

Administrative Staff Council

Meeting Minutes

Thursday, May 3, 2012

In Attendance:

Donna Dick, Jason Dunn, Laura Emch, Kimberly Fleshman, Kerry Gonzalez, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Jeanne Langendorfer, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Mary Beth Zachary

Substitutes: Eric Gullufsen for Thomas Gorman

Guests: Eve Crandall

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

Guest Speaker: Albert Colom, Vice President of Enrollment Management, was our guest speaker. Below are the items he addressed:

- New directives and initiatives focusing on a student retention plan
- A redesigned and very solid orientation and “move-in” process
- Increasing admission standards. President asking for entrance profile in future of ACT score 23 or 24 and a 3.4 to 3.5 GPA.
- Concern for incoming students’ debt and family financial preparedness
- President’s enrollment goal for BGSU is 22,000 to 25,000 students
- Campus culture and student expectations and engagement
- Updated policies to help students succeed and improve their experience
- Focus on transfer, international, and graduate students
- Decrease in State Share of Instruction

Andy Alt, Director of New Student Orientation and First Year Program, updated council members on SOAR (Student Orientation Advising and Registration). SOAR is using online social media and virtual resources in addition to the one day orientation event to prepare students and their families for the upcoming academic year.

Co-Chair’s Report

Years of Service- Due to results of the recent AS Survey and many comments concerning this topic, President Maze appointed Barb Waddell, Director of Equity & Diversity/ Assistant to Provost, as chair of a committee to plan a recognition event for all BGSU Employees with 15 years of service or more.

Morale Implementation Group- Jason and Sherri are requesting Administrative Staff to volunteer for this group. Please read Sherri’s recent email for more information.

Board of Trustees Meeting- Jason and Sherri will be attending the Board of Trustees meeting Friday May 4th. They will introduce Thomas Siebenaler as next year’s ASC Chair. The next meeting will be in June and will focus on budget matters.

Compensation Plan- PWC and Amendments committees are working in conjunction with HR to revise the Administrative Staff Compensation Plan.

Health Center RFP- Sherri will be compiling information on the Student Health Service RFP and sending an email to all Administrative Staff in an effort to improve communication about this process.

Benchmarking Institutions- At a recent University Council meeting the following institutions were listed for financial benchmarking: Ohio University, Ball State, Kent State, Illinois State, University of Southern Mississippi, UNC Greensboro, and Northern Arizona

Treasurer's Report-No Report

Secretary's Report

Marlene Reynolds announced the April ASC minutes were approved and distributed. Tom Siebenaler announced Senators for the Undergraduate Student Body (S.R. 2011-2012-05), stated from the results of a survey conducted by USG "students believe improvements need to be made with regards to the scheduling of an appointment with an academic advisor" (lines 3-5). Election process in underway with 215 Administrative Staff voting to date, representing 33% of the AS population. He encouraged all representatives to remind their constituents to vote by May 15th. It was suggested an electronic scheduling system be implemented.

Committee Reports

PWC- Committee members are reviewing Administrative Staff (AS) Performance Evaluation forms and will make recommendations to Administrative Staff Executive Committee on May 22nd.

Amendments- Mary Beth Zachary announced the committee is working to update the AS Handbook. The committee is also working with PWC on reviewing the Compensation Plan.

Professional Development- Kerry Gonzalez encouraged everyone to attend "Restoring Peace and Passion to the Workplace" seminar on Monday, May 14th from 2-4pm in 101 Olscamp. Tom Siebenaler will forward an Outlook invitation to both Classified and Administrative Staff. Kerry will also have the event listed on Campus Update.

Scholarship- No Report

Awards & Recognition-No Report

Internal Affairs-Many positive comments were received regarding the recent ASC Reception. Pictures from the reception are being printed.

External Affairs- No Report

Liaison Reports

Classified Staff Council- Tom announced Faith Olson received the Classified Staff Member of the "Classified Staff of the Year Award" recently. Classified Staff is also researching three potential companies to perform the review of State Job Classifications. Terry Carver will be next year's Chair of Classified Staff Council.

Faculty Senate Representative- No Report

Ombudsman- They have been meeting once or twice per month and will create their annual report to submit to the Co-Chairs.

Old Business

Selected members of ASC have been meeting with HR to prepare the final draft of the JAQ process "Lessons Learned" document which will be finished in June. This document will consist of guidelines for future JAQ reviews by HR.

President Mazey's visits are being coordinated by Anne Tracy, Assistant to the President. She will be calling departments to schedule these visits which begin this summer.

New Business

A Leadership Institute will begin during the Fall 2013 semester. HR will be asking for Administrative Staff to apply for this professional development opportunity.

Upcoming Events

- Board of Trustees meetings 5/4
- ASC Executive Committee meetings 5/8
- Restoring Passion to the Workplace 5/14, 2-4pm Olscamp 101
- Brown Bag Lunch BTSU 315 5/17
- ASC Chairs meet with HR 5/22
- ASC Chairs meet with President Mazey 5/22
- ASC Executive Committee meeting 5/22
- ASC Co-Chairs meet with Sheri Stoll 5/24

Next Meeting

The next ASC meeting will be held on Thursday, June 7, in BTSU Room 207 with President Mazey joining us for lunch. The agenda is as follows:

11:30am	Orientation New Members
12:00	Lunch Served (Administrative Staff Council representatives only)
12:45-1:30	President Mazey Question and Answer Session (Administrative Staff Council representatives only)
1:30-3:00	ASC Monthly Business Meeting (open to the public)

Thomas Siebenaler motioned to adjourn the meeting. Heidi Popovitch seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Co-Secretary, Administrative Staff Council