

Administrative Staff Council
Meeting Minutes
Thursday, June 6th, 2013

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In Attendance: Bonita Bembry, Eric Bucks, Gail Houtz, Donna Dick, Jason Dunn, Laura Emch, Kim Fleshman, Leslie Galan, Kerry Gonzalez, Brigitte Green-Churchwell, Michael Hachtel, Linda Hamilton, Krishna Han, David Janik, Jeremy Joseph, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Karen Meyers, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Tim Parish, Ray Plaza, Heidi Popovitch, Abby Priehs, Marlene Reynolds, Travis Sheaffer, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary, Lisa Zollars

Substitutes: None

Guests: None

Tom Siebenaler, ASC Chair, called the meeting to order and welcomed the eight new ASC representatives. He also announced the 2013-14 ASC Chair will be Mike Hachtel and the Chair Elect will be Emily Monago.

Guest Speaker: Sherideen S. Stoll, Chief Financial Officer and Vice President for Finance and Administration, was the guest speaker. She spoke on the new funding model for State Share of Instruction (SSI) presented by Governor Kasich for FY 2014, the State budget, BGSU enrollment trends and how BGSU has and will continue to face these challenges as they are manifested with the funding changes. She further explained the complexity of the funding model which incentivizes colleges and universities to improve graduation rates, as 50% of state funding will come from degree completions. She then answered questions from representatives concerning medical benefits, reduction in work force and how BGSU is addressing recruitment and retention. She stated there are no additional changes planned for the proportional formula between employee/employer medical insurance premiums and also no plans for a reduction in work force. She addressed some of the retention efforts across campus. Some of which are outlined in the Enrollment Management Update document that is attached along with her presentation.

Voting:

New ASC Committee Structure: Connie Molnar motioned to approve the proposed ASC committee structure, Jennifer Twu seconded the motion. No discussion. Motion passed.

New ASC Functional Areas: Stephen Kendall moved to approve the proposed ASC functional areas, Kim Fleshman seconded the motion. Discussion was held concerning adding two new responsibilities to the Marketing and Communications Committee. It was determined the following items would be added: update the ASC list serve and representative list. Kim Fleshman has been updating these lists for ASC since 2005. Thank you, Kim! Motion passed.

Officer Positions and Duties: Kim Fleshman motioned to approve the proposed Secretary position description, Jason Dunn seconded the motion. No discussion. Motion passed.

Stephen Kendall motioned to approve the proposed Communication Officer position, Heidi Popovitch seconded the motion. No discussion. Motion passed.

Compensation Plan: Connie Molnar moved to approve the proposed Compensation Plan, Stephen Kendall seconded the motion. No discussion. Motion passed.

ASC Handbook Edits: Heidi Popovitch moved to approve the proposed ASC Handbook edits, Stephen Kendall seconded the motion. Mary Beth Zachary answered a question concerning the ownership of the handbook belonging to HR, therefore they will review the edits prior to any changes being placed in the handbook. Motion passed.

Chair's Report:

Tom distributed on Enrollment Management Update document. (See attached)

Year-in-Review – Tom Siebenaler distributed a list of ASC 2012-13 major accomplishments (see attached) and thanked the ASC representatives for all their work on behalf of administrative staff.

HR Meeting – Tom introduced Mike Hachtel to Becca Ferguson, Chief Human Resources Officer, and Viva McCarver, Employee Relations Manager. They discussed working towards the development of the Compensation Plan and Promotional Pathway.

President Meeting – The President explained the Falcon Health Center construction project is well underway and expected opening scheduled for Fall 2013.

The Airport outsourcing is still in discussion with no vendor selection at this time. The savings this will provide to BGSU will be substantial.

The Honors Program will now be known as Honors College. Simon Morgan Russell has recently been selected as Honors College Dean.

The President's recent visit to China was very successful. She met with other University administrators while building relationships and articulation agreements.

The President is proposing to BOT, a salary pool increase of 2% to Classified and Administrative Staff.

OED Meeting – Tom met with Barbara Waddell, Director of Equity & Diversity, whose office is continuing to work on Title IX compliance, student retention efforts and plans to get more involved with Promotional Pathways.

Board of Trustees – As Sheri Stoll mentioned in her presentation, State Share of Instruction, (SSI), will now be determined by degree completion.

Also discussed was the new Bureau of Criminal Investigation Lab being built on the north side of campus. The construction is to begin in 2013.

Another item that was discussed was a \$1M line of credit being established to purchase property adjacent to the campus, as land becomes available.

Capital Planning website can be viewed to see the Master Plan highlights. There are many new construction and renovation projects currently underway and others planned to being in the near future.

