

Administrative Staff Council 2005 – 2006
Minutes: February 2, 2006
207 BTSU

Call to Order: Chair Lona Leck called the meeting to order at precisely 1:33 pm

Members present: Jena Ault, Jill Carr, Nora Cassidy, John Clark, Rob Cramer, Dave Crooks, Gerry Davis, Laura Emch, Kim Fleshman, Judy Hagemann (CSC), Tim Hoepf, Larry Holland, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Deb McLean, Teresa McLove, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Paul Pawlaczyk, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Wendy Buchanan, Adan Garcia, Michael Ginsburg, Joe Luthman, Pa'Trice Pettaway

Member Substitutes: Sue Zwayer for Ron Knopf

Approval of Minutes Connie Molnar moved to approve minutes with changes. Teresa McLove seconded. The minutes were approved after CSC changes were read out loud.

Chairs Report: Lona Leck reported the following:

1/10/06-Chair and Chair Elect traveled to UT to meet with their professional staff association. Their initiatives include compensation, insurance benefits, and communication issues. They expressed that they know virtually nothing about the merger with MUO and that their Vice President's were even kept in the dark. We'd like to continue working on joint issues.

1/11/06 President's Advisory Council-Heard environmental scans from the various divisions on campus.

1/17/06-Met with Linda Gray, director of budgets, as she is in the beginning stages of preparing the contract renewal letters that will go out to all staff at the end of June. ASC has questioned some of the language and implications of last year's letter. Meeting was productive and our concerns regarding tying the letter more closely to the original contract and other vagueness will be brought to general counsel. We are hoping for continued dialogue on this regard.

1/20/06 Three Chairs Meeting-Discussed many common concerns. Focused on the changes made by general counsel to the CSC Proposed Rewards Policy, which is being re-drafted to include administrative staff. We have been informed that Dr. Dobb and the counsel will continue to work on the language. As they work forward we will forward information to ASC when a better working draft becomes available..

1/10 & 24/06 ASC/HR-The discussion between UT and BG regarding possible collaborative efforts (purchasing for example) is still continuing. Scott, the Mercer representative whom PWC and Lona met this month, will present a report to our group likely in April. PWC will present more in their report. W'2 sent on time but some problems with pre-tax spending accounts so check your paperwork if you use this service. Please confirm your personal time accumulation in your February 2006 pay advise as some may not have been showing up in January 2006.

1/30/06 EVP Meeting-Continued addressing internal communications at BGSU. It was suggested that we ask for a representative on the University Budge Committee. Also, it was suggested that

we proceed with codification of the role of our ombudsperson in our handbook (this year perhaps with the other linking type changes identified).

Note: Tom Trimboli is scheduled to meet with the Executive Committee on February 14, 2006 to discuss the OED Procedures for Processing Complaints of Harassment or Discrimination. This document was forwarded to ASC last month, feel free to attend the Executive Committee meeting or send questions to any Executive Committee member in advance.

Our guest next month will be Marsha Sloan Latta with Capital Campaign. I will ask for questions in advance.

Chair Elect Report: Steve Kendall reported the following:

W2 issues-Apparently the People Soft software pulled the local address information from CICS instead of the home address. Several W2's went to employees old addresses. No time limit on how old of an address. Please check on MyBGSU if you have not received your W2 to see what is listed as your local address.

Dr. Ribeau discussed the communications problems. A meeting with Kim McBroom is being planned

Secretary: Kim Fleshman reported the following:

Checked on McFall for an ASC meeting location but due to current room use schedule, we will be unable to have our meetings there.

Past Chair: no report

Guest: Bob Waddle discussed the Master Plan. The buildings on campus are being assessed by the age of the building, the amount of power able to be used in the building, is it handicap accessible, does it have an elevator, etc. The money that we receive from donors and from the state affect what buildings are going to be replaced or added first. The state is not able to give the amount of funding that they have in the past. We wanted to make another I 75 exit around Newton Rd. but the monies from the state fell through. The questions about Mileti Alumni Center are a surprise because there have been no reports to facilities about the problems with the roof. This will be worked on as soon as it is reported. The new Film and Theatre building should start to be erected in the Summer of 2007. Saddlemire will be torn down around the same time. A new Saddlemire is planned to be built near the old Centrex building. There are plans for three parking garages in the Master Plan. One behind the Health Center and with hope to add on to the Health Center, one out by the Stadium and one up by Lot A.

Committee Reports:

Amendments: no report

Awards and Special Recognitions: Bridget Green Churchwell is the December Spirit Award winner. Thank you to Penny Nemitz who delivered the award to Firelands on behalf of the committee. Talked to students in the College of Art about the Zuni Owls or some other idea for a BG Best award. The BG Best awards will be presented at the Spring Reception on 4/5/06.

External Affairs: Human Relation Commission Workshop. Dance Marathon wants faculty and

staff to be more aware. Hurrican Katrina Relief Committee is not needed anymore.

Finance: Jena Ault distributed a report. Discussed there are three places to put money; the budget, an agency fund, and the foundation. Dr. Ferrari cost \$2,000 from the Fall reception. \$500 came from Dr. Dobb, \$400 cam from the foundation (an anonymous donor).

Health Wellness Insurance Committee: Open enrollment for 2006 will be handled differently given the number of folks who had to be reminded about their paperwork. There won't be a full registration this year; only those who have changes to make. Dr. Dobb and Dr. Dalton are working with HR to develop a new life insurance plan. Options being looked at include reinstating short term disability coverage; moving to a flat coverage package for all employees of \$50, 000 in place of the graduated coverage now awarded. Additional life insurance up to \$150,000 could be offered at employee's cost. Fringe benefits for "household dependents" still being examined (OSU term). Vision care as part of our benefit package is once again being looked at since costs have come down considerably. Future information on benefits will ikely be presented as a 24/7 streaming video available through the HR website. The information would be available to current employees and would replace new employee orientation. Current benefits as of January 2006 include a new NurseLine and employees are being urged to check it out. You will need your member number which at this time is still hour social security number. Also, available is the Health Risk Appraisal through the Medical Mutual of Ohio website. Employees are encouraged to take this assessment for their own information. The sick leave bank idea is still being discussed. It is strictly an Administrative Staff initiative. Classified staff, by law, are not allowed to contribute time, but all would be eligible to use it. The discussion is about donating vacation time to a sick leave bank, not donating excess sick leave nor any group but Administrative Staff donating. Part-time employee benefits continue to be of concern. HR is looking at options to include joining a coalition of part-timers to provide a health plan at the employee's expense.

Internal Affairs: no report

Personnel Welfare/Salary: Shared substance of meeting with Mercer representative and implications for PWC goals. Advised ASC that compensation plan can only work if the annual salary pool distribution is reviewed and possibly changed from the current "across the board" percentage to a different model of annual salary pool distribution. The establishment of a starting salary policy/process is also very important in creating a successful compensation plan that achieves salary range penetration to the 50th% point for all employees within certain criteria of performance and years in position.

Professional Development: March 3, 2006 Joann Kroll will be the lunch time speaker. Gene Poor will be speaking at the Spring Reception.

Scholarship: Have collected \$2,325 to date from the Scholarship Raffle. We have already beat last years amount.

Faculty Senate: no report

Classified Staff: Steve Kendall reported that three people and the Chair of CSC will attend mediation training.

Reasonable Suspicion Testing Protocol: no report

Creative Thinking Committee f.k.a. Holiday Closure Committee: A survey was sent to Bill Knight. Need to fix a few things on the survey.

Ombudsman Joe Luthman: no report

Old Business: None

New Business: Jill Carr suggested moving the PWC report be moved up on the agenda.

Good of the Order: Kim Fleshman announced the Falcon Film Festival at the Cla-Zel theatre on February 25, 2006 at 7pm. Susan Macias: President's Day February 20, 2006 still seeking volunteers. Fall Freshman Applications at the 10,000 mark.

Next Meeting: Next meeting will be March 2, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Rachel Schaeffer seconded. The meeting adjourned at 3:22p.m.

Submitted by: Kim Fleshman ASC Secretary