2014

Minutes 2013-2014

Bowling Green State University. Administrative Staff Council

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Notes
Administrative Staff Council
Meeting Minutes
Thursday, September 5th, 2013
www.bgsu.edu/asc

In Attendance:
Bonita Bembry; Eric Bouds; Donna Diet; Laura Emch; Leslie Galan; Michael Hachtel; Linda Hamilton; Krishna Han; Bess Huyghe; David Janik; Jeremy Joseph; Mary Ellen Kellow; Stephen Kendall; Jeanne Langendorfer; Benjamin Martin; Karen Meyers; Ryan Miller; Connie Molnar; Emily Monago; Paul Obringer; Sherri Orwick Ogden; Steven Overholt; Tim Parich; Adam Petrea; Ray Plaza; Brett Pogan; Heidi Popovitch; Abby Priehs; Marlene Reynolds; Travis Sheaffer; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Mary Beth Zachary; Lisa Collars

Substitutes: None

Guest Speaker: Chris Kingston, Director of Intercollegiate Athletics, spoke about his background and discussed several of his department's top priorities and goals and how they directly relate to the University's goals. He noticed there was not an employee from the Athletic Department on ASC and would like to see someone from his department interested in joining council. He will work with Mike on options.

Mike Hachtel, ASC Chair, called the meeting to order and introduced Chris Kingston, our guest speaker. He also introduced Adam Petrea as a new ASC representative and Travis Sheaffer, as the newly elected ASC Communications Officer.

Chair's Report:
Human Resources – Emily Monago and Mike Hachtel met with Becca Ferguson, Chief Human Resources Officer, and discussed employee healthcare benefits for 2014. HR is going out for a multi-year bid (PPF) from health insurance companies. Any changes in the healthcare vendor or plan design will take place January 1, 2014. However, Plan A is locked into place through 2016. The rest of the benefits could change with the new year. The premium for our healthcare will rise, due to current year's spending and aligning our plan with ACA regulations. The increase is unknown at this time. Open enrollment will run October-November 22nd. Any questions concerning healthcare for 2014 should be submitted to Mike or Emily.

Administrative staff employee evaluations had an 85% completion rate with Student Affairs coming in at 100%. Most of the evaluations not completed on time were due to supervisor's departure or illness of employee or supervisor. HR has sent out reminders to all supervisors. An updated report will be given at the next cabinet meeting.

Chief Financial Officer – Emily Monago and Mike Hachtel met with Sherdeen Stoll, Chief Financial Officer. Sheri explained with the new formula for State Share of Instruction (SSI) is now based on degree completion and retention. BGSU's SSI will decrease by approximately 3.3 million. Sheri mentioned BGSU will receive one-time dollars from the State to cover this SSI decrease. The retention and enrollment percentages are decreasing, therefore a campus wide effort must be concentrated on these efforts. Mike will reach out to Jill Carr, Joe Frizado and Alberto Colom regarding how administrative staff can be involved with these efforts.
Executive Committee - Mike explained to all in attendance the functions of ASC Executive Committee. He explained the committee meets twice a month to discuss ongoing administrative staff issues and issues that come up in between the monthly ASC meetings. He encouraged representatives to contact Executive members when issues arise.

Secretary's Report: Marlene Reynolds reported June minutes were approved and distributed. She also distributed ASC membership list and ASC committee list which included members and proposed goals for 2013-2014.

Treasurer Report: Heidi Popovitch had no report.

Committee Reports:

Amendments – Mary Beth Zachary announced their first meeting will be on Wednesday, September 11.

Marketing and Communications- Travis Sheaffer announced the committee had their first meeting on Monday, September 9th and have identified many projects for the upcoming year. He is currently working on updating the ASC website.

Awards and Recognition – Paul Obringer stated his committee met on Wednesday, September 4. They would like 1 additional committee member to join the committee. Laura Emch and Heidi Popovitch volunteered to assist the committee.

Outreach and Activities – Leslie Galan stated her committee met today and have many solid ideas for the upcoming year. Social hours will continue the first Wednesday of each month but the location may rotate between Beckett's and other establishments in Bowling Green.

Personnel Welfare and Compensation – Stephen Kendall announced the committee is working on the Bonus Plan. He also updated ASC Executive Committee on the Compensation plan and asked for their input. He will meet again with the HP team to go over Executive Committee’s comments.

Professional Development – David Janik’s committee met before today’s meeting. The committee received three requests for professional development funds. He will bring details of those requests to ASC Executive Committee next week.

Student Scholarships – Ben Martin had no report.

Elections and Orientation- Tim Parish had no report.

Liaison Reports:

Classified Staff Council – Emily Monago reported the Classified Specification project has been completed and distributed to staff and their supervisors. Salary review is currently under way by AON Hewitt.

Faculty Senate Representative – No report
BGSU Retirees – Linda Hamilton reported the BGSURA meeting is scheduled for Monday, September 9th with President Mazey and Mayor Dick Edwards as their guest speakers. The BGSU Retirement Association's Golden Book Scholarship was awarded to Elizabeth Johnson in the College of Musical Arts.

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

Homecoming – Lisa Dallar distributed the approved logos for Homecoming and Family Weekend (see attached). Contact Lisa if your office would like to use these logos on your office items. Falcon Family Weekend is September 20th. Homecoming is the weekend of October 4-5th. The Homecoming parade will again be on Friday evening followed by a Carnival on the University Lawn. The pep rally will be on Saturday, October 5th outside of the Stroh Center.

Old Business:
None

New Business:
None

Good of the Order:
Abby Priehs, Assistant Director of Residence Life, thanked all employees who volunteered move-in weekend.
Mary Beth Zachary encouraged anyone who has not seen the improvement to the outside of the library to stop over.
Jeremy Joseph reported Learning Commons attendance is up 35%.
Vrishna Han distributed a handout referencing the upcoming Diversity workshops (see attachment).
Sherri Orwicz Ogden announced Falcon Best Robotics competition will be held at Anderson Arena on Saturday October 26th and they are looking for 30 volunteers to staff this event for high school students. Any ASC website updates please forward to Travis Shaheffer.

Next Meeting
The next ASC meeting will be held on Thursday, October 3rd, in BTSU Room 201. The guest speaker will be Monica Moll, Director of Public Safety.

Connie Molinar motioned to adjourn the meeting. Heidi Popovitch seconded the motion. Meeting adjourned.

Respectfully Submitted,

*Marlene Reynolds*
Marlene Reynolds
Co-Secretary, Administrative Staff Council
In Attendance:
Eric Bucks; Donna Dick; Brigitte Green-Churchwell; Michael Hachtel; Linda Hamilton; Krishna Han; Gail Houtz (Classified Liaison); Bess Huyghe; David Janik; Jeremy Joseph; Mary Ellen Kellow; Stephen Kendall; Michael Kudela, Jeanne Langendorfer; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monago; Steven Overholt; Ray Plaza; Abby Priehs; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Robin Veitch, Mary Beth Zachary;
Substitutes: Eric Bucks proxy for Laura Emch

Welcome: President Mike Hachtel welcomed our two new members from Athletics, Robin Veitch who was present and Steve Messenger who was unable to attend.

Guest Speaker: Monica Moll, BGSU's Chief of Police. Police and parking are her jurisdiction that includes student transportation and campus safety. Crime statistics have come out which align with the compliance report of what the federal government requires. She is trying to make the report more well-rounded: this report covers 2010-2011-2012. We may notice that two areas show an increase: arson and sexual assaults. These increases are a result of training that has taken place that require reporting of what some might consider minute incidents. For example, any small fire started in a building such as someone lighting a piece of paper has to be counted as arson; so, those numbers have increased. Sexual assault is the same way because of the training on how to report sexual assaults has changed. Anybody responsible for students as campus security authority, they are required to report incidents that get counted as sexual assault. Online reporting is available and those reports go directly to Monica's office. No real difference in compliance when we are compared to other campuses; number is still below what is going on (at other campuses). Next year our numbers should be stable.

Revisions of Emergency Managing Plan: Edits are currently being made to the revised EMP anticipated sign off by President Macey. Revisions include issues of who is meeting and where, etc. For ASC, companion plans are most important. Every building has an EMP and each building needs their individual EMP plan. We have a template with similarities across campus, however, the uniqueness of each building needs to be inputted into the template. January is when she would like to see this done. Senior administration in each building has been contacted about getting plan. However, people in the building know who should get the plan, it may not be the Dean of the college that needs to get this. Emergency plan report: who is working on plan, who can be most responsible for accounting for who is in the building. It may be a small team in each building that needs to take responsibility and make sure the report is current.

Full-time Emergency Plan Coordinator: this is a position that we look to have on campus. Responsibilities will be keeping all the building plans current and conducting exercises in each of the 70 buildings, as each building will have a plan.

No new news in parking: busses now have automatic counters that will provide more accurate data than the hash marks drivers were attempting to make for passengers.
Any questions?

Q: Any state laws with (conducting) tornado drills?
A: There are state fire drill laws: federal government states that we have plans in place and test that plan which is modeled after federal guidelines for institutions of higher education.

Q: What happens to the reporting on 'if you didn't hear the siren' let us know?
A: (deferred to Bess Hughes) the data is collected and reported to the county. - Per Monica: looking at a new 'opt out' plan for BG Alert so that everyone gets it, but if you choose not to get the alert, you then opt out. We can do this for students, but faculty and staff it's a little difficult. Not everyone has a cell phone registered with the university.

Q: New (university) Phones: Can we sync the new phones with BG Alert?
A: I will have to ask John Ellinger because options can have added costs. We would like outdoor and indoor loud speakers.

Q: Other institutions have planned campus wide scenarios like for earthquakes; are we planning any here?
A: Yes; in 2003 we did active shooter scenario with actors. This involves campus operations and a core group of cooperative entities. We would like to broaden...

When you think about what most impacts BG what is the answer: Weather. Weather seems to be biggest threat to campus. Some might think fire in residence halls, others think pandemic outbreak could cause a major disruption. Here we are thinking on the large scale of effect. Every three years we would like to try to coordinate with Wood County to do this.

Q: Article in BG Sentinel: Surveillance on campus...
A: Yes; there are lots of cameras on campus that are monitored frequently. Some cameras in residence halls are not monitored as frequently for privacy, but safety is still a concern. In the future, cameras may be placed in elevators. Monica is reluctant to add more cameras, but folks feel safe. We've caught perpetrators in the act or after the fact because of the tape.

Q: Who is the point person if you want cameras?
A: IT's Mike Smith, who then forwards the request to me and I send out a cost estimate. I may then need to conduct a security assessment to ensure that the camera request is what is needed here, and not something else that could resolve the safety concern. For example, Vince Davis from ENVS does walk-throughs on campus, but people do not know who he is or what he is doing. So, we need a tracking system of people coming and going.

