

Administrative Staff Council 2006 – 2007  
Minutes: February 1, 2007  
207 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:35 pm

Members Present: Jim Beaverson, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Paul Hofmann, Sheila Irving, Ann Jenks, Ron Knopf, Steve Kendall, Lona Leck, Paul Lopez, Mike McComas, Deb McLean, Susan Macias, Penny Nemitz, Sherri Orwick Ogden, Deborah Rice, Celeste Robertson, Ann Saviers, Rachel Schaeffer, Kurt Thomas, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC

Members Absent: Debra Beach, Jill Carr, Nora Cassidy, Tim Hoepf, Larry Holland, Denise Kisabeth, Connie Molnar, Beth Nagel, Pa'Trice Pettaway Day, Wendy Schortgen, Bonnie Towe

Member Substitutes: Robin Euler for Diane Regan, Mark Anderson for Beth Nagel

Approval of Minutes: Paul Lopez made a motion to approve the December minutes. Dave Crooks seconded it. The motion was approved. Dave Crooks made a motion to approve the January minutes with minor changes. Paul Lopez seconded it. The motion was approved.

Chairs Report:

Human Resources Meeting 01/30/07:

- Discussed Ombuds activities
- Discussed employee advocates
- Discussed performance plans misused
- Discussed JAQ's to be done by 3/15/07
- o Annual review to be done
- o Self evaluations need done

E.V.P. Meeting 01/29/07:

- Discussed sick leave bank
- Discussed the way non-renewals are carried out
- Discussed session planning for Ombuds role
- Discussed Reasonable Suspicion Protocol

Human Resources Meeting 01/16/07:

- Discussed Ombuds activities
- Discussed the way non-renewals are carried out
- Discussed Reasonable Suspicion Protocol
- Cost for health insurance (Cost is on the rise; how can we be proactive/creative in lowering cost)

PAC 01/11/07:

- Bruce Johnson is the new IUC president
- Dr. Ribeau continues to serve as Chair
- Recruitment and retention will allow us to control our budget destiny
- President's Day is extremely important to our enrollment
- Within a few years we face declining high school populations and graduates

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:

A.) Amendments:

B.) Awards and Special Recognitions: The Spirit of BG Awards was presented to Deborah Fleitz, Director of Public Events and Director of the Summer Music Institute, Moore Musica Arts Center. Ms. Fleitz received the Spirit of BG Award Certificate, balloons and a \$75.00 check. Please encourage administrative staff members to nominate someone for next month's Spirit of BG Award. Plans are being made to order the Zuni Owls from the Brooklyn Museum, NY. The committee tentatively plans to order ten Zuni Owls. There are only 30 Zuni Owls at the museum. Our next meeting will be on Monday, February 5th from 11:00am to 12:00 noon.

C.) External Affairs: No Report

E.) Internal Affairs: No Report

F.) Personnel Welfare/Salary: PWC met once since the last meeting.

1. Discussed the Ombudsperson Job Description. That document has been put on Blackboard for all to review for discussion so Council can vote to adopt or amend.

2. Sent revised version of Flexible Scheduling document to Becca Ferguson. That document should be discussed at today's meeting. The text of the revision is printed below for your review.

3. Discussed the history of Non-Compensation Conciliation section of Handbook. Did some research on evolution of the process which was weakened during the late 1990's. More work needs to be done on that.

New Title Suggestion: Flexible Scheduling and Variable Work Hours

Administrative Staff are salaried employees of the University who perform to accomplish "getting the job done" rather than serving a specified number of hours per day, week, or year. Under normal circumstances, a full-time administrative staff member is expected to work 40 hours per week. There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations.

The overriding concern of a department must, of course, be the effective conduct of its business. Because of the nature of the University and the specific job responsibilities of Administrative Staff, they may work at times other than the normal office hours (Monday through Friday 8:00 am to 5:00 pm). It is also recognized that Administrative Staff positions may, from time to time, require extraordinary time commitments to enable their work to be completed in a timely manner.

In the event of extraordinary time being worked, if the department head determines that office business will continue to be conducted in an effective manner, reasonable requests for scheduled time off or the varying of scheduled working hours may be submitted to the Supervisor by the employee. Approval of this request by the Supervisor would not require the use of any recorded

leave.

G.) Professional Development: No Report

H.) Scholarship: The raffle is going great. We've collected approximately \$1500 thus far this year. Everyone is reminded to purchase their raffle tickets soon! Deadline is February 23.

I.) Faculty Senate: Faculty Senate met on January 16, 2007.

- Paul Shauer, the new ethics officer, was scheduled to attend and discuss the Code of Ethics and Conduct. His report was postponed to February.
- The Interim Provost outlined his priorities for BGSU:
  - Commitment to shared governance
  - Enrollment and retention challenge
  - Student/teacher evaluation instruments will be examined
  - A new peer review process for writing evaluation is being piloted in some areas.
- Graduate Student Senate announced their Professional Development Session, Saturday, January 27 and praised USG for enhanced organizational effectiveness.
- Undergraduate Student Government is reviewing their constitution and is searching for nominees to fill the Student Trustee position. Nominees must have two years remaining at BGSU, must be Ohio citizens, have a 3.0 GPA, and be registered voters. Contact the USG office to nominate a student.
- The Ohio Faculty Council representative noted their organization is examining best practices and the possibility of forming a national council.
- Academic Affairs committee is reviewing the drop/add and grade policy and has sent a memo to Marshall Rose, title, requesting review of all appointments by invitation.
- A Resolution for Administrative Review was proposed by an individual senator and passed 38/22/4 resulting in a request for external and internal stakeholders to review the policies and practices of BGSU's administration.
- The Vice-Chair has resigned and nominations for this position will be sought through January 26, 2007.

Guests:

- Jim Wiegand, Director of Public Safety, explained how the basic continuum of force is applied by his officers and outlined when officers are required to enter the classroom:
    - Emergency notification
    - To serve a major felony warrant
    - At the request of a faculty member or student
    - At the request of another agency (for example the FBI)
    - To notify of evacuation
    - At the request of executive campus leadership
  - Jill Carr, Interim Assistant VP/Student Life, discussed the Student Discipline code and how her office makes decisions regarding enforcement. Michael Ginsburg, Interim Associate Dean of Students, provided supporting information.
- J.) Classified Staff: Concerns about the relaxing of laws for Classified Staff and how Human Resources will interpret these laws.
- K.) Holiday Closing Committee:
- L.) Bookstore Advisory Committee: Met 1/22/07
- a. New Course Materials Manager – Nov. 13 – Steve Overholt
  - b. How do we get him involved with faculty
  - c. Building relationships – Lubomir suggested: Send 2-3 e-mails 2-3 weeks apart. Suggest to

the faculty that they create an e-mail mailbox for textbook contacts. Target the big departments. Utilize the Faculty List Proc. Include a faculty tab on the web page.

Luke suggested: Keep in constant contact with the Admin. Asst.

Attend New Faculty Orientation/CTLT

An appearance at Faculty Senate

d. Textbook Coordinators visit – Feb. 14,15

Priorities for Year

e. On-line textbook orders – marketing and promotion – Kathryn suggested a loyalty program with a gift card.

f. Faculty Adoptions

g. Meeting date/time; LY 6 meetings; TY 5 meetings (Feb, March, April)

2. Other Business

a. Rush recap 3 week total -.69% all locations

b. BG1 card update – faculty/staff – Heavily promoted at O-Reg.

c. MBS TA2 on-site training Feb.

Guest: Don Bell-Beyond Bursarables 1:35pm

- Explained how staff can use their ID card as the new BG1 card which can be loaded two ways

- o Automatic deduction from paycheck

- o Walk into BG1 card office and put money on the account

- o Transition for students to this system will occur this summer

Michelle Banks-Family Campaign 2:05pm

- The theme is “give to your passion”

- Starts on February 26, 2007

- The goal is \$700,000, please consider giving to the campaign this year

Kari Rood and Eric Wagner-Dance Marathon 2:20pm

- 32 hour event held to raise money for the Children’s Miracle Network

- Need volunteers

- Use goodsearch.com as your search engine. .01 cents goes to Dance Marathon for each search performed

- Office fundraisers also help increase contributions

- Event is held March 24-25, 2007

- Contact Kari Rood or Eric Wagner for more information

Old Business: Please submit questions to Steve Kendall for Board of Trustee member

Wilcox. A working group for the Reasonable Suspicion Protocol has been requested by Faculty Senate. ASC, CSC, Faculty Senate, USG, and GSS will be represented for this group. Flextime information was passed out and request for minor changes were discussed. This needs to go out in an e-mail or mail 20 days before the Board of Trustees meeting. External Affairs will give more information about Dance Marathon at our next meeting. Unused vacation time will not be allowed to be donated to the Sick Leave Bank due to the unfunded liability. I.U.C. put together a committee for statewide employment rules and looked at sick leave banks around the state. O.R.C. has laxed the law for Classified to participate in a sick leave bank.

New Business: No new business.

Good of the Order: Women's Basketball Saturday, February 3, 2007, need volunteers for President's Day.

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

Adjournment: Connie Molnar made a motion to adjourn. Susan Macias seconded. The meeting adjourned at 3:05p.m.

Submitted by: Kim Fleshman, ASC Secretary