

## Administrative Staff Council 2007-2008

Minutes: January 3, 2008

**Call to order:** Chair Mary Beth Zachary called the meeting to order at 1:30pm

**Member present:** Shannon Bozigar, Judy Donald, Laura Emch, Kim Fleshman, Chris Haar, Denise Kisabeth, Kurt Thomas, Kevin Work, Mary Beth Zachary, Sandy Mencer, Nancy Vanderglugt, Beth Nagel, Jeanne Langendorfer, Tom Zapiecki, Jodi L. Devine, Penny Nemitz, Beverly Stearns, Jim Beaverson, Joe Luthman, Bonnie Towe, Sherry Orwick Ogden, Jaqui Nathan, Steve Kendall, Nora Cassidy, Janice Twork, Susan A. Macias

**Introduction of Subs:** David Raszka for Mitch Miller

**Approval of Minutes:** Jim Beaverson moved that the minutes be approved; Denise Kisabeth seconded. Minutes were approved.

**Guest:** Bob Waddle

**Co-Chair's Report:** Co-Chairs Kendall and Zachary reported on the first of three Compensation Group meetings scheduled to bring the Provost and CFO "up to speed on ad staff issues." The Provost expressed concern over the lack of a consistent evaluation process for staff. ASC representatives are asked to bring ideas for a new evaluation form to the 7 February ASC meeting when Provost Baugher will be present. Other concerns ASC reps expressed included professional development funding for those who are performing well, various types of evaluation forms, and the distribution of merit dollars. It was suggested that the different evaluation forms across campus be collected and reviewed. Concern about staff who are not evaluated annually was also expressed.

**Chair-elect's Report:** ASC list proc is moving to a list serve: *lists.bgsu.edu*

**Secretary's Report:** Meeting locations and dates for ASC and Exec Committee have been reserved into 2009. Awards and Recognitions Committee members are asked to let S. Macias know of placards or other special needs for the April Reception.

Macias reported the Gender Resolution from the previous meeting passed.

**Guest: Bob Waddle, Assistant VP for Capital Planning**

Waddle updated Council on Capital Planning projects:

**Wolfe Center for the Arts**, a \$38.5M project, has slowed in order to arrange for different financing. Issuing local bonds will be dropped in favor of pooling more state money. Waddle described the interior performance spaces and indicated that BG hoped to break ground within a year with completion in 20-24 months.

A **Convocation Center**, estimated to cost approximately \$36 million, will be funded through a combination of local bond money and donated funds. Capital Planning hopes to break ground around April 2010.

The **Ice Arenais** being examined in light of a set-aside of \$4 million for basic repair work to renovate the physical plant and address the failings of a 40-year old ice plant. An additional \$4 million investment would be used, if Athletics can raise it, for seating amenities and press box improvements.

A **Health Center** renovation would expand the basement in the Health center to include chilling equipment to serve the Moore Musical Arts, the Health Center, the Wolfe Center and the Fine Arts building. An earlier part of the Master Plan included a parking garage which has been dropped because it's not economically feasible at this time. A central chilling plant would save initial dollars and is expected to generate enough savings to pay for the entire plant within 2 ½ years. Payment for this \$22 million project will come from \$9.7M in State funds, with the rest to be made up through Health Center operations and by reducing the scope of the plans. Waddle hopes plans are finalized within 3-4 months.

The renovation of **Hanna-Mosley-University Hall** has been submitted to the Board of Regents for funding in the next Ohio Capital Improvements Bill. An original \$13M in State funds (of which only \$3.4M is on deposit) which was originally earmarked for the Wolfe Center is being used for this renovation. This project plan will be revamped with consideration being given to the historical value of the buildings, especially University Hall, and future academic programming needs. Concern arose over Mosley and Hanna Halls as bringing these buildings up to code and meeting technology demands is both costly and difficult. Current estimate are at \$40 million for the three buildings.

The **McDonald Residence Hall Dining Project** will run around \$12-17 million, an estimate based on a plan for Living and Learning Centers as well as Residence Life offices and Dining Services offices in the facility. Dining Services renovations alone are in the range of \$8-10M. An architect has been hired and dollar figures are expected this spring.

The **Residence Life Master Plan** developed 2-3 yrs ago with a \$300M cost spread over 30 years was never approved due to the cost. A new plan will be developed based on "what we can afford." This philosophy will provide the framework for other projects, i.e., Greek Village, Honors, and other small units that are designated Living-Learning Centers. Priority now for Residence Life is a \$14-17M investment for building infrastructure improvements.

Other changes in Capital Planning include identifying a funding stream for \$2-3M in projects for Facilities Services. This plan will strategically identify, on an annual basis, building needs such as roof repairs, HVAC upgrades, etc. Energy management is under discussion and an energy audit will be conducted.

Capital Planning has been asked to look at the Auxiliaries budgeting process to make Operations responsible for keeping their buildings in shape.

Basic renovation with State dollars is being targeted for infrastructure improvements including tunnel phases 3 and 4, additional Bio Sciences labs to support faculty research, a new physical science lab in Overman Hall, classroom upgrades, new chillers for Hayes Hall, an upgrade of the Fine Arts building, sidewalks and elevators.

Waddle reported that the manner in which capital improvements are determined has changed to strike more of a balance between academic programmatic needs and physical plant needs.

#### **Committee Reports:**

**HWI: no report**

**Classified Staff Report:** Kim Fleshman reported on CSC expressed concerns regarding the practice of paying faculty who are on a 12-month contract for their vacation accrual *before* they leave the University, unlike other employee groups who must wait. The Provost has now sent a letter establishing that this category of employee will get paid for their vacation time at retirement or resignation as is the case for classified and administrative staff.

Becky Paskvan is handling the sale of cookbooks in support of the *Relay for Life*.

Questions have been raised about using outside vendors for food on campus, but the administration has cited issues of licensure and ingredients that make this impossible.

CSC representatives reported that Dr. Whipple inquired about interest in 3-5 year buyouts for classified staff.

**Scholarships:** Nora Cassidy reminded Council about the current effort to raise funds for scholarships and the annual ad staff raffle.

**Awards:** Nancy Vanderlugt reported that we now have 12 Zuni birds to present as BG Best Awards. Spirit Award winners will now hear a newly composed spirit song by Council member Tom Zapiecki.

**Old Business:** Susan A. Macias questioned whether or not the issue Diane Regan raised regarding exit interviews for Ad Staff should have been raised under New Business rather than as part of the "Good of the Order." Council agreed to table the matter for future discussion.

Discussion regarding the effect of reorganization on the Administrative staff member followed. Council decided to inform ad staff about the existence of ombuds' services, including names, their role, and in what way they could play a role in the reorganization process, to include staff who receive notice of non-renewal.

ASC representatives were asked send to the co-chairs questions and/or concerns to be discussed at future Council meetings.

Next meeting is scheduled for 7 February. Provost Shirley Baugher will be the guest. Penny Nemitz moved, seconded by Jody Devine, to adjourn the meeting. Motion passed.

Respectfully submitted,

Susan A. Macias

ASC Secretary