

Administrative Staff Council 2004 – 2005  
Minutes: April 7, 2005  
207 BTSU

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

Members present: Joe Luthman, Lona Leck, Penny Nemitz, Robin Veitch, Wendy Buchanan, Dave Crooks, Nora Cassidy, Mike Ginsburg, Tim Hoepf, Sheila Irving, Steve Kendall, Paul Lopez, Susan Macias, Deb McLean, Teresa McLove, Connie Molnar, Emily Monago, Jeff Nelson, Rich Peper, Diane Regan, Rachel Schaeffer, Larry Spencer

Members Absent: Judy Amend, Gerry Davis, Greg Dickerson, Kim Fleshman, Lawrence Holland, Naomi Lee, Sally Raymont, Deborah Rice, Celeste Robertson

Member Substitutes: Beverly Stearns for Ann Jenks, Colleen Coughlin for Mary Beth Zachary, Brady Gaskins for Rob Cramer and Jill Carr, Flo Klopfenstein for Larry Spencer

Guests: Today's guest is Dr. Linda Dobb, Executive Vice President, who will be answering questions that were sent to her from AS members and will also be providing an update on the People Soft Human Resources conversion.

Approval of Minutes Connie Molnar moved to approve minutes. Rachel Schaeffer seconded. The minutes were approved.

#### Chair's Report:

The leadership team has represented ASC at several meetings this month, Human Resources (2x), CSC and Faculty Senate Chairs, several times with the Engagement Council and the Compensation Committee. Steve Kendall and Dave Crooks joined Chair-elect Leck and Chair Luthman at the last Compensation Committee meeting. Chair Luthman represented ASC during the April 1st Board of Trustees meeting.

ASC will soon have a room in South Hall in which to store reports, secretary's minutes and such. We may also be able to use the room for small committee meetings. Past Chairs and Chair-Elects have felt that they have had too many commitments. We feel it is time to streamline the positions, with this in mind there are three changes being made:

1. Kim Fleshman, who is running for ASC Secretary will be sending out the occasional messages to our listproc
2. Penny Nemitz, will be the first ASC Treasurer, thus relieving the Chair-elect of this responsibility
3. Robin Veitch will assume the position of Ombudsman until at least October. It was felt that past chairs are particularly knowledgeable about HR policies and ASC handbook principles

Chair Luthman added a reminder that the Treasurer and Ombudsman position are not in the ASC Handbook, next year these positions would need to be added to the handbook.

At our May meeting, General Counsel Tom Trimboli will discuss the draft of BGSU Code of Ethics and Conduct.

#### Chair Elect Report:

The Engaged University Council will be interviewing several staff members using a sample grid designed to measure engagement activities and outcomes. The ASC website has been getting anywhere from 200-400 hits a week. Next week three separate quick time movies, including the JAQ seminar will be on the website. Blackboard has had 64 different visitors. Most of these visitors were non ASC members. The Draft Code of Ethics is presently on Blackboard for all Administrative Staff members to read.

Randy Gardner will be in McFall Assembly Room at 3:00 on April 15th. This program is being sponsored by the Graduate Student Senate. Bob Latta will also be on Campus, in the Union on April 29th at 3:00.

Chair-elect Lona Leck is presently organizing information for the new 'room' storage space. Leck also gave a public 'thank you' to Ann Jenks for all her help with work already conducted in this regard for ASC through the Library Archives.

Reminder to all Committee Chairs that the annual reports are due at the next months meeting.

#### Secretary:

Ballots went out for Chair-elect, secretary, University Standing Committees, ASC representatives and ASC Executive Council. There is still a need for representation in: Athletics/Sports Activities (2), Institutional Support (2) and Technology (1).

Next year we need to consider trying to do ballots/voting on-line. There were over 600 nomination forms sent out and only 8 were returned. Connie Molner, Lona Leck and Joe Luthman will be looking into the possibilities of on-line voting....possibly for next year.

#### New Business:

Chair Luthman introduced Dr. Linda Dobb and explained that she will be here to answer questions that had been forwarded to her earlier from Administrative Staff.

#### Question 1: Deal with the Code of Ethics document

Dobb: When I first read this question I suggested Tom Trimboli come and speak, which I understand is happening next month. But I will give some information on the subject. This document grew out of the need for the Board of Trustees and the officers of the University to be accountable. Taken from Sarbanes-Oxley Act, it is a strict code for the business sector. It helps to hold institutions accountable to their public, to stem scandals, such as Enron. It is a good thing for us because we, as employees will get training sessions in areas like: FERPA (Privacy Bill), HIPPA (Health), NCAA (athletics). We need these training sessions because we, as public employees are accountable to our 'public'; we need to know the laws. We need to know how we cannot take certain 'gifts', particularly if the person receiving them determines policy and buying decisions. The Code of Ethics Policy will come forward to the Board of Trustees, most likely in June. There are not a lot of concerns; it is more of a way for us to know certain laws etc in one document. The Ethics Policy will be the same for all—Board of Trustees, Faculty and Staff. A question was raised: What would happen if a staff person reported a member of the Board of Trustees because of an infraction? Dobb stated that if a staff member was responsible for monitoring the Code of Ethics that that situation could occur and nothing would happen to the staff member responsible for the reporting.

Question 2: Why did Dining Services administrative staff give themselves pay bonuses last year that were above and beyond their contract salary? Does this now mean that all administrative staff working in auxiliary units can now award themselves pay bonuses?

Dobb: Dining Services was losing over 2 million dollars. The new manager wanted bonuses as incentives to stem the losses, so they put together the Bonus Incentive Program. One program, the ‘Smile’ program was to improve customer service and it worked very well. The Bonus Incentive Program has turned around Dining Services. This year, bonuses were given from \$388 to \$1,800 as a one-time deal. This could happen in other areas as well. For example; Admissions. If our application numbers go down, bonuses could be given to the counselor that brings in the most students. It could happen in any area, but remember it is a one time bonus. An idea that came from Classified Staff is if a CS member gets a degree, they get a bonus. Dobb said to think broadly, but that it is up to the managers of the areas. A question: Where does the money come from? Dobb: The money can come from many sources; operations budget, grants, workshops. Statement: We need to make sure that everyone knows that there is a possibility for bonuses, some CS members were not aware of this and from my understanding they were upset. Bonuses are not addressed in the CS or AS Handbook.

Question #3: When people are non-renewed do we/can we offer out-placement services (like what they call it in business)? Business is helpful, what are we?

Dobb: Not really, the Career Center would help. If a whole unit is closed BG might look for places to slot people. Administrative Staff positions are tenuous, there is no guarantee that AS should have their jobs. The University has a lot more flexibility with Administrative Staff. CS has a different set of rules. CS members are regimented in terms of steps, CS really have no choice. Many CS members come to work here, get their Bachelors and stay as CS, not many apply for AS positions. You, as AS members need to know how things are viewed around here. AS members have different levels of responsibility, education, background and are more independent in their jobs.

Question#4: What is the average work week for Administrators on campus?

Dobb: The average number of hours in a week week for AS members is different across the University, You, as AS need to make the decision on how many hours you work. There is also the merging of what you do at work and what you do outside of work, like associations you belong to and work with.

Question#5: What are the policies for flex time for Administrative staff across the campus?

Dobb: Flex time is different for different units. For example, the Office of Admissions has different expectations when workers are traveling on behalf of the University. Each unit is different. Dobb stated that she would like to see each area have a ‘flex time’ system set up.

Comment from Chair Luthman: Hopefully the ombudsperson will help with extraordinary situations some Administrative Staff experience regarding work schedules.

Question #6: How can some Administrative Staff jobs be awarded to people if they are not posted?

Dobb: We want to get the smartest and the best. Some of the few non-posted jobs were to accommodate a spouse of new faculty or a particular staffing need that 'came up' at the institution. Some mistakes have been made in filling the positions.

Dobb: The University is looking at some areas where we might collaborate to save costs with MCO-UT-OWENS. Back room operations such as HR (Health Plan, Pharmaceutical Plan), Equity and Diversity, IT, Purchasing, Accounting Procedures, Grants Procedures etc., are possible targeted areas. Columbus would like each University to have one subject area. For example; Toledo=Medical, BGSU= Education. There may be other ways to collaborate, like buying bulk. Everything takes a lot of time, the Legislature wants it now.

Committee Reports:

Amendments: No report

Awards and Special Recognitions: Spring reception articles were in the Monitor

External Affairs: No report

Internal Affairs: Elections again...reminder to 'VOTE'

Personnel Welfare/Salary: Representatives gave a power point presentation to the Compensation Committee. We are still waiting for a response. We looked over the resolutions from last year and Chair-elect Leck put together the power point presentation.

Professional Development: They are discussing a few more ideas for seminars. They are trying to get together one more for the Spring. The committee is also looking for something bigger in the fall, maybe have some of our faculty do a presentation. A suggestion was made to talk to someone in the Marketing and Communication area.

Scholarship: There were 37 applications and the committee has decided to interview 8 students. We have \$3100 to give out this year with one being a \$1000 scholarship

Faculty Senate: no report

Classified Staff: Classified Staff awards banquet is on April 13th at 9:30 in the Union.

Good of the Order:

Kendall- thanks to Joe for his presentation to the Compensation Committee and Lona for the power point presentation. The power point saved time so that we could present our information in a logical, structured way. Lona put Robert Zhang's information in a focused, concise manner, so we had more control of the meeting.

Macias: Traveling visits are going on in Columbus and Cleveland. The Cleveland was closed because of the amount of people coming. There are already over 10,000 applications for fall

Lopez: April 28th at 11:00 there will be a 'live' broadcast tour of the BGSU Marine Biology Lab. President Ribeau will be opening the broadcast with a pre-recorded message. The 'live' broadcast can be seen in all of the 18 counties WBGU-PBS serves.

Leck: April 22nd at 7:30pm and April 23rd at 1:30 pm and 7:30 pm at the Ice Arena is the Ice Show. Also Congratulations to Connie Molnar who qualified for the National Ballroom Dancing Contest at the Midwest Region. She came in 1st and 3rd

The Library Administrative Staff members met to review the Draft Code of Ethics. They developed a document in response to the draft which will be put on Blackboard for everyone to read more thoroughly. The Library staff interprets the Draft Code of Ethics to govern what you do at the University, what you do away from work, what it is you are perceived to be doing.

Next Meeting: Next meeting will be May 5, at 1:30 p.m. in 207 BTSU

Adjournment: Dave Crooks made a motion to adjourn. Seconded by Diane Regan. The meeting adjourned at 3:30 p.m.

Submitted by: Penny Nemitz ASC Secretary