

Present: Lisa Bowen, Terry Carver (Chair), Deborah Carden, Tammy Corpe, Sallee Dildine (sub), Janet Garber, Kim Griner, Linda Hamman, Gail Houtz (Chair-elect), Linda Kidd, Deb Lowery, Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Tom Siebenaler (ASC)

Excused: Kathy Dean, Karyn Dutridge, Yolanda Flores, Roger Heminger, Tina Martini, Norma Lybarger, Kate Najacht

Meeting was called to order at 10:00am.

Guest Speaker: President Mary Ellen Mazey

- President Mazey addressed questions that CSC members had:
 - Would BGSU consider placing BGSU directional signs from Route 6 at Bowling Green Road? Visitors, families and students come from that direction, as well as Firelands employees and are not familiar with turning at that intersection.
 - Dr. Mazey stated that she will look into getting signs for this area; however, it is a state highway and she can only make the request.
 - Would you consider offering a Tourism/Event Planning and also a Culinary Program at Firelands? Those are growing industries in the Erie County area with a great potential for employment after graduation.
 - Dr. Mazey stated that a career center in that area has a culinary science program. At Firelands the emphasis is on Allied Health. Kalahari is interested in working with Firelands on a certificate program in Tourism/Event Planning.
 - What is the next building project with the Master Plan after the Rec Center renovation and new Student Health Center?
 - Dr. Mazey stated that the opening of the BCI building is scheduled for fall of 2014. Ground will be broken in late May, early summer. The building will be located by the Technology Building. A major emphasis in revitalization will be in the academic core. State of the art classrooms will be built on the second floor in Olscamp Hall. Founders will be renovated for the Honors Program. South Hall will be renovated for the School of Media and Communications for fall of 2014. Mosley Hall will be renovated for the Math and Statistics Department. Individuals can check the Capital Planning Websites for up-to-date information.
 - When will the faculty contract be finished? How will it impact Classified Staff?
 - Dr. Mazey stated that a tentative contract with faculty has been agreed upon. Hopefully this will change the morale for everyone on campus.
 - What new partnerships will BGSU have with the city of Bowling Green (such as the Visitors Center)?
 - Dr. Mazey stated that partnerships include: the Visitor Center, the Health Center, and an Education Fair on May 17. The city is working on a master plan.
 - What were the thoughts behind moving the Ice Arena to Intercollegiate Athletics from Recreation and Wellness?
 - Dr. Mazey stated that the Hockey team is a Division 1 intercollegiate Ice Hockey Team and the Ice Arena needs to generate more funds.
 - Could you talk about the Positioning Statement and Strategic Plan Goals?
 - Dr. Mazey stated that the Positioning Statement is the brand. It is what makes us unique. The Mission Statement is basically the same. Both are always evolving. Every unit should come up with something that fits into it. Robin in Marketing and Communication is continuing to work on this.

CSC thanked Dr. Mazey for coming and sharing updated information to keep CSC members current on what is happening on campus.

Secretary Report (Approval of Minutes)

- Motion to approve: L. Bowen; 2nd: L. Kidd. February minutes approved.

Treasurer Report

- F Olson reported that no money was spent in February and that the spendable transfers for scholarship have been completed.

Chair Report

University Council February 25, 2013

President Mazey

- Vicki Kuliki from Office of Equity and Diversity presented on “Not in Our Town” with a YouTube episode regarding Stop Hate (Crimes) and Inclusiveness. More information can be found at NIOT.org.
- HLC Visit: Rodney Rogers spoke about the Higher Learning Commission (HLC) visit for re-accreditation of BGSU.
- Robin Gerrow from Marketing and Communications distributed the draft of Positioning Statement and Strategic Plan Goals for the university.
- Rodney Rogers spoke about the Draft Summarization of Administrative Efficiencies Ideas. Not all will be adopted.
- The Office of Equity and Diversity is creating a database of staff who wish to be on Search Committees.
- April 3rd is the 30th Anniversary celebration of Administrative Staff Council.

Service Awards – March 12

- Estimated attendance is 200; that includes awardees, retirees, VIP’s and guests.
- Becca Ferguson, Rodney Rodgers, and President Mazey to make comments.
- Personal gifts and framed certificates to be awarded.
- Reception follows the program.

HR Meeting March 14, 2013

See website for notes: <http://www.bgsu.edu/organizations/csc/file127716.pdf>

Old Business

“Pick-A-Pie (pizza) buffet for the Awards Program May 22nd

- The Pick-A-Pie Buffet is a pizza buffet where we could have 5 different kinds of pizza—vegetarian as well as specialty, including house salad and soda. Approximately 2 pieces per person.

Town Hall meeting updates

D. Lowery shared that the Finance and Administration group met. Very few constituents showed up. Most were concerned with the Aon Hewitt progress.

New Business

CSC Positions

- Secretary position – due to conflicts with job responsibilities, Kate Najacht has resigned as Council Secretary. Linda Hamman has agreed to finish out this academic year in her place. Motion to approve, Karen Schwab. Faith Olson seconded. Motion approved.
- Part Time Rep – Main campus: Jodi Schroeder (recently hired into FT) has agreed to continue representing Part Time employees until the end of this academic year.

Meeting with Senator Randy Gardner and Representative Tim Brown

Senator Randy Gardner would like to see a bridge proposal from the previous funding model to the current funding model. He would like the change to create a “zero” balance difference for the first year. No schools should be negatively impacted

by the new formula when given time to adjust. The measure would go to the House first, then the Senate, and then to the Governor. The hope is to have it approved by July 1.

Affordable Care Act

- As of May 12, student employees can only work up to 28 hours/week
 - Students are allowed to have more than one job on campus with no more than 28 hours combined
- Part time Classified Staff can only work one job on campus, up to 24 hours/week
- This will be updated in the handbook by HR

Terry Carver tabled this item until more is known. T. Siebenaler, ASC, is meeting with Becca at noon.

Next Concern: More work and have more responsibility with fewer staff

- Prioritize your work with your supervisor
- See what you can eliminate from your duties that will not lower your classification
- Ask if the department can hire a part-time/temporary help (or student)
- Ask for a job audit!

Administrative Staff Council – T. Siebenaler

- Presented to cabinet ASC's morale report
- Developed supervising training for new staff at no cost to the university.
- Flexible scheduling is available to employees. Every office may do it differently. Supervisors should work with employees to make this available. President Mazey and Becca are supportive.
- ASC's 30th Anniversary Reception is Wednesday, April 3 at 3:30 in the Union Ballroom.

Committee Reports

Salary Compensation – Steve Lashaway

- Steve Lashaway distributed a handout stating the salary committee's proposals. After discussion, CSC suggested that the committee request a 2% raise for 2013-14 fiscal year, as well as a salary increase of 2% to compensate for health care increases implemented January 1, 2014, through December 31, 2014. Motion to approve: Deb Lowery. Linda Kidd seconded. Motion approved.

OSCHE update – Kathleen Newman

- Checking with Faith Olson regarding how to process registrations.
- Needs vans to bring participants from the Hampton to campus.
- OSCHE will be able to meet at the President's house on Thursday night.
- Looking for gifts, welcome bags, raffle prizes.
- Expecting around 40-50 registrants.
- Will check with ITS for pass codes for laptops

Announcements

- Next meeting is April 17, 2013: 201 Wolfe Center, 10 a.m. to noon
 - Discuss the May Awards Program
 - Taking CSC nominations in April, election in May

Good of the Order

Robert Ankney - retired

Meeting adjourned at 12:00 noon.

L. Hamman
3/20/13