

Administrative Staff Council 2007-2008

Minutes: May 1, 2008

Members present: Jim Beaverson, Jodi Devine, Judy Donald, Donna Dick, Dave Ebersbach, Laura Emch, Kim Fleshman, Chris Haar, Denise Kisabeth, Jeanne Langendorfer, Susan A. Macias, Mitch Miller, Beth Nagel, Faith Olson (CSC rep.), Sherri Orwick Ogden, Diane Regan, Deborah Rice, Anne Saviers, Beverly Stearns, Kurt Thomas, Kevin Work, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith

Co-Chair Steve Kendall called the meeting to order.

Introduction of Subs: Adam Bohland for Daria Blachowski-Dreyer

Guests: Fran Voll, Board of Trustees

Guest speaker: Dr. Edward Whipple, VP Student Affairs

Approval of Minutes: Motion to approve made by Beverly Stearns, seconded by Denise Kisabeth.

Discussion opened on language changes to Appendix A, Bylaws of the Administrative Staff Council. This is an effort to codify language, to have the option to elect Co-chairs and Co-chairs elect. Co-Chair Mary Beth Zachary attributed much of the wording to Keith Hofacker. This discussion was tabled to allow the introduction of our guest speaker and later in the meeting approved with changes.

Introduction of Guest Speaker by Co-Chair Steve Kendall: Dr. Whipple, VP Student Affairs

Dr. Whipple

I'm going to give a brief overview of what we've been doing. Student Affairs has had a lot of changes going on in trying to focus on making our students successful. Student Affairs has put into place a planning process that includes a list of priorities, taking into account the Presidents priorities, as well as the Institution priorities. Student success, which can be broadly defined, also includes priorities set from the concerns of all members of the University, from custodians to the heads of departments. Our second priority is retention; this is a big issue for us. We have almost ¼ of our students leaving, "something is not working"; it's just not for financial reasons that they are leaving. Our third priority is relationships, working together and supporting each other. Ensuring that people have good working relationships with each other. We will always have issues but how we deal with issues together is key. Diversity is very important to BGSU, diversity of ideas, appreciate of individual differences. Higher education should be a forum and environment where people can talk and have disagreements, and varying opinions. Sometimes, this when we tend to clampdown the most.

Technology and the importance of how we use it in Student Affairs to help our students and each other is another priority. Student Affairs is responsible for the largest number of facilities: recreational sports, 43 residence halls, and academic facilities really need work. We really need to focus on these. How the campus looks, cigarette butts, bare patches of dirt, are symbolic and says something about BGSU. I have always been a supporter of always adding more staff to the grounds crew. I am extremely upset with the graffiti, that will be an automatic suspension. Last priority is the training and development of our staff. Especially during budget problems, this is when it seems to be cut, but, this when we need more professional development. We will be having a staff retreat next week to discuss these priorities.

The Change Team, will give us an opportunity to work with Academic affairs. We will be trying to integrate our offices because, students don't care who helps them, they want service. Strategic Planning process will hopefully help us to work more efficiently and free up some resources to provide more support for our students.

What are the plans for a new Saddlemire?

With regards to the Saddlemire replacement, the plans are on hold as our Finance VP is trying to get a hold of the budget. Hopefully within the next year we will have a definite idea of where that student service building will sit. My priority is getting the Student Health Center renovated; it's not good. We cannot get a crash cart into the examining rooms and air handling is bad. In the residence life area we put out a new request for proposals to come back in and refocus our plans from a facility standpoint. We are behind the 8 ball as far as what students want and in regards to our competition: Kent, Miami and OU. I have signed paperwork to move ahead for McDonald dining facility. I would love to see Mosley-University-Hanna Halls renovated. Those are state funds, and I know the Provost is behind that.

The Residence Hall director, Dr. Griffel from University of Idaho, has done a great job in stepping back and looking at what we need in the next 20 years. Starting right now we need short term goals, for example new furniture, single rooms will have double beds, that's what the market is demanding.

Q. What is the plan for the off-campus apartments?

The off campus apartments we rented (4) are not needed this year because of the drop in enrollment, we have leased out 3 this year. We're still making money on the properties. The option is still available to return back the apartments. The landlords love this plan since the property does not get damaged.

Faith Olson asked a question regarding housing for graduate students. Dr. Whipple replied that earlier studies have shown there is not an overwhelming response from that student population for housing.

Q. We heard that new trash receptacle have been installed. Some believe the receptacles are too large and not accessible to all students and messes tend to accumulate around them. Are there concerns about this, and if so how is this being addressed?

In response to the question on trash receptacles: in the last 2 years we have replaced all of the trash bins, there are 2 types that we have provided; the compactors and the stand-alones. All of these units have the standard 52" loading option, but the compactors have a top loading option that the students throw over and miss. The standard front-loading units are used to accommodate the front-loading trash trucks. These lids are difficult to open, so there is plan to switch to user-friendly lids. We have used custodial staff to check the areas and the grounds crew to assist with any clean-up.

Q. What is the communication process for having student-employees report problems to a person in authority in residence halls?

If it is a maintenance problem they would report verbally to the supervisor, who would in turn have them fill out a work order. If it is a hate message or negative graffiti, it is reported to Residence Life then, to the dean of Students. A record is kept of these incidents. Depending on the severity of the "negative message" there is documentation and Campus security is called in. The key is to get it reported and/or have a picture taken of it.

Q. What is the current situation regarding substance abuse in the residence halls? How can we assist?

Our statistics show substance abuse is not up. Alcohol violations are present but they have not increased. The staff has done a great job of creating community and a good environment. The problem is when these students go off campus and the bars allow underage drinkers in. This is a local issue driven by the bar owners budget; they would lose a lot of money if didn't let these underage students in. If students get in trouble with local officials they will also have to deal with University officials. Jim Weigand (Director, Public Safety Police Department) has a great relationship with local law enforcement.

The shuttle will have a pilot program this fall and will go to Kroger's and around the downtown area. We don't want to fall into providing a 'drunk bus'. Jill Carr will be meeting with Jeanne Kilpatrick to further discuss the pilot program.

The hard drugs and designer drugs are not as prevalent as other institutions, but there is some marijuana and alcohol abuse. The way for ASC to help is to call the Dean of Students if there is a problem and you don't feel comfortable about talking to the student.

Could you talk about the concept of zero tolerance for substance abuse, for example the Provost's policy letter on St. Patrick's Day?

The concept of zero tolerance for substance abuse is based on every situation. Students under 21 go through the diversion program which on the 2nd offense a letter sent to parents, on the 3rd violation there is some type of suspension. There are very few repeat offenders.

Q. What do you see foreseen as the challenges for Dining Services? What are the plans to address these issues?

Dining services faces major challenges in the facilities and now the cost of food. We need to be attuned to student's tastes and needs. Gail has done a phenomenal job of trying to offer students what they need. She has been working on the dining plan, especially if we are expecting a smaller number of students. We may have to look at the operations of certain dining halls and the hours of operation. Dining services has won the Bronze Award for their catering, 3rd place in the national rankings. Kudos to Dining Services!

Dr. Whipple will take the heat for signing off on the rollover plan. It was not financially sound. The money saved will go right back onto facility enhancement.

Q. The Chancellor's plans have caused many changes on campus, as have other external influences, resulting in restructuring of units and their employees. What process will you use, to accomplish meeting the demands of these changes?

A. Point one is the strategic plan, how will we be responsive to the changes from the Chancellor? The staff will be involved in this discussion, we are going to do program reviews. I will bring in a consulting firm to see how can Student Affairs be best aligned with the rest of the Institution as we work with the Strategic Planning Process as well as what's going in the rest of the States. How can we best utilize staff, be efficient and are we providing to the student what they need.

Dr. Whipple was asked about the "dotted lines" drafted by Provost Baugher. He said that it shows the criticalness of the relations. We have critical relationships with so many people. Communication and relationship building are going to be great opportunities.

Dr. Whipple cited the need for integration or synergy between Academic Affairs and Student Affairs. Dr. Whipple also cited the partnership with Chuck Middleton where Student Affairs and Academic Affairs partnered up. There needs to be more academic influence in the residence hall, diversity programming, crisis intervention, those kinds of synergy really help. Students spend 80% of their time outside the classroom. We have to have a seamless learning environment that extends outside of the classroom.

Q. Would you talk about your ideas regarding the value of shared governance and how it relates to Student Affairs.

A. Shared governance is critical. At Faculty Senate you see classified staff, administrative staff, and students at these meetings; that is very symbolic. There is a good article, in the Chronicle May 2, comparing a University President to the Presidents of the US. Maybe universities are moving into too much of a business model. We are not a business. The article talks about the many constituencies a good president will balance whereas a business doesn't have to worry about constituencies.

It was brought up about shared governance and the difficulty participating, because of the added workload. We have challenges because we have reduced our workforce, and this makes it difficult to find people to participate in ASC. This makes it difficult to find people to run for office and or serve on a committee. People are afraid to leave their jobs.

Dr. Whipple's view, especially from a Student Affairs standpoint, is 'participating in the life of the University is critical.' We have to have people be part of that process. We have to look at the comparable benefit, It is a larger discussion that needs to be addressed. The cabinet needs to support this.

Q. What the current goals of the Learning Outcomes.

We have revised and proposed new University outcomes. The present University Learning Outcomes, are narrow and talks about what you learn in class. But we look at the BGSU learning experience as the total experience. We can broaden the definition of learning outcomes and how students learn outside the classroom? We want to define the expectations we have for our students, to include personal and social responsibility, how do you teach that? We want to beef up the technology area. We want to focus on career development, and getting students to get steered in the right. There is a University committee looking at these outcomes.

A few words from Board of Trustees member Fran Voll:

I appreciate all you (ASC) do. When the Governor called to ask me to sit on the Board he thought, serving the students is the bottom line. I just wanted to say hello to you (ASC), and let you know that the Board Of Trustee is there for you. We really appreciate what you do. There are a lot of issues, there are less marketable college kids coming in and this will be a challenge. But, I am happy to be here, I love it. You have to have a passion for this place, it is a very special place, and the thing that makes it all tick is you people. You can look in and say that BGSU is a great University.

Discussion has resumed on the language changes in Appendix A.

Steve Kendall has entertained a motion to accept the changes.

Kevin Work has moved to vote on the changes.

Laura Emch has seconded.

All in favoring of adopting the amended language *of Appendix A, By Laws of the Administrative Staff Council, Article 1 Meetings, Article 2 Committees, Article 4 Election Appointment Process, Article 5 Vacancies, Article 6 Finance, and the adjustments to Appendix B.*

Vote to approve say aye.

All ayes ,no nays.

Report from the Change Team: Kevin Work and Andrew Rivers:

We need to have a feeling of ownership of BGSU's Strategic Plan.

What will make this different from other plans is that University people have been intimately involved in the process. Some of the previous changes, plans programs done at the University, were done in isolation, addressing a certain factor. This is not the way the Strategic Plan will be handled.

We have looked very clearly at what is being done across the campus. All of the things we have gone through and learned about as much as we can. We have not worked in isolation, but have brought all of our efforts together. The big part of this process is the engagement of the University and its people. You will see a lot of activity of University groups with a 10 year time frame, 2008-2018, in mind. The questions we need to ask are, "What will BGSU be like in 2018? What will students be like, What will Ohio (NW) be like, and What will be our place in the state education system. Most importantly, what do we (BGSU) aspire to be.

The change team is representative of the entire campus. We are very eager to let our views be known. We have had feedback from segments across the University. President Sidney Ribeau has given us charge of this process and the next step will be engaging the University. We want people to feel ownership. One thing I am sure of is when we present the plan, there will be questions and opinions, 'we want that.' Face to face meetings, open forums, e-mails-we want input. You're going to keep hearing about the word nimble, we must be flexible, we as a University have a say as to what works. What may work in 2010 may not work in 2018.

Often the colleges came to us and said it doesn't mean much to me, what about the money? The plan at this point doesn't have to worry about that. But it does have to have goals and priorities. It is a revisable plan, rolling off the first draft will go to the President and the Board of Trustees this spring of 2008. Then this fall we will "present the preliminary plan to the campus community for discussion and input, and incorporate ideas arising from these discussions and present the final plan to President Ribeau. Thereafter a revision and in the spring of 2009 we will have the real deal. To provide input, communication is encouraged by e-mail to strategicplanning@bgsu.edu, the web site location is, www.bgsu.edu/strategicplanning

Andrew Rivers added, we need you to come out to various open meetings to make sure that we are getting every ones ideas and understandings. The first piece lets you know who the change team is. We recognize the need for ongoing review and updating and are taking this very seriously, we want to make this a living plan. Please e-mail us, or write us, we hope that you engage us. It was asked if BGSU is still going with Noell Levitz and how will they come into play? A. Rivers said at this point they have not come into play. Outside of external entities we are focusing on what BGSU is based on and looking at internal engagement.

Presidents' Advisory Committee: Laura Emch placed in the minutes a letter from Rebecca C. Ferguson, Assistant VP, Human resources, on behalf of Dr. Sidney Ribeau, University President:

Dear PAC Colleagues,

On behalf of Dr. Ribeau I am writing to ask that you consider encouraging employees in your area to serve on the Classified and Administrative Staff Councils. As you know, shared governance is highly valued at BGSU, but shared governance only works if all employees are permitted and encouraged to serve and to lead through our established councils.

Everyone can appreciate that it will take all employees within a unit to support the individuals who step up to leadership positions within our community. But, that support starts with the our managers. If an individual expresses a desire to serve, talk with that person regarding the time it will take, how service can be incorporated into annual goals, and what your expectations are within the unit.

Current officers of both Councils would be more than willing to talk with you or with your employees about what service on a council entails. They will also willingly tell you how much service on ASC or CSC has deepened their appreciation for the work we do as a University, and the respect they have for every area that contributes to our success.

Thank you for giving this request your consideration.

Becca

CSC rep: Faith Olson expressed concern over reorganizations, which will move classified positions to administrative positions, or else positions may totally eliminated.

PWC: There was a joint memo sent to H-R to talk about a flex schedule for those employees who continually work more tan 40 hours.

Old business: None

New business: covered on Article.

June Guest Speaker: CFO Sherideen Stoll will be here for June meeting.

Good of the Order

Motion to close meeting, made by Beverly Stearns, seconded by Deborah Rice.

Respectfully submitted by,

Susan A. Macias, Secretary ASC

5 June, 2008

