

Administrative Staff Council
Meeting Minutes
Thursday, April 4th, 2013
www.bgsu.edu/asc

In Attendance:

Brian Childs, Jason Dunn, Laura Emch, Kimberly Fleshman, Leslie Galan, Thomas Forman, Linda Hamilton, David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Jeanne Langendorfer, Benjamin Martin, Karen Meyers, Emily Monago, Paul Obringer, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Britt Pogan, Heidi Popvitch, Marlene Reynolds, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary

Substitutes: Juli McCarroll for Donna Dick

Guests: None

Tom Siebenaler, ASC Chair, called the meeting to order and thanked everyone who worked to make the ASC Reception a wonderful event. He has been receiving great feedback from many who attended.

Chair's Report:

President's Panel – It was announced Albert Colom, Vice President of Enrollment Management and Provost Rodney Rogers are reviewing the Morale Report and will await to see if budget dollars are available to implement some of the action items in the report.

President Mazey indicated there are no plans at this time for future outsourcing.

President Mazey also added the Faculty Association Agreement will not have direct effect on Administrative Staff.

HR Meeting – Becca Ferguson, Chief Human Resources Officer, stated from a Human Resource standpoint, the new Faculty Association Agreement will have no effect on Administrative Staff. Some items the Faculty Association Agreement addresses are; faculty will now need to report sick leave and will be paying the same as Administrative Staff for their health insurance. They will also be paying for campus parking.

CFO Meeting – Tom asked Sheri Stoll, Chief Financial Officer, if the faculty salary increase will have an effect on Administrative Staff raises in the future and she could not answer at this time. He also asked what the budget outlook is for 2013-14. She stated there were many variables and was unable to answer as the budget details will be released July 1, 2013. Tom reminded everyone in attendance that Sheri will be our guest speaker at our May 2nd meeting and we should have questions prepared to ask her at this time.

Secretary's Report:

No Report

Treasurer Report:

No Report

Committee Reports:

Amendments – Emily Monago stated the committee reviewed the Administrative Staff Handbook and distributed a document with proposed recommendations. (See attached.) There were minor revisions discussed, which Emily will take back to the committee and bring forth for further discussion and vote in the future.

Mary Beth Zachary submitted two changes to the Charter, which she will discuss with Elizabeth Wood, Secretary of Faculty Association.

Awards & Recognition – No Report

Internal Affairs – Sherri Orwick Ogden announced her committee is working on nominations for the upcoming ASC election. She will be notifying ASC members if their term is ending this year. If you do not receive an email, you will know your term continues. Please let Sherri know if you have any questions about your term.

She also announced ASC Social Hours held the first Wednesday of each month will continue through June with the next event scheduled for Wednesday, May 1st at 5 PM at Becketts. Due to the success of the event, the committee is considering continuing this event indefinitely.

She stated Facebook posts will continue as additional members have been added as administrators to the ASC Facebook account.

Personnel Welfare – Stephen Kendall announced the committee is working on the Bonus Proposal. He is also reviewing the faculty contract.

Professional Development – David Janik announced that Kerry Gonzalez is working on a potential May professional development team building event. More details will follow.

Scholarships – Ben Martin announced \$340 was raised from the Administrative Staff Reception Silent Auction. He encouraged everyone to buy Administrative Staff scholarship tickets by April 17, 2013.

Liaison Reports:

Classified Staff Council – Terry Carver was not present, but provided Tom with the following update: They are in the middle of Classified Specification Review and planning their awards program to be held in May. They are also helping host the OSCHE summer conference held on campus in June.

Faculty Senate Representative – Elizabeth Wood announced at the April 2nd Faculty Senate meeting, Curriculum Modification Requests for 1) a new MS in Analytics and 2) revisions to the BGP (general education) program were approved by Senate. (The latter changes will bring BGSU into better alignment with the OBOR transfer module.) After publication of the minutes, these actions will be transmitted to the Board of Trustees for consideration at their next meeting.

BGSU Retirees – Linda Hamilton had no report, but mentioned how nice it was to see her fellow alumni at the ASC Reception yesterday.

Other Reports:

Ombudsman – Jeanne Langendorfer announced two cases this month.

Old Business:

OBOR Proposed Campus Tobacco Ban – Sherri Orwick Ogden and Jason Dunn announced Jill Carr, Chair of this committee, is moving forward with a draft policy to the President. At this time, the policy does not address tobacco use or water vapor cigarettes; however it does address moving receptacles away from buildings and near parking lots. This policy will be reviewed every couple of years.

ASC Chair Elect - This position is still vacant. Please contact Tom if you are interested or if you would like to nominate a colleague.

New Business:

Committee Restructuring – Sherri Orwick Ogden proposed consolidating the seven existing Administrative Staff Council committees into five committees. (See attached document.) There were several comments, which the Internal Affairs committee will take into consideration and further discuss with the Administrative Staff Executive Committee.

Functional Area Restructuring – Due to the University structure changing, the Internal Affairs Committee has been reviewing functional area ASC representation. Two of the existing functional areas have become quite large, while others have dual reporting responsibilities. The committee is proposing the seven functional areas be increased to nine areas. This is being reviewed to achieve the best representation possible, so all Administrative Staff throughout campus have a voice.

Good of the Order

Many ASC members were thanked for their contribution in making the ASC Reception such an enjoyable event. On the top of the thank you list was Sherri Orwick Ogden, Jason Dunn, Thomas Siebenaler and members of the Awards and Internal Affairs committee.

Next Meeting

The next ASC meeting will be held Thursday, May 2, 2013, in BTSU Room 201.

Heidi Popovitch motioned to adjourn the meeting. Karen Meyers seconded the motion.

Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

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Secretary, Administrative Staff Council