

## Administrative Staff Council 2008-2009

### Minutes: June 4, 2009

Members Present: Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Nora Cassidy, Jodi Devine, Donna Dick, Judy Donald, Laura Emch, Kimberly Fleshman, Tom Gorman, Chris Haar, Michael Hachtel, Barbara Hoffman, Lisa Ingram, Steve Kendall, Denise Kisabeth, Susan Macias, Sandra Mencer, Sara Meyer, Mitch Miller, Ryan Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Penny Nemitz, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Dawn Shores, Tony Short, Tom Siebenaler, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Violet Serrato (CSC), Barbara Hoffman (BGSU-RA)

**Co-Chair Kim Fleshman** called the meeting to order.

Introduction of Subs: none

Guest: Trustee John Harbal addressed questions posed by the administrative staff council.

1. *Aside from our centers of excellence, how does the Board of Trustees view our identity? What does the Board think makes BGSU unique among its peer institutions?*

We are going to have a strong undergraduate emphasis – the premier undergraduate institution in the State of Ohio along with pillars of excellence in research. We are not a research institution. A costly mistake is to pretend to be something we're not. We feel we have some real centers of excellence especially in the undergraduate area that we will focus on and invest in and will help us stand apart from other institutions.

2. *Please describe how the Board sees the work environment at BGSU?*

I thought long and hard about this question and it was probably the most difficult to answer. I am not sure we have a clear perception of the work environment other than one would hope the sense of community that Dr. Ribeau was able to establish during his tenure has carried over. I would guess the work environment here isn't any different than any other public or private institution in the United States. We are facing challenges and uncertainties with the present economy. One would hope the work environment is the best it can be and if it isn't, I would expect leadership would address improvements. This is a very difficult question for me to answer not being involved in the day-to-day operations. The Board is not oblivious to the challenges and that leadership changes create anxiety. What I have heard is the work environment is pretty good but I could be informed otherwise.

3. *Please describe the purpose and focus of the Board of Trustees Compensation Committee?*

Several years ago a former group of trustees along with administration came up with a compensation strategy that in hindsight was a benchmark that could not be reached. This goal needed to be revisited and the compensation committee was formed to define the compensation philosophy. The goal is to provide a recommendation to the Board. The final recommendation document is close to completion and will be fair and achievable. This is a rather vague answer but it is the best I can do at this time.

4. *We believe we are the most vulnerable employee group in terms of non-renewal. We seem to be moving in the direction of becoming more vulnerable in light of the proposed changes of the non-renewal policy. How would the proposed changes affect recruitment and retention of professional staff?*

We are informed of these types of changes but we do not generate them. Though disappointing to those that have been here for some years – the longer notifications are not realistic from an operational standpoint. Basically, it is an 18-month notification. The administration has done a good job recognizing concerns of administrative staff by creating a tier schedule based on experience levels. Nothing is perfect. This is a much needed change to provide the university the flexibility to move forward. I think your leadership team expressed the concerns of administrative staff and administration came back with a compromise that is fair in today's environment. As far as the recruitment of new staff, I really think in today's environment it is a non-issue. Do not take this out of context, but a job today is a valuable commodity to have.

5. *BGSU as well as other institutions have made staff cuts and frozen positions to make up for lost revenue. How much have we saved and how have the savings been applied toward making us a more sound institution?*

It is still a moving target so I don't yet have a number. Even the State budget has not yet been approved. I would encourage you, once the dust is settled, to ask that question of the administration.

6. *What other attempts at expense reductions have been reported to the Board of Trustees or suggested by the administration toward fiscal solvency?*

What you have seen is what has been shared with the Board including the furloughs that were announced yesterday which is an option that is most likely going to have to be exercised.

7. *Within the context of the University System of Ohio, what challenges do the Board of Trustees face?*

By any measurement, the Strickland administration has had more focused and been willing to stand up for education than any other administration we've had in a long time. As this pertains to the University System, that will continue to evolve and is a challenge. There are some initiatives that don't have many details behind them so it is difficult to understand what the State wants in some areas. BGSU was selected as the first institution for Chancellor Fingerhut to visit to hear a presentation on our centers of excellence. From what I hear we hit a home run from a strategic standpoint.

