

Minutes of Administrative Staff Council Meeting December 4, 1997

Members Present: Shelley Appelbaum, Craig Bedra, Sally Blair, Deb Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Penny Dean, Judy Donald, James Elsasser, Tom Glick, Pat Green, Linda Hamilton, John Hartung, Elayne Jacoby, Joyce Kepke, Deborah Knigga, Sandy LaGro, Dawn Mays, Joan Morgan, Sue Perkins, Jan Peterson, Cindy Puffer, Bonita Sanders-Bembry, Jane Schimpf, Bev Stearns, Laura Waggoner, Betty Ward, Matt Webb, Jodi Webb, Deb Wells, Duane Whitmire, Paul Yon.

Members Absent Who Sent Substitutes: Kevin Work for Calvin Williams, Tony Howard for Dianne Cherry and Paul Lopez, Sue Lau for Gene Palmer, Becky McOmber, Sue Tomer for Mike Failor and Jerry Ameling, Theresa Paxton for Jan Ruffner.

Members Absent: Joyce Blinn, Dianne Cherry, Ken Frisch, Jahi Gye'Nyame, Sharon Hanna, Inge Klopping, Randy Julian, Tim Smith, Kurt Thomas, Bob Waddle, Reva Walker.

Guests: Sue Kashuba, *Monitor*; Wendy Suto, *BG NEWS*

Call to Order: The meeting was called to order at 1:35 p.m. by Chair, Duane Whitmire.

Approval of Minutes: Judy Donald amended the November minutes to read. "Goals for this year should have been completed by this time. Dr. Middleton said that they will be running a list in January to what individuals have not completed *the writing of* their goals for this year. Those *supervisors* not in compliance will not be eligible for raises." Bev Stearns moved, and Pat Green seconded the amended changes. Motion moved. Pat Green moved, Joyce Kepke seconded the approval of the amended minutes.

Guest Speakers: Mr. Del Latta, Chair, Board of Trustees and Mr. Michael Marsh, Vice Chair, Board of Trustees were the guest speakers. The Leadership Team (Duane, Deb, and Judy) had lunch with them on Wednesday prior to the meeting to present them with questions that Duane had collected from the listproc.

The first question was where do they see the university in the year 2000 and 2010. Mr. Latta is concerned by retention mainly during the sophomore year. We need to all work together to increase enrollment and retention. He felt the Open House held last year was an excellent way to tell about BGSU. Mr. Marsh would like to see BGSU back at the enrollment ceiling. The blueprint is in place to meet the goal of retention and enrollment but stressed we all need to work together to achieve this. He would like to focus on undergraduate education by 2010 and scale back on the focus of being a research institution.

Question #2 dealt with how BGSU employees can increase the public's understanding of the value of higher education. Mr. Latta stated we need to do more to attract students and also work towards selling a better product. Mr. Marsh feels that historically higher education has not done a good job in marketing. We need to talk up BGSU to people not involved with the university as many are unaware of what goes on here. BGSU has much to offer. We need to highlight different areas of BGSU to the public to increase their knowledge and understanding of the university.

Question #3 dealt with applying a corporate business model to a university setting. Mr. Latta stated that government operations were not to be in the business of making a profit. If there was a profit, he felt that they were not providing the services needed. Mr. Marsh felt the university should use business principles such as accountability of job performance and merit pay. However, it is difficult to apply a complete business model in an educational setting.

The rest of their time was open for questions.

1. What did they see as the top three priorities of the university. 1) Enrollment, 2) Funding situation with subsidy increase at only 1% next year, and 3) Integration of university- everyone needs to work together to eliminate barriers that students/public face in dealing with the university.

2. What are the trustees doing to enhance university community. 1) Enhancing technology, 2) Renovations to the residence halls, 3) Increased efforts to enhance student activities on campus.

They both commented on the work at Firelands Campus in addressing the needs of the non-traditional students and saw this as a focus within the next few years. John Hartung talked about the opportunities available for their population at Firelands Campus and their need to remain competitive with other institutions in their area.

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group including the participation in the Holiday parade and thanking everyone for their help. Duane showed the group the banners that were recently purchased for the Administrative Staff that were used in the parade and can be used for other functions. He mentioned the follow-up to the Connellan presentation will be handled by Student Affairs utilizing a university-wide 5-7 member team. More information to follow on this as Duane is meeting with Ed Whipple on Wednesday, December 10 to discuss this. The ASC winter reception will be held in the spring and focusing on the special awards and recognitions designed by the Special Awards and Recognitions committee's work.

Chair Elect Report: No report.

Secretary Report: No report.

Committee Reports:

Amendments: (Bev Stearns, Chair) - Have identified amendments approved that need to be in the handbook.

External Affairs: (Bonita Sanders-Bembry, Chair) - Working on an after-the-holiday event for the BGSU community including Firelands campus in providing food baskets to the needy.

Awards & Special Recognitions: (Jane Schimpf, Chair) - Finalized the survey that will go out to Administrative Staff seeking input on what types of rewards/recognitions would like to see given to staff. Need quick response.

Internal Affairs: (Jan Peterson/Betty Ward, Co-Chairs) - Looking at the election process and reviewing the handbook in respect to updates that need to occur.

Personnel Welfare: (Pat Green/Inge Klopping, Co-Chairs) - Working on a new section to be included in the handbook regarding the compensation plan. Will be presenting at the next Executive Committee meeting.

Professional Development: (Dawn Mays, Chair) - Recently received \$4000 budget for Professional Development. Looking at recognition of best practices within the university either person, office or program can be nominated. Also a Professional Connections Program for new employees.

Salary: (Gene Palmer, Chair) - No report.

Scholarship: (Carmen Castro-Rivera, Chair) - Meeting with Doug Smith, Development Office to track money given to the scholarship fund making sure it is placed in the correct budget. Also working with Development Office on the raffle.

Others: Part-time teaching compensation reported a 36% response. Of those responding, 29% teach with 50% of those not being compensated.

Old Business: Flex time issue. Duane mentioned that he had been told that a memo was sent to area supervisors seeking input on how individuals operations would be handling service hours during the summer. He suggested individuals talk with their supervisors regarding this issue.

New Business: None.

The meeting adjourned at 3:00 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
JANUARY 8, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION