



**Classified Staff Council  
Meeting Minutes  
March 16, 2016 at 11:00 a.m.  
316 Bowen-Thompson Student Union**

**Present:** Terry Carver (Secretary), Karyn Dutridge, Yolanda Flores, Linda Hamman (Chair Elect), Mark Henning, Gail Houtz (Chair), Karla Leady, Deborah Lowery (Past Chair), Teresa Mayo, Jen Moore, Kathleen Newman, Faith Olson (Treasurer), Abby Priehs (ASC), Karen Schwab – Skype  
**Excused:** Deborah Carden, Tamara Corpe, Linda Hammer (Retirees), Roger Heminger, Belynda Hummel

Chair Gail Houtz opened the meeting at 11:00 a.m.

**Secretary Report (T. Carver)**

T. Carver read the letter of resignation from Thomas Cook

Five representative cancellations were noted for today's meeting.

- Discussed commitment to CSC meetings, voice and votes needed for constituents, and Supervisor support to attend monthly meetings.
  - Would like HR to send letters to supervisors to support representatives' attendance; Gail to ask at next HR meeting
- One third of Council Members cycle off each year (elected to serve 3-year cycles)
- Representatives are determined by number of Classified Staff in each Division
  - Last year there were 601 Classified Staff members; this year is 593
  - Elections are coming in May, self-nominations are encouraged by April 15!

Motion to approve February 2016 minutes by Teresa Mayo; seconded by Jen Moore. Motion carried.

**Treasurer Report (F. Olson)**

A disbursement for professional development was the only expense from the CSC 2015-16 University budget in February.

A request for donations from the classified staff community to bring the CS Scholarship endowment to \$100,000 was made on March 1, 2016.

- The acknowledgement and promise of support has been amazing with donations being sent to Gift Processing located in the Bursar's Office.
- In 8 days we collected \$51 additional dollars – we receive \$25.50 per pay period in automatic donations. Thus, our total for March 1-9, 2016 was \$76.50.
- We look forward to the success of a 50/50 raffle to raise money for this fund under the leadership of Jennifer Moore. Our goal is to be at \$100,000 by 6/30/16.
- HR will be donating to this CS scholarship fund
- Development/Foundation/Alumni is taking a collection to donate this scholarship fund
- Suggestion was made to have forms available at the May program for payroll deductions for this fund
- Thanks to everyone to help make this successful!

**ASC (A. Priehs)**

Rodney Rogers presented a retention update

Teaching and Learning Fair is next week

Falcon Express: improve dual enrollment; 1 to 1 transfer

Active Classroom renovations going on

April 19 – ASC Awards Program in the Ballroom

Accepting nominations for 4 categories

Working on their compensation request

If you know where to order items less expensive than what is on Falcon Purch, let Andy Grant know

**Chair Updates (G. Houtz)**

Public Safety Advisory Committee meets April 13 at 10am-noon in 100 College Park

- Jen Moore is our representative, and invites anyone to join her
- Will discuss Parking Fee increase for next year

DeeDee Wentland, Faith Olson and Deb Lowery are on staggered 3-year terms for the Public Advisory Committee on Health, Wellness and Insurance

### Good of the Order

Belynda Hummel is serving on the campus Smoking Committee

Salary proposal was reviewed

Jen Moore is coordinating the 50/50 raffle for the CS Scholarship Fund at the May ceremony

Meeting adjourned at noon

Next scheduled CSC meeting: April 20, 2016, 10am – 12pm at the BG Flight Center with a facility tour following the meeting.

/tec

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For those who were absent from the CSC Meeting, Sheri Stoll presented to the Classified Staff Council for about an hour. She explained that we are moving to a Performance Based Budget. The budget money will not change, there is no increase in money, but it will be allocated differently. Each college or unit will determine metrics by which to be measured. Data will be reviewed that most likely has a direct impact on enrollment, retention and how revenue is generated by which groups for the university.

It will take a lot of time to gather data from which to work from, and more time to implement this type of budgeting system, probably over the next 2-3 years. She answered our questions through her presentation. Overall the outlook for the university is finally a “good one”. Enrollment is up across the board in all areas as of this week and retention is steady. The state ruled that we have to freeze tuition again for next year, however they increased the allocation of SSI to BGSU, so we remain in a good position.

Questions presented to Sheri

These questions are in reference to the Performance Based Budgeting Model being implemented. (the items in red are my summation of her responses. I hope I captured them well enough to be very close to her responses.)

1 Will performance Based Budgeting affect some academic units more than other academic units? It could. It could be difficult for smaller areas but each area works on identifying metrics from which to be measured with the administration and can work together to find measurable data.

2 What effects do you foresee? Sees a process that is long and involved, takes a lot of work to prepare but will help the university to be sure they have effective use of funds.

3 How will this model affect areas other than academic areas? Hard to anticipate it will depend on the metrics and then measurements and strongly on the data they are able to gather.

4 Direct Costs are: Faculty and Staff Salary and Benefits, discounted tuition, GA, what other direct costs are identified? The main common three that may be shared among most areas are items that would be directly related to enrollment, retention and graduation rates. There will be others identified by the areas with administration to help determine measurable metrics.

5 How soon will you (or will a department or area) see effects, if it is a 3 year rolling average on meeting the metric goals? It could be some time before they are able to see effects, could be a couple of years, they cannot anticipate at

this time. However the process will help get a better understanding of where they purposefully want to be sure money is being utilized effectively.

6 How will departments have a baseline from which to measure if they previously have not kept records? It is has been a difficult process and a very long process over about the last year and a half to try to obtain and gather the data needed from which to work on this project. They are about 95% there, it has been a focus to create a data warehouse from which to draw information. Part of that process is to create common definitions of certain data, so that all who are measuring future data, are measuring against the same type of data, or is derived from the same sets of data.

7 What are the metrics they are using as measurements? I believe I heard there are 14.

They will be selected between the Colleges and the Administration, may be different for each, however the common ones between all will most likely be in regards to enrollment and retention, and may also include graduation rates.

Gail N. Houtz, M.Ed.

Chair-Classified Staff Council 2015-2016

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