

Administrative Staff Council

Meeting Minutes

February 2, 2012

In Attendance:

Nora Cassidy, Donna Dick, Jason Dunn, Laura Emch, Kerry Gonzalez, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Thomas Siebenaler, Cheryl Snider, Jennifer Twu, Nancy Vanderlugt, Candace Weis, Mary Beth Zachary, Faith Olson

Substitutes: Betsy Bunner for Tom Gorman

Guests: Sally Dreier, Carroll Feasel, Eric Gullufsen, Monica Moll

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

Guest Speaker: Pat Pauken, Vice Provost for Governance & Faculty Relations, was our guest speaker. He serves as the head negotiator for BGSU Administration on the Collective Bargaining contract. The goal for the first contract is to be completed and public by July 1st 2012.

Pat also serves as Secretary to the Board of Trustees. The Board of Trustees is currently recruiting student applicants for the graduate student trustee position. He asked ASC to encourage graduate students to apply; it is a two year term, the student must be an Ohio resident, and eligible to vote. The deadline for student applications is 2-20-12. Ohio law does not require student representation on the board however BGSU feels it is important. The Governor will make the appointment.

Jason and Sherri asked Pat to be the reporting line for ASC Ombuds person and he is in full support. Pat asked ASC for suggestions on developing a Faculty Leadership Development program. He would like to know what has worked for administrative staff leadership programs in the past.

He also encouraged everyone present to participate in Dance Marathon on Saturday, March 31st. Please consider donating and/or participating in this fundraiser for Children's Miracle Network.

Co-Chair's Report

As our commitment to keeping you informed of all meetings related to Administrative Staff, Sherri has created an [ASC Google Calendar](#) of ASC Events for your convenience.

Sherri also announced to watch HR's website for information regarding the sick leave bank. Open enrollment begins 2/1/2012.

With the Mercer grading process completed, ASC wants to remind staff and supervisors that title changes are now an available option for those requiring an update. The process requires a Contact Addendum form (http://www.bgsu.edu/downloads/execvp/file_20311.pdf) to be filled out and submitted to Human Resources. Contact HR with questions you may have.

JAQ graders- Jason thanked the administrative staff who volunteered to be a JAQ grader. Training sessions will be scheduled soon.

A meeting will be scheduled in the near future for officers of Administrative Staff Council to meet with HR and review the JAQ process to highlight the "lessons learned" along the way.

The Mercer PowerPoint was presented to the Board of Trustees and Administrative Staff Council and can now be found on the HR website.

Sherri was asked to present at the February 6th University Council Meeting, along with representatives from Faculty Senate, Classified Staff Council, Undergraduate Student Government, and Graduate Student Senate. She will be presenting on ASC's history, points of pride, and challenges.

ASC was asked for a representative to serve on the Homecoming Committee. Jason Dunn went to the first meeting and will be the representative unless anyone else has an interest.

Treasurer's Report

Heidi Popovitch is working with the Professional Development Committee on distribution of those funds.

Secretary's Report

Marlene Reynolds distributed the January 5th ASC minutes to representatives today. Please inform her of any changes by Monday, February 6th. Tom Siebenaler will send the committee chairs their goals and objectives to review and prepare for the ASC Executive meeting on February 14th. Tom is also updating the ASC website as needed and asked all representatives to let him know when changes or updates are needed. He placed a link for the Mercer Report on the ASC website.

Committee Reports

Awards- No Report

PWC- Steve Kendall requested Jason and Sherri discuss with HR if there is an opportunity for ASC to make a compensation proposal. The committee is also working on a non-compensation proposal which was put on hold in 2010 due to BGSU administrative changes.

Amendments- See Old Business

Professional Development- Kerry Gonzalez and David Janik thanked their committee members for their work on selecting recipients for the professional development funds. Congratulations to the following administrative staff recipients for 2011-12:

Betsy Bunner- Awarded \$500

Kacee Snyder- Awarded \$200

Heather Wilson- Awarded \$235

Laura Schrock- Awarded \$241

Patricia Helyer- Awarded \$390

Andrea Gutierrez- Awarded \$147

Scholarship- Benjamin Martin announced there will be an email distributed at the end of the month concerning raffle prizes for student scholarships. An email will be distributed to students on February 3rd informing them of the application process.

Internal Affairs- The committee will be reviewing the election process and continuing to enhance the ASC website.

External Affairs- Donna Dick announced the committee is working on a food and nonperishable items drive for the Cocoon Shelter. It will be held on Wednesday, February 29th at the last men's home basketball game. Her committee is collaborating with the Athletic Marketing Department; watch for updates. Please note: the date change of February 29th from the January minutes where it stated the drive was February 22nd.

Liaison Reports

Classified Staff Council- Faith Olson thanked ASC for their monetary donation toward sandwiches for volunteers at the Martin Luther King Jr. Day event. She also announced CSC is preparing for a review of the state classification system. In addition, CSC is preparing a proposal to be presented to ITS for enhancements needed on the year-to-date totals on the "View My Paycheck," page.

Faculty Senate- No Report

Ombudsman- No Report

Old Business

Bylaw and Charter changes were reviewed and discussed. Charter changes were voted and motion was passed to accept the changes. There was also a motion made to accept the Bylaw changes; however, concerns were voiced about the motion changing the purpose of the External Affairs committee. The motion was tabled due to lack of quorum.

New Business

No Report

Good of the Order

No Report

Next Meeting

The next ASC meeting will be held on Thursday, March 1st, 1:30pm BTSU 207 guest speakers are Jill Carr and President Mazey.

Heidi Popovitch motioned to adjourn the meeting. Cheryl Snider seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council

