

## **Administrative Staff Council 2008-2009**

**Minutes: December 4, 2008**

**Members Present:** Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Shannon Bozigar, Jodi Devine, Judy Donald, Jason Dunn, Laura Emch, Michael Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Mitch Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Briar Wintersteen, Mary Beth Zachary, Sara Zulch-Smith, Barbara Keller (BGSURA rep)

**Co-Chair Beverly Stearns** called the meeting to order.

**Introduction of Subs:** none

**Approval of November 6, 2008 Minutes:** A motion was made by Denise Kisabeth to adopt the minutes. Susan Macias seconded the motion. All approved.

### **Guest Speaker D.J. Kern-Blystone – Money Matters:**

D.J. Kern-Blystone with the School of Teaching and Learning provided the first of several presentations focusing on managing and budgeting money – particularly in tough financial times. A helpful resource can be found at [www.practicalmoneyskills.com](http://www.practicalmoneyskills.com) <<http://www.practicalmoneyskills.com>> . If you are interested in further information, please contact D.J. at [djkern@bgsu.edu](mailto:djkern@bgsu.edu)

### **Guest Speaker Jazmine Bennett, Vice President of the Environmental Action Group:**

The Environmental Action Group is proposing assessing students an optional sustainability fee or green fee of approximately \$5 per semester. The funds would be used to decrease BGSU's carbon footprint. The proposal is in the planning process and will be presented to the Board of Trustees the end of the Spring 2009 semester. The group is looking for committee participants and for proposal supporters. Jazmine can be contacted at: [jazminb@bgsu.edu](mailto:jazminb@bgsu.edu) or 634-497-5296.

### **Co-Chairs Report:**

#### **10/30/08 President's Panel**

- This group meets at the call of the President, at least once each semester during the academic year, and is advisory to the President on matters concerning the welfare of the University. Panel is composed of the President, Provost/VPAA, one additional administrator appointed by the President, two officers each of the ASC and CSC (normally Chair and Vice-Chair), the Chair, Vice-Chair, and Secretary plus one elected member of the Faculty Senate, and selected representation from USG and GSS. Each representative group provides topics in advance for discussion. ASC topics covered follow:

1. There is growing concern regarding a potential upcoming reduction in the workforce, particularly in administrative staff positions, given the current fiscal crises at BGSU and at the state level. *The hiring freeze is a preventative step against workforce reduction; will be asking employees for ideas related to cost savings and revenue generation.*
2. Is the catastrophic leave process moving forward within the original time line for implementation? *The plan is under review by General Counsel with the goal of reaching Cabinet before the holidays, and the Board of Trustees for the February meeting.*

3. Why is BGSU the only public institution in Ohio showing a decrease in enrollment numbers? On an individual level, we all assume a role for increasing enrollment, but what initiatives are being considered at other levels to rectify this problem? *There have been missteps, including an over commitment on institutional financial aid; strategies for targeting students who need financial aid not sophisticated—not quick enough on the Cleveland demographic. Using more sophisticated tools recommended by Noel-Levitz to fill the enrollment funnel at the front end. If look at 10 year trend, BGSU's enrollment increased 12.5% and UT's increased .5%.*
4. The perception exists that administrative staff numbers are growing. If this is true, where? Data recently provided by the Office of Institutional Research (revised October 2008 Salary Expenditure and Positions by Category) seems to conflate “administrator” with “administrative staff.” *Success Challenge funding blip appears as a spike in administrative staff. Suggested consulting with Bill Knight and Rebecca Ferguson about conflation issue.*
5. Is it a priority to attract non-traditional and online learners? If so, what directives are being given to recruit and market to these groups? (Answered in part through response to similar GSS question—ran out of time.) *Encouraging departments with incentives to offer courses during evening and online. Faculty are creating new [synergistic] shells that can be used by other faculty.*

**11/12/08 Employee Constituent Group Leaders (Tri-Chairs) Meeting**(K. Fleshman, F. Olson, B. Stearns, E. Williams)

**1. Public Records Management: Records Retention and Records Requests**

Moving forward with sponsoring a seminar on records requests and records retention in the spring semester. Suggested panel participants include General Counsel Sean Fitzgerald to address records requests and interpretation of the law; Head Librarian of the Center for Archival Collections Steve Charter to address records retention and the BGSU Records Policy; Registrar Christopher Cox and Dean of Students Jill Carr to address student records, FERPA, grades/grade appeals; and Chief Information Officer Bruce Petryshak to address records security. E. Williams will contact the President’s Office and the Provost’s Office in this regard.

**1. Other Business**

- E. Williams reported that faculty members are working on a sanctions policy with the goal of making penalties more equitable. The next Provost’s forum will be held on 11/20/08. A panel discussion by AAUP on faculty collective bargaining and shared governance will be held on 11/21/08.
- The group discussed a survey issued by the Office of Human Resources asking preferences for a years-of-service awards ceremony, given the lack of funds.

**11/18/08 Meeting with Office Human Resources** (R. Ferguson, K. Fleshman, M. Serio, B. Stearns)

- The “flexible scheduling” memo has been distributed to VPs, Deans, Chairs, and Directors. R. Ferguson also provided a copy to Dr. Cartwright.
- The NCC document is undergoing minor revision following a courtesy review by OHR.
- Estimated savings resulting from the hiring freeze approximate \$600,000.
- If a staff member wishes to volunteer for the simulated shooter activity in January, it will be up to the supervisor to authorize release time/paid time. An analogous example would be volunteering for

President's Day activities.

