

## **Minutes of Administrative Staff Council Meeting April, 2002**

**Call to Order:** Chair John Clark called the meeting to order at 1:35 p.m.

**Members Present:** Linda Bakkum, Amelie Brogden, , John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Sally Dreier, Mike Fitzpatrick, Deborah Fleitz, Dave Garcia, Brady Gaskins, Tony Howard, Sally Johnson, Sue Lau, Jane Myers, Pam Phillips, Robin Veitch, Barbara Waddell, Robert Zhang

**Members who sent substitutes:** Joe Luthman for Phyllis Short; Lee Norden for Mary Beth Zachary

**Members Absent:** Ann Betts, Sandra Di Carlo, Laura Emch, Kay Gudehus, Sandra Miesmer, Keith Pogan, Diane Smith, Tom Scavo, Jack Taylor

**Corrections to Minutes:** None

**Approval of Minutes:** Tina Coulter moved, Amelie Brogden seconded, and the minutes were approved.

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

1. Year-to-date progress on 2001-2002 goals:

Long-term compensation plan: have identified and achieved administrative support for annual range indexing *above* c.p.i., but no specifics yet in place.

Teaching Compensation Proposal approved, with teaching index actually higher than our minimum goals.

Significant progress on non-compensation conciliation revision; nearing approval.

Professional development grants to administrative staff significantly increased this year.

Economic downturn this past year reduced our foundation income for scholarship.

Appendix G (compensation plan) completed and updated in our handbook.

Administration, particularly the President, has consistently noted the necessity of offering services commensurate with our resource levels (no plans to do more with less).

Plans to reinforce cross-representation; more communication with CSC and F.S. leadership via email and face-to-face meetings.

2. Meeting April 10th with President's Compensation Committee; plan to submit salary recommendation prior to that meeting. Primary points of discussion: 5-year plan for range indexing, with targeted real income growth and continued reinforcement of appropriate hire-in salaries and growth toward midpoint in years 0-6.

3. Vote on Draft Policy on Violence: Because a 2/3 majority of full council is required for a major policy decision, vote of Council by email was conducted. A ratification majority was realized, with 25 yes votes on the motion to accept and 3 no votes.

However, we have received word from Executive Vice President Dobb that the drafting

committee for the P.O.V. may amend the policy statement in answer to criticisms from Faculty Senate. Depending upon the extent of those amendments, a re-vote of our Council may or may not be needed. [We have reminded Dobb and President Ribeau that collaboration is needed on establishing procedures for implementation.]

4. We have asked the President and Executive Vice President for their help in amending the release of medical history statement in the Health Care Open Enrollment form to better protect the privacy of BGSU employees. The immediate response was that (a) the statement on the form is standard practice in the (health care) industry and that (b) our health care insurer will not allow us to customize or remove the statement (concerning which medical information may be shared, and by/with whom). However, Dr. Dobb has agreed to further research the issue and, specifically, to look for possibilities of inserting "need to know" or appropriate-sharing phrasing.

5. Due to the planned (June) retirement of Council representative Keith Pogan, Chair of the University Planning Committee Bill Knight has asked for a replacement for Keith on that standing committee. Executive Committee discussed the question at its 3/26 meeting and decided to recommend Ann Betts as our appointee, with Wayne Colvin as an alternate if Ann's schedule doesn't mesh well with the committee meetings.

There was continued discussion on the Policy on Violence (P.O.V.), specifically in terms of the voting procedures. The pros and cons of electronic voting were discussed. Carl Dettmer liked the ability to discuss the policy and vote electronically. He felt that more time should have been allotted to this form of discussion and then waiting for a final vote.

Linda Bakkum asked if the release of medical history issue is related to workman's compensation claims. John Clark said no, they are just for straightforward health care.

With regard to item #2 of the Chair's Report, Joe Luthman inquired about the compensation plan. John Clark elaborated on the procedures for submitting the council's recommendations. He said that there was a market adjustment pool of money available for cases where an employee is way below the first quartile. New hires should come in at first quartile.

**Chair Elect Report:** John Clark submitted this in Laura Emch's absence.

On March 8, 2002, Linda Dobb informed ASC that Dr. Dalton had agreed to increase the ASC operating budget by \$700 for the 02/03 academic year. A big thank you was expressed to both of them for their support of ASC and for providing the additional funding.

### **Committee Reports:**

Amendments: Jim Dachik informed us that CSC has been approached for cross-representation with voting privileges. By-laws for both bodies are being checked for any potential problems regarding instituting this. Agreement on full voting rights is dependent upon full reciprocation between ASC and CSC. As previously discussed, Faculty Senate does not want to grant the ASC rep full voting rights. Our amendment concerning this is ready to go, and a vote will be taken at the next ASC meeting in May.

**Awards:** None

**External Affairs:** There is a meeting scheduled for April 5.

**Internal Affairs:** None

**Personnel Welfare:** Brady Gaskins reported that the non-compensation conciliation plan is being worked on with HR.

**Professional Development:** Tina Coulter stated that there are no more funds available, all having been disbursed. They are planning a one-day workshop for the spring.

**Salary:** Thanks to Chair John Clark for his persistence in helping gain approval for the teaching compensation increases for administrative staff members who teach.

**Scholarship:** None

**Faculty Senate Rep:** None

**Old Business:** A report on the recent ASC election will be available soon. Also, additional staff members are encouraged to sign up for the upcoming legislative trip to Columbus.

**New Business:** Discussion of ASC salary recommendation for 2002/2003 commenced. Dave Garcia reported on the committee's findings. There was a friendly discussion based on the faculty's recommendation of a 6.5% increase. Part of the rationale for this is that enrollment is up and that the administrative staff makes a huge contribution towards this increase. The large numbers attending the President's Day Open house is indicative of this commitment. Administrative staff was also under a five-month hiring freeze, which affected morale and contributed to heavy work loads. Even UT is ahead of us on average staff salaries. Dave thanked John Clark for his help with the committee's recommendations.

Exec Committee discussed the issue of a 5% plus 1.5% merit increase, but that the phrase "across the board" should be removed, as it is believed that the Board of Trustees will not be receptive to that wording.

Dave Garcia thinks that BGSU is not attracting qualified job candidates due to the low salaries being offered, and that the turnover in administrative staff is due in no small part by people moving on to jobs elsewhere that offer competitive salaries. He has been on a number of search committees where the candidate pools have been very poor.

Carl Dettmer asked how the removal of the above-mentioned phrase would affect salary increases. According to John Clark, it hopefully will lead to a 5% base merit, 1.5% super merit increase.

Sue Lau inquired about the three-year rolling average for super merit, and reminded us that departments were asked several years ago to submit their own plans for distribution of super merit. None was given out last year.

Sally Dreier asked how Mercer relates to 9-month administrative staff employees with regard to merit. John Clark responded that they are treated the same as 12 month staffers. He also said that 73% of administrative staff members have been in position for six or fewer years and were not directly affected by the significant salary adjustments of 1999 and 2000.

Dave Garcia moved to approve the ASC salary recommendation. Linda Bakkum seconded, and the motion was voted on and approved unanimously.

**Good of the Order:** Jim Dachik announced that the Department of Theatre will present Stephen Sondheim's Into the Woods this weekend and the next. Also, their final production, Pictures at an Exhibition, will take place later this month.

Tina Coulter announced that Merit Scholarship amounts will be increased for incoming freshmen.

Deb Fleitz announced the College of Musical Arts' Jazz Week and appearance by jazz artist Regina Carter.

Dave Garcia moved and Sue Lau seconded to adjourn the meeting. The meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Deborah Fleitz, Substitute Secretary