

## Administrative Staff Council 2008-2009

Minutes: August 7, 2008

Members Present: Daria Blachowski-Dreyer, Adam Bohland, Sheila Brown, Jodi Devine, Judy Donald, Jason Dunn, Laura Emch, Chris Haar, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Mitch Miller, Beth Nagel, Jacqueline Nathan, Sherri Orwick-Ogden, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Deborah Rice, Anne Saviers, Beverly Stearns, Dave Steen, Kurt Thomas, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Janice Twork, Barbara Keller (BGSURA rep), Violet Serrato (CSC rep)

Co-Chair Beverly Stearns called the meeting to order.

Introduction of Subs: Teresa McLove for Connie Molnar, Jeff Nelson for Steve Overholt, Jan Bell for Denise Kisabeth

Approval of July 10, 2008 Minutes: Motion made to adopt minutes as amended made by Mary Beth Zachary, 2nd by Beth Nagel. All approved.

Guests:

Donna Wittwer, Human Resources

Paycheck increases are entered and will appear on August paychecks. The increase is retroactive through July 2008 so September paychecks will be slightly smaller than the August paychecks.

On October 7th and 8th, Human Resources will host a forum to educate BGSU employees about long term care insurance options. A letter will be sent out asking those that wish to attend to sign up. Spouses and/or parents are welcome.

Dining Services

Commons Marketplace (formerly Chily's Express) announces Salads by Design. Create your own healthy salad. Choose your type of greens, the type of salad, and add your choice of meat. The types of salads are: Italian, Orchard, Asian, Southwestern, and Greek. Prices begin at \$4.95.

Co-Chairs Report:

Meeting with the Office of Human Resources – July 22, 2008

- Regular monthly meetings were re-established on the 3rd Tuesday of every month at 7:30 am.
- Plans to use Kronos for reporting exceptions in areas where employees currently use time clocks are on hold due to technical challenges.
- Exit interviews covering the last five years were sent to the Office of Institutional Research. ASC can contact IR to request exit data. The ASC Executive Committee will discuss who should receive that information and how.
- The confirmed non-compensation conciliation document resides with the Executive Vice President and is to go to the cabinet. Some follow up may be required due to the EVP's resignation.
- The meeting with the EVP scheduled for August 6th was cancelled.

- HR was unsure where the flexible scheduling memo revision resides. More follow up is required.
- HR is having discussions with different groups about current health insurance programs to assess whether it's time for BGSU to look at alternative plan designs or cost coverage choices.

#### ASC Executive Committee Update

- The Executive Committee met with Jill Carr who is the administrative staff representative on the presidential search committee. She is also on a subcommittee charged with developing a presidential profile. She spent a generous amount of time with the ASC executive committee developing three lists; challenges and opportunities facing the new president, attributes the president should have, and qualifications we expect a new president to have. They are currently interviewing four search firms. They anticipate a new president to begin July 1, 2009. Information is going to be strictly confidential until candidates are invited to interviews.
- Three candidates for the general counsel position are being interviewed the week of August 11th. Officers of all employee constituent groups will have an opportunity to meet separately with each candidate.
- The committee is collaborating on the ASC 2008/2009 goals and objectives.
- An ASC Points of Pride document was shared with Dr. Cartwright and will be placed on the ASC website.
- The Ombudspersons will receive employee exit data from Institutional Research and will set up a meeting to establish the procedure. Conrad McRoberts in IR is open to meet during the first two weeks of September.
- A Tri-Chairs meeting was held on July 24th consisting of the chairs of all three constituent groups. Common issues that face all three groups were identified; catastrophic leave program, documentation and records retention process, and the role of the university compensation committee. In addition, the Ribeau resolution will be placed on the next Faculty Senate meeting agenda so there is time to present it to the Board of Trustees during their October 3rd meeting. CSC did vote to support the resolution in their last meeting.
- Ombudspersons will examine an apparent pattern of contract non-renewals for long-time administrative staff members.

#### Meeting with President Cartwright – July 30, 2008

President Cartwright expressed her strong support of Administrative Staff. She clearly feels empowered to accomplish the work that needs to be done. She sees the role of the change team – which she prefers to call the Strategic Planning Readiness Group – is to help us connect the dots by identifying the common themes, making sense of all of the university planning documents, and getting us ready to talk about “shaping the umbrella.” Individual colleges and units will develop metrics and pieces that will shape that over-arching “umbrella.” She stated students desperately want to feel anchored and centered, and perhaps this unified direction the university is going will create a more anchored environment for students. She strongly encouraged all constituents to participate, give feedback, have input, and help the strategic planners. She was very clear that she wants participation from everyone.

Chair-Elect Report: Sarah Zulch-Smith attended the CSC meeting at Firelands and observed classified staff's willingness to work together with all three constituent groups.

#### Secretary's Report:

- If anyone is not receiving minutes or agendas, please let Sherri Orwick Ogden know.
- Nametags – will be finished for next meeting.
- Internal Affairs: The first meeting will be next Tuesday to review goals/objectives which will mainly cover the ASC website and the orientation packet. They will also discuss plans for the ASC Fall Reception scheduled for the end of September.

#### Committee Reports: Amendments

Awards and Special Recognition. They are working on the Fall reception with Internal Affairs. They also have received a few Spirit Award nominations. The first award will be given in September 2008.

#### External Affairs

#### Personal Welfare and Compensation.

They are working in three groups and each is working toward accomplishing their goals. The entire group will meet soon to update their progress.

#### Scholarship

#### Ombudspersons

A request was made to have Ombudspersons submit a report to ASC every month to quantify their tasks. The report will include number of cases, active cases, etc. In July 2008, they made six contacts, of which three are still active. A total of 19 hours was expended on the six contacts.

#### CSC Rep:

- CSC would like to adopt ASC's Points of Pride document and adapt it for their use. No one was opposed.
- CSC has established their goals for the year which include compensation issues, personal professional development, and communication enhancement.
- CSC officers met with Dr. Dobb and Human Resources in July about concerns over elimination of classified staff positions. Human Resources indicated these decisions were based on operational needs and were not service related. In addition, they must adhere to the Ohio Revised Code and due to that, two classified staff positions were made administrative and two administrative positions were made classified. Human Resources will look into the possibility of part-time classified staff employees being asked to work 38-40 hours per week for weeks at a time.
- CSC officers met with President Cartwright and were also encouraged to get involved in the strategic planning process.

- The 360 degree evaluation concept seems to be supported by Human Resources. Beverly Stearns reported that when ASC met with Human Resources, they indicated they would create an information website listing 360 degree evaluations that are currently being used on campus and include links to additional literature.

Barbara Keller

- The Retirees Association Board will meet four times this year and Barbara will share the ASC Points of Pride with them. Mostly faculty attend these meetings. She shared with the Board information about her meeting with Dr. Baugher. The next Board meeting will be 9/17/08 with Larry Weiss to discuss the 100th anniversary.
- Jill Carr, who is on the presidential search committee, said there are plans to have input from members of the community in selecting a new president.
- Barbara Keller expressed her willingness to help disperse information and assist in dealing with the non-renewal situations BGSU administrative staff may face.

Old Business:

Clarence Terry Resolution. Susan Macias, Barbara Keller and Deborah Rice are working on this resolution. A draft was submitted and read. Motion to accept the draft by Steven Kendall, 2nd by Nancy Vanderlught. All approved. It is requested the resolution be read at a memorial to be held on 10/3/08 at the First United Methodist Church, Bowling Green.

New Business:

New constituent lists were requested. Joe Luthman and Kim Fleshman are working on it. New representatives do not have any lists and continuing representatives' lists are out of date. It was suggested that in the meantime minutes and announcements be sent to the all administrative staff. However, the ASC listserv does not necessarily include all administrative staff. It was suggested that reconciling the ASC listserv be an ASC goal this year.

Good of the Order:

- There is a new university cell phone policy. A form and FAQ is on the CIO website.
- The change team is having communication week beginning 9/8 and ending 9/12. Participation is strongly suggested.
- The honors program is celebrating 30 years by having an auction on 9/5 in conjunction with the Student Art Festival.
- The Multicultural Center, University Library and the SMART program is having a welcome back event on 9/4 at 4:00 pm on the 7th floor of Jerome Library.

Jason Dunn made a motion to adjourn the meeting. It was seconded by Deborah Rice.

Next meeting is scheduled for September 4, 2008 in 207 BTSU.

Respectfully submitted by,  
Sherri Orwick Ogden  
ASC Secretary