

Administrative Staff Council 2010/2011 Minutes: January 6, 2011

Members Present:

First Name	Last
Nora	Cassidy
Jason	Dunn
Laura	Emch
Kerry	Fisher
Kimberly	Fleshman
Michael	Hachtel
David	Janik
Stephen	Kendall
Ryan	Miller
Connie	Molnar
Steven	Overholt
Tim	Parish
Brett	Pogan

First Name	Last
Kari	Johnson
Marlene	Reynolds
Anthony	Short
Thomas	Siebenaler
Cheryl	Snider
Beverly	Stearns
David	Steen
Jennifer	Twu
Nancy	Vanderlugt
Mary Beth	Zachary
Jeanne	Langendorfer, Ombuds
Karen	Schwab, CSC
Linda	Hamilton, BGSURA

Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: Lois Serfozo for Adam Bohland, Jeanne Langendorfer for Heidi Popovitch

Guest: Dustin Sabo and Cristina Sanchez, Admissions

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Dustin Sabo and Cristina Sanchez, BGSU admissions counselors presented on President's Day. President's Day is Monday, 2/21/2011. Volunteers are needed. You can sign up for an indoor or outdoor event in two hour increments. To volunteer, go to:

<http://go2.bgsu.edu/office/volunteer/>. Training will be provided and all questions should be directed to Dustin (dsabo@bgsu.edu) or Cristina (csanche@bgsu.edu).

Guest: Dr. Ellen Broido, Associate Professor, College of Education

Dr. Ellen Broido, Associate Professor, Higher Ed and Student Affairs, from the College of Education, presented on a research project. The project is looking at the work life for women at BGSU and she is interested in interviewing women who have worked at BGSU for 25 years or more, in their experiences and how the experiences have changed over time. It will involve a one hour face to face interview and the interviewee will get to review the transcript.

Participants' information will be kept confidential, their name will be changed in the written transcripts, and at the end of the study the audio tape will be destroyed. Contact Dr. Broido at ebroido@bgsu.edu or 419 372-9391 if you would like to participate in the study; Dr. Broido can provide a list of the questions in advance. Recent retirees are welcome to participate. The

information gathered in the study will be used in presentations at conferences and be published. A summary may be shared with administrators at BGSU.

Co-Chairs Report

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- Please let the co-chairs know if you would like to discuss topics that have not been covered this year. If there are areas that have not been addressed that you would like to have address, contact Tony or Connie (ashort@bgsu.edu or cmolnar@bgsu.edu).
- Provost Borland has invited administrative staff to participate in BGSU's Inclusion Network. If you are interested in participating, complete the Inclusion Network Nomination and Interest form (sent to all Administrative Staff via email on 1/4/2011, and return it to Barbara Waddell, Provost's Office at 230 McFall Center).
- Dr. Bill Balzer, Dean of Firelands College, will speak at an administrative staff professional development event sometime during the Spring 2011 semester about lean processes in higher education. Dave Steen, Chair of the ASC Professional Development Committee, will help coordinate the event. All Administrative Staff will be notified and invited once a date and time have been confirmed.
- A Zuni Owl and a history of administrative staff were placed in BGSU's Centennial time capsule at an event held on 12/10/2010. Since this was one of our last owls, please submit ideas for owl replacements to ASC co-chairs. There are two remaining owls which will be used for awards at the spring 2011 reception.
- A dance marathon event for faculty, staff, and grad students is being planned. The event will take place on 4/2/2011 from 6:30-9:30. Faculty and staff can also participate by contributing funds to the event, by volunteering, or by signing up to participate in the bike journey on 4/3/2011. If you are interested, please contact Clayton Stewart at stewarc@bgsu.edu or visit <http://www.bgdancemarathon.com>.
- The Board of Trustees Administrative Staff report on 12/10/2010 included information about the formation of focus groups open to staff and faculty. The main purpose of the focus groups will be to suggest money-saving ideas for 2012 and beyond. Revenue generating ideas are also welcome. Administrative staff are being asked to be proactive in finding ways to address the upcoming budget. The ASC External Affairs committee will coordinate the groups; please consider participating. Ideas will be submitted via Dr. Cartwright's "great ideas" web site.
- President Cartwright will be our guest at the February 3rd, 2011 ASC meeting. Please email questions to the co-chairs by 1/20/2011.
- Classified Staff Council is putting together a group of volunteers to create lunches for MLK volunteers on 1/17/2011. If you would like to help, contact ASC Co-chairs. Assistance is needed to pack lunches; donations to fund the lunches are also welcome.

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Treasurer's report – no report.

CSC Liaison Report

- CSC is working to create box lunches for folks who are volunteering for the MLK Day of Service. If you are interested in contributing funds or time to assisting CSC, please contact the ASC Chairs or Faith Olsen (folson@bgsu.edu).
- CSC was asked if they want to sponsor the BGSU service awards celebration this year.
- There may be 10 custodial positions filled by supplemental staffing. This may impact the cost of insurance for employees.
- BGSU is using older state job descriptions although more recent ones are available; CSC has asked for assistance from I/O Psych to help with an evaluation process which they hope to have by 2012.
- Donna Wittwer from HR will be talking with CSC about retirement options at a future meeting.
- Some positions may be impacted by a reclassification due to student supervision within the positions.

Secretary's Report – no report.

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Amendments – no report.

Awards – Conrad McRoberts in the office of Institutional Research received the December 2010 Spirit Award. The Ferrari and BG Best award information will be posted on the ASC web site soon.

Internal Affairs - no report.

External Affairs – no report.

Personnel and Welfare – no report.

Professional Development – The Professional Development Committee is planning to meet soon.

Scholarships – Beverly Stearns has volunteered to join the scholarship committee. Thank you Beverly! The committee has been working on collecting raffle prizes for the scholarship drawing. Several prizes are already collected and several additional vendors and businesses are being contacted for additional prizes.

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- Hold the date: April 26, 2011, ASC Spring Reception
- The Chairs opened the floor for questions/discussions about the JAQ writing process. Where are folks in the writing process? Have they attended training? What have they

heard from their constituents? There was discussion amongst the reps about the process and how things were progressing.

- Update on Mercer: The co-chairs shared some general information and a summary of the timeline of the Mercer project.

HR has contracted with Mercer and is coordinating the agenda for the project. ASC has the same involvement as they had in the past and are not involved in developing the tool. HR has shared all that they can with ASC. There are 24 administrative staff who have been selected to conduct the evaluation of the JAQs in 4 teams of 6. Each member of this group is expected to contribute a minimum of 80 hours in February to devote to the reviews (in coordination and cooperation with their supervisor/unit). The process is expected to be completed in March. We have asked for details about the evaluation tool but have been told that it is not completed yet.

Timeline:

- 9/21/2010: Co-chairs were notified by HR that Mercer would be coming to campus to discuss a compensation philosophy for administrative staff.
- 10/18/2010: The Executive Committee met with Mercer to hear their presentation.
- 10/19/2010: The co-chairs met with HR and presented a list of questions regarding Mercer.
- 11/9/2010: The Executive Committee discussed Mercer.
- 11/16/2010: Co-chairs met with HR to present questions and concerns about the project.
- 11/19/2010: Co-chairs participated in a conference call with HR to discuss the project. Co-chairs asked for an extension on the proposed timeline for the project including the training. The JAQ training was moved to occur later but the project deadline remained the same. Co-chairs asked to see the list of Administrative Staff who were assigned as reviewers.
- 11/23/2010: Co-chairs received the first draft of the list of Administrative Staff on the reviewer list. The list had been assembled by HR and reviewed by cabinet.
- 11/30/2010: List of reviewers was vetted by the ASC Exec Committee.
- 12/6/2010: Co-chairs met with HR to discuss this list and provided feedback. Co-chairs asked for a copy of the JAQ evaluation tool.
- 12/9/2010: HR sent a revised list of reviewers to co-chairs.
- 12/10/2010: Co-chairs spoke with chief HR officer informally at BOT meeting with questions about the list. Co-chairs requested to attend the JAQ training of evaluators and asked to see the evaluation tool.
- 12/21/2010: Co-chairs met with HR, discussed the list of evaluators, asked again about seeing the evaluation tool, and also asked what the appeal process for the employees once the JAQ was graded.
- 1/18/2011: Co-chairs met with HR and asked again about the appeal process. Chairs also asked for information about the finalized grade ranges and if vice-presidents would be able to alter an individual's assignment.

New Business [\(Back to top\)](#)

- Focus groups

Good of the Order

Jeanne Langendorfer: Thank you to everyone who participated in the Library Centennial raffle.

Mary Beth Zachary: Please stop by and see the new library sign; thanks to Kari Johnson, M/C, and others.

Mary Beth Zachary: Thank you to Tony and Connie for their work this year on the JAQ and Mercer process!

Motion to adjourn by Steve Kendall. Seconded by Kim Fleshman.

Respectfully submitted by,
Connie Molnar, Co-Chair via Sherri Orwick Ogden, Secretary