

Administrative Staff Council

Meeting Minutes

November 3, 2011

In Attendance:

Donna Dick, Jason Dunn, Laura Emch, Kimberly Fleshman, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Nancy Vanderlugt, Candace Weis, Mary Beth Zachary, Jeanne Langendorfer, Faith Olson

Substitutes: None

Jason Dunn, Co-Chair, called the meeting to order and introduced John Ellinger, CIO as our guest speaker. John showed a PowerPoint of technology projects that may have an impact on those present. Below are the projects with a brief description of each:

People Soft

- 9.1 FMS upgrade involved the chart of account changes and took place in July. They are now working on enhancements
- RCC and TSS are merging into one campus desktop support with 7600 desktops to support

Canvas Pilot

- Is an integrated LMS and e-portfolio system that will eventually replace Blackboard
- It streamlines completion of tasks and to do lists
- Faculty are in the process of training
- Administrator training will be in December
- Blackboard will continue through December 2013
- Faculty and students will be surveyed to assess recommendations. If it is decided to move this project forward; it will be rolled out in three semesters

Falcon Information

- A repository of reports, metrics, dashboards and analytics.
- Point in Time and Dynamic Reports
- Deliver Initial Standard Reports for 2013

Identity Management System

- All identity about BGSU employees would be in one location
- Users are identified by affiliation (i.e. student, faculty, staff, etc.)
- You will be required to change your password every 180 days

Falcon Mail/Exchange 2010

- Student migration out of faculty/staff email to their own email
- Allows for expansion of the faculty/staff email
- Retirees will be migrated to Falcon Mail in December or January

- Graduate students are not moving to Falcon Mail to allow for use of sharp point (short term collaboration tool for sharing documents).

Digital Classrooms

- Forty-two new digital classrooms will be completed by Fall Semester
- Forty-two additional digital classrooms will be completed by Spring Semester

Active Learning Classrooms

- Active learning classrooms will be created in Hayes Hall room 126
- There will be training for faculty on “active learning classrooms”

Digital Asset Manager

- “Carbonite” offered for faculty and departments.
- Will accept any file format and has unlimited capacity.
- It is used to back up files on a PC or Mac.

Unified Communication

- Currently, all phones on campus are analog
- They will be replaced with “soft” phones with digital IP based VOIP communication
- This will allow for video conferencing (one-to-one or one-to-many)
- Merging of voicemail and email into one source will be possible

Blended Benefit Rate

- Planning to move from actual calculation to a blended benefit rate for employees; this will save time and recalculating
- The goal is to have this in place for the next fiscal year

Co-Chair’s Report

Sherri met on October 7, 2011 with President Mazey. She invited President Mazey to the ASC Spring Reception and also to the monthly ASC Brown Bag Lunches. Sherri shared ASC’s goals and objectives. She also discussed ASC’s concerns with the current JAQ process. Sherri recommended a meeting with the President, Becca, Jason and Sherri which has been set for Tuesday, November 29, 2011. Sherri plans to take JAQ concerns and potential resolutions to this meeting.

Jason attended the Board of Trustees meeting where future planning for BGSU was discussed. Some items discussed in detail were:

- Greek Housing
- Landscaping and Gateways
- Century old building renovations
- Elevator repairs

The academic charter and amendments were passed which now puts us back in compliance.

On November 3, 2011, Jason and Sherri presented to HR the Personal Leave Handbook Modification as below:

Administrative Staff Handbook, Page 53

Staff may use personal leave only for time for which they normally would have been scheduled to work

Becca suggested a slight revision due to federal policy guidelines. Please see revision below:

Revised Suggestion by HR 11-3-2011

Staff may use personal leave in any increments of time to offset the time they normally would have been scheduled to work.

Mary Beth Zachary moved we accept the revision and Mike Hachtel seconded the motion. Bev Stearns requested a minor amendment to remove the "s" from the word increment. Motion was passed.

They also discussed:

- 124 JAQ appeals were received out of the 462 positions in the review process
- Pay ranges for those positions will be available after the appeal process is complete
- All appeal findings will be distributed at one time and is set for the week of November 14th
- JAQ graders are needed, please encourage your constituents to volunteer
- ASC will be working with PWC and HR to revise the JAQ process going forward

Treasurer's Report

Heidi Popovitch reminded all representatives they can make a contribution to the recognition account within the ASC foundation account.

Secretary's Report

Marlene Reynolds stated the October 6th minutes were approved as amended and distributed to the entire Administrative Staff on November 2, 2011.

Committee Reports

Amendments

Cheryl Snider opened the floor for feedback on changes in the ASC Bylaws and Charter that were presented during the October meeting. The committee will then discuss the comments presented and provide feedback to ASC. The vote was tabled.

Professional Development

David Janik and Kerry Gonzalez met to discuss the ASC scholarship opportunity. When Tom Siebenaler returns, he will update the ASC website.

Scholarship

Benjamin Martin announced he is looking for raffle items.

Internal Affairs

Tom Siebenaler was not present. No report given.

External Affairs

Donna Dick announced ASC will not be participating in the Bowling Green Holiday Parade. However, she is collecting monetary donations which she will need by November 14, 2011. Donna sent an email to the entire Administrative Staff concerning this decision. The committee is also looking into other donation opportunities.

Awards

Kimberly Fleshman stated the committee presented the September Administrative Staff Spirit Award recently. She will provide Nora Cassidy the information concerning the recipient to place on our website.

Liaison Reports

Classified Staff Council

Faith Olson announced Classified Staff Council is in the process of redesigning the staff performance appraisal form. This will pilot in the spring. They are participating in MLK Day of Service by preparing lunches and will ask Administrative Staff to contribute.

Faculty Senate

No Report

Ombuds

Jeanne Langendorfer had no report.

New Business

Donna Wittwer, Human Resource Associate Director, reminded all employees of open enrollment for employee health insurance. Open enrollment will close on November 18th. Again this year the enrollment will be completed online. The benefit levels have not changed. Employees will need to print the confirmation page once their enrollment is complete. HR will not be sending employees confirmation this year. She urged all employees to read the emails from HR carefully. The employee contribution will not increase this year due to favorable claims utilization. She encouraged all employees to call HR should they have questions or problems completing their enrollment.

Sherri announced ASC sent a fall blooming plant to the funeral home for Pat Pauken's mother.

Old Business

Jason Dunn asked if anyone would be interested as serving in Chair-Elect for next year's council. Please let Jason or Sherri know.

Next Meeting

The next ASC meeting will be held on Thursday, December 1, 2011 from 1:30 to 3:00 PM.

Mary Beth Zachary motioned to adjourn the meeting. Heidi Popovitch seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council