

Administrative Staff Council
Meeting Minutes
Thursday, February 7th, 2013

www.bgsu.edu/asc

In Attendance: Brian Childs, Eve Crandall, Donna Dick, Jason Dunn, Laura Emch, Kimberly Fleshman, Leslie Galan, Kerry Gonzalez, Michael Hachtel, Linda Hamilton, Bess Huyghe, David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Jeanne Langendorfer, Benjamin Martin, Sandra Mencer, Karen Meyers, Connie Molnar, Emily Monago, Paul Obringer, Sherri Orwick Ogden, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Candace Weis, Mary Beth Zachary, Terry Carver, Elizabeth Wood, Lisa Zollars

Substitutes: None

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order and announced the February 6th Administrative Staff Social Hour at Beckett's was a huge success. He reminded everyone of the next Administrative Staff Social Hour on Wednesday, March 6th from 5-6:30PM. Tom Siebenaler also reminded everyone to complete the study that was sent to us by J.R. Ratliff, which explores the perceptions and experiences of University administrators.

Guest Speaker: Greg Christopher, Director of Athletics, spoke about the athletic department being more than just the athletic events on campus. The Athletic Department's involvement in outreach programming for campus, such as high school athletic events and NCAA tournaments bringing exposure to BGSU that proves important to the recruitment efforts on campus.

Mr. Christopher explained the Stroh Center has increased attendance rates and concession stand sales. The facility also has improved fan amenities, parking and adds more of an entertaining environment with the video boards. The first event held at the Stroh Center was a concert that brought 4,500 people to campus.

Currently, BGSU is working on submitting a bid to host the NCAA Regional Women's Basketball Tournament.

He wanted to give credit to faculty, coaches and Administrative and Classified Staff for student athletes' academic excellence, leadership and support of outreach programming on campus. (Please see attached document)

Guest Speaker: Terrell Johnson, Multicultural Admissions Counselor spoke about President's Day and encouraged all staff to volunteer. All volunteers should sign up online and receive a meal card and coupon for the bookstore for volunteering. Check-in will be at the Wolfe Center with events at Olscamp and the bulk of the programming at the Bowen Thompson Student Union. 126 staff has volunteered to date with many different shifts available from 9:00-3:30PM. He explained it is a wonderful opportunity to greet guests and make them feel welcome at BGSU.

Chair's Report:

University Council Meeting – State Share of Instruction was discussed due to the release of the Governor's new budget. Sheri Stoll, Chief Financial Officer, and her staff are reviewing the budget to determine the implications to BGSU.

MyBGSU portal is being redesigned. It will be compatible with iPads, smart phones and tablets. Currently, a pilot group is using the redesigned portal. Plans for campus-wide implementation will be this summer. Open forums will be held where questions will be answered and feedback will be welcomed.

Family Campaign – Tom Siebenaler attended the 2012-13 Family Campaign kick-off breakfast on Thursday, February 7th. The contributions can be made online or by payroll deductions. The giver may also choose the purpose or fund for the gift to this campaign.

HR: Performance Evaluations – Tom Siebenaler discussed the three new forms to be used for Administrative Staff evaluations. Departments and areas may opt to use one of these three forms, or an existing form if the department or area have already created a form that works for their evaluations. The final revisions were emailed to Administrative Staff. Questions were raised about training on use of the form and the sustainability of performance evaluations. Tom will check with Human Resource Department on these issues. The overall arching goal is to make sure all staff is evaluated by their supervisors.

2013 Homecoming Committee: ASC Rep. – Lisa Zollars volunteered to be the Administrative Staff representative.

HLC Reaccreditation Reviewer – Eve Crandall volunteered to review this document as well as Tom Siebenaler. This document will be forthcoming from Joe Frizado, Vice Provost Academic Operations/Assessment.

ASC Chair Elect – Tom Siebenaler informed Administrative Staff Council the Chair Elect position is still vacant. He encouraged all members to consider this position. A document outlining the ASC Chair's duties was available and is attached.

Secretary's Report:

Marlene Reynolds announced the December and January minutes were approved and distributed.

Treasurer Report:

Heidi Popovitch is beginning to see anticipated expenses come in for the ASC 30th Anniversary events.

Committee Reports:

Amendments – Mary Beth Zachary and Emily Monago announced their committee is reviewing the Administrative Staff handbook and will have a report soon.

Awards & Recognition – Kim Fleshman announced the “Spirit of BG” award was presented to Dermot Forde, Director of Advising, in January.

Internal Affairs – Sherri Orwick Ogden was pleased with the attendance at Beckett’s for the first of several “social hours” to be held monthly through spring semester. Internal Affairs is currently analyzing the ASC election process. The committee is also looking at restructuring their goals and objectives and is working on a final draft to present to ASC Executive Committee in June. They encouraged all Administrative Staff to ‘like’ ASC on Facebook. They are concentrating now on the ASC Reception in April and are working closely with Mary Beth Zachary and Linda Hamilton to compile a list of ASC alumni, who will be invited. Jason Dunn and Sherri also distributed 30th ASC Anniversary t-shirts.

Personnel Welfare – Stephen Kendall announced the bonus policy document was distributed for the committee to review. He will be reporting to the ASC Executive Committee at this semester.

Professional Development –David Janik announced the committee has received nine applications for staff professional development funds. He will submit a final list to ASC Executive Committee at their next meeting. Kerry Gonzalez is working on a professional development event for the end of March. She is working with BGSU Outdoor Programs on a team-building activity.

Scholarships – Ben Martin’s committee will soon be inviting students to apply for scholarships to be awarded at the ASC Spring Reception in April. He encouraged all staff to support these scholarships by purchasing raffle tickets.

Liaison Reports:

Classified Staff Council – Terry Carver announced Randy Gardner, State Senator for the 2nd District of the Ohio Senate, will be on campus to speak with Administrative and Classified Staff on Monday, March 18 at 11AM in Bowen Thompson Student Union, Room 308. She encouraged all staff with questions for Senator Gardner to take advantage of this opportunity.

Faculty Senate Representative – Bess Wood announced the Faculty Senate Executive Committee (SEC) endorsed an Honorary Degree nomination from the President. This will be placed on the agenda for the next Board of Trustees meeting. The Senate also passed a Resolution from the BGSU Faculty Association, a key point of which was a request to maintain the current student to professor ratio. BGSU-FA proposed this as a priority and would like to see BGSU find other cost-saving opportunities rather than the proposed plan of decreasing faculty positions.

BGSU Retirees – Linda Hamilton had no report.

Other Reports:

Ombudsman – Jeanne Langendorfer announced there are two cases this month.

Old Business:

OBOR Proposed Campus Tobacco Ban – Jason Dunn and Sherri Orwick Ogden are members of the Tobacco Free Campus Policy Development Committee representing Administrative Staff. Jason announced the committee is reviewing a draft policy which will be discussed at their next meeting. Tom Siebenaler encouraged Administrative Staff to let Sherri and Jason know their concerns and suggestions.

Morale Report Presentation & Next Steps – Tom Siebenaler and Sherri Orwick Ogden presented the final Morale Implementation Report to President Mazey recently. The next phase is to prioritize different items in the report. The Morale committee is creating action items, which they will present to ASC Executive Committee at their next meeting.

New Business:

None

Good of the Order

Karen Meyers announced the Teaching and Learning Fair will be Friday, February 15th, from 9:00-11:30AM in the Bowen Thompson Student Union Ballroom. The keynote address follows from 11:30-12:30PM.

The BGSU Campus Police will be presenting five sessions of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. Faculty, staff and students are invited to one of these five 90 minute sessions on February 20th in the Bowen Thompson Student Union Theatre.

Mary Beth Zachary encouraged all in attendance to consider volunteering to be the ASC Chair Elect this year. She explained it is an opportunity for growth, provides a different perspective on campus issues and creates exposure to many different people on campus. It is also worth the experience to learn how important decisions are made at BGSU. Many other past chairs supported her comments.

Next Meeting

The next ASC meeting will be held March 7, 2013, in BTSU Room 201.

Sherri Orwick Ogden motioned to adjourn the meeting. Tony Short seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Secretary, Administrative Staff Council