

Administrative Staff Council 2006 – 2007  
Minutes: December 7, 2006  
207 BTSU

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

Members Present: Debra Beach, Jim Beaverson, Nora Cassidy, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Tim Hoepf, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Ron Knopf, Lona Leck, Mike McComas, Deb McLean, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Sherri Ogden, Pa'Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Anne Saviers, Bonnie Towe, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC,

Members Absent: Jill Carr, Larry Holland, Wendy Schortgen, Kurt Thomas

Member Substitutes: Tony Howard for Paul Lopez, John Clark for Rachel Schaeffer

Approval of Minutes: Lona Leck made a motion to approve the minutes. Connie Molnar seconded it. The motion was approved.

Chairs Report:

Three Chairs Meeting 11/20/06: Reviewed President Panel Meeting. Discussed recruitment and retention. Discussed Violence in the Workplace policy, ombudsperson role, Rewards Policy, and Grievance Policies.

HR Meeting 11/21/06: Discussed Life Insurance, non-renewals, sick leave bank, Mercer Meeting, and retire to rehire program.

Received "Thank You" cards from scholarship recipients: Katy Cornell and Doug Rousos

ASC Guests:

Bruce Petryshak-CIO-Celo Security Information – January 2007

No speaker scheduled – February 2007

Michael Wilcox-BOT Chair – March 2007

President Ribeau – April 2007

Dr. Chris Dalton – May 2007

No speaker scheduled – June 2007

Meeting with Dr. Linda Dobb 11/27/06: Discussed the Reward Policy, the Budget, employment issues, sick leave bank, and ASC participation on search committees in 2007.

Board of Trustees Meeting 12/01/06: Accepted the new insurance plans at the Financial Affairs Committee. Mentioned the ombuds progress, handbook amendments, the Mercer Meeting, and upcoming compensation meeting. Also, displayed and explained about the Zuni Owl and the BG Best Award.

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:

A.) Amendments: No Report

B.) Awards and Special Recognitions: Found Zuni Owls for BG Best Award, accepting Spirit Award Nominations

C.) External Affairs: Parade went well. Partnering with Dance Marathon in March. Looking into Cocoon Shelter for a spring project. Looking into Relay for Life.

E.) Internal Affairs: No Report

F.) Personnel Welfare/Salary: Working on Comp time Statement. Looking into ORC and fair labor standards act. BOT late due to Biennium Budget. Wanted to compare Non-Salary compensation at our peer institutions. Becca Ferguson recommended sending a list of peer institutions. Diane Regan recommended Bill Knight for this information. Mandatory one day holiday closure.

G.) Professional Development: No Report

H.) Scholarship: Collecting raffle prizes.

I.) Faculty Senate: Faculty Senate has met twice since our last meeting.

11/7/06 meeting Dr. Folkins announced concerns with freshman retention, the enrollment enquiry has a slight drop and discussed concerns from faculty about students across campus having interruptions with the classroom process. Examples of cell phone use and students pulling other students out of class were cited. The Ohio Faculty council representative reported several schools in Northeast Ohio discussing collaboration and consolidation. They discussed the termination of the Faculty Senate Blackboard site. Apparently someone turned it off but the site has been reinstated and all of the senators have access. Marsha Latta was a guest and reported that the building dreams campaign is very successful right now. She encouraged faculty to tell her about personal anecdotes and tell about anything great going on within departments. Bob Waddell and Jim McArthur were also guests and the priorities that they outlined for capital improvements were: #1 The Wolf Center, #2 the Health Center Addition, #3 a New Saddlemere, #4 a parking garage, #5 an architect has been selected for McDonald Dining, #6 the utility master plan. Ohio Board of Regents is concerned with all of the deferred maintenance at all Ohio schools; an estimate of 4.9 billion. 12/5/06 Dr. Ribeau will attend the January meeting and will be discussing the role and jurisdiction of the new ethics officer. Committee on professional affairs will be putting out a resolution regarding the declaration of material assistance documentation required for interviewees. New school formed called the School of Earth, Environment, and Society. It will save some administrative dollars. Gary Swegan and Al Gonzales attended the follow-up on the lower enrollment enquiry. They encouraged faculty to open their classes on President's day for tours. Don Bell, application developer and involved with the "busarables" task force, was a guest. Faculty and Staff's ID used for busaring will be replaced with a BG1 Card and can be set up with assured value.

J.) Classified Staff: No Report

Guest: Becca Ferguson with Human Resources discussed the life insurance benefits and the

changes. The forms are due 12/15/06. You can have the deduction come out of your check if you fill out the form and it will pay 2 ½ times your salary with a maximum of \$150,000 for life insurance. The long term disability would be 60% of your monthly salary not to exceed \$5,000 per month. If you do not fill out the form you will receive \$50,000 in life insurance paid for by BGSU and long term disability of 60% of your salary not to exceed \$2,000. If you do not fill out the form you default to the later coverage and there will be no deduction out of your check. Becca also explained the funding for the Professional Development Account. \$4,000 per year is put into this fund each year. A budget transfer request has to be made to Becca to transfer the money each year. There are seven possible non-renewals at this point. This number is under the average per year. Diane Regan asked several questions about the use of security to remove from their work environment due to non-renewal or suspension, the use of unpaid suspensions as a matter of discipline, and the use of Performance Management Plans or Performance Improvement Plans to enhance performance. Ferguson responded that she didn't believe that use of campus police was routine, that Ad Staff had all received a memo previously that announced the law now allowed for brief suspensions of staff previously couldn't be used for less than five days), and that HR was responsible for monitoring PMP's and to assure the goals and timetables given to the employee were fair and reasonable.

Old Business: Mercer Meeting on 12/12/06-Executive Committee and PWC both invited to this meeting.

New Business: Rewards Policy has not had a change in ASC's position on the policy. Dr. Dobb stated that they will go back to the committee and rework the policy. We will be drafting a statement about this policy.

Good of the Order: Women's Basketball games on the 19th and 31st. Jessie Jackson will be here for Martin Luther King Celebration on 1/25/07 in the Ballroom. Get a ticket through Student Affairs. Tickets are free. Joe, Penny, and Diane went to Youngstown for training for the ombudsperson role. Dr. Dobb is extremely supportive of this and paid for the training. Thank you to Kim for arranging the food for our Holiday meeting.

Next Meeting: Next meeting will be January 4, 2007 at 1:30 p.m. in 207 BTSU

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

Submitted by: Kim Fleshman, ASC Secretary