

The meeting was called to order at 10:00 a.m.

**Present:** Danielle Burkin, Terry Carver (Retiree Rep), Kathy Dean (Co-Secretary), Roger Heminger, Mark Henning, Antoinette Jacobs, Jennifer Johnson, Margo Kammeyer (ASC Rep), Karla Leady (Treasurer), Deborah Lowery, Jen Moore (Co-Secretary), Faith Olson-Elsea (Chair), Nancy Rife (substitute for Yolanda Flores), Sandi Salenbien, Tena Spratt, and Erin Telecky.

**Not Present:** Marsha Bostelman, Linda Hamman, Gail Houtz, Amy Smith and Firelands Rep.

**Secretary Report** – Motion to approve July and August 2017 minutes by J. Moore. D. Burkin seconded. Passed.

**Treasurer Report** – K. Leady reviewed the report. There was a scholarship mishap whereas a graduating student was overpaid in error. This was rectified and the scholarship account made whole. K. Leady noted that there are some glitches on the endowment side. There is a pledge to spendables that the controller's office has to make adjustments to monthly. K. Leady monitors this monthly to ensure proper adjustments were made. This glitch is with a \$5.00 bi-weekly contribution. Basically, FMS and ONE are not communicating correctly. ITS is aware of the situation, but it is an extremely low priority, and therefore they are not currently working on fixing the issue. K. Leady will continue to monitor. K. Dean motioned to approve the report. J. Johnson seconded. Passed

#### **Announcements**

- Pay increase is 2.0% - begins in September for those who qualify.
- Next meeting is October 18, 2017 @ 10 am 113 Education Building, Sandy Heck will be in attendance from 10-10:30 to discuss the health care benefit plans for open enrollment– lots of good news here. Plan A premiums will be reduced.
- Before October 13<sup>th</sup>, the Homecoming Committee is seeking 3,019 regular size tubes of toothpaste to break a world's record. The tubes will be placed end-to-end on the football field following the game. Donations may be made on the 4<sup>th</sup> floor of the BTSU in the OAC office, or give them to Faith and/or Karla. Emily Swanson is the student Homecoming Director. Announcement made in ASC meeting by Mary Edwards. Monetary donations are accepted as well. Toothpaste will be donated to the Smile program.
- Teresa Mayo's mother passed away. A bereavement card was distributed amongst CSC and will be mailed to Teresa.

#### **Chair's Report**

- **"Faith's Corner":** F. Olson-Elsea updates from the period of August 10 through September 13, 2017:
  - Policy revisions/eliminations: The change is made by the department that is responsible for the policy. Once the revisions are drafted they are presented to the President's Cabinet. If changes are approved, the policy is sent to General Counsel for input into the State of Ohio software and uploaded. Once the upload is complete, the policy becomes part of the Ohio Administrative Code. (All BGSU policies begin with 3341).
  - Parking Pass Fees: The parking pass charge for faculty and staff began August 2011. At that time, the University increased the annual base salary of all then current faculty & staff by the permit fee of \$120.00. A three-year plan to increase the parking fees for all faculty and staff by \$5.00 would then occur August 2016 2017 and 2018. (Individuals hired after the August 2011 implementation of the parking permit fee policy were/are responsible to cover the parking fee from their salaries without any adjustment). Factoring in the yearly increases on the initial \$120.00 base increase, the actual out-of-pocket will not really occur until August 2018. Summation: with increases you are still not paying for your pass out of pocket.
  - Disciplinary documents: The removal of disciplinary documents from an employee's personnel file is covered by division (D) of section 124.14 of the Revised Code. They are removed after 2 years. Employees are encourage to be their own advocates and ask H.R. to release their employee file to review if this is a concern.

- **HR Report:** Notes from the September 7 CSC/HR meeting were distributed and discussed.
  - Once the alternative retirement programs are selected, a full retirement fair will be held. This will occur sometime between January - July 2018. There will be a Health Fair on October 3, 2017 - more information forthcoming.
  - All policy development and approvals follow the Policy Checklist and go through the President's Cabinet. Revisions follow this process as well. A question that remains unanswered is what role the constituent groups play in this process if any – i.e., review process. Since there is no classified staff representation on the President's Cabinet, how will the classified staff know when policies change that affect them?
  - The University will follow the Ohio Revised Code and keep the bumping process as permitted by law.
  - The number of employees remaining on the red circled list is 19. Twelve fell below the maximum hourly ranges within their classifications. Five have retired.
  - The annual meeting with Sheri by CSC and ASC for salary proposal will be with Viva McCarver. Items that should be proposed to the President's Advisory Committee on Health, Wellness and Insurance will not be included in the Salary Compensation request.
- **Tri-Chair Meeting Reports:** Notes from the August 23 and September 14 meetings were distributed and discussed. Primary topics were: CSC - paid donation leave program (the current plan is that the Personnel Welfare Committee will have a draft proposal completed by the end of the 2017. A written request for assistance was submitted to the FSC and ASC chairs.); ASC – winter break closure; Faculty Senate – process of contact with State legislators\*; GSS – strengthening of Title IX and DACA support. Note: GSS is now under/affiliated with the Graduate College.  
\*BGSU employees can approach legislators as individuals and not as representatives of BGSU.
- **ASC Report:** ASC Chair-elect, M. Kammeyer reported that their committees rotate annually. They currently have an ad hoc committee that is analyzing the financial impact of a winter closure (between the Christmas and New Year Holidays).

### Old Business

- **Chair-elect:** The position remains vacant and there were no self-nominations for the CSC Chair-elect position at the meeting. Based on her many years of service on council and to the University; the chair will ask Y. Flores if she will accept the position.

### New Business

- **CSC Representatives:** Members recommended that a list of substitutes by division be created and available for absences.
- **OSCHE membership:** F. Olson-Elsea led discussions as to whether BGSU CSC should continue their membership. A list of pros and cons were distributed. It was determined that we would draft a list of concerns that BGSU CSC has with the implementation of the mission / vision. Once finalized, this communication will be shared by the CSC OSCE representative at either the reporting out session at the OSCE conference in October or electronically submitted to OSCE executive council. Once a response is received from OSCE executive council, BGSU CSC will vote on continuing their membership or not.
- **Board of Trustee presentations:** BOT would like a report of CSC goals/actions/results tied to Strategic Plan. It was decided that CSC will report out on Strategic Goal 1 and Strategic Goal 6 of the Strategic Plan. Each CSC division is asked to send their constituents a brief message along with a form (see handout) for them to provide feedback as to how classified staff contribute to these goals. This should be a coordinated effort – one representative from each division will be charged with sending the communication and collecting feedback.
- **New hires:** J. Johnson sends an email to all new hires welcoming them and sending them information about CSC including the mission and a link to the CSC website. T. Carver suggested to have a CSC member that represents the area of the new hire to reach out to the new hire and offer an in-person meeting, campus tour, etc. The CSC listserv is maintained by F. Olson-Elsea and L. Hamman. They will update the listserv each month with the new hire information. They are working with HR about getting the new hire (and terminations) by division or list of departments under each division so that representatives can email their constituents.
- **CSC T-Shirts:** It was discussed that it would be nice to have t-shirts to wear at CSC sponsored and other campus events to support and promote CSC. Many CSC members stated that they would be willing to pay for the shirts themselves if reasonable pricing is available. S. Salenbien stated that she would look into options / pricing.

- **Holiday Parade:** Traditionally, CSC has provided \$50.00 toward sponsoring the parade that is held each November. Members discussed that there is not enough “bang for the buck” for this sponsorship. J. Moore motioned to not sponsor the Holiday Parade. All approved.

### Meeting Dates

- **Annual July CSC Meeting at Firelands:** The charge for the shuttle for the Firelands meeting in August was \$851. It is most likely that this will not need to be paid as historically CSC has never been charged for this and we weren't notified of the fee when the reservation was made. After additional discussions, J. Moore made a motion to continue with the Firelands trip, but change it to occur in October and find a less expensive mode of transportation and ensure that a Save the Date is sent out well in advance of the October 2018 meeting to encourage more participation from Firelands. All approved.
- **CSC Tailgate:** It was determined to hold the tailgate at the 10/21/17 game against the NIU Huskies. Planning of this event was turned over to the Campus and Community Committee.
- **End of year lunch celebration/meeting:** Members agreed that this meeting will be held in January versus December as it works better with most schedules for members to attend.
- **Martin Luther King Jr., Day of Service:** Will be held on January 15, 2018. CSC will continue to do the lunches in 2018. The coordinating of this event will be turned over to the Campus and Community Committee.

**Committee Reports:** No reports. Council worked on filling vacancies.

- **University and Faculty Senate Standing Committees:** These positions are mostly complete
- **Vacancies on CSC Standing Committees:** These positions are now complete
- **Chairs for those committees without one:** The chair positions are now complete

### Good of the Order

- The next meeting will be **Oct. 18, 2017, Education Building, Room 113, 10:00 AM.**

### Adjournment:

- K. Leady made motion to adjourn. The meeting concluded at 12:00 PM.

Respectfully submitted,

Jen Moore  
Co-Secretary