

Administrative Staff Council 2008-2009

Minutes: April 2, 2009

Members Present: Jim Beaverson, Daria Blachowski-Dreyer, , Jodi Devine, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Mike Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Penny Nemitz, Sherri Orwick Ogden, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, , Jenifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, , Barbara Keller (BGSU Retired Assoc.)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: Karen Volland for Nora Cassidy, Sally Dreier for Shannon Bozigar, Emily Monago for Janice Twork, Robin Bruning for Violet Serrato (CSC Rep)

Approval of March 2009 Minutes: A motion was made by Steve Kendall to adopt the minutes. Denise Kisabeth seconded the motion. All approved.

Old Business:

Non-renewal notification. A motion was made to move to executive session by Mary Beth Zachary. Steve Kendall seconded the motion. Motion carried with three oppositions. Council remained in executive session until 2:30 pm.

New Business:

President Cartwright presented the strategic plan requesting endorsement from council. She reviewed the plan with council and explained the seven strategies for implementation.

(The following reports were submitted in writing due to time constraints)

Co-Chairs Report:

03/10/09 Executive Committee Meeting

- Discussed upcoming meeting of ASC officers with AVP for HR Becca Ferguson and Asst. to President Sean FitzGerald to discuss the possible modification of the contract non-renewal notification policy scheduled on March 20.
- Discussed due dates for nominations on March 26 and ballots on April 17. Plan to discuss ballot results during April 24 Executive Committee meeting.
- Theme for Spring Reception will be “Building a Better Future.”
- Appointed Sherri Orwick Ogden to represent ASC on the Strategic Enrollment Management Council.
- Discussed logistics for town hall meeting and inviting panelists to respond to questions solicited in advance from administrative staff.
- K. Fleshman will send reminder to complete ASC survey—deadline March 17.
- K. Fleshman will send spreadsheet template to assist Executive Committee members with their research of assigned institutions for benchmarking non-renewal notification policies.

03/17/09 Meeting with Office of Human Resources (R. Ferguson, K. Fleshman, M. Serio, S. Zulch-Smith)

- Discussed the number of non-renewals as of March 1 for employees in their first, second, or third years of service.
- Inquired about cost savings from non-renewals of administrative and classified staff.
- Discussed morale in light of \$15 million investment loss and possible loss of hockey program.

- Thanked Becca F. for interest in participating on panel for Town Hall meeting.

03/24/09 Executive Committee Meeting

- Discussed meeting with Human Resources on 03/17/09 (see above)
- Discussed town hall meeting; plan for May 20 at 2 pm; confirmed participation as panelists by E. Whipple, S. Stoll, and R. Ferguson
- S. Zulch-Smith provided highlights of CSC meeting
- Discussed issues related to call for nominations
- Discussed ASC officers' meeting with R. Ferguson and S. FitzGerald on March 20.
- Asked for ASC representative to serve on committee to re-write the Severe Weather Policy.
- Will convene a special meeting of the Executive Committee on April 7 to discuss alternatives to the possible modification of the contract non-renewal policy.

Treasurer's report:

The normal Load in July 08 was	\$8561.00	
Transferred back to EVP		- \$2197.00
We received carry over from last year	\$2501.57	
Total operating budget for this year	<u>\$8865.57</u>	
Current funds available (4/02/09)	\$6573.34	
Regarding foundation accts: Through 1/31/09		
Scholarship	\$103,933.43	

Endowed amount	\$100,803.51
Spendable amount	\$ 3,129.92
Other discretionary acct:	\$ 104.63

Chair-Elect Report: no report

Secretary's Report: Albert Colom will be the speaker at the Administrative Staff Spring Reception. Please encourage all constituents to attend.

The elections are moving along with eight nominations for ASC representative. There are ten open positions. We have received nominations for secretary and treasurer but none for chair-elect. Please encourage representatives to consider nominating themselves for this position.

Committee Reports:

Amendments: no report.

Awards: The committee has been planning and organizing for the BG Best Awards and awarded the Spirit Award to Wendy Hensley for the month of February.

Internal Affairs: no report.

External Affairs:

During the month of March we completed the Hannah's Sock Drive. Denis Kisabeth will collect money and socks at the April ASC meeting. Donna Dick will tally the socks, count the money and report at the May ASC meeting. The donations will be presented to Joyce Allen, board member of the Hannah's Socks charity. The committee has postponed collecting items for the Cocoon Shelter until next year.

Personnel and Welfare: In an effort to keep administrative staff informed about the developments regarding the administration's proposal to reduce the non-renewal notification, we listed actions taken by ASC in response. We provided the list to Co-Chairs for development into a memo for distribution to all staff. The committee reviewed the results of the survey sent to administrative staff re the same issue to help in preparation for the monthly meeting discussion.

Professional Development: The ASC Professional Development Committee reviewed applications for spring, 2009 professional development funding and awarded eight grants to administrative staff members. Grant recipients will be announced at the ASC Spring Reception

Scholarship: no report.

Ombuds: no report.

Susan Macias made a motion to adjourn; it was seconded by Jim Beaverson. All approved.

The next meeting is scheduled for May 7, 2009 at 1:30 in 207 BTSU.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary