

Next Meeting: May 6, 2004 (1:30 – 3:00); 207 BTSU

Submitted by: Tina Coulter, ASC Secretary

Administrative Staff Council 2003-2004

Minutes: April 1, 2004

316 BTSU

Call to Order

Robin Veitch called the meeting to order at 1:34 p.m.

Members Present

Tina Coulter, Rob Cramer, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Brady Gaskins, Michael Ginsburg, Sally Johnson, Steve Kendall, Lona Leck, Penny Nemitz, Judy Amend, Phyllis Short, Robin Veitch, Robert Zhang

Member Substitutes

Mary Beth Zachary for Ann Jenks

Absent

Dave Crooks, Kim Fleshman, Chris Haar, Joe Luthman, Emily Monago, Celeste Robertson, Sara Zulch-Smith

Approval of Minutes

Laura Emch moved to approve the March 2004 minutes. Mike Fitzpatrick seconded. Minutes were approved.

Chair's Report

See attached.

Vice Chair's Report

No Report.

Secretary's Report

Deadline for self-nominations today. Have only received 14 out of 27 nominations for ASC representative positions needed. Ballots to go out next week.

Committee Reports

Amendments

Jim Dachik reported that the committee received a letter from Dave Crooks voicing his concerns about the wording used to define a 40+ hour work week. Per the handbook, Administrative Staff members are to receive no overtime nor flextime for their time worked over 40hrs/wk. Four points of clarification are to be addressed with HR:

- 1) Who is the deciding party when determining and making exceptions to the 40+ hr. guidelines?
- 2) Define flextime.
- 3) How can the policy be equitable among staff if it is under the supervisor's discretion and not across campus?
- 4) Quantify "perpetual" as it is referenced in the handbook.

Awards and Special Recognition

Administrative Staff Spring Reception went very well with record number of guests in attendance. Both nominators and all 10 individual employees and 2 team award recipients were very appreciative of the awards and recognition from the BG Best Selection. The 2003-2004 officers were recognized, as well as Dr. Ribeau provided some words of encouragement.

Kim Fleshman was selected as the Spirit of BG Award recipient for February.

External Affairs

Happy to report they were able to reuse the decorations they previously purchased for the Spring Reception.

Internal Affairs

*See Secretary's report.

Personnel Welfare/Salary

Chairs have a meeting next week with HR to further discuss the issues involving the mid-point salary plan. Suggested that the committee keep in mind the fact that health care costs keep rising, as well.

Professional Development

Due to various complications, the professional development workshop has been cancelled for Spring 2004.

Professional Development funds for individual staff members are spent.

Committee will provide a wrap-up report in May.

Scholarship

Raffle recipients have been called. They are in the process of reviewing 45 scholarship applications. Will conduct interviews on 4/20 & 4/21 to determine scholarship recipients for 2004-2005.

Faculty Senate Liaison – Laura Emch

See attached.

Classified Staff Liaison –Joe Luthman

Judy Amend reported for CSC. John Harbal, Board of Trustees member, was a guest at their last meeting. Questions were raised in regards to supplemental staffing and other salary related questions. John does not serve on the Finance Committee, therefore was unable to answer their questions. In the process of selling raffle tickets for their June Golf Outing.

Old Business

Continuous discussion on the proposed salary recommendations. Determined items #1, 3, & 4 of the original proposal presented at the 2/5/04 ASC meeting involve philosophical changes to the current procedures and will take more time to come to fruition. Recommended they be topics for consideration in 2004-05.

Mike Fitzpatrick made a motion to act on the other points of the proposal. Penny Nemitz 2nd the motion. Council voted and passed the motion to carry out the act of presenting the following three proposed salary recommendations, as presented at the 2/5/04 ASC meeting, to the Board of Trustees:

- (1) All administrative staff members receive a minimum of 8 hours of Personal Leave based on merit salary increases, in addition to the current Personal Leave Policy.
- (2) All administrative staff receive a 4% salary increase for meritorious work completed.
- (3) All administrative staff receive 50% discount at the BGSU Rec Center or designated fitness facility in the Firelands Campus area.

Clarification was provided on Family Medical Leave Act: It is not required, but only recommended as a means to protect an employee in cases of planned illnesses, prolonged illnesses or cases in which there may not be enough sick, vacation, or personal leave to carry the staff member through their absence. *A Director/Supervisor could require a doctor's excuse if they so choose; even though FMLA is not filed.

New Business/Guests

Dr. Jim Evans, Committee on Professional Affairs, announced the 4th annual tip to the State House was being planned for Tuesday 4/20/04. The agenda includes scheduled meetings with state legislatures, budget impacts, as well as the repealing of the Penny Sales Tax. There will also be a "free form" session. Training and questions will be provided for anyone interested in attending. *With an \$800 million cut in state budget = 10% cut in budgets at BGSU.

Good of the Order

Ohio Link books may be obtained and returned to any participating library in Ohio. May 15th is the BiG Event - Falcon Club's major scholarship fund raiser.

Adjournment

Laura Emch made a motion to adjourn. Penny Nemitz seconded. The meeting was adjourned at 3:09 p.m.