Minutes 2009-2010

Bowling Green State University. Administrative Staff Council

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Index: _ Included  _ Separate  X  None

Notes
Administrative Staff Council 2009-2010

Minutes: September 3, 2009

Members Present:

Nora Cassidy
Kelly Cusack
Jodi Devine
Donna Dick
Jason Dunn
Laura Emch
Kimberly Fleshman
Thomas Gorman
Michael Hachtel
Barbara Hoffman
Lisa Ingram
Stephen Kendall
Sandra Mencer
Sara Meyer
Ryan Miller
Mitchell Miller
Connie Molnar
Beth Nagel
Jacqueline Nathan
Sherri Orwick Ogden
Steven Overholt
Tim Parish
Brett Pogan
Heidi Popovitch
Marlene Reynolds
Deborah Rice
Dawn Shores
Anthony Short
Thomas Siebenaler
Beverly Stearns
David Steen
Kurt Thomas
Janice Twork
Jennifer Twu
Nancy Vanderlugt
Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Robin Belleville for Laura Emch

Approval of Minutes: Minutes will be approved electronically, distributed and reported on the next meeting minutes. This will allow quicker distribution to the constituents. Reps are asked to submit revisions within 48 hours of receipt of the minutes. No response by the deadline will be considered an approval of the minutes.

Guest Rebecca Ferguson, Human Resources:

Furloughs: There are 493 employees affected by the new furlough policy of which 346 are administrative staff. 264 of those are in the $50k - $75k range, 49 in the $75k-100k range, and 33 make over $100k. The library has approximately 5% of the overall affected employees. Rebecca reported that her office received calls from individuals not affected by the furlough offering to help. If you would like to help, donations to scholarships are suggested. Administrative staff do not have to document furlough days on their leave forms. There is an example on HR's website showing how classified staff should report furlough days on their timesheets. The money spent from the furloughs are one-time dollars. Some of the money was used to hire our graduates as letter of appointment admissions recruiters to increase enrollment.

Leave Bank: The goal was to receive at least 500 hours of donations to the new leave bank. Rebecca was proud to report there were a total of 5,152 hours donated. Administrative staff donated 2,312 of those hours. A second enrollment will take place in February. Hours carry over between enrollments. The maximum a person can receive from the leave bank is 240 hours. An administrative staff representative is needed to serve on the Leave Bank Committee for a three-year term.

Co-Chairs Report:

- The non-renewal policy was changed and approved at the June 2009 Board of Trustees meeting. Co-chair Sara Zulch-Smith spoke at the meeting to discuss administrative staff concerns. She expressed that administrative staff are an important part of the university and contribute in multiple ways. She explained
we wish to do our part that the non-renewal policy and the furloughs have significantly affected the administrative staff constituent group.

- We are trying to clarify the clause in the policy that refers to years of service and whether that refers to total years of service to BGSU or years of service as an administrative staff employee.

- Changes in the health care benefits are coming. Donna Wittwer will be at our meeting in October to talk about those changes. There are two plans they are looking at right now; one plan that will keep the amount you are paying the same every month and another will keep the benefits the same.

- Congratulations to those selected for the leadership institute!

- Beverly Stearns will follow up with HR on removing the charter and by-laws from the handbook and instead include links to the ASC website.

**Treasurer’s report**: No report.

**Chair-Elect Report**: No Report.

**Secretary’s Report**: Committees are reminded to elect a chair and report the name to the secretary. All chairs are asked to submit electronic reports prior to each monthly ASC meeting.

Constituent lists are almost complete and will be sent electronically to each ASC representative. A sample email will be included in case it is helpful.

**Committee Reports:**

- **Amendments**: No report

- **Awards**: No Report.

- **Internal Affairs**: No report.

- **External Affairs**: No report.

- **Personnel and Welfare**: No report.

- **Professional Development**: No report.
Scholarships. No report.

Liaisons' Reports:

Classified Staff. Faith Olson reported they had three job eliminations this past week. It is her understanding there will not be additional classified staff cuts in 2009. 2010/2011 could see some severe reductions. The Helping Hands program is going along very well and they are down to two families. Administrative staff are welcome to partake in the program if needed.

Retiree's Association. Barbara Keller reported the retiree's council is very interested in the various issues the university is currently encountering. The council includes faculty, classified and administrative staff.

Barbara will arrange to have a copy of the Retiree's Council Newsletter forwarded to the ASC secretary.

Old Business:

Chair-Elect. Serving as chair or co-chair is a beneficial growth experience and provides a new and helpful perspective on the university. Please consider volunteering as co-chair elect.

New Business:

Fall Reception. The reception will not take place on September 23, 2009 as originally scheduled. There has been some question as to the funding for the Ferrari Award which has caused delay. We are working on a meeting to resolve this issue. The cost of the award is $1,000 plus $360 for the parking space. The award was approved by the Board but no funds were ever permanently attached to the award. Jodi Devine offered to contribute $500 toward the award to keep the tradition going. The council confirmed we could most likely find more contributors to be able to give the award this year. It was suggested that a foundation account be created and the number distributed to the constituents.

Good of the Order:

Sara Zulch-Smith. Nancy and I will do everything we can to advocate for administrative staff during this upcoming year. Please feel free to bring any questions or concerns you have to Sara or Nancy.

Steve Kendall. WBGU PBS is a recipient of a Corporation for Public Broadcasting Award for their My Source series.

Sandra Mencer. Exciting things are happening! Albert Colom has brilliant plans for making tremendous changes in enrollment. These plans include a Student
Communication Center, a Non-Traditional Student Center and new computer software. 10 for 10 in 2010 is a plan to increase 10% in 10 different enrollment measurements.

Mary Beth Zachary. Contact Mary Beth if you have any questions about library services or would like a tour!

Jacqueline Nathan. There is a High School Art exhibition going on now through October 4th. The hours are 11-4 Tuesday through Saturday, 1-4 Sunday and 6-9 on Thursday evening. Take some time and check out the amazing art!

Kim Fleshman. The ASC meeting scheduled for December 3rd is rescheduled for December 10th in BTSU201.

Kelly Cusack. As the representative from Firelands, I would like you to know that the Firelands’ personnel really care about the Main Campus personnel and are sensitive to what they are going through.

Barbara Hoffman. Flu shots begin 9/14! There will be designated areas throughout campus. The cost is $23. We can bill your insurance. We will be going to Firelands as well. This is the shot for H1N1 which is not yet available. As far as we know, when it is available it will be free of charge.

Barbara Hoffman motioned to adjourn the meeting. Connie Molnar seconded the motion. Meeting adjourned.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Minutes: October 1, 2009

Members Present:

Daria Blachowski-Dreyer
Nora Cassidy
Kelly Cusack
Jodi Devine
Donna Dick
Jason Dunn
Laura Emch
Kimberly Fleshman
Thomas Gorman
Michael Hachtel
Barbara Hoffman
Stephen Kendall
Sandra Mencer
Ryan Miller
Connie Molnar
Beth Nagel
Jacqueline Nathan
Jeffrey Noftz
Sherri Orwick Ogden
Steven Overholt
Tim Parish
Heidi Popovitch
Deborah Rice
Dawn Shores
Anthony Short
David Steen
Kurt Thomas
Janice Twork
Jennifer Twu
Nancy Vanderlugt
Mary Beth Zachary
Thomas Zapiecki
Sara Zulch-Smith
**Co-Chair Sara Zulch-Smith** called the meeting to order.

Introduction of Subs: Andrea Depinet for Lisa Ingram; David Raszka for Mitch Miller; Kari Johnson for Beverly Stearns.

**Guests**

Mike George – United Way

Please consider contributing to the United Way. With the current economy, there has been an increase in those at poverty level and those that are temporarily out of work. You can give, advocate and/or volunteer. Go to [www.unitedwaywoodcounty.org](http://www.unitedwaywoodcounty.org).

Donna Wittwer and Marsha Serio – Human Resources

- Open enrollment is 10/26/09 through 11/20/09. Everyone must register and please do so early. You will receive email notifications within 48 hours of submitting your enrollment forms. All forms will be online.

- Important things to do:
  - Register – select plan A or Plan B
  - Supply names and social security number for spouse and dependents
  - It is very important to make sure your address is correct in the Self-Service Portal in Peoplesoft. This system will become your address of record.

- Plan A is the current plan. The cost of the plan will increase to $63/month for the employee; $181/month for employee and spouse; $99/month for employee and child; $205/month for employee and family. The cost will continue to rise until the employee is paying approximately 20% of the premium. Your coverage will remain the same.

- Plan B is the new deductible 80/20 plan. The only co-pay will be for emergency rooms. It will provide enhanced wellness benefits with 100% coverage. Dr. Visits will go toward your deductible. The premium will be $47/month for the employee; $143/month for employee and spouse; $79/month for employee and child; and $163/month for employee and family. The deductible will be higher than Plan A.
• Determine the plan that best suits your needs by analyzing your previous health costs available online through Medical Mutual.

• The prescriptions, dental, spending accounts plans are not changing.

• A vision plan will now be available. Prices are still being finalized. We are joining forces with Miami University to lock in rates for four years.

• Please watch the HR website for further updates. It is hoped to have a template on the website to help you determine your costs under each plan.

Special Guest: Chairman of the Board Bob Sebo. Mr. Sebo joined the meeting to learn more about Administrative Staff Council and how it operates. Seeing the number of participants and listening to the tasks the council is charged is very helpful in understanding the university system. He stated he wanted to let us know administrative staff and council are very much appreciated and supported.

Approval of the Minutes. The minutes were approved electronically with no revisions.

Co-Chairs Report

• Tony Short has agreed to be this year’s ASC Chair Elect!

• The non-renewal policy for administrative staff has been clarified. It includes all years of service to the university, not just years of service as an administrative staff member.

• Human Resources will provide funds to present the Ferrari Award this year. A foundation account to provide permanent funding is in progress.

• There will not be a fall reception this year. The Ferrari Award will be presented at the spring reception. An alternative event for the fall is being discussed.

• Albert Colom will speak at our next meeting on November 5, 2009.

Treasurer’s report:
The expense form will be accessible on the ASC website in fillable pdf format.

Chair-Elect Report: no report.

Secretary’s Report:

- All Administrative Staff should have received an email from their ASC representative along with a copy of the minutes from the September ASC meeting.
- New hires and transfers will be assigned representatives and contacted.

Committee Reports

Amendments: The By-Laws are now on the ASC website.

Awards: A new chair is needed for this committee.

Internal Affairs: no report.

External Affairs: The holiday parade is November 21st. Candy is needed for the parade. You can bring candy to 103 Olscamp or deliver to your ASC representative before the 11/5 meeting. It was suggested we join forces with classified staff to work at the parade. Donna Dick will contact Bob Mason. The committee has found using the BG wiki to connect has been very helpful.

Personnel and Welfare: no report.

Professional Development: Kelly Cusack will serve as chair. The committee will meet in October to outline goals for the upcoming year.
Scholarships: no report.

CSC Report: Helping Hands will have donations scheduled the second week of each month. Items remaining will be donated to other charities. This service has been very helpful to those in need. The CSC had a meeting with the President and inquired about administrative staff stipends and university employee morale.

BGSURA Report: BGSURA is aware of the issues administrative staff are facing. The association has administrative staff's best interests in mind.

Faculty Senate Representative Report:

Chair Shields announced that the Centers of Excellence where submitted during the summer to Chancellor, Eric Fingerhut.

Chair Shields announced CUE (Connecting the Undergraduate Experience) and that is a faculty senate committee charged with investigating & exploring our undergraduate experience at BGSU. Cathi Cardwell and other members of the committee will report to Faculty Senate during monthly meetings.

Chair of the BOT, Robert Sebo spoke to senate as well. He spoke on leadership and discussed three major goals for effective leaders: preparation, presentation & performance.

Dr. Cartwright spoke about SSI (State Share of Instruction). She explained that it decreased but we are not sure how much because OBOR will not convene until October to discuss FY11. Because the formula may change “it makes it difficult to predict for FY11”. Dr. Cartwright will update us more about this at the October 15th State of the University Address. Dr. Cartwright then gave validation for the Noel-Levitz consultants. These include purchasing 125,000 names, 20,000 of which are 23 times more likely to enroll than the average student. Looking at financial aid pricing to determine how to create a new data-driven financial aid/scholarship program. Also, Noel-Levitz led faculty & staff in discussions about improving support for enrolled students. This includes Early Alert & Mid-term grades. These are both provided through MyBGSU. Another objective is the creating of the Student Enrollment Communication Center. Finally, Noel-Levitz has provided marketing & communications
research. Our focus in future marketing campaigns will be on our strengths, benefits and points of distinction as a university.

**Albert Colom** will be at Faculty Senates October meeting and providing an enrollment update.

**Provost Kenneth Borland** introduced himself and spoke about his leadership. He will sometimes lead alongside and sometimes out front.

**GSS President Carl Walling** said they will be working on a list of top ten concerns. GSS is giving $24,000 in professional development monies to grad students for presentations at professional conferences & for support of student research.

**USG President Sundeep Mutgi** USG will sponsor “The Big Event on Sept. 25th and have taken on a project to help renovate the library deck.

**Retiree Representative, Robert Clark** reported they are sponsoring a program on Sept. 26th featuring guest speaker, Tom Walton, retired Toledo Blade editor. Cost $15.00 per person. Also, retirees are willing to consult with any faculty member nearing retirement. If interested please call the retirees office.

**Ohio Faculty Council-Keith Bernhard** is now an official group that reports to the Chancellor. They start meeting Sept. 11th and will meet monthly.

**IRS Regulations on Deferred Pay-Rebecca Ferguson, CHRO and Sherideen Stoll, CFO** reported on changes for deferred pay. This will faculty on 9 month contracts but being paid over 12 months. It is considered nonqualified deferred compensation. Therefore, the IRS can impose heavier taxes on this status if the faculty member makes over a certain amount in deferred compensation as set by the IRS. This will affect 72 faculty. Faculty Welfare Committee will be working on this issue.

On November 17th & March 23rd there will be Faculty Senate Forums taking place.

**Old Business**

See Co-chair’s report on the fall reception and chair-elect.

**New Business**
• Administrative staff are needed to serve on a salary sub-committee. Information will be emailed to representatives and then forwarded to all constituents.

• Nora Cassidy will serve as an ASC representative on the leave bank committee.

**Good of the Order**

• Don’t forget to get your flu shots. H1N1 shots will hopefully be available mid-October.

• WBGU has produced shows with the College of Music, National Parks, and provides video on the big board for the football game -- all by WBGU students and staff.

• Art Gallery- upcoming exhibitions: The Poetic Dialogue; Contemporary India; Words and Pictures

• Thank you Tony Short for volunteering to serve as Chair Elect.

• Thank you Rebecca Ferguson for offering to fund the Ferrari Award.

• Join the Jerome Rollers at the Homecoming Parade!

• The Falcon Film Festival is in February but submissions will begin mid-October.

• Thank you executive committee for resolving the non-renewal policy terms.

• BGSU is collaborating with other universities and the state to promote cost savings and it is receiving media attention.

The next meeting is in room 308 BTSU on November 5th. Albert Colom will be the guest speaker.

Heidi Popovitch motioned to adjourn. Seconded by Mike Hachtel.
Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Summary of Administrative Staff Council 2009-2010 Meeting
November 5, 2009

Guest
Albert Colom – enrollment update

Co-Chair’s Report
President Panel’s Update

Treasurer’s Report

The Foundation account for the Ferrari Award and other ASC recognitions has been created! Contributions can be made to the Administrative Staff Recognitions Fund 30001996.

Committees

Administrative Staff Spotlight - spotlight colleagues by sharing their contributions to the BGSU mission http://www.bgsu.edu/organizations/asc/index.html
Administrative Staff Council 2009-2010
Minutes: November 5, 2009

Members Present:

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<td>Daria</td>
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<td>David</td>
<td>Steen</td>
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Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Jon McDermot for Tom Siebenaler

Guest

Albert Colom
Albert shared an enrollment update and some of the ideas that are being considered for changing the enrollment process. We are constantly thinking and discussing new ideas to help enrollment and retention. For example, what if we allowed students to register for three semesters at a time? We are finding that traditional students are experiencing some of the issues that non-traditional students face. Providing these types of services might help with retention.

Gary Swegan has indicated that our prospects are up 75%. Last year we had 27,000 in our prospect database and we now have 48,000 and these students are pre-qualified. Last year we had 671 recruiting activities and as of today we’ve had 1100 and we plan on another 400 or 500 more activities. We are doing more of the right high-impact things to interest students in what BGSU has to offer. Our current applications received are up 25%. Last year we were at 2800 at this time of the year and currently we have 3600. That is a huge increase but having an increase in the queue doesn’t do any good if you haven’t admitted them. The admitted rate has gone up close to 38%. Last year 1400 and we are well over 2100 this year. By doing things sooner, we are expanding the market share in the state of Ohio. We are looking for a class between 3200 and 3400. We have been around 3000-3100. In the last 5-6 years we’ve lost around 2,000 students. The financial ramifications of that is close to 10 million dollars. That is the reason we have to right-size ourselves.

Enrollment makes everything possible. You’ve heard the President say enrollment vitality equals fiscal sustainability. That is exactly what we have to keep in mind. Last year we had 5200 visitors on campus and this year we are up to over 6100. We all
have to work together and smarter to attract students. We take great kids and turn them into terrific baccalaureate degree earners. That is what we do. That is our DNA. That is why we are number 11th in the nation in learning communities. That didn’t happen by accident. There has been some slippage in enrollment – which I tie to resources and budget – but we are not a broken institution by any imagination. People want us and when they visit us they fall in love.

Our admissions office is visiting every high school in the State of Ohio. We have never done that before. And it’s not just admissions – financial aid has a lot to do with recruiting as well. It’s a very aggressive schedule but the two areas are up to the challenge and they continue to do an excellent job.

We are in the process of putting together a comprehensive enrollment management plan. It will have marketing, communications, recruitment, part of the academic plan, fiscal plan, and the technological plan – all of the things necessary to make the enrollment move forward. It will be aligned with the strategic and fiscal plan of the university. It won’t sit on a shelf but be followed and reviewed every year.

New student orientation has been done well for at least 15 years. We have put together a working group to come up with a way to engage students earlier – April, May, June – and offer them transition activities. We want to be more creative and lead other universities in these areas.

We are looking at the possibility of re-thinking the first year advising. CUE is part of that. We can’t change the curriculum without re-thinking everything else that is involved. We need to get the student to think about what is really important.

We have re-cast Adult Learner Services’ great work into a Non-Traditional Student Services center. This is a strategy to engage different populations for us to grow our enrollment.

The number of High school seniors graduating is scheduled to decline. That means our market share will decrease. We can combat that by engaging adult learners and e-learning and the other areas our Governor wants us to service. For many years our core business has been traditional and residential students and we will continue to enhance that by the activities that are being done. But we need to re-think how we service the non-traditional students. How do we engage them and make them feel like they are connected and valued as a part of the institution?

We have developed a Student Enrollment Communications Center that is there to communicate with the students. As early as the 8th grade, we intend to develop programs that will show parents, students and counselors why BGSU is the right school for them.
We are working with community colleges on "umbrella" articulation agreements to let students know they can transfer seamlessly. The effective part is the curriculum. The easy part is what I'm doing now with Terra, Northwest and Owens where we are going to have the president sign articulation agreements that allow them to transition much easier to become a student at BGSU sooner if warranted.

Peoplesoft is going to need to be upgraded and we have to adapt techniques that follow the technology. We have to find a better way to leverage that technology. We may have to shed some of the ways we have done things to move forward to an easier way. But while we do this, we need to keep students as the reason why we make these decisions and move from a staff/faculty-centric organization to a student-centered organization. Nationally, most students graduate with a $20,000 debt. BGSU students average a $27,000 debt. We are placing our students at a disadvantage. The State will be moving toward a more performance-based funding model as opposed to volume. How do we shift from quantity to quality in terms of outcomes? That is what we are trying to do – by becoming student-centric.

Another change we are making is the threshold of debt a student owes that prevents them from registering. It used to be $50. If you were a senior and you owed $51 you couldn't register. The threshold now is $1200. The finance office and my office have been discussing how we can eliminate the barriers that keep students engaged. We punish students with enrollment – and yet that is the one thing that is the most important to the student and the institution.

E-Learning and the work that COBL is doing is amazing. They are leaders in the State of Ohio. Dual enrollment is extremely important. The high schools want us to teach university courses at their sites. There are new monies that are being piped to departments for marketing initiatives to allow them to tell their stories in their own way. We are looking into providing students services from one central area as opposed to being sent all over campus. These are many of the things we are doing to move us in the right direction. The future is very hopeful and I'm very happy to be a part of it.

**Co-Chairs Report**

1. Kathy Cleveland Bull will present on November 20th. The office of the president and human resources are financially supporting administrative staff and this event. The event will be taped and available online after the event.
2. Health Insurance Open Enrollment ends November 20th.
3. President's Panel:
   a. The loss of the 850 million dollars in the State of Ohio and how that will impact us. There are three ways to cover the loss; cut education, raise taxes, planned defer increase in taxes.
   b. BGSU will likely incur at least 8 million dollar loss in state subsidy.
   c. Printing Responsibly Project: In December members from this project committee will be here to talk with us. Significant savings.
d. Budget cuts – will not likely be staff but program cuts.
e. Reconfiguration – draft stage at this point. No timeline is set. There is nothing official and no proposal.
f. There is no outsourcing plan for classified staff.
g. There are many plans for the residence halls.
h. Westridge Capital: A receiver has been appointed and BGSU may recover some of the investment lost when assets are liquidated. Timeline is 3-5 years.
i. A Consultant (BGSU Alum David Robinson) has been hired to lobby on behalf of BGSU in Columbus.

**Treasurer's report:**
We now have a foundation account to fund the Ferrari Award and other ASC recognitions. Contributions can be made to the Administrative Staff Recognitions Fund 30001996.

There is a form to request ASC expenses. Go to the ASC website and there is a link to the ASC Expenditure Form.

**Chair-Elect Report:** none

**Secretary's Report:** none

**Committee Reports**

**Amendments:** no report.

**Awards:** no report.

**Internal Affairs:** no report

**External Affairs:** no report

**Personnel and Welfare** met on Thursday, October 15, 2009. We discussed the Administrative Staff Spotlight idea. This will be placed on the ASC website. On behalf of ASC we are seeking feedback about the contributions of our members. As we know, BGSU is successful because of the combined efforts of its faculty, administrative staff, classified staff, students, alumni, and community supporters. In an effort to increase the visibility of those contributions made by administrative staff, you are invited to spotlight colleagues by sharing stories regarding his or her contributions to the BGSU mission. Self-nominations are encouraged. As spotlight submissions are collected, PWC will work with Nora Cassidy to highlight these submissions on our website at http://www.bgsu.edu/organizations/asc/index.html. Likewise, selected submissions will be forwarded to Marketing and Communications for further development and promotion. We feel this will help with the morale of our employees. Forms will be submitted to Jodi Devine.
Professional Development will meet on Thursday, 11/5 at 12:45 to discuss goals and objectives for the year.

Scholarships: no report

Faculty Senate met on Nov. 3, 2009 at 2:30pm. The next Faculty Forum will be 11/23/09 at 9am and it will cover ideas such as "What is BGSU like compared to the sister institutions? Including faculty welfare comparisons and student and faculty demographics comparisons. COBL spoke at the meeting. As a comparison they showed that a significant increase has happened with on line learning.

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<thead>
<tr>
<th>Academic Year</th>
<th>Enrollment</th>
<th># of classes offered</th>
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</thead>
<tbody>
<tr>
<td>2001-2002</td>
<td>805</td>
<td>72</td>
</tr>
<tr>
<td>2009 (Sum/Fall)</td>
<td>8,254</td>
<td>448</td>
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Donna Wittwer and Becca Ferguson also spoke about the health insurance enrollment.

Janice Twork motioned to adjourn. Seconded by Heidi Popovitch.

Next meeting is December 10, 2009 in BTSU 201.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary
Summary of Administrative Staff Council 2009/2010 Meeting

December 10, 2009

Guests

Lona Leck, ASC's Information Technology Committee Representative

http://www.bgsu.edu/organizations/itc/

Joshua Von Lehmden and Debra Wells, Print Responsibly

www.bgsu.edu/printresponsibly

Co-Chair's Report

Employee Separation Program

Board of Trustees Meeting

Chair Elect's Report

Treasurer's Report

To contribute to the new Council Recognition fund, donate to: 30001996 or contact Heidi Popovitch in 205 Jerome Library. This fund will be used to support the Ferrari Award as well as other ways to recognize Administrative staff

Secretary's Report

Committees
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Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Adela Langa for Tom Gorman

Guests:

Lona Leck, ASC's Information Technology Committee Representative

Lona provided an update on the Information Technology Committee activities:


2. Tech Trends Grants – bring technology related events to campus. Grants up to $1,000 are awarded based on need. Information is available at http://www.bgsu.edu/organizations/itc/.

Josh and Debra Wells, Print Responsibly

Joshua and Debra provided an overview of the Print Responsibly program.

1. Three full-time staff on campus

2. Faxes, copiers, printers, toners, ink

3. 1 ½ million expected annual savings

4. Software tracking

5. ITS will be interviewing departments to assess their needs.
6. Find out more at www.bgsu.edu/printresponsibly

Co-Chairs Report

1. Employee Separation Program. Each person will need to gather all of the information they can, review their situations and determine if the employee separation program best suits their needs. If you weren't notified and feel you should have, contact Human Resources immediately.

2. Board of Trustees. The Board of Trustees approved the Employee Separation Program. In the Academic Subcommittee meeting, Albert Colom gave an enrollment update. Dr. Borland provided an update on grants and academic reconfiguration. In the Finance Subcommittee, the focus was on the construction master plan.

3. Thank you to everyone who attended the Kathy Cleveland Bull event. There were 85 attendees. For those that missed the wonderful video Kathy shared with us, go to http://www.gratefulness.org/brotherdavid/a-good-day.htm.

4. Tri-Chairs Meeting. We had our first meeting to discuss topics relevant to Classified Staff, Faculty and Administrative staff. These meetings will continue throughout the rest of the academic year.

Treasurer’s report: To contribute to the new Council Recognition fund, donate to: 30001996 or contact Heidi Popovitch in 205 Jerome Library.

Chair-Elect Report: no report.

Secretary’s Report:

1. The November minutes have a few minor changes and will be approved within 24 hours if no additional changes are submitted.
2. ASC Standing Committee Chairs are reminded to submit reports electronically prior to monthly ASC meetings.

3. Mail was received from the Graduate Student Senate supporting the University Strategic Plan, approval to create three peer-reviewed awards for graduate students presenting at the BGSU Fall Research Conference. The Undergraduate Student Government passed a resolution in support of a new seal, a resolution supporting an expanded student plan for campus beautification of the library deck, unanimously approved a resolution thanking Dr. Jeffery Coats for his service as advisor, and a resolution of intent for a straw poll to better assess the student body's feelings on the potential $20 increase in general fees for shuttle service.

Committee Reports

Amendments: Committee members: Mike Hachtel, Tim Parish, Marlene Reynolds, Beverly Stearns (chair). Amendments Committee chair Stearns met with the ASC Executive Committee on November 10, 2009, to seek clarification regarding the assigned goals for 2009-2010. Executive Committee members who were present were unsure about the genesis of these goals. It was agreed that ASC standing committee goals for the coming year should be included as part of each end-of-the year committee annual report. The Executive Committee advised the Amendments Committee chair to set the Amendments Committee’s goals for this year. The Amendments Committee has set the following goals for the 2009-2010 year:

• Remove the ASC Bylaws and Charter from the Administrative Staff Handbook and add these documents to the ASC web/BlackBoard sites.

• Continue to review the Administrative Staff Handbook, the Bylaws of the Administrative Staff Council, and the Charter of the Administrative Staff Council for possible amendment.

Based on the Committee chair’s discussion with the Executive Committee, the Amendments Committee is drafting amendments to the ASC Bylaws, Article 2: Committees, relative to committee goal setting. The Committee plans to propose these amendments during the January ASC meeting.

Awards: There are two nominees for spirit awards that are currently being reviewed.
**Internal Affairs:** The IA committee met prior to the Kathy Cleveland Bull event and focused on that but also talked about our goal to increase ASC awareness on campus. Ideas were generated and discussed are generating a Wiki to help implement some of the plans/ideas.

**External Affairs:** Thank you to all who participated in the Thanksgiving Day parade.

**Personnel and Welfare:** We encourage submissions for our ASC “spotlight.” Please see more information on the ASC website. If you feel an administrative staff personnel should be recognized for their contributions to the university, please submit a nomination. We have a couple of gentlemen lined up to work on employment and salary information.

