

Administrative Staff Council 2005 – 2006
Minutes: December 1, 2005
207 BTSU

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

Members present: Jena Ault, Wendy Buchanan, Jill Carr, Nora Cassidy, John Clark, Rob Cramer, Dave Crooks, Kim Fleshman, Adan Garcia, Michael Ginsburg, Tim Hoepf, Sheila Irving, Ann Jenks, Steve Kendall, Ron Knopf, Deb McLean, Teresa McLove, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Connie Molnar, Beth Nagel, Penny Nemitz, Paul Pawlaczyk, Diane Regan, Deborah Rice, Celeste Robertson, Mary Beth Zachary

Members Absent: Gerry Davis, Larry Holland, Pa'trice Pettaway, Rachel Schaeffer, Myron Skulas

Member Substitutes: John Eggenton for Laura Emch

Guests: Mayor John Quinn

Approval of Minutes Mary Beth Zachary moved to approve minutes. John Clark seconded. The minutes were approved.

Chairs Report: Lona Leck reported the following:

Passed around note from Robin Euler about Ferrari Award

Website has been updated

Blackboard site has been updated

President's Panel Meeting- 11/3/05 the leaders of the 5 constituent groups gather to discuss outstanding issues; much was covered regarding student enthusiasm for the learning process-- CSC brought up some serious issues, some including worker safety, the President has addressed and is in the process of solving.

President Advisory Council-11/9/05 presentation from Marketing and Communications regarding BGSU's top of the mind recognition and branding state wide and in the nation. You will hear more about this and how it relates to your particular unit and job from your directors.

Human Resources Meeting about JAQ Process-11/10/05 progress was made regarding the status of the JAQ process for contract staff without Mercer rankings

3 Chairs Group-11/18/05 discussed upcoming compensation meeting and meaningful wage and benefit increases.

PWC-11/18/05 Robert Zhang and Dave Crooks reviewed BGSU's pending submissions to CUPA....to compare salaries of other state schools....results will take a few months and will be used in conjunction with salary recommendations.

President's Compensation Committee-11/22/05 Requested working session with Mercer – has been granted, January 18. A successful meeting with understanding from Dalton. He has been invited to Executive to delve further into some of our questions.

EVP-11/28/05 Reported to Dobb of our vote in support of the proposed Amorous Relationship Policy. A typical session with much back and forth and broad ideas of possible “soft” benefits for staff. When they are more formalized, they will be brought to the constituent groups. She will

attend the Dec 13 Executive meeting to discuss our handbook update project; this ad-hoc committee will meet next week on Monday at 10:00 in the Library CAC Conference room Interested reps are welcome to attend.

Board of Trustees Meeting-12/2/05 Sebo center ground breaking, reminder that board books are available at our college park office.

Upcoming guests

January Chris Gail UT Professional Staff Assoc. President-316 Union

February Bob Waddle Capital Planning

March Marsha Latta Capital Campaign

April Dick Edwards BGSU Retiree's Association

May Mike Marsh BGSU Board of Trustees

June No one by design

Chair Elect Report: Steve Kendall reported the following:

Holiday Closure Committee-Huge increase in cost of natural gas-2 million dollars plus: one of the reasons to look into closing during the holidays.

CSC Meeting-Discussed Medical Benefits and salary compensation. Interviewing Ombudsperson.

PWC-Dave Crooks created a spreadsheet for each pay grade with gender, years of service and other info taken into consideration.

Mercer-1 hour and 15 minutes meeting with questions and answers is planned on 1/18/06.

Secretary: None

Past Chair: Joe Luthman reported the following:

Stipends for Officers-Dr. Dobb is sponsoring an initiative to issue stipends for both ASC and CSC officers. It's up to each organization to stipulate to whom the stipends should go.

Sick Leave Bank-Met with Donna Wittwer & Pat Kelly 11/15/05 & will meet again during week of 12/19/05. Wittwer studied this idea extensively in 1997. Trying to determine parameters such as who may contribute, what type of leave may be donated, and who may withdraw.

Guest: Mayor John Quinn was our host for the BGSU Trivia Game

Committee Reports:

Amendments: no report

Awards and Special Recognitions: Would like to advertise the Spirit of BG Awards more

External Affairs: 10 people walked in Parade

Finance: See Report

Health Wellness Insurance Committee-2,464 eligible for benefits, 218 did not meet open enrollment deadline. HR did personal follow-up with each individual. About 300 people attended benefits fair. 2006 Initiatives: Life insurance review of what is offered. Prescription Drug review of vendors. Out Health Center is now part of our PPO. Life Continuum Concept: working with a physician who specializes in health promotion to develop wellness programs to address risk factors. Please tell Diane Regan, Linda Hamilton, or Cindy Puffer what you care about in terms of benefits.

Internal Affairs: no report

Personnel Welfare/Salary: Working on salary increase, vacation accrual, personal leave, Comp. Time vs. Flex time (writing new language).

Professional Development: Hosted luncheon last month with Occupation Therapist. Next luncheon 12/13/05 11:30am to 12:30pm with Craig Vickio discussing Stress Management.

Scholarship: Progress on prizes. Finalized letter.

Faculty Senate: No Faculty Senate report since our last ASC meeting.

Classified Staff: No Report.

Old Business: None

New Business: None

Good of the Order: Thank you Connie for lunch. MS awareness night at the Hockey Game. Alissa Czisny (see handout). Send Rachel Schaeffer comments about Holiday closing. Ballroom Dance Lessons See Connie Molnar.

Next Meeting: Next meeting will be December 1, 2005 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Naomi Lee seconded. The meeting adjourned at 3:00p.m.

Submitted by: Kim Fleshman ASC Secretary