff Council

Meeting Minutes

October 21, 2009

Perry Field House

CALL TO ORDER

Chair-Elect Faith Olson called the meeting to order at 10:02 a.m.

ROLL CALL

Attendees: Judy Amend, Cheryl Bookenberger, Robin Bruning, Terry Carver, Diane Colyer, Tamara Corpe, Maria Dandar, Teri Gentry, Judy Hagemann, Jim Hjortsberg, Karen Hobson, Sharon Hupp, Bob Mason, Nancy McQuillen, Faith Olson, Glenna Rufo, Lorrie Sawaie, Karen Schwab, Scott Spaulding, Nancy Vanderlugt (ASC Rep), Dee Dee Wentland, Mary Zuzik.

Absent: Violet Serrato, (excused), Scott Spaulding (excused)

BY-LAW COMMITTEE (Karen Schwab, Chair)

Karen reviewed the absence policy for Classified Staff members. If you have three unexcused absences you can be removed from Classified Staff Council and someone will be reappointed to your seat. Karen explained that we have such an opening in Finance and Administration area (Rob Fleshman). Faith Olson made a motion to remove Rob Fleshman and Judy Hagemann seconded the motion and it passed. Faith made a motion to appoint Jim Hjortsberg and Bob Mason to sharing this seat with one vote. Mary Zuzik seconded the motion and it passed.

Officer's vacancy occurs

Classified Staff Council members received notification from Violet Serrato effective Wednesday, October 14, 2009 9:49 am she had resigned as Chair of Classified Staff Council. Faith Olson announced that she will not be running for the position. Faith explained that she had used over 400 hours and made up the time in her job last year. Faith asked for self-nominations from the floor. She explained that the person will serve for an eight month term.

Nominations were Robert Mason, Dee Dee Wentland and Lorrie Sawaie

Judy Hagemann made a motion to close the nominations and Dee Dee Wentland seconded and the ballots were distributed. Judy Hagemann and Sharon Hupp collected and counted the ballots – Lorrie Sawaie was elected the new Chair of Classified Staff Council.

Judy Amend explained that Violet Serrato is interested in continuing her seat on Council. Karen Schwab explained that the seat belongs to Violet whether Chair or not. However, her seat was extended one-year to accommodate for her election as chair-elect. Therefore, the seat will be open for the remainder of the 3-year term beginning July 1, 2010.

ADMINISTRATIVE STAFF COUNCIL REPRESENTATIVE

Nancy Vanderlugt introduced Tony Short, Asst General Manager, Education Services for WBGU-TV as the incoming President for Administrative Staff Council.

APPROVAL OF MINUTES

June 2009 minutes have been forwarded to Linda Hammer to be put on the website. Robin Bruning distributed and discussed the July 2009 minutes. She received additions and corrections and the minutes as corrected were approved by Faith Olson and seconded by Judy Hagemann. Council approved the minutes.

Judy Amend distributed the September minutes; after some discussion Faith Olson made a motion to approve the minutes with a correction and Tamara Corpe seconded the motion. Council approved the minutes.

TREASURER'S REPORT

Dee Dee Wentland distributed the budget for 2009-2010. She reviewed the expenditures from last year and cut Professional Development as a last resort in order to balance the budget. A discussion about the Christmas Luncheon took place; Teri Gentry asked that the Christmas luncheon be discontinued and that the funds should not come from the Foundation account. Judy Hagemann stated that she would like to keep the Christmas Luncheon as a thank you to each council member for all their hard work. Faith Olson asked DeeDee to reallocate the Christmas luncheon to another account, because the money for the holiday luncheon comes out of a Foundation account. Judy Hagemann asked that the Professional Development account not be cut; she asked that \$350 of the money allocated to the Holiday Luncheon be transferred from the Professional Development Foundation Account to balance the budget. Faith Olson explained that the Professional Development Committee was waiting on paper work from six individuals. Judy Hagemann asked about the amount allocated for OSCE. Lorrie Sawaie requested more money for the Summer Conference. Faith asked for a motion to approval the budget it was received and seconded. The 2009-2010 Budget passed.

GUEST SPEAKER – Michael George from United Way

Michael George distributed a pamphlet talking about the United Way Campaign. He asked for support from Classified Staff Council and explained that it supported suburban poor – the area around the larger towns and cities. The area food pantries, rural homelessness in Wood County they found 17 families by looking at trailer parks, low income housing and families with no place to live. United Way is trying to address this issue. He thanked President Cartwright for her support and BGSU has been one of the largest campaigns in the county. Pledge cards have been mailed and you can also pledge on line. Whitney Hubbard is the local contact for the local advisory team that approves the expenses for Wood County Campaign.

Faith asked if her understanding from our Helping Hands Program was correct that the local Food Pantries are not allowed to purchase any toiletries items with their funds. Mr. George confirmed and provided some history on why that is not allowed.

GUEST SPEAKER – Donna Wittwer, Associate Director BGSU Human Resources

Health Care Plan Choices - Donna talked about the upcoming health care options. All full-time employees must fill out a Health form this year. The name and social security number for all dependents covered under the plan need to be listed on the form. All forms are available on line at the Human Resources web site. Donna explained that it is the goal of Human Resources to have everything online next year.

Plan A – is the same as the current health care program with an increase in monthly contribution.

Plan B – is the same contribution as you pay today with an 80/20 plan after deductibles.

Everyone will need to sit down and look over their expenses and see which program works best for them. If you don't know what to look at please feel free to contact Human Resources and someone will sit down with you to look over the options. The Medical Mutual of Ohio Health Risk Assessment is available online to use as a tool. Donna reminded everyone that they should become better educated about their health care. When we reach Medicare we will not have the Human Resources Staff to call with all our questions.

If anyone has a spouse that will be primary on BGSU health plan you will need to complete the Spousal form ASAP.

Human Resources will be auditing full-time students enrolled in the BGSU health plan yearly.

Prescription program has not changed. Prescription mail order 90 day supplies may or may not be cheaper depending on the drug.

Dental Program – the only change is that the white resin is now covered on the posterior teeth by our dental plan at no additional cost.

Spending Accounts – the minimum \$350 and the maximum \$3,000 BGSU is encouraging the staff to have the funds direct deposited.

Vision Plan – VSP starts January 1, 2010 with Miami University. You can elect to cover the same or different dependents on the Vision Plan. This program is separate from the Health Care selection. Donna is still checking into the two year commitment part of the process.

All Insurance forms are PDF online – fill out, print and sign, then return to Human Resources as soon as possible. All employees will be receiving a confirmation by email from Human Resources once the document has been received by their office. Once your forms are received your email is removed from the reminder list.

Postcards should be received at home this Saturday or Monday with the reminder dates. November 20th at 5:00 pm is the closing date for the program. If you call the Human Resources office and no one answers the phone please leave a message and someone will call you back.

Donna asked that all staff become a good health care consumer.

CSC ACTION ITEMS - UPDATES

CHAIR/CHAIR ELECT REPORTS – The details of these reports can be found on the CSC web site under Resources and then click on CSC Officers/Exec Team Meeting Notes 2009-10 (only the highlights are noted in the minutes: <http://www.bgsu.edu/organizations/csc>)

Meetings with HR – Faith Olson reported on the HR Officers Meeting held on October 19, 2009. Classified Staff has received a charge from Human Resources concerning the proposed changes for the Ohio Revised Code three year to five year letter to President Cartwright. Rebecca Ferguson, Chief Human Resources Officer stated that if the CSC's proposal to make a change in the 3-year stipulation and return it to the original 5-year stipulation opens the door to have all of the Ohio Revised Code sections that deal with layoffs and bumping to be revised and rewritten.

The charge reads as follows:

House Bill 187 allows our Board of Trustees to adopt modifications to civil service rules that govern certain aspects of the employment of our classified civil service staff. Because the University is committed to working with faculty and staff in a collaborative and deliberate fashion, it is important that input from constituent groups is sought and carefully considered in making recommendations to our Board of Trustees for amending these rules and regulations.

Therefore, please form a committee to study possible amendments to the civil service rules governing the layoff procedures for classified civil service staff with the goal of fashioning a process which better serves BGSU. The scope of your study and subsequent recommendations should include OCR 124.321, 124.323, 124.325 and 124.327 and corresponding sections of the Ohio Administrative code.

It is the recommendation of the Chair-Elect Faith Olson that we do not move forward with the charge, a group discussion took place and Judy Hagemann made a motion to rescind the process with the option to reopen at a later date. Dee Dee Wentland seconded. The group approved the motion.

A letter has been sent to all Supervisors of Classified Staff Council members regarding the released time from their positions to conduct Council business.

The retention points have been changed on the Classified Staff website. Reminder Human Resources does not use the report on line as the official document. They will run this report looking at the job codes affected if a layoff takes place.

President's Panel – Faith Olson discussed the questions that will be submitted for discussion at the President's Panel.

COMMITTEE REPORTS – The following reports/meeting notes can be found on the CSC web site under Resources and then click on CSC Committees Reports 2009-10:
<http://www.bgsu.edu/organizations/csc>

Classified Staff Scholarship Committee submitted the following proposals for discussion

- a. The CSC Scholarship Committee is requesting that Council place the net proceeds from the 2009 Golf Outing in the spendable earnings of the Scholarship Foundation Account. Judy Hagemann reported that this was done in April 2009.
- b. The CSC Scholarship Committee is requesting that Council place future net proceeds from the Sponsler Ride and the CSC Golf Outing in the spendable earnings of the Scholarship Foundation Account.

Judy Hagemann explained the options for Classified Staff Council. She also explained that the Sponsler Ride is the donors option not Classified Staff Council. Dee Dee Wentland suggested that the motion should be for a specific period of time, not indefinite. Bob Mason made a motion that this issue should be voted on each year. Judy Hagemann seconded and the motion passed.

Campus and Community Committee – Bob Mason, Chair

The committee is looking for candy collection sites. CSC and ASC will not combine this year but it may be considered in the future. Classified Staff Council will have a float in the upcoming Bowling Green Holiday Parade scheduled for Saturday, November 21, 2009. The committee is looking for help with the float and Classified Staff employees to walk in the parade to distribute the candy collected. Please notify Bob Mason if you are available to walk in the parade. Bob asked about making a second Classified Staff Sign so one could be placed on both sides of the wagon. Dee Dee told Bob that Council had budgeted \$100 in prior years for the event. Bob is also looking for additional committee members.

Severe Weather Policy – Judy Hagemann is on this committee

Judy reported that the committee has looked at other institutions policies. They are reviewing the pay options for essential staff. The committee has a goal to have it completed by December 2009. This policy will not be covering the students.

Health Wellness and Insurance Committee – Dee Dee Wentland reported

Dee Dee answered questions relating to the Donna Wittwer presentation and had a discussion on the recent meeting minutes.

OSCHE – Lorrie Sawaie reported

An upcoming OSCHE meeting will be held at Wright State University. If any Classified Staff Council members have any OPER questions please email them to Lorrie by noon tomorrow.

Political Reform – Faith Olson reported

The committee held a very productive meeting with Representative Randy Gardner and updates are forthcoming.

OMBUDS – Stacie Enriquez reported

Stacie reported that the number of people calling for advice has started to decline. She asked that we make sure to continue to educate the employees.

Helping Hands – Faith Olson reported

We did not have any employees that took part in the Helping Hands program this month. Faith will contact the employees that are eligible for the program to make sure we still have a need.

Professional Development -- Faith Olson reported

The committee has some programs available right now but is looking to Classified Staff Council for some guide lines for future programs. The Classified Staff Council asked for any program scheduled prior to our meeting start earlier than 9:30 am. Council feels it is important that the meeting agenda get covered. This will be tabled until a later date.

Health Center Opportunities -- Glenna Rufo

Glenna reported on some blood tests benefits for BGSU employees. If you are healthy and are interested in getting some blood work done this is a very inexpensive option. Please feel free to contact the BGSU Health Center for more information 419-372-7442.

Wellness Profile \$30 (Please fast for 12 hours. Take all medication with water.) A profile of 22 tests to include a complete cell count, kidney, liver and thyroid function, glucose, sodium, potassium, cholesterol, triglycerides, HDL & LDL, and blood pressure check.

Other individual test available:

(Fasting) blood sugar \$5.00

(Fasting) Lipid profile \$15.00

Liver profile \$15.00

PSA \$25.00

TSH \$15.00

Strep Throat rapid test \$10.00