

Administrative Staff Council 2005 – 2006  
Minutes: April 6, 2006  
207 BTSU

Call to Order: Chair Lona Leck called the meeting to order at precisely 1:30 pm

Members present: Jill Carr, John Clark, Rob Cramer, Dave Crooks, Laura Emch, Kim Fleshman, Michael Ginsburg, Judy Hagemann (CSC), Ann Jenks, Steve Kendall, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Teresa McLove, Beth Nagel, Penny Nemitz, Pa'Trice Pettaway, Diane Regan, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Jena Ault, Gerry Davis, Adan Garcia, Tim Hoepf, Larry Holland, Paul Hofmann, Sheila Irving, Ron Knopf, Susan Macias, Connie Molnar, Paul Pawlaczyk, Celeste Robertson, Deborah Rice, Myron Skulas

Member Substitutes: Lee Floro Thompson for Nora Cassidy

Approval of Minutes: Paul Lopez asked that the minutes be corrected because he was listed as both absent and present. Rachel Schaeffer and Penny Nemitz were both absent not present. Laura Emch moved and Teresa McLove seconded the motion to approve the minutes of the March 2, 2006 meeting with corrections. Motion carried.

Guest: Dick Edwards of the BGSU Retiree's Association. Dick let us know that there are 300 members and 12 Board Members of this association in Ohio. Their handbook includes contributions from both Human Resources and the Provost Office. They have monthly meetings and it cost \$10 per year or \$100 for a life time membership. PERI = Public Employee Retirement Inc. is the representation in Columbus for the retiree group. They are the lobbying group. OPERS currently has 12 million in health care funds and 55 million in retirement funds both of which are worth protecting. Health care at this point is a zero charge but a change is expected for 2007. Politicians are eyeing the 55 million and we need PERI to protect that money. Being a member also includes receiving a quarterly newsletter which will keep you apprised of current news. You can combine your years of service from other institutions, city, state, and county positions for your total years of retirement. The question was raised about engagement. Are we winning the battle of notifying the community? Dick's answer was the University is funding a student intern for the Simpson Garden Park as a part of engagement. Also, Dick suggested reading Lower Moments In Higher Education.

Chairs Report: Lona Leck started the meeting by circulating two Thank You cards from scholarship recipients and then reported the following:  
3/10/06 Emergency Executive Committee Meeting – Resulting from a question at the PWC meeting regarding the pending general meeting and potential by-laws implications, this meeting was called. Research turned up a board of trustee's approved document that has been in existence since June 1997 through which Principles and Recommendations for a performance-Based Merit System for Administrative Staff were to be implemented. The general meeting was cancelled in that it would be redundant based on the aforementioned document. Council members were notified of this cancellation and advised to confer with constituents on March 10.

3/15/06 President's Advisory Council - A presentation was given by the Humanities Troup, a group of students and graduate students producing vignettes about various issues relating to diversity. The group began this year and plans to be available to various campus organizations and departments during upcoming months.

3/17/06 Three Chairs Meeting - Faculty Senate Executive Committee is studying the Amorous Relationship Policy. A rep from ASC was requested to serve on this committee; Joe Luthman will assume this position as he is already our representative to Faculty Senate. ASC has already endorsed the policy as drafted by Executive VP Dr. Dobb, however Faculty Senate desires to study it further and has requested our consultation. The Ad-Hoc Committee on the Code of Ethics and Conduct is inviting University Counsel, Tom Trimboli, to a session to address eight primary questions they have regarding the Code of Ethics adopted by the Board of Trustees in June 2005. The pending salary proposals of all three constituent groups were discussed. The new ombudsperson roles for CSC and ASC were discussed; CSC posed questions regarding best practices for ombudspersons. The BOT process for determining the student health insurance plan was discussed. Relations among the three constituent groups continue to be strong and mutually beneficial.

3/20/06 Human Resources - Learned that contracts are being loaded into People Soft. Larry Chan, Assistant Legal Counsel is joining the Reasonable Suspicion Testing Protocol working group. The Holiday Closing/Creative Thinking Working Group is getting ready to report their findings and recommendations. ASC has one outstanding question and we anticipate receiving an answer on the 10th at our next meeting; what is the cost savings to BGSU from implementation of the spousal rule? Penny Nemitz and Kim Fleshman will serve on the newest working group formed through HR regarding an Administrative and Classified Staff Reward Policy.

3/28/06 Executive Committee Meeting - The impending election process was reviewed. It is desired that the process be completed for officers and general representatives by the end of April. It was decided that the June ASC meeting will be the general meeting for the 2005-2006 year. A GSS letter dated March 21 to Dr. Ribeau and Dr. Whipple regarding student health insurance was discussed. Final plans for the Spring Reception was reviewed.

4/03/06 Executive Vice President Meeting - ASC is to provide a copy of compensation requests for insertion in the "Board Books" for the upcoming BOT meeting, May 5, 2006. Dr. Dobb will be looking into our budget request for additional operating funds to finish this fiscal year and looks forward to receiving ASC's 06-07 proposal.

4/06/06 President's Panel - ASC has forwarded two questions; one, asking for a clear message from the President, support from the Vice-Presidents, and cooperation between HR, The Provost and ASC to achieve meaningful evaluations for all contract staff, and two, a request to seek a solution to the high cost of utilizing technology in BTSU for BGSU departments and organizations.

Important Upcoming Dates:

April 12 - Compensation Presentation to President's Compensation panel - PWC Chairs/Chair Leck

April 25 - Executive - Kevin Stevens - Veteran's Issues

May 4 - Guest Mike Marsh - BGSU Board of Trustees

June 1 - Guest Larry Weiss - State Issues

ASC General Meeting - A joint meeting of incoming and outgoing ASC representatives.

Reminders: Check vacation accrual

Handbook Committee to meet after Compensation Committee completes  
Renewal letter will now include your PID# and “standard of performance” will be removed.

Thank You: Thank you to all who helped with the Spring Reception.

Chair Elect Report: No Report

Secretary: No Report

Past Chair: No Report

#### Committee Reports:

Personnel Welfare/Salary: Dave Crooks reported the following: Years in position is not a factor to be comparing faculty with other institutions. 60% plus of our faculty have been in their current position nine years or less. Administrative Staff loses on average 6,000 to 7,000 per year. (Please see document) Paul Lopez suggested not putting “Monetary payment would NOT be made at retirement.” in writing under Accrued Vacation Time. Steve Kendall asked about the “eight additional” term used under Personal Leave. Mary Beth Zachary explained what was trying to be said in the document. Diane Regan suggested the wording be “additional eight over and above the eight based on sick leave.” Under Interim/Acting Positions Mary Beth Zachary suggested wording be “minimum of 10% automatically”. Diane Regan suggested that we do not bring up Flex Hours in the summer because it is not a compensation piece. Jill Carr suggested it not be termed “Summer Hours” due to the negative connotation. After Dave read under Long Term Goals about “Provide health care benefits for part time administrative staff” Diane Regan stated that this is an HR problem not compensation. Joe Luthman suggested it could be an ombudsperson problem.

Finance: Jill Carr spoke on behalf of Jena Ault. A report was distributed. Jill stated that we used \$4,820 in 2004, \$4,664 in 2005 and \$6,697 so far in 2006. A set budget will be put in place.

Internal Affairs: Discussed members not attending meetings. Paul Lopez suggested it be discussed with the Executive Committee. Made request for people to run for elections. Connie Molnar is working on the physical ballot. Kim Fleshman is making calls to people about running.

Amendments: No Report

Awards and Special Recognitions: Lee Floro Thompson stated the committee is looking forward to planning the Ferrari Award.

External Affairs: No Report

Health Wellness Insurance Committee: Met last 3/15/06. The committee endorsed the idea that Medical Mutual insurance cards be issued with a random 12-digit number in place of the individual’s social security number. The new cards are to be in employee hands by 4/3/06 and are to be used in place of the old ones. Medical Mutual has discount fitness club memberships available and they are being advertised with every Explanation of Benefits report sent to BGSU employees. However, the only club in our area that offers the discount is a woman’s only club--LifeStyles for Women. Alternative clubs are being sought. Research into health insurance for qualified household residents continues. Qualified household residents could include same sex partners, permanent part-time employees, and care-taker family members; estimates are that 133 people would be eligible. The program costs, if adopted, would be borne by those who sign up

for the insurance (no institutional contribution). Drs. Dalton and Dobb along with GAylen Finn, continue to look into better life insurance plans. Meetings on vision care continue. The BGSU Health Center is now available to give allergy shots to employees. The campus health fair will be Wednesday, April 12.

Internal Affairs: Kim Fleshman stated the following, Have several people running for ASC on the ballot but need people under Athletics/Rec. Sports. Connie will work on the ballot while Kim continues to ask people to run.

Professional Development: No Report

Scholarship: 26 Applications. Interviewing 7 students.

Faculty Senate: Joe Luthman stated the following, Julie Barnes was elected as chair elect. PhD's not doing research will not get merit for next year and Faculty Senate is looking at Market Value Salary.

Classified Staff: Judy Hagemann reported that CSC is concerned about Classified jobs being changed to Administrative Staff positions. Classified asked for a 4% raise if meeting expectations and a 2% raise for super merit (exceeding expectations). Larry Weiss was at their last meeting and John Hardball II from the Board of Trustees also spoke. Classified is trying to up how quickly they can earn vacation.

Creative Thinking Committee: The surveys have been turned in to Dr. Dobb.

Ombudsman: Diane Regan, Penny Nemitz, and Joe Luthman attended the final days of Ombudsman training on 3/23/06 & 3/24/06. The training was offered by Capital University.

Old Business: None

New Business: None

Good of the Order: Beth Nagel-Office Depot Contract has been re-evaluated to allow discounts to employees. Mary Beth Zachary-Friends of the library book sale going on now. Proceeds for the month of April go to rebuild the New Orleans Public Library.

Next Meeting: Next meeting will be May 4, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Rachel Schaeffer moved to adjourn the meeting at 3:00, second by Penny Nemitz. Motion carried.

Submitted by: Kim Fleshman