

## Administrative Staff Council 2010/2011 Minutes: December 2, 2010

### Members Present:

First Name	Last
Adam	Bohland
Nora	Cassidy
Dave	Janik
Donna	Dick
Jason	Dunn
Laura	Emch
Kerry	Fisher
Thomas	Gorman
Michael	Hachtel
Lisa	Ingram
Stephen	Kendall
Sandra	Mencer
Ryan	Miller
Connie	Molnar
Emily	Monago
Sherri	Orwick Ogden

First Name	Last
Steven	Overholt
Tim	Parish
Brett	Pogan
Heidi	Popovitch
Dawn	Shores
Anthony	Short
Thomas	Siebenaler
Cheryl	Snider
Beverly	Stearns
David	Steen
Kurt	Thomas
Jennifer	Twu
Nancy	Vanderlugt
Mary Beth	Zachary
Sara	Zulch-Smith
Karen	Schwab, CSC

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

**Introduction of Subs:** Lois Serfozo for Adam Bohland, Jeanne Langendorfer for Heidi Popovitch

**Guest: Dr. Ken Borland, Senior Vice President Academic Affairs/Provost.**

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Dr. Borland began by stating how important administrative staff are to the university and then began answering questions that were sent to him prior to the meeting.

1. Since the financial situation looks to be difficult in the near future, are there discussions occurring about the elimination of academic programs with low enrollments? Can you share your thoughts on other cost saving ideas being considered?

Due to the economic situation, BGSU could be looking at a twenty-five to forty million dollar deficit. Twenty five million due to lack of stimulus money and the rest could be in reduced state tax revenue. Eliminating programs will not provide immediate fiscal relief as the programs need to continue running for at least three-four years to graduate those already in the program. If quality in a program is an issue, then that needs to be addressed but not reduction of programs for only financial reasons.

Everything is on the table. We have reduced expenditures over the past three years and there isn't much left to cut. Now we have to stop providing certain services or resources. The first item initiated was the carry forward money. Nothing will be easy or painless. We have saved nine million of the twenty-five million in graduate fee waivers and stipends. We don't have specific details of further initiatives at this time. We welcome suggestions from everyone.

2. Since the faculty have unionized and since it will take time to change contracts, the charter, etc, how will things operate in the interim, until things are negotiated? What impact do you see the union having on administrative staff?

Trustees negotiate with the union so many things will be dealt with differently but can still be done. I am not sure what direct effect it will have on administrative staff. We will all have to learn the new guidelines, processes and procedures but we'll continue to work together. I don't see it as a huge challenge for administrative staff.

Until a contract is in place, we are moving forward until there is something we must respond to. We will operate in good will under the status quo. The AAUP and the Senate are trying to sort through this. Meanwhile, we are continuing to do what we have been doing until things begin to change and new processes are carried out. We are waiting on official certification results and negotiations will start from there.

3. Can you provide an update on the CUE project?

Yesterday the proposal was voted off the table in undergraduate council so for now CUE is not moving forward. The proposal is now back in the committee. It's not a good idea, however, to stop working on CUE courses.

4. Can you provide more information on the formation of a diversity network?

We want "diversity" to become a verb that includes all students so they feel comfortable, secure and supported. Inclusion is the key so students feel welcomed, important, respected and valued. We're all in this together. The diversity network will include twelve to fifteen people including staff, faculty and students. We may also add individuals from the community.

5. As Provost, what are some of your short term and long term priorities?

Broadly stated, some of my priorities are the inclusion diversity network, CUE, the graduate strategic plan, and BGSU's strategic plan. I need to make sure we are making continuous progress. I also need to make sure the new president has a constructive and fruitful transition. Continued relationships with the constituent groups are also a priority. I will do my very best to get us through this economic downturn and preserve our academic infrastructure.

6. What is your advice to us on leadership during difficult times?

Watch for opportunities. Assess effectiveness, get creative, partner with other similar areas on campus, and think “outside of the box.” Can things be done in a different way? Look all around for opportunities. If you have ideas on how the university can save money, please email the ASC officers so they can forward the suggestions.

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

**Committees - have all of your electronic reports to Sherri by Monday.**

- JAQ Training. It is very important to attend the training sessions scheduled by Human Resources. Your JAQ should be submitted to your supervisor by 1/21 and then to human resources by 2/4. ASC worked with HR to have the training moved back and add a few more sessions. Take advantage of the training and show how important it is to us. HR sent the ASC co-chairs a list of people they are considering to participate in the JAQ review committees. Those participating will be asked to contribute approximately 20 hours per week. HR asked the list not be shared at this time. Supervisors will be contacted. As we progress through this review, please contact ASC officers or representatives if you have any questions or issues with the process. Administrative staff can request a copy of their most recent JAQ by contacting HR.
- Parking changes will not begin January 1<sup>st</sup> as originally planned due to software issues.
- ASC made their quota at the women’s basketball game and earned \$1,000 for student scholarships. Great job administrative staff! We have an opportunity to win another \$1,000 so continue to attend the women’s basketball games!
- Jennifer Twu will be the new administrative staff representative on the Student Union Advisory committee.
- Kari Johnson will represent administrative staff on the family campaign committee.
- ASC has been asked to place something in the time capsule on 12/10.
- ASC would like to create focus groups to come up with cost savings and means for generating income. More information to come.

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**Treasurer’s report** – no report.

**CSC Liaison Report** – CSC is making progress with HR and will present changes in the handbook to the BOT. They are also working on evaluation forms. Donna Wittwer is scheduled to discuss financial retirement.

**Secretary’s Report.**

- Revised constituent lists will be emailed to representatives.
- The February meeting will be in BTSU201.

- David Steen is the new chair for the professional development committee.
- The minutes from November's meeting were approved.
- The scholarship committee has very few members and could use volunteers.

### **Scholarship Committee Members needed**

**Calling all administrative staff members:** The ASC Scholarship Committee is looking for new members! You do not need to be a member of ASC to participate. This is a rewarding and fun committee to serve on since it involves awarding scholarships to students! The Scholarship Committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarships. This committee is also responsible for initiating ways to raise funds for the scholarship.

This is a great opportunity to impact the lives of our students. In addition, it is an excellent way for you to meet and network with other administrative staff on campus.

Please contact Tony Short ([ashort@bgsu.edu](mailto:ashort@bgsu.edu)) or Connie Molnar ([cmolnar@bgsu.edu](mailto:cmolnar@bgsu.edu)) if you have an interest in participating on this committee. Information on all of the ASC Committees can be found here: <http://www.bgsu.edu/organizations/asc/page44340.html>

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

**Amendments** – no report.

**Awards** – no report.

**Internal Affairs**—We've started looking at the representative assignment procedure for comparison purposes to determine if a new process would better suit the existing infrastructure. Thank you to Jason Dunn for the ASC NEWS template which is one of the initiatives to gain exposure to ASC.

**External Affairs** – no report.

**Personnel and Welfare** – no report.

**Professional Development** – no report.

**Scholarships** – no report.

**Parking** – the parking office will move to College Park on January 13<sup>th</sup> and the police department will follow on March 4<sup>th</sup>.

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

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

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

Next meeting is January 6<sup>th</sup>, 2011. Guests: Christina Sanchez and Dustin Sabo regarding President's Day and Ellen Broido regarding a Faculty research project.

Motion to adjourn by Beverly Stearns. Seconded by Laura Emch.

Respectfully submitted by,  
Sherri Orwick Ogden  
Secretary