

**Administrative Staff Council
Meeting Minutes
October 6, 2011**

In Attendance:

Nora Cassidy, Donna Dick, Jason Dunn, Kimberly Fleshman, Kerry Gonzalez, Michael Hatchel, Linda Hamilton, Bess Huyghe, David Janik, Stephen Kendall, Jennifer Kilian, Sandra Mencer, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Nancy Vanderlugt, Mary Beth Zachary, Jeanne Langendorfer

Substitutes:

Jerry Ameling for Laura Emch, Betsy Bunner for Tom Gorman and Sarah Zulch-Smith for Connie Molnar

Jason Dunn, Co-Chair, called the meeting to order.

United Way

Mike George, from the Bowling Green United Way office, was the guest speaker. He informed the representatives present the BGSU United Way campaign is beginning and all employees will receive an electronic or paper pledge card. He asked all employees to consider a donation, advocating and/or volunteering for United Way. He explained BGSU accounts for 30% of the campaign and is the largest donor in the county. Many United Way volunteers have included BGSU students and employees. The money donated goes directly for services in Wood County. Some of the recipients and programs last year were Bowling Green City Schools, "Help Me Grow" through the Wood County Health Department, and Wood County Hospital for the Center for Child Development Program. United Way also contributes financially to food pantries, Cocoon Shelter, and assisted Lake Township with the aftermath of the tornado. Dial 211 24/7 to reach a United Way representative for help with social needs.

Co-Chair's Report:

University Council:

Sherri attended University Council meeting where they discussed Capital Planning, the Master Plan, and Dr. Gary Silverman also spoke on a Climate Control Committee Agreement. By signing the agreement, BGSU would be required to analyze our carbon footprint and pledge ways in which the University will reduce the carbon footprint in the future. She also heard an update on CUE. A proposal that addresses issues with CUE will be presented to undergraduate council in the spring. The earliest implementation will be Fall 2013 semester. President Mazey expressed concern at this meeting about the length of time it has taken to prepare for implementation. Sherri distributed an email from Albert Colom concerning retention updates from the consultant's report.

(HR)Human Resources:

Jason stated ASC (Administrative Staff Council) will make formal requests for JAQ(Job Analysis Questioner graders. There is a need for 16 graders to be appointed for future JAQ reviews. The graders will need to commit to a one year term. The current JAQ review's second appeal deadline is October 14th.

Health Insurance Open Enrollment will soon be in process. The cost of health insurance to BGSU employees will not increase this year however health insurance costs have increased. BGSU will take on the additional cost. Benefits will remain the same with Plan A and B.

Dr. Pat Pauken Meeting:

Jason and Sherri met with Dr. Pauken a few weeks ago and shared ASC's concerns with the current JAQ process. Sherri distributed a document titled JAQ Compensation Plan Review. She asked ASC representatives to inform her of any changes to the document. Jason and Sherri will be sharing the document with Dr. Pauken and President Mazey in the near future.

Sheri Stoll Meeting:

Budget items for the Ferrari Award were discussed. The parking cost will be a permanent fixture in the ASC budget as of this year. The \$1000 award has the potential to be a permanent fixture in the ASC budget.

President's Panel:

ASC Executive Committee, Faculty Senate and Classified Staff Council had many questions for the President. Some of the topics during this meeting focused on shared governance, ASC's long and short term goals, the creation of the Efficiency Task Force and the challenges President Mazey foresees in the upcoming year.

Treasurer's Report:

Heidi Popovitch will confirm the parking fee for the Ferrari Award is in the ASC budget as soon as the budget is loaded. Heidi anticipates the load will happen this month after the audit is completed. The ASC purchase so far this year has been the BG Best Award clocks.

Secretary's Report:

Tom Siebenaler created a document with ASC committee goals and objectives. This list has been reviewed by ASC representatives. Continue to let Tom know of any updates or revisions. He is updating the ASC website, please review the website and let him know of any changes or additions needed.

Marlene Reynolds announced the September ASC minutes were approved as amended.

Committee Reports:

Amendments:

Cheryl Snider distributed the Bylaws and Charter of ASC with proposed changes. She asked the representatives to review them and she would have the item placed on the November agenda for discussion and debate. The primary change was the job descriptions of the Co-Secretaries.

Professional Development:

Kerry Gonzalez and David Janik will develop information concerning the professional development scholarship opportunities and have them posted on the ASC website.

Scholarship:

No report.

Internal Affairs:

Tom Siebenaler is updating the ASC website. The committee will also be working on the 2011/2012 New Representative Orientation.

External Affairs:

Donna Dick will be scheduling a meeting in the near future to discuss the BG Holiday Parade.

Classified Staff Council:

The liaison for classified staff was not present.

Faculty Senate:

Tony Short attended a recent meeting where the charter and compliance issues were discussed. This topic will be placed on the trustees' meeting agenda. On October 14th at 9:15am an open forum will be held to discuss the BGSU Master Plan.

Ombudsman Report:

Jeanne Langendorfer reported only brief questions were received. There is one ongoing activity but she is currently unsure of the status.

New Business:

Jason distributed a handout containing a change created by HR in the Administrative Staff Handbook concerning the personal leave policy. One representative suggested aligning the administrative staff verbiage to the proposed classified staff change. Tom Siebenaler made the motion to accept the suggestion; David Janik seconded the motion. Motion passed. Jason and Sherri will report results of the motion to HR.

Sherri is collaborating with Classified Staff Council to create a trivia team which will participate in the Academic Challenge at WBGU in November. Others were encouraged to form teams in their department/colleges.

Old Business:

Discussion points concerning the ongoing JAQ process are listed below:

- There was concern expressed in regards to revisions made to some employees' JAQs and scoring indicated those revisions, however; the revisions inadvertently were not

listed on the JAQ returned to them. Those employees' JAQ were identified and corrections are being distributed by HR.

- There was also concern expressed over the inconsistency in the documents employees received by HR and when they received them.
- HR has stated they will review *all* positions in the instance where an employee in a certain position appealed their JAQ while others with the same job title did not. An example could be if a TSS in one department appealed while others TSS chose not to appeal, HR would review all the employees with this job title.
- Concerns were expressed about the delay in updating the HR website. An example given was the deadline for appeals on the website is October 3rd, when the second appeal date of October 14th was granted.
- Also discussed were degrees. Concern was expressed while a job posting may have required a Masters degree at the time an employee applied for the position but when the positions were reviewed by the grading teams the results stated a Bachelors degree was required. In addition, some in attendance wondered why National Benchmarks were used to determine the degree needed and not the Professional Standards for the field of work.
- There was also concern in regards to email communication being distributed by HR student employees HR and not by HR employees.

Next Meeting:

John Ellinger, CIO, will be the guest speaker at the next ASC meeting on November 3rd at 1:00pm. **NOTE: time change.**

Heidi Popovitch motioned to adjourn the meeting. Beverly Stearns seconded the motion.

Respectfully submitted,

Marlene Reynolds
Co-Secretary, Administrative Staff Council