

Minutes of Administrative Staff Council Meeting January, 2002

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Sandra DiCarlo, Sally Dreier, Laura Emch, Mike Fitzpatrick, Dave Garcia, Brady Gaskins, Kay Gudehus, Tony Howard, Jane Myers, Pamella Phillips, Diane Smith, Tom Scavo, Phyllis Short, Robin Veith, Robert Zhang

Members who sent substitutes: Bob Graham for Mary Beth Zachary, Rachel Schaeffer for Sue Lau, Tina Bunce for Deborah Fleitz, Brady Gaskins for Thad Long, Joyce Blinn for Linda Bakkum.

Absent: Montique Cotton, Carl Dettmer, Sally Johnson, Sandra Meismer, Keith Pogan, Susan Sadoff, Jack Taylor Clarence Terry, Barbara Waddell.

Corrections to Minutes: None

Guest Report: Following are questions proposed to Dr. John Folkins and his responses.

1. What do you see as the greatest challenges facing academic support areas within the University in the immediate future? One example of such an area might be Academic Enhancement. What goals or efforts do you suggest, if any, to improve their functioning?

Dr. Folkins said that he places a high priority on student advising. He is currently working on an analysis of student advising. Dr. Al Gonzales is coming up with a plan on how to address student advising. They will be looking at advising potential students, current students and past students. Student retention is a very high priority. 78% continue from freshmen to sophomore year. This is low compared to some elite schools. We do well given the profile of student we have.

2. How do you perceive your role within the University, and what goals do you have for your division in general in the next 6-24 months?

Dr. Folkins sees his role as one of facilitating the academic functioning of the university. His vision is to evaluate leadership roles. He is interested in the need to raise salaries for faculty and staff. He will fight to bring up salaries.

3. At present, some areas are being asked not to fill vacant positions, while others apparently have a more positive budget position and are being allowed to hire replacements. Concerning the inequities of the situation-replacement decisions based on V.P. area or positioning within the organizational chart-should the University engage in a more holistic approach to saving money than the serendipity of which person leaves and the organizational chart assignment?

Dr. Folkins stated that the President has a plan. Dr. Ribeau wants to keep salaries up. He asked for a 3% reallocation. Units directly related to student instruction

have received a 1.5% reallocation. Admissions and public safety were not cut back. Instructional staff 1.5%, administration 3%, Dean's offices 3%. BGSU has experienced a 6% budget cut this year. The cut last year was \$800,000. We are not anticipating laying off employees.

4. With the new high-speed network in place and our expertise in digital video spread throughout many areas, is it time to develop a "media union" with technology czar to lead all these areas in a comprehensive, consolidated direction?

Dr. Folkins replied that Bruce Petryshak is our technology czar. He is moving forward. Things look wonderful down the road. We have just begun to see what comes out of the supernet. This will have an impact for years into the future. Digital media has huge potential and is the positive direction to go.

Joyce Blinn asked Dr. Folkins to speak about the recent return of Mercer to campus. He indicated that the study went to Human Resources. Rebecca Ferguson can address the findings.

Kay Gudehus asked Dr. Folkins to address the Master Plan for the campus. He explained that a consulting firm from Columbus has been contacted and will spend eighteen months evaluating such things as where to build new buildings, a 30 year growth projection, long term plan for the physical structure of the university, energy conservation, etc. A plan was last done decades ago.

Roxanna Foster from NWOET explained the possible services that Blackboard could provide and how the Administrative Staff Council could use it.

Chair Report: Points of interest from Board of Trustees meeting 12/11/01:

... Doug Smith (University Advancement) proposed changes in "naming" benchmarks," raising the dollar minimums for several items commonly named after University contributors, and proposed an expanded Naming Committee. This committee is to be appointed by the President and is to include representatives from all constituent groups. The motion passed.

... The Board also passed a motion to purchase a house south of campus, on Wooster, for \$141,000. The rationale is to begin purchasing bordering properties to allow for future expansion of the University. To additionally facilitate such purchases, the Board also passed a motion granting the Chief Financial Officer limited powers to make offers for similar properties without pre-approval by the Board.

... Bob Waddle noted that we expect to assume occupancy of the renovated Student Union on December 28, 2001 and to have that facility open to students by the beginning of the spring 2002 term. Waddle further noted that not all Union facilities are expected to be operational by the beginning of the term, but the *last* Union dining facility is expected to be in service by February 4th.

... Following the open Board session in the afternoon of 12/11/01, the Board went into Executive Session and voted President Ribeau an annual salary increase of approximately \$43,000-making his salary the second-highest among Ohio's university presidents.

We have not yet received "final" revised drafts of two procedural documents we are expected to consider for ASC approval prior to the April Board of Trustees meeting: the BGSU policy on violence and the non-compensation conciliation process.

Chair Elect Report: None

Secretary's Report: Diane Smith reminded all that David Bryan would be our guest at the February ASC meeting. Questions should be forwarded to her, John Clark or Laura Emch.

Committee Reports:

... Amendments: Jim Dachik stated that the committee has begun the process of looking at the bylaws.

... External Affairs- no report

... Awards and Special Recognition: Kay Gudehus said that the committee is revamping the award process. A report via e-mail will follow.

... Internal Affairs- The committee is working on a revised draft of the orientation manual.

... Personnel Wellness- Brady Gaskins indicated that the non-compensation document had been forwarded to Nancy Footer.

... Professional Development- Ann Betts said there is still money left for professional development.

... Salary- Dave Garcia stated that the committee is comparing BG salaries with other institutions in Ohio. They are working with CUPA.

... Scholarship- Nora Cassidy said the mailing will go out on January 14. There is a concern with raffling ' university property'.

Old Business: None

New Business: John Clark asked the council to consider the possibility of cross representation with Classified Staff Council for the next meeting.

Good of the Order:

Amelie Brogden announced that a virtual tour of the residence halls is on the web. She asked all to check it out.

Kay Gudehus asked for volunteers for President's Day.

Joyce Blinn stated that Ron Knopf won the state award- Ohio Association for Developmental Education Adjunct Professor Award for 2001.

Kay Gudehus moved and Amelie Brogden seconded to adjourn the meeting. The meeting was adjourned at 3:05 p.m.

Respectfully Submitted,
Diane Smith
Secretary