Minutes 2010-2011

Bowling Green State University. Administrative Staff Council

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Notes
Summary of Administrative Staff Council 2010/2011 Meeting
September 2, 2010

ASC Website:  http://www.bgsu.edu/organizations/asc/

Guest
Doreen Bateson, Athletics – Upcoming Events
Jeanne Langendorfer, University Libraries – Quilt Fundraiser

Co-Chair’s Report
Parking
Salary Increases
Domestic Partners Benefit Coverage
Savings Bonds
President and Leadership Meeting – send your questions
Upcoming Guests

Committees
Committee Chairs
Ad Hoc Committee
Administrative Staff Council 2010/2011
Minutes: September 2, 2010

Members Present:

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<td>Karen</td>
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Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: none

Guest: Doreen Bateson, Athletics  
- BGSU Athletes have a 3.07 GPA overall – highest in the Mid-American conference.
- The BGSU football ESPN Bleacher poster won 3rd in the nation.
- There is an $8/ticket offer for Family Weekend
- March 5, 2011 is the closing party for Anderson Arena. Athletics will move to the Stroh Center beginning April.
- The ice has been installed in the remodeled ice arena.
- Athletic passes for kids are available. $25 each for a t-shirt and free admission to any game. Contact the ticket office for more information.

Guest: Jeanne Langendorfer, University Libraries  
- The library is hosting a fund raiser selling raffle tickets for homemade centennial quilts.
- Tickets are 6 for $5 or $1/each.
- The quilts feature pictures of the buildings.
• Winners will be announced at a luncheon on November 9th.

Co-Chairs Report  (Back to top)

Parking
• Funds for parking was originally going to be added to staff paychecks September 1, 2010, however it has been delayed until January 1, 2011.
• Employees will see $60 added to their paychecks on January 1, 2011 and $60 added on July 1, 2011. The same amount (pre-tax) will be deducted from staff paychecks to pay for parking.
• There are concerns that the faculty may not pass this issue through their senate before January 1, 2011 especially with the upcoming unionization vote.
• Co-chairs will continue to meet with Sheri Stoll regularly to discuss this issue.
• There will be no increase in pay for parking for new employees.
• If you have not read the flyer or website regarding the parking changes, please do so. There are very important changes that affect everyone.

Salary Increase
• If a person in your department is re-classified, your department or college will pay for the cost of the increase.
• Conversations with the administration about this are planned as there are concerns this will discourage departments from reclassifying employees.

Domestic Partners Benefit Coverage
• A resolution is going to the Board of Trustees to include domestic same-sex partners in benefit coverage.
• ASC’s resolution included a broader definition of domestic partners.
• If approved, this change will add approximately 15 people to the benefit coverage.

Savings Bonds
• Savings bonds can no longer be taken out as a payroll deduction. However, you can still contribute through the TreasuryDirect.gov website.

President and Leadership Meeting
• The ASC co-chairs will be meeting with Dr. Cartwright along with leaders from the other constituent groups on October 19th. Email any questions you have for Dr. Cartwright to Anthony Short, co-chair (ashort@bgsu.edu).

Upcoming Guests
• October – Sheri Stoll
• November – Human Resources regarding the health insurance open enrollment
• February – Dr. Cartwright

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Treasurer’s report  - no report

Chair-Elect Report
Classified Staff Meeting
• BGSU donated microscopes to Lake High School
• Supervising student workers should be considered supervision
• Domestic partners should include more than same sex partners
• Miscalculations in years of service due to temporary years and changes in classification
• Discussed possible leave bank change to allow employees to return part-time as opposed to full-time.

**CSC Liaison Report**
• CSC is re-designing the performance evaluation form. Dean Balzer will mentor them through this process.
• Members of CSC are participating in an exercise to educate themselves with the CSC handbook.

**Secretary’s Report**
• June 2010 minutes were approved
• Committee Lists, Committee Goals and Objectives and an ASC calendar was emailed to all representatives.
• Minutes and other information will be sent to constituents directly. Representatives will be responsible for bringing constituent questions/issues to ASC and serving on their committees.
• Committee Chairs are asked to submit monthly reports via email to the ASC secretary no later than the Monday following the monthly ASC meeting.
• Constituent lists will be sent to all representatives via email.
• Welcome letters will be sent to all administrative staff.

