2008

Minutes 2007-2008

Bowling Green State University - Administrative Staff Council

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Notes
Call to order: Chair Stephen Kendall called the meeting to order at 1:30pm

Member present: Susan A. Macias, Kim Fleshman, Steve Kendall, Laura Emch, Sandy Mencer, Beth Nagel, Nancy Vanderlugt, Jacqui Nathan, Sandra Zulch-Smith, Jim Beaverson, Dermot Forde, Mitch Miller, Kevin Work, Mary Beth Zachary, Donna Dick, Pat McCauley, Judy Donald, Sheri Ogden, Tom Zapiecki, Jodi Devine, Briar Wintersteen, Daria Blachowski Dieyer, Chris Haar, Shannon Bozigar, Kurt Thomas, Dave Ebersbach, Nora Cassidy, Connie Molnar, Diane Regan, Deborah Rice, Celeste B Robertson, Deborah A. Novak


Guests: Classified staff represented by Faith Olsen.
Undergraduate Student Government President Johnny Lewis

Approval of Minutes: No approval of minutes.

Introduction of guest speaker: Bill Knight discussed survey of CORE Commitments. In conjunction with the Association of American Colleges and Universities this survey is intended to look at the development of upper division value programs such as service learning, student/faculty personal responsibility issues, the development and responsibility of ethics and integrity. Surveys will be sent out in 2 weeks to students, faculty and selected administrators. More information on the survey will be published in the BGNews.

B. Knight fielded questions about the roles of the new CFO and Provost, the budget problems facing the University and the future of academic/learning programs.

Chair Elect Report: S. Kendall was contacted by Professional Development about providing help for the flood victims in the Findlay area.

Secretary Report: No report/

Committee Reports:
A. Amendments: No report
B. Awards and Special recognition: Finalizing plans for Awards banquet. Requesting nominations for Ferrari Award.
C. External Affairs: No report.
D. Internal Affairs: No report.
E. Personnel Welfare/Salary: PWC is working on revising the Non-Compensation Conciliation process.
Work continues on the leave bank concept.
Mercer consultants coming back to University to look at JAQ's of admin/staff positions. Please feel free to submit any ideas or goals to PWC.

F. Professional Developments: No report.
G. Scholarship: No report.
H. Faculty Senate: No report.
I. Classified Staff: No report.

Old Business: Individuals who have not signed up for a committee need to do so. There was a Chair resolution to designate Stephen Kendall, Mary Beth Zachary and Laura Emch as Tri-Chairs. There is a motion by Kevin Work to nominate Mary Beth Zachary as Tri-Chair. Seconded by Connie Molnar. Voted on by ASC reps, passed with all ayes, and no one opposed. Diane Regan suggested the need to add 1 or 2 more people to the position of ombudsperson, in order to shoulder the responsibilities. Administrative questions regarding the grievance procedures and disciplinary actions still need to be addressed. Will the role of the ombudsperson be in the Administrative Handbook and will they report to the Executive Vice Provost.

New Business: How will the budgetary situation affect Administrative personnel. The fall reception is set and President Ribeau is expected to be there. The deadline for Ferrari nominations is 14 September. October’s ASC meeting will be on the 2nd Thurs of the month. An invitation to an ASC meeting has been extended to the new Provost and CFO. Bob Waddel will the guest speaker for the December meeting. An updated list of the representatives’ constituents will be out soon.

Next Meeting: 11 October, 2007 at 1:30pm in 207 BTSU
Minutes submitted by: Susan A. Macias, ASC Secretary
Administrative Staff Council 2007-2008
Minutes: October 11, 2007

Members present: Kim Fleshman, Steve Kendall, Laura Emch, Beth Nagel, Dermot Forde, Mitch Miller, Kevin Werk, Mary Beth Zachary, Judy Donald, Tom Zapiecki, Jodi Devine, Briar Wintersteen, Daria Blachowski Dreyer, Jacqui Nathan, Chris Haar, Shannon Bozigar, Dave Ebersbach, Connie Molnar, Diane Regan, Deborah Rice, Celeste Robertson, Deborah A. Novak, Anne Saviers, Jodi Devine, Denise Kisabeth, Jeanne Langendorfer, Pa'trice Owens, Joe Luthman (ombuds),

Co Chair Mary Beth Zachary called the meeting to order at 1:32 p.m.

Introduction of Subs: Becky Jaynes for Nancy Vanderlugt

Guests: Faith Olsen, Classified Staff Council rep
         Barbara Keller, BGSU Retirees Association rep.
         Michelle Clossick, Executive Director, Cocoon Shelter

Approval of Minutes: Minutes were approved as edited.

Chair's Report: S. Kendall will email his report to members.

Secretary Report: None

Agenda was reordered since the guest, M. Clossick, had not yet arrived.

Committee Reports:
A. Amendments: None
B. Awards and Special Recognition: The Ferrari Award was given to Diane Regan on Oct. 10, 2007. Thanks to everyone who helped with the Fall Reception. Nancy Vanderlugt will co-chair the committee along with Lee Floro Thompson.
C. External Affairs: None
D. Internal Affairs: None
E. Faculty Senate: Mary Beth Zachary reported on the recent Faculty Senate Meeting. Items discussed included the concern faculty have about the Compact process(their role now that all of the Compacts have been heard, a revised University mission statement, revision of student scholarship guidelines, current capital plans. She also reported that Chancellor Fingerhut will be on campus the first week of November.
E. Personnel Welfare/Salary: Zachary reported that work continues on a proposal which will revamp our "conflict resolution" process. The committee is seeking ideas on how best to establish an Appeal Committee to review job actions. Information is being sought from MAC schools on this topic.
F. Professional Developments: None
G. Scholarship: None
I. Classified Staff: Faith Olsen reported on HB 187 and the progress being made on implementation. CSC has recommended that the Board of Trustees vote to NOT
accept the Bill, one of the options open to them. Concerns include the loss of the Civil Services protections and the expanded role of HR over classified staff and all conditions related to employment if the Board designates that office to act on their behalf.

**Guest:** At the invitation of the External Affairs Committee, Michelle Clossick gave a brief overview of the history of the Cocoon Shelter and how many women and children have been sheltered. She explained the transition process noting it takes on average 52 to move families into safe alternative housing. Asked how ASC could help, she indicated that furniture and computers would be very welcomed. External Affairs will follow up.

Guest: Barbara Keller described an initiative the Retiree’s group is taking up, seeking legislation to allow state public employees to draw out a higher percentage of social security than is currently allowed for in Ohio.

**Continuing Business:**
Ad Staff ombuds Regan and Luthman, and Becca Ferguson met with B. Waddell, Chief of Staff for the Provost’s Office. They were asked to revise the White Paper submitted to Dr. Dobb to a more manageable statement which will then be reviewed by General Counsel and the Provost before going to the Board as a handbook item.

The name of Jodi Devine was put forward to serve as a new ombuds for Ad Staff. Discussion followed on the need to amend our current policy regarding service as an ombudsperson to remove the current limit of three (currently Luthman, Regan, and Nemitz). Motion introduced and seconded to correct our ombuds statement to read a “minimum” of three ombuds at any time.

Jodi Devine’s name was accepted to serve as ombuds. Others interested in serving ad staff in this capacity are urged to review the intent and duties of the position by accessing ASC’s website which has information on it about the position.

**New Business:** The co-chairs shared a resolution that is to go to the Board on Gender Identity to include gender expression. Faculty Senate, USG and GSS have already endorsed it.

**Good of the Order:** Constituent lists are being worked one and will be distributed electronically as soon as possible.

Dermot Ford, on behalf of the External Affairs Committee, is asking for candy donations as well as staff participants for the BG Holiday Parade to take place on Nov. 17.

IMS has now moved to Olscamp Hall, Rooms 102-103.

Meeting adjourned at 2:58 p.m.

**Next Meeting:** November 1 at 1:30 p.m. in 207 BTSU
Respectfully submitted,
Diane Regan, Acting Secretary
Administrative Staff Council 2007-2008
Minutes: November 1, 2007

Call to order: Chair Stephen Kendall called the meeting to order at 1:35pm

Member present: Jim Beaverson, Daria Blachowski-Dreyer, Shannon Bozingar, Dave Crooks, Donna Dick, Judy Donald. Laura Emch, Kim Fleshman, Derm Forde, Chris Haar, Denise Kisabeth, Joe Luthman, Sandy Mencer, Mitch Miller, Connie Molnar, Jacqui Nathan, Faith, Olsen, Celeste Robertson, Anne Saviers, Kurt Thomas, Bonnie Towe, Briar Wintersteen, Kevin Work, Mary Beth Zachary, Sara Zulch-Smith

Introduction of Subs: Matt Blinn for Tom Zapiecki, Barbara Laird for Diane Regan, Dawn Shores for Jodi Devine

Guests: No Guests

Chair Kendall welcomed the administrative staff from Firelands College as we were video conferencing with them for this meeting. Chair Kendall had them introduce themselves to the ASC. He also stated that he will be at Firelands for the Board Meeting on November 30th.

Approval of Minutes: Mary Beth Zachary motioned for the minutes to be approved Connie Molnar seconded. Minutes were approved.

The chairs attended the President’s panel where the discussion centered around the Master Plan/the Strategic Plan. Questions were asked concerning; What does it mean? Where does the University fit in? Basically, the same things that were talked about during the open forum were discussed. And again the answers were the same...no definite answers as of yet. We need to keep an eye on the Provost’s, the University’s and the Chancellor’s website.

The chairs also met with Human Resources where the many of the questions were asked concerning the process of nonrenewal and reorganizations. Presently HR does not see any atypical amount of non renewals. But this does not include instances of reorganizations, they are two different situations. Non-renewals follow the dates within the handbook, whereas reorganization can be at any time.

Classified Staff Report: Classified staff had open forums for discussion of House Bill 187. CSC is looking at the resolution that will go to the Board on November 30th.

Laura Emch: We need to pay attention to House Bill 187 as it may have implications to Administrative Staff.

Secretary Report: No report. Penny Nemitz is substituting.

Committee Reports:
A. Amendments: No report
B. Awards and Special recognition: No report
C. External Affairs: The BG Holiday Parade will be November 17th and the parade theme this year will be ‘A Gift for Every Child’. We will have large empty boxes wrapped in Christmas paper. The following places and people will be responsible for candy pick-up. Laura-
Administration Bldg., Mary Beth-Library, Connie-College Park, Dermot-University Hall, Kim-Hayes Hall and Denise-TV Station.

**D. Health, Welfare and Insurance:** Have until November 2nd to sign up and receive the $39.00 off from your insurance.

**E. Internal Affairs:** No report.

**F. Personnel Welfare/Salary:** PWC is working on revising the Non-Compensation Conciliation process. They have reviewed other institutions grievance documents and plan on utilizing their language. Currently the committee is pulling together information.

**G. Professional Developments:** Awards were presented, selection is Fall & Spring semesters. November 7th is the date that the money will be given away for Fall. There are several application forms out and the committee is still looking at applications. The next application round will be December 1st.

**H. Scholarship:** No report.

**I. Faculty Senate:** No report.

**J. Classified Staff:** No report.

**Old Business:** Joe Luthman (Ombudsman) reported that Diane Regan is retiring. Jodi Devine will be her replacement as an AS Ombudsman. The goal is to make sure that a process is in place as new people come on board.

Chair Kendall discussed the Gender Identity and Expression Resolution. There are three schools that have adopted this resolution; OU, the OSU, and Case. A motion was made by J. Nathan to endorse the proposed resolution, Sander Mercer seconded. Discussion ensued. The motion was passed and J. Nathan volunteered to write up the document for ASC.

**New Business:** The December meeting will be a luncheon starting at 1:00 pm.
- The Provost Open Forum is streamed and can be watched at our leisure. It was reminded to all that it is very important to watch this and get information clarified.
- The Provost will be at ASC 1/3/08
- The first draft will be sent to Columbus, but all compacts will be on the web
- 3 million dollar budget deficit this year, next year is 4.2 million
- 12/6/07 guest is Bob Waddell from Capital Planning Design and Construction
- The definition of us (BG) is Ohio University, Kent State and Miami. Question was posed that if we are 'residential' what are we going to do about the residence halls

**Good of the Order:** Questions arose on constituent list-temporary list via Kim
- Laura Emch-encourage participation for United Way
- Nathan-2 exhibitions at BGSU art gallery; Water Colors and You Must Have Been A Beautiful Baby from 10-4 Tuesday through Saturday and 1-4 on Sunday
- Diane Regan had foot surgery
- WBGU has a candidate forum and needs TV talent
- Residence Life is looking for students for Mentor Positions
- Derm Forde reminded us about boxes and candy for the Holiday Float

Mary Beth Zachary made a motion to end the meeting. Laura Emch seconded.

Meeting ended at 2:40 pm.

**Next Meeting:** December 6, 2007 at 1:30 pm in BTSU. Holiday luncheon before the meeting.

Minutes submitted by: Penny Nemitz substituting for Susan Macias
Administrative Staff Council 2007-2008
Minutes: December 6, 2007

Call to order: Chair Mary Beth Zachary called the meeting to order at 1:30pm

Member present: Daria Blachowski-Dreyer, Shannon Bozingar, Dave Crooks, Judy Donald, Laura Emch, Kim Fleshman, Derm Forde, Chris Haar, Denise Kisabeth, Sandy Mencer, Mitch Miller, Connie Molnar, Jacqui Nathan, Faith, Olsen, Celeste Robertson, Anne Saviers, Kurt Thomas, Briar Wintersteen, Kevin Work, Mary Beth Zachary, Sherri Ogden, Nancy Vanderglugt, Dave Ebersbach, Barbara Keller, Deborah Rice, Beth Nagel, Jeanne Langendorfer, Tom Zapiecki, Jodi L. Devine, Penny Nemitz, Diane Regan, Beverly Stearns

Introduction of Subs: No Subs

Guests: No Guests, Bob Waddell unable to attend due to illness.

Chair Zachary thanked new members to ASC.

