

Minutes of Administrative Staff Council
December 5, 2002

Call to Order

Robin Veitch called the meeting to order at 1:30.

Members Present

Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Dave Crooks, Jim Dachik, Carl Dettmer, Mike Fitzpatrick, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Sally Johnson, Deborah Knigga, Sue Lau, Lona Leck, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Phyllis Short, Ron Skulas, Robin Veitch, Barbara Waddell, Robert Zhang

Member Substitutes

Karen Schwab for Ann Betts and Carl Dettmer. Kim Jacobs for Deb Fleitz.

Absent

Tina Coulter, Sandra DiCarlo, Susan Kozal

Guests

Barbara Paskvan

Approval of Minutes

John Clark moved and Kim Grilliot seconded approval of the minutes from November 7, 2002.

Chair's Report

None.

Vice Chair's Report

The written report submitted by the Vice Chair is reproduced below.

Chair-Elect Report

December 5, 2002

1. Met with Human Resources several times since November meeting. Had open enrollment for health benefits. Drug list and providers is on the HR website.
2. Met with President's Cabinet. State budget is still up in the air. There is no talk of midyear cuts, except the Capital Budget will be reduced \$1 million. The Non-Compensation Conciliation Process will go for final approval to the President's Cabinet and then to the Board of Trustees in April. The Severe Weather Closing Policy has been approved and is in effect. HR should start contacting supervisors for lists of essential workers.
3. Welcomed and talked about ASC to new employees at the New Employee Orientation on December 4.

In addition, Robin indicated that she just received the financial statistics and would submit a budget report by committee in January.

Secretary's Report

Replacements for Nicole Voorhees will be contacted soon.

Committee Reports:

Amendments: None

Awards and Special Recognition: None.

External Affairs:

Participation in the Holiday Parade turned out well.

Internal Affairs:

The committee is reviewing models of mentoring programs from Human Resources. They plan to distribute their recommendations to members soon.

Personnel Welfare:

The committee met and discussed their goals. There will be an update from the salary subcommittee sometimes after the holidays.

Professional Development:

The committee has made three monetary awards from the professional development fund.

Salary:

The committee is looking at CUPA data to see how we compare to sister institutions. They are looking into other sources of salary data, as CUPA does not take years of experience into consideration.

Scholarship:

Raffle items have been finalized. They will have 40+ items. Letters will go out to staff in January. The raffle will be held at our March meeting.

Faculty Senate Liaison:

The written report submitted by the Faculty Senate liaison is reproduced below.

ASC FACULTY SENATE LIAISON—REPORT ON 12/3/02 FACULTY SENATE MEETING

Severe Weather Policy revision: Executive Vice President Dr. Linda Dobb reported that vice presidents will be compiling lists of "essential employees," who will receive cards verifying them as such. When classes are cancelled at BGSU—which, if possible, will occur by 6:30 a.m.—all non-essential offices and personnel will be released as well. In answer to a question from a

senator, Dr. Dobb responded that the library will be closed on the first day of a weather-related University closing but that the library would reopen on subsequent days of a multiple -day closure, as an aid to residential students on campus.

Reducing paper use: Dr. Dobb also encouraged faculty to think of BGSU as a “less papered” institution. She mentioned bursar bills and contracts for continuing faculty/staff as potential savings to be derived by elimination of printings/mailings. Dr. Dobb also mentioned that a significant outcry against elimination of these or similar printings might result in their being continued. A senator spoke out in reinforcement of Dr. Dobb’s recognition of opportunities for saving paper. Responding to a progress report by the Academic Planning Team, the senator also suggested that sustainability of natural resources might warrant a place among the major themes of our Academic Plan.

Dance Marathon: This year’s Dance Marathon will be staged March 22 and 23, 2003. Last year, over 2000 BGSU students and 70 student organizations participated in this fundraiser for Children’s Miracle Network. The 2002 Dance Marathon contributed over \$315,000 to the Children’s Miracle Network. In its 7-year history at BGSU, Dance Marathon has contributed over 1.3 million dollars. Faculty and staff are encouraged to participate this year—and to make contributions! Faculty and staff who participate as dancers will “only” need to commit to 2 hours, while volunteers as “moralers” (for 3-hour stints) also are sought. St. Vincent’s Hospital offers tours of their facility on Tuesday and Wednesday evenings as well as Saturday and Sunday afternoons to anyone interested in seeing the effects of Dance Marathon and the charity it supports. Contact the Dance Marathon office (2-0530) or visit their web site for further details.