**Committee Reports (Back to top)**

**Committee Chairs Introduction**
• Amendments – Marlene Reynolds
• Awards & Special Recognition – Nancy Vanderlught
• External Affairs – Donna Dick
• Internal Affairs – Sherri Orwick Ogden
• Personnel Welfare and Compensation – Stephen Kendall
• Professional Development – Kelly Cusack

**Ad Hoc Committee**
• A new two-person committee has been established to assist committee chairs. Laura Emch and Kim Fleshman will serve a one-year term on this committee.
• Committee Chairs please send your meeting schedules and updates to Kim Fleshman and Laura Emch.

**Other Committees**
• A committee to work with Mercer this year has been established.
• Service Awards presentation – Kim Fleshman and Sara Zulch-Smith will assist in planning this year’s event.

**Amendments** – no report.

**Awards**
Award Team: Nora Cassidy, Kim Fleshman, Lisa Ingram and Nancy VanderLught
Over the summer we have been busy reviewing nominations for the Spirit Award and gave out three of them for June, July and August. The winners were: Lee Ann Koenigbauer (June) from
the College of Arts and Science; Sanda DiCarlo (July) from the Student and Campus Activities at Firelands; and Mark Charville (August) from the Budget and Operations office at Firelands.

There was discussion about how to advertise these awards – possibly in Zoom News.

**Internal Affairs** – no report.

**External Affairs** – working with CSC to participate in this year’s parade.

**Personnel and Welfare** - no report.

**Professional Development** – no report.

**Scholarships** – no report.

**Old Business** *(Back to top)*

None to report.

**New Business** *(Back to top)*

- Please send us any ideas you have for a Professional Development event.

Next meeting is October 7th, 2010. Sheri Stoll will be our guest.

Motion to adjourn by Kurt Thomas. Seconded by Heidi Popovitch.

Respectfully submitted by,

Sherri Orwick Ogden
Secretary
Summary of Administrative Staff Council 2010/2011 Meeting
November 4, 2010
ASC Website: http://www.bgau.edu/organizations/asc/

Guest
Donna Wittwer, Human Resources – Health Insurance Changes
Rebecca Ferguson – Mercer Review of Administrative Staff Positions and Compensation

Committees
Attend the Women’s Basketball Administrative Staff Event at 5:30 pm on November 17th
Above the Rim at Anderson Arena!
RSVP 417-372-2401 or pay at the door

Christmas Parade November 20th – please walk in the parade or donate candy! CSC and ASC are working together. Contact Donna Dick or Bob Mason for more information.
Administrative Staff Council 2010/2011
Minutes: November 4, 2010

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Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: Kari Johnson for Heidi Popovitch, Theresa McLove for Cheryl Snider, Jeanne Langendorfer for Beverly Steams

Guest: Donna Wittwer, Human Resources. (Back to top)

Changes in Health Care and Open Enrollment Highlights:

- Plans A and B will no longer have the $2 million maximum.
- The maximum for preventative services will go away.
- For chiropractic services, the $750 maximum limit will go away but there will be a 15-year visit per year maximum.
- ExpressScripts will be the new pharmacy provider. This will mean changes in the pharmacies that participate in the new program. To see if your pharmacy will continue to participate, go to HR's website. New cards and additional information will be sent in a welcome packet to you by the end of the year. If you find your pharmacy is not covered under the new plan, contact the networked pharmacy of your choice and they will have your prescriptions transferred. If you use mail-order, Caremark will send those prescriptions to ExpressScripts except for controlled substances or compounds.
• The dental and medical coverage will be unbundled; therefore, you can opt to have dental and not medical and vice versa.
• National health changes now include medical coverage for dependents up to age 26 if they are unmarried, married, students or employed. However, if they are offered health care through their employer BGSU will not cover them. This is included in the cost per month. December 10th is the deadline to turn in documents regarding the dependants. Dental can only be offered to those that are full-time students.
• State House Bill 1 expands only the medical coverage to age 25 if unmarried, lives in-state or is a full-time student out of state, and has no health care coverage offered to them. The cost for this is paid by the employee.
• BGSU will now cover same sex domestic partners for medical, dental and vision.
• All of the enrollment documents are online. Go to MyBGSU and click on Benefit Enrollment Options.
• November 19th is the deadline for medical and life insurance.
• Flexible spending will no longer cover over-the-counter drugs.
• Full details and instructions for online enrollment are on HR's website.

**Guest: Rebecca Ferguson, Human Resources** *(Back to top)*

Highlights regarding the scheduled Mercer review of Administrative Staff JAQs are as follows:
• Mercer is a compensation structure company for employees
• The first review was in 1996 with subsequent reviews in 2001 and 2005.
• The purpose is to review the compensation structure and review JAQs as some are over 10-years old.
• Will review the existing JAQ tool for revisions.
• All administrative staff will be asked to update their JAQs in conjunction with their supervisors, and assist those they supervise in doing the same, and submit revised JAQs to HR.
• A tight timeline is currently scheduled with 1 JAQ-writing training sessions for administrative staff scheduled for 11/22 and 11/23 and we believe 11/29 and 11/30. The anticipated deadline for revised JAQs to be to HR is mid-December. One will be scheduled for Firelands.
• Mercer will review benchmark positions.
• Positions will be reviewed against peer institutions.
• Grading teams will be assigned to review all other positions. The teams will consist of 9 individuals from Academic Affairs, 6 individuals from Finance, 6 individuals from Student Affairs and 3 individuals from other areas (M&C, President’s office, etc). ASC will have an opportunity to review the list of team members and make suggestions/add. Time commitment to participate on a team will be approximately 1 ½ days/week for 3-4 weeks.
• There will be an appeal process in place should there be an issue.
• The deadline to complete the entire process is March, 2011.
• Mercer indicated we may need fewer or broader ranges. If the expertise recommends this, we will need to look at it with accommodations for perceptions vs. actual ranges.
• In response to a question regarding results of the review, there is no money for increases at this time. The expectation is that pay ranges will move and if there is any money at all it will be for those that fall below the minimum. The belief is there is no intent to lower salaries.
• The goal is this will be done in a collaborative and transparent way.
• If a revised JAQ isn’t submitted for a position that currently has a JAQ, it will be evaluated on the existing JAQ. The preference is for every position to have a JAQ.
• Pay grades and total points criteria can be found on HR’s website [http://www.bgsu.edu/offices/hr/compensation/index.html](http://www.bgsu.edu/offices/hr/compensation/index.html)
• Are we in market? Are we out of market? Is there something else we need to be doing in regard to the market? How do we equitably distribute if small amounts of monies are available in the future? These are the types of discussions we need to have.
• There were recommendations from Mercer many years ago that were never implemented.
• This is a serious endeavor so please reflect and revise your JAQs in a concise and clear format.

**Co-Chairs Report** *(Back to top)*

**United Way**
• Contributions are down and the need is great. Please consider contributing. There are a few weeks left.

Heidi Popovitch had her baby! Nolan Gabriel. Congrats, Heidi!

**Committees** - have all of your electronic reports to Sherri by Monday.

**Meeting with Dr. Cartwright**
• Dr. Cartwright acknowledged and showed appreciation of the contributions by administrative staff.
• Budget information is unknown especially with the election coming up.

**Tri-Chairs Meeting**
• An upcoming meeting is being scheduled for the end of November or December.

**Human Resources**
• Mercer was the main topic of this meeting.

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**Treasurer’s report** - no report.

**Chair-Elect Report** - not scheduled.

**CSC Liaison Report** - no report.

**Secretary’s Report** - no report.

**Committee Reports** *(Back to top)*

**Amendments** - no report.

**Awards**
The committee met on October 21st to choose the next Spirit Award winner and discuss the planning for the BG Best and Ferrari Awards. At this point the Spirit Award for October has not been given but is scheduled. We composed a memo for the Executive Committee with ideas on the logistics of handling the BG Best Awards and Ferrari for the Spring. We have not had a response from that committee as of this date.

**Internal Affairs**—upcoming meeting is being scheduled.
External Affairs
- Attend the Women's Basketball Administrative Staff Event on November 17th!
- Christmas Parade November 26th – please walk in the parade or donate candy! CSC and ASC are working together. Contact Donna Dick or Bob Mason for more information.

Personnel and Welfare – no report.

Professional Development – a new chair is needed for this committee.

Scholarships – beginning to organize.

Parking – they are setting up a structure on how parking tickets will be evaluated.

Old Business (Back to top)
- ASC Reception is April 26th, 2010!
- We need a Professional Development Committee chair.
- The Student Union Advisory Committee needs an Administrative Staff representative.

New Business (Back to top)
- Mary Beth Zachary is working with CSC to revise the classified staff evaluation form. If you have comments or suggestions about that process, please contact Mary Beth.

Next meeting is December 2, 2010. Dr. Ken Borland will be our guest.

Motion to adjourn by Thomas Siebenaler. Seconded by Steven Overholt.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary
Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: Lois Serfozo for Adam Bohland, Jeanne Langendorfer for Heidi Popovitch

Guest: Dr. Ken Borland, Senior Vice President Academic Affairs/Provost.

Dr. Borland began by stating how important administrative staff are to the university and then began answering questions that were sent to him prior to the meeting.

1. Since the financial situation looks to be difficult in the near future, are there discussions occurring about the elimination of academic programs with low enrollments? Can you share your thoughts on other cost saving ideas being considered?

Due to the economic situation, BGSU could be looking at a twenty-five to forty million dollar deficit. Twenty five million due to lack of stimulus money and the rest could be in reduced state tax revenue. Eliminating programs will not provide immediate fiscal relief as the programs need to continue running for at least three-four years to graduate those already in the program. If quality in a program is an issue, then that needs to be addressed but not reduction of programs for only financial reasons.
Everything is on the table. We have reduced expenditures over the past three years and there isn’t much left to cut. Now we have to stop providing certain services or resources. The first item initiated was the carry forward money. Nothing will be easy or painless. We have saved nine million of the twenty-five million in graduate fee waivers and stipends. We don’t have specific details of further initiatives at this time. We welcome suggestions from everyone.

2. Since the faculty have unionized and since it will take time to change contracts, the charter, etc, how will things operate in the interim, until things are negotiated? What impact do you see the union having on administrative staff?

Trustees negotiate with the union so many things will be dealt with differently but can still be done. I am not sure what direct effect it will have on administrative staff. We will all have to learn the new guidelines, processes and procedures but we’ll continue to work together. I don’t see it as a huge challenge for administrative staff.

Until a contract is in place, we are moving forward until there is something we must respond to. We will operate in good will under the status quo. The AAUP and the Senate are trying to sort through this. Meanwhile, we are continuing to do what we have been doing until things begin to change and new processes are carried out. We are waiting on official certification results and negotiations will start from there.

3. Can you provide an update on the CUE project?

Yesterday the proposal was voted off the table in undergraduate council so for now CUE is not moving forward. The proposal is now back in the committee. It’s not a good idea, however, to stop working on CUE courses.

4. Can you provide more information on the formation of a diversity network?

We want “diversity” to become a verb that includes all students so they feel comfortable, secure and supported. Inclusion is the key so students feel welcomed, important, respected and valued. We’re all in this together. The diversity network will include twelve to fifteen people including staff, faculty and students. We may also add individuals from the community.

5. As Provost, what are some of your short term and long term priorities?

Broadly stated, some of my priorities are the inclusion diversity network, CUE, the graduate strategic plan, and BGSU’s strategic plan. I need to make sure we are making continuous progress. I also need to make sure the new president has a constructive and fruitful transition. Continued relationships with the constituent groups are also a priority. I will do my very best to get us through this economic downturn and preserve our academic infrastructure.

6. What is your advice to us on leadership during difficult times?
Watch for opportunities. Assess effectiveness, get creative, partner with other similar areas on campus, and think “outside of the box.” Can things be done in a different way? Look all around for opportunities. If you have ideas on how the university can save money, please email the ASC officers so they can forward the suggestions.

**Co-Chairs Report** *(Back to top)*

Committees - have all of your electronic reports to Sherri by Monday.

- **JAQ Training.** It is very important to attend the training sessions scheduled by Human Resources. Your JAQ should be submitted to your supervisor by 1/21 and then to human resources by 2/4. ASC worked with HR to have the training moved back and add a few more sessions. Take advantage of the training and show how important it is to us. HR sent the ASC co-chairs a list of people they are considering to participate in the JAQ review committees. Those participating will be asked to contribute approximately 20 hours per week. HR asked the list not be shared at this time. Supervisors will be contacted. As we progress through this review, please contact ASC officers or representatives if you have any questions or issues with the process. Administrative staff can request a copy of their most recent JAQ by contacting HR.

- Parking changes will not begin January 1st as originally planned due to software issues.

- ASC made their quota at the women’s basketball game and earned $1,000 for student scholarships. Great job administrative staff! We have an opportunity to win another $1,000 so continue to attend the women’s basketball games!

- Jennifer Twu will be the new administrative staff representative on the Student Union Advisory committee.

- Kari Johnson will represent administrative staff on the family campaign committee.

- ASC has been asked to place something in the time capsule on 12/10.

- ASC would like to create focus groups to come up with cost savings and means for generating income. More information to come.

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**Treasurer’s report** – no report.

**CSC Liaison Report.** – CSC is making progress with HR and will present changes in the handbook to the BOT. They are also working on evaluation forms. Donna Wittwer is scheduled to discuss financial retirement.

**Secretary’s Report.**
- Revised constituent lists will be emailed to representatives.
- The February meeting will be in BTSU201.
• David Steen is the new chair for the professional development committee.
• The minutes from November's meeting were approved.
• The scholarship committee has very few members and could use volunteers.

Scholarship Committee Members needed
Calling all administrative staff members: The ASC Scholarship Committee is looking for new members! You do not need to be a member of ASC to participate. This is a rewarding and fun committee to serve on since it involves awarding scholarships to students! The Scholarship Committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarships. This committee is also responsible for initiating ways to raise funds for the scholarship.

This is a great opportunity to impact the lives of our students. In addition, it is an excellent way for you to meet and network with other administrative staff on campus.

Please contact Tony Short (ashort@bgsu.edu) or Connie Molnar (cmolnar@bgsu.edu) if you have an interest in participating on this committee. Information on all of the ASC Committees can be found here: http://www.bgsu.edu/organizations/asc/page44340.html

Committee Reports (Back to top)

Amendments – no report.

Awards – no report.

Internal Affairs– We've started looking at the representative assignment procedure for comparison purposes to determine if a new process would better suit the existing infrastructure. Thank you to Jason Dunn for the ASC NEWS template which is one of the initiatives to gain exposure to ASC.

External Affairs – no report.

Personnel and Welfare – no report.

Professional Development – no report.

Scholarships – no report.

Parking – the parking office will move to College Park on January 13th and the police department will follow on March 4th.

Old Business (Back to top)
• ASC Reception is April 26th, 2010!

New Business (Back to top)

Next meeting is January 6th, 2011. Guests: Christina Sanchez and Dustin Sabo regarding President's Day and Ellen Broido regarding a Faculty research project.
Motion to adjourn by Beverly Stearns. Seconded by Laura Emch.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary
Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: Lois Serfozo for Adam Bohland, Jeanne Langendorfer for Heidi Popovitch

Guest: Dustin Sabo and Cristina Sanchez, Admissions

Dustin Sabo and Cristina Sanchez, BGSU admissions counselors presented on President's Day. President's Day is Monday, 2/21/2011. Volunteers are needed. You can sign up for an indoor or outdoor event in two hour increments. To volunteer, go to: http://go2.bgsu.edu/office/volunteer/. Training will be provided and all questions should be directed to Dustin (dsabo@bgsu.edu) or Cristina (csanche@bgsu.edu).

Guest: Dr. Ellen Broido, Associate Professor, College of Education

Dr. Ellen Broido, Associate Professor, Higher Ed and Student Affairs, from the College of Education, presented on a research project. The project is looking at the work life for women at BGSU and she is interested in interviewing women who have worked at BGSU for 25 years or more, in their experiences and how the experiences have changed over time. It will involve a one hour face to face interview and the interviewee will get to review the transcript. Participants' information will be kept confidential, their name will be changed in the written transcripts, and at the end of the study the audio tape will be destroyed. Contact Dr. Broido at ebroido@bgsu.edu or 419 372-9391 if you would like to participate in the study; Dr. Broido can provide a list of the questions in advance. Recent retirees are welcome to participate. The
information gathered in the study will be used in presentations at conferences and be published. A summary may be shared with administrators at BGSU.

**Co-Chairs Report**

- Please let the co-chairs know if you would like to discuss topics that have not been covered this year. If there are areas that have not been addressed that you would like to have address, contact Tony or Connie (ashort@bgsu.edu or cmolnar@bgsu.edu).

- Provost Borland has invited administrative staff to participate in BGSU's Inclusion Network. If you are interested in participating, complete the Inclusion Network Nomination and Interest form (sent to all Administrative Staff via email on 1/4/2011, and return it to Barbara Waddell, Provost's Office at 230 McFall Center).

- Dr. Bill Balzer, Dean of Firelands College, will speak at an administrative staff professional development event sometime during the Spring 2011 semester about lean processes in higher education. Dave Steen, Chair of the ASC Professional Development Committee, will help coordinate the event. All Administrative Staff will be notified and invited once a date and time have been confirmed.

- A Zuni Owl and a history of administrative staff were placed in BGSU's Centennial time capsule at an event held on 12/10/2010. Since this was one of our last owls, please submit ideas for owl replacements to ASC co-chairs. There are two remaining owls which will be used for awards at the spring 2011 reception.

- A dance marathon event for faculty, staff, and grad students is being planned. The event will take place on 4/2/2011 from 6:30-9:30. Faculty and staff can also participate by contributing funds to the event, by volunteering, or by signing up to participate in the bike journey on 4/3/2011. If you are interested, please contact Clayton Stewart at stewarc@bgsu.edu or visit [http://www.bgdancemarathon.com](http://www.bgdancemarathon.com).

- The Board of Trustees Administrative Staff report on 12/10/2010 included information about the formation of focus groups open to staff and faculty. The main purpose of the focus groups will be to suggest money-saving ideas for 2012 and beyond. Revenue generating ideas are also welcome. Administrative staff are being asked to be proactive in finding ways to address the upcoming budget. The ASC External Affairs committee will coordinate the groups; please consider participating. Ideas will be submitted via Dr. Cartwright's "great ideas" web site.

- President Cartwright will be our guest at the February 3rd, 2011 ASC meeting. Please email questions to the co-chairs by 1/20/2011.

- Classified Staff Council is putting together a group of volunteers to create lunches for MLK volunteers on 1/17/2011. If you would like to help, contact ASC Co-chairs. Assistance is needed to pack lunches; donations to fund the lunches are also welcome.
Treasurer’s report – no report.

CSC Liaison Report

- CSC is working to create box lunches for folks who are volunteering for the MLK Day of Service. If you are interested in contributing funds or time to assisting CSC, please contact the ASC Chairs or Faith Olsen (folson@bg. edu).
- CSC was asked if they want to sponsor the BGSU service awards celebration this year.
- There may be 10 custodial positions filled by supplemental staffing. This may impact the cost of insurance for employees.
- BGSU is using older state job descriptions although more recent ones are available; CSC has asked for assistance from I/O Psych to help with an evaluation process which they hope to have by 2012.
- Donna Wittwer from HR will be talking with CSC about retirement options at a future meeting.
- Some positions may be impacted by a reclassification due to student supervision within the positions.

Secretary’s Report – no report.

Committee Reports (Back to top)

Amendments – no report.

Awards – Conrad McRoberts in the office of Institutional Research received the December 2010 Spirit Award. The Ferrari and BG Best award information will be posted on the ASC web site soon.

Internal Affairs - no report.

External Affairs – no report.

Personnel and Welfare – no report.

Professional Development – The Professional Development Committee is planning to meet soon.

Scholarships – Beverly Stearns has volunteered to join the scholarship committee. Thank you Beverly! The committee has been working on collecting raffle prizes for the scholarship drawing. Several prizes are already collected and several additional vendors and businesses are being contacted for additional prizes.

Old Business (Back to top)

- Hold the date: April 26, 2011, ASC Spring Reception
- The Chairs opened the floor for questions/discussions about the JAQ writing process. Where are folks in the writing process? Have they attended training? What have they
heard from their constituents? There was discussion amongst the reps about the process and how things were progressing.

- Update on Mercer: The co-chairs shared some general information and a summary of the timeline of the Mercer project.

HR has contracted with Mercer and is coordinating the agenda for the project. ASC has the same involvement as they had in the past and are not involved in developing the tool. HR has shared all that they can with ASC. There are 24 administrative staff who have been selected to conduct the evaluation of the JAQs in 4 teams of 6. Each member of this group is expected to contribute a minimum of 80 hours in February to devote to the reviews (in coordination and cooperation with their supervisor/unit). The process is expected to be completed in March. We have asked for details about the evaluation tool but have been told that it is not completed yet.

**Timeline:**

- 9/21/2010: Co-chairs were notified by HR that Mercer would be coming to campus to discuss a compensation philosophy for administrative staff.
- 10/18/2010: The Executive Committee met with Mercer to hear their presentation.
- 10/19/2010: The co-chairs met with HR and presented a list of questions regarding Mercer.
- 11/16/2010: Co-chairs met with HR to present questions and concerns about the project.
- 11/19/2010: Co-chairs participated in a conference call with HR to discuss the project. Co-chairs asked for an extension on the proposed timeline for the project including the training. The JAQ training was moved to occur later but the project deadline remained the same. Co-chairs asked to see the list of Administrative Staff who were assigned as reviewers.
- 11/23/2010: Co-chairs received the first draft of the list of Administrative Staff on the reviewer list. The list had been assembled by HR and reviewed by cabinet.
- 11/30/2010: List of reviewers was vetted by the ASC Exec Committee.
- 12/6/2010: Co-chairs met with HR to discuss this list and provided feedback. Co-chairs asked for a copy of the JAQ evaluation tool.
- 12/9/2010: HR sent a revised list of reviewers to co-chairs.
- 12/10/2010: Co-chairs spoke with chief HR officer informally at BOT meeting with questions about the list. Co-chairs requested to attend the JAQ training of evaluators and asked to see the evaluation tool.
- 12/21/2010: Co-chairs met with HR, discussed the list of evaluators, asked again about seeing the evaluation tool, and also asked what the appeal process for the employees once the JAQ was graded.
- 1/18/2011: Co-chairs met with HR and asked again about the appeal process. Chairs also asked for information about the finalized grade ranges and if vice-presidents would be able to alter an individual's assignment.
New Business *(Back to top)*

- Focus groups

**Good of the Order**

Jeanne Langendorfer: Thank you to everyone who participated in the Library Centennial raffle.

Mary Beth Zachary: Please stop by and see the new library sign; thanks to Kari Johnson, M/C, and others.

Mary Beth Zachary: Thank you to Tony and Connie for their work this year on the JAQ and Mercer process!

Motion to adjourn by Steve Kendall. Seconded by Kim Fleshman.

Respectfully submitted by,

Connie Molnar, Co-Chair via Sherri Orwick Ogden, Secretary
Summary of Administrative Staff Council 2010/2011 Meeting
February 3, 2010

ASC Website:  http://www.bgsu.edu/organizations/asc/

Guest
Dr. Carol Cartwright, President

Committees
Scholarship raffle – buy your tickets! Scholarship application deadline is 3/15/2011
http://www.bgsu.edu/organizations/asc/page44332.html

BG Best Award Nomination deadline is 3/24/2011
http://www.bgsu.edu/organizations/asc/page44285.html

Ferrari Award Nomination deadline is 4/1/2011
http://www.bgsu.edu/organizations/asc/page44277.html

Help ASC create focus groups to help the university cut costs or generate revenue. Contact an ASC officer if you are interested.
Administrative Staff Council 2010/2011
Minutes: February 3, 2011

Members Present:

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<td>Jeanne</td>
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<td>Karen</td>
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Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: none

Guest: Dr. Carol Cartwright, President

Budget

- The state deficit is $8 billion dollars for FY 2012 and 2013 which begins in July. That figure was as high as $14 billion.
- March 14th, 2011 the Governor's budget proposal is due. The House and Senate will have hearings to review and then the proposal goes back to the Governor for signature. We should know the budget by the end of June.
- We used 16.6% of federal stimulus money for SSI. There is no indication of another federal stimulus package.
- We are not receiving our 12th SSI payment scheduled for June. We are supposed to receive it in July but we don't anticipate recovering that money.
• We have covered that loss by using the carry over money which is approximately $6 million dollars.
• We are working with IUC to protect SSI and secure regulatory reform.
• We are going to Columbus and taking a team of mostly students on February 9th, 2011.
• We are adjusting costs to help relieve the deficit in both centralized and decentralized ways.
• We have centralized graduate student support and information technology.
• BGSU's support of graduate students was overly generous. We have implemented controls limiting the support to degree requirement completion and saved $9 million dollars which should be realized the second year of the biennium.
• We have decentralized graduate student support by giving the Deans' control of this area.
• We are looking at increasing the number of years before replacing computer equipment which will save money.
• Deans and Vice Presidents are making plans for their areas to cut costs.
• Some Ohio higher education institutions are budgeting a 10% to 50% decrease in SSI. We are modeling a 16% to 30% decrease.
• A few institutions are considering tuition increases as high as 10%. We are not. We are modeling a 3.5% tuition increase as are most institutions.
• Enrollment for Fall 2011 is looking incredibly well. We have over 14,000 applications as of last week. On the first day of Fall 2010 semester, we had 13,996 applications. Now we need to turn applications into students.
• We still have the trailing class from when enrollment was down.
• We cannot bring enrollment up high enough to cover a 30% reduction in SSI so we are looking at fixed costs.
• As new student orientation, housing, and registrations take place, we will have more information and can be more confident of our projections.
• We are making decisions based on the mission of the University and our strategic plan.
• We have to take a very hard look at practices and make data-driven decisions.
• Jobs are important but the mission is the driver and that is how we will analyze positions. We have no plans at this point and will not firm any plans until the budget is approved.

Shared Services
• Shared services is an IUC project to determine how feasible it is for Ohio public universities to collaborate conducting transaction-type activities. They will provide a feasibility report.
• University Presidents are leading this. We must figure out how to cut costs or we will be told how to do it.
• Collaboration of transaction-type services isn't something that will happen in the next year.

Union/Shared Governance
• The culture of a university does change when a union is put in place.
• The Board of Trustees started educating themselves prior to the vote.
• The changes made to the charter in December were planned prior to the vote should the union pass. The changes included:
  o Removed items that are exclusively the union's responsibility.
  o Created clear distinctions between management and faculty.
  o University standing committees were not eliminated.
The faculty senate's role is in new standing.

There is no longer a faculty senate budget committee though employees will continue to be asked to engage in budget discussions.

- There will be budget discussion forums for employees to attend.
- Though the search committee is not required in the charter, we are proceeding because it makes sense to do so.
- Though there will be a shift in climate and culture, Administrative Staff Council shouldn't see much of a change in shared governance and opportunities to participate.
- Pat Pauken has been assigned the liaison to constituent groups.

Challenges

- Budget challenges
  - Pension reform is a separate legislation which may move faster. People may retire earlier than they originally planned.
- Curriculum reform
  - Our curriculum reform must continue. The proposal is conceptually strong. Implementation issues need to be addressed. Other schools are working on this and we will fall behind if we don't move forward. We need to build distinction and maintain our reputation. It's the right thing to do for the students.
- Successful presidential transition

Co-Chairs Report

Meeting with Human Resources

- 100 JAQs are going to Mercer for benchmarking.
- Grading and evaluating will begin the end of March and be complete by the end of April.
- Administrative staff will be notified by letter or email of the evaluation results.
- The new levels are not yet created.
- HR is working with Mercer to create an appeal process.
- Pension reform is a hot topic and we all should pay close attention. The changes could increase the employee contributions though the Blade article didn’t indicate that.
- There will most likely be a raise in the retirement age.
- PERS is in the best shape of the five systems.

Tri-Chair Report

- ASC transferred $100 to CSC to assist in making meals for the Martin Luther King day volunteers.
- Graduate student support funding was discussed.
- Academic charter ramifications were discussed.
- The parking fee update will probably take place 9/1/2011.
- Pat Pauken will come to the ASC Executive Committee meeting next Tuesday.

Meeting with Chief Financial Officer

- We are modeling a SSI reduction of 16.6% to 30%.
- We are considering a tuition increase.
- We are looking at cutting costs but not across the board.
- Ohio State University is modeling a 50% reduction in SSI which is very surprising.

Scholarship from Women's Basketball
• At the women’s basketball game on March 2, 2011, Administrative Staff will receive a $1,500 check for student scholarships. Administrative staff can purchase tickets for $4. All administrative staff will be invited.

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Co-Chairs Report
• We are currently looking at replacements for the Zuni Owl given for the BG Best award.

Treasurer’s report – no report.

CSC Liaison Report -
• Thank you for the donation for sandwiches to feed volunteers on Martin Luther King Day. 11 people made 400 sandwiches in 1 1/2 hours.
• Leave bank status – one person utilized hours and they believe there are still 10,000 hours remaining.
• Looking at disciplinary hearing processes with HR.
• Donna Wittwer provided very informative retirement planning information at the last CSC meeting.

Secretary’s Report – minutes from previous meeting were approved. Election for next year’s officers/representatives is coming soon.

Committee Reports (Back to top)

Amendments – no report.

Awards – The Ferrari and BG Best award forms are now active on the ASC web site. We will be assisting Jason Dunn on finding a replacement “bird” for the BG Best. If anyone has ideas please forward to the Awards committee or Jason.

Internal Affairs – We are working on website review as well as giveaways for the ASC reception.

External Affairs – anyone interested in participating in a focus group to create cost cutting and revenue generating ideas, please contact ASC officers.

Personnel and Welfare – the HWI university standing committee is continuing. Considering looking at pay ranges to determine how much employees pay for health insurance. Your feedback is requested.

Professional Development - On 1-20-2011 Juli McCarroll and David Steen met with Tony Short to discuss having Dr Bill Balzer, Dean of BGSU Firelands Campus give his talk “Lean Management in Higher Education” at the BGSU campus.

Scholarships - Flyers were sent to the campus community promoting the scholarship raffle.

Old Business (Back to top)
New Business *(Back to top)*

- When is open enrollment for the leave bank?
- Look at the Buckeye Institute information on the web. The information is deceiving.
- Impact Solutions information must be updated on the website and in the handbook.

Motion to adjourn by Mary Beth Zachary. Seconded by Beverly Stearns.

Respectfully submitted by,
Sherri Orwick Ogden, Secretary