

# **Administrative Staff Council Meeting Minutes Thursday, June 7, 2012**

Prior to the Business Meeting, there was an Orientation Session for new members to ASC. Lunch was also provided with President Mazey as our guest which included a question and answer session. Below are a few highlights from that discussion:

- 23.7% of our budget is received from the State.
- BGSU is concerned with our student debt. The State average \$25,000. BGSU average \$35,000.
- State Representatives are asking for tuition reductions from Universities.
- Survey results from Administrative Staff have allowed for creation of internal search process and expectations of 100% evaluations for this year.
- BGSU graduation rates are best in state and third in nation.
- Looking at new programs (Health, CSI, and Social Media Management).
- Concern with retention numbers, looking at “Adopt to Retain” initiative to get new students involved to increase retention.
- 25,000 students at BGSU would offset State cuts.

#### **In Attendance:**

Andrea Brock, Brian Childs, Eve Crandall, Jason Dunn, Laura Emch, Leslie Galan, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janik, Mary Ellen Kellow, Stephen Kendall, Jennifer Kilian, Michael Kudela, Sandra Mencer, Karen Meyers, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Abby Priehs, Marlene Reynolds, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Jennifer Twu, Mary Beth Zachary, Terry Carver

**Substitutes:** none

**Guests:** Juli McCarroll

Jason Dunn, Co-Chair, called the meeting to order.

#### **Co-Chair’s Report**

The Morale Implementation Committee was given the charge to investigate ways to improve morale and review other comments on Administrative Staff survey results. Eleven employees met recently with numerous meetings scheduled throughout the summer. They plan to have a report to ASC by September’s meeting.

\* Representatives from OPERS will be on campus for two one hour sessions on June 29, 2012 at 9a.m. and 1p.m. in the Theatre of the Bowen Thompson Student Union. Presentations will include the following: pension reform, rationale for the recommended changes to the defined benefit plan, recommended changes, transition issues, health care coverage for current and future retirees. To register for a session visit <https://webapp.bgsu.edu/pstrain/index.php>

\*The OPERS meeting information was updated since the June 7<sup>th</sup> ASC meeting.

Jason and Sherri met with HR and learned the grade levels should be included on job postings beginning in September, when the new pay range goes into effect. They also reviewed the employee evaluation statistics report. President Mazey is strongly encouraging all employees receive a performance evaluation.

Sherri announced the Years of Recognition Committee will be creating their final report and presenting it to the President in the next couple weeks. ASC will soon be asking for volunteers to serve on the planning committee for this event.

Jason and Sherri recently met with President Mazey who stated she was impressed with the ASC Spring Awards Ceremony. They also shared the ASC End of the Year Report and introduced Tom Siebenaler as the ASC Chair for the upcoming year.

Jason and Sherri met with Sheri Stoll and she informed them the budget will be the topic at the June 21<sup>st</sup> Board of Trustees meeting. Jason and Sherri hope to hear budget updates at their next meeting with her on June 28<sup>th</sup>. Sheri also plans to address the survey results at her division's Senior Administrators Retreat. The RFP responses for the Health Center outsourcing have been received, but no decision has been made.

The Administrative Staff Compensation Plan incorporates the JAQ review process and outlines compensation for Administrative Staff. Several members of ASC Executive Committee met with HR to review and revise the Compensation Plan. This document has not been revised since 1998. Several more meetings will need to be held to complete this process.

Jason, Sherri and Tom were recently invited to attend a meeting with the Provost, CFO and HR to discuss Administrative Staff salary and wage requests for next year.

**Treasurer's Report-** Heidi Popovitch stated the balance in the ASC account was able to cover various expenses this year. She also reminded representatives to consider the ASC Foundation account when giving funds to BGSU. The Foundation account ID number is: 301996 and the balance is \$1072.00.

### **Secretary's Report**

Marlene Reynolds announced the May ASC minutes were approved and distributed. Certificates were also distributed to all ASC members with terms ending this year. They were thanked for their service to Administrative Staff Council. Thomas Siebenaler announced the elections are complete and he recognized and thanked new members for the 2012-13 year. They are: Eve Crandall, Leslie Galan, Brian Childs, Michael Kudela, Andrea Brock, Mary Ellen Kellow, Karen Meyers, Abby Priehs, and Paul Obringer. He also recognized officers and the Executive Committee for the 2012-13 year.

### **Committee Reports**

All committees submitted an End of the Year report to Tom Siebenaler. Cheryl Snider acknowledged and thanked the Amendment Committee for all their work on the ASC Charter, By-Laws and Handbook. Sherri Orwick Ogden thanked all committees for their work and recognized their many accomplishments.

### **Liaison Reports**

Classified Staff Council- Terry Carver was present and will represent CSC as their Chair for the upcoming year. She announced Aon Hewitt was the consulting firm hired for Classified Staff's Workforce Classification Review set to begin soon. As a Representative for Classified Staff, she will participate in a salary compensation meeting with HR on June 27, 2012. The CSC first meeting will be in July at Firelands Campus. Their monthly meetings will be held at various sites throughout campus this year. She was also excited to announce iPads have been purchased for all CSC Representatives this year.

Faculty Senate Representative- Not present, no report

Ombudsman- Not present, no report

### **Committee Selections**

Thomas Siebenaler asked all representatives to sign up for committees for the 2012-13 year. Signs were posted on the wall with each committee's name and Representatives were asked to move to the committee sign they're interested in serving on for the upcoming year. Groups were given the committee's charge and asked to create goals for the upcoming year.

### **Old Business- none**

#### **New Business**

Jason and Sherri passed the gavel to Tom Siebenaler as Chair for 2012-13. Tom stated he is looking forward to serving as ASC Chair and encouraged representatives to contact him at any time.

### **Good of the Order**

- Mary Beth Zachary announced the Library has iPads to check out along with manuals.
- Move-in date for freshmen is Friday August 17. Mike Hachtel stated Residence Life did their mass allocation recently and all residence halls are full for the upcoming academic year.

### **Upcoming Events**

- Executive Committee- 6/12
- Meeting with HR-6/26
- Executive Committee-6/26
- Meeting with Sheri Stoll-6/28
- Meeting with Administration-6/29

### **Next Meeting**

The next ASC meeting will be held on Thursday, September 6, 1:30-3pm in BTSU Room **201**.

**Please note: The meeting room for next year has changed.**

**Steven Overholt motioned to adjourn the meeting. Kurt Thomas seconded the motion. Meeting adjourned.**

Respectfully Submitted,

*Marlene Reynolds*

Marlene Reynolds

Co-Secretary, Administrative Staff Council