

Administrative Staff Council 2008-2009
Minutes: November 6, 2008

Members Present: Nora Cassidy, Jodi Devine, Donna Dick, Judy Donald, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Michael Hachtel, Steve Kendall, Jeanne Langendorfer, Susan Macias, Connie Molnar, 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, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Tom Zapiecki, Sara Zulch-Smith, Violet Serrato (CSC rep), Barbara Keller (BGSURA rep)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: Chuck Wiersma for Daria Blachowski-Dreyer, Lois Serfozo for Adam Bohland, Tony Howard for Mitch Miller

Approval of September 4, 2008 Minutes: A motion was made by Mary Beth Zachary to adopt the minutes. Connie Molnar seconded the motion. All approved.

Approval of October 2, 2008 Minutes: A motion was made by Steve Kendall to adopt the minutes. Laura Emch seconded the motion. All approved.

Guest Speaker Sherideen Stoll, Chief Financial Officer

Sherideen Stoll, BGSU's financial officer was present to answer questions previously submitted to her by administrative staff representatives.

1. What is the status of the recovery of the stated \$3 million shortfall resulting from the former Early Retirement Incentive Program?

There is no liability showing in the books so it is Sherideen's assumption that this early retirement incentive program is paid back.

2. What scenario-based plans are in place to address future shortfalls (e.g., decrease in enrollment, increase in energy costs, general state of the economy)? BGSU has contingencies built in for various what-if scenarios like catastrophic disasters.

BGSU does build a certain amount of contingency for unforeseen costs like catastrophic events or increasing energy prices. However, it's not a significant amount.

3. Will there be a change in the funding model? When will it change? How will it work? Will we experience shortfalls from the transition? If so, how much?

The state funding model will change effective 7/1/2009. Previously, the model was based on enrollment on the 15th day of classes. Under the new model, enrollment will be counted at the end of the semester. There will be no funding for grades below a D. Various university mission-specific goals, degree completion numbers, and accountability measures will also be a consideration in determining state funding.

4. Would you please outline the realignment of positions in the Finance and Administration area, including the cost/benefit, and do you anticipate additional realignment?

There are a lot of positions that have been moved or realigned. We were trying to group related functions together. For example, all accounting functions would be grouped together, business operations functions would be together and administration positions would be grouped together. Overall we believe this will realize a tremendous cost benefit. Additional realignments are expected. We still have functional units in separate areas that most likely will be pulled together at some point.

5. Please reflect on the current state of the Financial Management System.

FMS is a challenge, but it is not unsolvable. It is going to take time. One of the challenges that complicates things is we do not have the student information running and stable. This prevents us from making many desired improvements in FMS. We are looking for things we can do that can yield better data and make our daily functions easier.

6. When do you anticipate that scholarship information for incoming freshmen will be made available from Noel-Levitz? What will be the implications of Noel-Levitz's new plan for current students who are receiving scholarships?

Admissions is already on the road and has the scholarship information. One of the things we have learned from Noel-Levitz is that this is not something that is done one time. This part of our activities is something we will have to pay attention to and refine forever. Every year this is something we must continue to evaluate. There are years we will get it right and there will be years we will get it wrong.

7. We understand the need for a temporary hiring freeze, which we believe is better than laying off individuals; however, we are concerned about what criteria will be used to determine which vacant positions will have the funds swept and which will be deemed essential/required (e.g., to keep a service operational or an office open) as some areas may have more position vacancies and be more adversely affected than others.

- a. Will the money swept from positions be gone for only this year or permanently?
- b. What types of cut backs in services or operations will be tolerated and supported by the administration when positions are not filled?

There are concerns about the criteria. In most institutions, including ours, the department and division heads are asked to exercise a tremendous amount of judgment - particularly in auxiliary areas. What we are trying to do is insure that as requests for exception are brought forth by a division head, there is a conversation between that person and the president so there is some consistency and a real analysis and balanced discussion takes place. Because we have so many different situations, it is very difficult to just have one set of criteria and apply it to everyone.

