

Administrative Staff Council 2009-2010

Minutes: September 3, 2009

Members Present:

Nora	Cassidy
Kelly	Cusack
Jodi	Devine
Donna	Dick
Jason	Dunn
Laura	Emch
Kimberly	Fleshman
Thomas	Gorman
Michael	Hachtel
Barbara	Hoffman
Lisa	Ingram
Stephen	Kendall
Sandra	Mencer
Sara	Meyer
Ryan	Miller
Mitchell	Miller
Connie	Molnar
Beth	Nagel
Jacqueline	Nathan
Sherri	Orwick Ogden
Steven	Overholt
Tim	Parish
Brett	Pogan
Heidi	Popovitch
Marlene	Reynolds
Deborah	Rice
Dawn	Shores
Anthony	Short
Thomas	Siebenaler
Beverly	Stearns
David	Steen
Kurt	Thomas
Janice	Twork
Jennifer	Twu
Nancy	Vanderlugt

Mary Beth Zachary
Thomas Zapiecki
Sara Zulch-Smith
Barbara Keller (BGSURA)
Faith Olson (CSC)

Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Robin Belleville for Laura Emch

Approval of Minutes: Minutes will be approved electronically, distributed and reported on the next meeting minutes. This will allow quicker distribution to the constituents. Reps are asked to submit revisions within 48 hours of receipt of the minutes. No response by the deadline will be considered an approval of the minutes.

Guest Rebecca Ferguson, Human Resources:

Furloughs: There are 493 employees affected by the new furlough policy of which 346 are administrative staff. 264 of those are in the \$50k - \$75k range, 49 in the \$75k-100k range, and 33 make over \$100k. The library has approximately 5% of the overall affected employees. Rebecca reported that her office received calls from individuals not affected by the furlough offering to help. If you would like to help, donations to scholarships are suggested. Administrative staff do not have to document furlough days on their leave forms. There is an example on HR's website showing how classified staff should report furlough days on their timesheets. The money spent from the furloughs are one-time dollars. Some of the money was used to hire our graduates as letter of appointment admissions recruiters to increase enrollment.

Leave Bank: The goal was to receive at least 500 hours of donations to the new leave bank. Rebecca was proud to report there were a total of 5,152 hours donated. Administrative staff donated 2,312 of those hours. A second enrollment will take place in February. Hours carry over between enrollments. The maximum a person can receive from the leave bank is 240 hours. An administrative staff representative is needed to serve on the Leave Bank Committee for a three-year term.

Co-Chairs Report:

- The non-renewal policy was changed and approved at the June 2009 Board of Trustees meeting. Co-chair Sara Zulch-Smith spoke at the meeting to discuss administrative staff concerns. She expressed that administrative staff are an important part of the university and contribute in multiple ways. She explained

we wish to do our part that that the non-renewal policy and the furloughs have significantly affected the administrative staff constituent group.

- We are trying to clarify the clause in the policy that refers to years of service and whether that refers to total years of service to BGSU or years of service as an administrative staff employee.
- Changes in the health care benefits are coming. Donna Wittwer will be at our meeting in October to talk about those changes. There are two plans they are looking at right now; one plan that will keep the amount you are paying the same every month and another will keep the benefits the same.
- Congratulations to those selected for the leadership institute!
- Beverly Stearns will follow up with HR on removing the charter and by-laws from the handbook and instead include links to the ASC website.

Treasurer's report: No report.

Chair-Elect Report: No Report.

Secretary's Report:

Committees are reminded to elect a chair and report the name to the secretary. All chairs are asked to submit electronic reports prior to each monthly ASC meeting.

Constituent lists are almost complete and will be sent electronically to each ASC representative. A sample email will be included in case it is helpful.

Committee Reports:

Amendments. No report

Awards. No Report.

Internal Affairs. No report.

External Affairs. No report.

Personnel and Welfare. No report.

Professional Development. No report.

Scholarships. No report.

Liaisons' Reports:

Classified Staff. Faith Olson reported they had three job eliminations this past week. It is her understanding there will not be additional classified staff cuts in 2009. 2010/2011 could see some severe reductions. The Helping Hands program is going along very well and they are down to two families. Administrative staff are welcome to partake in the program if needed.

Retiree's Association. Barbara Keller reported the retiree's council is very interested in the various issues the university is currently encountering. The council includes faculty, classified and administrative staff.

Barbara will arrange to have a copy of the Retiree's Council Newsletter forwarded to the ASC secretary.

Old Business:

Chair-Elect. Serving as chair or co-chair is a beneficial growth experience and provides a new and helpful perspective on the university. Please consider volunteering as co-chair elect.

New Business:

Fall Reception. The reception will not take place on September 23, 2009 as originally scheduled. There has been some question as to the funding for the Ferrari Award which has caused delay. We are working on a meeting to resolve this issue. The cost of the award is \$1,000 plus \$360 for the parking space. The award was approved by the Board but no funds were ever permanently attached to the award. Jodi Devine offered to contribute \$500 toward the award to keep the tradition going. The council confirmed we could most likely find more contributors to be able to give the award this year. It was suggested that a foundation account be created and the number distributed to the constituents.

Good of the Order:

Sara Zulch-Smith. Nancy and I will do everything we can to advocate for administrative staff during this upcoming year. Please feel free to bring any questions or concerns you have to Sara or Nancy.

Steve Kendall. WBGU PBS is a recipient of a Corporation for Public Broadcasting Award for their My Source series.

Sandra Mencer. Exciting things are happening! Albert Colom has brilliant plans for making tremendous changes in enrollment. These plans include a Student

Communication Center, a Non-Traditional Student Center and new computer software. 10 for 10 in 2010 is a plan to increase 10% in 10 different enrollment measurements.

Mary Beth Zachary. Contact Mary Beth if you have any questions about library services or would like a tour!

Jacqueline Nathan. There is a High School Art exhibition going on now through October 4th. The hours are 11-4 Tuesday through Saturday, 1-4 Sunday and 6-9 on Thursday evening. Take some time and check out the amazing art!

Kim Fleshman. The ASC meeting scheduled for December 3rd is rescheduled for December 10th in BTSU201.

Kelly Cusack. As the representative from Firelands, I would like you to know that the Firelands' personnel really care about the Main Campus personnel and are sensitive to what they are going through.

Barbara Hoffman. Flu shots begin 9/14! There will be designated areas throughout campus. The cost is \$23. We can bill your insurance. We will be going to Firelands as well. This is the shot for H1N1 which is not yet available. As far as we know, when it is available it will be free of charge.

Barbara Hoffman motioned to adjourn the meeting. Connie Molnar seconded the motion. Meeting adjourned.

Respectfully submitted by,

Sherri Orwick Ogden

Secretary