**11/25/08 Executive Committee Meeting** (top)

- Discussed officers' meeting with OHR (see above).
- Discussed highlights of the BG Holiday Parade, and possibly combining efforts with CSC next year.
- Reported on topics covered at the Constituent Group Leaders (Tri-Chairs) meeting.
- Discussed the President's Panel meeting (see above).
- Discussed initiatives related to enrollment management covered during the President's Advisory Council information session.
- Decided to conserve funds by not holding an ASC holiday luncheon meeting.
- Developed ASC agenda items 12/04/08.

**Treasurer's report:** (top)

The normal Load in July 08 was	\$8561.00	
Transferred back to EVP		\$2197.00
Total bills accounted for		
Fall Reception	\$ 843.27	less than projected
We received carry over from last year	\$2501.57	
Expenses for scholarship raffle	\$ 87.50	
Spirit awards	\$ 90.62	
Professional Development	\$1000.00	
Other Expenses	\$ 211.50	
Total left in budget:	\$6632.78	

Regarding foundation accts:

Scholarship	\$108,627.84
Endowed amount	\$100,393.34
Spendable amount	\$ 8,234.50

Two other discretionary accts: \$ 104.58

**Chair-Elect Report:** no report

**Secretary's Report:** Approved minutes will be put in email format with quick links for representatives to send to constituents. This is designed to more effectively inform constituents and well as increase communication between representatives and constituents.

**Committee Reports:**

**Amendments:** no report.

**Awards:** There have been no nominations for spirit awards. It may be necessary to place a reminder in the campus update.

**Internal Affairs:** We have had several meetings since the fall reception and the committee has generated ideas for increasing communication with constituents which is one of our goals for the year. One idea was to have suggestion boxes outside of reps doors or via campus mail so comments and suggestions can be anonymous. Jason has put a draft of the email and we'll be sending that to the reps soon. We are also starting to prepare for the upcoming elections and reviewing the orientation packet.

**External Affairs:** ASC participated in the Bowling Green City Parade on Nov. 22, and our theme was Education: the Key to the Future. We decorated Kim Fleshman's van with tinsel, the two ASC banners, posters displaying our theme, and graduation caps, which several people donated for the event. Plenty of candy was also donated. There were four people from ASC and 2 others who participated in event. Thank you to everyone who helped with this event. We hope to have one other community event this year and we are looking into the Teen Center.

**Personnel and Welfare:** The PWC Committee met and reviewed progress toward goals. The second revision of the NCC is underway. The Salary subcommittee is awaiting response from their survey.

**Professional Development:** no report.

**Scholarship:** In the process of finalizing raffle prizes and raffle announcement - which will be distributed to the BGSU community after the Christmas break.

**Ombuds:** November 2008 Activity

3 contacts

no ongoing cases

5 hours of activity

71 hours of activity, year-to-date

**BGSU Retiree Liaison:** Two weeks ago was the retiree luncheon where the speaker was Gary Hess. Gary is putting together a history of BGSU and will be getting that ready for the 100th anniversary. Barbara Keller has been asked to do a history of student affairs and will be working with Gary after the first of the year. The BGSU retirees are very concerned and interested about what is happening at the university and are attending the appropriate forums to assist with administrative staff issues as retiree representatives.

**Flexible Scheduling** – a memorandum was distributed to all Vice Presidents, Deans, Chairs and Directors regarding flexible scheduling for Administrative Staff. The memo is included in these minutes below.

Denise Kisabeth made a motion to adjourn; it was seconded by Briar Wintersteen.

Next meeting is scheduled for January 8, 2009 in 207 BTSU.

Respectfully submitted by,  
Sherri Orwick Ogden  
Secretary

## MEMORANDUM

**TO:** Vice Presidents, Deans, Chairs, and Directors

**FROM:** Administrative Staff Council and Office of Human Resources

**SUBJECT:** Flexible Scheduling and/or Variable Work Hours

**DATE:** October 24, 2008

We are writing in partnership to inform you of a change to the Administrative Staff Handbook regarding flexible scheduling and/or variable work hours for administrative staff, who, on occasion, may work beyond a 40-hour work week.

On March 23, 2007, the Board of Trustees (BOT) approved the following policy, which is now incorporated in the Administrative Staff Handbook (page 23):

### ***Flexible Scheduling and Variable Work Hours***

*Administrative Staff are salaried employees of the University who perform to complete the duties and responsibilities of their job description, rather than serving a specified number of hours per day, week, or year. Under normal circumstances, a full-time administrative staff member is expected to work 40 hours per week. There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations. The overriding concern of a department must, of course, be the effective conduct of its business. Because of the nature of the University and the specific job responsibilities of Administrative Staff, they may work at times other than the normal office hours (Monday through Friday 8:00 am to 5:00 pm). It is also recognized that Administrative Staff positions may, from time to time, require extraordinary time commitments to enable work to be completed in a timely manner.*

*In the event of extraordinary time being worked, if the department head determines that office business will continue to be conducted in an effective manner, reasonable requests for scheduled time off or the varying of scheduled working hours may be submitted to the Supervisor by the employee. Approval of this request by the Supervisor would not require the use of any recorded leave.*

On April 20, 2007, the President's Compensation Group approved developing and implementing a communication plan that would encourage supervisors to honor requests made by administrative staff members for flexible scheduling and/or variable work hours. On April 23, 2007, President Ribeau endorsed the concept of a communication plan during a meeting with the Administrative Staff Council.

This memorandum serves as the vehicle for communicating with University supervisors regarding flexible scheduling and variable work hours for administrative staff. We respectfully request your support and consistent application of flexible scheduling and/or variable work hours for administrative staff in all units within your area.

c: C. Cartwright

**Sherri Orwick Ogden**

ATE Program Representative

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