2009

Minutes 2008-2009

Bowling Green State University. Administrative Staff Council

Follow this and additional works at: https://scholarworks.bgsu.edu/asc

Repository Citation
https://scholarworks.bgsu.edu/asc/165

This Article is brought to you for free and open access by the University Publications at ScholarWorks@BGSU. It has been accepted for inclusion in Administrative Staff Council by an authorized administrator of ScholarWorks@BGSU.
Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Minutes

Inclusive Dates: 2008-2009

Format: Bound X Loose

Order: Alpha X Chronological Numerical

Index: Included Separate X None

Notes
Administrative Staff Council 2008-2009

Minutes: July 10, 2008

Members Present: Daria Blachowski-Dreyer, Adam Bohland, Nora Cassidy, Jodi Devine, Donna Dick, Judy Donald, Jason Dunn, Kim Fleshman, Chris Haar, Mike Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Connie Molnar, Beth Nagel, Jacqueline Nathan, Sherri Orwick-Ogden, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rath sack, Marlene Reynolds, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Barbara Keller (BGSURA rep), Violet Serrato (CSC rep)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: John Eggenton for Laura Emch; David Raszka for Mitch Miller; Reggie Shouse for Briar Wintersteen, Lee Floro Thompson for Kevin Work

Introduction of newly elected representatives: Adam Bohland, Jason Dunn, Mike Hachtel, Barb Hoffman, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Tony Short, Dave Steen, Jennifer Twu

Approval of May 1, 2008 Minutes: Motion made to adopt minutes as amended made by Sandra Mencer, 2nd by Judy Donald. All approved.

Co-Chairs Report:

Board of Trustees Meeting 6/25/08

Minutes from the previous meeting were approved

Personnel changes for all three employee groups since the May 2, 2008 meeting were reviewed

Awarded Trustee Professorship to Dr. Linda Dobb

The Faculty Senate Charter amendments (evaluation for promotion and tenure and grievance policies) were reviewed

The Wolfe Center for the Arts was approved

The Arts Center of Excellence was approved – first announced center of excellence

Upgrades approved for Harshman

Budgets for 2008/2009 were approved

A document outlining expected behavior for members of the Board of Trustees codified. The Ohio State University’s document was used as a model.
Chancellor's Meeting at UT 6/17/08

The Chancellor highly encouraged people to visit the website www.universitysystem.ohio.gov to see daily changes about the master plan for Ohio's education. There was a panel of people speaking—including Dr. Lloyd Jacobs, President of The University of Toledo; Dr. Christa Adams, President of Owens Community College; James Tuschman, a member of the Ohio Board of Regents and local attorney; Peter Ujvagi, representative of the 47th District in the Ohio House of Representatives; Senator Mark Wagoner; Robert Savage, local entrepreneur and past Board of Trustees member for BGSU and UT; Michael Betz, a recent graduate of UT, and Betsy Yeary, a UT junior majoring in theatre.

The student panelist observed that UT appears to be focusing on STEM sciences and the panel talked about solar energy and other research supported by local businesses, including First Energy. The student emphasized a well rounded education and warned not to forget about the humanities and the importance of those kinds of classes and degrees. She said there is a need to be artistic even if you are in science and math. She mentioned having all of the tools in the toolbox and not just the hammer.

The need to graduate more students and keep the graduates in the state of Ohio was also discussed. The Chancellor's office is telling everyone to focus on their centers of excellence. UT said they have a list of 39 centers of excellence and have not yet been able to limit it to a few. The fact that BGSU already has one approved is a major step in the right direction. The reduction of competition among institutions was also discussed.

Even though BGSU was not represented on the panel, many BGSU employees attended the forum, as noted by EVP Dobb during the comments portion. At the end of the meeting, Dr. Jacobs recognized attendees from other institutions, including Northwest State Community College.

The discussion focused on attracting businesses and industries to the area to increase the tax base and to have the money that is needed to support centers of excellence.

Meeting with Dr. Linda Dobb, Executive Vice President 7/09/08

Dr. Dobb emphasized the importance of our administrative staff representative (Jill Carr, Dean of Students) on the president search committee. She said we need to make sure she is aware of our issues and our role in shared governance so she can communicate that to the candidate and the search committee.

She said we should also speak of our role in shared governance in our upcoming meeting with Dr. Cartwright, the interim BGSU President, on July 30th.

We should note that we have a representative on Faculty Senate, that we advocate for, and ensure the quality of, work life and career for administrative staff.

Cabinet members who are administrative staff include Sherry Stoll, Ed Whipple, and Doug Smith.

We contribute to the university's goals.

Point out what it means to all employee groups to be facing the declining budget

The role we play in implementing the chancellor's mandate of centers of excellence.

We will aid Dr. Cartwright in the interim.

Nothing officially has been announced about Dr. Dobb leaving. Another meeting is scheduled with Dr. Dobb next month. A resolution for Dr. Dobb was discussed and she indicated she does not want ASC to begin working on one at this time.

Chair-Elect Report: Sarah Zulch-Smith will be attending the Classified Staff Council meeting next week at Firelands.

Secretary's Report:

University Standing Committee Election Results
Treasurer’s Report: Denise Kisabeth. We have a small carry over this year but we need to pay back some money that we borrowed last year. Linda Gray is working with us to formulate a budget so that each committee will know how much money they have to spend. We are also working on a new form to track expenses. The expense reporting process will be a little different this year. More details to follow.

Committee Reports: The end-of-the-year committee reports are due to Sherri Orwick Ogden. Two reports have been submitted so far – Personal Welfare and Professional Development.

Awards and Special Recognition. Yvonne Stoner received this month’s BG Spirit Award. There will be no awards for July and August. The committee will be meeting again in the next few weeks.

Personal Welfare and Compensation. We revised the memo to Linda Dobb to go to the board. There was one statement that was inaccurate so that was changed. We’ve been meeting over the summer and formed three working groups. One group is working on the non-compensation conciliation revision. Jodi Devine is the convener for that group. We also created a compensation working group and a handbook working group. We’ll be discussing 360° evaluations and are trying to get the joint memo out of HR for flexible scheduling. If there are any other issues that you would like the committee to address, we’re open to getting information from administrative staff.

Health, Wellness and Insurance. Open enrollment is going to be electronic this year. Donna is going to have informational sessions on insurance and open enrollment.

Strategic Planning Update: September 8th through the 12th is going to be communication week at BGSU. They will be holding three town hall sessions during that week. They want to do a mock session on July 30th from 8:30 to 11:30 and are looking for volunteers. The purpose of the town hall meetings are to communicate what the strategic planning committee has done so far, share their goals, and open a dialog to get feedback from staff, students and faculty. This is part of the initial phase of the strategic planning process.

CSC Rep: Violet Serrato is the classified staff representative to ASC this year.

Old Business:

Ribeau Resolution. As of yesterday, we now have ASC, CSS, FS, GSS, and USG involved. They will all approve the resolution. Andrew Rivers and Ana Brown are very supportive of the name change. Changes to the document were recommended by council members and revisions were made. Motion to approve was made by Jackie Nathan and 2nd by Beverly Stearns. All approved. Council decided the resolution will be sufficient and no other gifts for Dr. Ribeau will be pursued.

Clarence Terry resolution. Susan Macias, Barbara Keller and Deborah Rice are working on this resolution.

New Business:

Executive Committee Election Results

Technology – Tom Zapiecki

Academic Support – Anne Saviers

Academic Departments – Nora Cassidy
Athletics – Mary Beth Zachary
Student Support – Laura Emch and Susan Macias
Institutional Support – Jim Beaverson

ASC Committees Sign Up Sheet. Members were asked to make sure they sign up for an ASC committee.

Next meeting is scheduled for August 7, 2008 in 207 BTSU.

Good of the Order:

Barbara Keller suggested it might be helpful for the presidential search committee to hold focus groups allowing various campus and community organizations to express what they are looking for in a president.

Jeanne Langendorfer informed council members there are five Administrative Staff Ombudspersons who can help with questions about employment issues.

Beth Nagel invited everyone to the special Faculty Senate meeting on 7/22/08 from 3 pm until 5 pm in the McFall Gallery.

Sandy Mencer said the Provost's written response should be posted on the website by 7/14/08.

Susan Macias made a motion to adjourn the meeting. It was seconded by Jodi Devine.

Respectfully submitted by,

Sherri Orwick Ogden

ASC Secretary
Administrative Staff Council 2008-2009
Minutes: August 7, 2008

Members Present: Daria Blachowski-Dreyer, Adam Bohland, Sheila Brown, Jodi Devine, Judy Donald, Jason Dunn, Laura Emch, Chris Haar, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Mitch Miller, Beth Nagel, Jacqueline Nathan, Sherri Orwick-Ogden, Brett Pogan, Heidi Popovitch, Carrie Rathsock, Deborah Rice, Anne Saviers, Beverly Stearns, Dave Steen, Kurt Thomas, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Janice Twork, Barbara Keller (BGSURA rep), Violet Serrato (CSC rep)

Co-Chair Beverly Stearns called the meeting to order.

Introduction of Subs: Teresa McLove for Connie Molnar, Jeff Nelson for Steve Overholt, Jan Bell for Denise Kisabeth

Approval of July 10, 2008 Minutes: Motion made to adopt minutes as amended made by Mary Beth Zachary, 2nd by Beth Nagel. All approved.

Guests:

Donna Wittwer, Human Resources
Paycheck increases are entered and will appear on August paychecks. The increase is retroactive through July 2008 so September paychecks will be slightly smaller than the August paychecks.

On October 7th and 8th, Human Resources will host a forum to educate BGSU employees about long term care insurance options. A letter will be sent out asking those that wish to attend to sign up. Spouses and/or parents are welcome.

Dining Services
Commons Marketplace (formerly Chily's Express) announces Salads by Design. Create your own healthy salad. Choose your type of greens, the type of salad, and add your choice of meat. The types of salads are: Italian, Orchard, Asian, Southwestern, and Greek. Prices begin at $4.95.

Co-Chairs Report:

Meeting with the Office of Human Resources – July 22, 2008
• Regular monthly meetings were re-established on the 3rd Tuesday of every month at 7:30 am.
• Plans to use Kronos for reporting exceptions in areas where employees currently use time clocks are on hold due to technical challenges.
• Exit interviews covering the last five years were sent to the Office of Institutional Research. ASC can contact IR to request exit data. The ASC Executive Committee will discuss who should receive that information and how.
• The confirmed non-compensation conciliation document resides with the Executive Vice President and is to go to the cabinet. Some follow up may be required due to the EVP's resignation.
• The meeting with the EVP scheduled for August 6th was cancelled.
• HR was unsure where the flexible scheduling memo revision resides. More follow up is required.
• HR is having discussions with different groups about current health insurance programs to assess whether it’s time for BGSU to look at alternative plan designs or cost coverage choices.

ASC Executive Committee Update

• The Executive Committee met with Jill Carr who is the administrative staff representative on the presidential search committee. She is also on a subcommittee charged with developing a presidential profile. She spent a generous amount of time with the ASC executive committee developing three lists; challenges and opportunities facing the new president, attributes the president should have, and qualifications we expect a new president to have. They are currently interviewing four search firms. They anticipate a new president to begin July 1, 2009. Information is going to be strictly confidential until candidates are invited to interviews.
• Three candidates for the general counsel position are being interviewed the week of August 11th. Officers of all employee constituent groups will have an opportunity to meet separately with each candidate.
• The committee is collaborating on the ASC 2008/2009 goals and objectives.
• An ASC Points of Pride document was shared with Dr. Cartwright and will be placed on the ASC website.
• The Ombudspersons will receive employee exit data from Institutional Research and will set up a meeting to establish the procedure. Conrad McRoberts in IR is open to meet during the first two weeks of September.
• A Tri-Chairs meeting was held on July 24th consisting of the chairs of all three constituent groups. Common issues that face all three groups were identified; catastrophic leave program, documentation and records retention process, and the role of the university compensation committee. In addition, the Ribeau resolution will be placed on the next Faculty Senate meeting agenda so there is time to present it to the Board of Trustees during their October 3rd meeting. CSC did vote to support the resolution in their last meeting.
• Ombudspersons will examine an apparent pattern of contract non-renewals for long-time administrative staff members.

Meeting with President Cartwright – July 30, 2008

President Cartwright expressed her strong support of Administrative Staff. She clearly feels empowered to accomplish the work that needs to be done. She sees the role of the change team – which she prefers to call the Strategic Planning Readiness Group – is to help us connect the dots by identifying the common themes, making sense of all of the university planning documents, and getting us ready to talk about “shaping the umbrella.” Individual colleges and units will develop metrics and pieces that will shape that over-arching “umbrella.” She stated students desperately want to feel anchored and centered, and perhaps this unified direction the university is going will create a more anchored environment for students. She strongly encouraged all constituents to participate, give feedback, have input, and help the strategic planners. She was very clear that she wants participation from everyone.
Chair-Elect Report: Sarah Zulch-Smith attended the CSC meeting at Firelands and observed classified staff's willingness to work together with all three constituent groups.

Secretary’s Report:

- If anyone is not receiving minutes or agendas, please let Sherri Orwick Ogden know.
- Nametags – will be finished for next meeting.
- Internal Affairs: The first meeting will be next Tuesday to review goals/objectives which will mainly cover the ASC website and the orientation packet. They will also discuss plans for the ASC Fall Reception scheduled for the end of September.

Committee Reports:

Awards and Special Recognition. They are working on the Fall reception with Internal Affairs. They also have received a few Spirit Award nominations. The first award will be given in September 2008.

External Affairs

Personal Welfare and Compensation. They are working in three groups and each is working toward accomplishing their goals. The entire group will meet soon to update their progress.

Scholarship

Ombudspersons

A request was made to have Ombudspersons submit a report to ASC every month to quantify their tasks. The report will include number of cases, active cases, etc. In July 2008, they made six contacts, of which three are still active. A total of 19 hours was expended on the six contacts.

