

**Summary of Administrative Staff Council 2009/2010 Meeting
June 3, 2010**

Guest

Sherideen Stoll

Co-Chair's Report

Years of Service Award

Mercer

BOT Meeting

Secretary's Report

New representatives and Election Results

Committees

Year-end Reports

Old Business

New Business

Administrative Staff Council 2009/2010 Minutes: June 3, 2010

Members Present:

First Name	Last
Daria	Blachowski-Dreyer
Nora	Cassidy
Jodi	Devine
Donna	Dick
Laura	Emch
Kimberly	Fleshman
Thomas	Gorman
Michael	Hachtel
Lisa	Ingram
Stephen	Kendall
Sandra	Mencer
Mitchell	Miller
Ryan	Miller
Connie	Molnar
Beth	Nagel
Jacqueline	Nathan

First Name	Last
Sherri	Orwick Ogden
Steven	Overholt
Tim	Parish
Brett	Pogan
Heidi	Popovitch
Marlene	Reynolds
Deborah	Rice
Anthony	Short
Thomas	Siebenaler
Beverly	Stearns
David	Steen
Kurt	Thomas
Jennifer	Twu
Nancy	Vanderlugt
Mary Beth	Zachary
Jeanne	Langendorfer, Ombuds

Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Andrea Depinet for Jason Dunn, Troy Howard for Tom Zapiecki

Guest: Sherideen Stoll, Chief Financial Officer ([Back to top](#))

Budget Update

1. Expecting 9/12% decrease in SSI for the 2011 year budget
2. Anticipate 8.5 million shortfall
3. Investments in enrollment efforts have paid off. Increased number of new freshman and transfer students expected.
4. Recovery is challenging but not insurmountable.
5. Programs for retention and transfer students in progress; i.e., Nontraditional and Transfer Student Services.
6. Modeling modest salary increases
7. Determining funds needed should additional course sections be required to accommodate the additional students.

Parking

1. Parking has been an underfunded department.

2. Proposal to increase current employees' base pay and then deduct parking costs by the same amount. This would be a pre-tax deduction. Funds would be used to improve the parking program and infrastructure.
3. Buying a permit would be optional.
4. Considering a 9/1/2010 start date.
5. Still under review in faculty senate.
6. ASC is asked to provide thoughts and feedback.

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

- **Years of Service Awards Event.** Kim Fleshman and Sara Zulch-Smith have offered to assist with this event. Years of service calculations need to be reviewed to determine how breaks in service are included.
- **Mercer.** Steve Kendall is working on this committee to look at how we compare with peer institutions and at the JAQ process. Beverly Stearns and Lisa Ingram agreed to work with Steve on this ad-hoc committee.
- **BOT Meeting.** The new fee waiver policy for staff was approved.

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Treasurer's report: no report

Chair-Elect Report: no report

Secretary's Report:

- Committees grouped together to determine chairs and review goals and objectives.
- New Officers: Anthony Short and Connie Molnar, Co-Chairs. Heidi Popovitch, Treasurer. Sherri Orwick Ogden, Secretary.
- Thank you new ASC Representatives:
 - Cheryl Snider
 - Kerry Fisher
 - Emily Monago
- University Standing Committee election results:
 - EOC – Kim Fleshman
 - HWI – Michael Ginsburg
 - Insurance Appeals – Laura Emch
 - Library – Chris Haar
 - Parking – Brett Pogan
 - Professional Affairs – Penny Nemitz
- Thank you to all those ASC representatives that ran for another term and for those continuing to serve.
- ASC Executive Committee election results:
 - Marlene Reynolds, Institutional Support
 - Laura Emch, Student Support
 - Steve Kendall, Technology
 - Mary Beth Zachary, Athletics
 - Kelly Cusack, Firelands

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

Amendments

- 09/08/09: Accomplished Goal #1 by facilitating the removal of the ASC Bylaws (Appendix A) and Charter (Appendix B) from the *Administrative Staff Handbook*, and by revising pages 9 and 10 of the Handbook to include links to these documents on the ASC web site and in the ASC BlackBoard community Documents folder. Outcome: ASC now can directly amend these documents without intervention by the Office of Human Resources or approval by the BGSU Board of Trustees.

- Accomplished Goal #2 to review the *Administrative Staff Handbook*, the ASC Bylaws and the ASC Charter for possible amendment:
 - Drafted amendments to the ASC Bylaws, Article 2: Committees, Sections 1 and 2 relative to ASC committee goal setting.

 - 01/12/10: discussed draft proposed amendments with the ASC Executive Committee to determine if a minor or major issue requiring one or two readings. Additionally discussed Bylaws Article 2, Section 2 regarding membership by ASC representatives on ASC standing committees. Outcome: Executive Committee determined that the proposed amendments constitute a minor issue requiring only one reading by ASC. Bylaws will stand as is (i.e., ASC standing committee membership is by nomination/self-nomination, and not mandatory for all ASC representatives).

 - 02/04/10: presented proposed amendments to ASC Bylaws, Article 2: Committees, Sections 1 and 2 to ASC. The amendments were approved with one revision. Essentially the amendments are these: Section 1. The Executive Committee shall set...priorities and goals for ASC annually at the beginning of each fiscal year...and shall present the proposed committee goals in writing to each committee during the first ASC meeting of the fiscal year. Each committee shall amend and approve its goals by the second ASC meeting of the fiscal year. Section 2: The annual report of activities submitted in May shall include the committee's proposed goals for the following year.

Awards

Committee Members: Deborah Rice (co chair), Nora Cassidy, Nancy Vanderlugt, Thomas Zapiecki

Goals/Accomplishments this year:

1. Advertise Spirit of BG award more – was done this year and will need to continue next year.
2. Continue with BG Best - was done this year and will need to continue next year.
3. Possible newbie award (no money, just recognition) something new council members can be recognized for – was not completed this year and will be a goal for next year.
4. Funding Ferrari issues – competed with the establishment of the ASC foundation account (30001996). Advertizing of foundation account will also need to be addressed next year.
5. Both the Michael R. Ferrari and BG Best awards were made into online forms to allow staff to submit without printing (green initiative). This will also assist in the tabulation of results as the form submits the data into an online database.

6. Awarded two Spirit of BG awards. Dawn Shores and Robert Zhang were winners this year.
7. Awarded BG Best award to Lakeshia Dowlen.
8. Awarded Michael R. Ferrari award to Julie Carle.

Internal Affairs

Committee Members: Jason Dunn, Kurt Thomas, Adam Bohland, Sherri Orwick Ogden

The following items were addressed and/or discussed for implementation:

1. Assist with professional development event in Fall 2009.
2. Assist with planning/implementing the Spring 2010 reception.
3. Complete/Create ideas for engaging new and existing administrative staff:
 - a. Phone or personal contact when someone is hired.
 - b. Bring constituents to the meeting day (round table, ask questions
 - c. Table tents on union cafeteria tables
 - d. Raffle for free golf, football, hockey
 - e. Advertise on TV screens in Union
 - f. Send positive message: how long we've been around, points of pride, representation without cost, representation by vote, representation by peers
 - g. Add chair responsibilities to official documents/handbook
 - h. Bulleted list of what ASC provides
 - i. Create blog
 - j. Promotional cards
 - k. Send emails to new constituents when switching reps
 - l. Create job description for representatives
 - m. Orientation Packet Review
 - n. Representative mentoring program

External Affairs

Committee Members: Donna Dick (chairperson), Sara Meyer, Kimberly Fleshman, Lisa Ingram, Steven Overholt

Accomplishments this year:

- Bowling Green Christmas Parade
We decorated a vehicle and handed out candy during the Bowling Green Christmas parade.
- Hannah's Sock Drive
We collected 146 pairs of new socks and \$40, which at eight collection points on campus, which was donated to Hannah's Socks. Hannah's Socks is a non-profit organization which donates socks to adults and children in need all over Ohio (including the Cocoon Shelter in Bowling Green.)
- Sparrow's Next – women's shelter in Toledo, OH

47 Used women's socks were collected and these were donated to the Sparrow's Nest, which is a women's shelter in Toledo.

Personnel and Welfare

The Administrative Staff Council Personnel Welfare Committee consisted of Dave Crooks, Jodi Devine, Laura Emch, Kim Fleshman, Tom Gorman, Barbara Hoffman, Jacquie Nathan, Thomas Siebenaler, Dawn Shores, Tony Short, Mary Beth Zachary, and Robert Zhang

Goal	Outcome
Raise the profile of Administrative Staff	Developed the Administrative Staff SpotLight. Jodi is working with Marketing & Communications to identify stories to publish. The submission form is on the ASC website.
What do we want from Mercer?	Work with Mercer and HR to review and, if needed, develop a new weighting of JAQ factors. Also, needed is a market analysis of ranges and salaries.
Non compensation Conciliation Agreement (NCC)	NCC proposal was rejected by the Administration as most of the Cabinet was new employees since the outline of the proposal was initiated and approved. They suggested we write a grievance policy with HR. We did not move forward with this item.
Compensation Proposal	Developed a compensation proposal including institutional comparison data and an example of real dollars lost used in presentation to Rebecca Ferguson and Sherri Stoll 5/17/10.
Parking Cost Comparison	Conducted an informal survey of other state institution policies. We found that we have been fortunate. The only institutions not paying for parking were a few small private institutions.
Study of Administrative Staff Turnover by gender, # years of service, salary, age, reason for leaving	A tracking spreadsheet has been developed from the BOT minutes.

Not part of the original goals but reviewed by our committee:

As a group we reviewed the Faculty Welfare Review and pulled ideas for our compensation proposal from this very well detailed document.

The Employee Separation Program (ESP) was discussed. We discussed strategies and plan for its impact on administrative staff; however, we were unable to develop any strategies.

Professional Development

Committee Members:

- Brett Pogan
- Daria Blachowski-Dreyer
- Connie Molnar
- Jennifer Twu
- Stephen Kendall
- David Steen
- Beth Nagel
- Kelly Cusack

Accomplishments this year: Awarded three professional development scholarships to administrative staff members in the spring semester. (\$750 in total). Advertised opportunities for scholarships for summer semester. Applications are due June 10, 2010 and funds will be awarded by June 30, 2010. Plan to award an additional \$1,250 in funds for a total of \$2,000 for the year.

Scholarships

MEMBERSHIP: Mitch Miller, Chair
 Nora Cassidy
 Tony Howard
 Deb McLean
 Penny Nemitz

COMMITTEE ACTIVITY:

The committee met monthly beginning in late September. Specific tasks were accomplished in the following order:

1. Committee members solicited donations for the raffle
2. Advertising for the raffle was developed.
3. A mailing was sent in early January to all faculty and staff offering the opportunity to purchase raffle tickets
4. A total of 1,925 raffle tickets were sold with \$1202 collected. \$30 of the total was donated in lieu of purchasing raffle tickets.
5. Prizes were awarded in early March; all winners were notified of their winnings by mid-April.
6. An e-mail was sent to undergraduate students with a minimum of 60 credit hours and those ranking in the top 10% of their college inviting them to complete a scholarship application.
7. Thirty-three applications were completed and submitted for review.
8. The committee agreed on criteria for reviewing applications.
9. Each committee member reviewed all applications and developed individual rankings.
10. The committee met and discussed all applications. A consensus was reached to forward seven applications to the interview process.
11. All seven students were interviewed individually.
12. The decision was made to award two \$1,000 scholarships, four \$750 scholarships and one \$500 scholarship.

13. Scholarship winners have been notified and invited to attend the ASC fall reception if it is held.
14. All paper work has been submitted to appropriately transfer funds and to apply the dollars to each student's Bursar account.

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

none to report.

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

The Executive Committee will prepare a statement regarding the parking issue.

Motion to adjourn by Brett Pogan. Seconded by Kim Fleshman.

Respectfully submitted by,
Sherry Orwick Ogden
Secretary