

**Summary of Administrative Staff Council 2010/2011 Meeting  
October 7, 2010**

**ASC Website:** <http://www.bgsu.edu/organizations/asc/>

**Guest**

**Erienne Weight – Administrative Staff and Women’s Basketball Event November 17<sup>th</sup>!**

**Co-Chair’s Report**

**Parking additions/charges begin in January!**

Changes in Pharmacy coverage

**Mercer at BGSU!**

BOT Meeting

**Send your suggestions for a Professional Development Event!**

Upcoming Guest topic – changes in health coverage

**Zuni Owls becoming extinct!**

**Union Advisory Administrative Staff Representative needed!**

**Committees**

Committee Reports



# Administrative Staff Council 2010/2011 Minutes: October 7, 2010

## Members Present:

First	Last
Nora	Cassidy
Donna	Dick
Jason	Dunn
Laura	Emch
Kerry	Fisher
Kimberly	Fleshman
Thomas	Gorman
Michael	Hachtel
Lisa	Ingram
Stephen	Kendall
Sandra	Mencer
Ryan	Miller

First	Last
Connie	Molnar
Sherri	Orwick Ogden
Steven	Overholt
Brett	Pogan
Heidi	Popovitch
Dawn	Shores
Anthony	Short
Cheryl	Snider
David	Steen
Jennifer	Twu
Mary Beth	Zachary
Sara	Zulch-Smith

**Co-Chair** Anthony Short called the meeting to order.

**Introduction of Subs:** Jon McDermott for Nancy Vanderlugt, Kari Johnson for Beverly Stearns, Chad Fletcher for Tim Parish, Andrea Depinet for Jason Dunn

**Guest: Erienne Weight, School of HMSLS.** [\(Back to top\)](#)

- Talon Tailgate Series presents Administrative Staff Night at the Women's Basketball game on November 17<sup>th</sup>.
- Event begins in the heated tent outside of Anderson Arena at 5:30 pm. Game starts at 7:00 pm. Free admission for administrative staff and \$5 for guests.
- Food is included and will be provided by Papa Johns and Frickers.
- 200 attendees (administrative staff and guests) are required to win \$1,000 for student scholarships
- BGSU Employee ID is required for check-in.
- Administrative staff volunteers are needed to assist with the check-in.
- If we have more attendance from administrative staff (not guests) throughout the season compared to faculty and classified staff, ASC will win another \$1,000 for student scholarships.
- Administrative staff are eligible to buy ticket packages at 25% off the regular price.

**Guest:** Sheri Stoll was unable to attend as our guest. She responded to our questions in an email which is included as an addendum to the minutes. [\(Back to top\)](#)

## **Co-Chairs Report** [\(Back to top\)](#)

### **Tri-Chairs Meeting**

- Chris Blair, Faith Olson, Anthony Short and Connie Molnar (chairs of the Faculty, Classified Staff and Administrative Staff constituent groups) met to discuss how to assist each other's organizations throughout the upcoming year. It was agreed that many possibilities would depend on the outcome of the unionization vote.

### **Human Resources**

- ASC Co-chairs met with Rebecca Ferguson regarding various issues.
- The Domestic Partner policy will go to the Board for approval.
- There will be a change in Pharmacy benefits after the first of the year. Everyone will receive a letter indicating those pharmacies that will no longer be covered by the plan.
- Mercer is coming to BGSU for a review of administrative staff positions and evaluation tools. ASC Exec will meet with Mercer on 10/18.

### **Parking**

- Beginning in January 2011, \$60 will be added to staff paychecks to cover parking charges of the same amount. Another \$60 will be added and deducted in July 2011. New BGSU employees will not receive additions to their salary for parking charges.

### **Professional Development Chair**

- Due to changes in ASC members, we are now in need of a professional development committee chair. Please contact one of the ASC officers if you are interested in filling this position.

### **Professional Development Seminar**

- ASC would like to hold a professional development event for BGSU employees on how to cope in a changing environment during the month of November or March.

### **Zuni Owls**

- We are down to four Zuni Owls. If anyone has an idea for a replacement for the BG Best awards, please send them to an ASC officer.

### **BOT meeting**

- The new residence halls have been named Centennial Hall and Falcon Heights.
- Renovation of the science lab was discussed
- the Greek housing plan was discussed
- ASC co-Chair Anthony Short presented to the board ASC's desire for open and honest discussion and pointed out administrative staff are an integral part of the recruitment of new students.

### **Upcoming Guests**

- October – Sheri Stoll
- November – HR regarding the health insurance open enrollment and Mercer
- December – Dr. Borland
- February – Dr. Cartwright

Questions for Dr. Cartwright's upcoming meeting with ASC co-Chairs on October 19<sup>th</sup> were discussed.

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**Treasurer's report** – Heidi will be out on maternity leave and Sarah Zulch-Smith will handle expense requests in her absence.

**Chair-Elect Report** - not scheduled.

**CSC Liaison Report** – none.

### **Secretary's Report**

- The Administrative Staff representative on the Union Advisory Standing Committee is now a faculty member. An administrative staff volunteer is needed to fulfill this year's term.
- The September minutes were approved.
- The Strategic Enrollment Management Plan committee is planning to have a completed document by the end of the academic year.

### **Committee Reports** [\(Back to top\)](#)

**Amendments** – Working on the sick leave and fee waiver changes to be added to the common handbook.

#### **Awards**

- September Spirit Award was given to Dr. Jeff Kegolis, Assistant Director of Fraternity & Sorority Life.
- Advertising these awards on Zoom News was discussed. The contact person for Zoom News is Christine Onasch.

**Internal Affairs**– Internal affairs met to review goals and objectives for the year as well as discuss promotion ideas. Other items IA will look into are giveaways for the reception and an analysis of the constituent assignment procedure.

#### **External Affairs**

- Working on Administrative Staff Women's Basketball Event
- What can be done to increase administrative staff attendance and benefit student scholarships?

#### **Personnel and Welfare**

Meeting of 9/23/10, 11:30a-1p Jerome Library 5<sup>th</sup> Floor Conference Room

In attendance: Kendall, Snider, Steen, Zachary

#### **Committee goals:**

- Compensation planning
- Promoting Admin Staff accomplishments to Univ. Admin, faculty and student groups
- Promoting how AS support faculty and students
- Potential Admin Staff name change to Professional staff so as to distinguish AS from University "Administration"
- Mercer Goals
- Methods to gather data about our constituents (survey monkey?)
- Methods to gather data about our peer institutions

- developing relationships with our counterparts at the “4 corners”
- tutorial methods for JAQ writing
- Spotlight how AS supports CUE and Strategic Plan

**Questions for Executive Committee:**

- What data do we want from HR?
- What data do we want from our constituents?
- What data do we want from CUPA?
- What data do we want from Mercer?

**Action Items**

- Steve K. to contact Kim Fleshman re: Faculty Welfare Review e-copy
- Steve K. to contact Robert Zhang for IR data assistance/number crunching
- Discuss name change with ASC Exec. Comm.
- Discuss developing relationships with “4 corner” peers and other state universities
- Public Relations Outreach plan – possibly Internal Affairs or External Affairs assignment

**Professional Development** – no report.

**Scholarships** – no report.

**Faculty Senate Report**

- Strategic Plan – unit level beginning
- 25 million SSI Loss July 2011
- USGC – Anti-sex assault campaign
- Probationary tenure track extended period voted in.
- Cue
  - learning objectives available this week
  - blue sheets 10/18
  - Inquiry and problem solving courses
  - large labs changes to smaller labs

**Old Business** ([Back to top](#))

ASC Reception is April 26<sup>th</sup>, 2010!

**New Business** ([Back to top](#))

- Please send us any ideas you have for a Professional Development event.

Next meeting is November 4, 2010. Representatives from Human Resources will be our guests to discuss changes in benefits.

Motion to adjourn by Heidi Popovitch. Seconded by Steve Kendall.

Respectfully submitted by,  
 Sherri Orwick Ogden  
 Secretary

**Administrative Staff Council 2010/2011**  
**Minutes: October 7, 2010**  
**Addendum: Sheri Stoll Questions/Answers**

- Given that there is a predicted budget deficit of potentially 8-9 million next year, can you share some of the budget models that are being considered for the next two years? Are there plans for program or department eliminations? Are there plans to eliminate more administrative staff positions?

Actually, the initial budget projection scenarios (obviously very draft) shared with FSBC/UBC, and the Board of Trustees, indicates a potential shortfall in FY2012 of \$10.6 million and another \$8.8 in FY2013. Obviously these figures are based on very early, base assumptions and will change as assumptions are revised and updated.

We have not yet begun the detailed work of determining how we will respond to these projections. We need to do more refining of assumptions so that we feel like the estimate we're using is realistic and then begin developing plans for how to respond. While there are no specific plans determined at this time, given the size of the shortfall we are expecting, I think we need to assume that we will be examining any and all options for reductions.

- Can you share information on the parking policy for faculty and staff?

I assume when you say policy, you are referring to the proposed change to begin charging employees a monthly amount for parking. We met with Faculty Senate Chair Kris Blair late in the summer and brought her up to speed on our current status (as of the end of spring semester). She intended to determine which additional committee(s) within Faculty Senate needed to participate in reviewing the proposal shared by Art Samel at their May 4 meeting. She was hopeful that could occur during fall semester. We are waiting to hear back from the Chair.

- In general, admin staff are supportive of furlough days if they resulted in saving positions; can you address why furloughs may not being considered when the budget situation indicates that layoffs or job eliminations are necessary? (Our only issue with them was that they were not inclusive of all constituent groups). If there are a few who feel that furloughs are unfair, their voice appears more powerful, than the voices of all the staff constituencies that see the inequity of charging staff for parking, but not faculty. We might not have the entire story on either of these issues.

Furloughs are not currently being considered because the reductions required to achieve a balanced budget are permanent reductions to the base budget. Furloughs only provide one-time monies. Layoffs can be temporary or permanent – we have generally regarded them as permanent. We used the previous one-time monies to invest in several enrollment initiatives. Assuming those investments pay off (and some already are) and we intended to continue doing those things, then we would need to permanently build those planned expenditures into future base (i.e., permanent) operating budgets.

I'm not sure that comparing furloughs to parking is truly an apples to apples issue comparison. But assuming that it is – I agree that it does not feel “fair” to charge staff for parking if we allowed faculty to charge in the same lot for free. There would seem to be some differentiation that would need to occur but we haven't even begun to think through what that might be and how it could be operationalized. Clearly we would want to take some time to thoughtfully consider how this might (or might not) work.

- Are academic programs on the table for elimination with a worsening budget crisis?

See above. No specific plans have yet been developed but given the size of the required reduction, I think that nearly all options remain on the table for consideration.

- Latest update from the Governors' plan to cover the funding of education in Ohio.

None that I am aware of and I do not expect to hear much more from either candidate until after the November gubernatorial election.

- What other cost saving measures are being considered to cover the upcoming deficit?

See above. No specific plans have yet been developed but everything is on the table for consideration. We would like to think that we can get several of our energy efficiency projects far enough along to begin to benefit from them as soon as possible – but those efforts require a significant amount of the savings to first be directed to repay the debt used to finance the project. No one is looking forward to what appears likely to be very difficult and challenging decisions – both for the state of Ohio as well as every public agency, and college and university in the state.