

**Administrative Staff Council 2008-2009**  
**Minutes: March 5, 2009**

**Members Present:** Jim Beaverson, Daria Blachowski-Dreyer, Adam Bohland, Shannon Bozigar, Nora Cassidy, Jodi Devine, Jason Dunn, Laura Emch, Kim Fleshman, Tom Gorman, Chris Haar, Mike Hachtel, Barb Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Susan Macias, Sandra Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Penny Nemitz, Jacqueline Nathan, Sherri Orwick Ogden, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jenifer Twu, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Joe Luthman (Ombuds)

**Co-Chair Beverly Stearns** called the meeting to order.

**Introduction of Subs:** Sally Dreier for Shannon Bozigar, David Nauert for Denise Kisabeth

**Approval of February 2009 Minutes:** A motion was made by Susan Macias to adopt the minutes. Jodi Devine seconded the motion. All approved.

**Guest Speaker D.J. Kern-Blystone – Money Matters:**

D.J. Kern-Blystone with the School of Teaching and Learning provided the second of several presentations focusing on managing and budgeting money – particularly in tough financial times. A helpful resource can be found at [www.practicalmoneyskills.com](http://www.practicalmoneyskills.com) . If you are interested in further information, please contact D.J. at [djkern@bgsu.edu](mailto:djkern@bgsu.edu)

**Guest Speakers Rebecca Ferguson and Marsha Serio – Human Resources:**

Rebecca Ferguson and Marsha Serio reviewed the classified staff layoff procedures. All administrative staff that are unsure of the procedure are encouraged to contact the Human Resources office.

**(The following reports were submitted in writing due to time constraints)**

**Co-Chairs Report:**

**02/10/09 Executive Committee Meeting**

- Developed topics for ASC officers' meeting with President Cartwright
- Discussed ASC Co-Chair Kim Fleshman's report to the Board of Trustees
- Followed up regarding memorandum to President Cartwright re: the 90-day contract non-renewal notification period mentioned by President Cartwright in the January 8 ASC meeting.
  - Announced that ASC officers will meet with Rebecca Ferguson and Sean Fitzgerald to discuss the possible modification of the contract non-renewal notification policy

- Discussed holding a town hall meeting and inviting panelists to respond to questions solicited in advance from administrative staff. Panelists could include President Cartwright, Rebecca Ferguson, and Sherri Stoll.

**02/17/09 Meeting with Office of Human Resources** (R. Ferguson, K. Fleshman, M. Serio, S. Zulch-Smith)

- Discussed the Severe Weather Memo drafted jointly by chairs of ASC, CSC, GSS, and Faculty Senate. The memo raised concerns regarding the timing of severe weather announcements, ambiguity between the terms “closed” vs. “classes cancelled,” need to redefine “essential employees” and inconsistency in how employees who stayed at work were paid.
- Worked further on memorandum regarding possible modification of the contract non-renewal notification time frame.
- Discussed upcoming meeting with Becca and Sean 3/25/09 re: contract non-renewal notification time frame; Becca anticipates next several years will be exceptional financially.
- Discussed HR coming to ASC to do a presentation about Classified Staff (CS) retention point/bumping process.
- ASC officers will draft memo to R. Ferguson regarding not accepting pay for service this year.
- ASC officers will draft memo requesting to relocate responsibility for ASC budget oversight centrally, possibly in CFO area
- Staff Service Awards (10 years, 15, 20, 25, etc.) will be 3:30 - 5pm in B-TSU Ballroom 4/2/09. \$50.00 gift certificates to the BGSU Bookstore will be awarded.
- Catastrophic Leave Program has been discussed by Sherri S., Becca F., and Sean F., who have concerns re: 80 hours vs. 15 days donation and sick leave only donation.
- Michelle Simmons, Marsha Serio, Harbor, and DJ Kern Blystone will be doing sessions throughout March & April to assist employees with resumes, job interviews, money management, and emotional wellness
- Becca F. is interested in participating on panel for Town Hall meeting

**02/20/09 Meeting with President Cartwright**

- Discussed list of topics prepared by Executive Committee:
  1. Thank you for encouraging a meeting of the ASC officers with Rebecca Ferguson and Sean Fitzgerald regarding possible modifications to the non-renewal notification for administrative staff (meeting scheduled for 03/25/09). Would you clarify whether the 90-day notification period would be on a rolling basis or a set date?
  2. During our first meeting with you on July 30, 2008, you mentioned that a university can't operate without a strong administrative staff—that we are integral to the work of the University—that you hold a high bar for what we do—and that we are valued and make a difference. In the ASC meeting on February 5, 2009, you praised our commitment to the University. Our commitment manifests itself in many ways, one of which is our traditionally high participation rate in the Family Campaign (approximately 81% in FY 07 and 76% in FY 08). Has your perspective changed, and if so, how?
  3. During these times of work force reduction, many administrative staff members are

expected to assume increasing job responsibilities with no additional resources in time and/or funding (i.e., do more with less). It is also the expectation of administrative staff members to serve on University committees and become involved in other administrative service opportunities. Would you share your perspective on the value of time as a precious resource, and what would constitute a reasonable expectation for balancing service with job responsibilities?

4. Are there plans for future restructuring that would engender additional work force reductions, alterations or non-renewals of administrative staff contracts?

5. Because many administrative staff members supervise classified staff, we are concerned about the discrepancy in information related to the upcoming classified staff bumping process. Would you clarify the plan for this process, including the timetable?

6. Per the *Administrative Staff Handbook*, the role of Administrative Staff Council is to provide a structure for supporting administrative staff and for promoting communication and a sense of common purpose. Also per the Handbook, "The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university." How do you interpret the role of ASC in relation to shared governance/collaborative decision-making at BGSU?

7. Administrative staff members want to be considered as part of the solution, and we look forward to continuing to work collaboratively in University decision-making.

### **02/24/09 Executive Committee Meeting**

- Discussed the meeting with Dr. Cartwright on 02/20/09 (see above)
- Discussed meeting with Human Resources on 02/17/09 (see above)

Discussed town hall meeting; plan for May

### **02/27/09 Board of Trustees Meeting**

- Educational Session
  - Center of Excellence
    - Developing Effective Businesses & Organizations
      - Dr. Hartley & Dr. Zickar
    - 21st Century Educator Preparation
      - Dr. Hammond & Dr. Matuga
- Academic & Student Affairs committee (part of Sara's report)
  - Personnel Changes approved
  - Health & Wellness across the Lifespan approved
- Financial Affairs/Facilities Committee
  - Residence Life & Dining Services Master Plan reviewed
  - Approval of McDonald Residence Hall roof Replacement

- Approval of Roof Repairs, Roof Replacements & Masonry Tuck Pointing Projects
- Approval of East Data Ring Installation (includes Huntington Bank Bldg)
- Approval of Parking Lots 5 & 12 Expansion
- ASC Co-Chair remarks
  - Reported our giving to the family campaign
  - Mentioned the perception that anything less than 6 months notice was the loss of a benefit
  - Thanks them for the upcoming March 25th meeting about the 90 days rolling notification proposal
  - Records Retention Forum 3/19/09

**Treasurer's report:**

February Treasurer's Report: March 5, 2009

The normal Load in July 08 was	\$8561.00	
Transferred back to EVP		- \$2197.00

We received carry over from last year	\$2501.57
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Total operating budget for this year	<u>\$8865.57</u>
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Current funds available (3/02/09)	\$6573.34
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Regarding foundation accts: Through 1/31/09

Scholarship	\$103,933.43
Endowed amount	\$100,803.51
Spendable amount	\$ 3,129.92

Other discretionary acct:	\$ 104.63
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**Chair-Elect Report:** no report

**Secretary's Report:** No Report

**Committee Reports:**

**Amendments:** no report.

**Awards:** The Awards committee met and discussed the Spring Reception. The notification for BG Best nominations was emailed to constituents and a few nominations

have come in. The deadline is March 20th. The speaker has been selected and a "save the date" email went out to all. The committee will meet later in the month to select the BG Best Award winners. Also we will be giving out the February Spirit Award this week.

**Internal Affairs:** no report.

**External Affairs:**no report.

**Personnel and Welfare:** The full Personnel Welfare Committee met on Feb 26, 2009. The Salary Subcommittee of PWC presented a draft to the full PWC of their annual compensation recommendations for presentation to the Board of Trustees. Several questions were asked and modifications were requested to one of the charts.

Jim Beaverson volunteered to use SNAP Survey software to conduct a survey of members' thoughts regarding the potential reduction in non-renewal notification time. He prepared a draft which was presented to both PWC and the Executive Committee.

The committee also discussed the proposed meeting of all administrative staff. Suggestions were made which were carried to the Executive Committee.

**Professional Development:** no report.

**Scholarship:** no report.

**Ombuds:** no report.

**Old Business:**

**Non-compensation Conciliation Process.** After the second reading of the NCC document, a motion was made by Jacqueline Nathan to approve the document. Penny Nemitz seconded the motion. All approved.

**Town Hall Meeting.** Efforts are still being made to hold a Town Hall Meeting to allow administrative staff to ask questions of a group of panelists. The meeting most likely will take place in May. It is hoped the panelists will include HR, Sean Fitzgerald, Sherideen Stoll and the President. All administrative staff are strongly encouraged to attend. Questions will be solicited in advance from all administrative staff. Open questions will always take place at the meeting. Further details will be forthcoming.

**Treasurer.** A motion was made to recognize the Treasurer position on Administrative Staff Council by Jodi Devine. The motion was seconded by Steve Kendall. All approved. The amendment to incorporate the treasurer position into the handbook was reviewed and grammatical corrections were noted.

The procedure for incorporating the position into the handbook was discussed. The formal handbook changes currently go through Human Resources.

**Handbook – Appendix A.** It was suggested that we pull out the governance portion of the handbook and place it on our website. A link to the document would replace that section in the handbook. A motion to remove Appendix A and place it on the Administrative Staff website was made by Sandy Mencer. The motion was seconded by Penny Nemitz. All approved. The co-chairs will discuss this procedure with Human Resources at the next meeting.

**Handbook Appendix A, Article 4 – Section 6.** It was suggest to remove references to “chair or co-chair” and replace, if necessary, with “chair-elect or co-chair elect”. A motion to implement these changes was made by Mary Beth Zachary. The motion was seconded by Laura Emch. All approved.

**Co-Chairs 2009/2010.** Nancy Vanderlugt has agreed to assist Sara Zulch-Smith and serve as co-chair for the 2009/2010 term.

#### **New Business:**

**Administrative Staff Survey.** The survey designed to solicit administrative staff opinion of the non-renewal procedure was reviewed. A motion to implement the survey was made by Laura Emch. The motion was seconded by Susan Macias. All approved.

Heidi Popovitch made a motion to adjourn; it was seconded by Mary Beth Zachary. All approved.

The next meeting is scheduled for April 2, 2009 at 1:30 in 201A B-TSU.

Respectfully submitted by,  
Sherri Orwick Ogden  
Secretary