- a. The money will be swept during the time the freeze is in place only. Once the freeze is over, the dollars that remain unspent in the current year will still be there and on July 1 the entire

amount of those dollars will come back.

b. This is a very difficult question to answer. Sometimes it's difficult to determine what not to cut until you've gone too far. Miami is facing a 21 million dollar deficit and is planning cutting faculty lines. Decisions to cut certain areas may be made that, after the fact, are determined to be too much. Making these decisions is not a complete science and involves judgment of many individuals. I hope that if you are faced with making these decisions, you have many conversations and exercise judgment.

(Due to time constraints during the meeting, the following reports were provided to the secretary in writing).

Co-Chairs Report:

10/08/08 Employee Constituent Group Leaders (Tri-Chairs) Meeting (F. Olson, B. Stearns, E. Williams)

- Ombuds. Still pursuing cost savings strategies for ombuds training. Plan to draft a request to the President for ombuds training funds shared by the University and each constituent group. Training will not occur until Faculty Senate's ombuds position has been approved.
- Public Records: Records Retention and Records Requests
 - B. Stearns identified the URL for the electronic records tutorial www.bgsu.edu/colleges/library/cac/uarchives/rm/page47538.html and for the BGSU Records Manual www.bgsu.edu/colleges/library/cac/page39987, both located on the Center for Archival Collections web site with other information related to records retention and management.
 - Proposed two possible service goals for this group: (1) compile a public records ready reference document, and (2) sponsor a seminar on records requests and records retention in the spring semester. Suggestions for panel participants include General Counsel Sean Fitzgerald to address records requests and interpretation of the law; Head Librarian of the Center for Archival Collections Steve Charter to address records retention and the BGSU Records Policy; Registrar Christopher Cox and Dean of Students Jill Carr to address student records, FERPA, grades/grade appeals; and Chief Information Officer Bruce Petryshak to address records security. E. Williams will contact the President's Office and the Provost's Office in this regard.
- Other Issues
 - F. Olson reported CSC interest in re-issuing survey questions that were used in the 2003-04 self-study by the Office of Human Resources. CSC believes the survey results do not accurately portray the perceptions of classified staff members, as the survey was distributed to 222 community leaders. B. Stearns declined the offer to involve ASC/administrative staff in the survey effort at this time, as ASC is focusing on accomplishing prioritized goals that will enhance opportunities for improving administrative staff welfare.

10/21/08 Meeting with Office Human Resources (R. Ferguson, K. Fleshman, M. Serio, B. Stearns)

- Co-Chairs followed up regarding the status of the "flexible scheduling" memo revision. Stearns sent the revised memo to Ferguson, who will take to Dr. Cartwright for next Cabinet meeting, and mail memo (on HR letterhead) to VPs, Deans, Chairs, and Directors.

- The NCC document remains top priority with R. Ferguson, who will meet with M. Zachary on 10/22 to preview the revised document, then with the Co-Chairs in two weeks to discuss the process for moving forward.
- The Co-Chairs inquired about the status of the Catastrophic Leave Program. HR believes that the paperwork resides with new General Counsel Sean Fitzgerald.

10/14/08 and 10/28/08 Executive Committee Meetings

- Donna Dick presented information about the BG Holiday Parade on Nov. 22, 2008. Brainstormed the ASC theme: "Give the Gift of Education." K. Fleshman will donate her vehicle; M. Zachary will lend a cap and gown; need contributions of candy and more caps and gowns.
- Developed a list of topics for President's Panel Meeting on 10/30/08.
- Began developing questions for Interim President Cartwright, guest speaker at 11/06/08 ASC meeting (subsequently notified that Dr. Cartwright had to postpone to January 8).
- Co-Chairs updated committee members regarding the meeting with OHR (see above).
- Discussed ideas for disseminating the "Flexible Scheduling Memo" to all constituents, including presenting it during 11/06 ASC meeting.
- Discussed vacant ASC seats: Gross, Saviers, Work.
- Discussed representation on President's temporarily expanded Cabinet: Cassidy, Fleshman, Green-Churchwell, Molnar, and Short Stearns.
- Developed ASC agenda items 11/06/08.
- Reminded members regarding invitation to attend Faculty Senate sponsored forum with Cartwright, Stoll, and Baugher on 10/28.

10/28/08 Faculty Senate Fall Open Forum

- Interim President Cartwright addressed the state of the University, state mandates, and the status of the presidential search.
- VPFA Sherideen Stoll addressed the financial state of the University and the new University System of Ohio funding proposal, including the potential impact for BGSU.
- Provost Shirley Baugher addressed the status of enrollment at BGSU (aided by Guzman), the status of international students and programs, the general education review to be conducted by consultants Keeling and Associates, and the status of developing additional centers of excellence (e.g., the Health and Wellness Across the Lifespan proposal in under final review).

10/30/08 President's Panel

- This group meets at the call of the President, at least once each semester during the academic year, and is advisory to the President on matters concerning the welfare of the University. Panel is composed of the President, Provost/VPAA, one additional administrator appointed by the President, two officers each of the ASC and CSC (normally Chair and Vice-Chair), the Chair, Vice-Chair, and Secretary plus one elected member of the Faculty Senate, and selected representation from USG and GSS. Each representative group provides topics in advance for discussion. ASC Executive Committee developed a list of topics ranging from our concern regarding the potential for a reduction in the workforce to our concern why BGSU is the only public institution in Ohio showing a decrease in enrollment to a concern shared with GSS

regarding directives for attracting non-traditional and online learners/increasing course offerings to a perceived conflation of the data showing growth of administrative staff numbers (IR revised Oct. 2008 Salary Expenditure and Positions by Category).

Treasurer's report:

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

Total bills accounted for
Fall Reception \$ 774.37

Expecting additional expenses
For flower

Other expenses this year:
[Spirit Awards two months] \$ 15.62

Phone Charge
[carry over from last year] \$ 17.25

Town Hall meeting in August \$ 194.25

Total left in budget: \$5362.51

Regarding foundation accts:

Scholarship \$108,317.49
Endowed amount \$100,264.17
Spendable amount \$ 8,234.26

Two other discretionary accts: \$ 104.54

Chair-Elect Report: no report

Secretary's Report: no report

Committee Reports:

Amendments: no report.

Awards: The Awards and Special Recognition Committee has two new members: Janice Twork and Robin Veitch. September's Spirit Award was presented to Annette Badik who works in the Career Center.

External Affairs: no report.

Personnel and Welfare: The Salary Subcommittee has developed a survey that went out to multiple schools to hopefully gather comparative information to use later. The NCC draft has been shared with HR for their initial reactions/perceptions of the process. ASC leadership will meet with Becca Ferguson this week to discuss. 360 Degree evaluations is beginning its work.

Professional Development: no report.

Scholarship: The Scholarship Committee is currently accumulating raffle prizes for the scholarship raffle.

Ombuds: October Activity

There were 7 cases and 17 hours activity (may include time not spent on cases). The year to date time is 66 hours.

September Activity

There were 5 cases and 24.5 hours activity (may include time not spent on cases). The year to date time is 52 hours.

Good of the Order:

It was asked that the information below be included in the minutes:

Relatively high levels of underperformance for many first year students.

Although responses on the BGSU Freshman Survey suggest that most students are very optimistic about making at least a “B” average, the spring semester 2008 cumulative GPA for the entire class was only 2.10. Women achieved higher GPAs than men, and significant variations were noted by academic divisions. For example, freshman males in A & S earned a 1.94 while the GPA for their female counterparts was 2.15. The overall freshman spring averages in the three largest colleges were 2.04 (A&S); 2.05 (BA); and 2.16 (Education).

As previously highlighted in the data summary section, 15.4 percent (498 students) of the 2007 freshmen cohort were placed on academic probation after the first semester because they achieved less than a 1.50 GPA. This level of underperformance is surprising in view of the relatively high scores on all five NSSE benchmarks and the general levels of satisfaction students express about interactions with and support from most of their instructors.

Poor performance for some students may be attributed to very low grades in traditionally high risk courses – courses where 30 percent or more earn D’s, F’s, or W’s. Examples of high levels of underperformance were noted in certain sections of ARTH 145 (32%), CHEM 110 (41), and MATH 112 (49%). In addition, with the exception of mid-terms, most freshmen interviewed by the consultant stressed that they had very few clues as to their class standing (i.e., grades) because they had very few graded assignments and tests.

Susan Macias made a motion to adjourn; it was seconded by Deborah Rice.

Next meeting is scheduled for December 4, 2008 in 207 BTSU.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary