

2019-2020 Classified Staff Council Committee Report

As committee chair for 2019-2020, please fill out the form below so we have an accounting of the current year, 2019-2020. Please email the report to me (dcairl@bgsu.edu) by June 30, 2020.
Please contact me if you have any questions. Thanks!!

Committee Name: Bylaws

Committee Chair: Gretchen Avery

Committee Meeting Date(s): NA

Committee Members: Gretchen Avery, Sandra Smetzer, Dana Watson

1. Summary of activities:

The committee did not meet this year, as we did a thorough review last year.

2. Activities planned but not yet completed:

We need to recruit 2-3 new members.

We will meet during the AY 2020-2021

One item is to review who is required to go to what meetings with CSC representation

3. Progress on committee's 2019-2020 goals/initiatives:

Comprehensive review and adjustments of bylaws is complete

4. Recommended items for discussion by Executive Committee or Council:

None

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Committee Name: Outstanding Service Award Committee

Committee Chair: Jamie Schimmoeller

Committee Meeting Date(s): None (all communication was done through email)

Committee Members: Kelly Jennings, Jennifer Moore, Jodi Schroeder, and Deborah Carden

1. Summary of activities:

1. Advertising for nominations went out February and March.
2. Updated the CSC website for the CSC Outstanding Service Award.
3. Collected nomination applications and all required documentation (i.e. reference letters, personal statements).
4. All applications were sent out to committee members, along with a rating scale, to complete ratings and determine the winner.
5. Communicated to the staff member and their nominees that they were the winner.
6. Posted the winner's picture on the CSC website and updated with the new winner.

2. Activities planned but not yet completed:

All activities are completed for this academic year.

3. Progress on committee's 2019-2020 goals/initiatives:

All goals were achieved for the 2019-2020 academic year.

4. Recommended items for discussion by Executive Committee or Council:

Nothing to discuss. We are all good.

2019-2020 Classified Staff Council Committee Report and Goals

Committee Name: Personnel Welfare Committee. Project 1 of 2.

Description: Gather and compile a report of related information to make recommendations for enhancement of the current benefit package for staff.

Committee Chair & Person Submitting Report: Kathy Dean

Committee members: Judy Amend, Amy Smith, Danielle Burkin, Deb Lucio, Sylvia Cuthbert, Sharyl Wahl.

Committee Meeting Date: Part of the year met twice a month, other times monthly & by email.

Highlights: Policy Statement and Purpose-

As part of its efforts to foster a workplace in which professional success can be achieved while maintaining a quality personal and family life, the University supports employees and their families with leave opportunities for new parents. The purpose of parental leave is to promote work-life balance by providing time for parents to care for and bond with their newborn, newly-adopted, or newly-fostered child. All requests for leave under this policy must follow the procedures outlined below. The University will make appropriate arrangements to cover the duties of the employee while the employee is on parental leave.

Policy Scope-

This policy applies to full time, benefit-eligible employees of BGSU who have at least twelve (12) months of continuous service with BGSU before the birth, adoption, or foster care placement for which parental leave is requested.

Parental Leave Benefit Policy-

Bowling Green State University provides full time benefit-eligible employees with up to twenty-five (25) consecutive business days of paid parental leave to be used immediately following a Qualifying Event.

The parental leave will commence on the day of the Qualifying Event if that day is a business day. If not, the parental leave will commence on the first business day after the Qualifying Event.

Parental leave does not reduce the employee's accrued time under any other University paid leave program (such as sick, vacation, personal, or compensatory time). An employee on parental leave will continue to accrue sick, vacation, and personal leave at their regular rate. Any holiday occurring during parental leave period shall be counted as part of the parental leave and paid as such.

Parental leave will run concurrently with the employee's available family medical leave (also known as FMLA leave) and maternity leave. At the end of the parental leave, the employee may choose to use some or all of their remaining family medical leave and maternity leave. If both parents are eligible for parental leave under this policy, they may choose to take the parental leave concurrently or consecutively. No more than two (2) parental leaves may be granted during employment.

Goals: Have proposed policy approved by HR, General Council and President's Cabinet by the end of 2019. **Progress:** Project is finished. Policy registered Date is February 5, 2020.

2019-2020 Classified Staff Council Committee Report and Goals

Committee Name: Personnel Welfare Committee. Project 2 of 2.

Description: Gather and compile a report of related information to make recommendations for enhancement of the current benefit package for staff at BGSU.

Committee Chair: Kathy Dean

Committee members: Judy Amend, Amy Smith, Danielle Burkin, Deb Lucio, Sylvia Cuthbert, Sharyl Wahl.

Committee Meeting Date: Part of the year we met twice a month, sometimes monthly. Depends on what CSC charged this committee with handling.

Person Submitting Report: Kathy Dean

Highlights from Meeting: Progress on committee's **2018-2019** goals/initiatives: Project is delayed due to COVID.

Winter break – HR talked with chairs of CSC about adopting a policy for time off between 12/25 & 1/01. CSC charged PWC at September 18, 2019 meeting to work on a policy. In October HR indicated they would work on a proposal. On October 16, 2019 CSC approved a letter of support for HR to develop a winter break closure policy. We asked HR for time to review the proposed policy.

Policy put on hold due to COVID.

Goals: Was to have proposed policy approved by HR, General Council and President's Cabinet by the end of 2019.

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Committee Name: Professional Development Committee

Committee Chair: Amy Mae Smith

Committee Meeting Date(s): All committee actions/voting done virtually, upon receipt of applications in November 2019 and February 2020.

Committee Members: Marianne Geisbuhler, Sandra Smetzer

1. Summary of activities:

August 2019- Changed process from problematic online form submission (platform not supported by ITS) to a downloadable, fillable pdf request form. Updated webpage to reflect changes.

November 2019/February 2020- Initially the committee did approve three separate professional development requests for 3 classified staff to attend events in late March 2020 and April 2020, totaling the full amount allocated for the year. However, no reimbursements were completed because of the Ohio Shelter-in-Place mandate/BGSU travel restriction orders.

Spring 2020- Webpage updated twice:

- To announce all available professional development funds had been allocated for the year.
- To reflect current BGSU-sponsored travel restrictions.

2. Activities planned but not yet completed:

n/a

3. Progress on committee's 2019-2020 goals/initiatives:

n/a

4. Recommended items for discussion by Executive Committee or Council:

n/a

2019-2020 Classified Staff Council Committee Report and Goals

Committee Name: Salary Compensation Committee

Description: Work with the Office of Human Resources in conducting wage surveys and gathering additional information available through other sources to ensure all classified employees receive a fair market wage.

Committee Chair: Kathy Dean

Committee Members: Sandra Smetzer, Madi Losoya-Rush, Jennifer Johnson, Deb Lucio, Tena Spratt

Committee Meeting Date: by email

Person Submitting Report: Kathy Dean

Highlights from Meeting: Proposed benefit and compensation request for 2020-2021.

Goals: Request:

1. 4% increase
2. 2.5% lump sum
3. No increase in healthcare costs.
4. Perform salary review survey

Progress on committee's **2019-2020** goals/initiatives: Submit to CSC by February meeting proposal for compensation. CSC received a letter from Sheri Stoll stating it is not expected there will be any comp increases possible for FY21 for classified staff due to COVID.

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Committee Name: Classified Staff Council Scholarship Committee

Committee Chair: Jodi Schroeder

Committee Meeting Date(s): Thursday, May 12, 2020

Committee Members: Sandra Smetzer, Deborah Carden

1. Summary of activities:

Ex. Goals for 2019-2020

Ex. Next Meeting Date:

Awarding the scholarships, reviewing applications is an outstanding and rewarding task.

2. Activities planned but not yet completed:

N/A

3. Progress on committee's 2019-2020 goals/initiatives:

I am happy to report an increase in scholarship applications received from previous years. As a reference, the 2018-2019 year only quantified four applications. This year we received 77 applications, even though only eight qualified based on the scholarship criteria.

4. Recommended items for discussion by Executive Committee or Council:

N/A

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Committee Name: Campus and Community

Committee Chair: Anna Kelling

Committee Meeting Date(s): As needed

Committee Members: Jenn Moore, Roberta Garcia, Jennifer Johnson, Dana Watson, Karyn Duntridge, Anna Kelling, Marianne Geisbuhler, Jane Perez, Deborah Carden

1. Summary of activities:

We met to plan the award ceremony 2-3 times until plans were paused due to COVID-19.

2. Activities planned but not yet completed:

Ceremony has been postponed due to COVID-19.

3. Progress on committee's 2019-2020 goals/initiatives:

I am not actually sure what the goals were for this past year as I took this committee on last Fall.

4. Recommended items for discussion by Executive Committee or Council:

We propose that we do not try to reschedule the ceremony for this year, 2020. Instead we would like to recognize recipients of awards and scholarships at next year's ceremony.

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Committee Name: Spirit of BG Classified Staff

Committee Chair: Deborah Carden

Committee Meeting Date(s): via email as needed (members are on both campuses)

Committee Members:

Jamie Schimmoeller

jschimm

7/1/2022

Jen Moore

jenmoor

7/1/2020

Deborah Lowery

dlowery

7/1/2020

1. Summary of activities:

We decided to begin notifying winner's supervisors and Dean of College via email. This way the award can be acknowledged by fellow staff.

2. Activities planned but not yet completed:

Discussion was tabled due to campus closures. We were discussing delivery of flowers, award certificate etc. to office, but budget constraints were also discussed.

3. Progress on committee's 2019-2020 goals/initiatives:

Updates to Classified Staff Council webpage are done in a timely manner (winner's information). Winner's certificates are sent within the week that nomination(s) are received. Notification to supervisor/Dean are done quickly as well. Requests for nominations are published in the Campus Update once a month. Winners are announced in the Campus Update at the end of the month of nomination. We had advertised nominations via digital signage at Firelands campus prior to campus closure and will continue to do so when we return to campus.

4. Recommended items for discussion by Executive Committee or Council:

Morale is at an all-time low. We could address how to boost Classified Staff Spirit when we all return to campus? Maybe have a short video posted of the winners on CSC web site saying how much they enjoy working at BG (or some other topic?) Or have the nominators discuss the nominee? Something fun!

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Committee Name: Team Award Committee

Committee Chair: Anna Kelling

Committee Meeting Date(s): As needed

Committee Members: Jennifer Johnson, Anna Kelling, Jane Perez, Deborah Carden, Gretchen Avery, Jamie Schimmoeller

1. Summary of activities:

Awarded the Team Award to the College of Business Team.
Recognition was given on Friday Facts and posted on Website.

2. Activities planned but not yet completed:

Planning to recognize award recipients at next year's ceremony.

3. Progress on committee's 2019-2020 goals/initiatives:

A goal we had was to update the award rubric to align with the new strategic plan. This did not get completed because we did not use a rubric this year as we only had one nomination. We will continue this as a goal for next year.

4. Recommended items for discussion by Executive Committee or Council:

No items at this time.

2019-2020 Classified Staff Council Committee Report and Goals

Committee Name: Website Committee

Description: Gather and update the CSC website with pertinent information for classified staff.

Committee Chair: Patti Crawford-Mayo – website controller

Committee Meeting Date: as needed.

Person Submitting Report: Kathy Dean

Highlights from Meeting: All CSC web pages have been reviewed and updated.

Goals: Ongoing: Enter information on CSC website in a timely manner.

Progress on committee's **2019-2020** goals/initiatives: Each month CSC minutes are added and anything council has asked to be placed on the web.