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

In Attendance:
Eric Bucks; 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 Janik; 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 Bucks 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’s ~ 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: 86% Undergrad, 87% Full-time, 97% domestic (U.S.); of the domestic population 86% are from Ohio (#1) 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 needs 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 1998 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 Mazey 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 AROCs 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 as 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.

k. 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.

l. 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 Janik)
   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 Olscamp.
   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 Ziggython 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 OSCHC 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 Mazey 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.
   i. The proposed hypothetical raised quality comments for ASC leadership to consider when speaking with administrators.

Upcoming ASC Dates

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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.