Chair's Report:
Accenture Project: Mike Hachtel wants you to know University has hired Accenture to check for efficiency on campus about a week and a half ago at University Council. Process starts with college in the Efficiency Task Force (ETF): online access to draft report on ETF site. This just started Monday; President met with Trustees yesterday. Expect plan in December for the University to consider acting on. Rumors about end result: if you hear a rumor tell Mike so he can take it to the cabinet meeting or confront a cabinet member with the rumor to discover validity. Nothing is happening as a result of this project. We've got to be responsible with rumor control, no reason for rumors to be created or spread.
Q: What is the communication place (contact re: Accenture) as it’s happening and where (who) is it coming from?
   A: Gail (Classified liaison) may have insight that I don't have, but Accenture or President's Office. — Gail: the website may be developed.

Q: Timeline?
   A: This semester only: before the holidays. Thereafter, we don't know. University may act or not on report received. If a link is not provided in an email, I will share a link of this same study from same company conducted at Miami University and the framework and outcome so you can have an idea of what Accenture looks at and not.

BOT Talking Points: Official Board of Trustees Board meeting is tomorrow and I will have five minutes to address the board on behalf of ASC. Some of the talking points include: realignment of counsel breakdown, revising of handbook with HR and compensation plan; raised $1200 awarding four student scholarships; awarded $675 for staff development; sponsoring seven AS members to Bridges Out of Poverty conference; ASC's student retention ideas (i.e. suggestion box to garner ideas to help staff help individual students); end on positive note thanking the BOT.

BOT had been one member short: Karen Morrison has received the appointment to the board. She is employed by Ohio Health (www.ohiohealth.com) where there is a biography of Karen if you would like to learn about her. She is an alum of Ohio State and Capital Universities. BOT is Governor appointed. Morrison has no connection to BG: Megan Newlove is the only other one with no (BG) university background).

Support your Division: Kudos to Ray Plaza who followed up with letting Mike know how he was representing his division (handout created and distributed by Ray passed around the table).

Emily Monago's Report: Emily met with Andy Alt, Director for New Student Orientation and First Year Programs, and submitted the summary of that meeting via email. For the meeting she shared key points of that summary. She will keep in regular contact with Andy.

Q: Last year we talked about a mentoring program?
   A: He discussed monitoring that. Some programs were successful and others were not successful.
   Tom S. extended response: They (NSO/FYP) didn’t renew the program, but individuals can volunteer to do it (mentoring). Per Mike: Some cabinet members are willing to do mentoring.

Treasurer Report: Heidi Popovitch had no report.

Secretary's Report: Mike Hachtel acknowledged that the September minutes were approved and distributed. Motion to accept the minutes by Connie Molnar, Mike Hachtel second — vote: unanimously in favor.

Brigitte Green-Churchwell read for the proposed USG resolutions supporting “Not In Our Town” and Changing the University Fight Song to Ay Ziggy Zoomba.
Committee Reports:
Amendments – Mary Beth Zachary announced their objective is to get through the charter first, then move forward.

Marketing and Communications – Tom for Travis Sheaffer announced the committee is moving for lots of great ideas on ASC...the marketing: Mike added the initiation of the newsletter

Awards and Recognition – Bess Hughes stated that the committee has met once. Understand that everyone is new on the committee and they will be meeting again soon.

Outreach and Activities – Mary Ellen for Leslie Galan stated her committee is expanding the option for Social outing venues. Next one is at Becketts. Additionally, a concept of a Progressive Dinner on campus is being discussed: a campus survey will be conducted for input.

Personnel Welfare and Compensation – Stephen Kendall announced he will be meeting with Pat Kelly on Monday. We’ve been going back and forth for a while as the goal was to get to the board this month.

Health, Wellness, and Insurance – meets tomorrow; get update on cost and offerings.

Professional Development – David Janik’s committee is sponsoring seven representatives to Bridges out of Poverty. Spring applications will be out in late October/early November.

Student Scholarships – Ben Martin’s committee has online application. Donations for raffle are needed and being accepted.

Elections and Orientation – Tim Parish had no report.

Liaison Reports:
Classified Staff Council – Gail Houtz reported the Classified BoT talking points, in part, include: created an at large position, listserv updated, service theme: service to students, PD training within meetings, official committee name Health, Wellness, and Insurance; salary review by Ann Hewitt, rumor control, and the Leadership Institute (classified session).

Faculty Senate Representative – Tom: Have heard back from Sherri...

BGSU Retirees – Linda Hamilton no report

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

Homecoming – Mike Hacthel for Lisa Zollars – Homecoming is this week.

Old Business:
- At yesterday’s social at Beckett’s, eight people showed up.
New Business:
None

Good of the Order:
- Emily Monago – State of the State deadline for presentation proposal submission is 11/8
- Robin Veitch – Football game reminder. Tailgate party starts at 12:30
- Eric Bucks – the government shutdown has not impacted student aid. Any student needing assistance can be directed to his office.
- Connie Molnar – one student in her office submitted a piece and was selected out of 25,000 to attend a Comic Con Convention
- Mary Beth Zachary encouraged anyone who wants to contact their representative to take a list of the representatives provided by the League of Women Voters
- Krishna Han reminded everyone of the NCBI Conference on the back of today’s handout.
- Sherri Orwick Ogden’s message: needs 100 volunteers for Falcon Best Robotics competition for high school students that will be held at Anderson Arena on Saturday October 26th.
- Any ASC website updates please forward to Travis Shaeffer.

Next Meeting
The next ASC meeting will be held on Thursday, November 7th, in BTSU Room 201. The guest speaker will be Steve Krakoff, Vice President; Capitol Planning.

David Janik motioned to adjourn the meeting. Tom Siebenaler seconded the motion. Meeting adjourned.

Respectfully Submitted,

Brigitte Green-Churchwell
Brigitte Green-Churchwell
Co-Secretary, Administrative Staff Council
Administrative Staff Council  
Meeting Minutes  
Thursday, November 7, 2013  
www.bgsu.edu/asc

In Attendance:  
Eric Buck; Eve Crandall; Brigitte Green-Churchwell; Michael Hachtel; Linda Hamilton; Krishna Han; Gail Houtz (Classified Liaison); Jeremy Joseph; Mary Ellen Fellow; Michael Hudela, Jeanne Langendorfer; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monaco; Paul Obringer; Sherri Orwicz Ogden; Steven Overholt; Adam Petrea; Ray Plaza; Brett Pogan; Heidi Popovich; Abby Prieh; Marlene Reynolds; Anthony Short; Kurt Thomas; Jennifer Twu; Mary Beth Zachary;

Substitutes: Eric Buck proxy for Laura Emch

Welcome: No new representatives identified. Eric Buck substituting for Laura Emch.

Guest Speaker:

a) Sara Bushong, Dean; University Libraries
Sara Bushong is the chair of Wood Counties United Way campaign and she came to thank ASC for the pledge cards that have been received, and encouraged participation for those who have not yet pledged. Sara stated that an increase in participation has been witnessed in this campaign as they are seeing people who have never given before contribute. A little over $100,000.00 has been pledged for this campaign.

Additionally, Sara wanted ASC to be aware of the fun events that are scheduled on behalf of United Way: the ice cream social (next Wed. 11/13/13) where silent auction buckets will be available in University Libraries from 12 noon to 1:00 p.m. There are a variety of baskets available donated by various offices. They will issue communication later with more details including pictures and basket descriptions. What is more, there will be celebratory scoops for the social (she is sworn to secrecy). President Macey is expected to speak at 1:45 p.m.

Finally, penny wars will be waged on campus; this is a competitive challenge where your department is encouraged to collect only pennies in your jar. However, inputting silver coins and dollar bills can sabotage another department’s jar. You can obtain your penny wars jar at the ice cream social.

Sarah Swegan, Development Officer; United Way in Wood County
Sarah acknowledged that she is a recent graduate of BG now working at the United Way in Wood County. She offered thanks to ASC for contributions; no matter how you give – financially, service, or advocacy it all counts. Sarah’s U.W. office covers three counties – Ottawa, Lucas, and Wood. She also shared that this office is a two-person office and tendered an apology if someone is unavailable to answer your call right away, but she or her co-worker will get back with you. Their focus is to get students to graduate with an after plan in mind.

Currently, Sarah’s team is surveying communities to discover needs of family and children, be it health, education, or income. The team has the STARS program, a before and after school
initiative that is open to all students. Families financial stability is key focus, specifically, homelessness. A project called Homelessness Connect is underway. This project connects 41 key agencies who come together to provide needs in a single site location. Another target initiative is healthy eating: families, parents, and kids. When the parents do not eat right, the kids will not eat right. Healthy eating is connected to learning and it needs to be addressed.

There were no questions for this presentation.

b) Steve Krakoff, Vice President; Capitol Planning

Steve Krakoff presented ASC with an update of the Master Plan. Steve conducted a PowerPoint presentation and fielded questions at the end of the presentation.

Chair's Report:
Accenture Meeting: Group met with Sherri late last week. Asked approximately 25 questions, but ran out of time. Sherri discussed small executive meeting. It was our (ASC) voice to tell or talk about efficiencies:
- Asked to do more with less
- Open communication with projects (website in development equal to Miami and Michigan
- Morale over last eight years has fluctuated up and down; lately, down a great deal – this report can worsen morale
- Training for staff SSI
- Retention – employees position = we all know what it means, just getting a clear picture
- Single point of contact for students (Fact line is gone)
- IT training (IT, data analysis – we don’t have it; we look for this to get answers.
- HR hiring process: number of steps

Didn’t give a lot of idea, but the IT conversation lasted 20-30 minutes. Open for topics with Sheri conversation.
- Centralizing information for students – expound?
- No definite solutions:
  o We discussed students getting the run-around; making sure students are just tossed about – Fact line was just a general sense.

Heidi offered extension: we don’t always know the answer because of relationship – so making it more efficient.

Mary Ellen – Training was reason that it was brought up. They (employees) are directing students to one place, not knowing if it’s right place or not.

Jim Lambert was also at meeting. He’s leading the project.

Meeting ended with question: At what point have you made things so efficient that you are no longer efficient. Cliche – “Cut your nose to spite your face,” they understand money savings versus efficiency. We discussed centralized and decentralized with discussion not to pull everyone into a centralized area.
Q: Money saving tactics – i.e. furloughs?

A: We brought it up – resolve good & bad reasons including complaints and not as saving, so they are not looking at that.

Any recommendations that equal cuts; furloughs, can we have time to survey our constituents – like open window to have that discussion. Last time, people would forego raise or do furlough to save jobs – this is all hypothetical right now.

Q: Buyout? Early retirement? Lowering GPAs to improve retention?

A: All those questioned were asked of Sherri. No answers. They did buyouts the last time this happened. They have not been decided.

Sherri’s information is public. Marlene and Mike will type up notes and issue to ASC within next couple of weeks. Sherri understands that follow-up questions will come. Meet in another month with Sherri.

Emily Monago’s Report: Emily met with Andy Alt, Director for New Student Orientation and First Year Programs, to learn how we can play a role and the type of role we can play.

- Student employees are retained at 90%.

  • Discussion of the Academic Advising and Support Syllabus (This is an Academic Affairs advising/support initiative)
    - ASC can encourage constituents to ask first-year students about it
    - Have conversations with students about progress using this as a guideline during conversation
    - Discuss expectations with students
  
  • Retention Goals
    - FACE: (Falcon Advising, Career, and Engagement system) to integrate seamlessly with degree audit
    - Centralized degree planning
    - Integration of DAPS in a seamless manner
    - Future FACE: implementation will add career planning/career exploration/Worknet
    - Creation of a self-service system so that more time can be used by advisors to customize student needs to partner for student retention
    - Find better ways to retain students who are in the margins
      - Focus more effort on retaining students who pose a higher risk of not matriculating
        - SuccessNet Flags
        - GSW Flags
        - Pell Grant
        - Midterm Grades
        - Case Management
        - Mandatory Advising
        - Project 340* - Potential Transfer Follow Up
Emphasis is moving to a coaching and mentoring advising model with less emphasis on the check sheet.

- Students will have more electronic support to manage checklist or check sheet on their own.

*On the First Year Student Questionnaire (post SOAR survey) 453 students self-reported a “Very Good” or “Some” chance of transferring to another college before graduating. 340 = 75% of 453 retained.

The objective is to:

- Conduct and sustain data-driven, proactive, and intentional outreach
- Create and sustain a maintenance of effort and business process around a particular student group
- Retain 75% of 453 (340 students)
- Increase in retention of this group by 17%-22% (as compared to retention of students who answered this question the same way in ’12)

**Outreach** and contact with students conducted by College advising offices for the purpose of coaching and mentoring students toward success and satisfaction at BGSU.

Contact details, student comments, and feedback is reported weekly to the Office of New Student Orientation & First Year Programs for monitoring, tracking, and categorizing.

Jeanne M. Langendorfer Q: What is currently being done? We don’t hear what is being learned about why they are leaving. Still fill we have a gap. What are program retention rates? How do we fix it? (i.e. course availability issues).

Emily: Pay Plaza, do you think adding that information to our program in Multicultural Affairs – having that from the at-large community would be helpful?

Jeremy Joseph: Student involvement: faculty advisor versus administrative advisor clarification: it does not have to be faculty. Sherri @ Orgsync uses the term ‘primary advisor’.

Emily: Clear communication about that.

Jeanne: Getting data – What’s with institutional research?

A: Mike will make (this) hit: question: we have data warehouses that institutional research can use, but Mike will follow-up. Data warehouses archivist position available, but doesn’t mean the information will make sense.

Sherri: STEM ROM Horizon Conference in Toledo – director gave me stats showing what they have reached - 100% get accepted, 83% go to college, two (2) actually graduated. They can’t integrate because they can’t afford to get involved.

Emily: Piggy back: comment: When students are under prepared and under financed – we can’t retain. We need to connect with admissions to extend.
Heidi: mentors reported socialization was biggest struggle.

Mike: me and Abby were in meeting where 20/80 model was discussed: 10% on low end – 80% in middle – 10% on high end connect.

**Treasurer's Report:** Heidi Popovitch we only expended funds for Bridges Out of Poverty.

**Secretary's Report:** No additional report

**Committee Reports:**

**Amendments** – mat and will bring policies and by-laws

**Marketing and Communications** – Mike obo Travis - meeting will be 11/15 @ 9 a.m.: discussion is logo.

**Awards and Recognition** – Giving out spirit awards

**Outreach and Activities** – Met: working on survey and getting it approved; if it goes out, please do it.
Move social hour to week after. Help promote and encourage. Ten people showed last night. Discussing other locations; also, survey will ask for other ideas.

**Personnel Welfare and Compensation** – Open enrollment (per Mike)

**Health, Wellness, and Insurance** – meets tomorrow; get update on cost and offerings.

**Professional Development** – No report (per Brigitte obo David Janik)

**Elections and Orientation** – No report.

**Liaison Reports:**

**BGSU Retirees** – Linda Hamilton: Steve Krakoff will speak to their group. Lost Pat Fitzpatrick, former VP, et. al.

**Classified Staff Council** – Gail Houz: reported they are making sure Accenture information is getting out. Getting retention report finalized. Last meeting Donna W. of HP provided update of health care benefits. – Color spectrum; Treasure Hunter - financial aid office gathering items for garage sale at Wood County fairgrounds on 11/16/13. You may donate items proceeds go towards scholarship.

**Faculty Senate Representative** – No report/no representative

**Homecoming** – no report

**Ombudsman** – Jeanne Langendorfer reported one report: update on webpages explaining how and process to become an Ombudsman; Mary Beth was the driver.
**Old Business:**
None

**New Business:**
None

**Upcoming ASC Dates**
No work on Monday Nov. 11 in honor of Veteran’s Day

11/19 – Brown bag luncheon; yield great discussions

**Good of the Order:**

Heidi - Thanks for Elizabeth Smart
Sherri – Thanks for Robotics Competition help and spreading the word
Ray Plaza – Thanks for Bridges Out of Poverty sponsoring ASC members/ HIOT Community event on 11/19/13 – promoting equal & civil rights
Ryan Miller – Anything you ever want to ask, see Brett Pogan (lol) or come out to social hour.
Eric Bucks – November is National scholarship month – Answer questions: staff and students

**Next Meeting**
The next ASC meeting will be held on Thursday, December 5th, in BTU Room 201. The guest speaker will be Beth Ann Rife & Lori Smith – HireTouch.

Mary Beth Zachary motioned to adjourn the meeting. Connie Molnar seconded the motion. Meeting adjourned.

Respectfully Submitted,

**Brigitte Green-Churchwell**
Brigitte Green-Churchwell
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, December 5, 2013
www.bgsu.edu/asc

In Attendance:
Eric Bucks; Eve Crandall; Donna Dick; Laura Emch; Leslie Galan; Brigitte Green-Churchwell, Michael Hachtel; Mike Kudela; Krishna Han; Gail Houtz (Classified Liaison); David Janik; Jeremy Joseph; Jeanne Langendorfer; Benjamin Martin; Karen Meyers; Ryan Miller; Connie Molnar; Emily Monaco; Sherri Orwick Ogden; Steven Overholt; Adam Petrea; Ray Plaza; Brett Pogan; Abby Priehs; Marlene Reynolds; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Robin Veitch; Mary Beth Zachary

Guest Speakers:

a) Beth Ann Rife & Lori Smith, Human Resources – Re: Hire Touch

Also present with HR: Margo Kammeyer and Lori Beeman

After the first of the year, the University is implementing an applicant recruiting software with Administrative Staff being the first affected group. Rationale for software implementation is that the previous process to hire administrative staff took a lot of time and as a result, applicants were finding other opportunities as the process was too complicated. The process also was time consuming for HR, as much of the process was manual. In August 2012, HR conducted an analysis in an attempt to reduce and streamline the current 100 step process. Many Administrative Staff were involved in this review.

The conclusion was an online application process for applicants to apply was needed. As a result of those findings, Hire Touch was the application process chosen. It will allow the campus community to get data electronically from the point of the application through the point of hiring. It can identify everything in the process. The system allows integration with CSS/Peoplesoft. Applicants can upload resume, transcript, cover letter, etc.

HR will be contacting hiring managers for training. JAQ must be approved for the position first. Jeff (Shetzer) and Lori (Beeman) will conduct the training including search committees and chairs. Anyone who wants to apply for an administrative staff position will have to go online to apply.

Questions:

How will this affect the current positions and tracking?
A: It will be different. You will be able to see where we are in the process. You will only see what applies to you.

Will pay grade still be a part of the job description?
A: Pay grade will still be a part of the job description.

HR comment: Classified Staff will be next for this process.
What is the extent of the training?

A: First is hiring manager or hiring personnel. We can’t train everyone because it would be too much to be retained. Lori will do tutorial videos. We want to sit with you and walk you through the process. You will be able to follow steps also.

Will there be a conclusion notification to the applicant? (i.e. you didn’t get the job)

A: Big part of this software is communication. Notifications are given throughout the process, which is a nice feature of this software.

Can you provide a little of what it looks like?

A: You will create your own user identification and password. It will ask if you are a current BG employee and will ask applicant for resume. It will show step by step how to submit cover letter, resume, transcript, etc. It will save information if you are applying for multiple jobs, but you will still have to upload documents each time. It will ask for the highest degree applicant has attained. This will help rule out applicants who may not be qualified based on the degree requested. Example: position requiring a master degree will rule out bachelor degree applicants.

Do they have very lengthy applications like other online software (i.e. wanting to know all previous employment history)?

A: We don’t think it is lengthy, but you don’t have to fill out if you are attaching a resume. It takes approximately ten minutes the first time and five minutes the second time.

Is this being looked at for student employment as well seeing that we don’t have a student...

A: Not at this time.

You already answered question as to time. Is the hiring manager or search chair/committee capable of retrieving data that ranks top candidates?

A: We don’t rank candidates: we only see if they meet qualifications for position. The data can be extracted into an Excel spreadsheet.

Can you take screen shots so everyone can see without applying?

A: Yes. Consider who your main person who would be responsible for hiring – get them in touch with us.

How are you rolling out to the University?

A: Only to Administrative Staff via communication stating new process beginning after the first of the year.

Chair’s Report:

a) University Council met on the 18th. At that meeting:
   i. United Way came to us
   ii. Accenture update (out dated now) – next Tuesday is report (Sherri will meet with Mike and Emily; get questions to them quickly)
   iii. Rodney Rogers Strategic Plan: career maps and systems
   iv. Accel. Masters plans
v. President's State of Union Address
1. Partnership with Owens
2. Columbus State & OSU are additional partnership considerations
3. Regional community colleges were mentioned
4. Jill Carr gave update (more from Emily)
5. Jill & Rodney gave presentation: recruitment to graduation; state requested information – will use answers to develop master plan.

Q: Retention: anything different or jumped out?
A: No. What they are answering are specific questions from the state (relative to SSI)

b) Emily Monago's Report: (w/Ray Plaza)

Retention update: No meeting with Andy Alt took place prior to the December ASC meeting. As part of the ongoing retention discussion, Ray Plaza will share information relative to Undergraduate recruitment to graduation. Ray provided two handouts: 1) Understanding the Traditional Undergraduate Pipeline from Recruitment to Graduation packet. 2) Total Degrees Conferring at BGSU (2006/07 ~ 2012/13). ASC discussed the information and the handouts. The information provided was for the Main Campus only. Retention and financial aid also discussed. Council will continue to keep retention issues as a focus of discussions to find ways individuals in their respective areas can support this initiative.

Some points Ray identified: Handout 1
Pg. 1 – Focus: Why students leave: deregistration: first-year students is where we have biggest loss. We have points of opportunities to explore these issues.

Pg2 – Race Ethnic Lens: Adding the multi-racial option has impacts on some demographic group numbers.

Pg. 3 – Historic overall trends: We have doubled multi-racial as an ethnic group on campus.

Pg. 4 - Historic first to second year retention rate (refer to handout)

c) HR updates:
   a. Personal leave policy we voted on a while ago is beginning January 1. Kudos to all who worked on this. Handbook wording is being changed to reflect change.

Q: Are the hours personal leave is based on available on the Blackboard personnel information?
A: Mike: last time I looked...it will be included there.

Q: When will we see these hours w/o knowing my accumulative hours – what is timeline?
A: Mike will ask about that: If there are plans to overlook that number.

d) Board of Trustees agenda review
   ~ NIOT Resolution
   ~ Pat Fitzgerald’s memo
   ~ Committee Updates
   - Thanks

Note: Personal leave notation that makes successful evaluation / Mike: Ok
Reminder: Mid-year report by 12/20/13

**Treasurer's Report:** No report/Heidi’s mom passed away; she appreciates our support.

**Secretary's Report:** Corrections to the Nov. 7 minutes: Attendance: Correct the merger of Marlene Reynolds and Anthony Short’s name from ‘Marlen Anthony Short’ to ‘Marlene Reynolds; Anthony Short’. Add these omitted names: Brett Pogan, Eve Crandall, and Heidi Popovitch. Chair’s report: re: Jim Lambert – correct: ‘leaving’ to ‘leading’, and strike additional commentary given therein as opinion: atop the third page – strike Connie’s name and replace with ‘Q.’

Mary Beth Zachary moved to approve the minutes with the noted corrections/ David Janik – seconded

Motion passed.

Note: Past minutes are now on the web.

**Committee Reports:**

*Awards and Recognition* –

_Elections and Orientation-_ Meeting with Sherri (Abby P).

_Outreach and Activities_—Survey about what we can do as a group. Flyer for 1/8/14 social hour with other local business (Leslie)

**Marketing and Communications**- Travis stepped down due to work load ~ Tom has accepted for remainder of semester. New logo: per marketing standard we can still use the three words, but it’s not a part of the official logo.

Look at website: old system to new system will be great. Please make suggestions for improving. Can make comments: who do we want it to go to – A: Chair

More marketing campaigns.

**Personnel Welfare and Compensation** – Steve is continuing to work closely with HR on several documents.

**Professional Development**— Spring deadline is January 10 is on ASC website. Additionally, six Administrative Staff attended the Bridges out of Poverty. David provided a snippet of what he took from the session – his example was goal setting. Another session of Bridges out of Poverty will be held at BG Firelands in March. (David J)

**Student Scholarships:** no report
Krishna Han ~ 1/20/14 MLK day of service learning. Donate our time as ASC group – sign up, but you don't have to sign up and no BG ID is required. - Deadline is 12/10/13

Liaison Reports:

BGSU Retirees – Linda Hamilton: no report

Classified Staff Council – Gail Houtz reported Vicky K (OE&D). – spoke on NIOT. Website – goals update. Voted to donate money to leadership for speaker. Dining services donating food for MLK day of service. Planning Ombuds in January.

Faculty Senate Representative – Tom not able to go. Mike referenced newspaper article where BGSU FA planning silent protests over the 30 job cuts.

Ombudsman – no events

Old Business:
None

New Business:

a) NIOT Resolution – motion to accept inclusive of edits by Steve; Tom – second

   Q: Are we doing a banner? It will be issued with cover letter to constituents, President, and BOT

b) Other resolutions: Mike is working with Paul Obringer to develop resolutions procedure; establish committee – any input, please contact them.

c) Call to Action: Emily Reference handout – Call to Action Summary

   Briefly reviewed Call to Action Summary: A student led initiative. Noted that this is a great opportunity for ASC to show support to students for making the BGSU community a more welcoming and inclusive place to live and study. More follow up about this student initiative at future ASC meetings. A resolution to support this will be drafted for ASC to review at a later meeting.

d) Call for Committee Reps

   a. Committee updates for one year term:

      i. Insurance Appeals: Committee handles appeals for items not covered by our insurance, but you think should be

      ii. Parking and Public Safety – Brent, you are our past representative, but others have experience. You can let me know for the 13-14 year.

      iii. Student Advisory Board – Jan was last representative, but term is over.
Upcoming ASC Dates

December
6 – BOT meeting (all day)
17 – Brown bag and live chat (noon @ 315 BTSU)
24, 25 – BG closed

January
1 – BG closed
2 – ASC meeting (1:30 @201 BTSU)
8 – ASC Social hour @ Stone’s Throw (5 p.m.)

Good of the Order:
- Social Hour: if we are not going where you’d like, please do survey so we will know where you want to go. Seven people showed last night. It’s hard to get commitments for seven people at different establishments.
- Art X: is tomorrow night: support it, it is pretty cool.
- Learning Commons: hosting tutoring finals with food and more <Finals S.O.S.>
- Football in Detroit or Art X: support
- Exp. Art contest next semester: Some art is leaving space due to student’s graduation. Open to faculty, staff, and students – due 3/2/14.
- Thanks: to BGC for lighter side with name Marlen Anthony; to Mary Ellen K for resolution.
- Finalized: Library 12/8 Thursday of finals week will be open 24 hours.

Next Meeting
The next ASC meeting will be held on Tuesday, January 2, 2014, in BTSU Room 201.

Ray Plaza motioned to adjourn the meeting. Abby P. seconded the motion. Meeting adjourned.

Respectfully Submitted,

Brigitte Green-Churchwell
Brigitte Green-Churchwell
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, January 9th, 2014
www.bgsu.edu/asc

In Attendance:
Eric Buck, Eve Crandall, Donna Dick, Laura Erich, Leslie Galan, Mike Hachtel, Krishna Har, David Janik, Jeremy Joseph, Mary Ellen Yellow, Stephen Kendall, Michael Fudela, Jeanne Langendorfer, Benjamin Martin, Steve Messenger, Karen Meyers, Ryan Miller, Connie Molnar, Emily Monga, Sherri Orwich Ogden, Ray Plaza, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Jennifer Twu, Mary Beth Zachary, Lisa Zollars

Substitutes: Faith Olson for Gail Hoult, CSC Liaison

Chair's Report:
- Accenture report: President Mazey is forming working committees as a result of Accenture’s final campus recommendation report. Mike submitted a list of administrative staff who has volunteered to be on these committees. The name and designated chairs are listed below:

<table>
<thead>
<tr>
<th>Organization- Employees and Benefits</th>
<th>Sheri Stoll, Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>Joe Prizado, Chair</td>
</tr>
<tr>
<td>Core Administration</td>
<td>John Ellinger, Chair</td>
</tr>
<tr>
<td>Research and Advancement</td>
<td>Shea McGrew, Chair</td>
</tr>
<tr>
<td>Auxiliary Operations and Facilities</td>
<td>Mike Ogawa, Assistant Chair</td>
</tr>
<tr>
<td>Education Platform</td>
<td>Steve Kraloff, Chair</td>
</tr>
<tr>
<td></td>
<td>Rodney Rogers, Chair</td>
</tr>
</tbody>
</table>

- HR: Mike last met with Becca in December and they discussed the new “Hire Touch” procedure. Becca also informed Mike that employees will no longer be able to access their direct deposit to make changes while at home. Changes to their direct deposit information can now only be entered from a campus computer.

Secretary's Report: Marlene Reynolds accepted edits to the December 5, 2013 minutes and will forward them to Brigitte Green-Churchwell who will make the corrections and bring them back to the February meeting for approval.

Treasurer Report: Heidi Popovitch will reach out to Paul Obringer to inquire whether the Awards and Recognition Committee has presented any “Spirit of BG” awards this academic year.

Committee Reports:
Amendments- Mary Beth Zachary announced the committee’s next meeting will be Wednesday, January 15th. The committee is making progress on several documents.

Marketing and Communications-Tom Siebenaler emailed the “Social Activities Survey” today to administrative staff that was created by the Outreach and Activities Committee. He also announced the ASC website will be converted to the new format in the next two weeks. He also would appreciate assistance for ASC Representatives by reviewing the website for edits and email him with any changes. Tom is also available to assist the ASC committees by distributing information across campus. The committee’s next meeting is Friday, January 10, 2014.

Awards and Recognition – No report

Outreach and Activities- Leslie Galan announced the committee’s Social Activities Survey seeking feedback on current and future administrative staff events, including social hours, staff activities and a progressive dinner event was emailed today. The committee is requesting input to make these events successful. Ryan Miller is speaking with local businesses to see if they are interested in hosting these types of events. He also announced the next ASC social hour is Wednesday,
February 12 at 5:00pm at The Stones Throw Tavern and Grill. Kriitna Han is working on coordinating administrative staff volunteers to assist Classified Staff Council with sandwich preparation on Monday January 20 for Martin Luther King, Jr. Day volunteers. Dining Services are donating the food for this event.

**Personnel Welfare and Compensation** – Steve Randall received an email from HP requesting a meeting be scheduled to review College and University Professional Association for Human Resources (CUPA) data. The hour meeting includes not only Steve but also the chair of ASC, as well as a few other ASC members. He is looking for volunteers to assist with this review. Please contact Emily Monaco if you are interested.

**Professional Development** – David Janik announced the deadline for spring semester award is Friday, January 10, 2014. The committee has received two applications to date. Please refer to ASC website for more details.

**Student Scholarships** – Ben Martin stated his committee is gathering raffle items. The committee is also requesting student’s names from Registration and Record; who are eligible for scholarships.

**Elections and Orientation** – Abby Priehs informed the Representatives present that she and Tim Parish are scheduling a meeting with Sherri Orwic Ogden in the near future to discuss the upcoming ASC election.

**Liaison Reports:**

**Classified Staff Council** – Faith Olson announced Classified Staff Council (CSC) will be making approximately 800 sandwiches for Martin Luther King Jr Day volunteers on Monday, January 20th. She thanked ASC for their help with this endeavor. She also noted there needs to be clarity in the employee handbook in regards to BGSU severe weather closure pay. All employees will be paid when BGSU is closed but she did not find that stated in the handbook. Lastly, she mentioned CSC is waiting for a final report from AON Hewitt, the consulting firm, reviewing classified staff wages at BGSU.

**Faculty Senate Representative** – Tom Siebenaler will be attending the Faculty Senate meeting on Tuesday, January 14, 2014.

**BGSU Retirees** – No report

**Other Reports:**

**Ombudsman** – No report

**Homecoming** – Lisa Zollar announced BGSU is reviewing the purpose and vision for Family Weekend. She stated many of the outdoor Homecoming events were cancelled due to inclement weather.

**Business:** None

**New Business:** The ASC Spring Banquet will be held in April. A specific date will be forthcoming.

**Good of the Order:** Emily Monaco encouraged everyone in attendance to visit the Multicultural Affairs website for the upcoming events they will be hosting.

Mary Beth Zachary announced the Library is open 1pm-midnight on Monday, January 20th.

Ray Plaza thanked all employees in Campus Operations for braving the cold to ensure campus was ready to welcome students back from the holiday break.

**Upcoming Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 20</td>
<td>All Day</td>
<td>BGSU Closed</td>
</tr>
<tr>
<td>Jan 21</td>
<td>12:00pm</td>
<td>Brown Bag and Live Chat Lunch @ 315 BTSU</td>
</tr>
<tr>
<td>Feb 6</td>
<td>1:30pm</td>
<td>ASC meeting @ 201 BTSU</td>
</tr>
<tr>
<td>Feb 12</td>
<td>5:00pm</td>
<td>ASC Social Hour</td>
</tr>
</tbody>
</table>
**Next Meeting**
The next ASC meeting will be held on Thursday, February 6, 2014 in BTSU Room 201.

**Tom Siebenaler** motioned to adjourn the meeting. **Mary Ellen Kellow** seconded the motion. Meeting adjourned.

Respectfully Submitted,

**Marlene Reynolds**
Marlene Reynolds
Co-Secretary, Administrative Staff Council
In Attendance:
Eric Bucks; Eve Crandall; Laura Emch; Leslie Galan; Michael Hachtel; Trishna Han; Gail Houtz (Classified Liaison); Bess Huyghe; David Janik; Jeremy Joseph; Stephen Kendall; Michael Kudela; Jeanne Langendorfer; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monaco; Paul Obringer; Sherri Orwick Ogden; Steven Overholt; Adam Petrea; Brett Pogan; Heidi Popovitch; Abby Priehs; Anthony Short; Thomas Siebenaler; Jennifer Twu; Robin Veitch; Mary Beth Zachary; Lisa Zollars

Mike Hachtel, ASC Chair, called the meeting to order.

Substitutes: Eric Bucks, Ryan Miller (per attendance sheet sub for Mary Ellen Pellow for voting)

Approval of Minutes:
December minutes: moved by Tom Siebenaler second by Connie Molnar – no discussion; unanimous vote to approve.

January minutes: moved by Ben Martin second by Eve Crandall – no discussion; unanimous vote to approve.

Chair's Report:
- HR: No major updates from HR this month. Emily Monaco and Mike Hachtel meet with representatives every month. Mike encouraged representatives to contact him with questions and he will place those questions on his next agenda.

- University Council Meeting: An Accenture update was given through a power point presentation. Rodney Rogers, Provost, discussed the increase in retention numbers and noted enrollment for returning and transfer students is up, however freshman enrollment numbers are down.

- Severe Weather Policy: There have been many questions and discussions with the recent inclement weather and the decision by University Administration to cancel classes but keep the University open. In an attempt to answer staff questions, Mike Hachtel and Gail Houtz, CSC Chair, met with President Mazey to discuss the University's weather policy. The last time the University's Severe Weather Policy was updated was 2010. The policy written in 2010 does not address the University canceling classes but remaining open. Rebecca Ferguson, Chief Human Resources Officer, emailed faculty/staff and explained some of the confusion was due to certain resources pointing to an outdated policy from 2008. President Mazey explained decisions were made based on the interpretation of the 2010 policy and not the 2008 policy. President Mazey will be asking constituent group for their input as the University reviews this policy in the near future.

- Accenture Update: Sheri Stoll, Chief Financial Officer, opened the Accenture forums by informing everyone that the six Accenture work groups are called Accenture Report Out Committees (AROC). She further explained the committees charge is to look at the different opportunities outlined in the Accenture report.
which she expects the project scope to last three to five years. (The six committees and their chairs are outlined in the January ASC minutes). Mike explained it is important to note AROC's are not responsible for developing the project scope or plans, the Opportunity Managers are tasked with that responsibility. Mike is placed with the Administrative Staff representation on these committees. The Administration plans to update faculty/staff by placing new information on the website as the committees meet. This project is important in the University’s attempt to reduce operating budget to cover shortfalls and at the same time to increase the revenue through re-establishing enrollment numbers that BGSU has experienced in the past.

Guest Speakers:
Cerita Fowler, Admissions Counselor, reminded everyone in attendance that President’s Day Open House is Monday, February 17. She encouraged faculty and staff to volunteer for shifts where they will have the opportunity to meet students being recruited by BGSU. There will be volunteer training on Wednesday, February 12 and Thursday, February 13.

Alyssa, Student Dance Marathon Community Relations Chair, informed ASC that Dance Marathon will be held on April 5-6. This event raises money for Toledo Mercy Children’s Hospital. There will also be a “Meet and Greet” on Saturday, April 5 from 4:30pm-5:30pm at the Mileti Alumni Center that will allow staff members to get involved and learn more about this important event.

Chair Elect’s Report-Emily Monago stated the two guest speakers' presentations were very timely as she encouraged Administrative Staff Council to look for opportunities to support, recruit, retain and engage students.

Treasurer’s Report: No report. Heidi Popovitch announced she will soon be receiving invoices for the April ASC Spring Banquet.

Secretary’s Report: (No report)

Committee Reports:
Amendments – Mary Beth Zachary stated the bylaws have been drafted. The committee will be meeting soon to begin the process of putting the new committee structure into the bylaws. Their next task will be to finish the committee structure and reconcile the charter and bylaws.

Awards and Recognition – Paul Obringer stated his committee is in the early planning stages of the Administrative Staff Council spring awards reception. The date has been set as April 24, 2014 at 3:30pm in the BTSU Ballroom. He asked all of ASC to promote the idea of nominations for the BG Best, Rookie of the Year and Ferrari awards.
Mike encouraged other ASC Committee Chairs to contact Paul if they have ideas or to lend assistance.

Elections and Orientation- Sherri Orwick-Ogden and Abby Pritch: are meeting today to finalize moving forward with the upcoming ASC election.

Outreach and Activities – Leslie Galan announced the survey results for the Progressive Dinner idea was not well received by constituents. However other suggestions were made which her committee is reviewing. Another item that resulted from the survey was Wednesday evening does not work for many staff members for ASC Social Hour. Therefore, the March Social Hour will be changed to Friday. Ryan Miller is exploring other locations to host our monthly Social Hours.
There will be two Social Hours in April: Friday, April 4th at 5:00pm at Stone’s Throw
Thursday, April 24 immediately following the ASC Spring Reception at The Pub
Marketing and Communications - Tom Siebenaler's committee is putting the final touches on a newsletter that he mentioned at our last meeting. He is working on adding scholarship updates to the ASC Website and gave a special "thanks" to Andrea Brock for her work in updating the ASC Website. He encouraged everyone to provide him with feedback on the website.

Personnel Welfare and Compensation - Steve Kendall along with Mike Hachtel and Emily Monagle met with HR to discuss the CUPA data which compares staff positions and salaries amongst Universities.

Professional Development - David Janis stated Mike sent out an email last Friday highlighting the professional development opportunity for this semester. This event will be held on Friday March 21st at Firelands campus and will be workshop entitled "Working with Culturally Diverse Professionals in the Workplace".

Student Scholarships - Ben Martin spoke about raffle prizes and gathering of those prizes for student scholarships has been slower than it has been in the last couple of years. The committee is exploring some alternative ways to fundraise. On Monday, February 3rd, they contacted 500 students who are eligible for a scholarship. The students were sent the application and informed the application is also available online.

Liaison Reports:
Classified Staff Council - Gail Houghton, CSC Chair announced Dr. Brad Colwell spoke about the differences between advocates, ombudsmen, arbitrators and mediators. The January CSC meeting was held at the Falcon Health Center and the February meeting was at Mileti Alumni Center. Aon Hewitt project has been finalized on CSC Specifications, new compensation policy and pay scales which will be effective July 2014. The policy and all titles can be found on the website. CSC also created a listserve of Notary Publics currently serving on campus with their contact information. Gail is pleased with the Classified Staff participation on the Accenture AROC committees.

BGSURA - No report.

Faculty Senate Meeting - Tom Siebenaler attended the last Faculty Senate meeting where they spoke about the 6 Accenture working groups that were formed. They encouraged anyone who would like to suggest or report ideas to submit them online or by email to: opportunities@bgsu.edu

Faculty Senate also proposed and approved two new graduate certificates in Social and Interactive Media, and International and Intercultural Communication. Faculty Senate proposed a resolution that also passed regarding the recent loss of faculty and their request for detailing financial justification to the University's Administration and the desire for the Administration to work closer with them in the future regarding such actions.

Homecoming - Mike Hachtel was contacted by the Homecoming Committee asking for an Administrative Staff representative to serve on this year's committee. He asked Lisa Zollar to serve again this year as our representative in order to maintain consistency.

Ombudsman - No activity to report.

Old Business:
None

New Business:
Call to Action Resolution: moved by Tom Siebenaler second by Mary Beth Zachary-no discussion: motion passed.

Patrick Fitzgerald Resolution: moved by Steve Kendall second by Steve Overholt-no discussion: motion passed.

Round Table
Steve Kendall announced the Accenture Research and Advancement group met recently to discuss three areas. The first area of importance was to centralize the donor databases, secondly there is a need to centralize the finance and IT staff that works in Advancement. And lastly in the Research area is to streamline grant processing and to develop staff to work directly with faculty assisting them with this process. Steve stated the committee is scheduled to have 2 more meetings to finish their work. The Opportunity Manager for Research and Advancement is Sharon Swartz.

Leslie Galan suggested representatives email the February Social Hour flyer out to constituents.

Emily Monago distributed flyers for the State of the State Conference and asked representatives to post the flyers in their offices. She also mentioned the Black Issues Conference was held this past weekend and was very well attended with 240 registered students, staff and community members.

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

Respectfully Submitted,

**Brigitte Green-Churchwell**
Brigitte Green-Churchwell

**Marlene Reynolds**
Marlene Reynolds

*Co-Secretary, Administrative Staff Council*
Administrative Staff Council
Meeting Minutes
Thursday, March 6, 2014
www.bgsu.edu/asc

In Attendance:
Eric Buck; Donna Dick; Laura Emch; Brigitte Green-Churchwell; Linda Hamilton (Retiree Liaison); Michael Hachtel; Sheila Brown sub for Krishna Han; Gail Houtz (Classified Liaison); Bess Huyghe; David Jamil; Jeremy Joseph; Mary Ellen Kellow; Stephen Kendall; Michael Kudela; Benjamin Martin; Ryan Miller; Karen Meyers; Connie Molnar; Emily Monago; Paul Obringer; Steven Overholt; Tim Parish; Eric Buck sub for Adam Petrea; Ray Plaza; Brett Pogan; Abby Priehs; Marlene Reynolds; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Robin Veitch; Mary Beth Zachary; Lisa Zollars

Meeting called to order by Chair Mike Hachtel, commenced with agenda:

Speakers

Fran Voll; BGSU Trustee future BOT President: In his 7th year of a 9 year term, he recognizes that BG is not the same University as years ago. The BOT has Federal and State requirements they must abide by, but he is looking to do the best job the board can do to support the University’s success. Retention is important to the BOT as it is valued by the State. BOT is looking at what it takes to help bring student’s dream to fruition. He has a good sense of ASC and CSC and always gives kudos to the University’s hard working employees.

Rodney Rodgers, Senior Vice President Academic Affairs/Provost: Brief points to make and will address questions directed by ASC Chair:

- BG: 36% Undergrad, 37% Full-time, 97% domestic (U.S.); of the domestic population 86% are from Ohio (111) followed by Michigan.
- Concern: National demographics – traditional students (age 18-22) now through 2022 have increased nationally with the exception of a few areas. Midwest has a 5.4% decrease (equal to approx. 30,000 students). Michigan is number one decreasing mid-west state losing approx. 19,000 students followed by Ohio. – Overall, all colleges and universities in this area are competing for a smaller market.
- Excitement: State Universities with strong branding have ignored specific populations: international students, professional masters students, adult population (degree completion), community college transfer students – this equals a great opportunity for BG.
- Accenture recommendations can help support these populations; (AROC #6). Specifically, this committee is looking at delivery methods to engage those specific populations and academic portfolio of programs. Proposed next open forum for this AROC at the end of April.

Thinking – Premiere Learning Environment for the 21st Century.

Now, to Mike’s questions on enrollment and associate degrees:
- **Enrollment:** We are behind from where we were one year ago. Most recent numbers indicate 6.7% behind last year, however, we are even to where we were in 2011. We even gained approx. two to three points this past week, and we do have more yield events scheduled. Graduate enrollment is up. Transfer enrollment need to be increased; creating opportunities for BG.

- **Associate Degrees:** Kent State's premature announcement of all their student's receiving associate degrees was not well received by Ohio Board of Regents. Kent indicated this was being sought to get more money. BG discussed this model: if you are losing students between the associate and bachelor degree period, then this may be a good model to implement because you are receiving money on the front end with the Associate Degree. However, if you have a student going for the bachelor degree, you will be losing a point for State dollars because you already received it when the student acquired the associate degree.

Q: What can we do to reach underserved areas who have not heard about BG?

  RR: I am not sure of the areas being referenced here, but we are looking at geographic sales areas (if you will) for traditional student markets and the new populations. Truth is, once we did not have to consider markets, but now we do. We also have to look at the abilities of our students being successful when they are admitted.

Q: You mentioned Accenture academic program with career growth...

  RR: Mapping program to match for career growth has just started. It will get done in next two weeks to be shared with the general population.

**Jenny Wensink; Assistant Director of Annual Giving – Family Campaign** is: a University-wide effort to support institutional initiatives, provides resources to engage, challenge and prepare students for a meaningful future. Since its 1993 commencement, has raised over $11 million; $662,000 last year alone with gifts of $50 or less totaling $79,000, so every gift counts. Participation is key and last year was just shy of 49%. President Macey has challenged the campaign to reach 50% participation. To donate, use the campaign brochure or go to website – [www.bgsu.edu/family](http://www.bgsu.edu/family). You can choose the fund that you want to give to at that site.

**Welcome**

  a. Substitutes – no subs (attendance sheet indicated two substitutes)
  b. February minutes (still in edit process)

**Chair Report**

  c. **Accenture project update**
    i. Provost Rodgers presented a quality update. BOT update was emailed out to everyone on ASC by chair. Opportunity managers were meeting last week with Sheri Stoll and Rodney Rodgers. Next piece will be open forums again.

  d. **BOT meeting update**
    i. Met at Firelands last week and presented the resolutions; issues including severe weather policy and nine ASC members participated in professional development opportunity.

  e. **HR meeting update**
    i. Tuition benefits: one of AROC has this issue as a charge and Mike is on that committee. There is going to be suggested changes to benefits, but we are early on this in the process.
    ii. Emergency Policy Committee to meet this month: Names issued to HR and they will contact the members directly.
    iii. Compensation plan continues to be a process.

  f. **CFO meeting Update**
    i. Budget deficit – Sheri Stoll: State information (SSI) does not come until mid-April. Institution is planning a $7.7 million deficit (this is a working number for them). Of the 7.7
million, they still need to make between 2.5 - 3.3 million in cuts. Sheri will be our speaker in May with real numbers to discuss.

g. University Council update
  i. Mike referred back to Rodney Rodger’s presentation: comprehensive campaign last done in 2008 is starting a silent campaign. Alumni & friends were the largest donors of gifts, so the campaign will seek to get more business donors.
  ii. Mike hand delivered the Call to Action to the students at the BOT meeting. He shared that this initiative started with six students and has expanded. Students did not know about ASC, so Mike helped them to understand that they have 600 university administrative staff members supporting them in this effort.
  iii. Anonymous suggestions: Sheri: Accenture Website for opportunities to be reported anonymously is a “no”. Suggestions need to have a reference point for the purpose of clarification. Anyone wishing to make a suggestion anonymously may go through the ASC Chair who can retain the anonymity or that person. The committee will also have a point of reference should the suggestion need clarification. You can really use anyone who is willing to keep you anonymous, but be used a point of reference.

Chair Elect Report – Attended the HR, CFO and CSC meetings. Emily had nothing additional to add to the Chair’s report regarding these meetings. CSC Liaison report to follow.

Treasurer’s Report - No report

Secretary’s Report - No report

Committee Reports
  h. Amendments & Policies (Mary Beth Zachary)
    i. Versions of bylaws and policies will be presented to ASC executive committee next week.
  i. Awards & Recognition (Paul Obringer)
    i. April date and time are set. Nominations close on March 21. Marlene will do an email blast. Thad Long accepted MC and other people are in position. Everything is coming along. -Mike: Please help Paul if asked.
  j. Elections & Orientations (Tim Parish)
    i. Working on elections: looking at various means to get that out.
  l. Outreach Activities (Ryan Miller and Leslie Galan’s email)
    i. Social hour is on for tomorrow the days were changed from Wednesday to Friday because the survey indicated more people preferred Friday. Last week only had about a dozen people, but new faces were seen. We are working with other entities on campus to build the social hour so that it is not just restaurants. Leslie, via email, wanted to know number of interested persons in a golf outing – answer will be 10/40.
  i. Marketing & Communications (Tom Siebenaler)
    i. He and another person in his office have full access to the ASC website now and do all updates. Mike: Old site is no longer active
  m. Personnel Welfare & Compensation (Steve Kendall)
    i. They have not met on draft of weather policy, but will update when that information is received.
  n. Professional Development (David Janil)
    i. We have nine ASC members to attend the professional development workshop in March at Firelands. To date we have used $1,225 for professional development and conferences.
  o. Student Scholarships (Ben Martin)
i. Applications are due Friday: other information forthcoming.

Liaison Reports

p. BGSU Retirement Association (Linda Hamilton)
   i. March meeting will be held at the country club with Barbara Waddell as speaker on Title IX. In April, we meet with the Toledo Retirement group. We have had lots of socials over the winter with over 50 folks attending.

q. Classified Staff Council (Gail Houtz) – Updates:
   i. Our March CSC meeting, we will hear from Trustee Fran Voll here in the BTSU.
   ii. We are planning our annual award and recognition ceremony for May 21st in Oscamp.
   iii. Salary Compensation committee has met, and will be meeting soon with HR to review the Aon Hewitt Salary Survey results and the review the new compensation policy and pay scale that becomes effective in July 2014.
   iv. Activated the Campus and Community Committee to discuss fundraising options for our scholarship fund, and for a possible Classified Staff Challenge to raise funds toward Ziggymthon or Dance Marathon. One of the best suggestions forwarded was for a payroll deduction of a small amount from each pay, which could add up in a big way toward this nationally known effort, which retains dollars locally.
   v. Selected three CSC members to serve on the Emergency Closing Policy review with HR.
   vi. Recently found broken web links to Classified Staff Council web page from the A-Z links page, as well as a few others. They were resolved this morning.
   vii. Two recent Classified Staff job audits were heard at the State Personnel Board of Review with Faith Olson being the advocate for both persons appealing.
   viii. AROC Committee for Student Services: is really moving forward and has begun research on institutions with Co-located student services, and finding best fit models for BGSU. Surveys of staff and students will be forthcoming for thoughts: suggestions and ideas.
   ix. Received and posted the February Retention Points report to the web, along with updated our approved meeting minutes to the web that were outstanding.
   x. Will request to receive (and post) a new revised retention points list in July when the new pay scale is in effect.
   xi. Kathleen Newman and Terry Carver attended the OSCHE meeting at OSU: OSCHE is now accepting membership from unionized schools.

r. Faculty Senate Representative (Tom)
   i. Tom explained the exercise used at the last faculty senate meeting where President Macey sat with one group, and Provost Rodgers sat with a group, etc. How each group used a sheet to initiate program development ideas within the meeting. They were able to walk away with ideas in hand. Tom indicated it was a good meeting.

s. OMBUDS (Jeanne Langendorfer) – No Report

t. Homecoming (Lisa Zollar)
   i. Committee met recently and reviewed what they did last year. They are looking for new ideas, so please suggest songs, TV shows – futuristic.

Old Business - None

New Business

u. Abby Priehs (AROC Committee Update) – Suggestions on cleaning up paper processes to electronic, including personal experiences. Example, new online employee training - takes long time to terminate names from PeopleSoft. Departments leaders saying this person has not worked for us in months, but they still appear on our list.

   Mike: Will make Accenture item for next agenda
v. Mike Hachtel: Raises – what is ASC’s stance? Hypothetical question: Do we want raises with people losing their jobs, or do we want jobs and forego raises? Last time, furloughs were implemented.
   1. The proposed hypothetical raised quality comments for ASC leadership to consider when speaking with administrators.

<table>
<thead>
<tr>
<th>Upcoming ASC Dates</th>
<th>Time</th>
<th>Location</th>
<th>Event</th>
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<tr>
<td>Thursday, March 06, 2014</td>
<td>1:30 PM - 3:00 PM</td>
<td>ASC</td>
<td>201 BTSU ASC</td>
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<td>Friday, March 07, 2014</td>
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<td>Friday, April 04, 2014</td>
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<td>Spring Retreat</td>
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Adjourn

Mary Ellen Kellow motion to adjourn the meeting. David Janik seconded the motion. Meeting adjourned.

Note: April meeting will be in room 308 with Barbara Waddell as speaker.
In Attendance:
Eve Crandall; Donna Dick; Brigitte Green-Churchwell; Michael Hachtel; Krishna Han; Gail Houtz (Classified Liaison); Bess Hoygher; David Ismit; Mary Ellen Kellow; Stephen Kendall; Michael Kudela; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monago; Paul Obringer; Adam Petrea (also proxy for Laura Emch and Eric Bucks); Abby Priehs; Marlene Reynolds; Thomas Siebenaler; Kurt Thomas; Mary Beth Zachary.

Meeting called to order by Chair Mike Hachtel, commenced with agenda:

Speakers

Vicky Kulicke; Equity Officer, Office of Equity & Diversity – Vicky apprised ASC of Title IX Act by reading the act and reviewing the University’s policies and position pertaining to Title IX. Title IX of the federal Education Amendments of 1972 prohibits discrimination on the basis of a person’s gender in educational programs or activities operated by recipients of federal financial assistance. Title IX training needs to be completed online for those who have not complied. Title IX looks at sex discrimination or sexual misconduct in areas such as: Sexual Harassment, Sexual Assault, Stalking, Intimate partner and relationship violence, Bullying or cyberbullying. She shared the ‘Dear Colleague Letter’ (original dissemination in April 2011) that discusses issues relative to compliance with Title IX. It is the responsibility of all BGSU community members to comply with the laws and regulations of Title IX. Barbara Waddell, Director of the Office of Equity and Diversity serves as BGSU’s Title IX Coordinator. Six Deputy Coordinators assist her: Peggy Dennis; Deputy Coordinator Director, Disability Services; Vicky Kulicke; Deputy Coordinator Equity and Diversity Officer; Andrew Hertz; Deputy Coordinator Executive Associate Dean Firelands College; Lesley Irvine, Deputy Coordinator Associate Athletics Director/Senior Woman Administrator; Deanna Vatan Woodhouse, Deputy Coordinator Director, Office of the Division of Student Affairs; Viva McCarver, Deputy Coordinator.

Q: If you see anything at all report it?
   A: Yes, that’s pretty much it. If that’s the only thing you take away from today. We are all representatives of BGS and are considered reasonable employees. Therefore, if someone reports something to you, BGS has been apprised of the information. There are many issues that fall under Title IX and there are many protected classes. The Office of Equity and Diversity serves as the gatekeeper of Title IX complaints and work towards an appropriate resolution.

Q: Can you speak to the standpoint of the whistleblower?
   A: This is equivalent to retaliation. Anyone who serves as a reporter of an incident, a witness to an incident, etc. are all a part of a protected class in regards to whistleblowing. Retaliation is not tolerated at BGS. When you report an incident, please report specifics (i.e. date, time, place, any witnesses, etc.). If you are unsure, call OED.
UPDATE: Not In Our Town is embarking on its one year anniversary. On 4/15/14 from 5 to 7 p.m. BGSU along with the City of Bowling Green will be honored as a Gold Star City from the original founders from Billings, Montana. This day is being highlighted as Diversity Fest with several events throughout the day. Also, T-shirts will be available for purchase. The founder of NIOT will serve as keynote speaker from 5-6 p.m.

Andrea Depinet; Director of Campus Services (Internal Promotions Guidelines Committee Member): "Internal promotions guidelines (handout) this is a guideline initiative for internal promotions for ASC. Andrea served on the committee that worked to develop this policy in support of the ASC handbook.

Q: Say a position opens: if candidate is able to move, will it trump the search?
A: That’s up to the party who needs the position filled. This policy serves to guide the “how” portion of the process. It is optional for the Dean to follow or not to follow. There is a form that will be put together and will be available on the HR website. This form will require the approval of both HR and OED.

Comment: Can eliminate expense of search when qualified internal candidate exists.

Q: Cross-staff promotion ...
A: Say: administrative staff only, but the example can be classified too.
Q: Window of opportunity (equal to classified staff) for administrative staff to say that...
A: Three different ways: internal, search outside, very infrequent ...
Q: Sounds like a appointment in some ways: is this what we’re talking about?
A: Somewhat yes, opportunities to build workforce. Especially with Accenture report, this offers more flexibility.
Q: Is this an HR graded position to another HR graded position?
A: Yes. It must be an HR graded position that is on the form.

Welcome
Substitutes – Adam Petrea (proxy for Laura Emch, proxy for Eric Buchs)

Chair Report

HR meeting update
- Severe Weather Policy: This has been an extreme year. Perhaps extreme policy exceptions are in order. HR: Suggest have administrative staff move around to make up time. Consider on case-by-case basis. Anyone who has issues can have issues addressed by supervisor.
  Q: Not speaking retro...?
  A: ...Not possible.

Sick Leave Bank
- There are approximately 22,000 hours in the bank: with few requests or hours being used. (Steve Kendall and Connie Molnar meeting with HR in next month or so.). We should investigate tweaking the policy.

Promotion Pathway (Andrea just updated)
Falcon Health Center

- Now open to faculty and staff. Appointments can be scheduled and prescriptions can be filled.

Q: Is this like an urgent care?

A: Yes, but not billed like an urgent care.

Note: BG Ready Care is moving to FHC.

Accenture project update

- Refer to Mike's email of 2/26/2014 with Sheriden Stoll's Accenture update presentation attached.

Dates Announced

- Not In Our Town: 4/15/2014
- Homecoming: October 3 & 4, 2014
- Family Weekend: 9/12, 13, & 14, 2014

President's Panel Update

Mike touched on several of the topic items for the panel that included, but is not limited to graduate stipends, communication between offices, faculty and administration discussions, enrollment, et. al. ASC questions pertained to hiring freeze, raises, enrollment update, in-depth cabinet directions, and Accenture progress.

Q: Raises? What about the posed question on raises versus jobs?

A: (Mike) The question was never asked previously, the question has been directed to us and in an effort to be prepared with a response, I presented the question hypothetically to understand the position ASC wanted to take. I now know that as an advocate group for ASC our position is for jobs and raises.

University Council Updates

- Owens' Pathway and Firelands' Pathway are additional pathways to higher education being sought by the University to increase enrollment.
- Toledo/BG - Aviation partnership (will bring in more international students)
- Career: State giving money for forensics: many jobs
- Retention issues: academic standards: recommendations to help retention rates

Chair Elect Report - Attended the HR, CFO and CSC meetings. Emily had nothing additional to add to the Chair's report regarding these meetings. CSC Liaison report to follow.

Treasurer's Report - (Heidi Popovich) Just starting to get receipt for banquet. ASC II's contribution codes: 301996 - Recognition; 300004 Scholarship

Secretary's Report - (Marlene Reynolds) USG resolutions read (2): Supporting Student Legal Services fee from $7.00 to $9.00 and "Spread the Word to End the Word" to acknowledge any variation of the word "retarded" as offensive.

Committee Reports

Amendments & Policies (Mary Beth Zachary)

- Charter and Bylaw revisions (handouts): a vote will be taken at the next meeting to approve of revisions due to the lack of quorum. Thanks to Eve Crandall and Connie Molnar with specifics on changes, but intent not changed.
Award & Recognition (Paul Obringer) The committee is busy planning the ASC Awards and Recognition Reception. Marlene will issue an email blast tomorrow with the Reception invitation. The BG Best, Rookie of the Year and Ferrari award winners have already been decided.

Elections & Orientations (Abby Priehs)
- Working on electronic ballots; will announce at reception or shortly thereafter.

Outreach & Activities (Mary Ellen Fellow)
- Social hour is tomorrow at Stone's Throw. The next Social Hour will follow the ASC Reception at The Pub.

Marketing & Communication: (Tom Siebenaler) No website updates.

Personnel Welfare & Compensation (Steve Kendall)
- Will be meeting on 4/17/14 to draft policy.

Professional Development (David Janik)
- Accepting summer applications - 5/24/14

Scholarships (Ben Martin)
- Winners will be announced at the ASC Reception.

AROCs

Research Advancement (Steve Kendall)
- Met twice; we've gone over information, but not a lot of exchange.

Comment: Gail offered and Sheri offered leadership training for AROC leaders and committees.

Note: Website updates anticipated mid-April early May.

Efficiency Issues (Abby Priehs) - John Ellinger, chair - Can we clean up paper processes that can transition to electronic? If you or someone in your area have any suggestions; send to Abby. Talk: laptop lending extended for students both graduate and undergrad. Computer labs reduced.

Liaison Reports

BGSU Retirement Association (Linda Hamilton)
- March meeting will be held at the country club with Barbara Waddell as speaker on Title IX. In April, we meet with the Toledo Retirement group. We have had lots of socials over the winter with over 50 folks attending.

Classified Staff Council (Gail Houtz) - Updates:
   i. Accepting award nomination; for team awards.
   ii. Discussed tuition benefits changes
   iii. Had a guest speaker who discussed safety issues
   iv. Salary proposal draft discussed
   v. Sheri Stoll is speaking at their next meeting.

Faculty Senate Representative, (Tom)
- Another good meeting with feedback from the breakout sessions:
   a. Health & Wellness certificates
   b. Bookstore advisory committee
   c. Jeff Nelson responded to Accenture.

OMBUDS (no representative) - No Report

Homecoming
- Committee met recently and reviewed last year's events. They are looking for new ideas, so please suggest songs, TV shows – futuristic.

Old Business - None

New Business - None

Upcoming ASC Dates

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<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Type</th>
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<tbody>
<tr>
<td>Thursday, May 01, 2014</td>
<td>1:00 PM - 2:00 PM</td>
<td>ASC - Sheri Stoll</td>
<td>301 BTSU</td>
<td>ASC</td>
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<tr>
<td>Friday, May 02, 2014</td>
<td>5:00 PM</td>
<td>ASC Social Hour</td>
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<td>ALL</td>
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<tr>
<td>Tuesday, May 06, 2014</td>
<td>12:00 PM - 1:00 PM</td>
<td>Brown Bag Lunch</td>
<td>315 BTSU</td>
<td>ALL</td>
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<tr>
<td>Monday, May 26, 2014</td>
<td>University Closed</td>
<td>Memorial Day</td>
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</table>

Adjourn

Mary Ellen Kellow moved to adjourn the meeting. David Janik second the motion. Meeting adjourned.

Respectfully Submitted,

Brigitte Green-Churchwell
Brigitte Green-Churchwell
Co-Secretary, Administrative Staff Council
Administrative Staff Council
Meeting Minutes
Thursday, May 1, 2014
www.bgsu.edu/asc

In Attendance: Eric Bucks, Eve Crandall, Donna Dick, Mike Hachtel, Linda Hamilton (RA), Krishna Han, Gail Houtz (CSC), David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Benjamin Martin, Ryan Miller, Connie Molnar, Emily Monago, Paul Obringer, Sheri Orwick Ogden, Tim Parish, Ray Plaza, Heidi Popovich, Abby Priehs, Marlene Reynolds, Anthony Short, Tom Siebenaler, Kurt Thomas, Jennifer Twu, Robin Veitch, Mary Beth Zachary, Lisa Zolfars.

Mike Hachtel, ASC Chair, called the meeting to order.

Substitutes: None

Approval of Minutes:
February minutes: moved by Ray Plaza second by Connie Molnar-no discussion; unanimous vote to approve.

March minutes: moved by Mary Beth Zachary second by Mary Ellen Kellow-discussion included friendly amendment to Chair Elect Report as follows: Attended the HR, CFO and CSC meetings. Emily had nothing additional to add to the Chair report regarding these meetings. CSC Liaison Report to follow.

April minutes: moved by Tom Siebenaler second by Ray Plaza-discussion included friendly amendment to Chair Elect Report as follows: Attended the HR, CFO and CSC meetings. Emily had nothing additional to add to the Chair report regarding these meetings. CSC Liaison Report to follow.

Guest Speaker: Sheri Stoll, Chief Financial Officer, discussed the University budget situation and how SSI will fall to $60 million in FY 2015, which is the same amount BGSU received in 1995. She presented an informational power point which I have attached and explained how recruitment and retention are so impactful to our budget. She also spoke of the new formula for state funding being based on successful course completion and degree completion in addition to enrollment.

Chair's Report:

Promotional Pathway-Mike received clarification after receiving questions on this new process. It is for promotions only and is separate from the internal search process. It has not been written for Classified Staff positions at this time.

Compensation Plan-ASC Executive Council met with Human Resource Department, represented by Pat Kelly, Becca Ferguson, Viva McCarver and Sandy Heck on April 22, 2014 to discuss the Compensation Plan which is Appendix A of the Administrative Staff Handbook. Changes were agreed upon by both
parties at which time Mike appointed a Compensation Plan Work Group with the charge of getting the documents wording in order. Once finished with their work the handbook will come before ASC for a vote and then the handbook will be updated. A lot of hard work has resulted from the changes that were made and Mike thanked everyone that was involved in the process.

Fee Waiver-Mike presented the “Fee Waiver” draft document to all representatives and explained this came from an Accenture recommendation. This is a proposal that Becca Ferguson, AROC Opportunity Manager, is bringing forth for discussion and input from Administrative Staff. Mike will take our discussion points back to Becca. Some of the highlights of the discussion are outlined below:

- Formal appeal process is needed
- Appreciate the chance to give our input
- What will BGSU gain financially?
- Compensation granted for employees taking language classes
- Colleges limits are not as restricted as this document
- Concern rose that most Administrative Staff work 10 hours plus per week
- Curriculum not conducive because of night class limitations
- Limits appear to be set for a full time student
- Recommendation was heard to double the years limit
- Build in enough time to work and take classes

University Council Meeting-Due to meeting time constraint, Mike has asked me to attach his notes for this meeting. (see attached)

Year In Review-Mike is working on the ASC “Year In Review” document which lists are accomplishments. Please review his “draft” document and forward him any suggestions.

Mike then asked for a motion to adjourn the meeting. We were unable to complete the full agenda as written due to time constraint.

Next Meeting

The next ASC meeting will be held on Thursday, June 5 in BTSU room 308 with lunch served at 12:30pm and the meeting commencing at 1:30pm.

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

Respectfully Submitted,

Marlene Reynolds
Marlene Reynolds
Co-Secretary, Administrative Staff Council
University Council 4/28/14

- Accenture Project Update
  - All Opportunity Manager initial reports are due late April or early May. Once these have been reviewed and approved, they will be made available and AROC meetings will be scheduled for follow-ups.

- Strategic Plan update
  - Progress on goal #1
    - Building upon linked courses
    - College transition
    - First year seminar
    - Undergraduate research
    - Career preparedness
      - Co-op guaranteed
    - Adult on-line & International & transfer
      - AROC will discuss this more
    - Firelands and Owens Pathway
    - Review of GSW
    - Degree Audit System (DARS)
    - Schedule Planner
    - Falcon Advisory Career Engagement System (FACES)
    - Engaged Citizenship

- College Completion Plan
  - Full plan on Provost website
  - BOT approval in May
  - Submit to Board of Regents by July 1
  - Four areas of focus
    - Expectation
    - Support
    - Feedback
    - Involvement / Engagement
  - Long-term in report refers to Cohort of 2020

- Enrollment Update
  - Housing Deposits down
  - New Enrollment down
  - Grad Enrollment up
  - International Enrollment up
  - Transfer Enrollment even

- Retention Update
  - 70.1% at this time last year
  - Currently at 74%
  - If we remain at 74% retention, we will be close to last year’s numbers
  - Still need to increase online & international
BGSU BUDGET PLANNING UPDATE
FOR FY 2015 AND BEYOND

Administrative Staff Council
May 1, 2014

Sheneen Stoll, C.P.A.
Vice President for Finance and Administration

BOWLING GREEN STATE UNIVERSITY

Agenda

Budget Related:
• Current challenges for BGSU
• Why is BGSU experiencing these challenges?
• What steps has BGSU taken over the past 5+ years to address our challenges?
• Enrollment trends
• SSI Summary
• FY 2010 – FY 2017 comparative summary of E&S Budgets

BOWLING GREEN STATE UNIVERSITY
Current Challenges for BGSU

- Fall 2013 – Bowling Green Campus enrollment fell below 17,000 (lowest level in the past twelve years)
- BGSU state support (SSI) will fall in FY 2015 to approximately $60.0 million (same amount we received in 1995)
- BGSU's initial draft budget for FY 2015 - $7.7 million deficit
- BGSU's draft budget for FY 2016 - additional $3.0 million deficit

Why is BGSU Experiencing these Challenges?

- Bowling Green campus enrollment peaked in fall of 2006 and has continued to decline
- Bowling Green campus SSI peaked in fall of 2009 (FY 2010) at approximately $90.0 million
- Revised SSI funding formula in FY 2010 began to partially reward successful course and degree completion in addition to enrollment
- Revised SSI funding formula in FY 2014 provides funding solely for successful course and degree completion
- BGSU's enrollment and retention have declined while our peers have grown enrollment and improved retention
What Steps has BGSU Taken Over the Past 5+ Years to Address our Challenges?

- Significant reductions to our cost of operating (e.g., salaries, wages, benefits and operating budgets)
- Improved our operational efficiency (e.g., better use of technology, more efficient processes/procedures, improvements in energy conservation – lower utility increases)
- Significant changes in retention efforts – beginning with freshman linked courses, cohort groups, changes to advising, etc.
- Continued refinement to our recruitment efforts (e.g., broaden our pool of traditional age freshmen, transfer, non-traditional and international students)
- Reducing BGSU campus’ physical footprint

Enrollment Trends - Bowling Green Campus
Undergraduate Headcount and FTE Enrollment
Fall 2003 – Fall 2014

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Notes:
- FTE = Full-Time Equivalent
- Data as of Fall 15th
- Spring, Undergraduate/Graduate Headcount and FTE Enrollment - use for budget purposes
- Source: Institutional Research
### E&G Budget - Bowling Green Campus
#### FY 2010 - FY 2013

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<tr>
<td>Other income</td>
<td>4,450,072</td>
<td>5.4%</td>
<td>4,450,072</td>
<td>5.5%</td>
<td>4,450,072</td>
<td>5.5%</td>
<td>4,450,072</td>
<td>5.5%</td>
</tr>
<tr>
<td><strong>Total Funds Available</strong></td>
<td>$25,461,605</td>
<td>100.0%</td>
<td>$25,461,605</td>
<td>100.0%</td>
<td>$25,461,605</td>
<td>100.0%</td>
<td>$25,461,605</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

### Draft E&G Budget - Bowling Green Campus
#### FY 2014 - FY 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014</th>
<th>%</th>
<th>Proposed FY 2015</th>
<th>%</th>
<th>Proposed FY 2016</th>
<th>%</th>
<th>Proposed FY 2017</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>$122,604</td>
<td>14.5%</td>
<td>$162,129,716</td>
<td>71.1%</td>
<td>$162,129,716</td>
<td>71.1%</td>
<td>$162,129,716</td>
<td>71.1%</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>28,727,023</td>
<td>34.9%</td>
<td>$28,727,023</td>
<td>34.9%</td>
<td>$28,727,023</td>
<td>34.9%</td>
<td>$28,727,023</td>
<td>34.9%</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>3,225,832</td>
<td>3.9%</td>
<td>7,055,332</td>
<td>8.6%</td>
<td>7,055,332</td>
<td>8.6%</td>
<td>7,055,332</td>
<td>8.6%</td>
</tr>
<tr>
<td>Transfer in Other Funds</td>
<td>4,450,072</td>
<td>5.4%</td>
<td>4,450,072</td>
<td>5.5%</td>
<td>4,450,072</td>
<td>5.5%</td>
<td>4,450,072</td>
<td>5.5%</td>
</tr>
<tr>
<td><strong>Total Funds Available</strong></td>
<td>$25,461,605</td>
<td>100.0%</td>
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<td>100.0%</td>
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<td>100.0%</td>
</tr>
</tbody>
</table>

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Notes:
- Revisions can be made to the draft budget based on feedback from departments and university regulations.
- Proposed Fiscal Year Deficit: $ (895,794)
**Conclusions**

- FY 2015 budget nearly balanced - BGSU's trajectory must change
- Expense Reductions Planned:
  - GA Scholarships/Stipends
  - Operating Expense Budgets
  - Personnel/Position: Eliminated or Consolidated
- Revenue - no increase to tuition, general fees, room or board plans
- Administrative fee increases planned:
  - Career Development
  - Counseling Center
  - Learning Communities
  - Graduate Services Support
  - Student Legal Services
Conclusions

- Retention is job #1 and recruitment is almost as important

- If freshman retention of current class improved to 75% from 70%
  \[ (3,300 \times 0.05 = 100 \text{ students}) = \$1.00 \text{ million additional tuition and general fee revenue} \]

- If freshman class grew to 3,500 from 3,300 and we retained 75% = 315 additional students or \$3.15 million more revenue per year

- If BGSU recovered 1,500 students who previously attended, our annual tuition and fee revenue would increase \$15.00 million

- It is within our ability to change our situation. It requires that everyone work together.

Questions?