CSC Rep:

- CSC would like to adopt ASC’s Points of Pride document and adapt it for their use. No one was opposed.
- CSC has established their goals for the year which include compensation issues, personal professional development, and communication enhancement.
- CSC officers met with Dr. Dobb and Human Resources in July about concerns over elimination of classified staff positions. Human Resources indicated these decisions were based on operational needs and were not service related. In addition, they must adhere to the Ohio Revised Code and due to that, two classified staff positions were made administrative and two administrative positions were made classified. Human Resources will look into the possibility of part-time classified staff employees being asked to work 38-40 hours per week for weeks at a time.
- CSC officers met with President Cartwright and were also encouraged to get involved in the strategic planning process.
• The 360 degree evaluation concept seems to be supported by Human Resources. Beverly Stearns reported that when ASC met with Human Resources, they indicated they would create an information website listing 360 degree evaluations that are currently being used on campus and include links to additional literature.

Barbara Keller

• The Retirees Association Board will meet four times this year and Barbara will share the ASC Points of Pride with them. Mostly faculty attend these meetings. She shared with the Board information about her meeting with Dr. Baugher. The next Board meeting will be 9/17/08 with Larry Weiss to discuss the 100th anniversary.
• Jill Carr, who is on the presidential search committee, said there are plans to have input from members of the community in selecting a new president.
• Barbara Keller expressed her willingness to help disperse information and assist in dealing with the non-renewal situations BGSU administrative staff may face.

Old Business:

Clarence Terry Resolution. Susan Macias, Barbara Keller and Deborah Rice are working on this resolution. A draft was submitted and read. Motion to accept the draft by Steven Kendall, 2nd by Nancy Vanderlught. All approved. It is requested the resolution be read at a memorial to be held on 10/3/08 at the First United Methodist Church, Bowling Green.

New Business:

New constituent lists were requested. Joe Luthman and Kim Fleshman are working on it. New representatives do not have any lists and continuing representatives’ lists are out of date. It was suggested that in the meantime minutes and announcements be sent to the all administrative staff. However, the ASC listserv does not necessarily include all administrative staff. It was suggested that reconciling the ASC listserv be an ASC goal this year.

Good of the Order:

• There is a new university cell phone policy. A form and FAQ is on the CIO website.
• The change team is having communication week beginning 9/8 and ending 9/12. Participation is strongly suggested.
• The honors program is celebrating 30 years by having an auction on 9/5 in conjunction with the Student Art Festival.
• The Multicultural Center, University Library and the SMART program is having a welcome back event on 9/4 at 4:00 pm on the 7th floor of Jerome Library.

Jason Dunn made a motion to adjourn the meeting. It was seconded by Deborah Rice.

Next meeting is scheduled for September 4, 2008 in 207 BTSU.
Respectfully submitted by,
Sherri Orwick Ogden
ASC Secretary
Administrative Staff Council 2008-2009
Minutes: September 4, 2008

Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Shannon Bozigar, Jodi Devine, Donna Dick, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Mike Haechtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Mitch Miller, Connie Molnar, Jacqueline Nathan, Penny Nemitz, Steve Overholt, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Briar Wintersteen, Mary Beth Zachary, Sara Zulch-Smith

Co-Chair Kim Fleshman called the meeting to order. Announced that we will need to fill some positions and asked for suggestions.

Introduction of Subs:

Approval of August 7, 2008 Minutes: Motion made to adopt minutes as amended, (Beverly Steams made some amendments, clarifications on the Co-Chairs Report), made by Mary Beth Zachary, second by Judy Donald. A request was made to include the sample salads that were provided by dining services. Jeanne Langendorfer requested for a rewording of the ombuds report. All approved.

Guest Speaker: Apologies from CFO Sherri Stoll, due to scheduling conflict, she is unable to attend today.

Co-Chair’s Report:

Human Resources meeting, 12 August

- Updated Human Resources regarding the ombuds meeting with Conrad McRoberts to discuss administrative staff exit data. There is a difference in cost between bringing someone here to BGSU to train ($6000) as compared to sending ombuds to Capital University ($300 per person plus travel. The point was made that the cost of training should not be incurred by individual ombuds. This will be brought up at the next meeting with Human Resources.

- Kronos is currently being utilized for Classified Staff who currently punch a time clock in University Dining Services. Kronos is being used to captured actual hours worked and the Hourly Employee Time Report captures exception reporting.
- Donna Wittwer is willing to come and discuss health benefits and insurance. There may be some changes. They are looking at an 80-20 family plan and an 85-15 single plan.

Executive Committee Meeting:

- Discussed the Ferrari Award and the Fall reception. Dr. Carol Cartwright will be speaking and handing out the Ferrari Award. Nominations will be accepted until the 12th of September. Coach Denise Van De Walle, BGSU’s volleyball coach and the assistant coach of the USA Paralympics
sitting volleyball team will also speak. Larry Weiss will be at the next ASC meeting to discuss the Centennial Celebration.

Meeting with Presidential Search Firm:

• The Co-Chairs and Chair-Elect met with representatives of the presidential search firm Witt Kiefer. The same points discussed with Jill Carr were covered, including lists of challenges and opportunities, attributes, and qualifications we would like to see in a president. These lists were developed by the Executive Committee in collaboration with Jill Carr, administrative staff representative on the Presidential Search Committee. Also present were members of CSC and the President’s office. There was a frank discussion about the search process. Members of the search firm shared their positive perception of the culture at BGSU based on what they have heard in meetings with constituent groups.

Treasurer’s report:

• The budget forms for the committees will be e-mailed. The Treasurer’s budget will be distributed at the Executive Committee meeting. There is still discussion on where the money will be coming from for the Ferrari Award.

Chair-Elect Report: Sarah Zulch-Smith will be attending the Classified Staff Council meeting next week at Firelands.

Secretary’s Report: no report

Committee Reports:

Amendments: no report

Awards: Nancy Vanderlugt reported the committee is working with the Internal Affairs Committee on the Fall reception. The committee will also issue a Spirit Award this month.

External Affairs: Donna Dick has been elected chair. Don’t forget the Holiday parade!

Personnel and Welfare: A letter has been drafted for signature by the Co-Chairs requesting salary information from peer institutions. The committee is preparing requests to Human Resources for turnover information and a separation study. Sandy Mencer will work on the 360 degree evaluation recommendations with Barb Hoffman. The committee will request that Financial Aid, University Libraries, and Student Affairs share their evaluation forms. Bill Balzer, who is heading a Supervisor Leadership workshop, is interested to see the types of evaluation forms currently being used.

Firelands: Penny Nemitz reported Firelands still has an interim dean and is currently doing a national search. They have not formed a search committee. Firelands is putting together a production of the Wizard of Oz and also doing a program with the Boys and Girls Club.
Professional Development: Connie Molnar thanked all who volunteered to be on the committee and thanked those who helped secure the money for the four $250 awards.

Scholarship: no report.

Strategic Planning: no report. Mary Beth Zachary reminded everyone to find the time to attend the strategic planning groups. There is a lot of interesting information involved in these workgroups.

Health Wellness and Insurance: no report

Ombuds Report: The report is incomplete but there are at least four cases this month with two still active. The year to date time involves 25 hours. They will meet with Conrad McRoberts at Institutional Research on September 12th to discuss information sent by Human Resources on exit interviews.

Eight percent of ASC attended the town hall meeting conducted by the chairs of the Strategic Planning Group. The meeting was well paced and provided the opportunity for feedback.

Sandy Mencer will send out a URL to the ASC representatives that lists the concerns of a group of faculty members about recent practices by some University administrators.

BGSU Retirees Association: Barbara Keller reported the convocation is coming up and Larry Weiss will be the speaker. Barbara stated she will be more deliberate in voicing what employees need and conveying what they are saying to the Retirees Association. She suggested it would be in ASC’s best interest to have President Cartwright attend a meeting and have an honest discussion.

Old Business: The flexible scheduling memo is on the agenda for the next Human Resources monthly meeting with ASC leadership. It was determined that no communication plan exists, but the concept of a plan was endorsed. A request was made to the Amendments Committee to update page 43 of the Administrative Staff Handbook regarding flexible scheduling.

Mary Beth Zachary asked if a CSC liaison is moving forward with a statement on the 360 degree evaluations.

New Business:

It was asked about the status of a replacement for Dr. Dobb as the ASC advisor.

Jim Beaverson asked about changes at the state level in the alternative retirement program related to vendors. Jim will forward the information that he received to the Co-Chairs and they will bring it up with Human Resources.

Steve Kendall said that Faculty Senate did not discuss the Provost’s response. The bulk of the meeting was spent on the overrun of the budget and the way it was presented. The International programs cost $9.5 million more than budgeted over the last 10 years. Paul Hoffman and Mark
Gromko talked about this and went through the entire time span. This is what sparked the fee waiver e-mail communications.

Discussion ensued related to international student fee waivers, the cutting of programs, reorganization of personnel, and letters of non-renewal to staff. The question was raised as to why programs that have been successful, for example Springboard, were cut and where the remaining funds are going.

It was requested to schedule a special meeting with President Cartwright and reschedule the meeting with CFO Stoll.

CSC Rep: Violet Serrato was unable to attend today’s meeting and offered her apologies.

Good of the Order:

Mary Beth Zachary made a motion to adjourn; it was seconded by Laura Emch.

Next meeting is scheduled for October 2, 2008 in 207 BTSU.

Respectfully submitted by,
Susan A. Macias
Administrative Staff Council 2008-2009
Minutes: October 2, 2008

Members Present: Daria Blachowski-Dreyer, Shannon Bozigar, Nora Cassidy, Donna Dick, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Mike Hachtel, Barbara Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Sandra Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Violet Serrato (CSC rep)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: none.

Approval of September 4, 2008 Minutes: It was decided to review and approve the September minutes at the November meeting.

Guest Speakers:

Donna Wittwer, Human Resources

Donna gave a presentation on flexible spending accounts and changes in health care plans. Employees can make changes to their accounts and plans during open enrollment which occurs October 27, 2008 through November 21, 2008. For more information, go to Human Resources website.

Larry Weiss

Larry presented an update on plans for the upcoming centennial celebration. November 10, 2010 is BGSU’s 100th birthday.

(Due to time constraints during the meeting, the following reports were provided to the secretary in writing).

Co-Chairs Report:

09/16/08 Meeting with Office Human Resources. (R. Ferguson, K. Fleshman, M. Serio, B. Stearns, S. Zulch-Smith)

• ASC officers raised the question from last ASC meeting related to possible changes in the Alternative Retirement Program. R. Ferguson clarified no changes to ARP, but may be changes to tax-deferred annuities in terms of plan design with one common remitter (i.e., one group to whom employees remit), which would disseminate to other vendors.
• R. Ferguson confirmed that the Non-Compensation Conciliation Process is a top priority.
• Co-Chairs followed up regarding the status of the “flexible scheduling” memo revision. R. Ferguson will send the draft with her revisions to B. Stearns.
• K. Fleshman inquired about the potential for outsourcing. R. Ferguson acknowledged that the administration is reviewing Kent State University’s dining services model.
• Discussed the role of ombuds as relates to Conflict Resolution Group meetings. HR clarified the intent for the Conflict Resolution Group is to practice ombuds’ skills such as facilitating conversations through role-playing. HR reiterated the role of ombuds is to provide neutral problem solving and advocacy for fairness, rather than seeking resolution for any one employee. HR’s role is one of interpretation and enforcement of compliance with rules and policies. There may be times when both roles bump up against each other.
• HR announced open enrollment for healthcare begins October 27 and ends the Friday before Thanksgiving (11/21/08).
• HR announced they will be re-initiating training sessions and showing a new “Shots Fired” DVD, which has been tailored for use at universities.

Executive Committee Meetings (09/09/08 and 09/23/08).

• Discussed Fall Reception planning and budget, including Ferrari Award expenses.
• The Catastrophic Leave document resides with General Counsel.
• Ombuds reported on Conflict Resolution Group meetings, and asked officers to gauge HR’s perception regarding the outcome of those meetings.
• The Internal Affairs Committee brainstormed ideas for welcoming new administrative staff, including a letter, email message, welcome party, and recognition at Fall and Spring receptions.
• Members of Executive Committee are invited to meet new Board of Trustees member David Levey. RSVP to Co-Chairs.
• Will suspend individual, group, and committee reports during October 2 ASC meeting as will have two guest speakers: Larry Weiss re: Centennial Celebration, and Donna Wittwer re: changes in healthcare insurance and flexible spending accounts.
• Dr. Cartwright will be guest speaker during the November 6 ASC meeting.

09/10/08 Tri-Chairs Meeting. (K. Fleshman, F. Olson, B. Stearns, E. Williams)

• Ombuds: Discussed ways to help contain cost for ombuds training:
  - check American Association of University Professors (AAUP)
  - inquire at the University of Toledo’s Law School
Discussed jointly drafting a request to the President for ombuds training funds shared by the University and each constituent group. Training will not occur until Faculty Senate’s ombuds position has been approved. Classified staff’s ombuds position/charge has been approved by the Board of Trustees.
• Questioned increase of unemployment benefit costs stated in the last Board of Trustee Book. Classified staff will ask Sheri Stoll to clarify this at the September 17, 2008, CSC meeting.
• Discussed job security in all constituent groups: perception of long-term employees’ positions being eliminated within administrative and classified staff and faculty positions not being replaced. Discussed the elimination of some university programs. Constituent groups will continue to monitor and support each other’s efforts.
• Discussed employee exit processes and data. Exit interviews in HR conducted in groups as are logistical in nature (see handbooks). Exit statistical data (forms) sent to Institutional Research. Data reflecting whether resignations and retirements are voluntary may not be available.
• Agreed on the importance of keeping communication open without inciting confrontation as a way to strengthen trust among and between administrators and constituent group members.
• The three constituent group chairs are looking at the Commonly Shared Policies Handbook and its purpose.

09/12/08 Meeting with David Levey.

• Some members of the Executive Committee and one ombudsperson participated in the informal “meet and greet” session. Provided Mr. Levey with a copy of the Administrative Staff Points of Pride document. Mr. Levey stated concerns with the physical condition of campus facilities and has special interest and background in realty/housing and urban development.

Treasurer’s report: no report
Chair-Elect Report: no report
Secretary’s Report: no report
Committee Reports:

Amendments: The Amendments Committee has made proposed changes to the Administrative Staff Handbook to reflect the addition of Treasurer to the Administrative Staff Council Officers. Revisions are highlighted with a strike through for removed text. Once the Executive Committee approves these proposed changes, we will make these changes to the Administrative Staff Handbook. [Note: These changes reflect a previously passed motion and do not need to be brought before the entire committee for approval]

Awards: no report

External Affairs: ASC will be participating in the BG holiday parade again this year on Sat. Nov. 22, 2008 and that we will be in need of candy and people who would like to walk in the parade and pass out the candy. The theme this year is Holiday Reflections of the Future, and our committee will be deciding what we will be doing in relation to this theme soon.

Personnel and Welfare: The committee reviewed a draft of the revised non-compensation conciliation process. The revisions will go to the next Executive Committee. Salary information has not been supplied by HR, yet, to the Salary sub-committee.

Professional Development: Applications for fall 2008 Admin Staff Professional development awards were collected and reviewed by the Professional Development Committee. Twelve applications were submitted. The PD Committee awarded funds of $250 each to the following:

Mark Bunce, Director of Recording Services, College of Music
Brett Pogan, Capital Planning Assistant, Capital Planning
Mary Lynn Pozniak, Assistant Director, Academic Enhancement
Mark Krautheim, Associate Director, Training Director, Counseling Center
A more detailed report has been submitted to the ASC Chairs and Treasurer. Thank you to the PD Committee for their time and efforts and to the ASC Chairs and Exec Team for securing funding for this term.

Scholarship: no report

Ombuds: no report

Sandy Mencer made a motion to adjourn; it was seconded by Deborah Rice.

Next meeting is scheduled for November 6, 2008 in 308 BTSU.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary
Administrative Staff Council 2008-2009
Minutes: November 6, 2008

Members Present: Nora Cassidy, Jodi Devine, Donna Dick, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Michael Hachtel, Steve Kendall, Jeanne Langendorfer, Susan Macias, Connie Molnar, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rothsack, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Violet Serrato (CSC rep), Barbara Keller (BGSURA rep)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: Chuck Wiersma for Daria Blachowski-Dreyer, Lois Serfozo for Adam Bohland, Tony Howard for Mitch Miller

Approval of September 4, 2008 Minutes: A motion was made by Mary Beth Zachary to adopt the minutes. Connie Molnar seconded the motion. All approved.

Approval of October 2, 2008 Minutes: A motion was made by Steve Kendall to adopt the minutes. Laura Emch seconded the motion. All approved.

Guest Speaker Sherideen Stoll, Chief Financial Officer

Sherideen Stoll, BGSU’s financial officer was present to answer questions previously submitted to her by administrative staff representatives.

1. What is the status of the recovery of the stated $3 million shortfall resulting from the former Early Retirement Incentive Program?

There is no liability showing in the books so it is Sherideen’s assumption that this early retirement incentive program is paid back.

2. What scenario-based plans are in place to address future shortfalls (e.g., decrease in enrollment, increase in energy costs, general state of the economy)? BGSU has contingencies built in for various what-if scenarios like catastrophic disasters.

BGSU does build a certain amount of contingency for unforeseen costs like catastrophic events or increasing energy prices. However, it’s not a significant amount.

3. Will there be a change in the funding model? When will it change? How will it work? Will we experience shortfalls from the transition? If so, how much?

The state funding model will change effective 7/1/2009. Previously, the model was based on enrollment on the 15th day of classes. Under the new model, enrollment will be counted at the end of the semester. There will be no funding for grades below a D. Various university mission-specific goals, degree completion numbers, and accountability measures will also be a consideration in determining state funding.
4. Would you please outline the realignment of positions in the Finance and Administration area, including the cost/benefit, and do you anticipate additional realignment?

There are a lot of positions that have been moved or realigned. We were trying to group related functions together. For example, all accounting functions would be grouped together, business operations functions would be together and administration positions would be grouped together. Overall we believe this will realize a tremendous cost benefit. Additional realignments are expected. We still have functional units in separate areas that most likely will be pulled together at some point.

5. Please reflect on the current state of the Financial Management System.

FMS is a challenge, but it is not unsolvable. It is going to take time. One of the challenges that complicates things is we do not have the student information running and stable. This prevents us from making many desired improvements in FMS. We are looking for things we can do that can yield better data and make our daily functions easier.

6. When do you anticipate that scholarship information for incoming freshmen will be made available from Noel-Levitz? What will be the implications of Noel-Levitz’s new plan for current students who are receiving scholarships?

Admissions is already on the road and has the scholarship information. One of the things we have learned from Noel-Levitz is that this is not something that is done one time. This part of our activities is something we will have to pay attention to and refine forever. Every year this is something we must continue to evaluate. There are years we will get it right and there will be years we will get it wrong.

7. We understand the need for a temporary hiring freeze, which we believe is better than laying off individuals; however, we are concerned about what criteria will be used to determine which vacant positions will have the funds swept and which will be deemed essential/required (e.g., to keep a service operational or an office open) as some areas may have more position vacancies and be more adversely affected than others.

   a. Will the money swept from positions be gone for only this year or permanently?
   b. What types of cut backs in services or operations will be tolerated and supported by the administration when positions are not filled?

There are concerns about the criteria. In most institutions, including ours, the department and division heads are asked to exercise a tremendous amount of judgment - particularly in auxiliary areas. What we are trying to do is insure that as requests for exception are brought forth by a division head, there is a conversation between that person and the president so there is some consistency and a real analysis and balanced discussion takes place. Because we have so many different situations, it is very difficult to just have one set of criteria and apply it to everyone.

   a. The money will be swept during the time the freeze is in place only. Once the freeze is over, the dollars that remain unspent in the current year will still be there and on July 1 the entire
amount of those dollars will come back.
b. This is a very difficult question to answer. Sometimes it’s difficult to determine what not to
cut until you’ve gone too far. Miami is facing a 21 million dollar deficit and is planning cutting
decisions to cut certain areas may be made that, after the fact, are determined to be
too much. Making these decisions is not a complete science and involves judgment of many
individuals. I hope that if you are faced with making these decisions, you have many
conversations and exercise judgment.

(Due to time constraints during the meeting, the following reports were provided to the secretary
in writing).

Co-Chairs Report:

10/08/08 Employee Constituent Group Leaders (Tri-Chairs) Meeting (F. Olson, B. Stearns, E.
Williams)

- Ombuds. Still pursuing cost savings strategies for ombuds training. Plan to draft a request to
the President for ombuds training funds shared by the University and each constituent group.
Training will not occur until Faculty Senate’s ombuds position has been approved.
- Public Records: Records Retention and Records Requests
  - B. Stearns identified the URL for the electronic records tutorial
    www.bgsu.edu/colleges/library/cac/uirchives/rm/page47538.html and for the BGSU Records
    Manual www.bgsu.edu/colleges/library/cac/page39987, both located on the Center for Archival
    Collections web site with other information related to records retention and management.
  - Proposed two possible service goals for this group: (1) compile a public records ready reference
document, and (2) sponsor a seminar on records requests and records retention in the spring
semester. Suggestions for panel participants include General Counsel Sean Fitzgerald to address
records requests and interpretation of the law; Head Librarian of the Center for Archival
Collections Steve Charter to address records retention and the BGSU Records Policy; Registrar
Christopher Cox and Dean of Students Jill Carr to address student records, FERPA, grades/grade
appeals; and Chief Information Officer Bruce Petryshak to address records security. E. Williams
will contact the President’s Office and the Provost’s Office in this regard.
- Other Issues
  - F. Olson reported CSC interest in re-issuing survey questions that were used in the 2003-04
self-study by the Office of Human Resources. CSC believes the survey results do not accurately
portray the perceptions of classified staff members, as the survey was distributed to 222
community leaders. B. Stearns declined the offer to involve ASC/administrative staff in the
survey effort at this time, as ASC is focusing on accomplishing prioritized goals that will
enhance opportunities for improving administrative staff welfare.

10/21/08 Meeting with Office Human Resources (R. Ferguson, K. Flesnman, M. Serio, B.
Stearns)

- Co-Chairs followed up regarding the status of the “flexible scheduling” memo revision. Stearns
sent the revised memo to Ferguson, who will take to Dr. Cartwright for next Cabinet meeting,
and mail memo (on HR letterhead) to VPs, Deans, Chairs, and Directors.
• The NCC document remains top priority with R. Ferguson, who will meet with M. Zachary on 10/22 to preview the revised document, then with the Co-Chairs in two weeks to discuss the process for moving forward.
• The Co-Chairs inquired about the status of the Catastrophic Leave Program. HR believes that the paperwork resides with new General Counsel Sean Fitzgerald.

10/14/08 and 10/28/08 Executive Committee Meetings

• Donna Dick presented information about the BG Holiday Parade on Nov. 22, 2008. Brainstormed the ASC theme: “Give the Gift of Education.” K. Fleshman will donate her vehicle; M. Zachary will lend a cap and gown; need contributions of candy and more caps and gowns.
• Developed a list of topics for President’s Panel Meeting on 10/30/08.
• Began developing questions for Interim President Cartwright, guest speaker at 11/06/08 ASC meeting (subsequently notified that Dr. Cartwright had to postpone to January 8).
• Co-Chairs updated committee members regarding the meeting with OHR (see above).
• Discussed ideas for disseminating the “Flexible Scheduling Memo” to all constituents, including presenting it during 11/06 ASC meeting.
• Discussed vacant ASC seats: Gross, Saviers, Work.
• Discussed representation on President’s temporarily expanded Cabinet: Cassidy, Fleshman, Green-Churchwell, Molnar, and Short Stearns.
• Developed ASC agenda items 11/06/08.
• Reminded members regarding invitation to attend Faculty Senate sponsored forum with Cartwright, Stoll, and Baugher on 10/28.

10/28/08 Faculty Senate Fall Open Forum

• Interim President Cartwright addressed the state of the University, state mandates, and the status of the presidential search.
• VPFA Sherideen Stoll addressed the financial state of the University and the new University System of Ohio funding proposal, including the potential impact for BGSU.
• Provost Shirley Baugher addressed the status of enrollment at BGSU (aided by Guzman), the status of international students and programs, the general education review to be conducted by consultants Keeling and Associates, and the status of developing additional centers of excellence (e.g., the Health and Wellness Across the Lifespan proposal in under final review).

10/30/08 President’s Panel
• This group meets at the call of the President, at least once each semester during the academic year, and is advisory to the President on matters concerning the welfare of the University. Panel is composed of the President, Provost/VPAA, one additional administrator appointed by the President, two officers each of the ASC and CSC (normally Chair and Vice-Chair), the Chair, Vice-Chair, and Secretary plus one elected member of the Faculty Senate, and selected representation from USG and GSS. Each representative group provides topics in advance for discussion. ASC Executive Committee developed a list of topics ranging from our concern regarding the potential for a reduction in the workforce to our concern why BGSU is the only public institution in Ohio showing a decrease in enrollment to a concern shared with GSS
regarding directives for attracting non-traditional and online learners/increasing course offerings to a perceived conflation of the data showing growth of administrative staff numbers (IR revised Oct. 2008 Salary Expenditure and Positions by Category).

Treasurer’s report:

The normal Load in July 08 was $8561.00
Transferred back to EVP $2197.00

Total bills accounted for
Fall Reception $ 774.37

Expecting additional expenses
For flower

Other expenses this year:
[Spirit Awards two months] $ 15.62

Phone Charge
[carry over from last year] $ 17.25

Town Hall meeting in August $ 194.25

Total left in budget: $5362.51

Regarding foundation accts:

Scholarship $108,317.49
Endowed amount $100,264.17
Spendable amount $ 8,234.26

Two other discretionary accts: $ 104.54

Chair-Elect Report: no report

Secretary’s Report: no report

Committee Reports:

Amendments: no report.

Awards: The Awards and Special Recognition Committee has two new members: Janice Twork and Robin Veitch. September’s Spirit Award was presented to Annette Badik who works in the Career Center.

External Affairs: no report.
Personnel and Welfare: The Salary Subcommittee has developed a survey that went out to multiple schools to hopefully gather comparative information to use later. The NCC draft has been shared with HR for their initial reactions/perceptions of the process. ASC leadership will meet with Becca Ferguson this week to discuss. 360 Degree evaluations is beginning its work.

Professional Development: no report.

Scholarship: The Scholarship Committee is currently accumulating raffle prizes for the scholarship raffle.

Ombuds: October Activity
There were 7 cases and 17 hours activity (may include time not spent on cases). The year to date time is 66 hours.

September Activity
There were 5 cases and 24.5 hours activity (may include time not spent on cases). The year to date time is 52 hours.

Good of the Order:

It was asked that the information below be included in the minutes:

Relatively high levels of underperformance for many first year students. Although responses on the BGSU Freshman Survey suggest that most students are very optimistic about making at least a “B” average, the spring semester 2008 cumulative GPA for the entire class was only 2.10. Women achieved higher GPAs than men, and significant variations were noted by academic divisions. For example, freshman males in A & S earned a 1.94 while the GPA for their female counterparts was 2.15. The overall freshman spring averages in the three largest colleges were 2.04 (A&S); 2.05 (BA); and 2.16 (Education).

As previously highlighted in the data summary section, 15.4 percent (498 students) of the 2007 freshmen cohort were placed on academic probation after the first semester because they achieved less than a 1.50 GPA. This level of underperformance is surprising in view of the relatively high scores on all five NSSE benchmarks and the general levels of satisfaction students express about interactions with and support from most of their instructors.

Poor performance for some students may be attributed to very low grades in traditionally high risk courses – courses where 30 percent or more earn D’s, F’s, or W’s. Examples of high levels of underperformance were noted in certain sections of ARTH 145 (32%), CHEM 110 (41), and MATH 112 (49%). In addition, with the exception of mid-terms, most freshmen interviewed by the consultant stressed that they had very few clues as to their class standing (i.e., grades) because they had very few graded assignments and tests.

Susan Macias made a motion to adjourn; it was seconded by Deborah Rice.

Next meeting is scheduled for December 4, 2008 in 207 BTSU.
Respectfully submitted by,
Sherri Orwick Ogden
Secretary
Administrative Staff Council 2008-2009
Minutes: December 4, 2008

Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Shannon Bozigar, Jodi Devine, Judy Donald, Jason Dunn, Laura Emch, Michael Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Mitch Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Briar Wintersteen, Mary Beth Zachary, Sara Zulch-Smith, Barbara Keller (BGSURA rep)

Co-Chair Beverly Stearns called the meeting to order.

Introduction of Subs: none

Approval of November 6, 2008 Minutes: A motion was made by Denise Kisabeth to adopt the minutes. Susan Macias seconded the motion. All approved.

Guest Speaker D.J. Kern-Blystone – Money Matters:
D.J. Kern-Blystone with the School of Teaching and Learning provided the first of several presentations focusing on managing and budgeting money – particularly in tough financial times. A helpful resource can be found at www.practicalmoneyskills.com <http://www.practicalmoneyskills.com> . If you are interested in further information, please contact D.J. at djkern@bgsu.edu

Guest Speaker Jazmine Bennett, Vice President of the Environmental Action Group:
The Environmental Action Group is proposing assessing students an optional sustainability fee or green fee of approximately $5 per semester. The funds would be used to decrease BGSU’s carbon footprint. The proposal is in the planning process and will be presented to the Board of Trustees the end of the Spring 2009 semester. The group is looking for committee participants and for proposal supporters. Jazmine can be contacted at: jazminb@bgsu.edu or 634-497-5296.

Co-Chairs Report:

10/30/08 President’s Panel

• This group meets at the call of the President, at least once each semester during the academic year, and is advisory to the President on matters concerning the welfare of the University. Panel is composed of the President, Provost/VPAA, one additional administrator appointed by the President, two officers each of the ASC and CSC (normally Chair and Vice-Chair), the Chair, Vice-Chair, and Secretary plus one elected member of the Faculty Senate, and selected representation from USG and GSS. Each representative group provides topics in advance for discussion. ASC topics covered follow:

1. There is growing concern regarding a potential upcoming reduction in the workforce, particularly in administrative staff positions, given the current fiscal crises at BGSU and at the state level. The hiring freeze is a preventative step against workforce reduction; will be asking employees for ideas related to cost savings and revenue generation.
2. Is the catastrophic leave process moving forward within the original time line for implementation? The plan is under review by General Counsel with the goal of reaching Cabinet before the holidays, and the Board of Trustees for the February meeting.
3. Why is BGSU the only public institution in Ohio showing a decrease in enrollment numbers? On an individual level, we all assume a role for increasing enrollment, but what initiatives are being considered at other levels to rectify this problem? There have been missteps, including an over commitment on institutional financial aid; strategies for targeting students who need financial aid not sophisticated—not quick enough on the Cleveland demographic. Using more sophisticated tools recommended by Noel-Levitz to fill the enrollment funnel at the front end. If look at 10 year trend, BGSU's enrollment increased 12.5% and UT's increased .5%.

4. The perception exists that administrative staff numbers are growing. If this is true, where? Data recently provided by the Office of Institutional Research (revised October 2008 Salary Expenditure and Positions by Category) seems to conflate “administrator” with “administrative staff.” Success Challenge funding blip appears as a spike in administrative staff. Suggested consulting with Bill Knight and Rebecca Ferguson about conflation issue.

5. Is it a priority to attract non-traditional and online learners? If so, what directives are being given to recruit and market to these groups? (Answered in part through response to similar GSS question—ran out of time.) Encouraging departments with incentives to offer courses during evening and online. Faculty are creating new [synergistic] shells that can be used by other faculty.

11/12/08 Employee Constituent Group Leaders (Tri-Chairs) Meeting (K. Fleshman, F. Olson, B. Stearns, E. Williams)

1. Public Records Management: Records Retention and Records Requests

Moving forward with sponsoring a seminar on records requests and records retention in the spring semester. Suggested panel participants include General Counsel Sean Fitzgerald to address records requests and interpretation of the law; Head Librarian of the Center for Archival Collections Steve Charter to address records retention and the BGSU Records Policy; Registrar Christopher Cox and Dean of Students Jill Carr to address student records, FERPA, grades/grade appeals; and Chief Information Officer Bruce Petryshak to address records security. E. Williams will contact the President’s Office and the Provost’s Office in this regard.

1. Other Business

• E. Williams reported that faculty members are working on a sanctions policy with the goal of making penalties more equitable. The next Provost’s forum will be held on 11/20/08. A panel discussion by AAUP on faculty collective bargaining and shared governance will be held on 11/21/08.
• The group discussed a survey issued by the Office of Human Resources asking preferences for a years-of-service awards ceremony, given the lack of funds.

11/18/08 Meeting with Office Human Resources (R. Ferguson, K. Fleshman, M. Serio, B. Stearns)

• The “flexible scheduling” memo has been distributed to VPs, Deans, Chairs, and Directors. R. Ferguson also provided a copy to Dr. Cartwright.
• The NCC document is undergoing minor revision following a courtesy review by OHR.
• Estimated savings resulting from the hiring freeze approximate $600,000.
• If a staff member wishes to volunteer for the simulated shooter activity in January, it will be up to the supervisor to authorize release time/paid time. An analogous example would be volunteering for
President's Day activities.

11/25/08 Executive Committee Meeting (top)

- Discussed officers’ meeting with OHR (see above).
- Discussed highlights of the BG Holiday Parade, and possibly combining efforts with CSC next year.
- Reported on topics covered at the Constituent Group Leaders (Tri-Chairs) meeting.
- Discussed the President’s Panel meeting (see above).
- Discussed initiatives related to enrollment management covered during the President’s Advisory Council information session.
- Decided to conserve funds by not holding an ASC holiday luncheon meeting.
- Developed ASC agenda items 12/04/08.

Treasurer’s report: (top)

The normal Load in July 08 was $8561.00
Transferred back to EVP $2197.00

Total bills accounted for
Fall Reception $843.27 less than projected

We received carry over from last year $2501.57

Expenses for scholarship raffle $87.50
Spirit awards $90.62
Professional Development $1000.00

Other Expenses $211.50

Total left in budget: $6632.78

Regarding foundation accts:

Scholarship $108,627.84
Endowed amount $100,393.34
Spendable amount $8,234.50

Two other discretionary accts: $104.58

Chair-Elect Report: no report

Secretary’s Report: Approved minutes will be put in email format with quick links for representatives to send to constituents. This is designed to more effectively inform constituents and well as increase communication between representatives and constituents.

Committee Reports:
Amendments: no report.

Awards: There have been no nominations for spirit awards. It may be necessary to place a reminder in the campus update.

Internal Affairs: We have had several meetings since the fall reception and the committee has generated ideas for increasing communication with constituents which is one of our goals for the year. One idea was to have suggestion boxes outside of reps doors or via campus mail so comments and suggestions can be anonymous. Jason has put a draft of the email and we’ll be sending that to the reps soon. We are also starting to prepare for the upcoming elections and reviewing the orientation packet.

External Affairs: ASC participated in the Bowling Green City Parade on Nov. 22, and our theme was Education: the Key to the Future. We decorated Kim Fleshman’s van with tinsel, the two ASC banners, posters displaying our theme, and graduation caps, which several people donated for the event. Plenty of candy was also donated. There were four people from ASC and 2 others who participated in event. Thank you to everyone who helped with this event. We hope to have one other community event this year and we are looking into the Teen Center.

Personnel and Welfare: The PWC Committee met and reviewed progress toward goals. The second revision of the NCC is underway. The Salary subcommittee is awaiting response from their survey.

Professional Development: no report.

Scholarship: In the process of finalizing raffle prizes and raffle announcement - which will be distributed to the BGSU community after the Christmas break.

Ombuds: November 2008 Activity
3 contacts
no ongoing cases
5 hours of activity
71 hours of activity, year-to-date

BGSU Retiree Liaison: Two weeks ago was the retiree luncheon where the speaker was Gary Hess. Gary is putting together a history of BGSU and will be getting that ready for the 100th anniversary. Barbara Keller has been asked to do a history of student affairs and will be working with Gary after the first of the year. The BGSU retirees are very concerned and interested about what is happening at the university and are attending the appropriate forums to assist with administrative staff issues as retiree representatives.

Flexible Scheduling – a memorandum was distributed to all Vice Presidents, Deans, Chairs and Directors regarding flexible scheduling for Administrative Staff. The memo is included in these minutes below.

Denise Kisabeth made a motion to adjourn; it was seconded by Briar Wintersteen.

Next meeting is scheduled for January 8, 2009 in 207 BTSU.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary
MEMORANDUM

TO: Vice Presidents, Deans, Chairs, and Directors

FROM: Administrative Staff Council and Office of Human Resources

SUBJECT: Flexible Scheduling and/or Variable Work Hours

DATE: October 24, 2008

We are writing in partnership to inform you of a change to the Administrative Staff Handbook regarding flexible scheduling and/or variable work hours for administrative staff, who, on occasion, may work beyond a 40-hour work week.

On March 23, 2007, the Board of Trustees (BOT) approved the following policy, which is now incorporated in the Administrative Staff Handbook (page 23):

**Flexible Scheduling and Variable Work Hours**

Administrative Staff are salaried employees of the University who perform to complete the duties and responsibilities of their job description, rather than serving a specified number of hours per day, week, or year. Under normal circumstances, a full-time administrative staff member is expected to work 40 hours per week. There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations. The overriding concern of a department must, of course, be the effective conduct of its business. Because of the nature of the University and the specific job responsibilities of Administrative Staff, they may work at times other than the normal office hours (Monday through Friday 8:00 am to 5:00 pm). It is also recognized that Administrative Staff positions may, from time to time, require extraordinary time commitments to enable work to be completed in a timely manner.

In the event of extraordinary time being worked, if the department head determines that office business will continue to be conducted in an effective manner, reasonable requests for scheduled time off or the varying of scheduled working hours may be submitted to the Supervisor by the employee. Approval of this request by the Supervisor would not require the use of any recorded leave.

On April 20, 2007, the President’s Compensation Group approved developing and implementing a communication plan that would encourage supervisors to honor requests made by administrative staff members for flexible scheduling and/or variable work hours. On April 23, 2007, President Ribeau endorsed the concept of a communication plan during a meeting with the Administrative Staff Council.

This memorandum serves as the vehicle for communicating with University supervisors regarding flexible scheduling and variable work hours for administrative staff. We respectfully request your support and consistent application of flexible scheduling and/or variable work hours for administrative staff in all units within your area.

cc: C. Cartwright
Sherri Orwick Ogden
ATE Program Representative

BGSU
14 College Park Office Building
Bowling Green, Ohio 43403
ATE Website <http://ideal.bgsu.edu/programs/ATE/index.php>
toll free 1.800.328.0901, 419.372.9676
* ate@bgnet.bgsu.edu
419.372.8667 fax
Administrative Staff Council 2008-2009
Minutes: January 8, 2009

Members Present: Jim Beaverson, Daria Blachowski, Adam Bohland, Shannon Bozigar, Nora Cassidy, Jodi Devine, Donna Dick, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Mike Hachtel, Barb Hoffman, Steve Kendall, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Connie Molnar, Jacqueline Nathan, Penny Nemtiz, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Beverly Stearns, David Steen, Kurt Thomas, Nancy Vanderlugt, Briar Wintersteen, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Violet Serrato (CSC Rep), Guests: Greg Guzman, Joe Luthman, Robin Belleville, Tony Howard

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: David Raska for Mitch Miller, Tony Howard for Tony Short, and Mark Anderson for Beth Nagel

Approval of December 2008 Minutes: A motion was made by Mary Beth Zachary to adopt the minutes. Laura Emch seconded the motion. All approved.

Guest Speaker – President Cartwright

1. What has been your best experience at BGSU so far?

It is difficult to name the best experience but I do think there are many “bests” that focus around the people here and the strong sense of commitment and community. We really need to be intentional about making sure we are a community of learners. Presidents, Deans, Staff, Students – everyone should see themselves as learners. I sense there is a commitment here to do so and people are genuine about their commitment to the community and the mission of the University. I see it playing out in many different ways every single day. The community should be proud that we try very hard to do what we say. We try to make our mission, our values and our goals come alive – and I take great pride in this.

2. With the exception of yourself, would you comment on the number of leadership positions that are interim appointments, and what affect this might have related to (a) the perception of BGSU at the state level and by Presidential candidates, (b) the conduct/momentum of our mission, and (c) how well we are positioned to achieve USO mandates?

The number of interims does not affect our ability to be responsive to the expectations in the University System of Ohio Master Plan. I have no sense -- from my interactions with policy makers in Columbus -- that they see any
difference in our commitment because of interim positions. We are asked to focus on getting more individuals into college, keeping more graduates in Ohio, and attracting more baccalaureate degree holders into the state. None of that is new for us nor is it dependent on the number of interims. The interims have to perform their jobs at 100%—it’s just that they are doing it for an interim period of time. The responsibilities and expectations are not diminished. The State is asking us to document our progress against twenty different accountability measures that are grouped into four categories: access, quality, affordability and efficiency, and economic leadership. The ways in which we have to document our progress may be different—but none of those expectations are new for us. We already have these expectations for ourselves and will continue to achieve these goals whether a person is in an interim or permanent position.

The perception of BGSU by presidential candidates is, of course, now a moot point. But, there is something to be said here in terms of my thinking—and the thinking of the Board of Trustees. I have been focused on creating a great transition year and assuring we are doing the right things with respect to the USO, to our own mission and expectations, and ourselves—but also as a way to create a wonderful platform for a new individual to come in next summer and lead BGSU as our next president. Being president beyond the one year certainly was not on my mind—even though I was regularly asked if I would consider a two year extension to get the university through the next biennium budget. I was systematically negative about that request. However, the economic condition has become very, very serious. We have had three state budget reductions in the current biennium totaling around two billion dollars. The projection for the state deficit for the next biennium could be as high as seven billion dollars. That will depend on the state portion of the federal economic stimulus package and whether it provides flexibility or is tied to certain aspects of the state budget. In the best of all worlds, there would be a flexible, robust component for the states. The university presidents in Ohio are actively supporting the governor in his request for that flexible, state support. But even with a very robust federal package, there is still a deep hole in the state’s revenue projection in the next biennium. This past year we were buffered from cuts because of the compact public higher education made with the governor—that if we held tuition increases at zero, he would protect our state support. He has honored that compact through three budget reductions.

The governor has not been able to protect us on the line items, however. Line items are important to our operating budget. They are factored into the budget as if they were basic state support. They have been there long enough that we have become dependent on them. There are a couple of very big ones for us—Success Challenge dollars and support for the library repositories—are two examples. In great irony, we are being encouraged to look at efficiencies and yet one of the components of efficiency—the regional repositories—might be cut.

Because of the financial situation, I felt I had to re-think my response to the Board
of Trustees request for a two-year extension. We have had a significant
deterioration in the financial circumstances of the nation, state, and the university
since I agreed to be here for this one-year transition period last June. This -
coupled with the number of individuals in interim positions and the provost’s
resignation – created a tipping point. With the number of senior positions filled
on an interim basis, I began to re-consider my decision and think about how I
could be a part of the community and help BGSU move through these transitions
on a slightly longer timeframe.

The issues of interim positions are important in some ways as I have just
described, but I don’t think it puts us at a disadvantage in terms of conducting
our mission or how we are perceived in Columbus because expectations haven’t
really changed.

In addition, I respect the provost’s decision that – at this time of her life – her
family and personal priorities had to prevail. I am pleased she is helping us
through this first couple of months of transition so we don’t lose momentum. I
am meeting Monday to talk about how we put a provost search together.

3. Thank you for communicating openly and regularly with the employee constituent
groups regarding state budget and economic realities and the implications these
challenges will have at BGSU. Of the planning scenarios you shared with us in your
December address to the Faculty Senate, several staff members are deeply concerned
by and focusing on this: “…there will likely be lay-offs and that we will also need to keep
hiring in key areas.” The context was the commitment to support our core mission.
Would you elaborate on the criteria being used for determining what are the key areas
that will be protected/what are the areas that may be subject to lay-offs, given strategic
planning is still in process?

I intend to continue open and regular communication. The responses on the
Great Ideas website are extremely helpful. We are providing responses to each
idea and will post them on the website so people can see what is suggested and
what we are doing with the suggestions. The other part of the open
communication has been focused on the operating budget. There are still many
moving parts. My commitment is to give you what I know when I have it. Right
now, there is not a lot that is new. We don’t know what the budget deficit will
be. The budget is driven by three main variables: state support (SSI), tuition, and
enrollment. Changes in each of these areas affect our budget. We are modeling
a 10% reduction in state support across two years - but that doesn’t mean that is
what it will be. In addition, we don’t know if we will be allowed to raise
tuition. We have to look where we are positioned with our competition and what
constraints we have. There are some schools that are loading “fees” onto
students. We need to have parents look at actual comparisons of total costs –
not just the tuition rate. It’s not just the tuition – it’s the tuition, fees, and
scholarships or grants, etc. We need parents to look at the net cost and not the
sticker price. We have to be very sensitive about our tuition because we are
perceived as a high-priced institution. That may not be the case when considering fees other institutions are charging. Nevertheless, our decisions regarding tuition will matter in regard to the operating budget and we'll know a little more about our SSI and line items after the governor presents his budget proposal. The Ohio house and senate will debate his proposal and at each step of this process we will receive more information about what is likely to be the outcome. It will be stressful. We have to keep watching enrollment – because enrollment drives tuition revenue and the SSI. The state is changing the formula to become gradually less enrollment driven but it will still be largely enrollment driven. We look at this every day and are trying to work together as a community of public education so that we don’t have divergent statements and proposals regarding tuition.

We have to make the best decisions about where we make our budget reductions in order to maintain the mission and priority of the university. We have a very decentralized budget process – as most higher education institutions do. We rely on our vice presidents and deans to make the best decisions based on their priorities as they align with university priorities. Although we don’t have a new university strategic plan, we do have an existing plan, a mission, and a sense of values. We are not without guidance even though the new plan is not completed.

With respect to administrative staff and the commitment they have to the university, we have a very special challenge. The notice provisions require us to inform individuals whose positions may not be continued for the next fiscal year by December of the prior year. December is a very difficult time to send anyone a notice that a position might not be continued. Yet we are trapped by our own policy to make these notifications in December. If we had a different notice period, we might have more information upon which to make decisions. But, we had to plan for a serious reduction because we could not be caught in April unable to do anything. I know a number of individuals who have received letters but have had personal conversations regarding a possible employment continuation after we know more about what is likely to happen with the State budget. But, at this point, our hands are tied. We would all be better off if we had a more flexible policy that enabled us to have more information before we have to make these decisions. We plan to move forward to see if we can create that.

These are the realities and they aren’t pretty or easy for anyone. But, we can’t ignore them. You can’t get six million dollars out of a budget our size without looking at positions. We are a labor intensive organization. We are especially challenged that sixty percent of our budget is in academic affairs where a great deal of our core mission is centered and has to be delivered. We have a very challenging situation and we have to turn our attention from getting through to what we have to invest in. Obviously we have to reduce costs somewhere else in order to be sure we have investment resources in areas that will allow us to grow, improvement enrollment, and bring in more revenues.
No one enjoys this. We have to be prepared to make the best decisions we can based on the information we have and then be able to adjust our decisions as the information changes. We were faced with some very last minute cuts in Success Challenge. Letters that arrived at an inconvenient time were Success Challenge related.

We agree that how the notice is delivered is very important. As a cabinet, we were committed to having as much face-to-face interaction as possible with these notifications but are aware that in some cases, regretfully, that didn’t happen.

Program cuts are possible in the second year of the budget biennium. Because we’ve been watching vacancies and have a hiring freeze, we’ll have some flexibility in the first year of the biennium. However, if there isn’t a turn around in the state resources – during the second year we will have exhausted the flexibility provided by vacancies and open lines and will have to look at other options.

With the market what it is, we also have to expect less from endowments to support our programs. This is especially worrisome in terms of student scholarships. The market has dropped so dramatically that there are not enough earnings in many endowments to transfer into the scholarships. We are having some success asking donors to – on a short term basis– write a check as opposed to putting it into the endowment. We are asking others to think about doing that in a general pool. We are calling this Sustaining Tomorrow’s Scholars and we have had a positive response.

4. Is the University actively pursuing online and blended learning initiatives? If so, how is the directive being communicated from the administration university-wide? How are we recruiting for and marketing these programs?

We are aggressively pursuing online and blended learning programs. We are at an all time high for online enrollments. We now reach more than 7500 students with about 500 online courses at both the undergraduate and graduate levels. We have two degree completion programs that are fully available online – Bachelor of Liberal Studies and a Bachelor of Science in Technology/Advanced Technological Education. We have active initiatives underway to expand the enrollment in online learning. New markets, for example, are the military and emergency personnel. We have six new degree completion programs in development and a very innovative first-year program that could be delivered online that would be responsive to the governor’s senior to sophomore initiative – where we could deliver to high school seniors the first year of college in an online format. So, we are trying to think about our capabilities in online and blended learning in relation to the expectations of the USO for partnerships with community colleges, high school student programs, and so forth. And we are actively working with community colleges for 2+2 programs – both online and blended. We are trying to maintain our capacity in the division of Continuing and
Extended Education where we have instructional designers to assist faculty. In addition, there is an ambitious marketing initiative underway to make sure we get the message out about our online and blended offerings to a significantly expanded audience. We are working with the military, for example, where we could touch as many as 250,000 people (they won’t all enroll!). Our enrollment would look different this year if it weren’t for the growth in online learning.

5. In the time that you have spent as President, what are other thematic concerns you are hearing, and what changes do you anticipate will alleviate these concerns?

I believe we have already covered this topic so I’ll move on to the next question.

6. Based on your experience as a university president and what you now know about the culture and operations of BGSU, what qualities do you consider most critical in our next president?

Well – this question is somewhat moot now. However, I think the search committee did a splendid job writing a specification that communicated the needs of the university and made it clear we were looking for an individual that meets those needs. It’s about the fit – the alignment of what a university needs and what an individual has to offer. I hope that as we get into the next search, that will be front and center the way it has been this time. I do think we’ll have an opportunity to start earlier so that someone could be engaged with us even as I am preparing to depart.

7. When you leave, what do you think BGSU will look like—what do you hope will be your imprint?

Now there is more time to have an imprint and make a difference. My hope is that we will have emerged stronger from a very challenging time as a community and that everyone will understand why we had to make some very difficult decisions. I hope we can take great pride in continuing to make strategic investments even as we deal with very difficult budget challenges. I think the budget challenges will be with us for the two years. Our challenge will be to use the situation in the most creative way to maintain what is valuable to us and make sure we have opportunities to make new investments where we can expand our mission and grow our enrollment.

Thank you for the opportunity and thank you for the ongoing commitment you have to the university. I understand times are tough and that you are all concerned. We are as well. But, to repeat what I said earlier, we cannot ignore the realities. We have to plan for the worst and hope for the best — and make sure we come out stronger. I’m convinced we can because there are many great people at BGSU including the administrative staff.

Co-Chairs Report:
12/05/08 Board of Trustees

- K. Fleshman addressed the Board on behalf of ASC: (1) Announced the distribution of the “Flexible Scheduling and/or Variable Work Hours Memo” to BGSU VPs, Deans, Chairs, and Directors. Reiterated the policy approved by the BOT on March 23, 2007. (2) Mentioned that we are looking forward to Board action in 2009 on the resolution to rename the President’s Leadership Academy the Sidney A. Ribeau President’s Leadership Academy as part of a comprehensive plan to honor Dr. Ribeau.

- ASC officers attended the Educational Session at 9 am, which included (1) an overview of the BGSU HB 251 Energy Conservation Plan by Steve Krakoff, and (2) the proposal for a Health and Wellness Across the Lifespan Center of Excellence by Dean Linda Petrosino.

- K. Fleshman and B. Stearns attended the Financial Affairs/Facilities Committee meeting (revised University Naming Policy, approval of adoption of BGSU 403(b) Plan, approval of BGSU HB 251 Energy Conservation Plan); and S. Zulch Smith attended the Academic and Student Affairs Committee meeting (personnel changes since Oct. 3, 2008, and merger of Environmental Health and Environmental Studies Programs).

12/09/08 Executive Committee Meeting

- Discussed questions for the President (ASC 01/08/09 meeting).
- Developed ASC agenda items 01/08/09 meeting.
- Treasurer provided financial report.

12/16/08 Employee Constituent Group Leaders (Tri-Chairs) Meeting (K. Fleshman, F. Olson, B. Stearns, E. Williams)

- Public Records Management: Records Retention and Records Requests
  B. Stearns coordinating a meeting of panelists for seminar on records requests and records retention in the spring semester. Suggested panel participants include Assistant to the President Sean Fitzgerald to address records requests and FERPA; Head Librarian of the Center for Archival Collections Steve Charter to address records retention and the BGSU Records Policy; Registrar Christopher Cox and Dean of Students Jill Carr to address student records, FERPA, grades/grade appeals; and Chief Information Officer Bruce Petryshak to address records security. E. Williams reported that the Provost and the President are aware of the seminar and have approached Chris Cox and Sean Fitzgerald. E. Williams suggested adding Mark Gromko and a representative from the Business Office to the panel.
• **Current Climate at BGSU**
  Faculty presenting a forum on Jan. 22 regarding the pros and cons of collective bargaining (Ben Muego will address the advantages; Michael Berger will address the disadvantages).

**12/16/08 Meeting with Office Human Resources** (R. Ferguson, K. Fleshman, M. Serio, B. Stearns, S. Zulch Smith)

- Discussed article in the Blade about layoffs at UT.
- R. Ferguson provided a history of administrative staff contract non-renewals from 1998-99 through 2007-08. The numbers are consistent through the years ranging from 7 to 16. As of 12/15/08, given the information provided to HR to date, the number of non-renewals this year falls within the range of previous years. HR will update co-chairs regarding changes.

**Treasurer’s report:** no report

**Chair-Elect Report:** no report

**Secretary’s Report:** no report

**Committee Reports:**

**Amendments:** no report.

**Awards:** no report

**Internal Affairs:** The Internal Affairs committee will be meeting on Tuesday to work on the orientation packet and a notification to administrative staff to provide suggestions, concerns or questions. We are working on the appropriation worksheet and the ballots for the upcoming election.

**External Affairs:** no report

**Personnel and Welfare:** We have received a revised draft of the NCC document.

**Professional Development:** Professional development funding will be available for the spring 2009 semester. Information including deadlines for application will be posted to the ASC website the week of January 12th.

**Scholarship:** The Scholarship Committee has finalized the raffle prizes and raffle announcement will be mailed out next week.

**Ombuds:** December 2008

0 cases
4 hours
75 hours year-to-date

**BGSU Retiree Liaison:** no report.

**New Business:**

A discussion began regarding the number administrative staff employment change notification letters were sent last month. The total number of notifications is not yet been confirmed. A suggestion to initiate support services for individuals whose contracts are not renewed.

It was noted the President's mention of changing the 6-month non-renewal notification policy for administrative staff. Concern was expressed regarding shared governance and the desire for ASC to be involved in possible future discussions.

**Good of the Order:**

Volunteers are needed for President's Day is February 16, 2009!

The Undergraduate Student Art Show is February 8th.

Penny Nemitz made a motion to adjourn; it was seconded by Susan Macias.

The next meeting is scheduled for February 5, 2009 at 1:30 in 207 BTSU.

Respectfully submitted by,

Sherri Orwick Ogden
Secretary
Administrative Staff Council 2008-2009

Minutes: February 5, 2009


Co-Chair Kim Fleshman called the meeting to order.

Guest Speaker – Alaina Kantner, Dance Marathon

Alaina Kantner spoke about the upcoming Dance Marathon and encouraged everyone to get involved. The event will be held on March 21, 2009 beginning at 10:00 am in the Recreation Center. For more information, go to www.BGDanceMarathon.com.

Introduction of Subs: Teresa McLove for Judy Donald, Sally Dreier for Shannon Bozigar, Kari Johnson for Brett Pagan, Andrea Depinet for Jason Dunn

Approval of January 2009 Minutes: A motion was made by Susan Macias to adopt the minutes. Jim Beaverson seconded the motion. All approved.

Co-Chairs Report:

01/13/09 Executive Committee Meeting

- Discussed officers' meeting with Human Resources
- Discussed the number of administrative staff members receiving notification of contract non-renewal or alteration and the need for firm information
- Discussed the need to assist those who have been affected by downsizing
Possible resources include Michelle Simmons, Career Center; Symmetry Wellness (division of Harbor Behavioral Healthcare)

Jeanne Langendorfer is compiling information

- Discussed the 90-day notification period mentioned by President Cartwright

- Sending a thank you note to her for coming to our monthly meeting, which will include commentary on the 90-day notification

01/20/09 Meeting with Office of Human Resources (R. Ferguson, K. Fleshman, M. Serio, S. Zulch-Smith)

- Marsha Serio is helping Michelle Simmons develop informational workshops for employees dealing with layoffs/separations

- Marsha Serio offered to give input to the “Information for Assistance” document

- Asked for definition of “employing unit” as referred to in the Ohio Revised Code in the context of offering early retirement incentives

- Discussed the 90-day notification period that was mentioned by President Cartwright

- Discussed creating a memo to Rebecca Ferguson requesting that ASC officers not be paid this year

- Catastrophic leave will not be an agenda item for the February BOT meeting

- Walgreens is no longer in the network for our prescription plan

- Thanked Rebecca for her response to clear up questions about 10-month (217 day) contracts
• Discussed the article that was in the *Sentinel Tribune* and the *Blade* about Governor Strickland asking for 35-hour work weeks instead of 40 hours, and for no holiday pay

  o Nothing has been rumored about this information at this point

• Requested numbers of administrative staff members receiving notification of contract non-renewal or alteration

  o Final numbers will be given in June 2009

### 01/27/09 Executive Committee Meeting

• Discussed the Non-Compensation Conciliation (NCC) document rewrite

• Discussed and approved the white paper/memorandum in response to the 90-day notification idea

• Discussed the HR meeting on 1/20/09 (see above)

• Discussed the idea of having a town hall meeting and creating a panel to answer questions within an open forum for all administrative staff

### 02/03/09 Employee Constituent Group Leaders (Tri-Chairs & GSS) Meeting (K. Fleshman, F. Olson, B. Stearns, E. Williams, E. Guillory)

• Severe Weather Policy

  Discussed how the lateness in announcing the cancellation of classes affected the individuals who had arrived and chose to stay at work

  Discussed variations in application regarding who was compensated and how

  Discussed the possibility of several versions of the policy being posted on different campus sites
02/04/09 Public Records Forum (S. Charter, S. Fitzgerald, B. Petryshak, K. Fleshman, F. Olson, B. Stearns, E. Williams)

- Discussed the need to have clear, consistent information about records requests and retention
- Set the date for a public records forum to be hosted by employee constituent group chairs on 3/19/2009, from 2:30 – 4:30 pm in 308 B-TSU. Developed topics to be addressed by expert panelists who will dialogue with and answer questions from the audience.

Treasurer’s report:

- There will be $3,000 for scholarships and $1,000 for professional development this year.
- The two small accounts have been combined into one account.
- All money currently in the budget has been dedicated.

Chair-Elect Report: no report

Secretary’s Report: Room reservation requests have been submitted for the 2009-2010 ASC meetings.

Committee Reports:

**Amendments:** no report.

**Awards:** There haven’t been any spirit award nominations. We are preparing for the spring reception.

**Internal Affairs:** Currently revising the nomination ballot and will be sending those out next month. Working on orientation packet and website revisions. A new committee has been created by Student Affairs - the BGSU Traditions and Spirit committee. A member of internal affairs will be serving on the committee.

**External Affairs:** Dedicating the month of March to the Hannah’s Socks charity. Donation locations will be announced soon. In April the goal is to generate donations for the Cocoon Shelter.
**Personnel and Welfare:** Met on January 22nd and had a spirited discussion the implications of the President's remarks and the actions taken by the administration to date. Advised the attending co-chair of several possible actions. The first suggestion was taken to the Executive Committee.

**Professional Development:** Professional development awards will be announced in March.

**Scholarship:** Raffle winners will be posted on the website by the next meeting. Winners will be notified about how to obtain their prizes or they will be delivered to them. This 1977 tickets were sold for a total of $1184

Previous years:

- 2008: $1554
- 2007: $2294
- 2006: $3034
- 2005: $2193
- 2004: $1844
- 2003: $1799
- 2001: $2759
- 2000: $2000

Scholarship applications have been sent to qualifying students and is available on our website. Applications are due March 16.  
http://www.bgsu.edu/organizations/asc/page44332.html

**Ombuds:** There have been very few calls in the last month.

**CSC Rep:** It is believed classified staff layoffs will begin sometime in June. There are no numbers as of yet. HR is holding all vacant spots until the layoffs begin. Vacancies will be filled first.

**BGSU Retiree Liaison:** A Bill has been introduced to repeal WEP/GPO (H R 235). This could be very important for retirees receiving PERS benefits. Go to http://www.orta.org/id260.html for more info.

**Old Business:**

**Non-compensation Conciliation Process.** First reading - please submit suggestions or changes to Jodi Devine.
New Business:

ASC representatives. Administrative Staff – please consider running for administrative staff council! Officers are also needed. Nomination Ballots will be emailed to all administrative staff in March. Ballots can be emailed back or printed and placed in the campus mail. If you have any questions, please contact Sherri Orwick Ogden at sorwick@bgsu.edu or 9676.

Town Hall Meeting. A Town Hall Meeting has been suggested to allow administrative staff to ask questions of a group of panelists. It is hoped the panelists will include HR, Sean Fitzgerald, Sherideen Stoll and the President. We will need questions from all administrative staff and ASC representatives are asked to encourage constituents to submit questions as well as attend the event. Further details will be forthcoming. A sample email to send to constituents will be drafted for the ASC representatives.

A motion was made by Jacqueline Nathan to have a town hall meeting. The motion was seconded by Jodi Devine. All approved.

Position Paper/Memorandum. A position paper/memorandum regarding the possible change in administrative staff non-renewal notification has been drafted by the ASC Executive Committee. A motion was made to endorse the draft by Mary Beth Zachary. The motion was seconded by Steve Kendall. All approved.

Good of the Order:

1. Thank you to all those who contributed to the Building Dreams campaign. 146 million dollars was collected. Of the 146 million, approximately 10-12 came from retired and current faculty and staff.

2. Backpack campaign for abused and neglected children in Wood county. If you would like to contribute, see Jodi Devine.

Heidi Popovitch made a motion to adjourn; it was seconded by Connie Molnar.

The next meeting is scheduled for March 5, 2009 at 1:30 in 207 BTSU.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Shannon Bozigar, Nora Cassidy, Jodi Devine, Jason Dunn, Laura Emch, Kim Fleshman, Tom Gorman, Chris Haar, Mike Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Penny Nemitz, Jacqueline Nathan, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jenifer Twu, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Joe Luthman (Ombuds)

Co-Chair Beverly Stearns called the meeting to order.

Introduction of Subs: Sally Dreier for Shannon Bozigar, David Nauert for Denise Kisabeth

Approval of February 2009 Minutes: A motion was made by Susan Macias to adopt the minutes. Jodi Devine seconded the motion. All approved.

Guest Speaker D.J. Kern-Blystone – Money Matters: D.J. Kern-Blystone with the School of Teaching and Learning provided the second of several presentations focusing on managing and budgeting money – particularly in tough financial times. A helpful resource can be found at www.practicalmoneyskills.com. If you are interested in further information, please contact D.J. at djkern@bgsu.edu

Guest Speakers Rebecca Ferguson and Marsha Serio – Human Resources:

Rebecca Ferguson and Marsha Serio reviewed the classified staff layoff procedures. All administrative staff that are unsure of the procedure are encouraged to contact the Human Resources office.

(The following reports were submitted in writing due to time constraints)

Co-Chairs Report:

02/10/09 Executive Committee Meeting

- Developed topics for ASC officers’ meeting with President Cartwright
- Discussed ASC Co-Chair Kim Fleshman’s report to the Board of Trustees
- Followed up regarding memorandum to President Cartwright re: the 90-day contract non-renewal notification period mentioned by President Cartwright in the January 8 ASC meeting.
  - Announced that ASC officers will meet with Rebecca Ferguson and Sean Fitzgerald to discuss the possible modification of the contract non-renewal notification policy
Discussed holding a town hall meeting and inviting panelists to respond to questions solicited in advance from administrative staff. Panelists could include President Cartwright, Rebecca Ferguson, and Sherri Stoll.

02/17/09 Meeting with Office of Human Resources (R. Ferguson, K. Fleshman, M. Serio, S. Zulch-Smith)

- Discussed the Severe Weather Memo drafted jointly by chairs of ASC, CSC, GSS, and Faculty Senate. The memo raised concerns regarding the timing of severe weather announcements, ambiguity between the terms “closed” vs. “classes cancelled,” need to redefine “essential employees” and inconsistency in how employees who stayed at work were paid.
- Worked further on memorandum regarding possible modification of the contract non-renewal notification time frame.
- Discussed upcoming meeting with Becca and Sean 3/25/09 re: contract non-renewal notification time frame; Becca anticipates next several years will be exceptional financially.
- Discussed HR coming to ASC to do a presentation about Classified Staff (CS) retention point/bumping process.
- ASC officers will draft memo to R. Ferguson regarding not accepting pay for service this year.
- ASC officers will draft memo requesting to relocate responsibility for ASC budget oversight centrally, possibly in CFO area
- Staff Service Awards (10 years, 15, 20, 25, etc.) will be 3:30 - 5pm in B-TSU Ballroom 4/2/09. $50.00 gift certificates to the BGSU Bookstore will be awarded.
- Catastrophic Leave Program has been discussed by Sherri S., Becca F., and Sean F., who have concerns re: 80 hours vs. 15 days donation and sick leave only donation.
- Michelle Simmons, Marsha Serio, Harbor, and DJ Kern Blystone will be doing sessions throughout March & April to assist employees with resumes, job interviews, money management, and emotional wellness.
- Becca F. is interested in participating on panel for Town Hall meeting.

02/20/09 Meeting with President Cartwright

- Discussed list of topics prepared by Executive Committee:
  1. Thank you for encouraging a meeting of the ASC officers with Rebecca Ferguson and Sean Fitzgerald regarding possible modifications to the non-renewal notification for administrative staff (meeting scheduled for 03/25/09). Would you clarify whether the 90-day notification period would be on a rolling basis or a set date?
  2. During our first meeting with you on July 30, 2008, you mentioned that a university can’t operate without a strong administrative staff—that we are integral to the work of the University—that you hold a high bar for what we do—and that we are valued and make a difference. In the ASC meeting on February 5, 2009, you praised our commitment to the University. Our commitment manifests itself in many ways, one of which is our traditionally high participation rate in the Family Campaign (approximately 81% in FY 07 and 76% in FY 08). Has your perspective changed, and if so, how?
  3. During these times of work force reduction, many administrative staff members are
expected to assume increasing job responsibilities with no additional resources in time and/or funding (i.e., do more with less). It is also the expectation of administrative staff members to serve on University committees and become involved in other administrative service opportunities. Would you share your perspective on the value of time as a precious resource, and what would constitute a reasonable expectation for balancing service with job responsibilities?

4. Are there plans for future restructuring that would engender additional work force reductions, alterations or non-renewals of administrative staff contracts?

5. Because many administrative staff members supervise classified staff, we are concerned about the discrepancy in information related to the upcoming classified staff bumping process. Would you clarify the plan for this process, including the timetable?

6. Per the Administrative Staff Handbook, the role of Administrative Staff Council is to provide a structure for supporting administrative staff and for promoting communication and a sense of common purpose. Also per the Handbook, “The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.” How do you interpret the role of ASC in relation to shared governance/collaborative decision-making at BGSU?

7. Administrative staff members want to be considered as part of the solution, and we look forward to continuing to work collaboratively in University decision-making.

