

Administrative Staff Council
Meeting Minutes
Thursday November 1, 2012
Firelands Campus

www.bgsu.edu/organizations/asc/

In Attendance:

Eve Crandall, Jason Dunn, Kim Fleshman, Thomas Gorman, Bess Huyghe, David Janik, Stephen Kendall, Michael Kudela, Jeanne Langendorfer (Ombuds), Sandra Mencer, Karen Meyers, Ryan Miller, Steven Overholt, Tim Parish, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Jennifer Twu, Mary Beth Zachary

Substitutes: Deborah Carden for Terry Carver, Krishna Han for Emily Monago and Stacey Hartley for Mary Ellen Kellow

Guests: Penny Nemitz, Meggan Murphy, Joan Tussing, Julie Hamann, Amy Jo Planthaber, Victoria Kontos, Cheryl Chafee

Tom Siebenaler, ASC Chair, called the meeting to order and thanked David Janik for organizing the meeting, Jason Dunn for driving representatives, and Marlene Reynolds for coordinating these efforts.

Guest Speakers:

Dr. William Balzer, Dean, BGSU Firelands College was our guest speaker. Firelands offers 15 different Associate degrees with 9 Bachelor degree programs. It is not a community college, but a college of the community. The campus is growing in healthcare and allied health programs with a new Associates degree offered in Diagnostic Stenography. This fall, they began to offer a Bachelor of Science degree in Social Work. They are working on coordinating a Scribe Program. Dean Balzer further explained, a Scribe is someone who assists medical professionals with data entry into a patient's electronic medical record. There are also plans for a new Allied Health and Science building with updated science laboratories. The grand opening is planned for November 2015 which also marks the 50th Anniversary of Firelands Campus.

Chair's Report

Tom Siebenaler recently attended the University Council meeting where President Mazey reviewed the University goals. She is aspiring to increase the retention rate to 80% and enrollment to 25,000 over the next 5 years. She also highlighted ways to boost enrollment that would be focusing on international, online, adult and non-traditional students. In the next two years, she would like to see significant strides toward decreasing the number of years to earn a bachelor's degree from four years to three years. Tom will be meeting with Provost Rogers next week and would be happy to relay representatives' questions and concerns about this initiative.

Tom Siebenaler recently met with Human Resource Department and informed representatives the approved addition of same sex domestic partner and sick leave bank has been added to the Administrative Staff Handbook. He also learned the Administrative Staff performance evaluations are 98% complete. He will be providing information on potential performance evaluation forms to use in the future. He reminded everyone in attendance the deadline for open enrollment is November 16th and please refer to the HR website or call HR for detailed information. He also learned the Efficiency Task Force report will be finalized in December. Also mentioned was the inclusion of a diversity component for all search committees, and that a pool of diversity representatives has been created and is currently recruiting members to that roster. Questions were raised about how inclusive this effort really is, in that certain people are being singled-out in this process, to create an equitable representation, appears inconsistent.

Tom Siebenaler recently attended President's Panel where he was informed the faculty contract negotiations are 75-80% complete. President Mazey also announced she will be attending a meeting in Columbus at the Ohio Board of Regents on Tuesday, November 6th to learn what the new structure for the State Share of Instruction will be. President Mazey also addressed student debt burden. A new scholarship office has been created in hopes of providing improved customer service with a specialized focus on the processing of scholarships. This office is expected to be opening in 2013.

Treasurer's Report – No Report

Secretary's Report

Marlene Reynolds announced the October ASC minutes were approved as amended and distributed.

Committee Reports

Amendments- Mary Beth Zachary announced the committee has been reviewing the compensation plan proposal and continuing their review of the handbook. Mary Beth also thanked Cheryl Snider for her service to this committee. Her detail and legal expertise has been extremely beneficial.

Internal Affairs-

Jason Dunn stated the committee is working on planning monthly events for Administrative Staff Council's 30th Anniversary, which is this year. Paul Obringer created a logo (see attached). Watch for more details as events are planned.

Personal Welfare- Steve Kendall announced the committee is continuing to review the Administrative Staff evaluation forms. It will not be mandatory to use the forms. They will only be an option for supervisors to use if they are seeking another alternative from the current form they are using. The Compensation Plan Review process is also underway.

Professional Development- David Janik announced that there are funds available for Administrative Staff seeking to attend a national or state conference during the spring 2013 semester. Please refer to the guidelines on the ASC website. The deadline is January 11, 2013.

Scholarship- No Report

Awards & Recognition- Tom announced Nora Cassidy has taken over as committee chair for this year. The committee met in October and chose Ana Brown, Residence Life, as the September "Spirit of BG" winner. He encouraged all Administrative Staff to consider nominating co-workers for this award.

Liaison Reports

Classified Staff Council- Deb Carden announced Classified Staff Council (CSC) is holding "Safe Zone" training today at Main Campus and November 7th at Firelands. CSC is also soliciting responses to the resolution from the Ohio Board of Regents on the proposed tobacco ban. CSC is working through the reclassification process with Human Resource Department and the consultant firm, AON Hewitt.

Faculty Senate Representative- No Report

BGSU Retirees- No Report

Other Reports

Ombudsman- Jeanne Langendorfer reported 2 cases at this time.

Old Business

Student Mentor Initiative- Tom announced there are currently three Administrative Staff taking part in this initiative. He thanked Sandy Mencer for her work in coordinating this important project and encouraged any Administrative Staff member interested in mentoring students to contact him for more details.

New Business

Tom asked the Representatives to encourage all Administrative Staff (AS) to vote on the Resolution from the Ohio Board of Regents proposed tobacco ban for all Ohio campuses. Jill Carr was charged by President Mazey to form a committee to coordinate with constituent groups (USG, GSS, CSC, ASC, and FS) to determine their stance on this resolution. The Board of Trustees will make the final decision after reviewing constituents' feedback. Tom will forward our vote count

and any comments to President Mazey. As of today, 296 AS have responded and the vote count is 70.6% for the ban and 29.4% against the ban.

Tom is on the search committee for Manager, Employment and Employee Relations in the Human Resource Department. The committee will be holding mini forums for candidates visiting campus. He needs additional AS representation at these forums. Mary Beth Zachary has volunteered and explained how pivotal and critical this position will be for AS to establish a relationship. If you're unable to volunteer, please consider submitting questions to Tom or Mary Beth, so they can be asked on your behalf.

Good of the Order

Tony Short reminded everyone in attendance of the WBGU Station Open House on Thursday, November 8th. The station will be hosting "Brain Games" at 3pm. There are currently 10-13 teams formed of BGSU employees for this event. He encouraged everyone not on a team, to come and cheer the teams on.

Many Administrative Staff Representatives thanked David Janik and the Firelands Campus for hosting this meeting and providing tours of their campus.

Cheryl Snider announced her upcoming retirement.

Mary Beth Zachary encouraged faculty and staff who do not own a Kindle or iPad to reserve one at the Library. The Kindle has 160 books loaded on it and can be used for one week. Send an email to circdesk@bgsu.edu to reserve yours.

Jason Dunn informed all in attendance the de-registration process will again take place. If students bills are not paid by December 15th Spring courses and housing will be cancelled if balance is \$250. or higher.

Krishna Han announced the Falcon Hunger Challenge, hosted by the Office of Multicultural Affairs, will be the week of November 5th. All participants will limit their total food purchases to weekly budget of typical food assistance benefit recipient, which is \$33.

Bess Huyghe, Risk Management Department, purchased an online compliance training application that can be used for any kind of faculty/staff training. The software allows PeopleSoft downloads. The tool went live November 1st and early next year she hopes to be able to demonstrate the system to us. It will be available for other departments to use.

Next Meeting

The next ASC meeting will be held on Thursday, December 6th in BTSU Room 201.

Steve Overholt motioned to adjourn the meeting. Kim Fleshman seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Secretary, Administrative Staff Council