Utilization of classroom space on campus was discussed. Currently only 60% of this space is being utilized.

The BOT also spoke about the planning stages, with a corporate partner, for a Conference Center near I-75. The plans are very preliminary, but would be of great benefit to the entire campus.

Secretary's Report:

Marlene Reynolds announced all ASC minutes have been approved and distributed. She also created a list of all 2013-14 Administrative Staff Council members and had it available at the check-in table along with a summary of the accomplishments of the ASC committees for 2012-13. She thanked the outgoing ASC representatives while Tom distributed a "certificate of appreciation" for their many years of dedication to administrative staff and constituents of BGSU.

Treasurer Report:

Heidi Popovitch announced ASC finished the year with a balance of \$1,000. She reminded all in attendance there are two ASC Foundation accounts to consider when giving. They are: Recognition- #301996 and Scholarship- #300004.

Committee Reports:

Amendments – Due to the full agenda today, Mary Beth Zachary sent an email prior to the meeting to all ASC representatives about the OMBUDS position. She asked all representatives to read through the questions the committee has gathered for creating an OMBUDS policy and procedure and let her know of any additional questions that need to be considered.

Awards & Recognition – Kim Fleshman announced the January "Spirit of BG" winner, Abby Priehs, was awarded her prize recently as she was on maternity leave in January.

Internal Affairs – Sherri Orwick Ogden announced the ASC Social Hour held the first Wednesday of the month have been very successful and will continue until further notice. Sherri announced the ASC elections have been completed and the new representatives for 2013-14 are: Bonita Bembry, Eric Bucks, Brigitte Green-Churchwell, Krishna Han, Jeremy Joseph, Elisabeth Moser, Ray Plaza, and Travis Sheaffer. Donna Dick was re-elected to serve another three year term as representative. The officers for 2013-14 are Chair, Mike Hachtel, Chair-Elect, Emily Monago, Co-Secretary, Brigitte Green-Churchwell and Marlene Reynolds, Treasurer, Heidi Popovitch. The University Standing Committee representatives are Karyn Smith on HWI and will assist Stephen Kendall, Tobias Spears will assist Laura Emch on EOCC and the Library Advisory Committee will be Elisabeth Moser. Sherri announced there are technical difficulties concerning the Executive Committee election. She will inform us of the results by email.

Personnel Welfare – Stephen Kendall informed all representatives that his committee is continuing to work on the Bonus Plan and Promotional Pathways.

Professional Development –David Janik announced one request for Professional Development funds was received for \$500 and granted for a summer conference.

Scholarships – No report

Liaison Reports:

Classified Staff Council – Gail Houtz, Classified Staff Council Chair for 2013-14, was present and looking forward to an interesting year of change.

Faculty Senate Representative – Elizabeth Wood announced the incoming Faculty Senate Chair is Sheri Wells Jensen. She also informed representatives present that the Senate calendar showing Senate, SEC, SEC/VPAA, and Board of Trustees meeting dates is in the last stages of being finalized. In addition, the Role of the Charter Committee, chaired by Mark Early, is meeting over the summer with representation from the Senate, the Senate Amendments and Bylaws Committee, the BGSU Faculty Association and the University administration to determine what matters must be excised from the Charter because they are now determined by the union contract. The committee hopes to have these changes ready to present to SEC and Senate in Fall 2013. Assuming the vote is positive, the Charter changes would then go to the President and Board of Trustees for final approval.

BGSU RA – Linda Hamilton announced the Association held their elections recently and Chris Sexton, formally a classified staff employee, was elected as President for 2013-14. She is the first person, other than a faculty member, to serve as President. Linda will again be joining us as the ASC liaison.

Other Reports:

Ombudsman – No report

Old Business:

Homecoming Representative Update – Lisa Zollars announced the June meeting was cancelled. The committee won't be meeting until July due to low number of agenda items.

OBOR Proposed Campus Tobacco Ban – Jason Dunn informed all in attendance the "Clean Air and Smoking Policy" is going before the Board of Trustees in June for approval with plans of implementation in July.

New Business:

None

Good of the Order

Many representatives expressed their sincere thanks to Tom Siebenaler for his dedication to the office of Chair for 2012-13!

Representatives also thanked Mike Hachtel, Emily Monago and all of the new representatives for their interest and commitment to ASC.

Lisa Zollars updated us on Marketing and Communication news. There is no update on timeline for implementing the new branding. The office did sign a website content manager contract recently. They are still determining if there will be a third party vendor to assist with implementation.

Next Meeting

The next ASC meeting will be held on Thursday, September 5, 2013, in BTSU Room 201.

Respectfully Submitted,

Marlene Reynolds

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Secretary, Administrative Staff Council

