2012

Minutes 2011-2012

Bowling Green State University. Administrative Staff Council

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Notes
Administrative Staff Council
Minutes
September 1, 2011

In Attendance:
Nora Cassidy, Jason Dunn, Laura Emch, Kimberly Fleshman, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Nancy Vanderlugt, Candace Weis, Mary Beth Zachary

Co-Chair, Jason Dunn, called the meeting to order and welcomed new members and those members renewing their term.

Human Resources:
Rebecca Ferguson, Pat Kelly and Leslie Fern were guest speakers and discussed the JAQ process. Becca stated the deadline of September 9th to file appeals is firm. It is important to move on so HR can get to the new JAQs and titling issues. All in attendance were encouraged to view the HR website on JAQ tools, tips and techniques. At this point, Becca opened the floor to questions. The key highlights are below:

- Associated pay tables for new grades will not be made available until after appeals are processed. Mercer will determine the pay ranges through market studies.
- There will be no salary increases or decreases as a result of this process. However, if certain positions fall below the minimum pay table, HR hopes to increase those salaries to the minimum.
- If supervisors have questions, they were encouraged to contact HR and schedule an appointment.
- If compression/market issues would increase an employee’s pay, the increase would come out of the department’s budget until the end of the year and then it would become a permanent budget item.
- ASC members expressed the frustration of constituents with the apparent lack of transparency and appropriate information sharing throughout the process. The JAQ training sessions covered only the basics of the JAQ form, but did not explicate the criteria that would be used to review and grade the forms (i.e., didn’t provide employees with information that would help them understand the relevance of each section of the form or the significance of each step of the process). The HR website contains information about only some, but not all of the grading criteria/factors. Ferguson countered that this Mercer process is more transparent than the last, and encouraged any administrative staff member who seeks more knowledge of the JAQ process to volunteer to be on a future grading team.

- ASC members expressed their disappointment that the Administrative Staff Handbook was not followed at the onset of the process when grading team members were selected. Per the Handbook, ASC selects the grading team members, which was not the case with this process. Very few individuals on ASC’s list were selected; instead, it appears that most of the vice presidents’ selections were honored. The unfortunate consequence was that integrity of the process was called into question from the very beginning. Ferguson acknowledged this concern and suggested that ASC put together names of interested employees after this process is complete as HR wants to follow the Handbook guidelines.

- When JAQ appeals are received, they will not be graded by the original grading team.
- Mercer benchmark positions appeals will also be re-graded by a new grading team.
- Employees expressed frustration with the lack of feedback they received on the July memo from HR relative to position evaluations/re-evaluations. Individuals who felt they should appeal were given no explanation relative to the factor result that would inform the basis for their appeal. Ferguson encouraged employees with questions to contact HR.
• Becca explained HR was looking at the minimum degree and experience an employee brings to the position and not looking at the person who filled the position.

**Co-Chair's Report:**
ASC representatives are invited to the university house on September 19th for an appreciation reception.

Tom Siebenaler and Marlene Reynolds were introduced as this year's co-secretaries. Tom Siebenaler is also the Inaugural Committee representative and Anna Brown is the Equity and Diversity Search Committee representative.

Sherri Orwicz Ogden discussed university council. It is designed to be an informational session of which there have been two meetings so far this semester. Sherri had an opportunity to give an update on ASC and ask any representative to send her items they would like her to present at future meetings.

The co-chairs will begin meeting with Sheri Stoll in September. They will also be meeting with Pat Pauken in the future.

The ASC committee chairmen will be attending the next Executive Council meeting to present their goals and objectives for this year.

**Treasurer's Report:**
Heidi Popovitch announced the BG Best award clocks have been ordered for the spring reception.

**Secretary's Report:**
Tom emailed all members their constituent list yesterday and asked to be informed of any inaccuracies.

He reminded all committee chairs to submit monthly reports in writing to him by the first of each month.

**Committee Reports:**
**Amendments** – Cheryl Snider will meet with the Executive Committee to share important changes that are needed.

**Professional Development** – David Janik informed the representatives that the committee is partnering with the Office of the Provost and Multicultural Affairs to present “Train the Trainer” workshop October 10 – 12 in BTSU. The cost is minimal and aligns with strategy number seven. He distributed a handout on the workshop. Emily Monago also encouraged everyone to attend.

**Classified Staff Council:**
There was not a representative present; however, Jason informed us CSC is working on a fundraiser called Buck-an-Ear where they will be selling sweet corn for a dollar outside the student union with proceeds going toward their student scholarship fund.

Laura Emch motioned to adjourn the meeting. Steve Kendall seconded the motion.

Respectfully submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council  
Meeting Minutes  
October 6, 2011 

In Attendance:  
Nora Cassidy, Donna Dick, Jason Dunn, Kimberly Fleshman, Kerry Gonzalez, Michael Hatchel, Linda Hamilton, Bess Huyghe, David Janik, Stephen Kendall, Jennifer Kilian, Sandra Mencer, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Jeanne Langendorfer  

Substitutes:  
Jerry Ameling for Laura Emch, Betsy Bunner for Tom Gorman and Sarah Zulch-Smith for Connie Molnar  

Jason Dunn, Co-Chair, called the meeting to order.  

United Way  
Mike George, from the Bowling Green United Way office, was the guest speaker. He informed the representatives present the BGSU United Way campaign is beginning and all employees will receive an electronic or paper pledge card. He asked all employees to consider a donation, advocating and/or volunteering for United Way. He explained BGSU accounts for 30% of the campaign and is the largest donor in the county. Many United Way volunteers have included BGSU students and employees. The money donated goes directly for services in Wood County. Some of the recipients and programs last year were Bowling Green City Schools, “Help Me Grow” through the Wood County Health Department, and Wood County Hospital for the Center for Child Development Program. United Way also contributes financially to food pantries, Cocoon Shelter, and assisted Lake Township with the aftermath of the tornado. Dial 211 24/7 to reach a United Way representative for help with social needs.  

Co-Chair’s Report:  
University Council:  
Sherri attended University Council meeting where they discussed Capital Planning, the Master Plan, and Dr. Gary Silverman also spoke on a Climate Control Committee Agreement. By signing the agreement, BGSU would be required to analyze our carbon footprint and pledge ways in which the University will reduce the carbon footprint in the future. She also heard an update on CUE. A proposal that addresses issues with CUE will be presented to undergraduate council in the spring. The earliest implementation will be Fall 2013 semester. President Mazey expressed concern at this meeting about the length of time it has taken to prepare for implementation. Sherri distributed an email from Albert Colom concerning retention updates from the consultant’s report.  

(HR)Human Resources:  

Jason stated ASC (Administrative Staff Council) will make formal requests for JAQ (Job Analysis Questioner) graders. There is a need for 16 graders to be appointed for future JAQ reviews. The graders will need to commit to a one year term. The current JAQ review's second appeal deadline is October 14th.

Health Insurance Open Enrollment will soon be in process. The cost of health insurance to BGSU employees will not increase this year however health insurance costs have increased. BGSU will take on the additional cost. Benefits will remain the same with Plan A and B.

Dr. Pat Pauken Meeting:
Jason and Sherri met with Dr. Pauken a few weeks ago and shared ASC's concerns with the current JAQ process. Sherri distributed a document titled JAQ Compensation Plan Review. She asked ASC representatives to inform her of any changes to the document. Jason and Sherri will be sharing the document with Dr. Pauken and President Mazey in the near future.

Sheri Stoll Meeting:
Budget items for the Ferrari Award were discussed. The parking cost will be a permanent fixture in the ASC budget as of this year. The $1000 award has the potential to be a permanent fixture in the ASC budget.

President's Panel:
ASC Executive Committee, Faculty Senate and Classified Staff Council had many questions for the President. Some of the topics during this meeting focused on shared governance, ASC's long and short term goals, the creation of the Efficiency Task Force and the challenges President Mazey foresees in the upcoming year.

Treasurer's Report:
Heidi Popovitch will confirm the parking fee for the Ferrari Award is in the ASC budget as soon as the budget is loaded. Heidi anticipates the load will happen this month after the audit is completed. The ASC purchase so far this year has been the BG Best Award clocks.

Secretary's Report:
Tom Siebenaler created a document with ASC committee goals and objectives. This list has been reviewed by ASC representatives. Continue to let Tom know of any updates or revisions. He is updating the ASC website, please review the website and let him know of any changes or additions needed.

Marlene Reynolds announced the September ASC minutes were approved as amended.

Committee Reports:
Amendments:
Cheryl Snider distributed the Bylaws and Charter of ASC with proposed changes. She asked the representatives to review them and she would have the item placed on the November agenda for discussion and debate. The primary change was the job descriptions of the Co-Secretaries.
Professional Development:
Kerry Gonzalez and David Janik will develop information concerning the professional development scholarship opportunities and have them posted on the ASC website.

Scholarship:
No report.

Internal Affairs:
Tom Siebenaler is updating the ASC website. The committee will also be working on the 2011/2012 New Representative Orientation.

External Affairs:
Donna Dick will be scheduling a meeting in the near future to discuss the BG Holiday Parade.

Classified Staff Council:
The liaison for classified staff was not present.

Faculty Senate:
Tony Short attended a recent meeting where the charter and compliance issues were discussed. This topic will be placed on the trustees’ meeting agenda. On October 14th at 9:15am an open forum will be held to discuss the BGSU Master Plan.

Ombudsman Report:
Jeanne Langendorfer reported only brief questions were received. There is one ongoing activity but she is currently unsure of the status.

New Business:
Jason distributed a handout containing a change created by HR in the Administrative Staff Handbook concerning the personal leave policy. One representative suggested aligning the administrative staff verbiage to the proposed classified staff change. Tom Siebenaler made the motion to accept the suggestion; David Janik seconded the motion. Motion passed. Jason and Sherri will report results of the motion to HR.

Sherri is collaborating with Classified Staff Council to create a trivia team which will participate in the Academic Challenge at WBGU in November. Others were encouraged to form teams in their department/colleges.

Old Business:
Discussion points concerning the ongoing JAQ process are listed below:

- There was concern expressed in regards to revisions made to some employees’ JAQs and scoring indicated those revisions, however; the revisions inadvertently were not
listed on the JAQ returned to them. Those employees’ JAQ were identified and corrections are being distributed by HR.

- There was also concern expressed over the inconsistency in the documents employees received by HR and when they received them.

- HR has stated they will review all positions in the instance where an employee in a certain position appealed their JAQ while others with the same job title did not. An example could be if a TSS in one department appealed while others TSS chose not to appeal, HR would review all the employees with this job title.

- Concerns were expressed about the delay in updating the HR website. An example given was the deadline for appeals on the website is October 3rd, when the second appeal date of October 14th was granted.

- Also discussed were degrees. Concern was expressed while a job posting may have required a Masters degree at the time an employee applied for the position but when the positions were reviewed by the grading teams the results stated a Bachelors degree was required. In addition, some in attendance wondered why National Benchmarks were used to determine the degree needed and not the Professional Standards for the field of work.

- There was also concern in regards to email communication being distributed by HR student employees HR and not by HR employees.

**Next Meeting:**
John Ellinger, CIO, will be the guest speaker at the next ASC meeting on November 3rd at 1:00pm. **NOTE: time change.**

_Heidi Popovitch motioned to adjourn the meeting. Beverly Stearns seconded the motion._

Respectfully submitted,

Marlene Reynolds  
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
November 3, 2011

In Attendance:
Donna Dick, Jason Dunn, Laura Emch, Kimberly Fleshman, Kerry Gonzales, Thomas Gorman, Michael Hachtel, Linda Hamilton, Beas Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molinar, Emily Monago, Sherri Grwich-Ogden, Steven Overholt, Tim Parich, Heidi Popovich, Marlene Reynolds, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Nancy Vanderlught, Candace Weis, Mary Beth Zachary, Jeannine Langendorfer, Faith Olson

Substitutes: None

Jason Dunn, Co-Chair, called the meeting to order and introduced John Ellinger, CIO as our guest speaker. John showed a PowerPoint of technology projects that may have an impact on those present. Below are the projects with a brief description of each:

People Soft
- 9.1 FMS upgrade involved the chart of account changes and took place in July. They are now working on enhancements
- RCC and TSC are merging into one campus desktop support with 7600 desktops to support

Canvas Pilot
- Is an integrated LMS and e-portfolio system that will eventually replace Blackboard
- It streamlines completion of tasks and to do lists
- Faculty are in the process of training
- Administrator training will be in December
- Blackboard will continue through December 2013
- Faculty and students will be surveyed to assess recommendations. If it is decided to move this project forward; it will be rolled out in three semesters

Falcon Information
- A repository of reports, metrics, dashboards and analytics.
- Point in Time and Dynamic Reports
- Deliver Initial Standard Reports for 2013

Identity Management System
- All identity about BGSU employees would be in one location
- Users are identified by affiliation (i.e. student, faculty, staff, etc.)
- You will be required to change your password every 180 days

Falcon Mail/Exchange 2010
- Student migration out of faculty/staff email to their own email
- Allows for expansion of the faculty/staff email
- Retirees will be migrated to Falcon Mail in December or January
Graduate students are not moving to Falcon Mail to allow for use of sharp point (short term collaboration tool for sharing documents).

Digital Classrooms
- Forty-two new digital classrooms will be completed by Fall Semester
- Forty-two additional digital classrooms will be completed by Spring Semester

Active Learning Classrooms
- Active learning classrooms will be created in Hayes Hall room 126
- There will be training for faculty on “active learning classrooms”

Digital Asset Manager
- “Carbonite” offered for faculty and departments.
- Will accept any file format and has unlimited capacity.
- It is used to back up files on a PC or Mac.

Unified Communication
- Currently, all phones on campus are analog
- They will be replaced with “soft” phones with digital IP based VOIP communication
- This will allow for video conferencing (one-to-one or one-to-many)
- Merging of voicemail and email into one source will be possible

Blended Benefit Rate
- Planning to move from actual calculation to a blended benefit rate for employees; this will save time and recalculating
- The goal is to have this in place for the next fiscal year

Co-Chair’s Report
Sherri met on October 7, 2011 with President Mazey. She invited President Mazey to the ASC Spring Reception and also to the monthly ASC Brown Bag Lunches. Sherri shared ASC’s goals and objectives. She also discussed ASC’s concerns with the current IAQ process. Sherri recommended a meeting with the President, Becca, Jason and Sherri which has been set for Tuesday, November 29, 2011. Sherri plans to take IAQ concerns and potential resolutions to this meeting.

Jason attended the Board of Trustees meeting where future planning for BGSU was discussed. Some items discussed in detail were:
- Greek Housing
- Landscaping and Gateways
- Century old building renovations
- Elevator repairs

The academic charter and amendments were passed which now put us back in compliance.

On November 3, 2011, Jason and Sherri presented to HR the Personal Leave Handbook: Modification as below:

Administrative Staff Handbook, Page 53
Staff may use personal leave only for time for which they normally would have been scheduled to work.

Becca suggested a slight revision due to federal policy guidelines. Please see revision below:

Revised Suggestion by HR 11-3-2011
Staff may use personal leave in any increment of time to offset the time they normally would have been scheduled to work.

Mary Beth Zachary moved we accept the revision and Mike Hachiel seconded the motion. Bev Stearns requested a minor amendment to remove the "s" from the word increment. Motion was passed.

They also discussed:
- 124 JAO appeals were received out of the 462 positions in the review process.
- Pay ranges for those positions will be available after the appeal process is complete.
- All appeal findings will be distributed at one time and is set for the week of November 14th.
- JAO graders are needed, please encourage your constituents to volunteer.
- ASC will be working with PWC and HP to revise the JAO process going forward.

Treasurer’s Report
Heidi Popovitch reminded all representatives they can make a contribution to the recognition account within the ASC foundation account.

Secretary’s Report
Marlene Reynolds stated the October 6th minutes were approved as amended and distributed to the entire Administrative Staff on November 2, 2011.

Committee Reports
Amendments
Cheryl Snider opened the floor for feedback on changes in the ASC Bylaws and Charter that were presented during the October meeting. The committee will then discuss the comments presented and provide feedback to ASC. The vote was tabled.

Professional Development
David Janik and Ferry Gonzalez met to discuss the ASC scholarship opportunity. When Tom Siebenaler returns, he will update the ASC website.

Scholarship
Benjamin Martin announced he is looking for raffle items.

Internal Affairs
Tom Siebenaler was not present. No report given.

External Affairs
Donna Dick announced ASC will not be participating in the Bowling Green Holiday Parade. However, she is collecting monetary donations which she will need by November 14, 2011. Donna sent an email to the entire Administrative Staff concerning this decision. The committee is also looking into other donation opportunities.
Awards
Kimberly Fleschman stated the committee presented the September Administrative Staff Spirit Award recently. She will provide Nora Cassidy the information concerning the recipient to place on our website.

Liaison Reports
Classified Staff Council
Faith Olson announced Classified Staff Council is in the process of redesigning the staff performance appraisal form. This will pilot in the spring. They are participating in MLU Day of Service by preparing lunches and will ask Administrative Staff to contribute.

Faculty Senate
No Report

Ombuds
Jeanne Langendorfer had no report.

New Business
Donna Wittwer, Human Resource Associate Director, reminded all employees of open enrollment for employee health insurance. Open enrollment will close on November 13th. Again this year the enrollment will be completed online. The benefit levels have not changed. Employees will need to print the confirmation page once their enrollment is complete. HP will not be sending employees confirmation this year. She urged all employees to read the emails from HP carefully. The employee contribution will not increase this year due to favorable claims utilization. She encouraged all employees to call HP should they have questions or problems completing their enrollment.

Sherri announced ASC sent a fall blooming plant to the funeral home for Pat Paulken’s mother.

Old Business
Jason Dunn asked if anyone would be interested in serving in Chair-Elect for next year’s council. Please let Jason or Sherri know.

Next Meeting
The next ASC meeting will be held on Thursday, December 1, 2011 from 1:30 to 3:00 PM.

Mary Beth Zachary motioned to adjourn the meeting. Heidi Popovitch seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
December 01, 2011

In Attendance:
Donna Dick, Jason Dunn, Kimberly Fleshman, Thomas Gorman, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janil, Stephen Kendall, Jennifer Fillian, Benjamin Martin, Sandra Mencer, Emily Monaco, Sherri Owrich-Ogden, Tim Parish, Heidi Popovich, Marlene Reynolds, Anthony Short, Thomas Siabenaler, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Candace Weis, Mary Beth Zachary, Jeanne Langendorfer, Faith Olson
Substitutes: None

Jason Dunn, Co-Chair, called the meeting to order.

Co-Chair’s Report
Jason and Sherri will be attending the Board of Trustees meeting today and will attend the Inauguration of our 11th President of BGSU.

JAQ update: All appeal results were distributed to staff. Jason and Sherri requested a report from HR of the appeals that were approved, denied, etc. If your appeal was denied under the Mercer process and you experience a drastic change in your job responsibilities and your supervisor agrees, you may appeal following the Administrative Staff Handbook process. The 2 year cycle for having your JAQ evaluated will begin March 1. If departments are having problems with hierarchy or replacement issues as a result of the recent JAQ process, this will need to be brought to the attention of HR. The pay ranges for 2012-2013 will be posted the week of December 5th. If funding is available the 82 staff that fall below the minimum new pay range will be brought up to the minimum. The earliest effective date would be 9/01/12. HR suggests new hires be hired in at the control point, but will leave the final decision up to departments. Twenty-one new JAQ graders will begin training soon. Jason will check with the current graders to see which ones are interested in continuing. Jason and Sherri will sit down with some members of administrative staff council to work on a committee to document a procedure to work on JAQ appeals.

President Macey Meeting: Jason and Sherri spoke with President Macey on the issue of the JAQ review, staff needs, interests, and morale. Jason and Sherri suggested an administrative staff survey be distributed. The last time a survey was distributed was 2005. President Macey agreed. The same questions will be asked as in the 2005 survey; a few additional questions may be added. President Macey will speak with Institutional Research about making this a priority in the upcoming months once they are staffed. President Macey would like to meet with administrative staff to answer their questions and a series of meetings will be scheduled next semester. Years of Service recognition was also discussed with President Macey.

Treasurer’s Report
Heidi Popovich has been out of the office lately; if you are awaiting a response from her, please let her know.

Secretary’s Report
Marlene Reynolds announced the November 3rd minutes were approved as amended. She reminded everyone of the ASC Brown Bag on Thursday December 15th from 12 to 1 in room 315 BTSU. Tom
Siebenaler announced the Graduate Student Senate had an affirmation of GSS legislation concerning gender/identity. USG passed a resolution on gender/identity and gender expression asking this language be included in all documents at BGSU. Tom is currently serving on the Presidential Inauguration Committee and reminded everyone of the food drive and encouraged everyone to attend the Inauguration on Friday, December 2nd. Doors open at Shroh at 1:15 and the event is open to all. Sherri Orwick-Ogden will represent administrative staff at this event.

Committee Reports
Awards
Kim Flechman announced the “Spirit of BG” award was presented to Dave Rice for October. The committee has not received any new nominations to date.

PWC-no report

Amendments-no report

Professional Development
David Janil thanked Tom Siebenaler for updating the website with the various dates to apply for professional development funds used for conferences etc. Sherri recommended David also put information about the professional development fund opportunity in Campus Update.

Scholarship
Benjamin Martin’s committee is gathering raffle prizes and announced they were able to secure Red Wing tickets.

Internal Affairs
Tom Siebenaler announced the committee is updating websites and will soon begin work on reviewing/reviving the ASC election.

External Affairs
Donna Dichi announced administrative staff donated $88.22, making them a snowball sponsor, for the BG Holiday Parade held recently. Her committee is also working with the athletic marketing team on a toiletry/food drive to be held at the February 29th men’s basketball game. Proceeds will go to United Way.

Liaison Reports
Faculty Senate and BGSUPA- no reports
Ombudsman - no contacts
Classified Staff Council-see new business

New Business
Faith Olson, Classified Staff Council representative, announced they have been working to revise the Classified Staff Performance Appraisal form to eliminate repetition and make it easier to use. They are running a pilot project in February with the leadership institute. They are recommending supervisors review classified staff mid-year with the final review in March or April. She will forward the revised form to Sherri to distribute to the administrative staff for thought and suggestions. The deadline will be the end of December.
Old Business
Bylaws and Charter change vote was tabled due to lack of quorum.

Good of the Order
Emily Monago announced the 15th annual celebration of Kwanzaa is Wednesday, December 7th. Tickets can be purchased at the information booth.
Mary Beth Zachary thanked Beverly Stearns for her years of service to ASC and BGCU and congratulated her on her upcoming retirement.

Next Meeting
The next ASC meeting will be held on Thursday, January 5th, 1:30PM in BTSU 207 with Pat Paulen as our guest speaker.

Beverly Stearns motioned to adjourn the meeting. David Janik seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
January 5th, 2012

In Attendance:
Jason Dunn, Laura Emch, Kimberly Fleshman, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Lillian, Ryan Miller, Connie Molnar, Emily Monago, Steven Overholt, Heidi Popovich, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Jennifer Twu, Mary Beth Zachary
Substitutes: None

Jason Dunn, Co-Chair, called the meeting to order.

Guest Speaker: Terrell Johnson encouraged all Administrative Staff to volunteer for the upcoming President’s Day event. Volunteers are needed for 2 hour increments or are welcomed to stay all day. Most positions are greeters and are located between Oubcamp, Bowen Thompson Student Union, and Wolfe Center for the Arts. Email Terrell should you have further questions.

Co-Chair’s Report
Board of Trustees Meeting: Jason Dunn reported BGCU is going through HLC-Reaccreditation process with eleven other schools. A visit will be scheduled for 2013.
A change to BGCU documents concerning gender/identity and gender expression was approved.
A new Masters of Science of Gerontology program was approved.
Sheri Stoll announced adjustment bonds could save the university $100,000 annually.
Roof improvement work on many campus buildings was approved to begin this summer.

Tom Siebenaler volunteered to be next year’s chair of the Administrative Staff Council. If anyone is interested in assisting him with this role, please contact Jason Dunn or Sherri Orwick Ogden. Tom also served on the Inauguration Committee and was thanked for his involvement.

Human Resources and ASC conducted a CUPA (Colleges and Universities Personnel Association) survey in December.
The December Brown Bag Lunch was well attended. The next meeting is scheduled for January 18th.

Human Resources Meeting: Jason and Sherri met with Becca Ferguson, Chief Human Resources Officer, and requested data from the recent JAQ review. Becca will provide the data on appeals, approvals, moves, and employees falling above/below the new salary ranges. This data should be available for review within the next month or two. Becca proposed securing central funding for the employees who fall under the minimum pay range. President Macey was very positive about moving that proposal forward. Jason and Sherri will provide more information regarding the progress of this proposal when available. The next time employees can resubmit their JAQ for review, if they have a change in job responsibilities/supervisor etc, is February 2013. ASC will be arranging times for JAQ graders to be trained for future JAQ reviews. Everyone in attendance was encouraged to read Appendix E, regarding compensation, of the Administrative Staff Handbook and become familiar with this section.

Jason and Sherri requested the wording for the Ombuds position, approved in 2008 but never placed in the handbook, and the change to the usage of personal time be placed in the handbook. Human Resources Department will make this change.

Treasurer’s Report
No Report

Secretary’s Report
December minutes approved as amended.

Committee Reports
Awards: Kim Fleshman announced there were no nominations for December’s “Spirit of BG” Award. She encouraged employees to consider nominations for this award.
PWC- no report
Amendments- Cheryl Snider encouraged everyone to review the Bylaw and Charter changes and submit any feedback to her. Tom Siebenaler will redistribute those changes to ASC Representatives by email.
Professional Development- The committee has received four applications applying for funds to be used for seminars, webinars, etc. Applications will be received until Wednesday January 12th.
Scholarship- Steve Overholt stated the committee has secured many raffle prizes. The committee will meet the week of January 9th to finalize.
Internal Affairs- Tom Siebenaler announced Administrative Staff will soon be receiving a survey in regards to the ASC election process. Please distribute the survey to your constituents and encourage its completion.
External Affairs- Pass Huyghie announced a toiletry drive is planned for the February 22nd Men’s Basketball game. Watch for details as the drive is scheduled to begin one week prior to the game. The toiletries collected will be given to local shelters in need.

Liaison Reports
Classified Staff Council- A representative was not present. However, Jason Dunn attended the last Classified Staff Council meeting in December, where they discussed the upcoming process of evaluating the state classifications.
Faculty Senate Representative- No report
Ombudsman- No report
BGSURA- No report

Old Business
Bylaws and Charter Changes vote was tabled due to a lack of quorum.

Mary Beth Zachary informed those in attendance the proposed Classified Staff Performance Appraisal Form will be piloted soon.

New Business- None

Good of the Order
Laura Emch thanked WBGU for being a great campus resource for the Financial Aid Office in assisting them with marketing projects.

Mary Beth Zachary thanked WBGU for the Academic Challenge they hosted in November.

Lisa Ingram announced the Tenth Anniversary Event for the Bowen Thompson Student Union will be held Thursday, January 19th at 12:30.

Ryan Miller encouraged everyone to take a tour of the Wolfe Center for the Arts building. Monday, January 9th, the first classes will be held.

Jason Dunn provided the following link: https://dvss.bgsu.edu/find2.php?search=15.10375 for the health and wellness video, Fork Over Knives.

Next Meeting
The next ASC meeting will be held on Thursday, February 2nd, 1:30pm ETSU 207 guest speaker is Pat Pauken.

Heidi Popovitch motioned to adjourn the meeting. Kim Fleshman seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
February 2, 2012

In Attendance:
Nora Cassidy, Donna Dietl, Jason Dunn, Laura Emch, Kerry Gonzalez, Michael Hochtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Milian, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Thomas Siebenaler, Cheryl Snider, Jennifer Twu, Nancy Vanderlught, Candace Weis, Mary Beth Zachary, Faith Olson

Substitutes: Betsy Bunner for Tom Gorman

Guests: Sally Dreier, Carroll Feasel, Eric Gullufsen, Monica Moll

Jason Dunn, Co-Chair, called the meeting to order.

Guest Speaker: Pat Pauken, Vice Provost for Governance & Faculty Relations, was our guest speaker. He serves as the head negotiator for BGSU Administration on the Collective Bargaining contract. The goal for the first contract is to be completed and public by July 1st 2012. Pat also serves as Secretary to the Board of Trustees. The Board of Trustees is currently recruiting student applicants for the graduate student trustee position. He asked ASC to encourage graduate students to apply; it is a two-year term, the student must be an Ohio resident, and eligible to vote. The deadline for student applications is 2-20-12. Ohio law does not require student representation on the board however BGSU feels it is important. The Governor will make the appointment.

Jason and Sherri asked Pat to be the reporting line for ASC Ombuds person and he is in full support. Pat asked ASC for suggestions on developing a Faculty Leadership Development program. He would like to know what has worked for administrative staff leadership programs in the past.

He also encouraged everyone present to participate in Dance Marathon on Saturday, March 31st. Please consider donating and/or participating in this fundraiser for Children’s Miracle Network.

Co-Chair’s Report
As our commitment to keeping you informed of all meetings related to Administrative Staff, Sherri has created an ASC Google Calendar of ASC Events for your convenience.

Sherri also announced to watch HP’s website for information regarding the sick leave bank. Open enrollment begins 2/1/2012.

With the Mercer grading process completed, ASC wants to remind staff and supervisors that title changes are now an available option for those requiring an update. The process requires a Contact Addendum form (http://www.bguru.edu/downloads/eascvo/file20311.pdf) to be filled out and submitted to Human Resources. Contact HP with questions you may have.

JAQ graders- Jason thanked the administrative staff who volunteered to be a JAQ grader. Training sessions will be scheduled soon.

A meeting will be scheduled in the near future for officers of Administrative Staff Council to meet with HP and review the JAQ process to highlight the “lessons learned” along the way.
The Mercer PowerPoint was presented to the Board of Trustees and Administrative Staff Council and can now be found on the HR website.
Sherri was asked to present at the February 6th University Council Meeting, along with representatives from Faculty Senate, Classified Staff Council, Undergraduate Student Government, and Graduate Student Senate. She will be presenting on ASC's history, pride, and challenges.
ASC was asked for a representative to serve on the Homecoming Committee. Jason Dunn went to the first meeting and will be the representative unless anyone else has an interest.

Treasurer's Report
Heidi Popovitch is working with the Professional Development Committee on distribution of these funds.

Secretary's Report
Marlene Reynolds distributed the January 5th ASC minutes to representatives today. Please inform her of any changes by Monday, February 6th. Tom Siebenaler will send the committee chairs their goals and objectives to review and prepare for the ASC Executive meeting on February 14th. Tom is also updating the ASC website as needed and asked all representatives to let him know when changes or updates are needed. He placed a link for the Mercer Report on the ASC website.

Committee Reports
Awards- No Report

PWC- Steve Kendall requested Jason and Sherri discuss with HP if there is an opportunity for ASC to make a compensation proposal. The committee is also working on a non-compensation proposal which was put on hold in 2010 due to BGSU administrative changes.

Amendments- See Old Business

Professional Development- Gerry Gonzalez and David Janik thanked their committee members for their work on selecting recipients for the professional development funds. Congratulations to the following administrative staff recipients for 2011-12:
- Betsy Bunner- Awarded $500
- Kacey Snyder- Awarded $200
- Heather Wilson- Awarded $335
- Laura Schrock- Awarded $241
- Patricia Helyar- Awarded $390
- Andrea Gutierrez- Awarded $147

Scholarship- Benjamin Martin announced there will be an email distributed at the end of the month concerning raffle prizes for student scholarships. An email will be distributed to students on February 3rd informing them of the application process.

Internal Affairs- The committee will be reviewing the election process and continuing to enhance the ASC website.
External Affairs- Donna Dick announced the committee is working on a food and nonperishable items drive for the Cocoon Shelter. It will be held on Wednesday, February 29th at the last men’s home basketball game. Her committee is collaborating with the Athletic Marketing Department; watch for updates. Please note: the date change of February 29th from the January minutes where it stated the drive was February 22nd.

Liaison Reports
Classified Staff Council- Faith Olson thanked ASC for their monetary donation toward sandwiches for volunteers at the Martin Luther King Jr. Day event. She also announced CSC is preparing for a review of the state classification system. In addition, CSC is preparing a proposal to be presented to ITS for enhancements needed on the year-to-date total on the “View My Paycheck,” page.

Faculty Senate- No Report
Ombudsman- No Report

Old Business
Bylaw and Charter changes were reviewed and discussed. Charter changes were voted and motion was passed to accept the changes. There was also a motion made to accept the Bylaw changes; however, concerns were voiced about the motion changing the purpose of the External Affairs committee. The motion was tabled due to lack of quorum.

New Business
No Report

Good of the Order
No Report

Next Meeting
The next ASC meeting will be held on Thursday, March 1st, 1:30pm BTSU 207 guest speakers are Jill Carr and President Mazey.

Heidi Popovitch motioned to adjourn the meeting. Cheryl Snider seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
March 1, 2012

In Attendance:
Donna Dick, Jason Dunn, Laura Emch, Kim Fleshman, Kerry Gonzales, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monaco, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Anthony Short, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Jennifer Twu, Candace Weis, Faith Olson

Substitutes: Eric Gullufsen for Thomas Gorman, Elisabeth Moser for Mary Beth Zachary

Jason Dunn, Co-Chair, called the meeting to order.

Guest Speaker: Jill Carr, Senior Associate VP of Student Affairs/Dean of Students was the guest speaker. Below are the items she discussed:

- Student Affairs (SA) organizational structure changes.
- The SA Mission to provide base level needs to students and service students on keeping them healthy, well and active in co-curricular activities.
- The themes and goals of SA are to make sure the BGSU Strategic Plan is achieved and to encourage student engagement on campus and in the community.
- Retention initiatives are another important theme.
- SA is using a software company, Campus Labs, which helps SA gather data to achieve their goals.
- BGSU traditions- Jill would like to see more orange and brown than any other color on this campus. She pointed out a few places in the BTSU that have been or will be painted in orange and brown.
- Successes of SA are the strength of USG and GSS and of the 320 student organizations.
- SA’s contribution to the University is their strong collaborations with other campus offices and their work on the development campaigns. At the top of this list are student scholarships and leadership development.
- University’s Master Plan with many campus buildings scheduled for renovation or to be torn down to make space for new buildings. Some of the buildings mentioned were the Rec Center, Greek Housing, Bowen Thompson Student Union and the Health Center Building.

Jason announced that Jill has agreed to be the emcee for the ASC Spring Reception on April 12, 2012. All Administrative Staff are encouraged to attend.

Co-Chair’s Report
Jason and Sherri met with HR recently and received information on employees who were above maximum on the pay range. There were two cuts in data time, the first one August 1, 2011 where 47 out of 558 staff were over maximum. The second cut was February 1, 2012 where it was found the 35 out of
543 staff were over maximum with the new pay ranges and time tables. No action has currently been taken; discussions are still being held.

JAQ appeal results were released in this meeting. There were 120 total appeals. 55 of those appeals resulted in no changes. 32 of the appeals had changes in factors but didn’t result in a grade change. Another 32 appeals had changes which affected their pay grade. A “Lesson Learned” meeting with representation from ASC and HR is scheduled for March 13, 2012. This meeting is to discuss how the JAQ process could be done more effectively next time. If any Administrative Staff have comments for this meeting please email Jason, Sherri, or Steve Kendall.

JAQ graders will soon be informed of their training opportunities. 20 names were submitted, but 3 more will be submitted by the end of the week. Graders are still needed in the areas of Finance/Administration and University Advancement.

Sherri attended the Board of Trustees (BOT) meeting. Details of the meeting are below:
- Approved standard personnel changes for faculty and administrative staff
- Approved minutes and board books will be placed on their website
- A few honorary degrees were also awarded
- A name change to the Bachelor of Science in Technology degree was approved. It was changed to the Bachelor of Science in Engineering Technology
- The establishment of the classification system for BGSU Classified Staff was approved. HR will be working with Classified Staff Council on this initiative
- The Blue Water Satellite Agreement was signed
- Financial Affairs approved Kreischer’s electrical, data and fire upgrades
- The residence halls’ master plan for renovations was approved as well as changes to BTSU
- The room rate increase was approved

Administrative Staff Survey has been distributed and everyone is encouraged to complete this survey along with reminding constituents.
- The survey is the same as distributed in 2005 except a few questions have been added
- Jason and Sherri will use the results to discuss issues and concerns with President Mazey that need resolved

Marlene Reynolds attended University Council. Details of the meeting are below:
- USG and GSS presented on their accomplishments.
- Andy Alt also spoke about SOAR (Student Orientation Advising Registration) which replaces the acronym NSO (New Student Orientation). He informed those present of the additional efforts to reach out to families and students via online, virtual, and emails.
- Provost Rogers spoke about the National Study of Instructional Costs and Productivity Report, also known as Delaware Data. BGSU will use this data to allocate faculty resources.

A doctoral student contacted Jason and Sherri requesting their assistance with his dissertation research which focuses on “Environment Fit” and how it affects Administrative Staff’s job satisfaction. His research will include a staff survey. He has been asked not to conduct his survey until our current survey
is complete. He is also waiting for approval from the HSRB. Please let your constituents know another survey will be forthcoming. He will be sharing results with Jason and Sherri.

**Treasurer's Report**
Heidi Popovitch stated Sherri Stoll has agreed to transfer the funding for Ferrari Award and parking for this award to the ASC budget. Next year it will be a permanent addition to the budget. This is not "new" funding but funding we lost and have now regained.

**Co-Secretary's Report**
Thomas Siebenaler announced February minutes have been approved as amended. The ASC Executive Committee is compiling a list of Challenges and Accomplishments for historical purposes. Anyone who has a contribution to this list is encouraged to send their information to Jason, Sherri, Thomas, or Marlene.

**Committee Reports**

**PWC - No Report**

**Amendments - Committee reviewed the handbook and made revisions. They were sent to Sherri Orwick Ogden who will forward them to HR once she has reviewed them.**

**Professional Development** - David Janik and Kerry Gonzalez announced Administrative Staff has a spring opportunity for professional development titled "Restoring Passion to the Workplace and Doing More with Less," brought to us by Impact Solutions. This will be held Monday May 14 2-4pm in Olscamp 101. Refreshments will be served. Sherri asked Thomas to work with David on marketing for this event.

**Scholarship** - Several student scholarship applications have been received. The scholarship raffle is going well and an "Early Bird" drawing was held. All ASC representatives were encouraged to consider contributing to the raffle. The deadline to purchase raffle tickets is April 6, 2012.

**Awards & Recognition** - Kim Fleshman announced the "Spirit of BG Award" was recently presented to Mike Hachtel. The Ferrari and BG Best nominations are due on March 16th. Kim will send information to Thomas Siebenaler so he can further inform Administrative Staff.

**Internal Affairs - No Report**

**External Affairs** - Donna Dick informed everyone the committee has concluded the Cocoon Shelter Drive. She thanked everyone who contributed or volunteered their time. In addition to the items collected this drive was also successful in informing BGSU staff members of the valuable resource and great work the Cocoon Shelter does.

**Liaison Reports**

**Classified Staff Council** - Faith Olson announced the beginning of work on the establishment of the classification system for BGSU Classified Staff. They are also implementing the new employee appraisal form and working on the implementation of a midyear review for Classified Staff. The CSC awards ceremony is the third Wednesday in April.

**Faculty Senate - No Report**
Ombudsman- No Report

Old Business
Cheryl Snider read the proposal for the Bylaw changes. She thanked everyone for their previous discussions and informed everyone, the section containing information on the External Affairs Committee's charge was removed at this time. There was no further discussion. Jason Dunn asked for a motion, David Janik motioned for passage and Laura Emch seconded the motion. Motion passed.

New Business
Jason Dunn sent Administrative Staff Representatives a list of the potential Homecoming themes, and asked everyone to email him your vote, and he will forward to the Homecoming Committee. Jason also announced the next Brown Bag Lunch is at BTSU 315 on 3/15/2012 from 12-1pm.

Good of the Order
Kim Fleshman announced the Innovative Teaching Group will be held on March 28th from 1-3pm. Emily Monago, Director for the Office of Multicultural Affairs announced a diversity program to be held on March 28th with a number of sessions to be held throughout the day and a variety of entertainment. Please refer to their website for more details and many other upcoming activities. A reminder of the faculty/staff open house at the Bookstore on Friday March 2nd, 2012 from 11am-4pm. Sandy Mencer announced the launching of the Virtual Online College Fair which has been very successful. She also announced the BGSU Facebook Page has been very active. Thomas Siebenaler announced he has received many responses to the Spring Reception on March 12th.

Next Meeting
The next ASC meeting will be held on Thursday, April 5th, 1:30pm BTSU 207 the guest speaker will be Sherideen Stoll.

Heidi Popovitch motioned to adjourn the meeting. Thomas Siebenaler seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
April 5, 2012

In Attendance:
Hana Cassidy, Donna Dick, Jason Dunn, Laura Emch, Ferry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Bess Hughes, Lisa Ingram, David Janik, Stephen Kendall, Benjamin Martin, Ryan Miller, Connie Molnar, Emily Morgan, Sherrie Orwid-Ögden, Brett Poagan, Heidi Popovich, Marlene Reynolds, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Nancy Vanderlugt, Candace Weis, Jeanne Langendorfer, Faith Olson, Phonda Montague

Substitutes: Kari Johnson for Mary Beth Zachary

Jason Dunn, Co-Chair, called the meeting to order.

Guest Speaker:
Sherideen Stoll, Chief Financial Advisor, distributed a SSI Appropriation Chart showing the decrease received by BGSU in State Share of Instruction from Fiscal Year 2003 through Fiscal Year 2012 (projected). She explained how this affects our budget planning scenarios as it makes up a very large portion of our budget. The significance is we have to make up the difference in other ways i.e. recouping enrollment, reducing expenses, and tuition adjustments.

Sheri also spoke about the responses she reviewed from the Administrative Staff Survey. She asked for representatives to share with her what she can do to help. She also mentioned BGSU has gone through a tremendous amount of change which has impacted all employees. Some of the items shared during the meeting were:

- The need for Professional Development opportunities and the lack of support from supervisors to attend these sessions. Increased workload is also a reason why many employees cannot attend these opportunities.
- Departments using more student employees that are not as well trained also put more pressure on permanent staff.
- The sacrifices made by employees in some departments not being uniformly shared makes many feel undervalued and voiceless.
- The need to create a reciprocity agreement with more universities making it convenient for more employees to continue their education.
- The way the JAQ and Appeal process was handled made many employees feel undervalued.
- The lack of employee recognition program i.e. Years of Service
- The need for management and supervision training for supervisors in each division
- The need to increase opportunities to attend events on campus at a reduced rate or free of cost for employees and their families.
- The need for employee compression issues to be addressed
- Lack of communication throughout the University

Co-Chair’s Report
Sherri Orwid-Ögden distributed a summary of the Administrative Staff Survey results to all Administrative Staff recently. Any feedback can be sent to Jason or Sherri electronically.

“Lessons Learned” meeting: Several representatives from ASC met with Leslie Fern, Employment Relations Specialist, and Pat Kelly, Classification Analyst, from HR concerning the recent JAQ process.
Results from the meeting are being compiled to use as a future reference. Once the results are finalized they will be shared with Administrative Staff.

A review of ITS positions across campus was conducted and a proposal has been submitted to create a pay grade designation for positions that have 50% of responsibilities related to Information Technology. Barbara Waddell, Director of Equity & Diversity /Assistant to Provost and Human Resources, is spearheading the internal search process with Administrative Staff Council Co-Chairs. The potential changes are in regard to advertising for an open position internally for 1-2 weeks and then going through an external search if necessary. Jason and Sherri will continue to update us as necessary.

Performance Evaluations- President Mazey has charged HR to provide an Administrative Staff Performance Evaluation form by July 1st, 2012. Jason and Sherri are collecting forms that are currently used on campus and will work with the PWC Committee and HR on this project. Another concern raised was not all Administrative Staff are evaluated once a year, they will be working on this issue.

University Council Meeting will be held Friday, April 6 on the agenda is “Years of Service.” Sherri will attend and provide us with information at our May meeting.

President’s Panel is scheduled for April 19th. Questions are due to Anne Tracy, Assistant to President, by April 12th. Please email any questions you have to Jason and Sherri by April 10th.

Treasurer’s Report- No Report

Secretary’s Report
Tom Siebenaler reminded everyone of the ASC Spring Reception on Thursday April 12, at 1:30 in the Ballroom. If you have any suggestions for the Reception, please contact Tom Siebenaler or Marlene Reynolds. Tom placed the revised Charter and Bylaws on the ASC website. Marlene stated the March minutes were approved and distributed.

Committee Reports
Awards- Laura Emch said the committee is ready for next week’s ASC Reception.

PWC- Steve Kendall announced the committee is gathering Administrative Staff Performance Evaluation forms and will work with Jason and Sherri on this project.

Professional Development- No Report

Scholarship- Benjamin Martin reminded everyone Friday, April 6 is the last day to enter the ASC Scholarship Raffle. Four students have been chosen to receive scholarships; their names will be announced at the ASC Reception.

Internal Affairs- Thomas Siebenaler announced his committee is preparing for the upcoming ASC election.

External Affairs- No Report

Amendments- The handbook changes were forwarded to HR.

Liaison Reports
Classified Staff Council- Faith Olson reported the PFP for Classification Reconfiguration has been distributed. The CSC awards ceremony is April 13th. She also mentioned a PFP for outsourcing the Health Center has been distributed. She spoke to Andy Grant, Director of Business Operations, concerning how this will affect the classified staff.

Faculty Senate Representative - No Report

Ombudsman- Experiencing low level of activity.
Old Business
Jason and Sherri are working with Anne Tracy, Assistant to President, to schedule President Mazey for group visits to departments consisting of Administrative and Classified Staff. The visits will be held this summer and/or fall. If you have questions or concerns about these visits please contact Sherri Orwick-Ogden.

New Business

The ASC meeting scheduled for Thursday, June 7th in room 207 will be scheduled as follows:

11:30- orientation of new members
12:00- lunch (A deli buffet with salad will be available for all current and new ASC representatives)
12:45- President Mazey speaking
1:00- Q&A with President Mazey
1:30- Business meeting

With elections coming soon we will also need officer nominations.

Upcoming Events

- Administrative Staff Reception 4/12/2012
- Brown Bag Lunch BT5U315 4/19/2012
- Restoring Passion to the Workplace 5/14/2012, 2-4pm Olocamp 101

Next Meeting
The next ASC meeting will be held on Thursday, May 3rd, 1:30pm BT5U 207 guest speaker is Albert Colom, Vice President of Enrollment Management.

Marlene Reynolds motioned to adjourn the meeting. Thomas Siebenaler seconded the motion.

Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council

Attachment: SSI Appropriation Chart
Administrative Staff Council  
Meeting Minutes  
Thursday, May 3, 2012

In Attendance:  
Donna Dick, Jason Dunn, Laura Enoch, Kimberly Fleshman, Harry Gonzalez, Michael Hachten, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Jarvik, Stephen Kendall, Jennifer Filian, Jeannine Langendorfer, Benjamin Martin, Sandra Mercer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Ogden, Steven Overholt, Tim Parish, Heidi Popovich, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Mary Bath Zachary

Substitutes: Eric Gullufsen for Thomas Gorman
Guests: Eve Crandall

Jason Dunn, Co-Chair, called the meeting to order.

Guest Speaker: Albert Colom, Vice President of Enrollment Management, was our guest speaker. Below are the items he addressed:

- New directives and initiatives focusing on a student retention plan
- A redesigned and very solid orientation and “move-in” process
- Increasing admission standards. President asking for entrance profile in future of ACT score 23 or 24 and a 3.4 to 3.5 GPA.
- Concern for incoming students’ debt and family financial preparedness
- President’s enrollment goal for BGSU is 22,000 to 25,000 students
- Campus culture and student expectations and engagement
- Updated policies to help students succeed and improve their experience
- Focus on transfer, international, and graduate students
- Decrease in State Share of Instruction

Andy Alt, Director of New Student Orientation and First Year Program, updated council members on SOAR (Student Orientation Advising and Registration). SOAR is using online social media and virtual resources in addition to the one day orientation event to prepare students and their families for the upcoming academic year.

Co-Chair’s Report

Years of Service: Due to results of the recent AS Survey and many comments concerning this topic, President Maze appointed Barb Waddell, Director of Equity & Diversity/Assistant to Provost, as chair of a committee to plan a recognition event for all BGSU Employees with 15 years of service or more.

Morale Implementation Group: Jason and Sherri are requesting Administrative Staff to volunteer for this group. Please read Sherri’s recent email for more information.

Board of Trustees Meeting: Jason and Sherri will be attending the Board of Trustees meeting Friday, May 4th. They will introduce Thomas Siebenaler as next year’s ASC Chair. The next meeting will be in June and will focus on budget matters.

Compensation Plan: PWC and Amendments committees are working in conjunction with HR to revise the Administrative Staff Compensation Plan.

Health Center FFP: Sherri will be compiling information on the Student Health Service RFP and sending an email to all Administrative Staff in an effort to improve communication about this process.
Benchmarking Institutions: At a recent University Council meeting the following institutions were listed for financial benchmarking: Ohio University, Ball State, Kent State, Illinois State, University of Southern Mississippi, UNC Greensboro, and Northern Arizona

Treasurer's Report - No Report

Secretary's Report
Marlene Reynolds announced the April ASC minutes were approved and distributed. Tom Siebenaler announced Senators for the Undergraduate Student Body (C.R. 2011-2012-05), stated from the results of a survey conducted by USG “students believe improvements need to be made with regards to the scheduling of an appointment with an academic advisor” (lines 3-5). Election process in underway with 215 Administrative Staff voting to date, representing 33% of the AS population. He encouraged all representatives to remind their constituents to vote by May 15th. It was suggested an electronic scheduling system be implemented.

Committee Reports
PWC - Committee members are reviewing Administrative Staff (AS) Performance Evaluation forms and will make recommendations to Administrative Staff Executive Committee on May 22nd.

Amendments - Mary Beth Zachary announced the committee is working to update the AS Handbook. The committee is also working with PWC on reviewing the Compensation Plan.

Professional Development - Kerry Gonzalez encouraged everyone to attend “Restoring Peace and Passion to the Workplace” seminar on Monday, May 14th from 2-4pm in 101 Osclamp. Tom Siebenaler will forward an Outlook invitation to both Classified and Administrative Staff. Kerry will also have the event listed on Campus Update.

Scholarship - No Report

Awards & Recognition - No Report

Internal Affairs - Many positive comments were received regarding the recent ASC Reception. Pictures from the reception are being printed.

External Affairs - No Report

Liaison Reports
Classified Staff Council - Tom announced Faith Olson received the Classified Staff Member of the “Classified Staff of the Year Award” recently. Classified Staff is also researching three potential companies to perform the review of State Job Classifications. Terry Carver will be next year’s Chair of Classified Staff Council.

Faculty Senate Representative - No Report

Ombudsman - They have been meeting once or twice per month and will create their annual report to submit to the Co-Chairs.

Old Business
Selected members of ASC have been meeting with HP to prepare the final draft of the IAQ process “Lessons Learned” document which will be finished in June. This document will consist of guidelines for future IAQ reviews by HP.

President Macey’s visits are being coordinated by Anne Tracy, Assistant to the President. She will be calling departments to schedule these visits which begin this summer.

New Business
A Leadership Institute will begin during the Fall 2013 semester. HR will be asking for Administrative Staff to apply for this professional development opportunity.

**Upcoming Events**

- Board of Trustees meetings 5/4
- ASC Executive Committee meeting: 5/3
- Restoring Passion to the Workplace 5/14, 2-4pm Olivecamp 101
- Brown Bag Lunch BTSU 315 5/17
- ACC Chairs meet with HP 5/21
- ACC Chairs meet with President Mazey 5/22
- ASC Executive Committee meeting 5/22
- ACC Co-Chairs meet with Sheri Stoll 5/24

**Next Meeting**

The next ASC meeting will be held on Thursday, June 7, in BTSU Room 207 with President Mazey joining us for lunch. The agenda is as follows:

- 11:30am Orientation New Members
- 12:00 Lunch Served (Administrative Staff Council representatives only)
- 12:15-1:30 President Mazey Question and Answer Session (Administrative Staff Council representatives only)
- 1:30-3:00 ACC Monthly Business Meeting (open to the public)

Thomas Siebenaler motioned to adjourn the meeting. Heidi Popovitch seconded the motion. Meeting adjourned.

Respectfully Submitted,

**Marlene Reynolds**

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Prior to the Business Meeting, there was an Orientation Session for new members to ASC. Lunch was also provided with President Mahey as our guest which included a question and answer session. Below are a few highlights from that discussion:

- 23.7% of our budget is received from the State.
- BGSU is concerned with our student debt. The State average is $25,000, BGSU average is $35,000.
- State Representatives are asking for tuition reductions from Universities.
- Survey results from Administrative Staff have allowed for creation of internal search process and expectations of 100% evaluations for this year.
- BGSU graduation rates are best in state and third in nation.
- Looking at new programs (Health, CSI, and Social Media Management).
- Concern with retention numbers, looking at “Adopt to Retain” initiative to get new students involved to increase retention.
- 25,000 students at BGSU would offset State cuts.

In Attendance:
Andrea Broch, Brian Childs, Eve Crandall, Jason Dunn, Laura Emeh, Leslie Galan, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janitz, Mary Ellen Feller, Stephen Kendall, Jennifer Hilden, Michael Kudela, Sandra Mencner, Karen Meyers, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwicj Ogden, Steven Overholt, Tim Parich, Brett Pogan, Heidi Popovitch, Abby Priehs, Marlene Reynolds, Thomas Siebensker, Cheryl Snider, Kurt Thomas, Jennifer Twu, Mary Beth Zachary, Terry Carver

Substitutes: none
Guests: Juli McCarroll

Jason Dunn, Co-Chair, called the meeting to order.

Co-Chair’s Report
The Morale Implementation Committee was given the charge to investigate ways to improve morale and review other comments on Administrative Staff survey results. Eleven employees met recently with numerous meetings scheduled throughout the summer. They plan to have a report to ASC by September's meeting.

* Representatives from OPEPS will be on campus for two one hour sessions on June 29, 2012 at 9 a.m. and 1 p.m. in the Theatre of the Bowen Thompson Student Union. Presentations will include the following: pension reform, rationale for the recommended changes to the defined benefit plan, recommended changes, transition issues, health care coverage for current and future retirees. To register for a session visit [https://webapp.bgsu.edu/pctrain/index.php](https://webapp.bgsu.edu/pctrain/index.php)

*The OPEPS meeting information was updated since the June 7th ASC meeting.
Jason and Sherri met with HP and learned the grade levels should be included on job postings beginning in September, when the new pay range goes into effect. They also reviewed the employee evaluation statistics report. President Macey is strongly encouraging all employees to receive a performance evaluation.

Sherri announced the Years of Recognition Committee will be creating their final report and presenting it to the President in the next couple weeks. ASC will soon be asking for volunteers to serve on the planning committee for this event.

Jason and Sherri recently met with President Macey who stated she was impressed with the ASC Spring Awards Ceremony. They also shared the ASC End of the Year Report and introduced Tom Siebenaler as the ASC Chair for the upcoming year.

Jason and Sherri met with Sheri Stoll and she informed them the budget will be the topic at the June 21st Board of Trustees meeting. Jason and Sherri hope to hear budget updates at their next meeting with her on June 28th. Sheri also plans to address the survey results at her division’s Senior Administrators Retreat. The FFP responses for the Health Center outsourcing have been received, but no decision has been made.

The Administrative Staff Compensation Plan incorporates the JAQ review process and outlines compensation for Administrative Staff. Several members of ASC Executive Committee met with HP to review and revise the Compensation Plan. This document has not been revised since 1998. Several more meetings will need to held to complete this process.

Jason, Sherri and Tom were recently invited to attend a meeting with the Provost, CFO and HR to discuss Administrative Staff salary and wage requests for next year.

Treasurer’s Report - Heidi Popovich stated the balance in the ASC account was able to cover various expenses this year. She also reminded representatives to consider the ASC Foundation account when giving funds to BGSU. The Foundation account ID number is: 301936 and the balance is $1072.00.

Secretary’s Report
Marlene Reymond announced the May ASC minutes were approved and distributed. Certificates were also distributed to all ACC members with terms ending this year. They were thanked for their service to Administrative Staff Council. Thomas Siebenaler announced the elections are complete and he recognized and thanked new members for the 2012-13 year. They are: Eve Crandall, Leslie Galan, Brian Childs, Michael Fudels, Andrea Brock, Mary Ellen Fallow, Karen Meyers, Abby Priehs, and Paul Obringer. He also recognized officers and the Executive Committee for the 2012-13 year.

Committee Reports
All committees submitted an End of the Year report to Tom Siebenaler. Cheryl Snider acknowledged and thanked the Amendment Committee for all their work on the ASC Charter, By-Laws and Handbook. Sherri Orwich Ogden thanked all committees for their work and recognized their many accomplishments.
Liaison Reports
Classified Staff Council- Terry Carver was present and will represent CSC as their Chair for the upcoming year. She announced Ann Hewitt was the consulting firm hired for Classified Staff’s Workforce Certification Review set to begin soon. As a Representative for Classified Staff, she will participate in a salary compensation meeting with HR on June 27, 2012. The CSC first meeting will be in July at Firelands Campus. Their monthly meetings will be held at various sites throughout campus this year. She was also excited to announce iPads have been purchased for all CSC Representatives this year.

Faculty Senate Representative- Not present, no report

Ombudsman- Not present, no report

Committee Selections
Thomas Siebenaler asked all representatives to sign up for committees for the 2012-13 year. Signs were posted on the wall with each committee’s name and Representatives were asked to move to the committee sign they’re interested in serving on for the upcoming year. Groups were given the committee’s charge and asked to create goals for the upcoming year.

Old Business- none

New Business
Jason and Cherri passed the gavel to Tom Siebenaler as Chair for 2012-13. Tom stated he is looking forward to serving as ASC Chair and encouraged representatives to contact him at any time.

Good of the Order
- Mary Beth Zachary announced the Library has iPads to check out along with manuals.
- Move-in date for freshmen: Friday August 17. Mike Hachtel stated Residence Life did their mass allocation recently and all residence halls are full for the upcoming academic year.

Upcoming Events
- Executive Committee- 6/12
- Meeting with HR- 6/26
- Executive Committee- 6/26
- Meeting with Sheri Stoll- 6/28
- Meeting with Administration- 6/29

Next Meeting
The next ASC meeting will be held on Thursday, September 6, 1:30-3pm in BTSU Room 201.

Please note: The meeting room for next year has changed.

Steven Overholt motioned to adjourn the meeting. Kurt Thomas seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Co-Secretary, Administrative Staff Council