

# Administrative Staff Council

## Meeting Minutes

### Thursday, October 4 2012

[www.bgsu.edu/organizations/asc/](http://www.bgsu.edu/organizations/asc/)

#### **In Attendance:**

Andrea Brock, Brian Childs, Eve Crandall, Donna Dick, Jason Dunn, Kim Fleshman, Leslie Galan, Thomas Gorman, Michael Hachtel, Linda Hamilton (BGSURA), David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Jeanne Langendorfer (Ombuds), Benjamin Martin, Sandra Mencer, Karen Meyers, Ryan Miller, Connie Molnar, Paul Obringer, Sherri Orwick Ogden, Steven Overholt, Heidi Popovitch, Abby Priehs, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Jennifer Twu, Elizabeth Wood (Faculty Senate Liaison), Mary Beth Zachary

**Substitutes:** Sarah Waters for Lisa Ingram, Ann Light for Kerry Gonzalez and Laura Waggoner for Laura Emch

**Guests:** Juli McCarroll, Adam Bohland, Jackson Starr and Arielle Weaver

Tom Siebenaler, ASC Chair, called the meeting to order and welcomed guests to the meeting.

#### **Guest Speakers:**

**Provost Rodney Rogers** shared a couple items he is currently focusing his attention on:

- Retention fell to 69.5% this Fall and is a very serious concern shared by everyone here at BGSU. The de-registration policy was responsible for part of this drop. Administrators are reviewing academic and administrative policies and procedures to see if changes are needed.
- Academic Advising process needs a strong assessment.
- Building courses by undergraduate curriculum renewal (i.e.: block scheduling) to provide an educational environment that will attract students to our campus as the competition for student enrollment increases.
- More important than ever is for BGSU to be enrollment driven as SSI drops. Target enrollment is 25,000 students by 2020.
- He also spoke about the enrollment of the other three corner universities growing aggressively over the past four years and our need to recruit International students.
- Efficiency Task Force is a committee which he chairs, that President Mazey established last spring. The charge of this task force is to gather ideas of how BGSU can become more efficient in our processes. Open forums were held. They are now categorizing these ideas and will be sharing them with the Divisions to gather their responses.

**Nick Kulick, Wood County United Way Director**, shared with us how United Way provides services for our community by focusing on education, income, and access to healthcare for local families.

Rebecca Ferguson, Chief Human Resources Officer, announced the BGSU United Way campaign will begin on Tuesday, October 9<sup>th</sup>. Staff members are encouraged to pledge online this year and will be entered into a drawing if they do. On Friday, October 12<sup>th</sup> from 1-2pm an Ice Cream Social with celebrity scoopers will be held. There will also be "baskets of goodies" created by campus departments that will be auctioned off with all proceeds going to United Way.

#### **Chair's Report**

**Board of Trustees Meeting-** This meeting was held recently, the items below were addressed:

- Financial Affairs approved HVAC for Moore Musical Arts Center
- Approved the lease of land for the new Health Center
- Appointed Alumnus James Bailey to a 3 year term as a National Trustee
- Tom Siebenaler reported these AS developments:
  - Initiative through President Mazey to develop a Student Mentorship Program
  - Working with HR to revise evaluations and compensation plan
  - Continuing to raise funds for scholarships and professional development
  - ASC will have an active role with Joe Frizado in BGSU Reaccreditation efforts

**Meeting with HR-** Tom Siebenaler met with Becca Ferguson and discussed the new hiring process (as a result of the Efficiency Task Force efforts) that went from approximately 82 steps down to a 42 step process. The process time to hire staffing should be approximately 8 weeks from start to finish which is also a reduction by several weeks.

**Meeting with CFO-** Tom Siebenaler met with Sheri Stoll, concerning the various Capital Planning initiatives. Buildings slated for work first are: Communication, Math/Science, Eppler, South Hall and Mosely Hall. Sheri, Steve Krakoff and Provost Rogers have been holding meetings with different colleges and departments around campus to help educate all on these initiatives. Sheri and Tom also discussed an idea brought to Tom by a fellow Administrative Staff (AS) employee in regards to switching the pay cycle of AS from once a month to twice a month. Sheri stated if this is something AS wants to foster she will need to investigate how different processes would be affected and if it would be financially feasible and beneficial for all involved.

### **Treasurer's Report**

Heidi Popovitch announced there were no changes since the ASC meeting in September. The Administrative Staff Council Recognition Foundation account number is 301996. She encouraged all in attendance to consider donating.

### **Secretary's Report**

Marlene Reynolds announced the September ASC minutes were approved and distributed. Self nominations for the University Standing Committees are due Friday, October 5<sup>th</sup> by 5 pm. An election using "Survey Monkey" will be held when all nominations are received.

### **Committee Reports**

**Amendments-** Mary Beth Zachary announced the committee is almost done reviewing the Administrative Staff Handbook with Connie Molnar and Cheryl Snider is detective work. The committee found a few suggestions and changes to submit. The target date for a first review of the Bylaws and Charter will be completed by Monday, October 15<sup>th</sup>. The Faculty charter references to Administrative Staff have been identified and are under review. The committee is happy to collate and respond to any questions or concerns identified from Council's reading of the Administrative Staff Handbook and encouraged everyone to review the handbook if they have not done so already.

### **Internal Affairs-**

The committee met on September 10th to review and assign the goals and objectives:

- Review ASC committee structure and suggest possible reorganizations. (Sherri Orwick Ogden)
- Review the election process and make appropriate recommendations, if necessary. (Sandy Mencer)
- Analyze the current process for determining the number of reps to determine if an alternate method is more effective.
- Review the ASC website; make recommendations for updates, etc. (Mary Ellen Kellow)
- Initiate welcome email to all new Administrative Staff and initiate constituent's introduction of new representatives by existing representatives. (Sandy Mencer)
- Plan reception with awards and recognition. (Jason Dunn)
- Plan 30th anniversary celebration(s) (everyone).
- Promote ASC and events. (Leslie Galan)
- Reviewing and updating the Orientation program and orientation handbook for new ASC members. (Sherri Orwick Ogden)

Many ideas were discussed to achieve the goals/objectives. The next meeting will be on October 8<sup>th</sup> to determine which ideas to present to the Executive Committee.

**Personal Welfare-** Steve Kendall announced the committee is reviewing the proposed Administrative Staff Compensation plan, non-compensation conciliation process, and performance evaluation forms. The committee is also developing the 2013-2014 compensation proposal, updating the Administrative Staff data profile, and reviewing CUPA data with HR.

The PWC members, the chair and past chair have been meeting with HR representatives to update the Administrative Staff Compensation plan. This document deals more with process and parameters than the annual merit amounts and elements of that nature. See examples below:

- How often salary ranges are reviewed
- Use of the consumer price Index to assist in adjusting ranges
- The JAQ evaluation process, its components and schedules
- The JAQ appeals process
- Merit compensation distribution policy
- A definition of all terms in the process
- Title revision process
- Market exceptions process
- New hire salary point
- Evaluation/re-evaluation schedule
- How evaluations are initiated
- Administrative Advisory Team (JAQ grading team) membership and policies

**Professional Development-** David Janik announced that Professional Development Grant applications for Spring are now being accepted and can be accessed through the website. The committee will begin looking for opportunities to offer professional development activities. The committee will also develop a potential survey asking Administrative Staff what area in higher education they would like to learn more about as the committee develops potential shadow days. The survey is to be completed by December break and potential shadow days will be offered during spring break.

**Scholarship-** Benjamin Martin announced the committee met in September and reviewed and refined the student scholarship application. They also discussed raffle prizes and have currently turned each committee member loose to gather prizes (Benjamin believes the committee has 4-5 prizes already!) Their next meeting will be scheduled in October.

**Awards & Recognition-** Paul Obringer is chair of this committee and had no report at this time.

#### Liaison Reports

**Classified Staff Council-** Representative not present. No Report.

**Faculty Senate Representative-** Elizabeth Wood announced an Amendment to charter language passed at their meeting on Tuesday, October 2<sup>nd</sup>.

**BGSU Retirees-** Linda Hamilton announced their first meeting was September 12<sup>th</sup> with Ron Shields presenting on the Wolfe Center for Performing Arts. The next meeting is scheduled for November 14<sup>th</sup> and Monica Moll, Director of Campus Safety, will be the featured speaker. The "Awards Golden" will be presented to a student in the College of Health and Human Services this year.

#### Other Reports

**Ombudsman-** Jeanne Langendorfer reported two cases known.

#### Old Business

**Morale Implementation Group-** Sherri Orwick Ogden announced the group is putting together the final report. Their next meeting is Tuesday October 9<sup>th</sup> to review the report so it can be presented to Executive Council by the end of October.

**Compensation Plan Review Meeting-** Steve Kendall announced there has been no movement on the Compensation Plan.

**Safe Zone Training-** Twenty-five participants were in attendance on September 27<sup>th</sup> for training. Tobias Spears and fellow students did a great job presenting the training and participants found it to be a positive experience.

**Firelands Meetings-** Tom Siebenaler reminded the representatives the location for the November 1<sup>st</sup> meeting will be at Firelands Campus. He has arranged for 2 passenger vans to take any Representatives needing transportation. David Janik made lunch arrangements for the meeting. Marlene Reynolds distributed a form with lunch and transportation options and asked everyone to return the sheet to her by the end of the meeting. Tom also distributed an itinerary for the day's events.

**Student Mentor Initiative-** This project is in coordination with the Office of New Student Orientation and First Year Programs as an effort to help answer questions first year students might have regarding any aspect of life at BGSU. If you are interested in this project please let Tom Siebenaler know (via email) and you will be assigned 2-3 students. Tom distributed a handout with more details for our review (see attached).

**New Business** -None

#### **Good of the Order**

Tony Short announced a new weekly program, Scenic Stops, airing on WBGU on Thursday evenings at 8pm which began on September 13<sup>th</sup>. The program focuses on stories about local people and places. If anyone knows of someone they think would be a good feature, let him know. He also announced WBGU will be hosting an Open House on Thursday, November 8<sup>th</sup>. The station will once again be hosting "Brain Games" at 3pm and encouraged ASC members to put a team together. President Mazey will be the host and Provost Rogers will be assisting.

Paul Obringer announced Rick Valicenti, Famed Graphic Designer and Alumnus, will speak at the Wolfe Center on Monday, October 8<sup>th</sup> at 5pm.

Mary Beth Zachary announced Library Snapshot Day will be Tuesday, October 9<sup>th</sup> from 12 to 3pm.

Leslie Galan announced Festival Series, College of Musical Arts, tickets are now on sale.

#### **Next Meeting**

The next ASC meeting will be held on Thursday, November 1<sup>st</sup> at Firelands Campus.

**Connie Molnar motioned to adjourn the meeting. Kim Fleshmen seconded the motion. Meeting adjourned.**

Respectfully Submitted,

*Marlene Reynolds*

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Secretary, Administrative Staff Council