02/24/09 Executive Committee Meeting

- Discussed the meeting with Dr. Cartwright on 02/20/09 (see above)
- Discussed meeting with Human Resources on 02/17/09 (see above)

Discussed town hall meeting; plan for May

02/27/09 Board of Trustees Meeting

- Educational Session
  - Center of Excellence
    - Developing Effective Businesses & Organizations
      - Dr. Hartley & Dr. Zickar
    - 21st Century Educator Preparation
      - Dr. Hammond & Dr. Matuga
- Academic & Student Affairs committee (part of Sara’s report)
  - Personnel Changes approved
  - Health & Wellness across the Lifespan approved
- Financial Affairs/Facilities Committee
  - Residence Life & Dining Services Master Plan reviewed
  - Approval of McDonald Residence Hall roof Replacement
• Approval of Roof Repairs, Roof Replacements & Masonry Tuck Pointing Projects
• Approval of East Data Ring Installation (includes Huntington Bank Bldg)
• Approval of Parking Lots 5 & 12 Expansion

- ASC Co-Chair remarks
  - Reported our giving to the family campaign
  - Mentioned the perception that anything less than 6 months notice was the loss of a benefit
  - Thanks them for the upcoming March 25th meeting about the 90 days rolling notification proposal
  - Records Retention Forum 3/19/09

**Treasurer’s report:**

February Treasurer’s Report: March 5, 2009

The normal Load in July 08 was $8561.00
Transferred back to EVP - $2197.00

We received carry over from last year $2501.57

Total operating budget for this year $8865.57

Current funds available (3/02/09) $6573.34

Regarding foundation accts: Through 1/31/09

Scholarship $103,933.43
Endowed amount $100,803.51
Spendable amount $ 3,129.92

Other discretionary acct: $ 104.63

**Chair-Elect Report:** no report

**Secretary’s Report:** No Report

**Committee Reports:**

**Amendments:** no report.

**Awards:** The Awards committee met and discussed the Spring Reception. The notification for BG Best nominations was emailed to constituents and a few nominations
have come in. The deadline is March 20th. The speaker has been selected and a "save the date" email went out to all. The committee will meet later in the month to select the BG Best Award winners. Also we will be giving out the February Spirit Award this week.

**Internal Affairs:** no report.

**External Affairs:** no report.

**Personnel and Welfare:** The full Personnel Welfare Committee met on Feb 26, 2009. The Salary Subcommittee of PWC presented a draft to the full PWC of their annual compensation recommendations for presentation to the Board of Trustees. Several questions were asked and modifications were requested to one of the charts.

Jim Beaverson volunteered to use SNAP Survey software to conduct a survey of members' thoughts regarding the potential reduction in non-renewal notification time. He prepared a draft which was presented to both PWC and the Executive Committee.

The committee also discussed the proposed meeting of all administrative staff. Suggestions were made which were carried to the Executive Committee.

**Professional Development:** no report.

**Scholarship:** no report.

**Ombuds:** no report.

**Old Business:**

**Non-compensation Conciliation Process.** After the second reading of the NCC document, a motion was made by Jacqueline Nathan to approve the document. Penny Nemitz seconded the motion. All approved.

**Town Hall Meeting.** Efforts are still being made to hold a Town Hall Meeting to allow administrative staff to ask questions of a group of panelists. The meeting most likely will take place in May. It is hoped the panelists will include HR, Sean Fitzgerald, Sherideen Stoll and the President. All administrative staff are strongly encouraged to attend. Questions will be solicited in advance from all administrative staff. Open questions will always take place at the meeting. Further details will be forthcoming.

**Treasurer.** A motion was made to recognize the Treasurer position on Administrative Staff Council by Jodi Devine. The motion was seconded by Steve Kendall. All approved. The amendment to incorporate the treasurer position into the handbook was reviewed and grammatical corrections were noted.
The procedure for incorporating the position into the handbook was discussed. The formal handbook changes currently go through Human Resources.

**Handbook – Appendix A.** It was suggested that we pull out the governance portion of the handbook and place it on our website. A link to the document would replace that section in the handbook. A motion to remove Appendix A and place it on the Administrative Staff website was made by Sandy Mencer. The motion was seconded by Penny Nemitz. All approved. The co-chairs will discuss this procedure with Human Resources at the next meeting.

**Handbook Appendix A, Article 4 – Section 6.** It was suggest to remove references to “chair or co-chair” and replace, if necessary, with “chair-elect or co-chair elect”. A motion to implement these changes was made by Mary Beth Zachary. The motion was seconded by Laura Emch. All approved.

**Co-Chairs 2009/2010.** Nancy Vanderlugt has agreed to assist Sara Zulch-Smith and serve as co-chair for the 2009/2010 term.

**New Business:**

**Administrative Staff Survey.** The survey designed to solicit administrative staff opinion of the non-renewal procedure was reviewed. A motion to implement the survey was made by Laura Emch. The motion was seconded by Susan Macias. All approved.

Heidi Popovitch made a motion to adjourn; it was seconded by Mary Beth Zachary. All approved.

The next meeting is scheduled for April 2, 2009 at 1:30 in 201A B-TSU.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary
Administrative Staff Council 2008-2009

Minutes: April 2, 2009

Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Jodi Devine, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Mike Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Penny Nemitz, Sherri Orwick Ogden, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rath sack, Marlene Reynolds, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Jenifer Twu, Nancy Vanderlught, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Barbara Keller (BGSU Retired Assoc.)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: Karen Voland for Nora Cassidy, Saliy Dreier for Shannon Bozigar, Emily Monago for Janice Twork, Robin Bruning for Violet Serrato (CSC Rep)

Approval of March 2009 Minutes: A motion was made by Steve Kendall to adopt the minutes. Denise Kisabeth seconded the motion. All approved.

Old Business:

Non-renewal notification. A motion was made to move to executive session by Mary Beth Zachary. Steve Kendall seconded the motion. Motion carried with three oppositions. Council remained in executive session until 2:30 pm.

New Business:

President Cartwright presented the strategic plan requesting endorsement from council. She reviewed the plan with council and explained the seven strategies for implementation.
(The following reports were submitted in writing due to time constraints)

Co-Chairs Report:

**03/10/09 Executive Committee Meeting**

- Discussed upcoming meeting of ASC officers with AVP for HR Becca Ferguson and Asst. to President Sean FitzGeral to discuss the possible modification of the contract non-renewal notification policy scheduled on March 20.

- Discussed due dates for nominations on March 26 and ballots on April 17. Plan to discuss ballot results during April 24 Executive Committee meeting.

- Theme for Spring Reception will be “Building a Better Future.”

- Appointed Sherri Orwick Ogden to represent ASC on the Strategic Enrollment Management Council.

- Discussed logistics for town hall meeting and inviting panelists to respond to questions solicited in advance from administrative staff.

- K. Fleshman will send reminder to complete ASC survey—deadline March 17.

- K. Fleshman will send spreadsheet template to assist Executive Committee members with their research of assigned institutions for benchmarking non-renewal notification policies.

**03/17/09 Meeting with Office of Human Resources** (R. Ferguson, K. Fleshman, M. Serio, S. Zulch-Smith)

- Discussed the number of non-renewals as of March 1 for employees in their first, second, or third years of service.

- Inquired about cost savings from non-renewals of administrative and classified staff.

- Discussed morale in light of $15 million investment loss and possible loss of hockey program.
• Thanked Becca F. for interest in participating on panel for Town Hall meeting.

03/24/09 Executive Committee Meeting

• Discussed meeting with Human Resources on 03/17/09 (see above)
• Discussed town hall meeting; plan for May 20 at 2 pm; confirmed participation as panelists by E. Whipple, S. Stoll, and R. Ferguson
• S. Zulch-Smith provided highlights of CSC meeting
• Discussed issues related to call for nominations
• Discussed ASC officers’ meeting with R. Ferguson and S. FitzGerald on March 20.
• Asked for ASC representative to serve on committee to re-write the Severe Weather Policy.
• Will convene a special meeting of the Executive Committee on April 7 to discuss alternatives to the possible modification of the contract non-renewal policy.

Treasurer's report:

The normal Load in July 08 was $8561.00

Transferred back to EVP - $2197.00

We received carry over from last year $2501.57

Total operating budget for this year $8865.57

Current funds available (4/02/09) $6573.34

Regarding foundation accts: Through 1/31/09

Scholarship $103,933.43
Endowed amount $100,803.51
Spendable amount $ 3,129.92
Other discretionary acct:  $ 104.63

Chair-Elect Report: no report

Secretary's Report: Albert Colom will be the speaker at the Administrative Staff Spring Reception. Please encourage all constituents to attend.

The elections are moving along with eight nominations for ASC representative. There are ten open positions. We have received nominations for secretary and treasurer but none for chair-elect. Please encourage representatives to consider nominating themselves for this position.

Committee Reports:

**Amendments**: no report.

**Awards**: The committee has been planning and organizing for the BG Best Awards and awarded the Spirit Award to Wendy Hensley for the month of February.

**Internal Affairs**: no report.

**External Affairs**:

During the month of March we completed the Hannah's Sock Drive. Denis Kisabeth will collect money and socks at the April ASC meeting. Donna Dick will tally the socks, count the money and report at the May ASC meeting. The donations will be presented to Joyce Allen, board member of the Hannah's Socks charity. The committee has postponed collecting items for the Cocoon Shelter until next year.
Personnel and Welfare: In an effort to keep administrative staff informed about the developments regarding the administration's proposal to reduce the non-renewal notification, we listed actions taken by ASC in response. We provided the list to Co-Chairs for development into a memo for distribution to all staff. The committee reviewed the results of the survey sent to administrative staff re the same issue to help in preparation for the monthly meeting discussion.

Professional Development: The ASC Professional Development Committee reviewed applications for spring, 2009 professional development funding and awarded eight grants to administrative staff members. Grant recipients will be announced at the ASC Spring Reception

Scholarship: no report.

Ombuds: no report.

Susan Macias made a motion to adjourn; it was seconded by Jim Beaverson. All approved.

The next meeting is scheduled for May 7, 2009 at 1:30 in 207 BTSU.

Respectfully submitted by,

Sherri Orwick Ogden
Secretary
Administrative Staff Council 2008-2009

Minutes: May 7, 2009

Members Present:

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: Robin Veitch for Susan Macias, Tony Howard for Tony Hort, Kelly Cusack for Penny Nemitz, Theresa McLove for Connie Molnar

Approval of April 2009 Minutes: A motion was made by Steve Kendall to adopt the minutes. Judy Donald seconded the motion. All approved.

Guest: Sandra MacNevin, Senior Assistance to the President provided an update on the University System of Ohio, budget and Centers of Excellence related items.

Co-Chairs Report:

Treasurer's report: no report.

Chair-Elect Report: no report.

Secretary's Report:

New ASC representatives for 2009/2010 are:
University Standing Committee representatives are:

Bookstore Advisory                 Kim Fleshman
Health, Wealthness & Insurance    Steve Kendall
Student Union                    Michelle Heckman

A chair elect or co-chairs elect are still needed for 2009/2010.

Committee Reports:

Amendments:
Awards:

Internal Affairs:

External Affairs:

Personnel and Welfare:

Professional Development:

Scholarship:

Ombuds:

Janice Twork made a motion to adjourn; it was seconded by Mary Beth Zachary. All approved.

The next meeting is scheduled for June 4, 2009 at 1:30 in 207 BTSU.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Nora Cassidy, Jodi Devine, Donna Dick, Judy Donald, Laura Emch, Kimberly Fleshman, Tom Gorman, Chris Haar, Michael Hachtel, Barbara Hoffman, Lisa Ingram, Steve Kendall, Denise Kisabeth, Susan Macias, Sandra Mencer, Sara Meyer, Mitch Milier, Ryan Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Penny Nemitz, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Dawn Shores, Tony Short, Tom Siebenaler, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Violet Serrato (CSC), Barbara Hoffman (BGSU-RA)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: none

Guest: Trustee John Harbal addressed questions posed by the administrative staff council.

1. Aside from our centers of excellence, how does the Board of Trustees view our identity? What does the Board think makes BGSU unique among its peer institutions?

We are going to have a strong undergraduate emphasis – the premier undergraduate institution in the State of Ohio along with pillars of excellence in research. We are not a research institution. A costly mistake is to pretend to be something we’re not. We feel we have some real centers of excellence especially in the undergraduate area that we will focus on and invest in and will help us stand apart from other institutions.

2. Please describe how the Board sees the work environment at BGSU?
I thought long and hard about this question and it was probably the most difficult to answer. I am not sure we have a clear perception of the work environment other than one would hope the sense of community that Dr. Ribeau was able to establish during his tenure has carried over. I would guess the work environment here isn’t any different than any other public or private institution in the United States. We are facing challenges and uncertainties with the present economy. One would hope the work environment is the best it can be and if it isn’t, I would expect leadership would address improvements. This is a very difficult question for me to answer not being involved in the day-to-day operations. The Board is not oblivious to the challenges and that leadership changes create anxiety. What I have heard is the work environment is pretty good but I could be informed otherwise.

3. **Please describe the purpose and focus of the Board of Trustees Compensation Committee?**

Several years ago a former group of trustees along with administration came up with a compensation strategy that in hindsight was a benchmark that could not be reached. This goal needed to be revisited and the compensation committee was formed to define the compensation philosophy. The goal is to provide a recommendation to the Board. The final recommendation document is close to completion and will be fair and achievable. This is a rather vague answer but it is the best I can do at this time.

4. **We believe we are the most vulnerable employee group in terms of non-renewal. We seem to be moving in the direction of becoming more vulnerable in light of the proposed changes of the non-renewal policy. How would the proposed changes affect recruitment and retention of professional staff?**

We are informed of these types of changes but we do not generate them. Though disappointing to those that have been here for some years – the longer notifications are not realistic from an operational standpoint. Basically, it is an 18-month notification. The administration has done a good job recognizing concerns of administrative staff by creating a tier schedule based on experience levels. Nothing is perfect. This is a much needed change to provide the university the flexibility to move forward. I think your leadership team expressed the concerns of administrative staff and administration came back with a compromise that is fair in today’s environment. As far as the recruitment of new staff, I really think in today’s environment it is a non-issue. Do not take this out of context, but a job today is a valuable commodity to have.
5. BGSU as well as other institutions have made staff cuts and frozen positions to make up for lost revenue. How much have we saved and how have the savings been applied toward making us a more sound institution?