8. *Why did we pay Dr. Cartwright more than we paid Dr. Ribeau?*

There was more to Dr. Ribeau's compensation package than just salary. We brought in Dr. Cartwright at \$325k as an interim president. Dr. Ribeau was making \$315k. Dr. Ribeau also had deferred salary that totaled approximately \$25k per year. Dr. Cartwright does not have that. So when she came in as interim, she made less than Dr. Ribeau. Dr. Ribeau was on six outside boards that he received compensation for and Dr. Cartwright came in with three and resigned one. There is a market for presidents. According to an article the Cleveland Plain Dealer, Dr. Cartwright's salary is in the middle of the salaries for state four-year university presidents. So we certainly haven't overpaid. Dr. Cartwright was in a retired situation. In order to get Dr. Cartwright to extend her stay, in all fairness she needed to be fairly compensated. Cleveland State just

hired their new president at \$400k. I believe that we did more than alright. We have a leader that is guiding us through some choppy waters. She is decisive, a team player and we are making great strides. I would vigorously encourage paying market price to get someone of her caliber to run our four-corner institution. I know it's a big number but I wouldn't have taken the job for that. The responsibility is overwhelming.

## Co-Chairs Report

### **05/13/09 Meeting with Sean FitzGerald and Becca Ferguson re: Change in Contract Non-Renewal Notification Period.** (present: R. Ferguson, S. FitzGerald, K. Fleshman, B. Stearns, S. Zulch-Smith)

- Ferguson and FitzGerald heard that six months of notification was important to us and countered our previous suggestion to look at the Wright State model with four graduating tiers of rolling notification (1-3 yrs. @ 2 mos.; 4-6 yrs. @ 6 mos.; 6-15 yrs. @ 9 mos.; 15+ yrs. @ 12 mos.) with this model for current employees:
  - new hires up to 07/01/2009 = 30 days;
  - < 10 years = 45 days;
  - 10 + years = 6 months/180 days.
  - New hires on or after 07/01/2009 would receive 30 days rolling notification without the opportunity to grandfather into the tiered system.
- We again raised the possibility of severance pay with benefits in any combination of months on-and off-the-job during a rolling six-month period. FitzGerald cited potential issues with using taxpayer dollars for work not being performed.
- In an email message following the meeting, Ferguson asked for agreement that the discussion ended with the following model (this model varied somewhat from the one that we discussed during the meeting):
  - up to 3 yrs. @ 30 days;
  - 3-6 yrs. @ 45 days;

- 6-10 yrs. @ 90 days;
  - 10+ yrs. @ 180 days.
  - New hires on or after 07/01/2009 would receive 30 days rolling notification without the opportunity to grandfather into the tiered system.
- **05/28/09:** Sent R. Ferguson and S. FitzGerald our response to Ferguson's email message. In the response we stated that we found the above model unacceptable, and we suggested taking another look at the Wright State Model. Additionally we suggested that it would be essential to "include the business and industry standard and model used at other Ohio institutions such as Miami and The Ohio State University for offering outplacement services in conjunction with paid administrative leave with benefits to employees who are involuntarily separated from employment for reasons other than for cause." We cited precedent at BGSU for paid administrative leave with benefits, and suggested that the University provide administrative staff members who have not secured employment by the end of the notification period with one month administrative leave with pay and benefits plus one week of same for each year of service beyond five years (Miami model).

**Executive Committee Meetings (05/12/09 and 05/26/09).**

- Discussed Town Hall Meeting
- Approved names for Executive Committee election ballots
- Discussed our response to R. Ferguson's e-mail following up the 5/13 meeting regarding contract non-renewal notification (see above)
- Nominated Penny Nemitz to serve as administrative staff representative on the Committee on Professional Affairs, a University Standing Committee, for a one-year appointment
- Nominated Denise Kisabeth to complete Glen Egelman's term on the Health, Wellness, & Insurance Committee (University Standing Committee) to expire June 2010
- Discussed the need for Co-Chairs Elect

- Talked about Town Hall expenses, luncheon charges, and possible other charges that will impact the ASC budget
- Stearns provided update regarding the status of the Sr. VPAA/Provost search

**05/19/09 HR Meeting.**(Cancelled)

**05/20/09 Town Hall Meeting.**

**05/27/09 Naming Committee Meeting.** (K. Fleshman)

- Voted to name to name the Club area after Harold Anderson

**05/27/09 Lunch Meeting of Combined Constituent Group Chairs and Chairs-Elect.** (K. Fleshman, F. Olson, V. Serrato, R. Shields, B. Stearns, N. Vanderlught, E. Williams, S. Zulch Smith)

- Opportunity for the incoming Chairs to meet each other
- Discussed successful projects and efforts of the group this year (e.g., Public Records Forum, letter to administration addressing issues with application of severe weather policy, co-written with USG and GSS leaders)
- Discussed possible projects/issues to work on for the upcoming year
- Discussed reactions of group members who viewed the stream of the ASC Town Hall meeting

**05/28/09: Sent Non-Compensation Conciliation document to Pat Pauken for inclusion in June Board of Trustees Book**

**Treasurer's report:** The treasurer provided written year-end reports for both the budget and the foundation account.

**Chair-Elect Report:** Administrative Staff is represented and participating in the provost interviews.

**Secretary's Report:** Welcome new members! All reps that are not returning please consider placing your name on the substitution list. In addition, if you know anyone in your area that would be willing to substitute please have them contact one of the officers. It is also time to sign up for the 2009/2010 committees. Please write in your name in the committee you would like to participate in on the signup sheet. 2008/2009 committee chairs please send their end of the year reports.

### Committee Reports

### **Amendments**

#### **Members:**

Mike Hachtel, Tim Parish, Keith Hofacker

#### **Meetings:**

The Amendments subcommittee met once in person and communicated a couple of times over email.

#### **Accomplishments:**

- Rewrite of handbook to include the treasurer position as an Executive position - **Complete**
- Rewrite of handbook to include changes to the co-chair position - **Complete**
- Rewrite of handbook to remove duplicate information that can be found in both the Administrative Staff Handbook (ASH) as well as the Commonly Shared Handbook (CSH) - **NOT COMPLETED**: It was determined that each duplicate section of the CSH refers back to the ASH at the end of each policy. Since we are not in control and cannot change the CSH, we cannot remove the referred to wording from the ASH.

### **Future Suggestions:**

Having this subcommittee chaired by someone who has service experience on ASC would be extremely helpful (Exec experience would be even more so). Most ASH changes seem to come from the executive committee and having someone with this experience would provide insight into what changes need to be made.

Respectfully submitted,

Mike Hachtel; Chair – Amendments Subcommittee

### **Internal Affairs**

**Members:** Adam Bohland, Marlene Reynolds, Jason Dunn, Kurt Thomas, Susan Macias, Sherri Orwick Ogden.

### **Goals/Achievements:**

- 1) *Enhance usage of Blackboard to communicate with administrative staff*

It was determined that blackboard was not constituents' preferred means of communication at this time. Blackboard provides discussion opportunities but given lack of security perceptions and the environment over the past year, that feature most likely would not be utilized

often. Since it did not appear the use of Blackboard would provide additional benefits over using the website and email notifications, it was determined to delay using resources to enhance the Blackboard ASC site.

2) Enhance communication with constituents

1. *Personal interaction between reps and constituents*

Steps to increase this interaction have been put in place. Continue 2009/2010.

2. *Sample introduction email for reps to send to constituents – complete.*

3. *Website usability analysis – need to address 2009/2010*

4. *Perhaps bring back the practice of sending out the ASC minutes to the constituents instead of relying on them to check the website. – Complete.*

5. *Provide a summary of the meeting/minutes to help constituents understand details. – A “Quick Link” email was created for reps to send to their constituents.*

3) *Survey administrative staff for needs, wants.* Since other surveys were conducted throughout the year regarding more specific and pressing issues, it was determined participation in the survey may suffer. It was decided to wait until a more appropriate time.

4) *Election committee goal: a full ballot at election time – Almost but not quite!*

5) *On-line election process – email was used to submit ballots though constituents had a choice to use campus mail as well.*

6) *Revise orientation packet – complete.*

Other Activities:

Assist planning the Fall and Spring Receptions.

## **External Affairs**

**Committee Members:** Donna Dick, chair person; Denise Kisabeth, Cheryl Snider, Steve Overholt, & Shannon Bozigar

The external affairs committee sponsored two community events during the past school year.

- **Bowling Green Christmas Parade**

We decorated a vehicle and handed out candy during the Bowling Green Christmas parade.

- **Hannah's Sock Drive**

We collected 347 pairs of socks and \$62 at eight collection points on campus, which was donated to Hannah's Socks. Hannah's Socks is a non-profit organization which donates socks to adults and children in need all over Ohio (including the Cocoon Shelter in Bowling Green.)

## **Personnel and Welfare**

The Personnel Welfare Committee respectfully submits this year-end report of major activities for the year 2008-2009:

- Completed a revision of the Non-Compensation Conciliation that was submitted to the Board of Trustees secretary in April, 2009. It was requested by the administration that we re-visit the revision with Human Resources; hence the proposal did not reach the Board of Trustees for their consideration.

- Prepared and submitted a compensation proposal for consideration by the Board of Trustees. As a precursor to the proposal submission, prepared and sent a salary survey to multiple institutions.
- Prepared a "non-renewal survey" distributed to administrative staff to gather responses from the community in preparation for the May 20, 2008 Town Hall meeting.
- Drafted language and ideas for the Administrative Staff Council leadership to use in negotiations with Human Resources and University General Counsel regarding contract-non-renewal reductions in benefit.
- In cooperation with Human Resources, drafted a joint memo supporting "Flexible Scheduling and/or Variable Work Hours" for administrative staff. The joint memo was sent to Vice Presidents, Deans, Chairs, and Directors on November 12, 2008 and copied to President Carol Cartwright.

### **Professional Development**

The ASC Professional Development Committee awarded four grants to administrative staff members in fall of 2008 and eight grants in spring of 2009 for a total of twelve grants for the 2008-09 academic year. Recipients of the grants were:

#### **Fall 2008 recipients**

- Mark Bunce, Director of Recording Services, College of Music
- Brett Pogan, Capital Planning Assistant
- Mary Lynn Pozniak, Assistant Director, Academic Enhancement
- Mark Krautheim, Associate Director/Training Director, Counseling Services

## **Spring 2009 recipients**

- Christine Celestino-Boes, Transfer Advisor, Advising and Academic Success
- Matt Webb, Director, Advising Center, College of Health and Human Services
- Susan Vining, Clinical Audiologist/Supervisor
- Jeanne Langendorfer, Coordinator of Serials, Univ. Libraries
- Garrett Gilmer, Associate Director/Clinical Director, Counseling Center
- Lee Floro Thompson, Production Graphic Designer, Large Format Print Lab
- Jim Barnes, Broadcast Engineer, School of Communication Studies
- Dave Hollinger, Assistant Director, Recreational Sports

Committee Goals for the next academic year include a review of the criteria for professional development awards, as well as an assessment of the review process. If funding is available, the committee also plans to discuss options and possibilities for professional development events and activities for administrative staff.

## **2008-2009 Committee Members:**

Connie Molnar (Chair), Daria Blachowski-Dreyer, Christine Haar, Brett Pogan, Carrie Rathsack, David Steen, and Jennifer Twu.

## **Scholarships**

Membership: Mitch Miller, Chair

Nora Cassidy

Tony Howard

Deb McLean

## **Committee Activity:**

The committee met monthly beginning in late September. Specific tasks were accomplished in the following order:

1. Committee members solicited donations for the raffle
2. Advertising for the raffle was developed.
3. A mailing was sent in early January to all faculty and staff offering the opportunity to purchase raffle tickets
4. A total of 1977 raffle tickets were sold with \$1184 collected. \$5 was donated in place of purchasing raffle tickets.
5. Prizes were awarded in early March; all winners were notified of their winnings by the end of spring break.
6. An e-mail was sent to undergraduate students with a minimum of 60 credit hours and those ranking in the top 10% of their college inviting them to complete a scholarship application.
7. Twenty-three applications were completed and submitted for review.
8. The committee agreed on criteria for reviewing applications.
9. Each committee member reviewed all applications and developed individual rankings.
10. The committee met and discussed all applications. A consensus was reached to forward four applications to the interview process.
11. All four students were interviewed individually.
12. The decision was made to award two \$1,000 scholarships and one \$500 scholarship.
13. Scholarship winners have been notified and invited to attend the ASC fall reception.

14. All paper work has been submitted to appropriately transfer finds and to apply the dollars to each student's Bursar account.

### Old Business

**University Strategic Plan.** A motion was made by Janice Twork to accept the strategies Dr. Cartwright presented to ASC in a previous meeting. The motion was seconded by Denise Kisabeth. Discussion followed. The motion was withdrawn. A motion was then made by Jacqueline Nathan to endorse the concept with reservations. The motion was seconded by Denise Kisabeth. A vote followed and the motion passed with 23 votes for the motion, 10 against and 2 abstained.

Laura Emch made a motion to adjourn; it was seconded by Penny Nemitz. All approved.

The next meeting is scheduled for September 3, 2009 at 1:30 in 207 BTSU.

### New Business

None at this time.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary

