2013

Minutes 2012-2013

Bowling Green State University - Administrative Staff Council

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Notes
Administrative Staff Council
Meeting Minutes
Thursday, September 6, 2012

In Attendance:
Terry Carver (CSC), Nora Cassidy, Brian Childs, Eve Crandall, Donna Dick, Jason Dunn, Leslie Galen, Terry Gonzalez, Thomas Gorman, Michael Hochtel, Bess Hughle, Lisa Ingram, David Janik, Mary Ellen Fellow, Stephen Kendall, Michael Kudelsa, Jeannie Langendorfer (Cumbuds), Benjamin Martin, Karen Meyers, Connie Moinar, Paul Obringer, Sherri Orwick, Ogden, Steven Overholt, Tim Parish, Brett Pogan, Heidi Popovich, Abby Prihoda, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Jennifer Twu, Candace Weitz, Elizabeth Wood (Faculty Senate Liaison), Mary Beth Zachary
Substitutes: Laura Waggoner for Laura Emch, Connie Weaver for Emily Monago

Guests: Adam Bohland, Juli McCarron, Jackson Starr, Arielle Weaver

Tom Siebenaler, ASC Chair, called the meeting to order and welcomed all returning and new members. He presented Nora Cassidy with a plaque to thank her on behalf of Administrative Staff for her work on updating the Administrative Staff website that had not been done for many years.

Guest Speaker: President Mary Ellen Macek was our guest speaker. Below are the items she addressed:

- Thanked everyone in attendance for the important role they play in recruitment, retention, and success of our students.
- State of the University Address is September 19th.
- Enrollment is good but would love to see enrollment at 25,000. BGSU is now the smallest of the four corner universities. Miami University has grown considerably; their current enrollment is 23,000 students including regional campuses. BGSU will be targeting populations of Community College, out-of-state, adult, and international students.
- The Board of Trustees budget approved in June was 14 million dollars less than the budget approved in 2009.

Chair's Report
Meeting with the President:
- Health Center contract with Wood County Hospital has not been signed yet. Administrative Staff members jobs are secure.
- Administrative Staff contracts have been renewed with a 2% salary increase as of September 1st 2012. Also, staff members identified as falling below the minimum salary were brought up to the minimum.
- Tom requested that prior to any communication involving Administrative Staff being distributed to send the document to him to be reviewed.

Meeting with HR:
- Administrative Staff performance evaluation forms are currently being reviewed. There will be three different versions: one will be narrative, one will be narrative combined with a scale, and one using a scale only.
- An Efficiency Task Force has been created and has been working to streamline the Administrative Staff hiring process.
- All Administrative Staff should have been evaluated by their supervisors.

Meeting with CFO:
- Sheri Stoll informed Tom there is no update on State Share of Instruction. She had three meetings cancelled and was not informed why they were cancelled.
- Negotiations with faculty are going well and on target.
External Affairs Committee-
Tom announced this committee will be inactive for this year. ASC Executive Committee will be reviewing the goals and objectives of this committee along with the Internal Affairs Committee.

Treasurer’s Report
Heidi Popovitch reminded everyone of the Administrative Staff Recognition Account. The account number is 3015006 and the current balance is $1,080.

Secretary’s Report
Marlene Reynolds announced the June ASC minutes were approved and distributed. She also explained a less formal approach in disseminating information to Administrative Staff will be followed this year. She will not assign constituents to representatives. She asked the representatives to encourage fellow Administrative Staff to visit the Administrative Staff Council website (http://www.bgsu.edu/organizations/asc) for a list of this year’s Representatives. Staff will also receive email from ASC officers and have an opportunity to express their thoughts and gather information at the monthly Brown Bag Lunch Series. Marlene also announced that she is compiling a list of University Standing Committees that have Administrative Staff representation and will have an update at the October meeting.

Committee Reports
Amendments- The committee has not met, but has been in communication and has a strategy to complete the stated goals. Emily Monago will not continue as co-chair but will continue with committee work. Mary Beth Zachary will chair. They will be segmenting the handbooks and charter for review for comments, suggestions, clarifications, deletions, or revision. The committee encourages all ASC members to read through the Administrative Staff Handbook early in the academic year to provide a context for many discussions that may happen in council.

Internal Affairs- Sherri Orwick Ogden announced the committee is scheduled to meet Monday, September 10th. They will be discussing goals and objectives and ASC 30th anniversary events. Sheri will have a report for the October meeting.

Personal Welfare- Steve Kendall announced the committee will be reviewing the performance evaluation form, compensation plan.

Professional Development- Kerry Gonzalez stated the group has not met recently. The next round of funding will be distributed January 11th. She will give us an update at next month’s meeting.

Scholarship- Benjamin Martin announced the committee met in August.

Awards & Recognition- Paul Obringer is the chair of this committee and has 25 years of experience in advertising and design and looks forward to the committee’s first meeting.

Liaison Reports
Classified Staff Council-
• Launched Classified Staff Questionnaire today—similar to Mercer survey last year. Two levels of Supervisors need to approve Classification Specification written by employee by September 28th!
• New performance evaluation training sessions starting next week! Be sure to attend these with your Classified Staff employees so you are familiar with how to use these for Mid-Year and End-of-Year evaluations!
• CSC Buck 'n Ear scholarship fundraiser earned $550 last week:
• Thanks to Lisa Ingram for the tour of Centennial Hall!
• Thanks to Sherri Orwick Ogden for meeting with Terry about the Morale Committee—something that CSC may also need to put into place
• Updated Classified Staff Handbook to reflect numbers/decimal for vacation accruals as is on our paycheck stub information on line (instead of hours and minutes)
• Looking forward to the University House reception on September 11th!
• Next CSC meeting is at the Airport on September 19th.
Faculty Senate Representative: At the 9/23 Senate Executive Committee meeting, Andy Ault talked about the successNET system of communicating with students and Craig Cirbel reviewed campus discussions in various venues about changing the campus culture and student expectations. These conversations and the list that was set up to share opinions and tips mark the beginning of the ongoing General Education renewal process.

At the 9/4 Senate meeting, the President talked about much the same matters as presented to ASC and the Provost had a long list of priorities - many following up on work begun last academic year.

Other Reports
Ombudsman- Jeanne Langendorfer informed the committee, there was one case over the summer.

Old Business
Morale Implementation Group- Sherri Onwick Ogden said the group has been meeting all summer and have been working on the narrative comment that came from the Administrative Staff Survey last spring. The committee is starting to create a report and plans to have it completed by October. She will update us at the October 4th meeting.

Compensation Plan Review Meeting- A committee met with HP this summer to review this plan. More details will be forthcoming as future meetings are held.

New Business
The November 1st ASC regular meeting will be held at Fineland Campus. Plans are being made to provide transportation to this meeting. Watch for details and be sure to RSVP so we can get a count for transportation and meals.

Safe Zone Training with Tobias Spears will be available to all Administrative Staff on Thursday, September 27 in BTSU Room 308 at 2pm. This training will be a wonderful opportunity for staff members to learn how to best support our LGBT students.

Three graduate students, Adam Bobland, Jackson Starr and Arielle Weaver, from University of Toledo Master of Higher Education in Governance and Administration were tasked by their professor to find a shared governance body to do an in depth analysis on how ASC interacts with the campus community. The students will be also attending our Executive Committee meetings and the October ASC meeting.

Good of the Order
Tony Short announced a new weekly program, Scenic Stops, airing on W8GU on Thursday evenings at 8pm beginning on September 13th. The program focuses on stories about local people and places.
Steve Kendall announced the W8GU station Open House will be Thursday, November 8th. The station will once again be hosting a Quiz Bowl and encouraged ASC members to put a team together. President Macy will be the host.

Next Meeting
The next ASC meeting will be held on Thursday, October 4th in BTSU Room 201 with Provost Rogers as our guest speaker.

Heidi Popovitch motioned to adjourn the meeting. Steven Overholt seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, October 4 2012
www.bgsu.edu/organizations/asc/

In Attendance:
Andrea Brock, Brian Childs, Eve Crandall, Donna Diet, Jason Dunn, Tim Fleshman, Leslie Galan, Thomas Gorman, Michael Hachtel, Linda Hamilton (BGSUPA), David Jaski, Mary Ellen Fellows, Stephen Kendall, Michael Pudela, Jeanne Langendorfer (Embdus), Benjamin Martin, Sandra Mencer, Karen Meyers, Ryan Miller, Connie Molnar, Paul Obringer, Sherri Orwick-Goenen, Steven Overholt, Heidi Popovich, Abby Priehs, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Hurl Thomas, Jennifer Twu, Elizabeth Wood (Faculty Senate Liaison), Mary Beth Zachary

Substitutes: Sarah Waters for Lisa Ingram, Ann Light for Ferry Gonzalez and Laura Waggoner for Laura Emch

Guests: Juli McCarron, Adam Bohland, Jackson Starr and Arielle Weaver

Tom Siebenaler, ASC Chair, called the meeting to order and welcomed guests to the meeting.

Guest Speakers:

Provost Rodney Rogers shared a couple items he is currently focusing his attention on:
- Retention fell to 69.5% this Fall and it is a very serious concern shared by everyone here at BGSU. The de-registration policy was responsible for a part of this drop. Administrators are reviewing academic and administrative policies and procedures to see if changes are needed.
- Academic advising process needs a strong assessment.
- Building courses by undergraduate curriculum renewal (i.e. block scheduling) to provide an educational environment that will attract students to our campus as the competition for student enrollment increases.
- More important than ever is for BGSU to be enrollment driven as SSI drops. Target enrollment is 25,000 students by 2020.
- He also spoke of the enrollment of the other three corner universities growing aggressively over the past four years and our need to recruit international students.
- Efficiency Task Force is a committee which he chairs, that President Mazey has established last spring. The charge of this task force is to gather ideas of how BGSU can become more efficient in our processes. One forum was held. They are now categorizing those ideas and will be sharing them with the Division: to gather their responses.

Nick Kulick, Wood County United Way Director, shared with us how United Way provides services for our community by focusing on education, income, and access to healthcare for local families.
Rebecca Ferguson, Chief Human Resource Officer, announced the BGSU United Way campaign will begin on Tuesday, October 9th. Staff members are encouraged to pledge online this year and will be entered into a drawing if they do. On Friday, October 12th from 1-2pm an Ice Cream Social with celebrity scoopers will be held. There will also be “baskets of goodies” created by campus departments that will be auctioned off with all proceeds going to United Way.

Chair’s Report
Board of Trustees Meeting- This meeting was held recently, the items below were addressed:
- Financial Affairs approved HVAC for Moore Musical Arts Center
- Approved the lease of land for the new Health Center
- Appointed Alumnus James Bailey to a 3 year term as a National Trustee

Meeting with HR- Tom Siebenaler met with Becca Ferguson and discussed the new hiring process that went from approximately 82 step down to a 42 step process. The process time to hire staffing should be approximately 8 weeks from start to finish which is also a reduction by several weeks.
Meeting with CFO: Tom Siebenaler met with Sheri Stoll, Steve Krakoff and Provost Rogers concerning the various Capital Planning initiatives. Buildings slated for work: first are Communication, Math/Science, Eppler, South Hall and Mocely Hall. Sheri and Tom also discussed an idea brought to Tom by a fellow Administrative Staff (AS) employee in regards to switching the pay cycle of AS from once a month to twice a month. Sheri stated if this is something AS wants to foster she will need to investigate how different processes would be affected and if it would be financially feasible.

Treasurer’s Report
Heidi Popowitch announced there were no changes since the ASC meeting in September. The Administrative Staff Council Recognition Foundation account number is 301906. She encouraged all in attendance to consider donating.

Secretary’s Report
Marlene Fyrad and announced the September ASC minutes were approved and distributed. Self nominations for the University Standing Committees are due Friday, October 5th by 5 pm. An election using “Survey Monkey” will be held when all nominations are received.

Committee Reports
Amendments- Mary Beth Zachary announced the committee is almost done reviewing the Administrative Staff Handbook with Connie Molnar and Cheryl Snider is detective work. The committee found a few suggestions and changes to submit. The target date for a first review of the Bylaws and Charter will be completed by Monday, October 15th. The Faculty charter references to Administrative Staff have been identified and are under review. The committee is happy to collate and respond to any questions or concerns identified from Council’s reading of the Administrative Staff Handbook and encouraged everyone to review the handbook if they have not done so already.

Internal Affairs
The committee met on September 10th to review and assign the goals and objectives:

- Review ASC committee structure and suggest possible reorganization. (Sherri Orwick Ogden)
- Review the election process and make appropriate recommendations, if necessary. (Sandy Mencer)
- Analyze the current process for determining the number of reps to determine if an alternate method is more effective.
- Review the ASC website; make recommendations for updates, etc. (Mary Ellen Pellow)
- Initiate welcome email to all new Administrative Staff and initiate constituent’s introduction of new representatives by existing representatives. (Sandy Mencer)
- Plan reception with awards and recognition. (Jason Dunn)
- Plan 30th anniversary celebration(s) (everyone).
- Promote ASC and events. (Leslie Galan)
- Reviewing and updating the Orientation program and orientation handbook for new ASC members. (Sherri Orwick Ogden)

Many ideas were discussed to achieve the goals/objectives. The next meeting will be on October 3rd to determine which idea to present to the Executive Committee.

Personal Welfare- Steve Kendall announced the committee is reviewing the proposed Administrative Staff Compensation plan, non-compensation conciliation process, and performance evaluation forms. The committee is also developing the 2013-2014 compensation proposal, updating the Administrative Staff data profile, and reviewing CUPA data with HR.

The PWC members, the chair and past chair have been meeting with HR representatives to update the Administrative Staff Compensation plan. This document deals more with process and parameters than the annual merit amounts and elements of that nature. See examples below:
• How often salary ranges are reviewed
• Use of the consumer price index to assist in adjusting ranges
• The JAQ evaluation process, its components and schedules
• The JAQ appeals process
• Merit compensation distribution policy
• A definition of all terms in the process
• Title revision process
• Market exceptions process
• New hire salary point
• Evaluation/re-evaluation schedule
• How evaluations are initiated
• Administrative Advisory Team (JAQ grading team) membership and policies

**Professional Development** - David Janik announced that Professional Development Grant applications for Spring are now being accepted and can be accessed through the website. The committee will begin looking for opportunities to offer professional development activities. The committee will also develop a potential survey asking Administrative Staff what area in higher education they would like to learn more about as the committee develops potential shadow days. The survey is to be completed by December break and potential shadow days will be offered during spring break.

**Scholarship** - Benjamin Martin announced the committee met in September and reviewed and refined the student scholarship application. They also discussed raffle prizes and have currently turned each committee member loose to gather prizes (Benjamin believes the committee has 4-5 prizes already!) Their next meeting will be scheduled in October.

**Awards & Recognition** - Paul Obringer is chair of this committee and had no report at this time.

**Liaison Reports**
**Classified Staff Council** - Representative not present. No Report.

**Faculty Senate Representative** - Elizabeth Wood announced an Amendment to charter language passed at their meeting on Tuesday, October 2nd.

**BGSU Retirees** - Linda Hamilton announced their first meeting was September 13th with Ron Shield presenting on the Wolfe Center for Performing Arts. The next meeting is scheduled for November 14th and Monica Moll, Director of Campus Safety, will be the featured speaker. The "Awards Golden" will be presented to a student in the College of Health and Human Services this year.

**Other Reports**
**Ombudsman** - Jeanne Langendorfer reported two cases known.

**Old Business**
**Morale Implementation Group** - Sherri Orwick Ogden announced the group is putting together the final report. Their next meeting is Tuesday October 9th to review the report so it can be represented to Executive Council by the end of October.

**Compensation Plan Review Meeting** - Steve Kendall announced there has been no movement on the Compensation Plan.
Safe Zone Training- Twenty-five participants were in attendance on September 27th for training. Tobia Spears and fellow students did a great job presenting the training and participants found it to be a positive experience.

Firelands Meetings- Tom Siebenaler reminded the representatives the location for the November 1st meeting will be at Firelands Campus. He has arranged for 2 passenger vans to take any Representative needing transportation. David Janil made lunch arrangements for the meeting. Marlene Reynolds distributed a form with lunch and transportation options and asked everyone to return the sheet to her by the end of the meeting. Tom also distributed an itinerary for the day’s events.

Student Mentor Initiative- This project is in coordination with the Office of New Student Orientation and First Year Programs as an effort to help answer questions first year students might have regarding any aspect of life at BGSU. If you are interested in this project please let Tom Siebenaler know and you will be assigned 2-3 students. Tom distributed a handout with more details for our review (see attached).

New Business - None

Good of the Order
Tony Short announced a new weekly program, Scenic Stops, airing on WBGU on Thursday evenings at 8pm which began on September 13th. The program focuses on stories about local people and places. If anyone knows of someone they think would be a good feature, let him know. He also announced WBGU will be hosting an Open House on Thursday, November 3rd. The station will once again be hosting “Brain Games” at 3pm and encouraged ASC members to put a team together. President Macey will be the host and Provost Rogers will be assisting.

Paul Obringer announced Rick Valicenti, Famed Graphic Designer and Alumnus, will speak at the Wolfe Center on Monday, October 8th at 5pm.

Mary Beth Zachary announced Library Snapshot Day will be Tuesday, October 9th from 12 to 3pm.

Leslie Galan announced Festival Series, College of Musical Arts, tickets are now on sale.

Next Meeting
The next ASC meeting will be held on Thursday, November 1st at Firelands Campus.

Connie Molnar motioned to adjourn the meeting. Kim Fleshmen seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday November 1, 2012
Firelands Campus

www.bgsu.edu/organizations/asc/

In Attendance:
Eve Crandall, Jason Dunn, Tim Fleshman, Thomas Gorman, Beza Huyghe, David Janil, Stephen Kendall, Michael Pudela, Jeanne Langendorfer (Ombuds), Sandra Mencer, Karen Meyers, Ryan Miller, Steven Overholt, Tim Panch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Jennifer Twu, Mary Beth Zachary

Substitutes: Deborah Carden for Terry Carver, Krishna Han for Emily Monaco and Stacey Hartley for Mary Ellen Fellow

Guests: Penny Hamitz, Maggan Murphy, Joan Tuzsing, Julie Hamann, Amy Jo Planthaber, Victoria Kontos, Cheryl Chafee

Tom Siebenaler, ASC Chair, called the meeting to order and thanked David Janil for organizing the meeting. Jason Dunn for driving representatives, and Marlene Reynolds for coordinating these efforts.

Guest Speakers:
Dr. William Balzer, Dean, BGSU Firelands College was our guest speaker. Firelands offers 15 different Associate degrees with 9 Bachelor degree programs. It is not a community college, but a college of the community. The campus is growing in healthcare and allied health programs with a new Associates degree offered in Diagnostic Stenography. This fall, they began to offer a Bachelor of Science degree in Social Work. They are working on coordinating a Scribe Program. Dean Balzer further explained, a Scribe is someone who assists medical professionals with data entry into a patient's electronic medical record. There are also plans for a new Allied Health and Science building with updated science laboratories. The grand opening is planned for November 2015 which also marks the 50th Anniversary of Firelands Campus.

Chair's Report
Tom Siebenaler recently attended the University Council meeting where President Macey reviewed the University goals. She is aspiring to increase the retention rate to 50% and enrollment to 25,000 over the next 5 years. She also highlighted ways to boost enrollment that would be focusing on international, online, adult and non-traditional students. In the next two years, she would like to see significant strides toward decreasing the number of years to earn a bachelor's degree from four years to three years. Tom will be meeting with Provost Rogers next week and would be happy to relay representatives' questions and concerns about this initiative.

Tom Siebenaler recently met with Human Resource Department and informed representatives: the approved addition of same sex domestic partner and sick leave bank has been added to the Administrative Staff Handbook. He also learned the Administrative Staff performance evaluations are 98% complete. He will be providing information on potential performance evaluation forms to use in the future. He reminded everyone in attendance the deadline for open enrollment is November 16th and please refer to the HR website or call HR for detailed information. He also learned the Efficiency Task Force report will be finalized in December. Also mentioned was the inclusion of a diversity component for all search committees, and that a pool of diversity representatives has been created and is currently recruiting members to that roster. Questions were raised about how inclusive this effort really is, in that certain people are being singled-out in this process, to create an equitable representation, appear inconsistent.

Tom Siebenaler recently attended President's Panel where he was informed the faculty contract negotiations are 75-80% complete. President Macey also announced she will be attending a meeting in Columbus at the Ohio Board of Regents on Tuesday, November 6th to learn what the new structure for the State Share of Instruction will be. President Macey also addressed student debt burden. A new scholarship office has been created in hopes of providing improved customer service with a specialized focus on the processing of scholarships. This office is expected to be opening in 2013.
Treasurer's Report – No Report

Secretary's Report
Marlene Reynolds announced the October ASC minutes were approved as amended and distributed.

Committee Reports
Amendments- Mary Beth Zachary announced the committee has been reviewing the compensation plan proposal and continuing their review of the handbook. Mary Beth also thanked Cheryl Snider for her service to this committee. Her detail and legal expertise has been extremely beneficial.

Internal Affairs-
Jason Dunn stated the committee is working on planning monthly events for Administrative Staff Council’s 30th Anniversary, which is this year. Paul Obringer created a logo (see attached). Watch for more details as events are planned.

Personal Welfare-
Steve Kendall announced the committee is continuing to review the Administrative Staff evaluation forms. It will not be mandatory to use the forms. They will only be an option for supervisors to use if they are seeking another alternative from the current form they are using. The Compensation Plan Review process is also underway.

Professional Development-
David Janik announced that there are funds available for Administrative Staff seeking to attend a national or state conference during the spring 2013 semester. Please refer to the guidelines on the ASC website. The deadline is January 11, 2013.

Scholarship- No Report

Awards & Recognition- Tom announced Nora Cassidy has taken over as committee chair for this year. The committee met in October and chose Ana Brown, Residence Life, as the September “Spirit of BG” winner. He encouraged all Administrative Staff to consider nominating co-workers for this award.

Liaison Reports
Classified Staff Council- Deb Carden announced Classified Staff Council (CSC) is holding “Safe Zone” training today at Main Campus and November 7th at Firelands. CSC is also soliciting responses to the resolution from the Ohio Board of Regents on the proposed tobacco ban. CSC is working through the reclassification process with Human Resource Department and the consultant firm, AON Hewitt.

Faculty Senate Representative- No Report

BGSU Retirees- No Report

Other Reports
Ombudsman- Jeanne Langendorfer reported 2 cases at this time.

Old Business
Student Mentor Initiative- Tom announced there are currently three Administrative Staff taking part in this initiative. He thanked Sandy Mencer for her work in coordinating this important project and encouraged any Administrative Staff member interested in mentoring students to contact him for more details.

New Business
Tom asked the Representatives to encourage all Administrative Staff (AS) to vote on the Resolution from the Ohio Board of Regents proposed tobacco ban for all Ohio campuses. Jill Carr was charged by President Macev to form a committee to coordinate with constituent groups (USG, SSG, CSC, ASC, and FS) to determine their stance on this resolution. The Board of Trustees will make the final decision after reviewing constituents’ feedback. Tom will forward our vote count
and any comments to President Mazy. As of today, 256 AS have responded and the vote count is 70.6% for the ban and 29.4% against the ban.

Tom is on the search committee for Manager, Employment and Employee Relations in the Human Resource Department. The committee will be holding mini forums for candidates visiting campus. He needs additional AS representation at these forums. Mary Beth Zachary has volunteered and explained how pivotal and critical this position will be for AS to establish a relationship. If you’re unable to volunteer, please consider submitting questions to Tom or Mary Beth, so they can be asked on your behalf.

Good of the Order
Tony Shott reminded everyone in attendance of the WBGSU Station Open House on Thursday, November 3rd. The station will be hosting “Brain Games” at 3pm. There are currently 16-13 teams formed of BGSU employees for this event. He encouraged everyone not on a team, to come and cheer the teams on.

Many Administrative Staff Representatives thanked David Janik and the Firelands Campus for hosting this meeting and providing tours of their campus.

Cheryl Snider announced her upcoming retirement.

Mary Beth Zachary encouraged faculty and staff who do not own a Kindle or iPad to reserve one at the Library. The Kindle has 160 books loaded on it and can be used for one week. Send an email to chodesl@bgsu.edu to reserve yours.

Jason Dunn informed all in attendance the de-registration process will again take place. If student’s bills are not paid by December 15th Spring courses and housing will be cancelled if balance is $250. or higher.

Krishna Han announced the Falcon Hunger Challenge, hosted by the Office of Multicultural Affairs, will be the week of November 5th. All participants will limit their total food purchases to weekly budget of typical food assistance benefit recipient, which is $33.

Bess Huyghe, Risk Management Department, purchased an online compliance training application that can be used for any kind of faculty/staff training. The software allows PeopleSoft downloads. The tool went live November 1st and early next year she hopes to be able to demonstrate the system to us. It will be available for other departments to use.

Next Meeting
The next ASC meeting will be held on Thursday, December 6th in BTSU Room 201.

Steve Overholt motioned to adjourn the meeting. Kim Fleshman seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, December 6th, 2012
www.bgsu.edu/asc

In Attendance:
Terry Carver, Brian Childs, Eve Crandall, Donna Dick, Jason Dunn, Kimberley Fleshman, Terry Gonzalez, Michael Hachtel, Bess Hughe, David Janil, Mary Ellen Fellow, Stephen Kendall, Michael Kudela, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monaco, Paul Obringer, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pagan, Heidi Popovitch, Abby Prieho, Marlene Peykold, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary, Lisa Dillars

Substitutes: Betsy Bunner for Tom Gorman

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order.

Guest Speakers:
Rebecca Ferguson, Chief Human Resources Officer, and Donna Wittwer, Associate Director Human Resources, were invited guests.
Becca thanked Tom Siebenaler and Mary Beth Zachary for participating in the Manager, Employment/Employee Relations search. Viva McCarver was hired Dec. 4, started Dec. 7 and will replace Marsha Sero.
Becca spoke about the Tobacco and Clean Air Policy. Jill Carr is forming a committee of representatives from many constituent groups across campus. Sherri Orwick Ogden and Jason Dunn will represent Administrative Staff.
Becca also explained Human Resource Department is busy creating Administrative Staff performance evaluation forms. They are close to completion and will be reviewed by ASC Executive Committee before being distributed for use. There will be joint training to use this form. The forms will not be mandatory; they will be an option for supervisors to use.
This is in an effort to ensure all Administrative Staff receive a performance evaluation.
The Human Resource Department will also be working on a Compensation Policy with representatives from Administrative Staff Council.
Becca would like to see Administrative Staff Council and Human Resource Department create a “Bonus Policy”. She stated there is a need on campus for a strong policy. Steve Kendall, Chair of Personnel Welfare Committee will Chair this committee. This project will begin once the Compensation Policy is finalized.
Becca also stated student employees will be moving to Time and Labor in 2013 and faculty will follow.

Tom also invited Barbara Waddell, Director Equity & Diversity/Assistant to Provost, to speak to us about the diversity of our search committees. The Office of Equity and Diversity (OED) is asking the departments and colleges to be more inclusive as a way to capture all perspectives and engage in best practices. OED is asking for at least one person on each search committee to be diverse. If you have questions when forming your next search committee, you may contact the Office of Equity and Diversity. Barbara Waddell will be expanding on the importance of diversity and the roles of her office at our January ASC meeting.

Special Report:
Morale Group- Sherri Orwick Ogden introduced her committee members. The committee began meeting over the summer to review responses from the Administrative Staff survey. The committee focused their energy on the comment portion of the survey and came up with six objectives. The committee’s final report was sent to all Administrative Staff in early December for everyone’s review and feedback. She will be scheduling a meeting with President Mazey and Tom Siebenaler to analyze the findings.

Chair’s Report:
Tom Siebenaler met with Provost Rodney Rogers recently where they discussed the advising initiative to decrease the time it takes to graduate and increase retention. Provost Rogers also informed Tom the “Efficiency Task Force” report will be distributed during the Spring 2013 semester and he would like Administrative Staff Feedback.

Tom Siebenaler recently attended the first Safety Committee meeting where he serves as ASC representative. He distributed the agenda, which I have attached. The goal of this committee is to address and receive input on safety, police, parking and traffic issues on campus. One of the things discussed was the mobile application available to students on their smart phones that shows them where the shuttles are on campus.

Tom Siebenaler sent a survey out to Administrative Staff Council asking for feedback to assist him in writing a BGSU “Elevator Speech.” This statement will be used in a marketing plan for the University and will be given to President Mazey when complete.

New SSI Structure-President Mazey explained that 50 percent of our SSI funding will now be predicated on the number of degrees granted and the remaining 50 percent will be based on successful course completion. Prior to this course completion was worth approximately 25 percent and degree completion was even smaller.

Complete College Ohio is part of Complete College America. Chancellor of the Ohio Board of Regents, Jim Petro, covered a Complete College Ohio Task Force to study the issue of college completion and develop a set of strategic recommendations for significantly increasing both the number and percent of Ohioans who earn a postsecondary education certificate or degree.

Facilities Update- Tom Siebenaler distributed a discussion draft handout of the Master Plan Organization and the team members (see attached).

**Secretary’s Report:**
Marlene Reynolds announced the November ASC minutes were approved as amended and distributed. She reminded all representatives to vote for membership to the Health, Wellness, and Insurance Committee and Bookstore Advisory Committee by Thursday, December 13th.

**Treasurer’s Report:**
Heidi Popovich will be awaiting expenses for the ASC Spring Reception and 30th Anniversary events to be held this Spring.

**Committee Reports:**
**Amendments**-Mary Beth Zachary had no report.

**Awards & Recognition**- Kim Fleckman announced the committee awarded Nora Cassidy with the “Spirit of BG” award in November.

**Internal Affairs**- Sherri Orwoll Ogden and the committee are planning a Kick-off in February for the ASC 30th Anniversary. Watch for details in January.

**Personnel Welfare**- Steven Kendall announced the committee will be working on the Bonus Policy with the Human Resource Department and the Compensation Presentation.

**Professional Development**- Kerry Gonzalez announced the deadline for Professional Development applications is January 25th. Currently, there are no applicants. Anyone interested is encouraged to complete the on-line application.

**Scholarship**- This committee is currently gathering raffle prizes to raise money for student scholarships to be awarded in the Spring. ASC will be donating a “basket of goodies” for this important project.

**Liaison Reports:**
Classified Staff Council- Terry Carver said Classified Staff Council is working on similar projects as Administrative Staff Council. Jeanne Langendorfer, Administrative Staff Ombuds, will help instruct and educate other Ombuds for campus. She is also compiling a Notary Public list of campus employees. Look for this notice in Campus Update. She is also planning a “Meet and Greet” your Classified Staff Representative.

Faculty Senate Representative- Beat Wood, attended the Faculty Senate meeting on December 5th and heard a presentation by Joe Frizado, Vice Provost of Academic Operations and Assessment.

BGSU Retirees- No report

Other Reports:
Ombudsman- Jeanne Langendorfer reported no cases this month.

Old Business:
ASC Student Mentors- Tom Siebenaler announced there are still opportunities to volunteer for this initiative. Contact Tom if you are interested.

Good of the Order
Emily Monaco distributed a “Save the Date” flyer regarding the 17th Annual State of the State Conference (see attached). She also distributed a flyer for the 14th Annual Black Issues Conference (see attached).

Steve Kendall congratulated the IT Team which won the WBGL TV hosted “Brain Game” held in November.

Donna Dick announced details concerning SOS (Study on Sunday) which will be held Sunday, December 9th from noon to 10 pm at the Learning Commons on the 1st floor of Jerome Library.

Next Meeting
The next ASC meeting will be held on Thursday, January 3rd, in BTSU Room 201.

Connie Molnar motioned to adjourn the meeting. Jason Dunn seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council  
Meeting Minutes  
Thursday, January 3rd, 2013  
www.bgsu.edu/asc


Substitutes: Rebecca Lyon for Abby Priest & Jari Johnston for Mary Beth Zachary

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order and introduced Barbara Waddell as our guest speaker.

Guest Speaker: Barbara Waddell, Director of Equity and Diversity/Assistant to the Provost, distributed a handout, which explains all of the facets her office manages on campus (see attached handout). The Office of Equity and Diversity (OED) monitors University compliance with federal and state equal opportunity and non-discrimination laws and regulations. The Equal Opportunity Compliance Committee is a University standing committee, which has developed a diversity template for all of the deans and colleges and their goal is to move all colleges to have a diversity plan. Barbara reviewed the laws monitored and enforced by her office. She also reviewed prohibited employment policies and practices. OED is currently updating the sexual harassment training video and she recommends supervisors view the video no less than annually. She is also the Title IX Coordinator. An OED representative is also available if a college or department is in need of mediation. She then discussed University hiring practices. She explained President Macey would like to see the BGSU campus become more diverse. The President has set a goal and announced to the Board of Trustees to increase diversity racial, ethnic and gender of faculty and staff at BGSU. It is now a requirement for University search committees to be diverse. In an effort to assist officers with this requirement, OED is creating a database of student, faculty and staff interested in filling this role on search committees campus-wide.

Chair’s Report:  
Board of Trustees – Tom Siebenaler presented the accomplishments and projects that ASC are currently working on. His presentation was received well by those members present.

University Council: Tom Siebenaler submitted our BGSU Brand statement to the President’s Office on December 21st.

Administrative Staff: Performance Evaluation Forms – A revised draft was submitted for the ASC Executive Committee to review at the next meeting. Tom Siebenaler will place this item on the ASC February meeting agenda and get copies for you to review.
ASC Chair-Elect – Tom Siebenaler created a document with a summary of duties for this position. (See attached). Anyone who is interested in serving as ASC Chair-Elect this year, please contact Tom for more information.

Secretary's Report:
Marlene Reynolds announced she is continuing to work on the minutes from the December 6th ASC meeting. She congratulated Steve Kendall and Tim Fleshman on their re-appointment to the Health, Wellness and Insurance and Bookstore Advisory Committee.

Treasurer Report:
Heidi Popovitch had no expenses to report.

Committee Reports:
Amendments – No report

Awards & Recognition – Nora Cassidy informed everyone in attendance that the November “Spirit of 8G” award was presented to Ann Light, Associate Director of Continued and Extended Education. She asked everyone in attendance to encourage their colleagues to submit nominations for the “Spirit of 8G” award as well as the Ferrari Award to be presented at the Spring Reception in April.

Internal Affairs – Jason Dunn will be distributing posters for the Administrative Staff monthly social gatherings that will be held at Beckett’s beginning February 5th from 5:00-6:30PM. These gatherings are in honor of the ASC’s 30th anniversary.
   The committee is working on the food options for the Spring Reception. Jason and Cherri Orwick Ogden will be working out details with ASC Executive Committee for a new annual award, “Rookie of the Year.” Tom Siebenaler has invited Dr. Michael Ferrari, President Macey and Jill Carr. They are currently gathering a list of Administrative Staff Council alumni to also invite to this event.

Personal Welfare – Steve Kendall announced the committee is currently reviewing College and University Professional Association (CUPA) data with the Human Resource Department. This data compares and analyzes salaries between universities. The committee will also begin working on the bonus policy this semester.

Professional Development – David Janit announced there is still time to apply for Professional Development Funds. The committee will be meeting in January to begin working on a spring event/speaker.

Scholarships – Steven Overholt announced that the committee is working on securing raffle prizes for the overcoming scholarship raffle.

Liaison Reports:
Classified Staff Council – Terry Carver, Classified Staff Chair, reported four “Spirit of 8G” nominations. She also stated Classified Staff Council is also working on many of the same challenges/projects as
Administrative Staff Council.

**Faculty Senate Representative** – Elizabeth Wood noted a proposal brought to the SEC by the Provost with support from the Committee on Academic Affairs is to add to the Charter an additional exception for “Student; who are required to participate in official University business, as defined in the student handbooks...” also a statement that – when excused – the student still has the responsibility for completing assignments where replication of work in the class or classes missed is possible.

**BGSU Retirees** – Linda Hamilton had no report.

**Other Reports:**
**Ombudsman** – Jeanne Langendorfer had one case this month.

**Old Business:**
**OBOR Proposed Campus Tobacco Ban**- Jason Dunn announced there had not been a recent meeting in regards to the proposed tobacco ban. They will be meeting in the next couple weeks.

**ASC Student Mentors**- There are still opportunities for Administrative Staff to volunteer to be a student mentor. Please see Tom Siebenaler for more details.

**New Business:**
None

**Good of the Order**
None

**Next Meeting**
The next ASC meeting will be held on Thursday, February 7th, in BTSU Room 201.

Heidi Popovitch motioned to adjourn the meeting. Steve Kendall seconded the motion. Meeting adjourned.

Respectfully Submitted,

**Marlene Reynolds**
Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, February 7th, 2013
www.bgsu.edu/asc


Substitutes: None

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order and announced the February 6th Administrative Staff Social Hour at Beckett's was a huge success. He reminded everyone of the next Administrative Staff Social Hour on Wednesday, March 6th from 5-6:30PM. Tom Siebenaler also reminded everyone to complete the study that was sent to us by J.R. Ratliff, which explores the perceptions and experiences of University administrators.

Guest Speaker: Greg Christopher, Director of Athletics, spoke about the athletic department being more than just the athletic events on campus. The Athletic Department’s involvement in outreach programming for campus, such as high school athletic events and NCAA tournament; bringing exposure to BGSU that proves important to the recruitment efforts on campus.

Mr. Christopher explained the Stroh Center has increased attendance rates and concession stand sales. The facility also has improved fan amenities, parking and adds more of an entertaining environment with the video boards. The first event held at the Stroh Center was a concert that brought 4,500 people to campus. Currently, BGSU is working on submitting a bid to host the NCAA Regional Women’s Basketball Tournament.

He wanted to give credit to faculty, coaches and Administrative and Classified Staff for student athletes’ academic excellence, leadership and support of outreach programming on campus. (Please see attached document)

Guest Speaker: Terrell Johnson, Multicultural Admissions Counselor spoke about President’s Day and encouraged all staff to volunteer. All volunteers should sign up online and receive a meal card and coupon for the book store for volunteering. Check-in will be at the Wolfe Center with events at Olexcamp and the bulk of the programming at the Bowen Thompson Student Union. 126 staff has volunteered to date with many different shifts available from 9:00-3:30PM. He explained it is a wonderful opportunity to greet guests and make them feel welcome at BGSU.
Chair’s Report:

University Council Meeting – State Share of Instruction was discussed due to the release of the Governor’s new budget. Sheri Stoll, Chief Financial Officer, and her staff are reviewing the budget to determine the implications to BGSU. MyBGSU portal is being redesigned. It will be compatible with iPad, smart phones and tablets. Currently, a pilot group is using the redesigned portal. Plans for campus-wide implementation will be this summer. Open forums will be held where questions will be answered and feedback will be welcomed.

Family Campaign – Tom Siebenaler attended the 2012-13 Family Campaign kick-off breakfast on Thursday, February 7th. The contributions can be made online or by payroll deductions. The giver may also choose the purpose or fund for the gift to this campaign.

HR: Performance Evaluations – Tom Siebenaler discussed the three new forms to be used for Administrative Staff evaluations. Departments and areas may opt to use one of these three forms, or an existing form if the department or area have already created a form that works for their evaluations. The final revisions were emailed to Administrative Staff. Questions were raised about training on use of the form and the sustainability of performance evaluations. Tom will check with Human Resource Department on these issues. The overall arching goal is to make sure all staff is evaluated by their supervisors.

2013 Homecoming Committee: ASC Rep. – Lisa Zollars volunteered to be the Administrative Staff representative.

HLC Reaccreditation Reviewer – Eve Crandall volunteered to review this document as well as Tom Siebenaler. This document will be forthcoming from Joe Frizado, Vice Provost Academic Operations/Assessment.

ASC Chair Elect – Tom Siebenaler informed Administrative Staff Council the Chair Elect position is still vacant. He encouraged all members to consider this position. A document outlining the ASC Chair’s duties was available and is attached.

Secretary’s Report:
Marlène Peynold announced the December and January minutes were approved and distributed.

Treasurer Report:
Heidi Popovich is beginning to see anticipated expenses come in for the ASC 30th Anniversary events.

Committee Reports:
Amendments – Mary Beth Zachary and Emily Monaco announced their committee is reviewing the Administrative Staff handbook and will have a report soon.
Awards & Recognition – Kim Fleshman announced the “Spirit of BG” award was presented to Dermot Forde, Director of Advising, in January.

Internal Affairs – Sherri Orwick Ogden was pleased with the attendance at Beckett’s for the first of several “social hours” to be held monthly through spring semester. Internal Affairs is currently analyzing the ASC election process. The committee is also looking at restructuring their goals and objectives and is working on a final draft to present to ASC Executive Committee in June. They encouraged all Administrative Staff to “like” ASC on Facebook. They are concentrating now on the ACC Reception in April and are working closely with Mary Beth Zachary and Linda Hamilton to compile a list of ASC alumni, who will be invited. Jason Dunn and Sherri also distributed 30th ASC Anniversary t-shirts.

Personnel Welfare – Stephen Kendall announced the bonus policy document was distributed for the committee to review. He will be reporting to the ASC Executive Committee at this semester.

Professional Development – David Janik announced the committee has received nine applications for staff professional development funds. He will submit a final list to ASC Executive Committee at their next meeting. Terry Gonzalez is working on a professional development event for the end of March. She is working with BGSU Outdoor Programs on a team-building activity.

Scholarships – Ben Martin’s committee will soon be inviting students to apply for scholarships to be awarded at the ASC Spring Reception in April. He encouraged all staff to support these scholarships by purchasing raffle tickets.

Liaison Reports:

Classified Staff Council – Terry Carver announced Randy Gardner, State Senator for the 2nd District of the Ohio Senate, will be on campus to speak with Administrative and Classified Staff on Monday, March 13 at 11AM in Bowen Thompson Student Union, Room 308. She encouraged all staff with questions for Senator Gardner to take advantage of this opportunity.

Faculty Senate Representative – Bass Wood announced the Faculty Senate Executive Committee (SEC) endorsed an Honorary Degree nomination from the President. This will be placed on the agenda for the next Board of Trustees meeting. The Senate also passed a Resolution from the BGSU Faculty Association, a key point of which was a request to maintain the current student to professor ratio. BGSU-FA proposed this as a priority and would like to see BGSU find other cost-saving opportunities rather than the proposed plan of decreasing faculty positions.

BGSU Retirees – Linda Hamilton had no report.

Other Reports:

Ombudsman – Jeanne Langendorfer announced there are two cases this month.
Old Business:

OBOR Proposed Campus Tobacco Ban – Jason Dunn and Sherri Orwick Ogden are members of the Tobacco Free Campus Policy Development Committee representing Administrative Staff. Jason announced the committee is reviewing a draft policy which will be discussed at their next meeting. Tom Siebenaler encouraged Administrative Staff to let Sherri and Jason know their concerns and suggestions.

Morale Report Presentation & Next Steps – Tom Siebenaler and Sherri Orwick Ogden presented the final Morale Implementation Report to President Mace recently. The next phase is to prioritize different items in the report. The Morale committee is creating action items, which they will present to ASC Executive Committee at their next meeting.

New Business:

None

Good of the Order

Karen Meyers announced the Teaching and Learning Fair will be Friday, February 15th, from 9:00-11:30AM in the Bowen Thompson Student Union Ballroom. The keynote address follows from 11:30-12:30PM.

The BGSU Campus Police will be presenting five sessions of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. Faculty, staff and students are invited to one of these five 90 minute sessions on February 20th in the Bowen Thompson Student Union Theatre.

Mary Beth Zachary encouraged all in attendance to consider volunteering to be the ASC Chair Elect this year. She explained it is an opportunity for growth, provides a different perspective on campus issues and creates exposure to many different people on campus. It is also worth the experience to learn how important decisions are made at BGSU. Many other past chairs supported her comments.

Next Meeting

The next ASC meeting will be held March 7, 2013, in BTSU Room 201.

Sherri Orwick Ogden motioned to adjourn the meeting. Tony Short seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, March 7th, 2013
www.bgsu.edu/asc

In Attendance:
Terry Carver, Eve Crandall, Jason Dunn, Laura Emch, Kimberly Fleshman, Leslie Galan, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Beth Huyghe, David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Ludela, Jeanne Longendorfer, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monaco, Paul Obringer, Tim Parich, Brett Pogan, Heidi Popovich, Anthony Short, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary, Lisa Zollars

Substitutes: Sally Dreier for Donna Dick and Dave Charfield for Brian Childs

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order.

Guest Speaker: Robin Gerrow, Chief Communications Officer of Marketing and Communications, announced her office launched the BGSU Magazine as an app that will automatically update on iPhone or iPad Newsstand. She explained this was an important feature that allows BGSU to reach younger Alumni. Also discussed was the redesign of the BGSU website by fall 2013 semester. Marketing and Communications Office is working on a visual redesign, content management system change and a complete change to the information architecture. This will allow for more options while incorporating social media. Part of this project involves having all units to update their website and eliminate pages that are not current or have not been used in years. Robin is also interested in investigating the website needs of the campus community, to make it a more useful tool. She encouraged anyone with thoughts and ideas to please email her at robstan@bgsu.edu. She hopes to make the transition to the new website as painless as possible.

Chair's Report:
ASC Chair-Elect – This position is still vacant. Please see Tom Siebenaler for a job description. He also encouraged anyone interested in the position to feel free to contact him with questions. He reminded all in attendance that the chair position could be shared with a colleague.

President Mazey Meeting: Morale Committee – Please see the attached document that lists the top five Morale Committee recommendations. This list was created from a previous meeting held between the Morale Committee and President Mazey several weeks ago. It is currently a draft and can be updated as feedback and input is gathered. Tom reviewed the list and explained we are looking at implementing recommendations that would use the resources we already have available. Many ideas and suggestions were conveyed, which Tom will get clarification on items needing further discussion.

Human Resources: Please see Tom Siebenaler’s attached document concerning his meeting with the HR Department.

HLC Reaccreditation – Eve Crandall and Tom Siebenaler reviewed the document for the Reaccreditation and provided feedback.
Board of Trustees – The meeting was held at Firelands campus. The trustees will be presenting Bob Sebo with an honorary degree. The trustees discussed at length the various new buildings and renovation projects. Personnel changes were also on the agenda.

University Council – “Not in Our Town” project was discussed, which addresses hate crimes, bullying and intolerance on campus and how BGSU can work to create a welcoming and inclusive climate.

Secretary’s Report: Tom Siebenaler announced February minutes were approved and distributed.

Treasurer Report: Heidi Popovich announced she is just starting to see bills submitted for the 30th Anniversary and ASC Reception.

Committee Reports:
Amendments – Mary Beth Zachary announced the committee is working to create a formalized Ombudsman application, general description and training process. The committee will also be reviewing the flexible scheduling language for insertion in the handbook.

Awards & Recognition – Kim Fleshman stated the committee had a meeting in the near future to discuss the Spring Reception.

Internal Affairs – Jason Dunn announced Internal Affairs is working with the Awards and Recognition committee on the 30th Anniversary and Spring Reception that will be held April 3, 2013. Mary Beth Zachary is putting together a list of Administrative Staff Council alumni to invite to the reception. The Athletic Department confirmed they will donate items for the award. The committee is looking at awarding a Rookie of the Year honor this year and may continue this award in the future.

Personnel Welfare – No Report

Professional Development – Kerry Gonzalez stated the committee is planning a professional development event for May. This event is being planned by Health and Wellness and will be a hand-on team building event. There will be more information to follow.

Scholarships – Ben Martin announced that the scholarship recipients have been contacted about their awards. He encouraged all Administrative Staff Council members to purchase scholarship tickets.

Liaison Reports:
Classified Staff Council – Terry Carver stated Classified Staff Council (CSC) is continuing to hold Town Hall meetings. CSC also is supportive of Administrative Staff Council morale initiatives. Also, the announced Senator Randy Gardner and State Representative, Tim Brown, will be at BGSU on March 13, 2013 in Bowen Thompson Student Union Room 308 at 11:00am to discuss the state’s budget and how it affects the University. All staff are invited to attend.

Faculty Senate Representative – Beas Wood announced the Senate Executive meeting was held on February 12th, where they voted to approve changes in the policy for changing Colleges, Majors, or Degree Programs (removing the text about requiring a specific grade point average of prospective
transfers). Also discussed was the retention strategy intended to give a “small college feel” to a BGSU undergraduate education by creating cohorts of 1st year students in their first fall term. There was also a Senate Executive Committee meeting held on February 26th where they previewed an upcoming Senate presentation by Barbara Waddell, Director of Equity and Diversity, and Faculty Senate Recognition Awards nominations were reviewed and award winners were selected.

**BGSU Retirees** – Linda Hamilton announced the first luncheon meeting is scheduled for next week with featured speaker, Stan Forduchi, CEO of Wood County Hospital, who will speak about the Falcon Health Center.

**Other Reports:**

- **Ombudsman** – Jeanne Langendorfer announced there were no cases this month.
- **OBOR Proposed Campus Tobacco Ban** – Jason Dunn stated the committee met over the past several months and is proposing a smoke-free ban as opposed to a tobacco ban. The committee’s research proved campuses that attempted to make their campus tobacco-free are struggling with enforcement. BGSU will update the verbiage of their smoking policy and include health promotion and smoking cessation.
- **2013 Homecoming Committee** – Lisa Zolart, ASC Homecoming Committee representative, attended the first Homecoming planning meeting. The planning committee presented three Homecoming themes (listed below) and asked the campus community to vote for their favorite theme.

<table>
<thead>
<tr>
<th>“Let the Good Times Roll Along”</th>
<th>This will be a traditions focused theme.</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Get Ziggy With It”</td>
<td>This theme will be based around 50’s style vintage feel and have a celebration approach.</td>
</tr>
<tr>
<td>“Be the Falcon Within”</td>
<td>This will be a united theme and focus on the University standing strong.</td>
</tr>
</tbody>
</table>

Lisa encouraged everyone to email her any questions or comments they might have. She also informed everyone there are tents available for hosting a reception or gathering event if Administrative Staff Council is interested. The Homecoming football game is on Saturday, October 5, 2013 in the afternoon.

**New Business:**

None

**Good of the Order**

Mary Beth Zachary thanked Linda Hamilton and the Retiree Association for assisting with the Alumni list for the ASC Reception.

**Next Meeting**

The next ASC meeting will be held Thursday, April 4 from 1:30-3:00PM in PTSU Room 207.
Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council  
Meeting Minutes  
Thursday, April 4th, 2013  
www.bgsu.edu/asc

In Attendance:
Brian Childs, Jason Dunn, Laura Emch, Kimberly Fleshman, Leslie Galan, Thomas Forman, Linda Hamilton, David Janit, Mary Ellen Fellow, Stephen Kendall, Michael Hudala, Jeanne Langendorfer, Benjamin Martin, Karen Meyers, Emily Monaco, Paul Obringer, Sherri Orwich Ogden, Steven Overholt, Tim Parish, Britt Pogan, Heidi Popvitch, Marlene Reynolds, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary

Substitutes: Juli McCarroll for Donna Dick

Guests: None

Tom Siebenaler, ASC Chair, called the meeting to order and thanked everyone who worked to make the ASC Reception a wonderful event. He has been receiving great feedback from many who attended.

Chair’s Report:
President’s Panel – It was announced Albert Colom, Vice President of Enrollment Management and Provost Rodney Rogers are reviewing the Morale Report and will await to see if budget dollars are available to implement some of the action items in the report. President Mazey indicated there are no plans at this time for future outsourcing. President Mazey also added the Faculty Association Agreement will not have direct effect on Administrative Staff.

HR Meeting – Becca Ferguson, Chief Human Resources Officer, stated from a Human Resource standpoint, the new Faculty Association Agreement will have no effect on Administrative Staff. Some items the Faculty Association Agreement addresses are; faculty will now need to report sick leave and will be paying the same as Administrative Staff for their health insurance. They will also be paying for campus parking.

CFO Meeting – Tom asked Sheri Stell, Chief Financial Officer, if the faculty salary increase will have an effect on Administrative Staff raises in the future and she could not answer at this time. He also asked what the budget outlook is for 2013-14. She stated there were many variables and was unable to answer as the budget details will be released July 1, 2013. Tom reminded everyone in attendance that Sheri will be our guest speaker at our May 2nd meeting and we should have questions prepared to ask her at this time.

Secretary’s Report:
No Report

Treasurer Report:
No Report
Committee Reports:

Amendments – Emily Monago stated the committee reviewed the Administrative Staff Handbook and distributed a document with proposed recommendations. (See attached.) There were minor revisions discussed, which Emily will take back to the committee and bring forth for further discussion and vote in the future.

Mary Beth Zachary submitted two changes to the Charter, which she will discuss with Elizabeth Wood, Secretary of Faculty Association.

Awards & Recognition – No Report

Internal Affairs – Sherri Orwick Ogden announced her committee is working on nominations for the upcoming ASC election. She will be notifying ASC members if their term is ending this year. If you do not receive an email, your term continues. Please let Sherri know if you have any questions about your term. She also announced ASC Social Hours held the first Wednesday of each month will continue through June with the next event scheduled for Wednesday, May 1st at 5 PM at Beckett's. Due to the success of the event, the committee is considering continuing this event indefinitely. She stated Facebook posts will continue as additional members have been added as administrators to the ASC Facebook account.

Personnel Welfare – Stephen Kendall announced the committee is working on the Bonus Proposal. He is also reviewing the faculty contract.

Professional Development – David Janik announced that Kerry Gonzalez is working on a potential May professional development team building event. More details will follow.

Scholarships – Ben Martin announced $310 was raised from the Administrative Staff Reception Silent Auction. He encouraged everyone to buy Administrative Staff scholarship tickets by April 17, 2013.

Liaison Reports:

Classified Staff Council – Terry Carver was not present, but provided Tom with the following update: They are in the middle of Classified Specification Review and planning their awards program to be held in May. They are also helping host the OSCE summer conference held on campus in June.

Faculty Senate Representative – Elizabeth Wood announced at the April 2nd Faculty Senate meeting, Curriculum Modification Requests for 1) a new MS in Analytics and 2) revisions to the BGP (general education) program were approved by Senate. (The latter changes will bring BGSU into better alignment with the O'BOP transfer module.) After publication of the minutes, these actions will be transmitted to the Board of Trustees for consideration at their next meeting.

BGSU Retirees – Linda Hamilton had no report, but mentioned how nice it was to see her fellow alumni at the ACC Reception yesterday.

Other Reports:
Ombudsman – Jeanne Langendorfer announced two cases this month.

Old Business:
OBOR Proposed Campus Tobacco Ban – Sherri Orwick Ogden and Jason Dunn announced Jill Carr, Chair of this committee, is moving forward with a draft policy to the President. At this time, the policy does not address tobacco use or water vapor cigarettes; however, it does address moving receptacles away from buildings and near parking lots. This policy will be reviewed every couple of years.

ASC Chair Elect - This position is still vacant. Please contact Tom if you are interested or if you would like to nominate a colleague.

New Business:
Committee Restructuring – Sherri Orwick Ogden proposed consolidating the seven existing Administrative Staff Council committees into five committees. (See attached document.) There were several comments, which the Internal Affairs committee will take into consideration and further discuss with the Administrative Staff Executive Committee.

Functional Area Restructuring – Due to the University structure changing, the Internal Affairs Committee has been reviewing functional area ASC representation. Two of the existing functional areas have become quite large, while others have dual reporting responsibilities. The committee is proposing the seven functional areas be increased to nine areas. This is being reviewed to achieve the best representation possible, so all Administrative Staff throughout campus have a voice.

Good of the Order
Many ASC members were thanked for their contribution in making the ASC Reception such an enjoyable event. On the top of the thank you list was Sherri Orwick Ogden, Jason Dunn, Thomas Siebenaler and members of the Awards and Internal Affairs committee.

Next Meeting
The next ASC meeting will be held Thursday, May 2, 2013, in BTSU Room 201.

Heidi Popovitch motioned to adjourn the meeting. Karen Meyers seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, May 2nd, 2013
www.bgsu.edu/asc

In Attendance: Brian Childs, Eve Crandall, Jason Dunn, Laura Emch, Kimberley Fleshman, Michael Hachtel, Linda Hamilton, Becci Huyghe, David Janik, Mary Ellen Fellow, Stephen Kendall, Michael Pudela, Jeanne Langendorfer, Benjamin Martin, Sandra Mencar, Taren Meyers, Ryan Miller, Emily Manago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pogan, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Mary Beth Zachary, Lisa Zollars

Substitutes: Deb Hendricks for Thomas Gorman

Guests: Juli McC Carroll

Tom Siebenaler, ASC Chair, called the meeting to order.

Guest Speaker: Jill Carr, Senior Associate Vice President & Dean of Students, discussed the 2012-13 Student Affairs priorities and the progress that has been made toward retention, fiscal management and facilities. Dean Carr spoke of many new building projects including the partnership the University has with Wood County Hospital to build the Falcon Health Center slated for opening in the fall, as well as the new Greek Housing project, Student Recreation Center and McDonald Est facilities. She stated the top three priorities for 2013-14 are: retention, facilities and diversity.

Chair’s Report:
HR Meeting – Tom Siebenaler met with Becca Ferguson, Chief Human Resources Officer, and Viva McCarver, Manager, Employee Relations, Human Resources. They stated the final faculty union contract announcement will be made at the Board of Trustees meeting on May 3rd. The contract is not intended to cause a divide between faculty and staff. Therefore, whatever benefit is given to faculty, will also be given to staff.

The BGSU closure policy was also discussed. Becca clarified if an employee has a vacation day and the University closes that day for any reason, the employee still must claim vacation time. Becca did not have any updates on ACA. However, Jill Carr mentioned the University sent a letter to the IRS requesting student employees and CO-OP/Intern students be exempted from this requirement.

University Council – Holly Cipriani presented on “Buy BG” campaign, which is a formalized campaign to encourage community members to buy locally.

Mo Cotton Kelly presented an update on alumni chapters including the need for increased staffing and the ability to follow them on Twitter. It was also announced the HLC accreditation had a very positive outcome and the University expects to get the final report at any time.

Board of Trustees – The next meeting is Friday, May 3rd. Tom will be reporting on Administrative Staff Council’s recent accomplishments and projects.
ASC Chair Elect – This position is still vacant. Tom sent an email today to 80 eligible individuals to see if anyone was interested. Both Tom and Jill Carr are available to answer questions from anyone who is considering this position.

Secretary’s Report:
Marlene Reynolds announced the April minutes were approved and distributed. She also informed everyone there will be a deli lunch served at the June 6th meeting. She will send an outlook invite to all representatives. She then reminded all committee chairs to be prepared to give an end of the year report to highlight their committee’s accomplishments and goals for next year.

Treasurer Report: No Report

Committee Reports:
Amendments – Mary Beth Zachary announced the committee has been working on Flexible Spending language, as concerns have been raised by Administrative Staff. The attached document was discussed.

Awards & Recognition – Kim Fleshman announced the winner of the April “Spirit of BG” award was Scott Sehmann, Assistant Director of Intramurals.

Internal Affairs – Sherri Orwick Ogden announced the ASC social hours have been well attended and will continue on the first Wednesday of every month through August. She has been updating the ASC Facebook page with related pictures. Sherri also announced the nominations for ASC election is currently open. Administrative Staff will be voting by functional areas and the election will be held later this month.

Personnel Welfare – Stephen Kendall is awaiting comment from committee members on the Bonus Policy.

Professional Development – No Report

Scholarships – No Report

Liaison Reports:
Classified Staff Council – No Report

Faculty Senate Representative – No Report

BGSU Retirees – Linda Hamilton announced the retirees will have their final luncheon next week and have invited Nick Hennessey to speak on sustainability projects on campus.

Other Reports:
Ombudsman – Jeanne Langendorfer announced one case this month.
Old Business:

OBOR Proposed Campus Tobacco Ban – Jason Dunn stated the “Clean Air and Smoking Policy” is going before the Board of Trustees in June for approval. If approval is received, it will be implemented in January.

New Business:
None

Good of the Order

Emily Monago thanked everyone for their support of “Not In Our Town.”
Mary Beth Zachary announced Kindles are available for check out at the library and work will be done this summer on the library front steps.
Steve Kendall announced WBGU is hosting a “Tides Extravaganza” on Saturday, May 11 from 10am – 2pm at WBGU-TV. It is open to the public.

Next Meeting

The next ASC meeting will be held Thursday, June 6, in BTSU Room 201. A deli buffet will be available at 12:30PM.

Sherri Orwick Ogden motioned to adjourn the meeting. David Janik seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Secretary, Administrative Staff Council
Administrative Staff Council  
Meeting Minutes  
Thursday, June 6th, 2013  
www.bgsu.edu/asc


Substitutes: None  
Guests: None

Tom Siebenaler, ASC Chair, called the meeting to order and welcomed the eight new ASC representatives. He also announced the 2013-14 ASC Chair will be Mike Hachtel and the Chair Elect will be Emily Monago.

Guest Speaker: Sheriden S. Stoll, Chief Financial Officer and Vice President for Finance and Administration, was the guest speaker. She spoke on the new funding model for State Share of Instruction (SSI) presented by Governor Kasich for FY 2014, the State budget, BGSU enrollment trends and how BGSU has and will continue to face these challenges as they are manifested with the funding changes. She further explained the complexity of the funding model which incentivizes colleges and universities to improve graduation rates, as 50% of state funding will come from degree completions. She then answered questions from representatives concerning medical benefits, reduction in work force and how BGSU is addressing recruitment and retention. She stated there are no additional changes planned for the proportional formula between employee/employer medical insurance premiums and also no plans for a reduction in work force. She addressed some of the retention efforts across campus. Some of which are outlined in the Enrollment Management Update document that is attached along with her presentation.

Voting:  
New ASC Committee Structure: Connie Molnar motioned to approve the proposed ASC committee structure, Jennifer Twu seconded the motion. No discussion. Motion passed.

New ASC Functional Areas: Stephen Kendall moved to approve the proposed ASC functional areas, Kim Fleshman seconded the motion. Discussion was held concerning adding two new responsibilities to the Marketing and Communications Committee. It was determined the following items would be added: update the ASC list serve and representative list. Kim Fleshman has been updating these lists for ASC since 2005. Thank you, Tim! Motion passed.

Officer Positions and Duties: Kim Fleshman motioned to approve the proposed Secretary position description, Jason Dunn seconded the motion. No discussion. Motion passed.
Stephen Kendall motioned to approve the proposed Communication Officer position. Heidi Popovitch seconded the motion. No discussion. Motion passed.

**Compensation Plan:** Connie Molnar moved to approve the proposed Compensation Plan. Stephen Kendall seconded the motion. No discussion. Motion passed.

**ASC Handbook Edits:** Heidi Popovitch moved to approve the proposed ASC Handbook edits. Stephen Kendall seconded the motion. Mary Beth Zachary answered a question concerning the ownership of the handbook belonging to HR, therefore they will review the edits prior to any changes being placed in the handbook. Motion passed.

**Chair's Report:**
Tom distributed on Enrollment Management Update document. (See attached)

**Year-in-Review** – Tom Siebenaler distributed a list of ASC 2012-13 major accomplishments (see attached) and thanked the ASC representatives for all their work on behalf of administrative staff.

**HR Meeting** – Tom introduced Mike Hachtel to Becca Ferguson, Chief Human Resources Officer, and Viva McCarter, Employee Relations Manager. They discussed working towards the development of the Compensation Plan and Promotional Pathway.

**President Meeting** – The President explained the Falcon Health Center construction project is well underway and expected opening scheduled for Fall 2013. The Airport outsourcing is still in discussion with no vendor selection at this time. The savings this will provide to BGSU will be substantial.
The Honors Program will now be known as Honors College. Simon Morgan Russell has recently been selected as Honors College Dean.
The President’s recent visit to China was very successful. She met with other University administrators while building relationships and articulation agreements.
The President is proposing to BOT, a salary pool increase of 2% to Classified and Administrative Staff.

**OED Meeting** – Tom met with Barbara Waddell, Director of Equity & Diversity, whose office is continuing to work on Title IX compliance, student retention efforts and plans to get more involved with Promotional Pathways.

**Board of Trustees** – As Sheri Stoll mentioned in her presentation, State Share of Instruction, (SSI), will now be determined by degree completion.
Also discussed was the new Bureau of Criminal Investigation Lab being built on the north side of campus. The construction is to begin in 2013.
Another item that was discussed was a $1M line of credit being established to purchase property adjacent to the campus, as land becomes available.
Capital Planning website can be viewed to see the Master Plan highlights. There are many new construction and renovation projects currently underway and others planned to begin in the near future.
Utilization of classroom space on campus was discussed. Currently only 60% of this space is being utilized.
The BOT also spoke about the planning stages, with a corporate partner, for a Conference Center near I-75. The plans are very preliminary, but would be of great benefit to the entire campus.
Secretary's Report:
Marlene Reynolds announced all ASC minutes have been approved and distributed. She also created a list of all 2013-14 Administrative Staff Council members and had it available at the check-in table along with a summary of the accomplishments of the ASC committees for 2012-13. She thanked the outgoing ASC representatives while Tom distributed a “certificate of appreciation” for their many years of dedication to administrative staff and constituents of BGSU.

Treasurer Report:
Heidi Popovitch announced ASC finished the year with a balance of $1,000. She reminded all in attendance there are two ASC Foundation accounts to consider when giving. They are: Recognition- #301996 and Scholarship- #300004.

Committee Reports:
Amendments – Due to the full agenda today, Mary Beth Zachary sent an email prior to the meeting to all ASC representatives about the OMBUDS position. She asked all representatives to read through the questions the committee has gathered for creating an OMBUDS policy and procedure and let her know of any additional questions that need to be considered.

Awards & Recognition – Kim Fleshman announced the January “Spirit of BG” winner, Abby Priehs, was awarded her prize recently as she was on maternity leave in January.

Internal Affairs – Sherri Orwick Ogden announced the ASC Social Hour held the first Wednesday of the month have been very successful and will continue until further notice. Sherri announced the ASC election results have been completed and the new representatives for 2013-14 are: Bonita Bembry, Eric Buchs, Brigitte Green-Churchwell, Krishna Han, Jeremy Joseph, Elisabeth Moer, Ray Plaza, and Travis Sheaffer. Donna Dick was re-elected to serve another three year term as representative. The officers for 2013-14 are Chair, Mike Hachtel, Chair-Elect, Emily Monago, Co-Secretary, Brigitte Green-Churchwell and Marlene Reynolds, Treasurer, Heidi Popovitch. The University Standing Committee representatives are Karyn Smith on HWI and will assist Stephen Pendall, Tobias Spears will assist Laura Emch on ECCC and the Library Advisory Committee will be Elizabeth Moer. Sherri announced there are technical difficulties concerning the ECCC Committee election. She will inform us of the results by email.

Personnel Welfare – Stephen Pendall informed all representatives that his committee is continuing to work on the Bonus Plan and Promotional Pathways.

Professional Development – David Janit announced one request for Professional Development funds was received for $500 and granted for a summer conference.

Scholarships – No report

Liaison Reports:
Classified Staff Council – Gail Houtz, Classified Staff Council Chair for 2013-14, was present and looking forward to an interesting year of change.
Faculty Senate Representative – Elizabeth Wood announced the incoming Faculty Senate Chair is Shari Wells Jensen. She also informed representatives present that the Senate calendar showing Senate, SEC, SEC/VPAA, and Board of Trustees meeting dates is in the last stages of being finalized. In addition, the Role of the Charter Committee, chaired by Mark Early, is meeting over the summer with representation from the Senate, the Senate Amendments; and Bylaw Committee, the BGSU Faculty Association and the University administration to determine what matters must be excised from the Charter because they are now determined by the union contract. The committee hopes to have these changes ready to present to SEC and Senate in Fall 2013. Assuming the vote is positive, the Charter changes would then go to the President and Board of Trustees for final approval.

BGSU RA – Linda Hamilton announced the Association held their elections recently and Chris Sexton, formally a classified staff employee, was elected as President for 2013-14. She is the first person, other than a faculty member, to serve as President. Linda will again be joining us as the ASC liaison.

Other Reports:
Ombudsman – No report

Old Business:
Homecoming Representative Update – Lisa Zollars announced the June meeting was cancelled. The committee won’t be meeting until July due to low number of agenda items.

OBOR Proposed Campus Tobacco Ban – Jason Dunn informed all in attendance the “Clean Air and Smoking Policy” is going before the Board of Trustees in June for approval with plans of implementation in July.

New Business:
None

Good of the Order
Many representatives expressed their sincere thanks to Tom Siebenaler for his dedication to the office of Chair for 2012-13!
Representatives also thanked Mike Hachtel, Emily Monaco and all of the new representatives for their interest and commitment to ASC.
Lisa Zollars updated us on Marketing and Communication news. There is no update on timeline for implementing the new branding. The office did sign a website content manager contract recently. They are still determining if there will be a third party vendor to assist with implementation.

Next Meeting
The next ASC meeting will be held on Thursday, September 5, 2013, in BTSU Room 201.

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Secretary, Administrative Staff Council