

Administrative Staff Council 2007-2008 Minutes: December 6, 2007

Call to order: Chair Mary Beth Zachary called the meeting to order at 1:30pm

Member present:, Daria Blachowski-Dreyer, Shannon Bozinger, Dave Crooks, Judy Donald, Laura Emch, Kim Fleshman, Derm Forde, Chris Haar, Denise Kisabeth, Sandy Mencer, Mitch Miller, Connie Molnar, Jacqui Nathan, Faith, Olsen, Celeste Robertson, Anne Saviers, Kurt Thomas, Briar Wintersteen, Kevin Work, Mary Beth Zachary, Sherri Ogden, Nancy Vanderlugt, Dave Ebersbach, Barbara Keller, Deborah Rice, Beth Nagel, Jeanne Langendorfer, Tom Zapiecki, Jodi L. Devine, Penny Nemitz, Diane Regan, Beverly Stearns

Introduction of Subs: No Subs

Guests: No Guests, Bob Waddell unable to attend due to illness.

Chair Zachary thanked new members to ASC.

Approval of Minutes: Jacqui Nathan motioned for the minutes to be approved, Dave Crooks seconded. Minutes were approved.

Co-Chairs Report: MB.Zachary discussed the meeting with Human Resources. Layoff presentations with changes incurred by 187 are on the H-R website under training. Massive layoffs are not expected. VP's are requested to have classified reorganization driven layoffs in by December. Administrative staff can expect reorganization. New JAQ's will be written. From a H-R perspective BGSU does consortium prescriptions which benefit BGSU on an individual and institutional. Mercer report indicates that we are 11% below the market value for Administrative positions. Exit surveys were brought up. D.Regan expressed concern about exit interviews for Administrative staff. In that they were not providing enough substantive information about the reason for leaving. Wellness Assessment turn-out was good. Health Wellness and Insurance Committee will look at Plan Design again. Met with Linda Dobb on 3 Dec, reorganization is happening, being income independent and being more efficient is the goal. M.Zachary stresses to go to the Provost web site and read what's on it. There will be updates. Also to read the Chancellor's web site. MB. Zachary encourages Administrative staff to actively engage in this reorganization process. It is important to let the state know why is BGSU different and special. BOT approved IUC guidelines for HB 187. No chance for more than a 1 year contract for Administrative staff, with the exception of the Athletic Department. People soft for the Student portion is taking a little longer than expected, starting with the Admissions department. Will meet with the President's panel on the 12th.

Kim Fleshman:BOT approved selling of 3 acres, approved raise for dr. Ribeau and also approved the Charter school for the Arts, Music and Dance School in Toledo. Approved the guidelines for the HB 187. Spoke about the Fall reception, professional development awards, Ferrari Award, catastrophic leave bank, and the parade. They said, thank you very much.

Secretary Report: No report.

Committee Reports:

Classified Staff, Faith Olsen: A lot of worry about the lay off component. Classified down 300 classified staff since 2004. Concern arises over retention points, how they are accumulated and how they may be used to replace someone else's position. Concern was raised over a statement in the Classified staff Handbook that says, "This book is for information purposes only". Classified staff needs a Standard Operating Policy and Procedures. CSC with ASC and Faculty Senate will come up with a statement that these are Standard Operating Policy and Procedures.

B. Awards and Special recognition: Spirit Awards given to Joy Hartwell Lein (Center for Multicultural and Academic Initiatives) Sue Paolo (Major Events) meeting in January to discuss BGFest. Working on pursuit of the "Bird"

C. External Affairs: Derm Forde thanked the parade group. Received information from the Dance Marathon people for ASC to come up with a team. Working with BG Bookstore to see if we could get a computer donated to the Cocoon Shelter.

D. Health, Welfare and Insurance:

E. Internal Affairs: No report.

F. Personnel Welfare/Salary D. Crooks, Review of goals set forth.

1. Salary increase consistent with other constituent groups.
2. Implementation of compensation plan.
3. Implementation of sick leave bank
4. Revise non-compensation conciliation policy
5. Grant additional personal leave to new and continuing employees.
6. Salary for Interim/acting positions.
7. Implement the BGSU definition of the role of the Ombudsman

Long term goals:

1. Explore the Wellness concept
2. Develop and utilize leave and vacation monitoring system.
3. Ensure grade assignments within 12 months

G. Professional Developments: No report

H. Scholarship: No report.

I. Faculty Senate: No report.

J. Classified Staff: No report.

Old Business: Gender Identity Resolution will be posted on Blackboard and votes will be e-mailed to Secretary.

New Business:

Good of the Order:

Motion to adjourn was made by Kevin Work, seconded by Derm Forde

Next Meeting: January 3, 2008 at 1:30 pm in BTSU.

Minutes submitted by: Susan A. Macias