

Administrative Staff Council 2008-2009
Minutes: September 4, 2008

Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Shannon Bozigar, Jodi Devine, Donna Dick, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Mike Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Mitch Miller, Connie Molnar, Jacqueline Nathan, Penny Nemitz, Steve Overholt, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Briar Wintersteen, Mary Beth Zachary, Sara Zulch-Smith

Co-Chair Kim Fleshman called the meeting to order. Announced that we will need to fill some positions and asked for suggestions.

Introduction of Subs:

Approval of August 7, 2008 Minutes: Motion made to adopt minutes as amended, (Beverly Stearns made some amendments, clarifications on the Co-Chairs Report), made by Mary Beth Zachary, second by Judy Donald. A request was made to include the sample salads that were provided by dining services. Jeanne Langendorfer requested for a rewording of the ombuds report. All approved.

Guest Speaker: Apologies from CFO Sherri Stoll, due to scheduling conflict, she is unable to attend today.

Co-Chair's Report:

Human Resources meeting, 12 August

- Updated Human Resources regarding the ombuds meeting with Conrad McRoberts to discuss administrative staff exit data. There is a difference in cost between bringing someone here to BGSU to train (\$6000) as compared to sending ombuds to Capital University (\$300 per person plus travel. The point was made that the cost of training should not be incurred by individual ombuds. This will be brought up at the next meeting with Human Resources.
- Kronos is currently being utilized for Classified Staff who currently punch a time clock in University Dining Services. Kronos is being used to capture actual hours worked and the Hourly Employee Time Report captures exception reporting.
- Donna Wittwer is willing to come and discuss health benefits and insurance. There may be some changes. They are looking at an 80-20 family plan and an 85-15 single plan.

Executive Committee Meeting:

- Discussed the Ferrari Award and the Fall reception. Dr. Carol Cartwright will be speaking and handing out the Ferrari Award. Nominations will be accepted until the 12th of September. Coach Denise Van De Walle, BGSU's volleyball coach and the assistant coach of the USA Paralympics

sitting volleyball team will also speak. Larry Weiss will be at the next ASC meeting to discuss the Centennial Celebration.

Meeting with Presidential Search Firm:

- The Co-Chairs and Chair-Elect met with representatives of the presidential search firm Witt Kiefer. The same points discussed with Jill Carr were covered, including lists of challenges and opportunities, attributes, and qualifications we would like to see in a president. These lists were developed by the Executive Committee in collaboration with Jill Carr, administrative staff representative on the Presidential Search Committee. Also present were members of CSC and the President's office. There was a frank discussion about the search process. Members of the search firm shared their positive perception of the culture at BGSU based on what they have heard in meetings with constituent groups.

Treasurer's report:

- The budget forms for the committees will be e-mailed. The Treasurer's budget will be distributed at the Executive Committee meeting. There is still discussion on where the money will be coming from for the Ferrari Award.

Chair-Elect Report: Sarah Zulch-Smith will be attending the Classified Staff Council meeting next week at Firelands.

Secretary's Report: no report

Committee Reports:

Amendments: no report

Awards: Nancy Vanderlugt reported the committee is working with the Internal Affairs Committee on the Fall reception. The committee will also issue a Spirit Award this month.

External Affairs: Donna Dick has been elected chair. Don't forget the Holiday parade!

Personnel and Welfare: A letter has been drafted for signature by the Co-Chairs requesting salary information from peer institutions. The committee is preparing requests to Human Resources for turnover information and a separation study. Sandy Mencer will work on the 360 degree evaluation recommendations with Barb Hoffman. The committee will request that Financial Aid, University Libraries, and Student Affairs share their evaluation forms. Bill Balzer, who is heading a Supervisor Leadership workshop, is interested to see the types of evaluation forms currently being used.

Firelands: Penny Nemitz reported Firelands still has an interim dean and is currently doing a national search. They have not formed a search committee. Firelands is putting together a production of the Wizard of Oz and also doing a program with the Boys and Girls Club.

Professional Development: Connie Molnar thanked all who volunteered to be on the committee and thanked those who helped secure the money for the four \$250 awards.

Scholarship: no report.

Strategic Planning: no report. Mary Beth Zachary reminded everyone to find the time to attend the strategic planning groups. There is a lot of interesting information involved in these workgroups.

Health Wellness and Insurance: no report

Ombuds Report: The report is incomplete but there are at least four cases this month with two still active. The year to date time involves 25 hours. They will meet with Conrad McRoberts at Institutional Research on September 12th to discuss information sent by Human Resources on exit interviews.

Eight percent of ASC attended the town hall meeting conducted by the chairs of the Strategic Planning Group. The meeting was well paced and provided the opportunity for feedback.

Sandy Mencer will send out a URL to the ASC representatives that lists the concerns of a group of faculty members about recent practices by some University administrators.

BGSU Retirees Association: Barbara Keller reported the convocation is coming up and Larry Weiss will be the speaker. Barbara stated she will be more deliberate in voicing what employees need and conveying what they are saying to the Retirees Association. She suggested it would be in ASC's best interest to have President Cartwright attend a meeting and have an honest discussion.

Old Business: The flexible scheduling memo is on the agenda for the next Human Resources monthly meeting with ASC leadership. It was determined that no communication plan exists, but the concept of a plan was endorsed. A request was made to the Amendments Committee to update page 43 of the Administrative Staff Handbook regarding flexible scheduling.

Mary Beth Zachary asked if a CSC liaison is moving forward with a statement on the 360 degree evaluations.

New Business:

It was asked about the status of a replacement for Dr. Dobb as the ASC advisor.

Jim Beaverson asked about changes at the state level in the alternative retirement program related to vendors. Jim will forward the information that he received to the Co-Chairs and they will bring it up with Human Resources.

Steve Kendall said that Faculty Senate did not discuss the Provost's response. The bulk of the meeting was spent on the overrun of the budget and the way it was presented. The International programs cost \$9.5 million more than budgeted over the last 10 years. Paul Hoffman and Mark

Gromko talked about this and went through the entire time span. This is what sparked the fee waiver e-mail communications.

Discussion ensued related to international student fee waivers, the cutting of programs, reorganization of personnel, and letters of non-renewal to staff. The question was raised as to why programs that have been successful, for example Springboard, were cut and where the remaining funds are going.

It was requested to schedule a special meeting with President Cartwright and reschedule the meeting with CFO Stoll.

CSC Rep: Violet Serrato was unable to attend today's meeting and offered her apologies.

Good of the Order:

Mary Beth Zachary made a motion to adjourn; it was seconded by Laura Emch.

Next meeting is scheduled for October 2, 2008 in 207 BTSU.

Respectfully submitted by,
Susan A. Macias