

# Administrative Staff Council

## Meeting Minutes

### Thursday, September 6 2012

#### **In Attendance:**

Terry Carver (CSC), Nora Cassidy, Brian Childs, Eve Crandall, Donna Dick, Jason Dunn, Leslie Galan, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Jeanne Langendorfer (Ombuds), Benjamin Martin, Karen Meyers, Connie Molnar, Paul Obringer, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Abby Priehs, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Kurt Thomas, Jennifer Twu, Candace Weis, Elizabeth Wood (Faculty Senate Liaison), Mary Beth Zachary

**Substitutes:** Laura Waggoner for Laura Emch, Connie Weaver for Emily Monago

**Guests:** Adam Bohland, Juli McCarroll, Jackson Starr, Arielle Weaver

Tom Siebenaler, ASC Chair, called the meeting to order and welcomed all returning and new members. He presented Nora Cassidy with a plaque to thank her on behalf of Administrative Staff for her work on updating the Administrative Staff website that had not been done for many years.

**Guest Speaker:** President Mary Ellen Mazey was our guest speaker. Below are the items she addressed:

- Thanked everyone in attendance for the important role they play in recruitment, retention, and success of our students.
- State of the University Address is September 19<sup>th</sup>.
- Enrollment is good but would like to see enrollment at 25,000. BGSU is now the smallest of the four corner universities. Miami University has grown considerably; their current enrollment is 23,000 students including regional campuses. BGSU will be targeting populations of Community College, out-of-state, adult, and international students.
- The Board of Trustees budget approved in June was 14 million dollars less than the budget approved in 2009.

#### **Chair's Report**

##### **Meeting with the President-**

- Health Center contract with Wood County Hospital has not been signed yet. Administrative Staff members jobs are secure.
- Administrative Staff contracts have been renewed with a 2% salary increase as of September 1<sup>st</sup> 2012. Also, staff members identified as falling below the minimum salary were brought up to the minimum.
- Tom requested that prior to any communication involving Administrative Staff being distributed to send the document to him to be reviewed.

##### **Meeting with HR-**

- Administrative Staff performance evaluation forms are currently being reviewed. There will be three different versions: one will be narrative, one will be narrative combined with a scale, and one using a scale only.
- An Efficiency Task Force has been created and has been working to streamline to the Administrative Staff hiring process.
- All Administrative Staff should have been evaluated by their supervisors.

##### **Meeting with CFO-**

- Sheri Stoll informed Tom there is no update on State Share of Instruction. She had three meetings cancelled and was not informed why they were cancelled.
- Negotiations with faculty are going well and on target.

### **External Affairs Committee-**

Tom announced this committee will be inactive for this year. ASC Executive Committee will be reviewing the goals and objectives of this committee along with the Internal Affairs Committee.

### **Treasurer's Report**

Heidi Popovitch reminded everyone of the Administrative Staff Recognition Account. The account number is 301996 and the current balance is \$1,080.

### **Secretary's Report**

Marlene Reynolds announced the June ASC minutes were approved and distributed. She also explained a less formal approach in disseminating information to Administrative Staff will be followed this year. She will not assign constituents to representatives. She asked the representatives to encourage fellow Administrative Staff to visit the Administrative Staff Council website (<http://www.bgsu.edu/organizations/asc>) for a list of this year's Representatives. Staff will also receive emails from ASC officers and have an opportunity to express their thoughts and gather information at the monthly Brown Bag Lunch Series. Marlene also announced that she is compiling a list of University Standing Committees that have Administrative Staff representation and will have an update at the October meeting.

### **Committee Reports**

**Amendments-** The committee has not met, but has been in communication and has a strategy to complete the stated goals. Emily Monago will not continue as co-chair but will continue with committee work. Mary Beth Zachary will chair. They will be segmenting the handbooks and charter for review for comments, suggestions, clarifications, deletions, or revision. The committee encourages all ASC members to read through the Administrative Staff Handbook early in the academic year to provide a context for many discussions that may happen in council.

**Internal Affairs-** Sherri Orwick Ogden announced the committee is scheduled to meet Monday, September 10<sup>th</sup>. They will be discussing goals and objectives and ASC 30<sup>th</sup> anniversary events. Sheri will have a report for the October meeting.

**Personal Welfare-** Steve Kendall announced the committee will be reviewing the performance evaluation form, compensation plan.

**Professional Development-** Kerry Gonzalez stated the group has not met recently. The next round of funding will be distributed January 11<sup>th</sup>. She will give us an update at next month's meeting.

**Scholarship-** Benjamin Martin announced the committee met in August.

**Awards & Recognition-** Paul Obringer is the chair of this committee and has 25 years of experience in advertising and design and looks forward to the committee's first meeting.

### **Liaison Reports**

#### **Classified Staff Council-**

- Launched Classified Staff Questionnaire today—similar to Mercer survey last year. Two levels of Supervisors need to approve Classification Specification written by employee by September 28<sup>th</sup>!
- New performance evaluation training sessions starting next week! Be sure to attend these with your Classified Staff employees so you are familiar with how to use these for Mid-Year and End-of-Year evaluations!
- CSC Buck 'n Ear scholarship fundraiser earned \$550 last week
- Thanks to Lisa Ingram for the tour of Centennial Hall!
- Thanks to Sherri Orwick Ogden for meeting with Terry about the Morale Committee—something that CSC may also need to put into place
- Updated Classified Staff Handbook to reflect numbers/decimals for vacation accruals as is on our paycheck stub information on line (instead of hours and minutes)
- Looking forward to the University House reception on September 11<sup>th</sup>!
- Next CSC meeting is at the Airport on September 19<sup>th</sup>.

**Faculty Senate Representative-** At the 8/28 Senate Executive Committee meeting, Andy Ault talked about the successNET system of communicating with students and Craig Zirbel reviewed campus discussions in various venues about changing the campus culture and student expectations. These conversations and the listserv that was set up to share opinions and tips mark the beginning of the ongoing General Education renewal process.

At the 9/4 Senate meeting, the President talked about much the same matters as presented to ASC and the Provost had a long list of priorities – many following up on work begun last academic year .

### **Other Reports**

**Ombudsman-** Jeanne Langendorfer informed the committee, there was one case over the summer.

### **Old Business**

**Morale Implementation Group-** Sherri Orwick Ogden said the group has been meeting all summer and have been working on the narrative comments that came from the Administrative Staff Survey last spring. The committee is starting to create a report and plans to have it completed by October. She will update us at the October 4<sup>th</sup> meeting.

**Compensation Plan Review Meeting-**A committee met with HR this summer to review this plan. More details will be forth coming as future meetings are held.

### **New Business**

The November 1<sup>st</sup> ASC regular meeting will be held at Firelands Campus. Plans are being made to provide transportation to this meeting. Watch for details and be sure to RSVP so we can get a count for transportation and meals.

Safe Zone Training with Tobias Spears will be available to all Administrative Staff on Thursday, September 27 in BTSU Room 308 at 2pm. This training will be a wonderful opportunity for staff members to learn how to best support our LGBT students.

Three graduate students, Adam Bohland, Jackson Starr and Arielle Weaver, from University of Toledo Masters of Higher Education in Governance and Administration were tasked by their professor to find a shared governance body to do an in depth analysis on how ASC interacts with the campus community. The students will be also attending our Executive Committee meetings and the October ASC meeting.

### **Good of the Order**

Tony Short announced a new weekly program, Scenic Stops, airing on WBGU on Thursday evenings at 8pm beginning on September 13<sup>th</sup>. The program focuses on stories about local people and places.

Steve Kendall announced the WBGU station Open House will be Thursday, November 8<sup>th</sup>. The station will once again be hosting a Quiz Bowl and encouraged ASC members to put a team together. President Mazey will be the host.

### **Next Meeting**

The next ASC meeting will be held on Thursday, October 4<sup>th</sup>, in BTSU Room 201 with Provost Rogers as our guest speaker.

**Heidi Popovitch motioned to adjourn the meeting. Steven Overholt seconded the motion. Meeting adjourned.**

Respectfully Submitted,

*Marlene Reynolds*

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Co-Secretary, Administrative Staff Council