

# **Administrative Staff Council**

## **Meeting Minutes**

### **December 01, 2011**

**In Attendance:**

Donna Dick, Jason Dunn, Kimberly Fleshman, Thomas Gorman, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Benjamin Martin, Sandra Mencer, Emily Monago, Sherri Orwick Ogden, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Candace Weis, Mary Beth Zachary, Jeanne Langendorfer, Faith Olson

**Substitutes:** None

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

**Co-Chair's Report**

Jason and Sherri will be attending the Board of Trustees meeting today and will attend the Inauguration of our 11th President of BGSU.

JAQ update- All appeal results were distributed to staff. Jason and Sherri requested a report from HR of the appeals that were approved, denied, etc. If your appeal was denied under the Mercer process and you experience a drastic change in your job responsibilities and your supervisor agrees, you may appeal following the Administrative Staff Handbook process. The 2 year cycle for having your JAQ evaluated will begin March 1. If departments are having problems with hierarchy or replacement issues as a result of the recent JAQ process, this will need to be brought to the attention of HR. The pay ranges for 2012-2013 will be posted the week of December 5<sup>th</sup>. If funding is available the 82 staff that fall below the minimum new pay range will be brought up to the minimum. The earliest effective date would be 9/01/12. HR suggests new hires be hired in at the control point, but will leave the final decision up to departments. Twenty-one new JAQ graders will begin training soon. Jason will check with the current graders to see which ones are interested in continuing. Jason and Sherri will sit down with some members of administrative staff council to work on a committee to document a procedure to work on JAQ appeals.

President Mazey Meeting- Jason and Sherri spoke with President Mazey on the issue of the JAQ review, staff needs, interests, and morale. Jason and Sherri suggested an administrative staff survey be distributed. The last time a survey was distributed was 2005. President Mazey agreed. The same questions will be asked as in the 2005 survey; a few additional questions may be added. President Mazey will speak with Institutional Research about making this a priority in the upcoming months once they are staffed. President Mazey would like to meet with administrative staff to answer their questions and a series of meetings will be scheduled next semester. Years of Service recognition was also discussed with President Mazey.

**Treasurer's Report**

Heidi Popovitch has been out of the office lately; if you are awaiting a response from her, please let her know.

**Secretary's Report**

Marlene Reynolds announced the November 3<sup>rd</sup> minutes were approved as amended. She reminded everyone of the ASC Brown Bag on Thursday December 15<sup>th</sup> from 12 to 1 in room 315 BTSU. Tom

Siebenaler announced the Graduate Student Senate had an affirmation of GSS legislation concerning gender/identity. USG passed a resolution on gender/identity and gender expression asking this language be included in all documents at BGSU. Tom is currently serving on the Presidential Inauguration Committee and reminded everyone of the food drive and encouraged everyone to attend the Inauguration on Friday, December 2<sup>nd</sup>. Doors open at Stroh at 1:45 and the event is open to all. Sherri Orwick-Ogden will represent administrative staff at this event.

### **Committee Reports**

#### Awards

Kim Fleshman announced the "Spirit of BG" award was presented to Dave Rice for October. The committee has not received any new nominations to date.

PWC-no report

Amendments-no report

#### Professional Development

David Janik thanked Tom Siebenaler for updating the website with the various dates to apply for professional development funds used for conferences etc. Sherri recommended David also put information about the professional development fund opportunity in Campus Update.

#### Scholarship

Benjamin Martin's committee is gathering raffle prizes and announced they were able to secure Red Wing tickets.

#### Internal Affairs

Tom Siebenaler announced the committee is updating websites and will soon begin work on reviewing/revising the ASC election.

#### External Affairs

Donna Dick announced administrative staff donated \$88.22, making them a snowball sponsor, for the BG Holiday Parade held recently. Her committee is also working with the athletic marketing team on a toiletry/food drive to be held at the February 29<sup>th</sup> men's basketball game. Proceeds will go to United Way.

### **Liaison Reports**

Faculty Senate and BGSURA- no reports

Ombudsman - no contacts

Classified Staff Council-see new business

### **New Business**

Faith Olson, Classified Staff Council representative, announced they have been working to revise the Classified Staff Performance Appraisal form to eliminate repetition and make it easier to use. They are running pilot project in February with the leadership institute. They are recommending supervisors review classified staff mid-year with the final review in March or April. She will forward the revised form to Sherri to distribute to the administrative staff for thoughts and suggestions. The deadline will be the end of December.

**Old Business**

ByLaws and Charter changes vote was tabled due to lack of quorum.

**Good of the Order**

Emily Monago announced the 15<sup>th</sup> annual celebration of Kwanzaa is Wednesday, December 7<sup>th</sup>. Tickets can be purchased at the information booth.

Mary Beth Zachary thanked Beverly Stearns for her years of service to ASC and BGSU and congratulated her on her upcoming retirement.

**Next Meeting**

The next ASC meeting will be held on Thursday, January 5<sup>th</sup>, 1:30PM in BTSU 207 with Pat Pauken as our guest speaker.

**Beverly Stearns motioned to adjourn the meeting. David Janik seconded the motion. Meeting adjourned.**

Respectfully Submitted,

Marlene Reynolds  
Co-Secretary, Administrative Staff Council