

Minutes of Administrative Staff Council Meeting February 1, 2001

Call to order: The meeting was called to order at 1:35 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, Ann Betts, Pat Booth, Nora Cassidy, Claudia Clark, John Clark, Sandra DiCarlo, Sally Dreier, Laura Emch, Deborah Fleitz, T. David Garcia, Kay Gudehus, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Diane Smith, Tom Scavo, Nancy Vanderlugt, Robin Veitch, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: none

Absent: William Blair, Sidney Childs, Wayne Colvin, Penny Nemitz, Keith Pogan, Susan Sadoff, Jack Taylor

Guests: Jan Peterson from Continuing Education, Paul Cesarini from Information Technology Services, Doug Kruzel from Human Resources

Approval of Minutes: Diane Smith moved, Sandra Miesmer seconded, and the minutes were approved as distributed.

Reorder meeting agenda

Mary Beth Zachary requested that the meeting agenda be reordered so that New Business would occur next. Her request was approved.

New Business:

David Garcia, Paul Cessarini, Jan Peterson, and Doug Kruzel of the Salary Committee submitted a proposal regarding teaching compensation for administrative staff, which calls for paying BGSU administrative staff at or above the part-time faculty level. The ASC Salary Committee originally submitted this proposal in November of 1999. This topic has been thoroughly researched and it was found that there is no consistency among departments in rate of pay for administrative staff who teach courses. Many administrators are paid at the overload rate instead of the part-time faculty rate. The pay rate for overload has remained the same for many years while part-time faculty pay rates have increased. At other institutions such as Owens Community College and the University of Toledo, administrators who teach are currently paid at a part time faculty level. Discussion followed. Mary Beth Zachary asked for work issues and a history of the work done regarding this proposal. A question was raised regarding distance learning and how it fits in the definition of "official BGSU teaching". The committee does not want to be overly specific in addressing alternative course delivery methods within the proposal. Adjustments may need to be made at a later time.

Keith Hofacker called the question. Claudia Clark moved and Nancy Vanderlugt seconded to vote on the proposal. The following proposal passed unanimously.

Teaching Compensation Proposal for Administrative Staff - 11/8/99

Administrative staff personnel who perform official BGSU teaching* beyond the requirements of their position classification shall be offered a part-time teaching contract. The per-hour rate for this contract shall be equal to or greater than the current BGSU part-time teaching rate, congruent with the staff member's teaching experience and highest degree. Although Administrative Staff may voluntarily decline offered teaching compensation; they shall have free choice in this decision. Voluntary teaching may be

considered a value-added item for an Administrative Staff employee's performance and/or merit evaluations, but teaching compensated by a part-time contract shall not be thus considered.

* "Official BGSU teaching," for the purposes of this policy statement, refers exclusively to classes with these attributes: (a) university credit is awarded upon successful completion, (b) the instructor awards grades for the course [including "S" and "U"], (c) regular or formal class meetings are held, and (d) the instructor is responsible for creating/maintaining a learning environment and office hours.

The proposal will move next to the President's Compensation Working Group for further action.

Chair Report:

Human Resources:

In a meeting with Human Resources, Rebecca Ferguson stated that she would see to the updating of language in both the administrative and classified staff handbooks clarifying vacation use policy during the first year of employment at BGSU. Currently, during the first year, it is up to the supervisor's interpretation of the handbook whether or not the person is granted vacation. According to anecdotal evidence, some employees were allowed to take vacation and some were denied vacation until the end of the first year of employment. In order to make implementation of the policy consistent with all employees, the new language will make it clear that first year employees may take vacation as it is earned. If, however, the employee uses vacation and leaves the university before the end of the first year of employment, as is current policy, the employee must reimburse the university for the time taken. We thank Rebecca Ferguson for clarifying and articulating the policy. The language changes will be placed in the handbook.

Ferguson also stated that the President's Compensation Group would like to meet with each constituent group early in the Fall of each year to discuss compensation issues. The PCG regrets not being able to accomplish this goal this year, however, they have invited us to speak with them this semester on March 14 from 3:00PM - 5:00PM.

Ferguson has asked for a committee comprising two individuals from each employee group to examine various leaves used on campus. I will be asking for two volunteers. These volunteers need not be ASC representatives so I will ask for volunteers from the constituent group at large. The charge of the committee is essentially to find areas where language can be made consistent between the handbooks and, where leaves are substantively dissimilar, provide the rationale.

In meetings with Dr. Linda Dobb, Executive Vice President, and with Rebecca Ferguson, Human Resources, we requested access to the meeting with the President's Compensation Group's (PCG) meeting with Mercer representative Scott Cook. Both Vice President Dobb and Rebecca Ferguson said that the dynamic of the PCG would be significantly altered by attendees not of the group.

Zachary met with a gathering of past chairs of ASC to discuss compensation and to ask for advice regarding several issues. One of the reminders imparted was that ASC has a history of inviting a Board of Trustees member annually to an ASC meeting. Zachary will invite a BoT member to a coming ASC meeting. Past chairs also suggested that we continue to gather CUPA data and to develop the comparative positioning of BGSU in relation to the other institutions with which we have been compared in the past. Other efforts we should "not lose" in the transitions between chairs include continuing to pursue multi-year contracts for long-term successfully performing administrative staff, promotions through the university, progress through the ranges, and grievance processes for non-renewal of contract.

Questions that we need to answer include, has the mercerization of compensation helped

those people we intended to help? Have we explored all the options we could with a compensation plan? For instance, could we "broad-band" ranges meaning could we shift to fewer levels and have broader pay ranges with which they are associated. Might there be an effective way to do away with caps? For the size of our student population, how do we compare in numbers of staff? How are we going to address the morale and equity concerns associated with caps? Bonuses may be one way to address the inequities presented by the compensation plan policies enacted by BGSU. If we are truly to be a merit-driven system, then performance must be rewarded the same way for all individuals. If merit is earned, merit should be paid. How has the plan worked to date for all staff? Certainly, minimum salaries have been improved. How has it worked for others? Should market area be the same for all positions? Could there be other ways to improve compensation? Could we, for instance, receive a higher percentage of payment for unused sick leave at retirement? Could we identify the necessary skills for individuals to move into higher level positions?

President's Office

In a meeting with Eileen Sullivan, John Clark and I raised several issues of concern to administrative staff, one of which was again attending the meeting with Scott Cook of Mercer. Eileen then informed us of the PCG's desire to meet with constituent groups each Fall. We also told Eileen about the coming proposal for teaching compensation equity. We informed her that we would be participating in the ad hoc leave committee. We also told her about progress on the wellness survey. 1500 surveys were distributed. We are hoping for a positive report.

Scott Cook of Mercer

The meeting with Scott Cook of Mercer included:

- Executive Vice President Linda Dobb
- Rebecca Ferguson and Donna Wittwer of Human Resources
- Ann Bowers, Paul Yon, and Bryan Benner past chairs of ASC
- Joe Luthman representing ASC PWC
- Dave Garcia representing ASC Salary Committee
- John Clark and Mary Beth Zachary, ASC chair-elect and chair respectively.

Mr. Cook gave us a thumbnail sketch of how Mercer develops ranges. Mercer has a library of surveys and market tools from which they pull information about positions. Some of the surveys are highly specialized, but still they run their own surveys and purchase many others. Most of what they use for higher education is based on higher education surveys and data. They do use, however, some industry surveys in developing ranges. They include industry data to make sure our salaries are competitive. What are the markets to which we are compared? Perhaps the answer for BGSU is from where do we recruit? He will also be determining market for benchmark positions, which were provided by HR with input from administration. BGSU targeted the 50th percentile (median) as the goal for its benchmark comparisons. Mercer will work to provide external equity or competitiveness for those positions. Regarding CAPS, Mercer gave several possible ways to address caps. Bonuses are one way to offer compensation for meritorious work. Other topics addressed practices regarding salary movement to the midpoint and after the midpoint and weighting of job analysis questionnaire elements.

Chair-Elect Report:

John Clark provided the following notes from the Legions Meeting on 1/18/01.

- Rebecca McOmber reported that main campus undergraduate enrollment is up 245 students from this time last year.
- Marcia Latta reported that BGSU employees who sign up for auto-renewal of the *Toledo Blade* through the University Development Office can secure a 20% contribution (after the point of renewal) for the University Union project.
- Marcia also pointed out that this year's goal for the Family Campaign is participation by 50% of University employees.
- Another announcement from the Development Office is that the Fifth Third Bank contribution to the Union renovation will put that project over the contribution goal.
- According to Gary Swegan, advance communications for President's Day (24,000 mailings) will go out Jan. 19 or 22.
- In a 4-week period, approximately 1,000 television spots will be aired, promoting President's Day (aired throughout NW and NE Ohio).
- In the 8 weeks subsequent to President's Day, another 2,000 television spots will encourage new enrollments at BGSU.
- According to Steve Ballard, "We remain behind on every one of our goals" regarding minority/diversity recruitment and retention.
- Ballard also discussed at length the evolving possibilities for research funding available to BGSU. As Ballard stated, the government is increasingly funding the biggest, hard-science research projects--projects that require huge infrastructure. Industry and the NIH will be the major funders of university (non-defense) research. One expert predicts that just 75 research universities will remain in the US by 2010, down from a current 250.
- In 1998, Ballard also reported, we accrued approximately \$3M in federal research funding--from a total of \$12B nationally. In this regard, BGSU was second-to-last in Ohio, and our percentage of research dollars (based on total income) has steadily fallen in recent years. In this loss we are suffering doubly, as we also lose Ohio Research Challenge dollars.

- Mansfield is the only urban area in Ohio within the top 75 national areas in terms of relative percentage of employment relating to information & technology. Ohio in general, Ballard asserted, is very low on a national scale of IP (information processing) economic emphasis, as Ohio continues to rely heavily on the same manufacturing base of the past 100-200 years.
- No matter how advanced BGSU is or becomes in research and intellectual property based on IP, we will be challenged if Ohio industry doesn't similarly change its focus to IP. As Ballard stated, we need to develop key links between our research and the end-users of IP.
- OBOR Research Challenge dollars are expected to significantly increase by 2003. The expectation is that OBOR's dollars will "leverage" (produce) outside dollars at a 10:1 ratio--10 outside dollars for every 1 OBOR dollar.
- Research funding is increasing through several programs, but this funding virtually excludes areas other than science and technology.
- We need to target our areas of excellence and perhaps collaborate with peers to pool targeted resources.
- BGSU's research infrastructure also is seriously underfunded. Even in terms of regulatory compliance for our research programs, we may already be at serious risk.
- Dr. Ribeau completed the session with these remarks: In coming budgets from the State of Ohio, we will see increasing emphasis of Economic Development as the driver of academic agendas. Our mission, if it does not follow this trend, will increasingly lose state support to the institutions that do follow the trend (such as Cincinnati, Columbus, and Case Western).

Secretary's Report: Mary Lynn Pozniak reminded the reps to ask their constituents if they are on the ASC listproc. If there are constituents who wish to be added to the listproc, the reps can contact Pozniak or Deb Wells.

Committee Reports:

Amendments. No report.

External Affairs. No report

Awards and Special Recognitions.

Tony Howard reported that the committee is preparing for the presentation of the BG Best awards at the ASC spring reception.

Internal Affairs

Anne Saviers reported that she met with the ASC Executive Committee on January 16, 2001 to discuss ASC Standing Committees and the charge for each of those committees. Several changes for committee structure and charges were suggested. A draft of these suggested changes will be submitted to the Amendments Committee as well as to Executive and the Chairs of the other standing committees. These changes will be discussed at the March ASC meeting.

Personnel Welfare

Laura Emch reported that PWC supported the wellness survey efforts by sending a follow up email on the ASC listproc encouraging staff to respond.

The committee members are performing research work in order to formulate a recommendation to ASC Executive Committee on the rotation process for the Administrative Staff Advisory Team. This group hears Job Analysis Questionnaire appeals. The research includes discussions with advisory team members and Human Resources, along with investigating other University appeal processes at similar-structured schools in Ohio, Michigan, and Indiana.

The next scheduled committee meeting is February 2.

Professional Development. No report

Salary. See New Business

Scholarship Sandy Miesmer reported that \$1,302. has been raised so far through the Administrative Staff Scholarship Raffle. The ending date of the raffle is February 21 and the drawing will be held at the March 1 ASC meeting.

Old Business:

The approved Performance Evaluation/Merit document will be placed in the Administrative Staff Handbook by Karen Woods and Becca Ferguson.

Good of the Order:

- Deborah Fleitz encouraged us to check the BGSU website for upcoming events Musical Arts events.
- Kay Gudehus announced that she is still seeking volunteers for the President's Day open house. She is also looking for student tour guides. Student organizations can provide members to give tours as a community service initiative for their group. Kay will train the students to give 40-60 minute tours.
- Sandra DiCarlo announced that Firelands is conducting a search for a Dean.
- Ann Betts announced that Suzanne Crawford is retiring in August.
- Barbara Waddell announced that there is a program in the Pallister Conference Room on

February 7 entitled "Whites in Black History" from 9:30 a.m. - 11:00 a.m.

- Claudia Clark stated that in response to the fact that there have been six student deaths since the week before Thanksgiving break, the Counseling Center is hosting a "Growing Through Grief" program on February 12 from 6:00 p.m. - 7:30 p.m.

- Tom Scavo declared that the transition to the new e-mail system is going strong. The accounts need to be migrated by the end of February.

- Jane Myers announced that the hockey renovation brick campaign would extend through the end of February.

- David Garcia shared that the University will be accepting applications for fall admission until July.

Deborah Fleitz moved and David Garcia seconded to adjourn the meeting.

The meeting was adjourned at 3:03 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary