

**Administrative Staff Council 2007-2008**

**Minutes: March 6, 2008**

**Members present:** Kim Fleshman, Steve Kendall, Laura Emch, Beth Nagel, Mitch Miller, Kevin Work, Mary Beth Zachary, Tom Zapiecki, Jodi Devine, Briar Wintersteen, Chris Haar, Shannon Bozigar, Dave Ebersbach, Connie Molnar, Deborah A. Novak, Anne Saviers, Denise Kisabeth, Jeanne Langendorfer, Beverly Stearns, Sherri Ogden, Penny Nemitz, Nancy Vanderlugt, Kurt Thomas, Jim Beaverson, Connie Molnar, Beth Nagel, Susan A. Macias

Co-Chair Steve Kendall called the meeting to order.

**Introduction of Subs:** Stan Lewis for Judy Donald

**Guests:** Faith Olsen, Classified Staff Council rep; Barbara Keller, BGSU Retirees Association

**Guest Speaker:** Dr. Shirley Baugher, postponed due to illness.

**Approval of Minutes:** Minutes were tabled.

**Co-Chair's Report:** Kendall and Zachary, the budget is challenged by the drop in enrollment this past year. The 200 student drop will track throughout the four years of state support unless we can find a way to supplement those 200 students with transfers, for example.

The President was asked for his thoughts on the directions which ASC could take. He suggested being active in enrollment initiatives and perhaps report on administrative staff contributions to learning outcomes, engagement, and values initiatives.

Other topics discussed were consistency of evaluations and parity of raises with compensation. Due to the budget situation, consideration should be also be given to non-monetary methods to compensate, for example, additional personal leave. Additionally, incorporating service to the university community - contributions to shared governance, for example - into goals which could be rewarded in evaluations would be an example of ways to acknowledge and support contributions.

The potential for losing vacation time because of People Soft implementations could be an issue for which creative solutions should be found.

Topics covered at the meeting with Board of Trustees included the Stroh Family donation to the new convocation center and the scholarship fund. Trustee John F. Harbal II was impressed with the quality and engagement of volunteers at the Presidents' Day open house, and with the level of its success. The ombudsperson position and the Leave Bank was also touched on.

**Secretary Report:** S. Macias asked ASC representatives to think of names of administrative staff interested in running for ASC offices. The dates for next months ASC meeting are confirmed for 3 April, at 207 BTSU. Requests for the Spring Reception needs was tabled until

budgetary concerns could be resolved. Awards, placards and decorations will be put on hold for the present time. It was reported to ASC by budgetary authorities that ASC had \$40,000 in its professional development budget, however that turned out not to be the case. Denise Kisabeth, acting Treasurer, and the Executive Committee will be meeting with Linda Gray to resolve the situation. They will report to ASC at the next meeting.

**Committee Reports:** Will be sent to secretary.

**Old business:** Sandy Mencer cited that the Divisional meeting with Dr. Shirley Baugher will be available on line, with the understanding that the organizational chart is only a draft. Many people were confused on the topic of fee waivers that Dr. Baugher said the University spends too much on. Does this include fee waivers for employees taking classes as well as their children?

Faith Olson stated that in her conversation with Dr. Baugher, she was looking at out-of-state fees. Since the fee waiver issue is ambiguous, Denise Kisabeth suggested that we save this discussion and questions for Dr. Baugher at next months ASC meeting.

**New Business:** ASC Representatives broke into groups to brainstorm ideas for making ASC more effective and generate ideas about how administrative staff members contribute to various university imperatives and initiatives.

**Question 1. What are the main things that you think ASC should be doing, doing differently, to be more effective?**

We should be an advocate/representative of administrative staff.

We should be a source of input for University goals, and promote the University.

We should be communicating effectively to administrative staff, for example an Administrative handbook that is accessible and fluid.

We should know more about our role and specific tasks in conjunction with our constituents.

Group #

We need better in house communication, especially on salient issues.

Be proactive.

We should also be more diplomatic as issues arise, inquiring minds need to know what's going on.

Consider mini-information blurbs to send to the constituents.

We should get new ASC membership books.

There is worry about brain drain.

What should we as representatives be doing, where and how?

**Question 2. What do we (ASC) do well?**

We have a collegial and enriching environment that includes a cooperative atmosphere, this makes colleagues feel welcome.

Meeting with key administrators, ie. the president and the Provost.

Good communication with different echelons of the University.

Good standing councils and representation.

**Question 3. How can we invigorate interest in ASC?**

Strengthen our marketing to our constituents:

Pitch the benefits of service to ASC

Develop a points of pride statement

State how ASC and its constituents tie in with/Academic plan

Point out the value of shared governance, participation, and networking

Improve our regular communication with our constituents, keep ASC on their radar.

Send out highlighted aspects of monthly meetings.

Keep improving our web site.

Evaluate the committee structure.

**Question 4. Can ASC leadership do something to make things easier or better?**

Leadership could ask for input for agenda items 2 weeks before the meeting.

Send agenda 1 week before meeting.

Share information about guests and request input from representatives.

**Question 5. How do administrative staff contribute to student learning, the engagement initiative?**

We establish a culture of giving.

We provide support in the classroom, through technology and from the infrastructure.

We contribute through Academic enhancement.

Build a learning environment, i.e. residence halls, for instance.

We generate scholarships and co-ops.

We unite donors and students which equals engagement.

We are tied in with professional organizations.

We serve the adult learners, non-residential and non-traditional students of the community.

From administrative staff, students learn to be good employees, i.e. good work ethic, life long work skills, teamwork and working with and for others.

Administrative staff members serve as mentors and supervisors who are approachable and offer support for on and off-campus issues.

We serve as role models and provide a positive working environment.

**Question 6. What are your concerns about ASC and do you have solutions to suggest.**

**For instance, “ASC has to balance the meeting time for various items in the monthly meeting with the need to keep a quorum (people start leaving at 3:00pm) for discussion. What suggestions do you have?”**

To participate in ASC, staff worry about:

The balance of time between job and ASC commitments

The support of the administration

The lack of leave offered

No value to the supervisor

Spending too much time on the same issues

ASC has no leverage

Administrative staff asked to do more

Concerns due to external pressure, the ability to focus.

Not enough real information.

What is communicated?

Make committee reports more important and available.

More focus on the agenda, do business then discuss.

Try to engage all administrative staff.

Communicate more.

Hold an open ASC meeting 1 time each semester, perhaps when a high profile guest is on the agenda.

**Question 7. Is there anything else we haven't asked about?**

Motion to adjourn the meeting made by Stan Lewis, seconded by Denise Kisabeth.

**Next Meeting:** April 3, 2008 at 1:30 pm in 207 BTSU.

Respectfully submitted by,

Susan A. Macias, Secretary