

**Summary of Administrative Staff Council 2010/2011 Meeting
February 3, 2010**

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

Guest

Dr. Carol Cartwright, President

Committees

**Scholarship raffle – buy your tickets! Scholarship application deadline is
3/15/2011**

<http://www.bgsu.edu/organizations/asc/page44332.html>

BG Best Award Nomination deadline is 3/24/2011

<http://www.bgsu.edu/organizations/asc/page44285.html>

Ferrari Award Nomination deadline is 4/1/2011

<http://www.bgsu.edu/organizations/asc/page44277.html>

**Help ASC create focus groups to help the university cut costs or generate
revenue. Contact an ASC officer if you are interested.**

Administrative Staff Council 2010/2011 Minutes: February 3, 2011

Members Present:

First	Last
Nora	Cassidy
Donna	Dick
Jason	Dunn
Laura	Emch
Kerry	Fisher
Kimberly	Fleshman
Thomas	Gorman
Michael	Hachtel
Lisa	Ingram
David	Janik
Stephen	Kendall
Sandra	Mencer
Ryan	Miller
Connie	Molnar
Emily	Monago
Sherri	Orwick Ogden
Steven	Overholt

First	Last
Tim	Parish
Brett	Pogan
Heidi	Popovitch
Marlene	Reynolds
Anthony	Short
Cheryl	Snider
Beverly	Stearns
David	Steen
Kurt	Thomas
Jennifer	Twu
Nancy	Vanderlugt
Mary Beth	Zachary
Sara	Zulch-Smith
Linda	Hamilton, BGSURA
Jeanne	Langendorfer, Ombuds
Karen	Schwab, CSC

Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: none

Guest: Dr. Carol Cartwright, President

Budget

- The state deficit is \$8 billion dollars for FY 2012 and 2013 which begins in July. That figure was as high as \$14 billion.
- March 14th, 2011 the Governor's budget proposal is due. The House and Senate will have hearings to review and then the proposal goes back to the Governor for signature. We should know the budget by the end of June.
- We used 16.6% of federal stimulus money for SSI. There is no indication of another federal stimulus package.
- We are not receiving our 12th SSI payment scheduled for June. We are supposed to receive it in July but we don't anticipate recovering that money.

- We have covered that loss by using the carry over money which is approximately \$6 million dollars.
- We are working with IUC to protect SSI and secure regulatory reform.
- We are going to Columbus and taking a team of mostly students on February 9th, 2011.
- We are adjusting costs to help relieve the deficit in both centralized and decentralized ways.
- We have centralized graduate student support and information technology.
- BGSU's support of graduate students was overly generous. We have implemented controls limiting the support to degree requirement completion and saved \$9 million dollars which should be realized the second year of the biennium.
- We have decentralized graduate student support by giving the Deans' control of this area.
- We are looking at increasing the number of years before replacing computer equipment which will save money.
- Deans and Vice Presidents are making plans for their areas to cut costs.
- Some Ohio higher education institutions are budgeting a 10% to 50% decrease in SSI. We are modeling a 16% to 30% decrease.
- A few institutions are considering tuition increases as high as 10%. We are not. We are modeling a 3.5% tuition increase as are most institutions.
- Enrollment for Fall 2011 is looking incredibly well. We have over 14,000 applications as of last week. On the first day of Fall 2010 semester, we had 13,996 applications. Now we need to turn applications into students.
- We still have the trailing class from when enrollment was down.
- We cannot bring enrollment up high enough to cover a 30% reduction in SSI so we are looking at fixed costs.
- As new student orientation, housing, and registrations take place, we will have more information and can be more confident of our projections.
- We are making decisions based on the mission of the University and our strategic plan.
- We have to take a very hard look at practices and make data-driven decisions.
- Jobs are important but the mission is the driver and that is how we will analyze positions. We have no plans at this point and will not firm any plans until the budget is approved.

Shared Services

- Shared services is an IUC project to determine how feasible it is for Ohio public universities to collaborate conducting transaction-type activities. They will provide a feasibility report.
- University Presidents are leading this. We must figure out how to cut costs or we will be told how to do it.
- Collaboration of transaction-type services isn't something that will happen in the next year.

Union/Shared Governance

- The culture of a university does change when a union is put in place.
- The Board of Trustees started educating themselves prior to the vote.
- The changes made to the charter in December were planned prior to the vote should the union pass. The changes included:
 - Removed items that are exclusively the union's responsibility.
 - Created clear distinctions between management and faculty.
 - University standing committees were not eliminated.

- The faculty senate's role is in new standing.
- There is no longer a faculty senate budget committee though employees will continue to be asked to engage in budget discussions.
- There will be budget discussion forums for employees to attend.
- Though the search committee is not required in the charter, we are proceeding because it makes sense to do so.
- Though there will be a shift in climate and culture, Administrative Staff Council shouldn't see much of a change in shared governance and opportunities to participate.
- Pat Pauken has been assigned the liaison to constituent groups.

Challenges

- Budget challenges
 - Pension reform is a separate legislation which may move faster. People may retire earlier than they originally planned.
- Curriculum reform
 - Our curriculum reform must continue. The proposal is conceptually strong. Implementation issues need to be addressed. Other schools are working on this and we will fall behind if we don't move forward. We need to build distinction and maintain our reputation. It's the right thing to do for the students.
- Successful presidential transition

Co-Chairs Report

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Meeting with Human Resources

- 100 JAQs are going to Mercer for benchmarking.
- Grading and evaluating will begin the end of March and be complete by the end of April.
- Administrative staff will be notified by letter or email of the evaluation results.
- The new levels are not yet created.
- HR is working with Mercer to create an appeal process.
- Pension reform is a hot topic and we all should pay close attention. The changes could increase the employee contributions though the Blade article didn't indicate that.
- There will most likely be a raise in the retirement age.
- PERS is in the best shape of the five systems.

Tri-Chair Report

- ASC transferred \$100 to CSC to assist in making meals for the Martin Luther King day volunteers.
- Graduate student support funding was discussed.
- Academic charter ramifications were discussed.
- The parking fee update will probably take place 9/1/2011.
- Pat Pauken will come to the ASC Executive Committee meeting next Tuesday.

Meeting with Chief Financial Officer

- We are modeling a SSI reduction of 16.6% to 30%.
- We are considering a tuition increase.
- We are looking at cutting costs but not across the board.
- Ohio State University is modeling a 50% reduction in SSI which is very surprising.

Scholarship from Women's Basketball

- At the women's basketball game on March 2, 2011, Administrative Staff will receive a \$1,500 check for student scholarships. Administrative staff can purchase tickets for \$4. All administrative staff will be invited.

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Co-Chairs Report

- We are currently looking at replacements for the Zuni Owl given for the BG Best award.

Treasurer's report – no report.

CSC Liaison Report -

- Thank you for the donation for sandwiches to feed volunteers on Martin Luther King Day. 11 people made 400 sandwiches in 1 ½ hours.
- Leave bank status – one person utilized hours and they believe there are still 10,000 hours remaining.
- Looking at disciplinary hearing processes with HR.
- Donna Wittwer provided very informative retirement planning information at the last CSC meeting.

Secretary's Report – minutes from previous meeting were approved. Election for next year's officers/representatives is coming soon.

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

Amendments – no report.

Awards – The Ferrari and BG Best award forms are now active on the ASC web site. We will be assisting Jason Dunn on finding a replacement "bird" for the BG Best. If anyone has ideas please forward to the Awards committee or Jason.

Internal Affairs – We are working on website review as well as giveaways for the ASC reception.

External Affairs – anyone interested in participating in a focus group to create cost cutting and revenue generating ideas, please contact ASC officers.

Personnel and Welfare – the HWI university standing committee is continuing. Considering looking at pay ranges to determine how much employees pay for health insurance. Your feedback is requested.

Professional Development - On 1-20-2011 Juli McCarroll and David Steen met with Tony Short to discuss having Dr Bill Balzer, Dean of BGSU Firelands Campus give his talk "Lean Management in Higher Education" at the BGSU campus.

Scholarships - Flyers were sent to the campus community promoting the scholarship raffle.

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

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

- When is open enrollment for the leave bank?
- Look at the Buckeye Institute information on the web. The information is deceiving.
- Impact Solutions information must be updated on the website and in the handbook.

Motion to adjourn by Mary Beth Zachary. Seconded by Beverly Stearns.

Respectfully submitted by,
Sherrill Orwick Ogden, Secretary