

**Summary of Administrative Staff Council 2010/2011 Meeting
November 4, 2010**

ASC Website: <http://www.bgsu.edu/organizations/asc/>



Guest

**Donna Wittwer, Human Resources – Health Insurance Changes
Rebecca Ferguson – Mercer Review of Administrative Staff Positions and Compensation**

Committees



**Attend the Women's Basketball Administrative Staff Event at 5:30 pm on November 17th
Above the Rim at Anderson Arena!
RSVP 417-372-2401 or pay at the door**



**Christmas Parade November 20th – please walk in the parade or donate candy! CSC and
ASC are working together. Contact Donna Dick or Bob Mason for more information.**

Administrative Staff Council 2010/2011 Minutes: November 4, 2010

Members Present:

First	Last
Adam	Bohland
Kelly	Cusack
Jason	Dunn
Laura	Emch
Kimberly	Fleshman
Thomas	Gorman
Michael	Hachtel
Lisa	Ingram
Stephen	Kendall
Ryan	Miller
Connie	Molnar
Emily	Monago
Sherri	Orwick Ogden
Steven	Overholt
Tim	Parish

First	Last
Brett	Pogan
Marlene	Reynolds
Dawn	Shores
Anthony	Short
Thomas	Siebenaler
David	Steen
Kurt	Thomas
Jennifer	Twu
Nancy	Vanderlugt
Mary Beth	Zachary
Linda	Hamilton, BGSURA
Tami	Thomas, CBA – Guest
Lisa	Chavers, Graduate College - Guest

Co-Chair Anthony Short called the meeting to order.

Introduction of Subs: Kari Johnson for Heidi Popovitch, Theresa McLove for Cheryl Snider, Jeanne Langendorfer for Beverly Stearns

Guest: Donna Wittwer, Human Resources. [\(Back to top\)](#)

Changes in Health Care and Open Enrollment Highlights:

- Plans A and B will no longer have the \$2 million maximum.
- The maximum for preventative services will go away.
- For chiropractic services, the \$750 maximum limit will go away but there will be a 15-year visit per year maximum.
- ExpressScripts will be the new pharmacy provider. This will mean changes in the pharmacies that participate in the new program. To see if your pharmacy will continue to participate, go to HR's website. New cards and additional information will be sent in a welcome packet to you by the end of the year. If you find your pharmacy is not covered under the new plan, contact the networked pharmacy of your choice and they will have your prescriptions transferred. If you use mail-order, Caremark will send those prescriptions to ExpressScripts except for controlled substances or compounds.

- The dental and medical coverage will be unbundled; therefore, you can opt to have dental and not medical and vice versa.
- National health changes now include medical coverage for dependents up to age 26 if they are unmarried, married, students or employed. However, if they are offered health care through their employer BGSU will not cover them. This is included in the cost per month. December 10th is the deadline to turn in documents regarding the dependants. Dental can only be offered to those that are full-time students.
- State House Bill 1 expands only the medical coverage to age 28 if unmarried, lives in-state or is a full-time student out of state, and has no health care coverage offered to them. The cost for this is paid by the employee.
- BGSU will now cover same sex domestic partners for medical, dental and vision.
- All of the enrollment documents are online. Go to MyBGSU and click on Benefit Enrollment Options.
- November 19th is the deadline for medical and life insurance.
- Flexible spending will no longer cover over-the-counter drugs.
- Full details and instructions for online enrollment are on HR's website.

Guest: Rebecca Ferguson, Human Resources ([Back to top](#))

Highlights regarding the scheduled Mercer review of Administrative Staff JAQs are as follows:

- Mercer is a compensation structure company for employees
- The first review was in 1996 with subsequent reviews in 2001 and 2005.
- The purpose is to review the compensation structure and review JAQs as some are over 10-years old.
- Will review the existing JAQ tool for revisions.
- All administrative staff will be asked to update their JAQs in conjunction with their supervisors, and assist those they supervise in doing the same, and submit revised JAQs to HR.
- A tight timeline is currently scheduled with 4 JAQ-writing training sessions for administrative staff scheduled for 11/22 and 11/23 and we believe 11/29 and 11/30. The anticipated deadline for revised JAQs to be to HR is mid-December. One will be scheduled for Firelands.
- Mercer will review benchmark positions.
- Positions will be reviewed against peer institutions.
- Grading teams will be assigned to review all other positions. The teams will consist of 9 individuals from Academic Affairs, 6 individuals from Finance, 6 individuals from Student Affairs and 3 individuals from other areas (M&C, President's office, etc). ASC will have an opportunity to review the list of team members and make suggestions/add. Time commitment to participate on a team will be approximately 1 ½ days/week for 3-4 weeks.
- There will be an appeal process in place should there be an issue.
- The deadline to complete the entire process is March, 2011.
- Mercer indicated we may need fewer or broader ranges. If the expertise recommends this, we will need to look at it with accommodations for perceptions vs. actual ranges.
- In response to a question regarding results of the review, there is no money for increases at this time. The expectation is that pay ranges will move and if there is any money at all it will be for those that fall below the minimum. The belief is there is no intent to lower salaries.
- The goal is this will be done in a collaborative and transparent way.
- If a revised JAQ isn't submitted for a position that currently has a JAQ, it will be evaluated on the existing JAQ. The preference is for every position to have a JAQ.
- Pay grades and total points criteria can be found on HR's website <http://www.bgsu.edu/offices/ohr/compensation/index.html>

- Are we in market? Are we out of market? Is there something else we need to be doing in regard to the market? How do we equitably distribute if small amounts of monies are available in the future? These are the types of discussions we need to have.
- There were recommendations from Mercer many years ago that were never implemented.
- This is a serious endeavor so please reflect and revise your JAQs in a concise and clear format.

Co-Chairs Report [\(Back to top\)](#)

United Way

- Contributions are down and the need is great. Please consider contributing. There are a few weeks left.

Heidi Popovitch had her baby! Nolan Gabriel. Congrats, Heidi!

Committees - have all of your electronic reports to Sherri by Monday.

Meeting with Dr. Cartwright

- Dr. Cartwright acknowledged and showed appreciation of the contributions by administrative staff.
- Budget information is unknown especially with the election coming up.

Tri-Chairs Meeting

- An upcoming meeting is being scheduled for the end of November or December.

Human Resources

- Mercer was the main topic of this meeting.

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Treasurer's report – no report.

Chair-Elect Report - not scheduled.

CSC Liaison Report – no report.

Secretary's Report - no report.

Committee Reports [\(Back to top\)](#)

Amendments – no report.

Awards

The committee met on October 21st to choose the next Spirit Award winner and discuss the planning for the BG Best and Ferrari Awards. At this point the Spirit Award for October has not been given but is scheduled. We composed a memo for the Executive Committee with ideas on the logistics of handling the BG Best Awards and Ferrari for the Spring. We have not had a response from that committee as of this date.

Internal Affairs—upcoming meeting is being scheduled.

External Affairs

- Attend the Women's Basketball Administrative Staff Event on November 17th!
- Christmas Parade November 20th – please walk in the parade or donate candy! CSC and ASC are working together. Contact Donna Dick or Bob Mason for more information.

Personnel and Welfare – no report.

Professional Development – a new chair is needed for this committee.

Scholarships – beginning to organize.

Parking – they are setting up a structure on how parking tickets will be evaluated.

Old Business ([Back to top](#))

- ASC Reception is April 26th, 2010!
- We need a Professional Development Committee chair.
- The Student Union Advisory Committee needs an Administrative Staff representative.

New Business ([Back to top](#))

- Mary Beth Zachary is working with CSC to revise the classified staff evaluation form. If you have comments or suggestions about that process, please contact Mary Beth.

Next meeting is December 2, 2010. Dr. Ken Borland will be our guest.

Motion to adjourn by Thomas Siebenaler. Seconded by Steven Overholt.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary