



**Classified Staff Council
Meeting Minutes
July 15, 2015 at 10:00 a.m.
Cedar Point Conference Room
Firelands Campus**

Present: Deborah Carden, Terry Carver (Secretary), Tammy Corpe, Yolanda Flores, Linda Hammer (retiree rep), Mark Henning, Janet Garber (Chair), Linda Hamman (Chair Elect), Joseph Jeremy (ASC Chair), Karla Leady, Teresa Mayo, Kathleen Newman, Faith Olson (Treasurer)

Visitors from Firelands and bus driver, Tom Cook

Excused: Karyn Dutridge, Roger Heminger, Gail Houtz, Deb Lowery, Jen Moore

Unexcused: Samuel Peavler

Welcome by Dr. Andy Kurtz, Interim Dean of Firelands Campus

- Enrollment at Firelands has taken a slight dip (5%)
- Finishing the Allied Health and Science Building
- Hope to have 50 students in the Freshmen Firelands Pathway Program on BG campus this year
- Discussed their Enrollment Management Plan
- Currently fundraising for a new building, which will be open next November

Thank you to Debbie Carden for all the Firelands Campus arrangements!

Secretary Report (L. Hamman)

- Correction to April minutes: Deb Carden was present
- Motion to approve the minutes with the correction: Y. Flores; second: T. Mayo; motion carried

Treasurer Report (F. Olson)

- On the June 30th Budget, \$915.19 was overspent on the annual Awards Ceremony. Of that, \$445 was carry-over expense from fiscal year 2013-14.
- Professional Development travel was overspent by \$982.23. Of that, \$825 was carry-over from fiscal year 2013-14.
- The projected carry forward is \$1554.00.
- CSC's special Foundation account is the buffer for the over expenditures.
- Our budget will be ok for fiscal year 2015-16.
- Reminder that if CSC members don't bring their name tents, they need to contribute \$1 toward the CSC Scholarship Fund
- There are no further operating bills to pay, but there is a total of \$1250 to be paid on the personnel side.
- F. Olson made the motion to accept the proposed CSC Budget for 2015-16; K. Leady seconded; motion carried

Chair Report (J. Garber)

- Jan's goals are for CSC to connect with constituents and retirees and get familiar with the Handbook (bring questions to meetings)
- A charge for the Bylaws Committee is to review the new handbook and report to CSC any changes
- Brown bag lunches to be held to gather ideas from the campus community and also at Firelands
 - Wants these to be learning lunches with speakers
- The CSC listserv is one important link to our constituents
- Samuel Peavler submitted his resignation, due to workload; he will be unable to fill his representative position
- Karen Schwab submitted self-nomination to fill a vacant representative position for Finance & Administration
- Hot topics to be shared at the end of each meeting

HR Meeting (J. Garber)

- Jan will ask if anyone has any questions before each meeting with HR
- Had a meeting last week with Viva McCarver, Sandy Heck, and Leslie Fern

- Jan asked where the holiday closure stands for BGSU (between Christmas and New Year's)
 - Viva to ask President Mazey; we may not know until September
- Viva's goals this year include forming a committee to study a Bonus Policy that is not attached to performance evaluations, and to be in place next year
- Leslie Fern reported that BGLI is going to be a combined Administrative Staff Council, Classified Staff Council and Faculty group this year
- Going to follow the Strategic Plan, per President Mazey
- This BGLI will complete a project for the Strategic Plan
- Sandy Heck is in the process of deciding who our insurance company will be for next year
- Faith said that the Health and Wellness Committee has not yet met with Sandy on this
- Wants to know of ways to reach out to Classified Staff, as she has lots of information to share
- Jan suggested not only visiting a CSC meeting but also a Brown Bag lunch
- Viva wants CSC to select two classifications to begin Career Path Progressions (which secretarial and custodial areas had previously been selected)
- Gail Houtz, Chair of Salary Compensation Committee, has submitted a rebuttal to Viva McCarver and Sheri Stoll for Red Circled Employees (employees who have reached the top of their pay rate in their classification)
- There is a 2% raise coming to staff in September
- The Committee Sheet was passed around for new members to sign up

Administrative Staff Council (J. Joseph, Chair)

- No meetings are held during the summer
- First meeting will be held in September
- Abby Priehs is the new Chair Elect and will attend future CSC meetings
- Guest speakers are being moved to Brown Bag lunches
- Want to use meeting time to do more Council business
- ASC have representatives from Athletics this year
- There are 40 ASC representatives
- Holding Brown Bag lunches every month
- Holding a social event each month (bowling, university event, athletics)

Committee Reports

- CIO Advisory Group (J. Garber)
 - Need three more CS employees; let Jan know if you are interested
 - Meets once per semester
 - Reviews software for campus and licensures
 - Kathy Dean remains on this committee
- Salary Compensation is just getting started and Gail Houtz is the new Chair

Retirees (L. Hammer)

- Met on July 8th
- Working on retiree handbook
- Web page serves the retirees well
- Celebrating their 20th anniversary this year
- Mix of Faculty, Classified and Administrative retirees
- Holding a lot of different social events
- Meets six times per year

Good of the Order

Karla Leady

- Foundation updates:
- Moved to Finance and Administration Division
- Karla is now in Room 319 of the Administration Building

- Two accounts payable staff moved to other jobs, and only one is to be replaced
- Donor Gift Processing has been moved to Bursar's Office
- Hard for older donors to make this transition (to the Admin. Building)
- Discussed cost of using Cash Net

Jeremy Joseph

- Still electing Executive Board for ASC
- Learning Commons is to be assessed for space needs
- 2016: New program for Learning Disabilities
- Fall – individual appointments will be required for Math and Statistics assistance, in addition to drop-in; services are available for undergrad and grad students

Mark Henning

- Dave Kielmeyer was named Chief Communications Office and WBGU-TV falls under his area
- There are fewer people working at WBGU-TV
- Lowered transmission to Lo V channel
- Foundation is funding WBGU-TV
- The building and equipment were built and purchased by the Foundation and private donors
- BGSU does not want to pay for the licensing fee
- Public Open Forums are currently taking place

Tom Cook

- Expressed sincere desire to become a part of Classified Staff Council
- J. Garber appointed Tom as a CSC member for one year (until the next scheduled election) for Finance and Administration

Tammy Corpe

- Not working this summer, as she elected to be a 9 month FT staff member
- Worked at Boys State and Upward Bound

Teresa Mayo

- New men's basketball staff is settling in
- Sodexo is no longer BGSU's concession food service
- ABI is being reviewed

Deb Carden

- Working with Dr. Kurtz on enrollment
- E Campus is running (entirely on line)
- Two jobs were not replaced

Kathleen Newman

- This is her first summer as a 9 month PT employee
- Represents Part Time Staff – working on vacation options for 14 people with HR

Yolanda Flores

- New Student Affairs representative
- New Interim VP of Student Affairs is Dr. Sidney Childs
- Serving on the search committee for the University Library for the Records Manager/Assistant University Archivist

Remaining CSC Officers to report at the next CSC meeting.

Meeting adjourned for lunch at noon, followed by a tour of Firelands Campus

Next scheduled CSC meeting: Wednesday, August 19, 10am – noon, BTSU Room 316