It is still a moving target so I don’t yet have a number. Even the State budget has not yet been approved. I would encourage you, once the dust is settled, to ask that question of the administration.

6. What other attempts at expense reductions have been reported to the Board of Trustees or suggested by the administration toward fiscal solvency?

What you have seen is what has been shared with the Board including the furloughs that were announced yesterday which is an option that is most likely going to have to be exercised.

7. Within the context of the University System of Ohio, what challenges do the Board of Trustees face?

By any measurement, the Strickland administration has had more focused and been willing to stand up for education than any other administration we’ve had in a long time. As this pertains to the University System, that will continue to evolve and is a challenge. There are some initiatives that don’t have many details behind them so it is difficult to understand what the State wants in some areas. BGSU was selected as the first institution for Chancellor Fingerhut to visit to hear a presentation on our centers of excellence. From what I hear we hit a home run from a strategic standpoint.

8. Why did we pay Dr. Cartwright more than we paid Dr. Ribeau?

There was more to Dr. Ribeau’s compensation package than just salary. We brought in Dr. Cartwright at $325k as an interim president. Dr. Ribeau was making $315k. Dr. Ribeau also had deferred salary that totaled approximately $25k per year. Dr. Cartwright does not have that. So when she came in as interim, she made less than Dr. Ribeau. Dr. Ribeau was on six outside boards that he received compensation for and Dr. Cartwright came in with three and resigned one. There is a market for presidents. According to an article the Cleveland Plain Dealer, Dr. Cartwright’s salary is in the middle of the salaries for state four-year university presidents. So we certainly haven’t overpaid. Dr. Cartwright was in a retired situation. In order to get Dr. Cartwright to extend her stay, in all fairness she needed to be fairly compensated. Cleveland State just
hired their new president at $400k. I believe that we did more than alright. We have a leader that is guiding us through some choppy waters. She is decisive, a team player and we are making great strides. I would vigorously encourage paying market price to get someone of her caliber to run our four-corner institution. I know it's a big number but I wouldn't have taken the job for that. The responsibility is overwhelming.

Co-Chairs Report

05/13/09 Meeting with Sean FitzGerald and Becca Ferguson re: Change in Contract Non-Renewal Notification Period. (present: R. Ferguson, S. FitzGerald, K. Fleshman, B. Stearns, S. Zulch-Smith)

- Ferguson and FitzGerald heard that six months of notification was important to us and countered our previous suggestion to look at the Wright State model with four graduating tiers of rolling notification (1-3 yrs. @ 2 mos.; 4-6 yrs. @ 6 mos.; 6-15 yrs. @ 9 mos.; 15+ yrs. @ 12 mos.) with this model for current employees:
  - new hires up to 07/01/2009 = 30 days;
  - < 10 years = 45 days;
  - 10 + years = 6 months/180 days.
  - New hires on or after 07/01/2009 would receive 30 days rolling notification without the opportunity to grandfather into the tiered system.

- We again raised the possibility of severance pay with benefits in any combination of months on-and off-the-job during a rolling six-month period. FitzGerald cited potential issues with using taxpayer dollars for work not being performed.

- In an email message following the meeting, Ferguson asked for agreement that the discussion ended with the following model (this model varied somewhat from the one that we discussed during the meeting):
  - up to 3 yrs. @ 30 days;
  - 3-6 yrs. @ 45 days;
- 6-10 yrs. @ 90 days;
- 10+ yrs. @ 180 days.
- New hires on or after 07/01/2009 would receive 30 days rolling notification without the opportunity to grandfather into the tiered system.

**05/28/09:** Sent R. Ferguson and S. FitzGerald our response to Ferguson's email message. In the response we stated that we found the above model unacceptable, and we suggested taking another look at the Wright State Model. Additionally we suggested that it would be essential to “include the business and industry standard and model used at other Ohio institutions such as Miami and The Ohio State University for offering outplacement services in conjunction with paid administrative leave with benefits to employees who are involuntarily separated from employment for reasons other than for cause.” We cited precedent at BGSU for paid administrative leave with benefits, and suggested that the University provide administrative staff members who have not secured employment by the end of the notification period with one month administrative leave with pay and benefits plus one week of same for each year of service beyond five years (Miami model).

**Executive Committee Meetings (05/12/09 and 05/26/09).**

- Discussed Town Hall Meeting
- Approved names for Executive Committee election ballots
- Discussed our response to R. Ferguson’s e-mail following up the 5/13 meeting regarding contract non-renewal notification (see above)
- Nominated Penny Nemitz to serve as administrative staff representative on the Committee on Professional Affairs, a University Standing Committee, for a one-year appointment
- Nominated Denise Kisabeth to complete Glen Egelman's term on the Health, Wellness, & Insurance Committee (University Standing Committee) to expire June 2010
- Discussed the need for Co-Chairs Elect
• Talked about Town Hall expenses, luncheon charges, and possible other charges that will impact the ASC budget
• Stearns provided update regarding the status of the Sr. VPAA/Provost search

05/19/09 HR Meeting. (Cancelled)

05/20/09 Town Hall Meeting.

05/27/09 Naming Committee Meeting. (K. Fleshman)

• Voted to name to name the Club area after Harold Anderson

05/27/09 Lunch Meeting of Combined Constituent Group Chairs and Chairs-Elect. (K. Fleshman, F. Olson, V. Serrato, R. Shields, B. Stearns, N. Vanderluight, E. Williams, S. Zulch Smith)

• Opportunity for the incoming Chairs to meet each other
• Discussed successful projects and efforts of the group this year (e.g., Public Records Forum, letter to administration addressing issues with application of severe weather policy, co-written with USG and GSS leaders)
• Discussed possible projects/issues to work on for the upcoming year
• Discussed reactions of group members who viewed the stream of the ASC Town Hall meeting

05/28/09: Sent Non-Compensation Conciliation document to Pat Pauken for inclusion in June Board of Trustees Book
**Treasurer's report:** The treasurer provided written year-end reports for both the budget and the foundation account.

**Chair-Elect Report:** Administrative Staff is represented and participating in the provost interviews.

**Secretary's Report:** Welcome new members! All reps that are not returning please consider placing your name on the substitution list. In addition, if you know anyone in your area that would be willing to substitute please have them contact one of the officers. It is also time to sign up for the 2009/2010 committees. Please write in your name in the committee you would like to participate in on the signup sheet. 2008/2009 committee chairs please send their end of the year reports.

**Committee Reports**

**Amendments**

**Members:**

Mike Hachtel, Tim Parish, Keith Hofacker

**Meetings:**

The Amendments subcommittee met once in person and communicated a couple of times over email.

**Accomplishments:**
• Rewrite of handbook to include the treasurer position as an Executive position - **Complete**

• Rewrite of handbook to include changes to the co-chair position - **Complete**

• Rewrite of handbook to remove duplicate information that can be found in both the Administrative Staff Handbook (ASC) as well as the Commonly Shared Handbook (CSH) - **NOT COMPLETED:** It was determined that each duplicate section of the CSH refers back to the ASH at the end of each policy. Since we are not in control and cannot change the CSH, we cannot remove the referred to wording from the ASH.

**Future Suggestions:**

Having this subcommittee chaired by someone who has service experience on ASC would be extremely helpful (Exec experience would be even more so). Most ASH changes seem to come from the executive committee and having someone with this experience would provide insight into what changes need to be made.

Respectfully submitted,

Mike Hachtel; Chair – Amendments Subcommittee

**Internal Affairs**

**Members:** Adam Bohland, Marlene Reynolds, Jason Dunn, Kurt Thomas, Susan Macias, Sherri Onwick Ogden.

**Goals/Achievements:**

1) *Enhance usage of Blackboard to communicate with administrative staff*

   It was determined that blackboard was not constituents' preferred means of communication at this time. Blackboard provides discussion opportunities but given lack of security perceptions and the environment over the past year, that feature most likely would not be utilized
often. Since it did not appear the use of Blackboard would provide additional benefits over using the website and email notifications, it was determined to delay using resources to enhance the Blackboard ASC site.

2) Enhance communication with constituents

1. *Personal interaction between reps and constituents*

   Steps to increase this interaction have been put in place. Continue 2009/2010.

2. *Sample introduction email for reps to send to constituents* – complete.

3. *Website usability analysis* – need to address 2009/2010

4. *Perhaps bring back the practice of sending out the ASC minutes to the constituents instead of relying on them to check the website.* – Complete.

5. *Provide a summary of the meeting/minutes to help constituents understand details.* – A “Quick Link” email was created for reps to send to their constituents.

3) *Survey administrative staff for needs, wants.* Since other surveys were conducted throughout the year regarding more specific and pressing issues, it was determined participation in the survey may suffer. It was decided to wait until a more appropriate time.

4) *Election committee goal: a full ballot at election time* – Almost but not quite!

5) *On-line election process* – email was used to submit ballots though constituents had a choice to use campus mail as well.

6) *Revise orientation packet* – complete.

Other Activities:

Assist planning the Fall and Spring Receptions.
External Affairs

Committee Members: Donna Dick, chair person; Denise Kisabeth, Cheryl Snider, Steve Overholt, & Shannon Bozigar

The external affairs committee sponsored two community events during the past school year.

• Bowling Green Christmas Parade

  We decorated a vehicle and handed out candy during the Bowling Green Christmas parade.

• Hannah’s Sock Drive

  We collected 347 pairs of socks and $62 at eight collection points on campus, which was donated to Hannah’s Socks. Hannah’s Socks is a non-profit organization which donates socks to adults and children in need all over Ohio (including the Cocoon Shelter in Bowling Green.)

Personnel and Welfare

The Personnel Welfare Committee respectfully submits this year-end report of major activities for the year 2008-2009:

• Completed a revision of the Non-Compensation Conciliation that was submitted to the Board of Trustees secretary in April, 2009. It was requested by the administration that we re-visit the revision with Human Resources; hence the proposal did not reach the Board of Trustees for their consideration.
• Prepared and submitted a compensation proposal for consideration by the Board of Trustees. As a precursor to the proposal submission, prepared and sent a salary survey to multiple institutions.

• Prepared a "non-renewal survey" distributed to administrative staff to gather responses from the community in preparation for the May 20, 2008 Town Hall meeting.

• Drafted language and ideas for the Administrative Staff Council leadership to use in negotiations with Human Resources and University General Counsel regarding contract-non-renewal reductions in benefit.

• In cooperation with Human Resources, drafted a joint memo supporting "Flexible Scheduling and/or Variable Work Hours" for administrative staff. The joint memo was sent to Vice Presidents, Deans, Chairs, and Directors on November 12, 2008 and copied to President Carol Cartwright.

Professional Development

The ASC Professional Development Committee awarded four grants to administrative staff members in fall of 2008 and eight grants in spring of 2009 for a total of twelve grants for the 2008-09 academic year. Recipients of the grants were:

Fall 2008 recipients

• Mark Bunce, Director of Recording Services, College of Music
• Brett Pogan, Capital Planning Assistant
• Mary Lynn Pozniak, Assistant Director, Academic Enhancement
• Mark Krautheim, Associate Director/Training Director, Counseling Services
Spring 2009 recipients

- Christine Celestino-Boes, Transfer Advisor, Advising and Academic Success
- Matt Webb, Director, Advising Center, College of Health and Human Services
- Susan Vining, Clinical Audiologist/Supervisor
- Jeanne Langendorfer, Coordinator of Serials, Univ. Libraries
- Garrett Gilmer, Associate Director/Clinical Director, Counseling Center
- Lee Floro Thompson, Production Graphic Designer, Large Format Print Lab
- Jim Barnes, Broadcast Engineer, School of Communication Studies
- Dave Hollinger, Assistant Director, Recreational Sports

Committee Goals for the next academic year include a review of the criteria for professional development awards, as well as an assessment of the review process. If funding is available, the committee also plans to discuss options and possibilities for professional development events and activities for administrative staff.

2008-2009 Committee Members:

Connie Molnar (Chair), Daria Blachowski-Dreyer, Christine Haar, Brett Pogan, Carrie Rathsack, David Steen, and Jennifer Twu.

Scholarships

Membership: Mitch Miller, Chair

Nora Cassidy
Tony Howard
Deb McLean
Committee Activity:

The committee met monthly beginning in late September. Specific tasks were accomplished in the following order:

1. Committee members solicited donations for the raffle.
2. Advertising for the raffle was developed.
3. A mailing was sent in early January to all faculty and staff offering the opportunity to purchase raffle tickets.
4. A total of 1977 raffle tickets were sold with $1184 collected. $5 was donated in place of purchasing raffle tickets.
5. Prizes were awarded in early March; all winners were notified of their winnings by the end of spring break.
6. An e-mail was sent to undergraduate students with a minimum of 60 credit hours and those ranking in the top 10% of their college inviting them to complete a scholarship application.
7. Twenty-three applications were completed and submitted for review.
8. The committee agreed on criteria for reviewing applications.
9. Each committee member reviewed all applications and developed individual rankings.
10. The committee met and discussed all applications. A consensus was reached to forward four applications to the interview process.
11. All four students were interviewed individually.
12. The decision was made to award two $1,000 scholarships and one $500 scholarship.
13. Scholarship winners have been notified and invited to attend the ASC fall reception.
14. All paperwork has been submitted to appropriately transfer funds and to apply the dollars to each student's Bursar account.

Old Business

University Strategic Plan. A motion was made by Janice Twork to accept the strategies Dr. Cartwright presented to ASC in a previous meeting. The motion was seconded by Denise Kisabeth. Discussion followed. The motion was withdrawn. A motion was then made by Jacqueline Nathan to endorse the concept with reservations. The motion was seconded by Denise Kisabeth. A vote followed and the motion passed with 23 votes for the motion, 10 against and 2 abstained.

Laura Emch made a motion to adjourn; it was seconded by Penny Nemitz. All approved.

The next meeting is scheduled for September 3, 2009 at 1:30 in 207 BTSU.

New Business

None at this time.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary