



**Classified Staff Council  
Meeting Minutes  
July 16, 2013 at 10:00 a.m.  
Firelands**

**Present:** Lisa Bowen, Deborah Carden, Terry Carver, Tammy Corpe, Karyn Dutridge, Yolanda Flores, Linda Hamman (Secretary), Gail Houtz (Chair), Deb Lowery, Megan, Lucy, Faith Olson (Treasurer), Roger Heminger, Norma Lybarger, Tina Martini, Teresa Mayo, Jen Moore, Jodi Schroeder, Karen Schwab  
**Excused:** Kathy Dean, Janet Garber, Michael Hachtel (ASC)  
**Guests:** Firelands staff, Kathleen Newman, Meagon Shaffer for Kathy Dean

Photos of CSC members present were taken and a tour of Firelands campus was given.

Meeting was called to order at 10:30 a.m.

**Secretary Report (Approval of Minutes)**

- L. Bowen made the motion to approve the minutes from June; seconded by T. Carver. June minutes were approved.

**Welcome to Firelands (Mark Charville, Director of Budget and Operations Firelands Campus)**

- Firelands Dean, Dr. William Balzer was called to main campus. Mark Charville welcomed CSS.
- Mark welcomed everyone to BGSU Firelands. Mark stated that there are approximately 2,300 students enrolled at Firelands, approximately 60 full-time faculty and 100 part-time faculty. There are approximately 38 classified staff and 20 administrative staff. Firelands originally started offering classes at Sandusky High School. Mark stated that the fees are half of those at main campus.

**Treasurer Report (F. Olson)**

- The operating expenses for 2013 totaled \$6,831.10 (includes some Summer OSCHE that was not reported in June). The projected expenses for 2014 are \$7,800. The operating load for 2014 is \$4,736. The carry forward for the fiscal year 2013 was \$4,674 plus \$499 for fiscal year 2014, thus the total operating load and carry forward for fiscal year 2014 is \$10,532. The load for the Personnel 2012-2013 was \$5,725, and \$5,101.96 was spent, and the carry forward into fiscal year 2014 will be 624.00. The total carry forward (operating and personnel) equals \$1,122. The report for the Foundation Accounts is always a month behind. There has been an increase on the endowment side. There was enough on the spendable side to cover the scholarships. Faith stated that there was \$5000 in special events. She stated that a motorcycle ride held in honor of Mike Sponsler, a classified staff employee who died as a result of a motorcycle accident, raised \$180. Faith thought that it would be nice to have some classified staff members at next year's event to encourage and support the riders and event. T. Carver motioned to approve the projected expenses for 2014; seconded by Y. Flores; motion carried.

**New Business**

**CSC self-nominations**

- J. Schroeder – part-time
- M. Lucy – Finance & Administration
- Y. Flores – President's Office
- J. Moore – Finance & Administration
- K. Schwab motioned to appoint nominees to CSC; T. Carver seconded; motion carried. The representatives have been appointed until the next scheduled election.

**Appointments to CSC Executive Team**

- L. Bowen – Student Affairs
- Y. Flores President's Office
- R. Heminger – University Advancement
- T. Carver – At-large
- D. Lowery – Finance & Administration

**CIO Advisory Committee-volunteers:**

- Cheryl Silcox, Lab Tech at BGSU Firelands
- Bo Butler, Jerome Library
- Katie Boyle, Tucker Center for Telecommunications

### Appointments to committees

- The list of committee appointments was passed around on the bus ride to Firelands. CSC members were reminded that they should serve on at least one committee.

### I-pad assignment/distribution/redistribution

- T. Carver stated that this has been done.

### Discussion Topic

- Awards Ceremony: It was decided to keep the awards ceremony in May and to provide a lunch every year as long as funds are available to do so. It was also decided that since 101 Olscamp availability is going away that the awards ceremony will be re-located to the BTSU.

### Administrative Staff Council – (G. Houtz for Michael Hachtel)

- Chair-elect is Emily Monago.
- Sherideen Stoll, CFO, shared the new funding model. Incentives will now be based on degree completion rather than the 15 day census.
- Approved new committee structure.
- Made edits to the ASC handbook.
- T. Siebenaler gave the year review.
- New officers were introduced.

### Old Business

#### Election CSC Chair-Elect: taking nominations/self-nominations

- J. Garber and D. Lowery are both considering the Chair-Elect position.

### Chair Report

#### Goals for 2013-2014

- Each representative will take his/her area and committee to heart, know what is going on, their purpose, and their charge.
- Each representative will be thinking of the constituents in the area that he/she represents.
- Classification/specifications will be rolled out this fall. Town hall meetings may be held to discuss/answer questions.

### BOT meeting

- Tuition fees increased by 2%.

### Classification Specification update

- G. Houtz, T. Carver, and L. Fern met. The classification specifications should roll out in August. This will be when individuals will get a chance to see their classification specification and to see what other classification specifications look like. There will be two peer review teams. If titles change, nobody loses money.
  - Some titles may be changed but the class specifications themselves have not been changed.
  - Future - Compensation piece is being added to RFP to review beginning wages. Wages are being compared regionally through Aon Hewitt's database. The wage analysis will reflect the beginning wages of BGSU employees. There will be a final salary review and recommendations will be made if areas need to be brought up to market.
  - Old class specifications will be archived.
  - If you have any questions that you would like T. Carver to take to the table, please contact her and she will be happy to do that.
  - Job audit process will have a new process, thinking of having a peer review system.
  - Any questions, please contact T. Carver or G. Houtz.

### OSCHE report – OSCHE Conference June 2013 update – Kathleen Newman

- OSCHE is composed of two voting members from each State University who are not unionized. K. Newman thanked committee members who helped plan the conference. Twenty-four individuals registered for the summer conference. All nine schools were represented. Nine Institutions sent only one representative.
- Presentations were excellent. Dr. Mazey gave a terrific welcome.
- Two HESA students gave presentations on higher education.
- Two representatives from OPERS came and gave a presentation on OPERS changes.
- B. Cavins gave a workshop and several individuals asked if he would come to their institution and give a presentation.
- Transportation was provided by the Chapman Learning Community.
- T. Carver and G. Houtz gave a welcome after the opening breakfast.

- OSCHE will reimburse up to \$1000 for conference expenses that exceed income brought in.
- Contact G. Houtz or K. Newman if you would like a copy of the PowerPoint slides of the schools reporting out information.

Human Resource meeting – Update on Personal Leave

- The ASC executive team met and approved the personal leave policy. The new policy will be effective 1/1/2014. The policy is not tied to sick time but to the years of service.

Personal Leave will be provided to all new Classified and Administrative employees upon initial hire.  
 Employees hired on or between January 1 to June 30 will be granted 16 hours of Personal Leave upon hire.  
 Employees hired on or between July 1 to December 31 will be granted 8 hours of Personal Leave upon hire.

For all continuing Classified and Administrative employees as of January 1 each year- after initial year of hire:

0 hours of service through 6239 hours (2.99 years)	16 hours per year
6240 hours (3 years) through 10399 hours (4.99 years)	20 hours per year
10400 (5 years) through 20799 hours (10 years)	24 hours per year
20800 ( 10 years) and there after	28 hours per year

Personal leave would remain – use it or lose it and except for your initial hire would be awarded on the first of January as it is today. This approach would not increase our unfunded liability.

Ombudsperson Training/Ohio Revised Code Training

- F. Olson will try to work on putting the training together. The training will be offered to everyone once it is scheduled.

Storage of CSC “Stuff”

- G. Houtz reported that the CSC “stuff” is stored in the basement of the Family & Consumer Sciences Building and can stay there until CSC decides differently or until the space is no longer available.

Human Resources Color Run fundraiser held

- Staff at Human Resources and the Library put on the fundraiser. Individuals walked around the Huntington area to raise money for the Family Campaign. This may be done again in the fall. T. Carver and G. Houtz participated, said it was fun, and encouraged others to participate if it is done again in the fall.

Announcements

- The next regular CSC meeting is scheduled for August 21 at the Bowen Thompson Student Union 10 a.m. - Noon

Good of the Order

- Locations for 2013-14 CSC Meetings

Bowen Thompson Student Union	Union 315	August 21, 2012	10am - noon
Bowen Thompson Student Union	Union 314	September 18, 2012	10am - noon
Bowen Thompson Student Union,	Union 314	October 16, 2012	10am - noon
Bowen Thompson Student Union	Union 316	November 20, 2012	10am - noon
	Dining Facility TBA	December 00, TBA	10am - noon
Bowen Thompson Student Union	Union 314	January 15, 2014	10am – noon
Bowen Thompson Student Union	Union 314	February 15, 2014	10am – noon
Bowen Thompson Student Union	Union 314	March 19, 2014	10am - noon
	Union 314	April 16, 2014	10am - noon
Awards Ceremony-BTSU	TBA	May 21, 2014	10am – noon
Bowen Thompson Student Union	Union 315	June 18, 2014	10am – noon

Meeting adjourned at 1:00 p.m.

Linda Hamman  
7/17/2013