

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, April 5, 2018**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Gregory Boo, Sheila Brown, Dawn Chong, Jordan Cravens, Jamie Daughton, Beth Detwiler (Chair), Tony Fox, Emily Gattozzi, Todd Glick, Jacob Haun, Chet Hesson, Jeremy Joseph, Margo Kammeyer (Chair Elect), Steve Letzring, Rebecca Lyons, Faith Olson-Elsea (CSC), Kristin Peiffer, Brett Pogan, Heidi Popovitch (Treasurer), Lindy Smith, Jaime Spradlin, Susan Stearns, Jennifer Twu, Cindy Valentine, Chris Wammes

**Substitutes:** Alison Cooke for Danijela Tomic

**Absent:** Jacey Brooks, William Burns, Kalee Carlton, Thomas Daniels, Gabe Dunbar, Leslie Galan, Teri Gentry, Kerry Gonzalez, Brigitte Green-Churchwell, Sophia Jackson, Thomas Rapier, Robin Veitch, Judy Donald (BGSURA)

**Guests:** Monica Ochola

**Call to Order:** Beth Detwiler, Chair of ASC, called the meeting to order at 1:30 pm.

**Guest Speaker:**

*Sherideen Stoll, Chief Financial Officer and Vice President for Finance and Administration*

- See attached PowerPoint slides.
- In our current fiscal year, we started the year with a higher anticipated budget than what we were actually able to have from state funds. This created a deficit in some areas this year and these deficits are being managed within the central budget.
- State Share of Instruction (SSI) is based on 30% from successful course completion, 50% from degree completion, 10% doctoral set aside, and 10% for medical level 2 schools (BGSU doesn't qualify for this final category).
- In the current budget projection for FY 19, the university has planned for a 2% salary increase for classified and administrative staff. If the enrollment keeps trending high, they may be able to look at this again but don't expect it to be more than a 2.5% increase.

**Chair's Report:**

**Tri-Chairs 3/15**

- Leave bank policy - going back and forth on what a family is defined as in the policy.
- President Rogers came to CSC with Sheri Stoll. Sheri mentioned she doesn't want CSC spending any work time on CSC.

**Human Resources**

- Leave bank policy is in holding pattern and had not yet been approved.

**CFO Meeting 3/23**

- Some constituents have expressed concerns regarding possible changes to Academic Affairs department budgets. Can you offer any insight as to what is happening with AA department

budgets? John Fischer has a budget meeting scheduled for April 4th. Do you know if that meeting will address the budget issues the Provost area is currently facing?

- Back in 2011-2012 each department head would provide financial presentation to Sheri and other leadership. We would ask them what their priorities were, and what they were trying to accomplish within the strategic plan. When Mazey arrived she wanted to change this process. We stopped doing those presentations. Rodney wants to go back and doing those. Tough year to do it because there is no new money to be had. The idea in this first year the deans are only presenting to the provost. Provost would provide consolidated presentation of all the areas. There is no information on a global level that provost area needs to contribute to other budgets. This is all provost within. April 4th is provost area presentation to leadership.
- Supplemental scholarships were adjusted substantially this year. Will any of this funding be coming back?
  - Academic works was implemented to assist with the scholarship process. As part of that the supplemental scholarship amounts are allocated to academic affairs. These are historic amounts that were specified for specific reason. These scholarships were not strategic along with all the other big picture scholarship plans. It was creating friction with the strategic plan behind the scholarship plan. This coming year they are phasing this plan out. It has been coming for 2 years.
- If I was following what everyone was saying I think the university has to match what the donor gave to the Thompson scholarship and in order to do this department scholarships have been taken to meet the match. I'm not 100% sure that is correct but that is what I took from that conversation.
  - Answer: Thompson's working family scholars. Pilot program for two years. We just match what the Thompson to contribute. There is no plan for supplemental scholarships to cover this Thompson scholarship.
- You have previously mentioned we could see a dramatic shift to the University's budget in the coming fiscal year. Do you have any information you can share regarding what changes can be expected?
  - Answer: more money than expected. We are within 1 million to figure out. We have not factored in winter session. No factored in eCampus or college credit plus or summer. Those are all trending positively. Incoming freshman could be up 1-3% this year. Once we quantify these unknown groups we could break even. We haven't factored in the academic partnership with a for profit company part time MBA program and degree completion for college of business administration. We should expect 20 in the spring semester of 2019.
- Are there other things ASC could be doing to assist, that you would like to see?
  - Enrollment - key
  - Wear orange, volunteer at admissions events,
  - Retention - is also key - can't haven't been able to 80. We are at 78-79
  - That moves us into a different tier of institutions if we hit 80%
  - Support athletics events
  - Day to day - being ambassadors for the institutions. Friendly.
  - She spoke so kindly of ASC and how hard working we are and going above and beyond, we don't complain, etc.

### **University Strategic Planning Update 3/22**

- Bill Balzer invited all council leaders to attend a meeting to discuss the upcoming Strategic Planning meetings.
- Everyone should have received an email outlining the upcoming open houses.
- It is an incredible opportunity to discuss changes we would like to see at the university.

- For an example, one board will feature “Meeting the needs of post-traditional student populations” and there will be a university leader beside each board to answer any questions and start a dialog. There will also be pens and post its and empty board to add any suggestions directly related to “Meeting the needs of post-traditional student populations.”
- It is an open house and can attend whenever works best for your schedule but President Rogers and other leadership will be at each open house.

### **President Meeting 3/28**

- Encourage participation in the strategic meetings. Come for as long as you can when you can. We hope people understand how valuable their input is.
- Upcoming changes you see at the university
  - Have a strong learning community and engaged challenged so they can stand out and go far
  - To be able to pull that off. We know the demographics are going down in coming years. 2025 down 13% in student population. White students drop 21% that translate in a huge drop in freshman class = 5.6 million drop
  - Where the growth is Hispanic students through and beyond 2025 - this groups tends to be extremely capable in higher ed. We have a great opportunity to think about that student population but we currently serve that population well.
  - What are we doing to serve Hispanic students and students of color and how can we better serve them?
  - Adjust our culture. University wide. Res life to teaching pedagogy.
  - The second step is serving nontraditional population. Balancing job, family, other responsibilities differently than the average 18-year-old.
  - This area has been a lot of growth. Mid-west has a significant amount of non-traditional people who do not have a bachelor degree.
  - 35,000 students would be a good number to hit. This would help us sustain and thrive.
- Things you would like to see ASC and admin staff doing?
  - The importance of engaging in the process. Being comfortable sharing ideas. taking an opportunity like the strategic planning sessions seriously and offering advice. Listen more and possibly make some changes. Open minded. He agreed that administrative staff are already fairly open minded compared to all the groups on campus.
  - We, as ACS, are representing all administrative staff and make sure as a council we are representing them well.

**Hearing of the Public – Opportunity for guests to address the council:** None.

**Discussion:** None.

**Treasurer’s Report:** None.

**Secretary’s Report:** Minutes from the March meeting were sent out on March 2. The March minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Jennifer Twu. The motion passed.

Election is closed, but we are waiting on elected individuals to confirm availability before releasing official results.

Jessica has accepted a position outside BGSU and will be leaving BGSU later this summer. However, this is her last meeting as she was scheduled to be out for the May and June meetings already.

The incoming Chair-Elect, current Chair, and current Chair-Elect met with Jessica this week to discuss a transition plan. If anyone is interested in serving as Secretary for 2018-2019, please contact Margo Kammeyer.

## **Committee Reports:**

### Amendments & Policies:

- Working on drafting up new language in the bylaws for committees within ASC and university standing committees. The committee expects to have a first draft of changes available for a first reading in May with a second reading and suggested changes at the June meeting followed by a vote of the whole council.

### Awards & Recognitions:

- Award nomination forms have been sent out through Campus Update and nominations will be accepted through April 30.

### Outreach & Activities:

- No report.

### Personnel Welfare & Compensation:

- Revised Compensation Request for 18-19 was sent to Exec on March 19<sup>th</sup> to review and put on the Agenda for the April 5<sup>th</sup> meeting for approval.
- Once approved the Compensation Request will be submitted on behalf of ASC.

### Professional Development:

- No report.

### Student Scholarships:

- We had 41 applicants for this year's scholarship, this was narrowed down to nine and may be narrowed down further. There is \$5,000 available for this year's scholarships.
- If you know anyone at a business that can donate to the silent auction, please contact Steve Letzring.

## **Liaison Reports:**

### Classified Staff Council:

- Still working on the leave bank policy and they are looking forward to the meeting with Viva in HR about this.
- There is a meeting scheduled with HR about the Classified Staff Handbook revisions.
- "Let Gratitude Be Your Attitude" is the theme for the May 16 Classified Staff Council awards ceremony.

### Faculty Senate Representative:

- At the March meeting they approved some new degree programs. They also discussed the winter session and what courses will be offered during that session. Currently there are 80 courses that will be offered during the winter session.
- At the April meeting, Representative Randy Gardner spoke about the state budget and the funds that BGSU is receiving to renovate the Technology Building.

Retiree Association: No report.

Ombuds Update: No report.

ASC Historian: No report.

#### **University Committee Reports:**

- **Intercollegiate Athletics Advisory Committee:** The committee met with President Rogers and he does not expect major changes to the athletics programs offered by BGSU.

#### **Old Business:** Administrative Staff Compensation Request 2018-19

- Jeremy Joseph moved that ASC approves the request as written, Rebecca Lyons was the second.
- The motion passed by a verbal vote.

#### **New Business:**

- Heidi Popovitch suggested that ASC keeps a list of items for PACWHI to address.

#### **Upcoming Dates:**

- ASC Meeting – May 3, 2018
- Administrative Staff Awards Banquet | May 15, 2018, 10am - 12pm | BTSU Ballroom

#### **Good of the Order:**

- Next week is National Student Employment Week, check the website for ways to celebrate your student employees.
- Thanks to everyone who supported BGSU One Day.
- Finals SOS by the Learning Commons the week before finals.
- Jessica Belcher thanked the council for many great years.

**Adjournment:** Heidi Popovitch made a motion to adjourn. Dawn Chong seconded the motion. The meeting adjourned at 2:55 pm.

*BGSU BUDGET PLANNING UPDATE  
FOR FY 2019*

Administrative Staff Council

April 5, 2018

Sherideen Stoll, C.P.A.

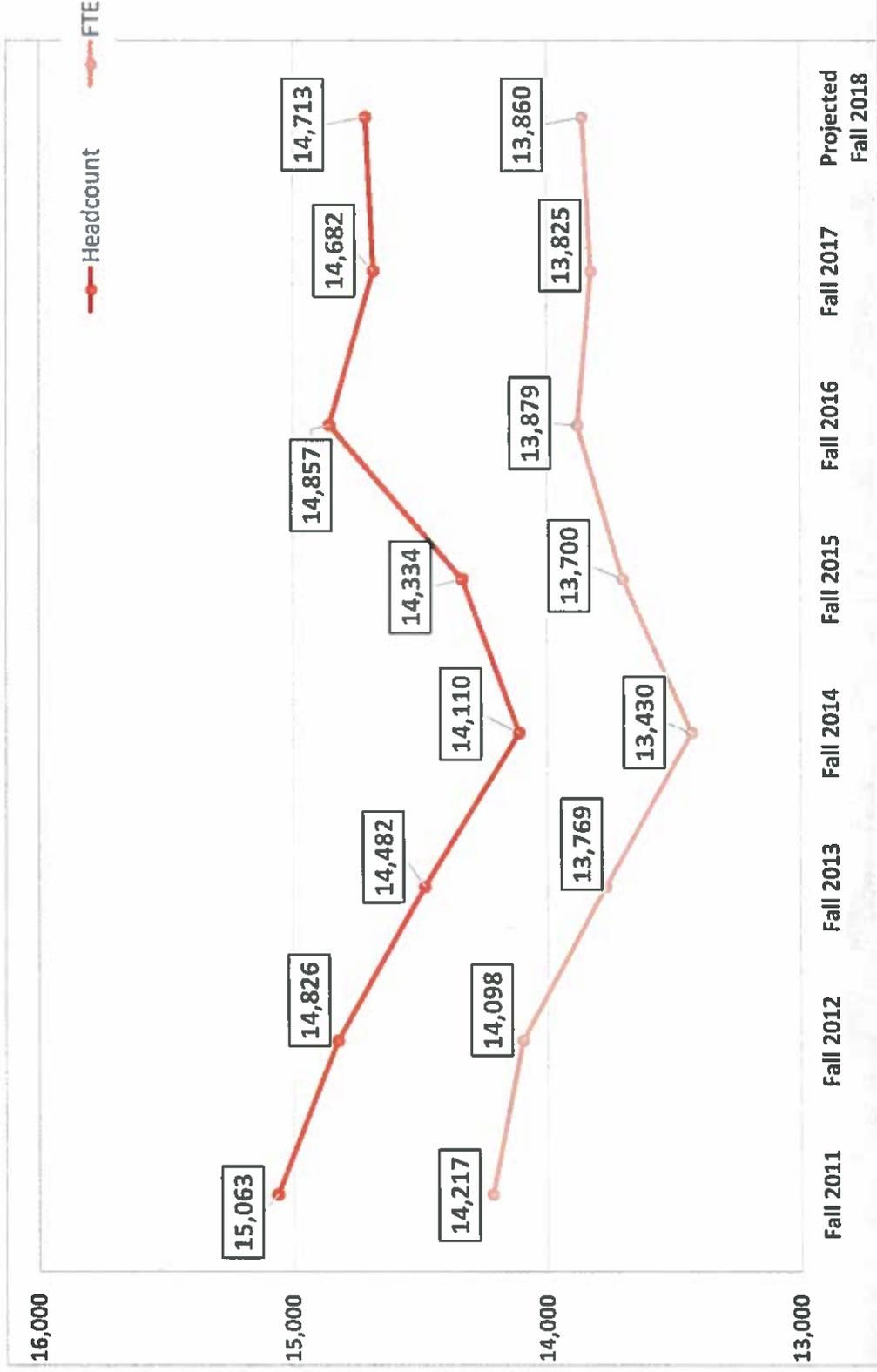
Vice President for Finance and Administration

## *Agenda*

- » Recent Progress
  - » Undergraduate Enrollment
  - » Graduate Enrollment
- » SSI Chart
- » Capital Project Updates
- » State Budget Status – FY 2018 and FY 2019

*Enrollment Trends - Bowling Green Campus  
Undergraduate Headcount and FTE Enrollment*

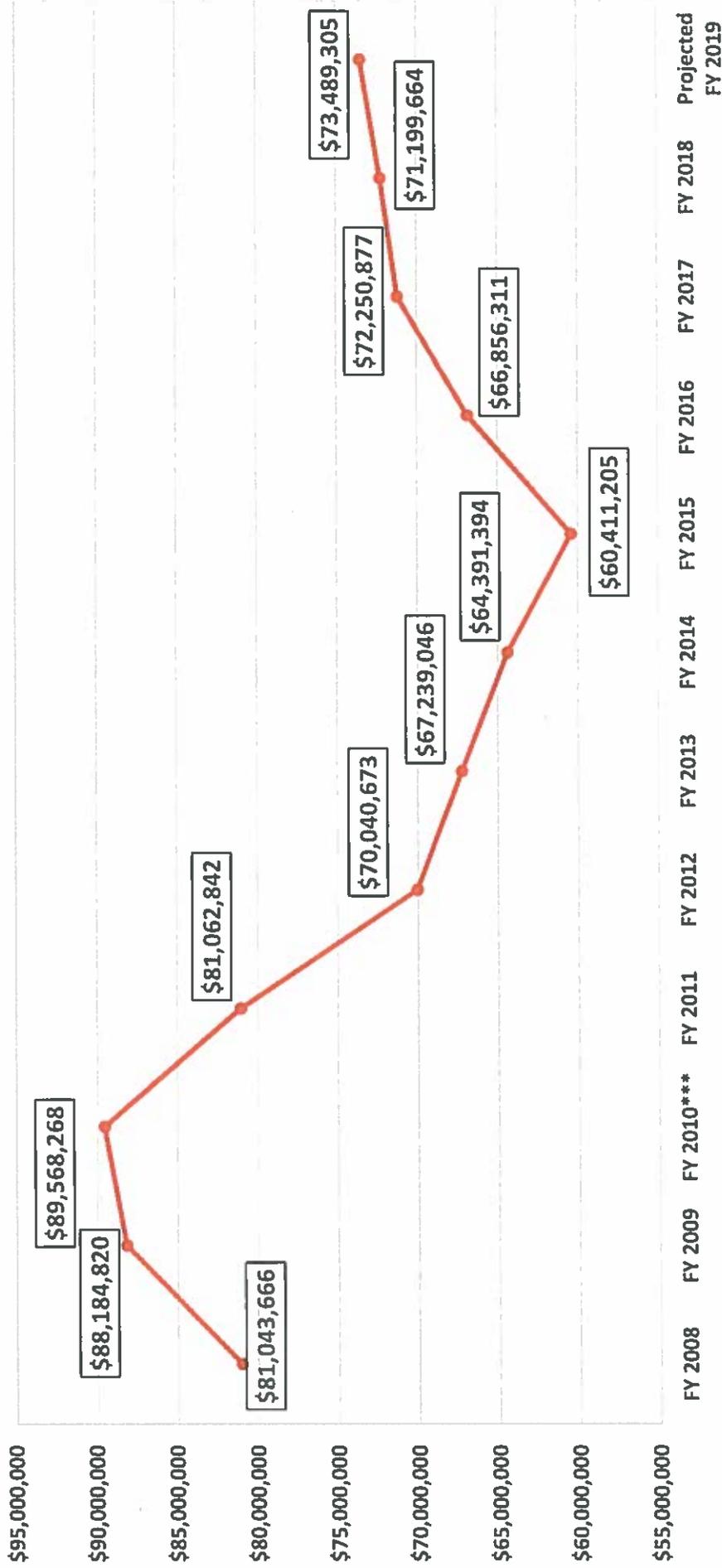
*Fall 2011 - Fall 2018*



*Enrollment Trends - Bowling Green Campus  
Graduate Headcount and FTE Enrollment  
Fall 2011 – Fall 2018*



*SSI Summary - Bowling Green Campus Only  
FY 2007 – FY 2019*



Note:  
\*\*\*Success Access Challenge funding combined into one line in FY 2010

## *FY 2019 Budget Planning*

- » Modest increase in SSI expected
- » No undergrad tuition permitted for continuing students
- » Falcon Tuition Guarantee implemented for fall 18 – incoming freshmen (6% tuition/general fee increase)
- » Possible increase in out-of-state surcharge for UG and Grad
- » Budget will be very tight; improving in FY 2020

## *Capital Project Updates*

- » Ongoing infrastructure (tunnels, HVAC, mechanical, etc.)
- » Maurer Center – for College of Business Administration
  - » Design and planning nearly complete
  - » Interior demo and abatement to begin summer 2018
  - » Construction to start fall 2018 and open summer of 2020
- » Summer 2018 – Eppler envelope tuck pointing; roof
- » Technology renovation – 2019?

*Questions?*