**Professional Development:** The Professional Development Committee met in November and discussed possibilities for offering professional development in-services to staff. It was mentioned that historically, these types of events are not well-attended. Discussion continued on alternate delivery methods such as web casts or quick tips sent frequently by email or newsletter. This discussion will continue at our next meeting.

**Scholarships:** We have finalized our raffle prizes which will be announced very soon.

**Faculty Senate Report**

The president spoke of the positives of Noel-Levitz and the Centennial Celebration. UESP to the BOT 12/3/09. Also, she mentioned the new Zoom News.

The Provost handed out University Criteria for Academic Program, Initiative, & Unit Reconfiguration including centrality, generation/productivity, cost, demand, credibility/quality. They are looking at schools or courses that are redundant and looking at what is sustainable. Decisions need to be strategic instead of being each college eliminates x% for example. It must be central to the mission, show student demand, and be a quality
program. Also, they will look at "contemporary student demand’ and who is "spending more than generating”.

**CSC Liaison.** No report.

**Old Business**

The ASC Recognition Fund will be used to support the Ferrari Award as well as other ways to recognize Administrative staff. This is a long term solution. One of our ASC members has offered to match the first $500 donated. If you contribute to the Family Campaign, you can specify the ASC Recognition fund.

**New Business**

No new business.

Jason Dunn motioned the meeting be adjourned. Heidi Popovitch seconded the meeting.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Administrative Staff Council 2009/2010 Meeting

January 7, 2010

Guests

Get involved on President's Day!

Larry Weiss – BGSU 100 Years!

Co-Chair's Report

Chair Elect's Report

Treasurer's Report

Secretary's Report

Committees

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New Business
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**Co-Chair Sara Zulch-Smith called the meeting to order.**

Introduction of Subs: Tony Howard for Anthony Short, Robin Belleville for Laura Emch.

Guests:
Erin Heilmeier and Lindsay Nicholson came to talk about President’s Day Open House and ask for volunteers. Individuals may sign up on-line. If you have worked President’s Day in the past and you have a preference of where and when you would like to work please note that in the on-line form.

Larry Weiss spoke about the Centennial Anniversary Celebration. He mentioned that the master calendar for the celebration is on-line and it is evolving. He then gave us a brief history of BGSU. The actual birthday for BGSU is November 10, 1910. On the BGSU homepage is a link to the Centennial information. It includes the history and many photographs through the years. Also the link has the master calendar. One other event that isn’t posted yet but will be soon is a challenge for BGSU employees to track their volunteerism and the goal is to have one million hours for one hundred years. Jane Rosser is the person taking the lead in tracking that information. There are also Centennial Anniversary stamps available through Marketing and Communication to attach to letterhead or on the back of envelopes. If you would like these you can contact Julie Carle in Marketing and Communication. The University (Faculty & Staff) Centennial Kickoff is Friday, Jan. 29 starting at 9:30am with refreshments and followed at 10am by a program with President Cartwright, Larry Weiss and other speakers. The event will be held in the Lenhart Grand Ballroom. Larry’s email address is lweiss@bgsu.edu if you wish to contact him regarding the celebration.

Co-Chairs Report

1) Employee Separation Program. HR stated 180 people met with the company. ESP representatives will be back on January 20th, 21st and February 1st for individual appointments.

Treasurer’s report: No new activity was reported.

Chair-Elect Report: No report.

Secretary’s Report: No report.

Committee Report:

Amendments: Beverly Stearns will be attending the 1/12/10 Executive meeting to ask clarification whether the proposed amendments to the Bylaws (Article 2, Sections 1 & 2)
would be considered a major or minor issue, thus determining if one or two readings would be required. The Amendments Committee will be prepared to present the proposed amendments during the February 4 ASC meeting.

**Awards:** Janice Twork has resigned from ASC. This committee will need to find a new chair.

**Internal Affairs:** no report.

**External Affairs:** no report.

**Personnel and Welfare:** no report.

**Professional Development:** no report.

**Scholarships:** The raffle announcement is going out this week. There are many good donations this year. However, they were not able to include a parking pass.

**CSC Liaison:** no report

**Old Business**

None to report.

**New Business**

Barb Keller asked if there could be clarification in the Bylaws of the role of the BGSU Retiree Association in ASC.
Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Administrative Staff Council 2009-2010
March 4, 2010

**Guest**

Sherideen Stoll

Update on budget status

Separation Program

Parking and Shuttle Operation

**Co-Chair's Report**

Meeting with HR

BOT meeting

Classified Staff Council meeting

**Secretary's Report**

Please consider running for ASC representative!

**Committees**

Amended Bylaws are available on the ASC website

The Hannah’s Sock Drive is once again in full force!

**Co-Chair Sara Zulch-Smith** called the meeting to order.

Introduction of Subs: James Fox for Daria Blachowski-Dreyer, Stephanie Sickler for Kelly Cusack, Chad Fletcher for Stephen Kendall, Sara Schleicher for Jacqueline Nathan, Marco Zamudio for Tim Parish

Guest: Sherideen Stoll

Budget Status. The state operates on a biannual basis and the colleges operate on an annual basis. We are given the SSI formulas for a 2-year time period, but there are always revisions. The formula we were given to expect for 2009/2010 fortunately wasn't much different than what we have been actually receiving. However, the State has changed how it is distributing the money. A portion of June’s
payment will not be distributed until July. This has never been done before. In addition, 13% of the budget is from one-time stimulus money. In 2011 we will have less SSI. SSI is largely enrollment driven and our enrollment has declined. The state basis SSI on 2-year and 5-year enrollment averages and compares those numbers with other Ohio institutions. Our piece of the pie isn’t relative to size of the pie. In 2010 the pie was larger but our portion of it was smaller due to our enrollment averages. Other institutions’ enrollment was either flat or grew.

If the State doesn’t meet its revenue projections, mid-year reductions can also be passed on to us. The first 6 months of this year, distributions were pretty close to what the State anticipated. In January, however, the State missed revenue projections by 100 million dollars. The speculation is that positive December numbers affected January’s revenue. We are waiting to see if that is true and its affect on February’s revenue.

We currently have a rough draft of the university’s budget. The main factors used as a basis for the budget are:

- 8.3 million decrease in SSI
- Anticipated tuition increase
- Minimize housing increase if any
- No enrollment growth. We are taking the most conservative approach though every indication is that Fall freshman enrollment is up, transfer is modestly up, and summer registrations appear to be up. As we get closer to real numbers we’ll update budget scenarios.
- ESP figures. We currently do not have replacement figures.
- Modeling small salary increases which are very modest. We are not indicating how much per constituent group but are hoping to set aside a “pool” of money for modest increases.
- Health insurance claims. All indications are we are holding our own. We are not expecting to see increases in benefit claims. The last 2½ years we have maintained our benefit claims to around a 5% increase which is an improvement over previous years.
- Utilities. We have not seen the significant increases in gas prices like we had 2 years ago and we are not hearing anything to indicate an increase in electric.

Early Separation Program. We anticipated 138 individuals would participate in the Early Separation Program and we had 149. The challenge will be the timing of the vacancies and what we do after the participants leave. We are asking each area to submit their plans and provide strategies to avoid 1-1 replacements. All units will not be proportionally affected but we don’t know the extent of each area as of yet. We will have to complete our plan in time to present it to the Board of Trustees by the end of June.
Parking and Shuttle Operations. Parking has been funding the shuttle service at a deficit. Approximately $478,000 has been traditionally transferred from parking to the shuttle service and both operations know they are over budget from day one. The USG has indicated they value having the shuttle service, more so that GSS. USG has passed a resolution in support of a $20/semester shuttle fee. GSS may consider supporting a lesser participation based on their usage of the service.

We began conversations with the parking advisory committee to talk about creating a sustainable model for parking and the shuttle services. Even if the $478,000 was transferred back to parking, it would not be enough for proper annual maintenance. Asking employees to pay for parking is being discussed. We are considering a $10/month employee parking fee. However, current employees we see an increase in their base salary by that amount and parking would be deducted on a pre-tax basis. This is in the discussion phase and it is too early to tell exactly what the final policy will be.

Co-Chairs Report

Meeting with Human Resources

ESP program numbers exceeded what was anticipated

Severe weather policy is still being discussed between HR and the committee

Mercer is coming back and will evaluate administrative staff salaries but if the recommendation is an increase in salaries, money is most likely not available. We are laying the groundwork for when money is available.

A working group has been created to discuss changes in employee fee waivers. The changes being considered are increasing the number of employee credits hours per year from 15 to 16 and removing the 3-year waiting period.

ASC Rep Nominations

Please consider running for an officer position on council.

Board of Trustees Meeting

ESP. Administrative staff will still have the same work to accomplish with fewer people. Some guidance/policy from the BOT on how to prioritize/accomplish this work would be welcomed.

Mercer

Leave bank contributions by administrative staff

Assembling a committee to search for a president
Classified Staff Council

Staff awards are on the CSC website

Background checks on all new hires

Secretary’s Report:

The ASC Awards Reception is scheduled for April 6, 2010. Please plan to attend and bring one guest that is not an ASC representative! The theme will be “Administrative Staff Council - People Worth Celebrating.”

Please encourage constituents to run for Administrative Staff Council. Current representatives consider running for an officer position.

Those that have served as an ASC representative for 1 year are eligible to run for executive council. The council meets the 2nd and 4th Tuesday of every month.

Committee Reports

Amendments: ASC approved, with one revision, the proposed amendment to the ASC Bylaws, Article 2, Sections 1 and 2 on February 4. The amended Bylaws are now posted on the ASC website and in the BlackBoard community.

Awards: Nominations for the BG Best and Ferrari awards are available on the ASC website. Nominations are due by March 12th.

Internal Affairs: Working with Awards committee on planning the April 6th reception.

External Affairs: ASC is collecting new adult men and ladies socks or monetary donations for the nonprofit organization Hannah’s Socks which distributes them to people in need in Ohio (www.hannahssocks.org). Collections will continue through the month of April. Drop off points are:

212 Conklin – Lisa Ingram

441 Saddlemire at Conklin – Deborah Rice
For more information, contact Donna Dick: ddick@bgsu.edu or 372-2355.

**Personnel and Welfare:** PWC is working on a salary proposal.

**Professional Development:** no report

**Scholarships:** Scholarship applications are due March 15th. Raffle prize winners will be announced at the March 4th meeting.

**Good of the Order**

Falcon Film Festival was a great success!!

Dr. Borland will be our guest at the next meeting.

Motion to adjourn by Beverly Stearns. Seconded by Jason Dunn.

Respectfully submitted by,
Sherri Orwick Ogden

ASC Secretary
Administrative Staff Council 2009/2010

Minutes: April 1, 2010

Guest
Dr. Kenneth Borland

Co-Chair’s Report
Fee Waiver Policy
Severe Weather Policy
Employee Assistance Program – new provider

Chair Elect’s Report
Connie Molnar has agreed to be Co-chair!

Treasurer’s Report
Secretary’s Report

Committees
Old Business
New Business

Co-Chair Sara Zulch-Smith called the meeting to order.
Guest: Dr. Kenneth Borland, Senior Vice President for Academic Affairs and Provost

Dr. Borland met with the Administrative Staff Council to review the following subject areas: CUE update (particularly how it relates to administrative staff)

1. Update on the reconfiguration of colleges/academic units and anticipated time line

Cue is moving forward. Open forums were held last month for everyone. Over 200 people attended. A white paper presentation will be given at the next faculty senate meeting. Cue is assembling responses from the forums and faculty senate to move toward a more concrete picture of what the curriculum will look like. It could be as long as 3 years before everything is implemented.

2. Status of the Centers of Excellence and how that might impact our reconfiguration process

   a. Reconfiguration. A month ago I met with the Deans individually to go over their proposals for recommended changes. Some of the changes are being implemented. Colleges are doing different things that make sense to fulfill their needs. The Employment Separation Program is playing a part in the recommendations. Deans are presenting on the budget next week. Some reorganization is beginning but there is still a lot of work to be done in the colleges. In the short run, it may mean vacant positions until we can build up resources.

   b. Centers of Excellence. Two of the five centers are approved which are Environment & Sustainability and Health & Wellness Across the Life Span. We are treating the five as if they are all approved. We have asked for one-time funding to get them started so they can begin to generate their own revenue. A marketing staff is needed and offices on some level will be necessary to get the centers off to a good start.

3. How faculty lines from the employee separation program will be redistributed
Deans have just about figured out how they want to use the open lines. It is possible lines could be moved. Those decisions will follow the student enrollment. Economy now isn’t as bad as next biennium which will be worse as far as SSI. We may talk about program elimination over the next year or so. Faculty lines won’t be filled this Fall as there is no time for a search. The money will be used for instructors where needed.

4. Update on how administrative positions are being reorganized/refilled/left vacant following the ESP

In Academic Affairs, some positions will be re-filled and some re-defined or re-located. We don’t yet know how many, if any, will be approved to be re-filled. We need to realize cost savings over a long period of time to avoid furloughs, layoffs, etc. All monies will be swept into a common pool for the first year and distributed as needed to colleges to cover expenses.

5. Status of the Diversity Network

My responsibility is to get this network up and running. We are getting ready to have a second meeting before the end of the semester. We are asking for base funding for the group. Funds are used for multicultural purposes and we need to look to see how productive that is. Is everyone able to be successful here? We are just getting started and intend to involve the entire campus and community.

6. Your top 3-5 priorities for BGSU in the next 5 years

I have been here 7 1/2 months and there are still things I am learning every day. I have learned a lot so far about what is on the minds of the faculty and their concerns. Research support is minimal and we need to have more. We should have more undergraduate students doing research. We also need to develop graduate education, work more with the community and businesses, and start focusing on retention next year.

Co-Chairs Report

Fee Waiver Policy. Changes to the fee waiver policy are going to the Board in May or June. Employees will be able to take as many as 16 semester hours as opposed to the current 15 semester hours and dependents of employees will not have to wait 3 years prior to receiving the
benefit. Faculty Senate will have their own policy separate from the Staff policy at least for the short term.

**Severe Weather Policy.** One more committee is expected to complete and finalize the new policy.

**Employee Assistance Program.** Impact Solutions will be providing these services effective May 1, 2010. The company does not yet have a local facility but is expected to soon.

Ombuds training. Two people are still needed for Ombuds Training. It is a 3-year commitment. For more information on Ombuds, go to http://www.bgsu.edu/organizations/asc/page44328.html.

**Chair-Elect Report:**

Connie Molnar has agreed to be Co-Chair for the 2010/2011 fiscal year.

**Classified Staff Report.** Concerns about classified staff positions being converted to administrative staff positions were expressed at their last meeting. They also discussed eliminating the yearly CSC golf outing and considering other fund raising opportunities.

Chair Elect or Co-Chairs Elect still needed for the 2010/2011 fiscal year.

**Committee Reports**

**Personnel and Welfare:** PWC met to discuss various materials found from years past as requested by ASC on behalf of Administrative Staff for the salary & compensation meeting. We are still seeking Spotlight submissions. Go to our website to download a form and talk about an Administrative Staff member that you want to recognize.

**Old Business**
None to report.

**New Business**

None to report.

Motion to adjourn by Heidi Popvitch. Seconded by Beverly Stearns.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Administrative Staff Council 2009/2010
Minutes: May 6, 2010

Guest
Steve Krakoff – Capital Planning Update

Co-Chair's Report
Meeting with Human Resources
President’s Panel

Chair Elect’s Report

Treasurer’s Report

Secretary’s Report

Committees
Thank you Robert Zhang for assisting our PWC committee!

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<td>Sara</td>
<td>Zulch-Smith</td>
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Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Marcos Zamudio for Tim Parish.

Guest: Steve Krakoff, Assc VP, Capital Plan/Design

Steve Krakoff presented an overview of the BGSU’s capital planning projects.

1. Planning for the next 15 years with Phase 1 complete in the 7-8 years
2. Align with academic goals
3. Program Objectives: moderate growth, improve academic spaces, upgrade/replace student life
4. Campus Plan Objectives: interactive environment, engage north of Ridge street, interactive campus zones, enhanced services and recruitment
5. Improve core campus and downtown connections
6. reinforce green spaces
7. remove dead areas on campus
8. Dividing the campus into districts – Traditions District, Central District and Northwest District
9. Improve building conditions and accommodate space requirements
10. Building investment task force to determine which buildings are cost effective to renovate.
11. Northwest Dining Commons
a. Complete August 2011
b. Left side of McDonald will be demolished
c. LEED certification
d. On-site herb garden
e. Education in green elements

12. Northwest Residence Hall

13. The Education and Administration buildings will be removed as well as the theatres in University Hall.

14. A more detailed plan should be complete by the end of June.

Co-Chairs Report

Meeting with Human Resources. Impact Solutions is now the Employee Assistance Program provider.

President’s Panel.

- The president Search Committee will be announced at the Board of Trustees meeting on May 7th.
- The enrollment update is positive and housing deposits are up.
- Not all positions vacated by the ESP will be re-filled.
- Fee Waiver Policy changes are going to the board May 7th.

Treasurer’s report:

Chair-Elect Report:

Secretary’s Report:
Committee Reports

Amendments: no report

Awards:
Dr. Michael Ferrari Recipient:
Julie Carle, Communications Manager, Media Relations

BG Best Recipients:
Lakeshia Dowden, Senior Coordinator, Office of Residence Life
Cathy Swick, Assistant Director, Programming, Recreation and Wellness

The committee will award more Spirit Awards at a later date.

Internal Affairs: Working on upcoming elections.

External Affairs: Finished up Hannah's Sock Drive April 30th. In process of collecting socks.

Personnel and Welfare: PWC would like to publicly thank Robert Zhang for a great job providing PWC with requested data.
**Professional Development:** Awarded (3) $250 professional development scholarships last semester. We will be offering another round of scholarships this summer. We will spread the word by:

1. sending an email to admin staff
2. posting on Campus Update
3. seeing if we can get in Zoom News

**Scholarships:** no report

**Old Business**

none to report.

**New Business**

none to report.

Motion to adjourn by Heidi Popovitch. Seconded by Sandra Mencer.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary
Summary of Administrative Staff Council 2009/2010 Meeting
June 3, 2010

Guest
Sherideen Stoll

Co-Chair’s Report
Years of Service Award
Mercer
BOT Meeting

Secretary’s Report
New representatives and Election Results

Committees
Year-end Reports

Old Business

New Business
Administrative Staff Council 2009/2010
Minutes: June 3, 2010

Members Present:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last</th>
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<tr>
<td>Daria</td>
<td>Blachowski-Dreyer</td>
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<td>Nora</td>
<td>Cassidy</td>
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<td>Jodi</td>
<td>Devine</td>
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<td>Donna</td>
<td>Dick</td>
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<td>Laura</td>
<td>Emch</td>
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<td>Kimberly</td>
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<td>Thomas</td>
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<td>Michael</td>
<td>Hachtel</td>
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<td>Lisa</td>
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<td>Stephen</td>
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<td>Ryan</td>
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<td>Connie</td>
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<td>Beth</td>
<td>Nagel</td>
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<td>Jacqueline</td>
<td>Nathan</td>
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<td>Sherri</td>
<td>Orwick Ogden</td>
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<td>Steven</td>
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<td>Tim</td>
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<td>Heidi</td>
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<td>Marlene</td>
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<td>Nancy</td>
<td>Vanderlugt</td>
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<td>Mary Beth</td>
<td>Zachary</td>
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<td>Jeanne</td>
<td>Langendorfer, Ombuds</td>
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Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Andrea Depinet for Jason Dunn, Troy Howard for Tom Zapiecki

Guest: Sherideen Stoll, Chief Financial Officer

Budget Update
1. Expecting 9/12% decrease in SSI for the 2011 year budget
2. Anticipate 8.5 million shortfall
3. Investments in enrollment efforts have paid off. Increased number of new freshman and transfer students expected.
4. Recovery is challenging but not insurmountable.
5. Programs for retention and transfer students in progress; i.e., Nontraditional and Transfer Student Services.
6. Modeling modest salary increases
7. Determining funds needed should additional course sections be required to accommodate the additional students.

Parking
1. Parking has been an underfunded department.
2. Proposal to increase current employees’ base pay and then deduct parking costs by the same amount. This would be a pre-tax deduction. Funds would be used to improve the parking program and infrastructure.
3. Buying a permit would be optional.
5. Still under review in faculty senate.
6. ASC is asked to provide thoughts and feedback.

Co-Chairs Report (Back to top)
- **Years of Service Awards Event.** Kim Fleshman and Sara Zulch-Smith have offered to assist with this event. Years of service calculations need to be reviewed to determine how breaks in service are included.
- **Mercer.** Steve Kendall is working on this committee to look at how we compare with peer institutions and at the JAQ process. Beverly Stearns and Lisa Ingram agreed to work with Steve on this ad-hoc committee.
- **BOT Meeting.** The new fee waiver policy for staff was approved.

Treasurer’s report: no report

Chair-Elect Report: no report

Secretary’s Report:
- Committees grouped together to determine chairs and review goals and objectives.
- New Officers: Anthony Short and Connie Molnar, Co-Chairs. Heidi Popovitch, Treasurer. Sherri Orwick Ogden, Secretary.
- Thank you new ASC Representatives:
  - Cheryl Snider
  - Kerry Fisher
  - Emily Monago
- University Standing Committee election results:
  - EOC – Kim Fleshman
  - HWI – Michael Ginsburg
  - Insurance Appeals – Laura Emch
  - Library – Chris Haar
  - Parking – Brett Pagan
  - Professional Affairs – Penny Nemitz
- Thank you to all those ASC representatives that ran for another term and for those continuing to serve.
- ASC Executive Committee election results:
  - Marlene Reynolds, Institutional Support
  - Laura Emch, Student Support
  - Steve Kendall, Technology
  - Mary Beth Zachary, Athletics
  - Kelly Cusack, Firelands
Committee Year End Reports *(Back to top)*

**Amendments**

- 09/08/09: Accomplished Goal #1 by facilitating the removal of the ASC Bylaws (Appendix A) and Charter (Appendix B) from the *Administrative Staff Handbook*, and by revising pages 9 and 10 of the Handbook to include links to these documents on the ASC web site and in the ASC BlackBoard community Documents folder. Outcome: ASC now can directly amend these documents without intervention by the Office of Human Resources or approval by the BGSU Board of Trustees.

- Accomplished Goal #2 to review the *Administrative Staff Handbook*, the ASC Bylaws and the ASC Charter for possible amendment:
  - Drafted amendments to the ASC Bylaws, Article 2: Committees, Sections 1 and 2 relative to ASC committee goal setting.
  - 01/12/10: discussed draft proposed amendments with the ASC Executive Committee to determine if a minor or major issue requiring one or two readings. Additionally discussed Bylaws Article 2, Section 2 regarding membership by ASC representatives on ASC standing committees. Outcome: Executive Committee determined that the proposed amendments constitute a minor issue requiring only one reading by ASC. Bylaws will stand as is (i.e., ASC standing committee membership is by nomination/self-nomination, and not mandatory for all ASC representatives).
  - 02/04/10: presented proposed amendments to ASC Bylaws, Article 2: Committees, Sections 1 and 2 to ASC. The amendments were approved with one revision. Essentially the amendments are these: Section 1. The Executive Committee shall set...priorities and goals for ASC annually at the beginning of each fiscal year...and shall present the proposed committee goals in writing to each committee during the first ASC meeting of the fiscal year. Each committee shall amend and approve its goals by the second ASC meeting of the fiscal year. Section 2: The annual report of activities submitted in May shall include the committee’s proposed goals for the following year.

**Awards**

**Committee Members:** Deborah Rice (co chair), Nora Cassidy, Nancy Vanderlugt, Thomas Zapiecki

**Goals/Accomplishments this year:**

1. Advertise Spirit of BG award more – was done this year and will need to continue next year.
2. Continue with BG Best - was done this year and will need to continue next year.
3. Possible newbie award (no money, just recognition) something new council members can be recognized for – was not completed this year and will be a goal for next year.
4. Funding Ferrari issues – competed with the establishment of the ASC foundation account (30001996). Advertising of foundation account will also need to be addressed next year.
5. Both the Michael R. Ferrari and BG Best awards were made into online forms to allow staff to submit without printing (green initiative). This will also assist in the tabulation of results as the form submits the data into an online database.
6. Awarded two Spirit of BG awards. Dawn Shores and Robert Zhang were winners this year.
7. Awarded BG Best award to Lakeshia Dowlen.
8. Awarded Michael R. Ferrari award to Julie Carle.

**Internal Affairs**
Committee Members: Jason Dunn, Kurt Thomas, Adam Bohland, Sherri Orwick Ogden

The following items were addressed and/or discussed for implementation:
1. Assist with professional development event in Fall 2009.
2. Assist with planning/implementing the Spring 2010 reception.
3. Complete/Create ideas for engaging new and existing administrative staff:
   a. Phone or personal contact when someone is hired.
   b. Bring constituents to the meeting day (round table, ask questions
   c. Table tents on union cafeteria tables
   d. Raffle for free golf, football, hockey
   e. Advertise on TV screens in Union
   f. Send positive message: how long we’ve been around, points of pride, representation
      without cost, representation by vote, representation by peers
   g. Add chair responsibilities to official documents/handbook
   h. Bulleted list of what ASC provides
   i. Create blog
   j. Promotional cards
   k. Send emails to new constituents when switching reps
   l. Create job description for representatives
   m. Orientation Packet Review
   n. Representative mentoring program

**External Affairs**
Committee Members: Donna Dick (chairperson), Sara Meyer, Kimberly Fleshman, Lisa Ingram, Steven Overholt

**Accomplishments this 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 146 pairs of new socks and $40, which 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.)
- Sparrow’s Next – women’s shelter in Toledo, OH
  47 Used women’s socks were collected and these were donated to the Sparrow’s Nest, which is a women’s shelter in Toledo.

**Personnel and Welfare**

<table>
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<tr>
<th>Goal</th>
<th>Outcome</th>
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<tr>
<td>Raise the profile of Administrative Staff</td>
<td>Developed the Administrative Staff Spotlight. Jodi is working with Marketing &amp; Communications to identify stories to publish. The submission form is on the ASC website.</td>
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<td>What do we want from Mercer?</td>
<td>Work with Mercer and HR to review and, if needed, develop a new weighting of JAQ factors. Also, needed is a market analysis of ranges and salaries.</td>
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<td>Non compensation Conciliation Agreement (NCC)</td>
<td>NCC proposal was rejected by the Administration as most of the Cabinet was new employees since the outline of the proposal was initiated and approved. They suggested we write a grievance policy with HR. We did not move forward with this item.</td>
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<td>Compensation Proposal</td>
<td>Developed a compensation proposal including institutional comparison data and an example of real dollars lost used in presentation to Rebecca Ferguson and Sherri Stoll 5/17/10.</td>
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<td>Parking Cost Comparison</td>
<td>Conducted an informal survey of other state institution policies. We found that we have been fortunate. The only institutions not paying for parking were a few small private institutions.</td>
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<td>Study of Administrative Staff Turnover by gender, # years of service, salary, age, reason for leaving</td>
<td>A tracking spreadsheet has been developed from the BOT minutes.</td>
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Not part of the original goals but reviewed by our committee:
As a group we reviewed the Faculty Welfare Review and pulled ideas for our compensation proposal from this very well detailed document.
The Employee Separation Program (ESP) was discussed. We discussed strategies and plan for its impact on administrative staff; however, we were unable to develop any strategies.

Professional Development
Committee Members:
Accomplishments this year: Awarded three professional development scholarships to administrative staff members in the spring semester. ($750 in total). Advertised opportunities for scholarships for summer semester. Applications are due June 10, 2010 and funds will be awarded by June 30, 2010. Plan to award an additional $1,250 in funds for a total of $2,000 for the year.

Scholarships
Membership: Mitch Miller, Chair
Nora Cassidy
Tony Howard
Deb McLean
Penny Nemitz

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 1,925 raffle tickets were sold with $1202 collected. $30 of the total was donated in lieu of purchasing raffle tickets.
5. Prizes were awarded in early March; all winners were notified of their winnings by mid-April.
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. Thirty-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 seven applications to the interview process.
11. All seven students were interviewed individually.
12. The decision was made to award two $1,000 scholarships, four $750 scholarships and one $500 scholarship.
13. Scholarship winners have been notified and invited to attend the ASC fall reception if it is held.

14. All paperwork has been submitted to appropriately transfer funds and to apply the dollars to each student’s Bursar account.

**Old Business (Back to top)**
none to report.

**New Business (Back to top)**
The Executive Committee will prepare a statement regarding the parking issue.

Motion to adjourn by Brett Pogan. Seconded by Kim Fleshman.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary