Administrative Staff Council
Meeting Minutes
Thursday, December 6\textsuperscript{th}, 2012

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In Attendance:
Terry Carver, Brian Childs, Eve Crandall, Donna Dick, Jason Dunn, Kimberly Fleschman, Kerry Gonzalez, Michael Hachtel, Bess Huyghe, David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Paul Obringer, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Abby Priehs, Marlene Reynolds, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary, Lisa Zollars

Guests: Juli McCarroll

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

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

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

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

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

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

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

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

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

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

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

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

**Committee Reports:**
- **Amendments**- Mary Beth Zachary had no report.
- **Awards & Recognition**- Kim Fleshman announced the committee awarded Nora Cassidy with the “Spirit of BG” award in November.
- **Internal Affairs**- Sherri Orwick Ogden and the committee are planning a kick-off in February for the ASC 30th Anniversary. Watch for details in January.
- **Personnel Welfare**- Steven Kendall announced the committee will be working on the Bonus Policy with the Human Resource Department and the Compensation Presentation.

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

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

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

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

BGSU Retirees- No report

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

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

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

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

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

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

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

Respectfully Submitted,

Marlene Reynolds
Secretary, Administrative Staff Council