Approval of Minutes: Jacqui Nathan motioned for the minutes to be approved, Dave Crooks seconded. Minutes were approved.

Co-Chairs Report: MB. Zachary discussed the meeting with Human Resources. Layoff presentations with changes incurred by 187 are on the H-R website under training. Massive layoffs are not expected. VP’s are requested to have classified reorganization driven layoffs in by December. Administrative staff can expect reorganization. New JAQ’s will be written. From a H-R perspective BGSU does consortium prescriptions which benefit BGSU on an individual and institutional. Mercer report indicates that we are 11% below the market value for Administrative positions. Exit surveys were brought up. D. Regan expressed concern about exit interviews for Administrative staff. In that they were not providing enough substantive information about the reason for leaving. Wellness Assessment turn-out was good. Health Wellness and Insurance Committee will look at Plan Design again. Met with Linda Dobb on 3 Dec, reorganization is happening, being income independent and being more efficient is the goal. M. Zachary stresses to go to the Provost web site and read what’s on it. There will be updates. Also to read the Chancellor’s web site. MB. Zachary encourages Administrative staff to actively engage in this reorganization process. It is important to let the state know why is BGSU different and special. BOT approved IUC guidelines for HB 187. No chance for more than a 1 year contract for Administrative staff, with the exception of the Athletic Department. People soft for the Student portion is taking a little longer than expected, starting with the Admissions department. Will meet with the President’s panel on the 12th.

Kim Fleshman: BOT approved selling of 3 acres, approved raise for dr. Ribeau and also approved the Charter school for the Arts, Music and Dance School in Toledo. Approved the guidelines for the HB 187. Spoke about the Fall reception, professional development awards, Ferrari Award, catastrophic leave bank, and the parade. They said, thank you very much.

Secretary Report: No report.

Committee Reports:
**Classified Staff, Faith Olsen:** A lot of worry about the lay off component. Classified down 300 classified staff since 2004. Concern arises over retention points, how they are accumulated and how they may be used to replace someone else’s position. Concern was raised over a statement in the Classified staff Handbook that says, “This book is for information purposes only”. Classified staff needs a Standard Operating Policy and Procedures. CSC with ASC and Faculty Senate will come up with a statement that these are Standard Operating Policy and Procedures.

**B. Awards and Special recognition:** Spirit Awards given to Joy Hartwell Lein (Center for Multicultural and Academic Initiatives) Sue Paolo (Major Events) meeting in January to discuss BGFest. Working on pursuit of the “Bird”

**C. External Affairs:** Derm Forde thanked the parade group. Received information from the Dance Marathon people for ASC to come up with a team. Working with BG Bookstore to see if we could get a computer donated to the Cocoon Shelter.

**D. Health, Welfare and Insurance:**

**E. Internal Affairs:** No report.

**F. Personnel Welfare/Salary**

D. Crooks, Review of goals set forth.

1. Salary increase consistent with other constituent groups.
2. Implementation of compensation plan.
3. Implementation of sick leave bank
4. Revise non-compensation conciliation policy
5. Grant additional personal leave to new and continuing employees.
7. Implement the BGSU definition of the role of the Ombudsman

Long term goals:

1. Explore the Wellness concept
2. Develop and utilize leave and vacation monitoring system.
3. Ensure grade assignments within 12 months

**G. Professional Developments:** No report

**H. Scholarship:** No report.

**I. Faculty Senate:** No report.

**J. Classified Staff:** No report.

**Old Business:** Gender Identity Resolution will be posted on Blackboard and votes will be e-mailed to Secretary.

**New Business:**

**Good of the Order:**

Motion to adjourn was made by Kevin Work, seconded by Derm Forde

**Next Meeting:** January 3, 2008 at 1:30 pm in BTSU.

Minutes submitted by: Susan A. Macias
Administrative Staff Council 2007-2008

Minutes: January 3, 2008

Call to order: Chair Mary Beth Zachary called the meeting to order at 1:30pm

Member present: Shannon Bozigar, Judy Donald, Laura Emch, Kim Fleshman, Chris Haar, Denise Kisabeth, Kurt Thomas, Kevin Work, Mary Beth Zachary, Sandy Mencer, Nancy Vanderglugt, Beth Nagel, Jeanne Langendorfer, Tom Zapiecki, Jodi L. Devine, Penny Nemitz, Beverly Stearns, Jim Beaverson, Joe Luthman, Bonnie Towe, Sherry Orwick Ogden, Jaqui Nathan, Steve Kendall, Nora Cassidy, Janice Twork, Susan A. Macias

Introduction of Subs: David Raszka for Mitch Miller

Approval of Minutes: Jim Beaverson moved that the minutes be approved; Denise Kisabeth seconded. Minutes were approved.

Guest: Bob Waddle

Co-Chair's Report: Co-Chairs Kendall and Zachary reported on the first of three Compensation Group meetings scheduled to bring the Provost and CFO “up to speed on ad staff issues.” The Provost expressed concern over the lack of a consistent evaluation process for staff. ASC representatives are asked to bring ideas for a new evaluation form to the 7 February ASC meeting when Provost Baugh will be present. Other concerns ASC reps expressed included professional development funding for those who are performing well, various types of evaluation forms, and the distribution of merit dollars. It was suggested that the different evaluation forms across campus be collected and reviewed. Concern about staff who are not evaluated annually was also expressed.

Chair-elect's Report: ASC list proc is moving to a list serve: lists.bgsu.edu

Secretary's Report: Meeting locations and dates for ASC and Exec Committee have been reserved into 2009. Awards and Recognitions Committee members are asked to let S. Macias know if placards or other special needs for the April Reception.

Macias reported the Gender Resolution from the previous meeting passed.

Guest: Bob Waddle, Assistant VP for Capital Planning

Waddle updated Council on Capital Planning projects:

Wolfe Center for the Arts, a $38.5M project, has slowed in order to arrange for different financing. Issuing local bonds will be dropped in favor of pooling more state money. Waddle described the interior performance spaces and indicated that BG hoped to break ground within a year with completion in 20-24 months.

A Convocation Center, estimated to cost approximately $36 million, will be funded through a combination of local bond money and donated funds. Capital Planning hopes to break ground around April 2010.

The Ice Arena is being examined in light of a set-aside of $4 million for basic repair work to renovate the physical plant and address the failings of a 40-year old ice plant. An additional $4 million investment would be used, if Athletics can raise it, for seating amenities and press box improvements.
A Health Center renovation would expand the basement in the Health center to include chilling equipment to serve the Moore Musical Arts, the Health Center, the Wolfe Center and the Fine Arts building. An earlier part of the Master Plan included a parking garage which has been dropped because it's not economically feasible at this time. A central chilling plant would save initial dollars and is expected to generate enough savings to pay for the entire plant within 2 1/2 years. Payment for this $22 million project will come from $9.7M in State funds, with the rest to be made up through Health Center operations and by reducing the scope of the plans. Waddle hopes plans are finalized within 3-4 months.

The renovation of Hanna-Mosley-University Hall has been submitted to the Board of Regents for funding in the next Ohio Capital Improvements Bill. An original $13M in State funds (of which only $3.4M is on deposit) which was originally earmarked for the Wolfe Center is being used for this renovation. This project plan will be revamped with consideration being given to the historical value of the buildings, especially University Hall, and future academic programming needs. Concern arose over Mosley and Hanna Halls as bringing these buildings up to code and meeting technology demands is both costly and difficult. Current estimate are at $40 million for the three buildings.

The McDonald Residence Hall Dining Project will run around $12-17 million, an estimate based on a plan for Living and Learning Centers as well as Residence Life offices and Dining Services offices in the facility. Dining Services renovations alone are in the range of $8-10M. An architect has been hired and dollar figures are expected this spring.

The Residence Life Master Plan developed 2-3 yrs ago with a $300M cost spread over 30 years was never approved due to the cost. A new plan will be developed based on “what we can afford.” This philosophy will provide the framework for other projects, i.e., Greek Village, Honors, and other small units that are designated Living-Learning Centers. Priority now for Residence Life is a $14-17M investment for building infrastructure improvements.

Other changes in Capital Planning include identifying a funding stream for $2-3M in projects for Facilities Services. This plan will strategically identify, on an annual basis, building needs such as roof repairs, HVAC upgrades, etc. Energy management is under discussion and an energy audit will be conducted.

Capital Planning has been asked to look at the Auxiliaries budgeting process to make Operations responsible for keeping their buildings in shape.

Basic renovation with State dollars is being targeted for infrastructure improvements including tunnel phases 3 and 4, additional Bio Sciences labs to support faculty research, a new physical science lab in Overman Hall, classroom upgrades, new chillers for Hayes Hall, an upgrade of the Fine Arts building, sidewalks and elevators.

Waddle reported that the manner in which capital improvements are determined has changed to strike more of a balance between academic programmatic needs and physical plant needs.

Committee Reports:

HWI: no report

Classified Staff Report: Kim Fleshman reported on CSC expressed concerns regarding the practice of paying faculty who are on a 12-month contract for their vacation accrual before they leave the University, unlike other employee groups who must wait. The Provost has now sent a letter establishing that this category of employee will get paid for their vacation time at retirement or resignation as is the case for classified and administrative staff.

Becky Paskvan is handling the sale of cookbooks in support of the Relay for Life.
Questions have been raised about using outside vendors for food on campus, but the administration has cited issues of licensure and ingredients that make this impossible.

CSC representatives reported that Dr. Whipple inquired about interest in 3-5 year buyouts for classified staff.

Scholarships: Nora Cassidy reminded Council about the current effort to raise funds for scholarships and the annual ad staff raffle.

Awards: Nancy Vanderlugt reported that we now have 12 Zuni birds to present as BG Best Awards. Spirit Award winners will now hear a newly composed spirit song by Council member Tom Zapiecki.

Old Business: Susan A. Macias questioned whether or not the issue Diane Regan raised regarding exit interviews for Ad Staff should have been raised under New Business rather than as part of the “Good of the Order.” Council agreed to table the matter for future discussion.

Discussion regarding the effect of reorganization on the Administrative staff member followed. Council decided to inform ad staff about the existence of ombuds' services, including names, their role, and in what way they could play a role in the reorganization process, to include staff who receive notice of non-renewal.

ASC representatives were asked send to the co-chairs questions and/or concerns to be discussed at future Council meetings.

Next meeting is scheduled for 7 February. Provost Shirley Baugher will be the guest. Penny Nemitz moved, seconded by Jody Devine, to adjourn the meeting. Motion passed.

Respectfully submitted,

Susan A. Macias

ASC Secretary
Administrative Staff Council 2007-2008

Minutes: February 7, 2008

Members present: Shannon Boziga, Jim Beaverson, Dave Crooks, Jodi DeVine, Daria Blachowski-Dreyer, David Ebersbach, Kim Fleshman, Derm Forde, Chris Haar, Steve Kendall, Jeanne Langendorfer, Stan Lewis (sub for Judy Donald), Sandy Mencer, Mitch Miller, Connie Molnar, Jacqui Nathan, Penny Nemitz, Diane Regan, Deborah Rice, Anne Saviers, Beverly Stearns, Kurt Thomas, Briar Wintersteen, Kevin Work, Mary Beth Zachary, and Tom Zapiecki

Call to order: Co-Chair Steve Kendall called the meeting to order at 1:36 p.m.

Approval of Minutes: Beverly Stearns moved, and Penny Nemitz seconded, that the minutes be approved. Motion passed.

Guests: Linda Hamilton, Deanna Woodhouse

Agenda was reordered to allow Guest Woodhouse to speak on BG at 175.

Woodhouse, who works in Student Affairs and serves as a BGSU representative on the 175th Anniversary Committee, reported on planned events celebrating Bowling Green's 175th birthday. Planned to date are athletic and music events, flag flying, a birthday party and organization fair at the Woodland Mall on Feb. 23, articles in local publications including the BGNews, a website, and WBGSU-TV programming. The campus community is invited to participate in any and all over the course of the year-long celebration.

Co-Chair's Report: Co-Chairs Kendall and Zachary reported on the President's Advisory Committee (PAC) meeting at which Bruce Johnson, representing IUC schools spoke. In general, he was upbeat about the future of higher education in Ohio under Gov. Strickland's administration, and the current thinking that higher education should not suffer cuts in order to make up for budget deficits.

The second meeting with the President's Compensation Group included members of ASC's Personnel Welfare Committee. Topics discussed included JAQ's, compensation and the Mercer Plan, and a catastrophic leave bank which the current administration has responded to positively.

The meeting with Executive VP Dobb didn't result in anything new to report to Council.

Zachary thanked current Council members for their committee work and strongly urged all ad staff to contribute to committees whenever asked to share the burden of the work that needs to be done.

Members were urged to volunteer to assist with Presidents' Day.

Chair-elect Report: None

Secretary's Report: None
Committee Reports

Classified Staff Liaison Faith Olson reported that CSC is considering using ASC’s new statement on the role of the ombuds as a model for their own ombuds statement.

Committee Reports:

**HWI:** Linda Hamilton, committee member, attended the meeting to update Council on the work of the Health, Wellness, and Insurance Committee. Current priorities include serious consideration of “banding” employee groups by salary and setting a cost for insurance premiums based on a % spent of one’s salary. This would benefit the lower paid employee who is now paying a greater proportion of his/her salary for coverage. CSC is also discussing this approach. Both HWI and CSC are reviewing a policy that would allow employees to convert earned sick leave to personal leave as soon as it is earned. Current policy requires employees to accumulate 1200 hours in sick leave before they can convert time to personal leave. Both are examining the costs of offering benefits to part-time employees. Other HWI Committee priorities include examination of costs associated with offering dependent eligibility beyond age 23, expanded use of the Student Health Center for employees, expanded Wellness initiatives, reconsideration of offering optional vision coverage, possible participation in state-wide consortium for vision coverage, life insurance, and prescription benefits. In addition, Hamilton indicated that the $39 rebate offered to employees who participated in the recent Well-Aware Project should soon see the credit to their health care premium costs.

**External Affairs:** Derm Forde presented information of Dance Marathon, March 29-30, and encouraged the formation of an ad staff team to “dance” on Saturday evening for 3-hours. Twenty dancers, at $25 each for the participation fee, would raise $500 to donate to the Children’s Miracle Network. Those interested should contact Forde.

**Change Team:** This newest university strategic planning committee is to meet to determine more specifically where university resources are to be placed. Niche programs, academic strengths, etc., will be determined, along with resource implications, and a draft plan presented to President Ribeau by the end of April. Dr. Kevin Work, ASC member, will represent Ad Staff on the Committee. Another ad staff member, Mel Hudson-Nowak, is serving as the Change Team’s co-chair.

**Old Business:**

Co-chair Mary Beth Zachary spoke in more detail on the role of the Personal Welfare Committee at recent President’s Compensation Committee meetings. PWC raised questions about recalibration of the JAQ instrument, attainment of the mid-point of the salary range, based on Mercer principles, within 5-7 years of merit-worthy employment, staff merit awards with greater differentiation rather than the current system of awarding a uniform % to each employee deemed “merit-worthy,” the role for the ad staff ombuds, personal leave for NEW employees, better reward system for staff appointed in “acting” or “interim” roles, and establishment of a catastrophic leave bank.

**New Business**

Diane Regan requested the topic of exit interviews, which had been tabled at the previous meeting, be brought back for discussion under New Business. Regan repeated her concern that the Exit Interview
Policy was not being used as designed and that potentially vital information about why ad staff employees resign is not being gathered. Current practice is to have form submitted to HR which in turn sends it, without any review, to Institutional Research. No summary reports have been received from IR since the policy took effect. Follow up with IR was suggested as was the idea that the exit survey form be revised to include an invitation to meet with an ASC ombuds to discuss workplace issues. Officers will follow up on this suggestion with HR.

Next meeting is scheduled for 6 March with Provost Shirley Baugher as guest speaker.

Meeting adjourned at 3:05.

Respectfully submitted,

Diane Regan

Acting ASC Secretary
Administrative Staff Council 2007-2008

Minutes: March 6, 2008

Members present: Kim Fleshman, Steve Kendall, Laura Emch, Beth Nagel, Mitch Miller, Kevin Work, Mary Beth Zachary, Tom Zapiecki, Jodi Devine, Briar Wintersteen, Chris Haar, Shannon Bozigar, Dave Ebersbach, Connie Molnar, Deborah A. Novak, Anne Saviers, Denise Kisabeth, Jeanne Langendorfer, Beverly Stearns, Sherri Ogden, Penny Nemitz, Nancy Vanderlugt, Kurt Thomas, Jim Beaverson, Connie Molnar, Beth Nagel, Susan A. Macias

Co-Chair Steve Kendall called the meeting to order.

Introduction of Subs: Stan Lewis for Judy Donald

Guests: Faith Olsen, Classified Staff Council rep; Barbara Keller, BGSU Retirees Association

Guest Speaker: Dr. Shirley Baugher, postponed due to illness.

Approval of Minutes: Minutes were tabled.

Co-Chair’s Report: Kendall and Zachary, the budget is challenged by the drop in enrollment this past year. The 200 student drop will track throughout the four years of state support unless we can find a way to supplement those 200 students with transfers, for example.

The President was asked for his thoughts on the directions which ASC could take. He suggested being active in enrollment initiatives and perhaps report on administrative staff contributions to learning outcomes, engagement, and values initiatives.

Other topics discussed were consistency of evaluations and parity of raises with compensation. Due to the budget situation, consideration should be also be given to non-monetary methods to compensate, for example, additional personal leave. Additionally, incorporating service to the university community - contributions to shared governance, for example - into goals which could be rewarded in evaluations would be an example of ways to acknowledge and support contributions.

The potential for losing vacation time because of People Soft implementations could be an issue for which creative solutions should be found.

Topics covered at the meeting with Board of Trustees included the Stroh Family donation to the new convocation center and the scholarship fund. Trustee John F. Harbal II was impressed with the quality and engagement of volunteers at the Presidents’ Day open house, and with the level of its success. The ombudsperson position and the Leave Bank was also touched on.

Secretary Report: S. Macias asked ASC representatives to think of names of administrative staff interested in running for ASC offices. The dates for next months ASC meeting are confirmed for 3 April, at 207 BTSU. Requests for the Spring Reception needs was tabled until
budgetary concerns could be resolved. Awards, placards and decorations will be put on hold for the present time. It was reported to ASC by budgetary authorities that ASC had $40,000 in its professional development budget, however that turned out not to be the case. Denise Kisabeth, acting Treasurer, and the Executive Committee will be meeting with Linda Gray to resolve the situation. They will report to ASC at the next meeting.

**Committee Reports:** Will be sent to secretary.

**Old business:** Sandy Mencer cited that the Divisional meeting with Dr. Shirley Baugher will be available on line, with the understanding that the organizational chart is only a draft. Many people were confused on the topic of fee waivers that Dr. Baugher said the University spends too much on. Does this include fee waivers for employees taking classes as well as their children?

Faith Olson stated that in her conversation with Dr. Baugher, she was looking at out-of-state fees. Since the fee waiver issue is ambiguous, Denise Kisabeth suggested that we save this discussion and questions for Dr. Baugher at next months ASC meeting.

**New Business:** ASC Representatives broke into groups to brainstorm ideas for making ASC more effective and generate ideas about how administrative staff members contribute to various university imperatives and initiatives.

**Question 1. What are the main things that you think ASC should be doing, doing differently, to be more effective?**

We should be an advocate/representative of administrative staff.

We should be a source of input for University goals, and promote the University.

We should be communicating effectively to administrative staff, for example an Administrative handbook that is accessible and fluid.

We should know more about our role and specific tasks in conjunction with our constituents.

Group #

We need better in house communication, especially on salient issues.

Be proactive.

We should also be more diplomatic as issues arise, inquiring minds need to know what’s going on.

Consider mini-information blurbs to send to the constituents.

We should get new ASC membership books.
There is worry about brain drain.

What should we as representatives be doing, where and how?

**Question 2. What do we (ASC) do well?**

We have a collegial and enriching environment that includes a cooperative atmosphere, this makes colleagues feel welcome.

Meeting with key administrators, ie. the president and the Provost.

Good communication with different echelons of the University.

Good standing councils and representation.

**Question 3. How can we invigorate interest in ASC?**

Strengthen our marketing to our constituents:

- Pitch the benefits of service to ASC
- Develop a points of pride statement
- State how ASC and its constituents tie in with Academic plan
- Point out the value of shared governance, participation, and networking

Improve our regular communication with our constituents, keep ASC on their radar.

Send out highlighted aspects of monthly meetings.

Keep improving our web site.

Evaluate the committee structure.

**Question 4. Can ASC leadership do something to make things easier or better?**

Leadership could ask for input for agenda items 2 weeks before the meeting.

Send agenda 1 week before meeting.
Share information about guests and request input from representatives.

**Question 5. How do administrative staff contribute to student learning, the engagement initiative?**

We establish a culture of giving.

We provide support in the classroom, through technology and from the infrastructure.

We contribute through Academic enhancement.

Build a learning environment, i.e. residence halls, for instance.

We generate scholarships and co-ops.

We unite donors and students which equals engagement.

We are tied in with professional organizations.

We serve the adult learners, non-residential and non-traditional students of the community.

From administrative staff, students learn to be good employees, i.e. good work ethic, lifelong work skills, teamwork and working with and for others.

Administrative staff members serve as mentors and supervisors who are approachable and offer support for on and off-campus issues.

We serve as role models and provide a positive working environment.

**Question 6. What are your concerns about ASC and do you have solutions to suggest.**

For instance, “ASC has to balance the meeting time for various items in the monthly meeting with the need to keep a quorum (people start leaving at 3:00pm) for discussion. What suggestions do you have?”

To participate in ASC, staff worry about:

The balance of time between job and ASC commitments

The support of the administration

The lack of leave offered
No value to the supervisor

Spending too much time on the same issues

ASC has no leverage

Administrative staff asked to do more

Concerns due to external pressure, the ability to focus.

Not enough real information.

What is communicated?

Make committee reports more important and available.

More focus on the agenda, do business then discuss.

Try to engage all administrative staff.

Communicate more.

Hold an open ASC meeting 1 time each semester, perhaps when a high profile guest is on the agenda.

Question 7. Is there anything else we haven’t asked about?

Motion to adjourn the meeting made by Stan Lewis, seconded by Denise Kisabeth.

Next Meeting: April 3, 2008 at 1:30 pm in 207 BTSU.

Respectfully submitted by,

Susan A. Macias, Secretary
Co-Chair Steve Kendall called the meeting to order.

Introduction of Subs: Adam Bohland for Daria Blachowski-Dreyer

Guests: Fran Voll, Board of Trustees

Guest speaker: Dr. Edward Whipple, VP Student Affairs

Approval of Minutes: Motion to approve made by Beverly Stearns, seconded by Denise Kisabeth.

Discussion opened on language changes to Appendix A, Bylaws of the Administrative Staff Council. This is an effort to codify language, to have the option to elect Co-chairs and Co-chairs elect. Co-Chair Mary Beth Zachary attributed much of the wording to Keith Hofacker. This discussion was tabled to allow the introduction of our guest speaker and later in the meeting approved with changes.

Introduction of Guest Speaker by Co-Chair Steve Kendall: Dr. Whipple, VP Student Affairs

Dr. Whipple

I’m going to give a brief overview of what we’ve been doing. Student Affairs has had a lot of changes going on in trying to focus on making our students successful. Student Affairs has put into place a planning process that includes a list of priorities, taking into account the Presidents priorities, as well as the Institution priorities. Student success, which can be broadly defined, also includes priorities set from the concerns of all members of the University, from custodians to the heads of departments. Our second priority is retention; this is a big issue for us. We have almost ¼ of our students leaving, “something is not working”; it’s just not for financial reasons that they are leaving. Our third priority is relationships, working together and supporting each other. Ensuring that people have good working relationships with each other. We will always have issues but how we deal with issues together is key. Diversity is very important to BGSU, diversity of ideas, appreciate of individual differences. Higher education should be a forum and environment where people can talk and have disagreements, and varying opinions. Sometimes, this when we tend to clampdown the most.
Technology and the importance of how we use it in Student Affairs to help our students and each other is another priority. Student Affairs is responsible for the largest number of facilities: recreational sports, 43 residence halls, and academic facilities really need work. We really need to focus on these. How the campus looks, cigarette butts, bare patches of dirt, are symbolic and says something about BGSU. I have always been a supporter of always adding more staff to the grounds crew. I am extremely upset with the graffiti, that will be an automatic suspension. Last priority is the training and development of our staff. Especially during budget problems, this is when it seems to be cut, but, this when we need more professional development. We will be having a staff retreat next week to discuss these priorities.

The Change Team, will give us an opportunity to work with Academic affairs. We will be trying to integrate our offices because, students don’t care who helps them, they want service. Strategic Planning process will hopefully help us to work more efficiently and free up some resources to provide more support for our students.

What are the plans for a new Saddlemire?

With regards to the Saddlemire replacement, the plans are on hold as our Finance VP is trying to get a hold of the budget. Hopefully within the next year we will have a definite idea of where that student service building will sit. My priority is getting the Student Health Center renovated; it’s not good. We cannot get a crash cart into the examining rooms and air handling is bad. In the residence life area we put out a new request for proposals to come back in and refocus our plans from a facility standpoint. We are behind the 8 ball as far as what students want and in regards to our competition: Kent, Miami and OU. I have signed paperwork to move ahead for McDonald dining facility. I would love to see Mosley-University-Hanna Halls renovated. Those are state funds, and I know he Provost is behind that.

The Residence Hall director, Dr. Griffel from University of Idaho, has done a great job in stepping back and looking at what we need in the next 20 years. Starting right now we need short term goals, for example new furniture, single rooms will have double beds, that’s what the market is demanding.

Q. What is the plan for the off-campus apartments?

The off campus apartments we rented (4) are not needed this year because of the drop in enrollment, we have leased out 3 this year. We’re still making money on the properties. The option is still available to return back the apartments. The landlords love this plan since the property does not get damaged.

Faith Olson asked a question regarding housing for graduate students. Dr. Whipple replied that earlier studies have shown there is not an overwhelming response from that student population for housing.

Q. We heard that new trash receptacle have been installed. Some believe the receptacles are too large and not accessible to all students and messes tend to accumulate around them. Are there concerns about this, and if so how is this being addressed?
In response to the question on trash receptacles: in the last 2 years we have replaced all of the trash bins, there are 2 types that we have provided; the compactors and the stand-alones. All of these units have the standard 52" loading option, but the compactors have a top loading option that the students throw over and miss. The standard front-loading units are used to accommodate the front-loading trash trucks. These lids are difficult to open, so there is plan to switch to user-friendly lids. We have used custodial staff to check the areas and the grounds crew to assist with any clean-up.

Q. What is the communication process for having student-employees report problems to a person I authority in residence halls?

If it is a maintenance problem they would report verbally to the supervisor, who would in turn have them fill out a work order. If it is a hate message or negative graffiti, it is reported to Residence Life then, to the dean of Students. A record is kept of these incidents. Depending on the severity of the “negative message” there is documentation and Campus security is called in. The key is to get it reported and/or have a picture taken of it.

Q. What is the current situation regarding substance abuse in the residence halls? How can we assist?

Our statistics show substance abuse is not up. Alcohol violations are present but they have not increased. The staff has done a great job of creating community and a good environment. The problem is when these students go off campus and the bars allow underage drinkers in. This is a local issue driven by the bar owners budget; they would lose a lot of money if didn’t let these underage students in. If students get in trouble with local officials they will also have to deal with University officials. Jim Weigand (Director, Public Safety Police Department) has a great relationship with local law enforcement.

The shuttle will have a pilot program this fall and will go to Kroger’s and around the downtown area. We don’t want to fall into providing a ‘drunk bus’. Jill Carr will be meeting with Jeanne Kilpatrick to further discuss the pilot program.

The hard drugs and designer drugs are not as prevalent as other institutions, but there is some marijuana and alcohol abuse. The way for ASC to help is to call the Dean of Students if there is a problem and you don’t feel comfortable about talking to the student.

Could you talk about the concept of zero tolerance for substance abuse, for example the Provost’s policy letter on St. Patrick’s Day?

The concept of zero tolerance for substance abuse is based on every situation. Students under 21 go through the diversion program which on the 2nd offense a letter sent to parents, on the 3rd violation there is some type of suspension. There are very few repeat offenders.

Q. What do you see foresee as the challenges for Dining Services? What are the plans to address these issues?
Dining services faces major challenges in the facilities and now the cost of food. We need to be attuned to student's tastes and needs. Gail has done a phenomenal job of trying to offer students what they need. She has been working on the dining plan, especially if we are expecting a smaller number of students. We may have to look at the operations of certain dining halls and the hours of operation. Dining services has won the Bronze Award for their catering, 3rd place in the national rankings. Kudos to Dining Services!

Dr. Whipple will take the heat for signing off on the rollover plan. It was not financially sound. The money saved will go right back onto facility enhancement.

Q. The Chancellor's plans have caused many changes on campus, as have other external influences, resulting in restructuring of units and their employees. What process will you use, to accomplish meeting the demands of these changes?

A. Point one is the strategic plan, how will we be responsive to the changes from the Chancellor? The staff will be involved in this discussion, we are going to do program reviews. I will bring in a consulting firm to see how can Student Affairs be best aligned with the rest of the Institution as we work with the Strategic Planning Process as well as what's going in the rest of the States. How can we best utilize staff, be efficient and are we providing to the student what they need.

Dr. Whipple was asked about the “dotted lines” drafted by Provost Baugher. He said that it shows the criticalness of the relations. We have critical relationships with so many people. Communication and relationship building are going to be great opportunities.

Dr. Whipple cited the need for integration or synergy between Academic Affairs and Student Affairs. Dr. Whipple also cited the partnership with Chuck Middleton where Student Affairs and Academic Affairs partnered up. There needs to be more academic influence in the residence hall, diversity programming, crisis intervention, those kinds of synergy really help. Students spend 80% of their time outside the classroom. We have to have a seamless learning environment that extends outside of the classroom.

Q. Would you talk about your ideas regarding the value of shared governance and how it relates to Student Affairs.

A. Shared governance is critical. At Faculty Senate you see classified staff, administrative staff, and students at these meetings; that is very symbolic. There is a good article, in the Chronicle May 2, comparing a University President to the Presidents of the US. Maybe universities are moving into too much of a business model. We are not a business. The article talks about the many constituencies a good president will balance whereas a business doesn’t have to worry about constituencies.

It was brought up about shared governance and the difficulty participating, because of the added workload. We have challenges because we have reduced our workforce, and this makes it difficult to find people to participate in ASC. This makes it difficult to find people to run for office and or serve on a committee. People are afraid to leave their jobs.
Dr. Whipple's view, especially from a Student Affairs standpoint, is 'participating in the life of the University is critical.' We have to have people be part of that process. We have to look at the comparable benefit, it is a larger discussion that needs to be addressed. The cabinet needs to support this.

Q. What the current goals of the Learning Outcomes.

We have revised and proposed new University outcomes. The present University Learning Outcomes, are narrow and talks about what you learn in class. But we look at the BGSU learning experience as the total experience. We can broaden the definition of learning outcomes and how students learn outside the classroom? We want to define the expectations we have for our students, to include personal and social responsibility, how do you teach that? We want to beef up the technology area. We want to focus on career development, and getting students to get steered in the right. There is a University committee looking at these outcomes.

A few words from Board of Trustees member Fran Voll:

I appreciate all you (ASC) do. When the Governor called to ask me to sit on the Board he thought, serving the students is the bottom line. I just wanted to say hello to you (ASC), and let you know that the Board Of Trustee is there for you. We really appreciate what you do. There are a lot of issues, there are less marketable college kids coming in and this will be a challenge. But, I am happy to be here, I love it. You have to have a passion for this place, it is a very special place, and the thing that makes it all tick is you people. You can look in and say that BGSU is a great University.

Discussion has resumed on the language changes in Appendix A.

Steve Kendall has entertained a motion to accept the changes.

Kevin Work has moved to vote on the changes.

Laura Emch has seconded.

All in favoring of adopting the amended language of Appendix A, By Laws of the Administrative Staff Council, Article 1 Meetings, Article 2 Committees, Article 4 Election Appointment Process, Article 5 Vacancies, Article 6 Finance, and the adjustments to Appendix B.

Vote to approve say aye.

All ayes, no nays.

Report from the Change Team: Kevin Work and Andrew Rivers:

We need to have a feeling of ownership of BGSU's Strategic Plan.
What will make this different from other plans is that University people have been intimately involved in the process. Some of the previous changes, plans programs done at the University, were done in isolation, addressing a certain factor. This is not the way the Strategic Plan will be handled.

We have looked very clearly at what is being done across the campus. All of the things we have gone through and learned about as much as we can. We have not worked in isolation, but have brought all of our efforts together. The big part of this process is the engagement of the University and its people. You will see a lot of activity of University groups with a 10-year time frame, 2008-2018, in mind. The questions we need to ask are, “What will BGSU be like in 2018? What will students be like, What will Ohio (NW) be like, and What will be our place in the state education system. Most importantly, what do we (BGSU) aspire to be.

The change team is representative of the entire campus. We are very eager to let our views be known. We have had feedback from segments across the University. President Sidney Ribeau has given us charge of this process and the next step will be engaging the University. We want people to feel ownership. One thing I am sure of is when we present the plan, there will be questions and opinions, ‘we want that.’ Face to face meetings, open forums, e-mails—we want input. You’re going to keep hearing about the word nimble, we must be flexible, we as a University have a say as to what works. What may work in 2010 may not work in 2018.

Often the colleges came to us and said it doesn’t mean much to me, what about the money? The plan at this point doesn’t have to worry about that. But it does have to have goals and priorities. It is a revisable plan, rolling off the first draft will go to the President and the Board of Trustees this spring of 2008. Then this fall we will “present the preliminary plan to the campus community for discussion and input, and incorporate ideas arising from these discussions and present the final plan to President Ribeau. Thereafter a revision and in the spring of 2009 we will have the real deal. To provide input, communication is encouraged by e-mail to strategicplanning@bgsu.edu, the web site location is, www.bgsu.edu/strategicplanning

Andrew Rivers added, we need you to come out to various open meetings to make sure that we are getting every ones ideas and understandings. The first piece lets you know who the change team is. We recognize the need for ongoing review and updating and are taking this very seriously, we want to make this a living plan. Please e-mail us, or write us, we hope that you engage us. It was asked if BGSU is still going with Noell Levitz and how will they come into play? A. Rivers said at this point they have not come into play. Outside of external entities we are focusing on what BGSU is based on and looking at internal engagement.

Presidents’ Advisory Committee: Laura Emch placed in the minutes a letter from Rebecca C. Ferguson, Assistant VP, Human resources, on behalf of Dr. Sidney Ribeau, University President:

Dear PAC Colleagues,
On behalf of Dr. Ribeau I am writing to ask that you consider encouraging employees in your area to serve on the Classified and Administrative Staff Councils. As you know, shared governance is highly valued at BGSU, but shared governance only works if all employees are permitted and encouraged to serve and to lead through our established councils.

Everyone can appreciate that it will take all employees within a unit to support the individuals who step up to leadership positions within our community. But, that support starts with the our managers. If an individual expresses a desire to serve, talk with that person regarding the time it will take, how service can be incorporated into annual goals, and what your expectations are within the unit.

Current officers of both Councils would be more than willing to talk with you or with your employees about what service on a council entails. They will also willingly tell you how much service on ASC or CSC has deepened their appreciation for the work we do as a University, and the respect they have for every area that contributes to our success.

Thank you for giving this request your consideration.

Becca

**CSC rep:** Faith Olson expressed concern over reorganizations, which will move classified positions to administrative positions, or else positions may totally eliminated.

**PWC:** There was a joint memo sent to H-R to talk about a flex schedule for those employees who continually work more than 40 hours.

**Old business:** None

**New business:** covered on Article.

**June Guest Speaker:** CFO Sherideen Stoll will be here for June meeting.

**Good of the Order**

**Motion to close meeting,** made by Beverly Stearns, seconded by Deborah Rice.

Respectfully submitted by,

Susan A. Macias, Secretary ASC

5 June, 2008
Administrative Staff Council 2007-2008

Meeting Minutes

June 5, 2008

Members present: Daria Blachowski-Dreyer, Nora Cassidy, Jodi Devine, Judy Donald, Laura Emch, Kim Fleshman, Chris Haar, Judy Hagetman (CSC rep.), Barbara Keller (BGSU Retirees Association rep) Steve Kendall, Denise Kisabeth, Susan A. Macias, Sandy Mencer, Connie Molnar, Mitch Miller, Beth Nagel, Sherri Orwick Ogden, Deborah Rice, Beverly Stearns, Kurt Thomas, Jennifer Kevin Work, Mary Beth Zachary, Briar Wintersteen, Tom Zapiecki, Sara Zulch-Smith

Co-Chair Steve Kendall called the meeting to order.

Introduction of Subs: Jon McDermott for Nancy Vanderlugt

Introduction of newly elected representatives: Heidi Popovitch, Jason Gross, Adam Bohland, Carrie Rathsack, Dave Steen, Tony Short, Jennifer Twu, Steve Overholt, Brett Pogan, Michael Hachtel

Approval of May minutes: Motion made to adopt minutes as amended made by Kevin Work, 2nd by Denise Kisabeth. All approved.

Co-chairs report: Sherri Stoll unavailable until September

Need committees to have chairs submit reports for annual year end report to secretary, Sherri Orwick-Ogden, before July ASC meeting

Met with Dr. Dobb, enrollment progress is continuing to try to hit the numbers, it will relate to the budget activities.

Compensation proposal update: it is unlikely there will be another meeting before the Board of Trustees meets. Final proposal has been submitted. Original proposal with bullet points was put into a document form for the Board. Thanks to Mark Anderson and Kim Fleshman for their assistance in getting required document on the record.

Budget: Still sorting through some concerns regarding our budget. There was one correction made regarding the Ferrari Award; Linda Gray and Denise Kisabeth found out that money was taken out of ASC budget for the Ferrari Award. However there is money set aside in Human Resources for this award. It’s important to be as open as possible with our budget information. ASC will be asking for codification of a treasurer. Numbers are still being hammered out and there will be a final report. This should be out at the beginning of August.

Secretary’s Report: Announcement of newly elected ASC representatives.
Technology: Carrie Rathsack, Tony Short, Dave Steen, Tim Parrish

Academic Support: Lori Beemon, Heidi Popovitch

Institutional Support: Brett Pogan, Steve Overholt, Mike Hachtel, Adam Bohland

Student Support: Sheila Brown, Jason Dunn, Laura Emch, Jason Gross, Barb Hoffman, Susan A. Macias, Marlene Reynolds, Jennifer Twu

Athletics: Mary Beth Zachary

Chair-Elect: Sara Zulch-Smith

Secretary: Sherri Orwick-Ogden

Ballots will be out shortly for the University Standing Committees.

Treasurer’s Report, Denise Kisabeth: It is important to have any committees that have any bills out there to submit them. It is also important to track expenses, that way we can establish a budget. Some expenses that are incurred, my not be the responsibility of just one committee. We would like to get the chairs of all the committees together to establish a budget, it will then be approved by this council.

Committee Reports:

Awards and Special Recognition, Nora Cassidy: Just gave out our monthly spirit award.

It was decided to write a resolution for Clarence Terry, who just recently passed away, He was nominated for the Ferrari Award.

PWC: under discussion was an equal raise for everyone or a flat $1500 if the amount alloted was less that 3%

Other compensation issues include carrying vacation days from 352-440 days like classified.

Increase personal days from 3 days to 5 days.

Extended contracts for people with more than 3 years.

Professional Development: The ASC budget issue is still pending.

Change Group- Kevin Work, had an all day meeting in mid-May. A concern is what does it mean now that President Sidney Ribeau is leaving. The Provost is expressing support for the change group. Kevin talked about engagement, and how the campus will be involved.

CSC, Judy Hageman: Tomorrow is our golf outing.
**BGSU Retirees Association**, Barbara Keller: expressed concern on how “administrative staff feel about faculty receiving a higher percentage increase and higher percentage for merit. ...BGSU did that at one time and the end result was poor morale.”

**Old Business**: Further discussion on the ability to evaluate our supervisors, or some ability to evaluate departments. Judy Hageman, said in discussions Dr. Baugher has fully supported the reverse evaluation. The next step is how do we move forward with this.

Do we need to make a joint resolution? It is not an easy thing to accomplish, but how do we go about it. We might be in a stronger position if work with CSC. If the faculty are already doing this, it may also strengthen our position.

It was discussed to look at other models, for example the library. They use their data for developmental purposes, and their information is kept for one year. The evaluations can be signed or not. The library also has evaluations by colleagues.

It was additionally discussed that the evaluations be used for professional development, and to avoid divisive tactics and rules. This may require some training, to avoid liability. Other business models, may be the Kraft 360 models.

**New business**:

Discussion opened on how do we recognize Dr. Sidney Ribeau. It was decided to work in conjunction with CSC and it would need to be accomplished in short time as he will be leaving in less than 90 days. Ideas brought up, included a bench, a resolution, a move to rename Chapman Community at Kohl Hall into the Ribeau Learning Community. It was decided that Sandy Mencer and Jim Beaverson work with CSC on the resolution.

**Good of the order**

Mary Beth Zachary made a motion to adjourn the meeting. The motion was seconded by Laura Emch.

Respectfully submitted by,

Susan A. Macias, Secretary ASC