

# **Administrative Staff Council**

## **Meeting Minutes**

### **April 5, 2012**

**In Attendance:**

Nora Cassidy, Donna Dick, Jason Dunn, Laura Emch, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Benjamin Martin, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Brett Pogan, Heidi Popovitch, Marlene Reynolds, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Nancy Vanderlugt, Candace Weis, Jeanne Langendorfer, Faith Olson, Rhonda Montague

**Substitutes:** Kari Johnson for Mary Beth Zachary

Jason Dunn, Co-Chair, called the meeting to order.

**Guest Speaker:**

Sherideen Stoll, Chief Financial Advisor, distributed a SSI Appropriation Chart showing the decrease received by BGSU in State Share of Instruction from Fiscal Year 2003 through Fiscal Year 2012 (projected). She explained how this affects our budget planning scenarios as it makes up a very large portion of our budget. The significance is we have to make up the difference in other ways i.e. recouping enrollment, reducing expenses, and tuition adjustments.

Sheri also spoke about the responses she reviewed from the Administrative Staff Survey. She asked for representatives to share with her what she can do to help. She also mentioned BGSU has gone through a tremendous amount of change which has impacted all employees. Some of the items shared during the meeting were:

- The need for Professional Development opportunities and the lack of support from supervisors to attend these sessions. Increased workload is also a reason why many employees cannot attend these opportunities.
- Departments using more student employees that are not as well trained also put more pressure on permanent staff.
- The sacrifices made by employees in some departments not being uniformly shared makes many feel undervalued and voiceless.
- The need to create a reciprocity agreement with more universities making it convenient for more employees to continue their education.
- The way the JAQ and Appeal process was handled made many employees feel undervalued.
- The lack of employee recognition program i.e. Years of Service
- The need for management and supervision training for supervisors in each division
- The need to increase opportunities to attend events on campus at a reduced rate or free of cost for employees and their families.
- The need for employee compression issues to be addressed
- Lack of communication throughout the University

**Co-Chair's Report**

Sherri Orwick Ogden distributed a summary of the Administrative Staff Survey results to all Administrative Staff recently. Any feedback can be sent to Jason or Sherri electronically.

“Lessons Learned” meeting- Several representatives from ASC met with Leslie Fern, Employment Relations Specialist, and Pat Kelly, Classification Analyst, from HR concerning the recent JAQ process.

Results from the meeting are being compiled to use as a future reference. Once the results are finalized they will be shared with Administrative Staff.

A review of ITS positions across campus was conducted and a proposal has been submitted to create a pay grade designation for positions that have 50% of responsibilities related to Information Technology. Barbara Waddell, Director of Equity & Diversity /Assistant to Provost and Human Resources, is spearheading the internal search process with Administrative Staff Council Co-Chairs. The potential changes are in regards to advertising for an open position internally for 1-2weeks and then going through an external search if necessary. Jason and Sherri will continue to update us as necessary.

Performance Evaluations- President Mazey has charged HR to provide an Administrative Staff Performance Evaluation form by July 1<sup>st</sup>, 2012. Jason and Sherri are collecting forms that are currently used on campus and will work with the PWC Committee and HR on this project. Another concern raised was not all Administrative Staff are evaluated once a year, they will be working on this issue. University Council Meeting will be held Friday, April 6 on the agenda is "Years of Service." Sherri will attend and provide us with information at our May meeting. President's Panel is scheduled for April 19<sup>th</sup>. Questions are due to Anne Tracy, Assistant to President, by April 12<sup>th</sup>. Please email any questions you have to Jason and Sherri by April 10<sup>th</sup>.

**Treasurer's Report-** No Report

#### **Secretary's Report**

Tom Siebenaler reminded everyone of the ASC Spring Reception on Thursday April 12, at 1:30 in the Ballroom. If you have any suggestions for the Reception, please contact Tom Siebenaler or Marlene Reynolds. Tom placed the revised Charter and Bylaws on the ASC website. Marlene stated the March minutes were approved and distributed.

#### **Committee Reports**

Awards- Laura Emch said the committee is ready for next week's ASC Reception.

PWC- Steve Kendall announced the committee is gathering Administrative Staff Performance Evaluation forms and will work with Jason and Sherri on this project.

Professional Development- No Report

Scholarship- Benjamin Martin reminded everyone Friday, April 6 is the last day to enter the ASC Scholarship Raffle. Four students have been chosen to receive scholarships; their names will be announced at the ASC Reception.

Internal Affairs- Thomas Siebenaler announced his committee is preparing for the upcoming ASC election.

External Affairs- No Report

Amendments- The handbook changes were forwarded to HR.

#### **Liaison Reports**

Classified Staff Council- Faith Olson reported the RFP for Classification Reconfiguration has been distributed. The CSC awards ceremony is April 18<sup>th</sup>. She also mentioned a RFP for outsourcing the Health Center has been distributed. She spoke to Andy Grant, Director of Business Operations, concerning how this will affect the classified staff.

Faculty Senate Representative- No Report

Ombudsman- Experiencing low level of activity.

**Old Business**

Jason and Sherri are working with Anne Tracy, Assistant to President, to schedule President Mazey for group visits to departments consisting of Administrative and Classified Staff. The visits will be held this summer and/or fall. If you have questions or concerns about these visits please contact Sherri Orwick-Ogden.

**New Business**

The ASC meeting scheduled for Thursday, June 7<sup>th</sup> in room 207 will be scheduled as follows:

11:30- orientation of new members

12:00- lunch (A deli buffet with salad will be available for all current and new ASC representatives)

12:45- President Mazey speaking

1:00- Q&A with President Mazey

1:30- Business meeting

With elections coming soon we will also need officer nominations.

**Upcoming Events**

- Administrative Staff Reception 4/12/2012
- Brown Bag Lunch BTSU315 4/19/2012
- Restoring Passion to the Workplace 5/14/2012, 2-4pm Olscamp 101

**Next Meeting**

The next ASC meeting will be held on Thursday, May 3rd, 1:30pm BTSU 207 guest speaker is Albert Colom, Vice President of Enrollment Management.

**Marlene Reynolds motioned to adjourn the meeting. Thomas Siebenaler seconded the motion. Meeting adjourned.**

Respectfully Submitted,

*Marlene Reynolds*

Marlene Reynolds  
Co-Secretary, Administrative Staff Council

Attachment: SSI Appropriation Chart

