

Administrative Staff Council

Meeting Minutes

March 1, 2012

In Attendance:

Donna Dick, Jason Dunn, Laura Emch, Kim Fleshman, Kerry Gonzalez, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, , Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Anthony Short, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Jennifer Twu, Candace Weis, Faith Olson

Substitutes: Eric Gullufsen for Thomas Gorman, Elisabeth Moser for Mary Beth Zachary

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

Guest Speaker: Jill Carr, Senior Associate VP of Student Affairs/ Dean of Students was the guest speaker.

Below are the items she discussed:

- Student Affairs (SA) organizational structure changes.
- The SA Mission to provide base level needs to students and service students on keeping them healthy, well and active in co-curricular activities.
- The themes and goals of SA are to make sure the BGSU Strategic Plan is achieved and to encourage student engagement on campus and in the community.
- Retention initiatives are another important theme.
- SA is using a software company, Campus Labs, which helps SA gather data to achieve their goals.
- BGSU traditions- Jill would like to see more orange and brown than any other color on this campus. She pointed out a few places in the BTSU that have been or will be painted in orange and brown.
- Successes of SA are the strength of USG and GSS and of the 320 student organizations.
- SA's contribution to the University is their strong collaborations with other campus offices and their work on the development campaigns. At the top of this list are student scholarships and leadership development.
- University's Master Plan with many campus buildings scheduled for renovation or to be torn down to make space for new buildings. Some of the buildings mentioned were the Rec Center, Greek Housing, Bowen Thompson Student Union and the Health Center Building.

Jason announced that Jill has agreed to be the emcee for the ASC Spring Reception on April 12, 2012. All Administrative Staff are encouraged to attend.

Co-Chair's Report

Jason and Sherri met with HR recently and received information on employees who were above maximum on the pay range. There were two cuts in data time, the first one August 1, 2011 where 47 out of 558 staff were over maximum. The second cut was February 1, 2012 where it was found the 35 out of

548 staff were over maximum with the new pay ranges and time tables. No action has currently been taken; discussions are still being held.

JAQ appeal results were released in this meeting. There were 120 total appeals. 55 of those appeals resulted in no changes. 32 of the appeals had changes in factors but didn't result in a grade change. Another 32 appeals had changes which affected their pay grade. A "Lesson Learned" meeting with representation from ASC and HR is scheduled for March 13, 2012. This meeting is to discuss how the JAQ process could be done more effectively next time. If any Administrative Staff have comments for this meeting please email Jason, Sherri, or Steve Kendall.

JAQ graders will soon be informed of their training opportunities. 20 names were submitted, but 3 more will be submitted by the end of the week. Graders are still needed in the areas of Finance/Administration and University Advancement.

Sherri attended the Board of Trustees (BOT) meeting. Details of the meeting are below:

- Approved standard personnel changes for faculty and administrative staff
- Approved minutes and board books will be placed on their website
- A few honorary degrees were also awarded
- A name change to the Bachelor of Science in Technology degree was approved. It was changed to the Bachelor of Science in Engineering Technology
- The establishment of the classification system for BGSU Classified Staff was approved. HR will be working with Classified Staff Council on this initiative
- The Blue Water Satellite Agreement was signed
- Financial Affairs approved Kreischer's electrical, data and fire upgrades
- The residence halls' master plan for renovations was approved as well as changes to BTSU
- The room rate increase was approved

Administrative Staff Survey has been distributed and everyone is encouraged to complete this survey along with reminding constituents.

- The survey is the same as distributed in 2005 except a few questions have been added
- Jason and Sherri will use the results to discuss issues and concerns with President Mazey that need resolved

Marlene Reynolds attended University Council. Details of the meeting are below:

- USG and GSS presented on their accomplishments.
- Andy Alt also spoke about SOAR (Student Orientation Advising Registration) which replaces the acronym NSO (New Student Orientation). He informed those present of the additional efforts to reach out to families and students via online, virtual, and emails.
- Provost Rogers spoke about the National Study of Instructional Costs and Productivity Report, also known as Delaware Data. BGSU will use this data to allocate faculty resources.

A doctoral student contacted Jason and Sherri requesting their assistance with his dissertation research which focuses on "Environment Fit" and how it affects Administrative Staff's job satisfaction. His research will include a staff survey. He has been asked not to conduct his survey until our current survey

is complete. He is also waiting for approval from the HSRB. Please let your constituents know another survey will be forthcoming. He will be sharing results with Jason and Sherri.

Treasurer's Report

Heidi Popovitch stated Sherri Stoll has agreed to transfer the funding for Ferrari Award and parking for this award to the ASC budget. Next year it will be a permanent addition to the budget. This is not "new" funding but funding we lost and have now regained.

Co-Secretary's Report

Thomas Siebenaler announced February minutes have been approved as amended.

The ASC Executive Committee is compiling a list of Challenges and Accomplishments for historical purposes. Anyone who has a contribution to this list is encouraged to send their information to Jason, Sherri, Thomas, or Marlene.

Committee Reports

PWC- No Report

Amendments- Committee reviewed the handbook and made revisions. They were sent to Sherri Orwick Ogden who will forward them to HR once she has reviewed them.

Professional Development- David Janik and Kerry Gonzalez announced Administrative Staff has a spring opportunity for professional development titled "Restoring Passion to the Workplace and Doing More with Less," brought to us by Impact Solutions. This will be held Monday May 14 2-4pm in Olscamp 101. Refreshments will be served. Sherri asked Thomas to work with David on marketing for this event.

Scholarship- Several student scholarship applications have been received. The scholarship raffle is going well and an "Early Bird" drawing was held. All ASC representatives were encouraged to consider contributing to the raffle. The deadline to purchase raffle tickets is April 6, 2012.

Awards & Recognition- Kim Fleshman announced the "Spirit of BG Award" was recently presented to Mike Hachtel. The Ferrari and BG Best nominations are due on March 16th. Kim will send information to Thomas Siebenaler so he can further inform Administrative Staff.

Internal Affairs- No Report

External Affairs- Donna Dick informed everyone the committee has concluded the Cocoon Shelter Drive. She thanked everyone who contributed or volunteered their time. In addition to the items collected this drive was also successful in informing BGSU staff members of the valuable resource and great work the Cocoon Shelter does.

Liaison Reports

Classified Staff Council- Faith Olson announced the beginning of work on the establishment of the classification system for BGSU Classified Staff. They are also implementing the new employee appraisal form and working on the implementation of a midyear review for Classified Staff. The CSC awards ceremony is the third Wednesday in April.

Faculty Senate- No Report

Ombudsman- No Report

Old Business

Cheryl Snider read the proposal for the Bylaw changes. She thanked everyone for their previous discussions and informed everyone, the section containing information on the External Affairs Committee's charge was removed at this time. There was no further discussion. Jason Dunn asked for a motion, David Janik motioned for passage and Laura Emch seconded the motion. Motion passed.

New Business

Jason Dunn sent Administrative Staff Representatives a list of the potential Homecoming themes, and asked everyone to email him your vote, and he will forward to the Homecoming Committee. Jason also announced the next Brown Bag Lunch is at BTSU 315 on 3/15/2012 from 12-1pm.

Good of the Order

Kim Fleshman announced the Innovative Teaching Group will be held on March 28th from 1-3pm. Emily Monago, Director for the Office of Multicultural Affairs announced a diversity program to be held on March 28th with a number of sessions to be held throughout the day and a variety of entertainment. Please refer to their website for more details and many other upcoming activities. A reminder of the faculty/staff open house at the Bookstore on Friday March 2nd, 2012 from 11am-4pm. Sandy Mencer announced the launching of the Virtual Online College Fair which has been very successful. She also announced the BGSU Facebook Page has been very active. Thomas Siebenaler announced he has received many responses to the Spring Reception on March 12th.

Next Meeting

The next ASC meeting will be held on Thursday, April 5th, 1:30pm BTSU 207 the guest speaker will be Sherideen Stoll.

Heidi Popovitch motioned to adjourn the meeting. Thomas Siebenaler seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Co-Secretary, Administrative Staff Council