

Administrative Staff Council 2006 – 2007
Minutes: April 5, 2007
207 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:33 pm

Members Present: Jim Beaverson, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Ann Jenks, Steve Kendall, Denise Kisabeth, Ron Knopf, Lona Leck, Paul Lopez, Connie Molnar, Beth Nagel, Sherri Orwick Ogden, Pa'Trice Pettaway-Day, Diane Regan, Deborah Rice, Celeste Robertson, Ann Saviers, Rachel Schaeffer, Kurt Thomas, Bonnie Towe, Barbara Waddell

Members Absent: Debra Beach, Nora Cassidy, Dave Crooks, Paul Hofmann, Tim Hoepf, Sheila Irving, Deb McLean, Susan Macias

Member Substitutes: Bridgette Green-Churchwell for Penny Nemitz.

Approval of Minutes: Ron Knopf made a motion to approve the March minutes. Connie Molnar seconded it. The motion was approved.

Chairs Report:

Dobb Meeting 3/26/07

Compensation meeting will be Friday April 20 10a-11a Chartroom.

Development of language regarding an admin staff employment "appeals"-type process similar to faculty and classified staff should be developed along amendment lines.

PAC 3/21/07

Actions to improve student success.

Retention statistics.

HR 3/27/07

ASC involvement/access concerns.

Future ASC Guests

May - Dr. Dalton

June - Larry Weiss

Ad Hoc Committee on the State Budget 3/12/07

Update on Governor Strickland's Higher Ed. Budget proposals.

Talking points regarding Governor's Higher Ed. Budget proposals.

Dunbridge Road Committee

Update on marketing plan.

Discussion on feasibility study.

Status report to BOT @ June 2007 meeting.

Board of Trustees 3/23/07

Faculty tenure and promotion.

ASC presentation – adoption of flexible scheduling amendment to AS Handbook.

Ombuds language to BOT for June consideration.

BG Best/Spring Reception

Steve also reported that there were 7 people notified in December 2006 about non-renewals and 4 notified by March 1st. Three of those four were on one year terminal contracts. Beth Nagel asked "Do they show in salary reports?" Diane Regan responded "HR puts that data in."

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:

A.) Amendments: No Report

B.) Awards and Special Recognitions: The committee met on March 5th and 12th to discuss the Spirit Award and the BG Best Award. The Spirit Award recipient for February was Amy Hoops from Dining Services. She was nominated by Gaynelle Predmore, Library Associate, Jerome Library. The March winner will be chosen at our next meeting. Congratulations to our BG Best Award recipients Tawn Williams-Nell, Deborah Smith, Rebecca Jaynes, and Richard Rowland. Each received the Falcon bird and a check for \$100.00. Each recipient will also have the award recognition placed in their personnel file in Human Resources and a copy shared with their supervisor and area vice president. The Awards and Special

Recognition Committee would like to thank Steve Kendall, Kim Fleshman, and Sheila Irving. A special thanks to Lona Leck for updating the PowerPoint.

C.) External Affairs: No Report

E.) Internal Affairs: Working on the call for nominations and verifying who is eligible to run for council.

F.) Personnel Welfare/Salary: PWC has finalized the talking points for the meeting later this month with the President's Compensation Group.

G.) Professional Development: Applications were solicited and accepted recently for administrative staff professional development grants through summer, 2007. Eight applications were received and the Professional Development committee is currently reviewing the applications. Award recipients will be notified the week of April 30th. In addition, dates were set for the next round of applications as follows:

- For Fall, 2007 grants, apply by July 31, 2007
- For Spring, 2008 grants, apply by November 30, 2007

H.) Scholarship: The scholarship committee met today and selected eight individuals from our scholarship applications to be interviewed on April 17 and 18. Scholarship winners will be announced shortly afterwards. All raffle items have been distributed.

I.) Faculty Senate:

Communications:

- The interim-Provost reported that housing deposits are down, indicating a reduction in the projected number of freshmen entering BGSU for Fall 2007.
- The Executive Vice-President urged faculty who are interested to consider teaching on-line courses during the summer. Continuing students who may otherwise transfer credits from other institutions would be more likely to enroll with BGSU if more on-line options are available.
- The Committee on Professional Affairs is researching a means through which STRS healthcare benefits could be supplemented, and is hoping to impact potential legislation regarding this initiative in favor of current and retired teachers.

Reports:

- The Committee on Academic Affairs reported that the Master's degree in Criminal Justice was approved for on-line delivery.
- The Committee on Committees announced that elections will take place at the April meeting and electronic voting will be offered.

Old Business:

- The Senate Executive Committee placed the Career Ladder Policy on the agenda. A charter change was approved (52-4) which provides non-tenure track position ranks; instructor, lecturer and senior lecturer, as well as a promotions process and merit opportunities for these individual. Much discussion took place regarding the university's use of these ranks, the percentage of classes taught by NTTF versus tenure track faculty and the impact this has/could have on quality and delivery to BGSU students.

New Business:

- Ellen Williams was nominated for the Vice-Chair/Chair-Elect position for 2007-2008. Nominations are being sought for senators, senate committee members and for university standing committees.
- The Faculty Welfare Committee presented a resolution announcing their salary proposal which includes archival language from Dr. Ribeau and the BOT regarding commitment to faculty and staff compensation at BGSU. The resolution asks for a salary pool increase of 4.9%, an additional 2.25% over five years designed to move BGSU faculty salaries to the median position of peer universities, a distribution of 50% meeting expectations and 50% exceeding expectations, and for a 4.9% merit pool for NTTF.

Faculty Senate did meet again this week (4/3/07) and the highlight of the day was that they passed the Amorous Relationship Policy.

J.) Classified Staff: No Report

K.) Health Wellness & Insurance: Concerns of representatives being rude. HR is handling the matter.

Guest: President Ribeau has been testifying about the budget and House Bill 2 recently. The budget is at stage one and being proposed by the Governor. No increases in tuition or student fees at this point but will give 5% on State Share of Instruction (SSI). We get between \$3,000 and 7,000 per student from the state. Between 28-20% of our support comes from the state. If we only get 5% on SSI we will have a 2 ½ million dollar deficit. We have a new Chancellor who was picked by the Governor. House Bill 2 will pass. It has passed the House and will pass the Senate. This allows the Chancellor the ability to say where the money goes. So if the Chancellor feels we do not need to offer a particular program, not only will they not fund it, they make us discontinue offering it. House Bill 85 is another one to look for and this too will affect the

Chancellor. We are the only state agency that is getting an increase in their budget. All the rest are being reduced. Now we need to try to make the numbers work.

- Question 1: Could the authority of the Chancellor include dictating discussions of merger agreements between institutions? This would be referring to the UT/MUO merger.
 - Answer: Based on House Bill 2 and House Bill 85, that authority only rest with the Board of Trustees. UT's and MUO's presidents suggested their merger and it was voted on by their Boards of Trustees.
- Question 2: Why would an employee or my family have to pay non-resident fees if the employee lives in Michigan? Employees are not informed of the non-resident fee when hired.
 - Answer: There is no clear policy on these both at the local and state level because it applies to such a small percentage of people. Here on campus we handle this on a case by case basis. The state will have concerns if they consider this as giving away state assets to non state residents. They current Attorney General has been much more rigorous about state assets and to raise the question would have it fall under a legal interpretation and you may not be satisfied with the answer that you get.
- Question 3: The Mercer Group report in December stated that BGSU administrative staff pay grades are 11% below the median of market and a 3.5% annual increase to the pay grades would bring the pay grades to the median of comparable institutions in five years. How can we work together to achieve this?
 - Answer: The reference to pay grades is more about categories instead of reference to what people are paid. The primary initiative is to get peoples salaries at or above the median. That has to do with how much money you get in your pocket. With a 2 ½ million dollar short fall, we are more concerned with salary adjustments this year. To clarify there is a difference between whether or not we are paying people at median versus whether or not the scales are competitive at the market level national. One has to do with a category system and one has to do with what you are actually being paid.
- Question 4: February 2005 the gift of the Wolfe's was advertised for the new Wolfe Center for the Arts. Since then there has been little visible movement towards the realization of that structure. The word traveling around the campus is that all capital projects have been put on hold. There is no movement of staff and offices out of Saddlemire and into Conklin. The original opening date is constantly moving. Is there a definitive date for the demolition of Saddlemire and the start of construction for the Wolfe Center and a projected opening date?
 - Answer: There are no capital projects on hold. The Wolfe Center is in the process of selecting an architect. Saddlemire's top two floors will be moved to Conklin this summer. The architecture program is moving to 400 Poe Rd. Demolition should be some time this fall. We are still raising money for the Wolfe Center. Money from the state, private donors, and bonds. McDonald dinning hall renovation will start this summer also.
- Question5: The Dunbridge Road Project: many question if it fits the mission of the University?
 - Answer: The family approached us and we were looking for something that is "green", energy efficient, and sustainable with us on developing the project. We said we would look into it. That is what is being done. The BOT has been updated on a regular basis.
- Question 6: Success Challenge budgets are being cut. What will happen to administrative staff that is paid by Success Challenge Funds? Will there be any attempts to find permanent funds for their salaries or find alternate placements for these staff if their jobs are eliminated?
 - Answer: These funds are not going to be cut. We are being asked to live within the budget and the budget is not being increased. The University can not make up the difference in these monies. If folks are good employees and they have to be cut to make this budget then we will look for other positions for them at the University. It also depends of the number of vacant positions within classified or administrative staff. Miami, Bowling Green, and Ohio University rely heavily and are the benefactors of Success Challenge funds. We have to report to the Chancellor how many people are graduating within four years and how many students receive Ohio Instructional Grants. These factors determine Success Challenge Funds.
- Question 7: Could you give us an update on the possibilities of reorganization?
 - Answer: There is nothing happening. We just recently hired a new CFO. Currently we are looking for a new Provost. If these new people come in and have ideas for reorganization then we will listen to those.
- Question 8: Can letters for a new Ice Arena or Convocation Center cause these projects to move up on the list?

- Answer: Letters are good but without checks attached to them it does not change the priorities. Our priorities are teaching and research. The current athletic director is interested in ice being in a Convocation Center but without private giving it will not happen. Donors are very clear on what they want to do. You can't get them to put the money towards what you need. They are more restrictive now even with their scholarship funds about where their money goes. Dr. Ribeau does not know any university who has had success steering donors to donate where we need it.
- Question 9: How does the University evaluate its investment of General Fee Dollars and maximize return on the investment of student fees to benefit students and institutional excellence?
 - Answer: 40% of the General Fee does go to athletics but that is only 4 to 5% of the total student tuition revenue. Our institutional support of athletics with student fees is the lowest of all the 13 schools in the MAC. When we do well in athletics, the free publicity that we receive is considerable. The letters, commentaries, e-mails from alumni, and while Dr. Ribeau was in Atlanta the number of people who didn't know him but saw that he was from Bowling Green commented on the great women's basketball team and the graduation rates being done the right way. The alumni are more interested in giving when we are doing well in athletics. More people sign up to come to school at BGSU when we do well in athletics. We have more clubs and organizations than at any point at this university. We had a little over 300 when Dr. Ribeau started working here. We now have over 350 now.
- Question 10: Administrative Staff are the most vulnerable of the constituents on campus. What mechanism can give Administrative Staff equal consideration as valued employees?
 - Answer: Administrative Staff are valuable. Classified have traded higher salaries for security. Many at the national level want to get rid of tenure for faculty. Due to the competitive economy even people at the state level raise this issue and are interested in removing it. Nothing will change our current system right now. The number of non-renewals is equal to the number of faculty who are denied tenure each year. We need to create a compensation plan to reward people for their achievements for all staff. Good people will work hard for that compensation.
- Question 11: Will we be getting rid of our hockey team?
 - Answer: Western Michigan, Miami, BG are the three schools in Ohio that have hockey, basket ball and football. Our budget does not allow recruitment like OSU. 20 million is our total budget. Hockey allows national exposure. We have a chance of winning the championship but we need private money.
- Question 12: How do on-line offerings fit into the Universities mission and goals?
 - Answer: Our nitch is transfer students. They want Saturday classes, they want web based classes, they want flexibility. "Our summer enrollment was really down and we were missing our targets but this week we are exceeding it because of web based instruction. Not traditional bodies in the seats."

*All answers are paraphrased unless in quotes.

Old Business: None

New Business: None

Next Meeting: Next meeting will be May 3, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: The meeting adjourned at 3:05p.m.

Submitted by: Kim Fleshman, ASC Secretary