Diversity Task Force report: Dr. Alberto Gonzalez reported that the University has taken steps toward increased diversity throughout the institution but that we lack formal assignment of responsibility or accountability in this regard—no official mechanism for defining, establishing, or maintaining appropriate BGSU diversity. Among the recommendations of the Diversity Task Force, Dr. Gonzalez mentioned that we need to establish a cross-division team for enhancing diversity and for communicating where we are, what we need to do, and what we are doing in this regard. As a side-note, BGSU administrative staff “of ethnicity” increased from 9.8% in 1998 to 10.3% of administrative staff in 2002.

Reported by John Clark, 2002-2003 ASC Past Chair

Classified Staff Council Liaison: Discussion about the recreation center and reduced rates for staff was cancelled to provide time for Dr. Ribeau and the first reading of the non-compensation conciliation policy.

Old Business: None

New Business/Guests:

Dr. Ribeau:

Dr. Ribeau spoke on what he considered the top successes of the university.

Improved enrollment. He stated that our budget is enrollment driven and that the bulk of our funding comes from enrollment. In the past four to five years, BGSU has had the fastest growing

enrollment among four year, state supported institutions.

Number of faculty. The previous early retirement program eliminated approximately 250 faculty members. In the past three to five years, we have hired approximately 150 faculty members.

Compensation. In spite of tight budgets, compensation exceeded the cost of living and consumer price index. As a result of this priority, operating and equipment budgets have suffered.

Sponsored research. Over the last seven years, funding from this area is up to 17 million. This allows the University to save operating dollars.

Start of academic programs. Among others, there is currently a proposal to offer a Doctor of Music Composition that would help attract more faculty and graduate students.

Technology. Dr. Ribeau cited the supernet project and the purchase of over 7000 new computers.

Alumni support. Annual giving is up 109%.

Success of sports programs. These successes have created very favorable responses from students and alumni. It also brings effects level of visibility and marketing efforts.

When asked about the hiring freeze, Dr. Ribeau indicated that the freeze would be with us for some time. He is trying to control costs without reducing enrollment or services. If the University is forced to reduce enrollment, it will have to eliminate positions. In excess of 85% of the budget go toward personnel costs. This all ties in with recent efforts to improve retention of students. For every 100 students we lose, we lose 1.6 million dollars. Some areas have been hit disproportionately. The University is protecting those areas that deal with student safety and service. He indicated that the University needs a better infrastructure for entrepreneurial endeavors. It also needs to find a way to value and reward collaborative efforts.

Non-compensation conciliation policy – First Reading

Barbara Waddell questioned the extension process. Who makes the decision to extend the conciliation process? Brady indicated that all parties involved play a part in that decision. It was felt further clarification of that process is needed. John Clark indicated that the question was raised with HR. They indicated that it would be a consensus decision. The President's Cabinet wanted to keep it vague.

The question was brought up about the advocate not being a family member. What was the rationale? John Clark indicated that they wanted to keep the process as objective as possible.

Barbara indicated that by definition, an advocate is not objective.

Dave Crooks raised questions concerning the recording the outcome of the process when someone is not happy with the decision. He felt clarification was needed as to who was making the decision and what the process was if the person isn't happy with the outcome. If there is no resolution, how is the matter decided? He felt there needed to be consistent language concerning outcomes and decisions. He also questioned the use of the term "grievable".

Mike Fitzpatrick asked what would happen if the problem was with the 2nd level supervisor and not the supervisor. He indicated that there needed to be some language added that would insure that the 1st level supervisor is able to attend meetings if appropriate.

Jim Dachik indicated that indicating that the process may be completed in 4 weeks might be misleading.

Adjourn

Mike Fitzpatrick moved and Jim Dachik seconded. The meeting was adjourned at 3:15.

Respectfully submitted:

Sue Lau