

Minutes of Administrative Staff Council
February 6, 2003

Call to Order

Laura Emch called the meeting to order at 1:30.

Members Present

Amelie Brogden, Nora Cassidy, John Clark, Dave Crooks, Jim Dachik, Laura Emch, Mike Fitzpatrick, Dave Garcia, Brady Gaskins, Kim Grilliot, Sally Johnson, Deborah Knigga, Sue Lau, Joe Luthman, Sandy Miesmer, Tom Scavo, Phyllis Short, Ron Skulas, Robin Veitch, Robert Zhang

Member Substitutes

Dawn Burks for Emily Monago. Linda Bakkum for Susan Kozal. Brian Hickman for Sandy DiCarlo, W. Dean Kendricks for Tina Coulter. Becky Paskvan for Karen Schwab.

Absent

Ann Betts, Wayne Colvin, Carl Dettmer, Deb Fleitz, Terry Herman, Lona Leck, Karen Schwab, Cindy Smith and Barbara Waddell.

Approval of Minutes

John Clark moved and Amelie Brogden seconded approval of the minutes from January 9, 2003.

Chair's Report

The written report submitted by the Vice Chair is reproduced below:

ASC Chair's Report—February 6, 2003

- 1) 1. The Charter and By-Law sections of the Administrative Staff Handbook were brought current on the BGSU web site on January 29th, 2003. A huge “thank you” goes out to all those individuals who helped to identify and resolve this critical issue for administrative staff. A special “thank you” to Dr. Dobb for responding so quickly to this need and providing the resources to resolve this concern. Others who played a major role in solving this problem include: Jim Dachik, Carol Lininger, Tom Scavo, Emily Monago, Keith Hofacker, John Clark and Pat Kelly. The Internal Affairs Committee will handle additional work on the updating.
- 2) On January 21st a request was sent to all ASC Chairs for status on achieving their committee's goals. We are mid-way through our 2002-03 Council year and the Executive Committee wanted to assure to resolve any concerns or issues a committee may have in accomplishing committee assignments. The work of the ASC Committees is most vital for our organization. The hard work, dedication, and extra volunteer time all committee members place towards ASC Committee work is most appreciated. The Executive Team has received all summary status reports from all Committee Chairs except for one remaining committee. We thank you for this information and again extend any help to committees as desired.
- 3) Thanks to Linda Hamilton, the administrative staff representative to the University's Health, Wellness and Insurance (HWI) Committee, for informing us of the new link to

the HWI committee minutes. The link is

http://www.bgsu.edu/offices/ohr/benefits/pdf/minutes_dec_02.PDF. Linda also welcomes any health care concerns that should be brought to the attention of the HWI.

4) I represented ASC at the January 30th President's Advisory Council meeting where the topic was retention.

5) Dr. Ribeau invited the Chair and guest of Classified Staff Council, Faculty Senate, and Administrative Staff Council to the BG Chamber of Commerce Dinner on February 1st. I appreciated Dr. Ribeau's thoughtfulness. It was very clear from the numerous comments made at this event that the relationship between the University and BG City is collaborative and optimistic.

6) Robin Veitch and I met with Classified Staff Leadership on January 28th for our regularly scheduled monthly meeting. Our topics included FMLA, Rec Center, and time usage between Christmas and New Years Day.

Vice Chair's Report

Robin Veitch shared that there was no new information on the ASC budget.

Secretary's Report None.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz provided the following report via email.

The Awards and Recognition Committee received an excellent number of nominations for this quarter's Spirit of BG award, and met this past Monday to select one person out of a group of very deserving individuals.

We will be doing the surprise presentation next week. Following that, all other nominees will receive copies of their nomination forms.

External Affairs: None.

Internal Affairs: None.

Personnel Welfare: None.

Professional Development:

Amelie Brogden reported that the professional development day would be held on April 3 in the Union. Approximately half of the speakers for that event have been lined up.

Salary: Dave Garcia reported that the committee has not received the CUPA data yet. Donna Wittwer indicated that CUPA had questions for HR that had been answered, and she hoped to have the data shortly. Dave reported that each committee member has been assigned two or three state institutions to research salary and benefit information. They will be contacting the institutions' human resource departments. Dave mentioned that if Ohio's proposed income tax changes do not go through then the possibility for raises is questionable. Laura Emch indicated

that whether the money is available or not, the information is vital. John Clark agreed saying that this data can then be used historically.

Dave Crooks asked if it was appropriate to seek information from institutions when Mercer provides information. The response was that Mercer compares our reality to the outside market and is composite data. CUPA is person specific.

Joe Luthman asked why some institutions such as Ohio State and University of Cincinnati were being excluded from the research. Dave responded that these two institutions tend to have higher salaries and are not seen as comparable to BGSU. Laura asked if the faculty exclude institutions when looking at their salary information. John Clark responded that they do not as their market is seen as nationwide. Joe asked if we should gather information from “premier institutions” if our goal is to be a premier institution. John Clark responded that it is hard to do a comparison because of the size of the offices at institutions such as Ohio State.

Laura Emch asked that the committee ask the institutions how much compensation issues have changed that might influence salaries. As an example she gave an institution might receive a 1% raise but health care costs increased 3%.

Scholarship:

The raffle drawing will be on March 6, at the ASC meeting. The number and amounts of scholarships awarded will depend on the applicant pool. They are required to give one \$1000 scholarship.

Faculty Senate Liaison:

The written report submitted by John Clark is reproduced below.

ASC FACULTY SENATE LIAISON—REPORT ON 1/21/03 & 2/4/03 FACULTY SENATE MEETINGS

Report from 1/21/03

Strategic Plan for Information Technology: Ron Lancaster, current ITC chair, and David Border, past ITC chair, conducted an informational presentation of the most recent Strategic Plan for Information Technology to Faculty Senate. The “Executive Summary” of the IT Plan was distributed in advance to faculty senators. As Lancaster explained, the plan contains short-range, mid-range, and long-range goals for every area of IT use at BGSU. The plan, nearly two and one half years in drafting, contains the following sections:

- 1 INFORMATION TECHNOLOGY SYSTEM
 - 1.1 Infrastructure, Usage and Assessment
 - 1.2 Services
 - 1.3 Staffing
 - 1.4 Budgeting
 - 1.5 Information Privacy, Security and Protection
- 2 SUPPORT AND TRAINING
 - 2.1 ITS Responsibilities
 - 2.2 Collective Campus Responsibilities
- 3 PRIMARY SYSTEM OPERATIONAL SERVICES
 - 3.1 Instructional Technology Systems
 - 3.2 Administrative Information Systems
 - 3.3 Student Computing Environments
 - 3.4 Research Computing Environment

Executive Vice President Dobb noted that the President's Cabinet and Deans Council currently are reviewing the plan. Because some recommendations should be pursued immediately, Dobb further noted, the plan would be considered in effect at once unless significant opposition is voiced. The plan may be accessed on the ITC web site:

<http://www.bgsu.edu/organizations/itc/> .

Provost's report: Provost Folkins reported overall BGSU enrollment as up 235 over the same time last year. [Most of this increase has occurred via rises in Firelands and transfer student enrollments.] "Seat availability," Folkins also noted, "was a case of 'hit the nail on the head'" for spring 2003. Folkins also reported that initiatives to build more data about student retention and initiatives to support student retention now are being coordinated by a new Office of Student Academic Achievement. This office, the Provost explained, was "created in Student Affairs from existing resources."

Executive Vice President's report: Executive Vice President Dobb noted that the state financial picture remains uncertain at best, gloomy at worst. Dobb also noted that her office is currently working on a draft policy that would require all BGSU students to obtain a BGNet account. Dobb explained that the draft, when ready, would be distributed to various constituencies for their feedback. As Dobb asserted, "BGNet and My BGSU are already the communications means of choice at BGSU; it's time we got everyone on board."

Academic Honesty Policy: Faculty Senate's Committee on Academic Affairs introduced a "sense of the Senate" (non-binding) motion to consider removing Academic Honesty Policy from the Charter in order to facilitate timely and appropriate revisions to those policy statements. Vice Provost Gromko expressed some concern about Undergraduate Council's joint stewardship of academic honesty policy being reduced. Extensive discussion took place, after which a motion allowing CAA to move forward as proposed was passed with a vote of 25 in favor, 23 opposed.

Report from 2/4/03

Provost's Report: We are maintaining the [hiring] freeze. However, we are also continuing our 55 ongoing faculty searches, in which we should try to maintain our standards of excellence. If acceptable candidates are not found this year to fill these crucial positions, the searches will be renewed next year.

NCA (Accreditation) Self-Study: Vice Provost Gromko distributed a "briefing" or summary on the BGSU self-study findings for re-accreditation. Gromko reminded Faculty Senate that the on-site accreditation visiting team would be in Bowling Green on March 3-5. Of particular interest in the document distributed by Gromko are the study's findings regarding areas cited by NCA as "need to be addressed" in BGSU's 1993 review. In each of these areas, this year's self-study shows improvement. The areas are as follows:

- Lack of integration of BGSU Firelands with the main campus
- Absence of a systematic and comprehensive academic program review process
- Absence of a comprehensive strategic planning process
- Current state of development of a student assessment plan
- Committee structures and governance responsibilities [community-building and shared governance are highlighted in this year's self-study as significant benefits in this regard]
- Survey of sexual harassment experiences and revision of sexual harassment policy
- Connecting all faculty to the computer network and investing in faculty and staff technology

- Faculty research productivity and external funding for research
- Too many curricular specializations
- The level of mutual respect and trust

The self- study document can be accessed on the web at this address:

<http://www.bgsu.edu/offices/nca/selfstudy/index.htm>

Reported by John Clark, 2002-2003 ASC Past Chair

John indicated that the Director of STRS gave an interesting presentation on their health care situation. STRS is running out of money to cover health care coverage for three reasons; the number of baby boomers retiring, the cost of new medical procedures/prescription drugs and loss of significant investment capital due to the economic climate. Unless significant changes are made they will not be able to offer health care without a cost. STRS has implemented an increase in the employee contribution amount. PERS is also funded by investment capital. They have not come out to say they are experiencing the same problems at this point in time.

Classified Staff Council Liaison: None

Old Business:

Paperless contract. Dr. Dobb has provided a draft copy of the notification letter. After general discussion, the following suggestions were made:

- There needed to be clarification on whether the notification would be received in the form of a letter or via email.
- There needed clarification of what offices would be receiving copies. Would it be just the employee? The employee and HR? The employee's supervisor?
- There needed to be clarification as to whether staff would receive a final contract indicating that future renewals would be in the form of a notification letter.
- It was felt that the notification needed to indicate that it was extending the original contract.
- The language in the handbook needed to be reviewed to make sure the requirements on employment termination were not superceded in any way by this new procedure.
- The signatures on the notification document needed to be reviewed. Why isn't the appointing officer signing the document as they did the contract?

Rec Center. This discussion was tabled until a later meeting.

New Business

FMLA. Laura Emch conducted a discussion on the proposed changes to the FMLA policy. She said the committee reviewing the policy had two administrative staff members, two classified staff members, faculty members and human resources representing the constituent groups. She indicated that HR is expecting modifications to the proposal. They desired to have consensus between administrative and classified constituencies although it is not required that the FMLA policies for both groups match. Phyllis Short asked if this would replace the existing policy. Laura Emch indicated that it would. She indicated that the current policy is more lenient in its definition of "family" as it used the same definition used by the sick leave policy. This narrows the members considered "family". It no longer includes stepparents, in- laws, grandparents or guardian relationships. Sandy Miesmer indicated that at least in the case of in- laws, the

expectation is the child (spouse) would utilize their FMLA leave.

John Clark indicated that we should make sure to firm up the ability for each spousal member to get the full twelve weeks of FMLA. He indicated that before, married couples would have to split the time for a total of twelve weeks. Mike Fitzpatrick asked what happens in cases where the employee has longer than twelve weeks sick leave. The response was that FMLA runs concurrently with employee use of sick leave. Employees may take more time, but their employment is only protected under FMLA for the twelve weeks. Dave Crooks indicated that it was his understanding that FMLA kicked in after an employee was off for three days under a covered situation. There was some discussion of this as previously employees had to inform HR when they wanted FMLA invoked. The general consensus was that HR now automatically activates it. However, Laura Emch indicated that she would get clarification on this process.

Adjourn

John Clark moved to adjourn and Sandy Miesmer seconded. The meeting was adjourned at 3:15.

Respectfully submitted:

Sue Lau