

## Administrative Staff Council 2007-2008

Minutes: February 7, 2008

**Members present:** Shannon Boziga, Jim Beaverson, Dave Crooks, Jodi DeVine, Daria Blachowski-Dreyer, David Ebersbach, Kim Fleshman, Derm Forde, Chris Haar, Steve Kendall, Jeanne Langendorfer, Stan Lewis (sub for Judy Donald), Sandy Mencer, Mitch Miller, Connie Molnar, Jacqui Nathan, Penny Nemitz, Diane Regan, Deborah Rice, Anne Saviers, Beverly Stearns, Kurt Thomas, Briar Wintersteen, Kevin Work, Mary Beth Zachary, and Tom Zapiecki

**Call to order:** Co-Chair Steve Kendall called the meeting to order at 1:36 p.m.

**Approval of Minutes:** Beverly Stearns moved, and Penny Nemitz seconded, that the minutes be approved. Motion passed.

**Guests:** Linda Hamilton, Deanna Woodhouse

Agenda was reordered to allow Guest Woodhouse to speak on *BG at 175*.

Woodhouse, who works in Student Affairs and serves as a BGSU representative on the 175<sup>th</sup> Anniversary Committee, reported on planned events celebrating Bowling Green's 175<sup>th</sup> birthday. Planned to date are athletic and music events, flag flying, a birthday party and organization fair at the Woodland Mall on Feb. 23, articles in local publications including the BGNews, a website, and WBSU-TV programming. The campus community is invited to participate in any and all over the course of the year-long celebration.

**Co-Chair's Report:** Co-Chairs Kendall and Zachary reported on the President's Advisory Committee (PAC) meeting at which Bruce Johnson, representing IUC schools spoke. In general, he was upbeat about the future of higher education in Ohio under Gov. Strickland's administration, and the current thinking that higher education should not suffer cuts in order to make up for budget deficits.

The second meeting with the President's Compensation Group included members of ASC's Personnel Welfare Committee. Topics discussed included JAQ's, compensation and the Mercer Plan, and a catastrophic leave bank which the current administration has responded to positively.

The meeting with Executive VP Dobb didn't result in anything new to report to Council.

Zachary thanked current Council members for their committee work and strongly urged all ad staff to contribute to committees whenever asked to share the burden of the work that needs to be done.

Members were urged to volunteer to assist with Presidents' Day.

**Chair-elect Report:** None

**Secretary's Report:** None

## **Committee Reports**

Classified Staff Liaison Faith Olson reported that CSC is considering using ASC's new statement on the role of the ombuds as a model for their own ombuds statement.

### **Committee Reports:**

**HWI:** Linda Hamilton, committee member, attended the meeting to update Council on the work of the Health, Wellness, and Insurance Committee. Current priorities include serious consideration of "banding" employee groups by salary and setting a cost for insurance premiums based on a % spent of one's salary. This would benefit the lower paid employee who is now paying a greater proportion of his/her salary for coverage. CSC is also discussing this approach. Both HWI and CSC are reviewing a policy that would allow employees to convert earned sick leave to personal leave as soon as it is earned. Current policy requires employees to accumulate 1200 hours in sick leave before they can convert time to personal leave. Both are examining the costs of offering benefits to part-time employees. Other HWI Committee priorities include examination of costs associated with offering dependent eligibility beyond age 23, expanded use of the Student Health Center for employees, expanded Wellness initiatives, reconsideration of offering optional vision coverage, possible participation in state-wide consortium for vision coverage, life insurance, and prescription benefits. In addition, Hamilton indicated that the \$39 rebate offered to employees who participated in the recent Well-Aware Project should soon see the credit to their health care premium costs.

**External Affairs:** Derm Forde presented information of Dance Marathon, March 29-30, and encouraged the formation of an ad staff team to "dance" on Saturday evening for 3-hours. Twenty dancers, at \$25 each for the participation fee, would raise \$500 to donate to the Children's Miracle Network. Those interested should contact Forde.

**Change Team:** This newest university strategic planning committee is to meet to determine more specifically where university resources are to be placed. Niche programs, academic strengths, etc. will be determined, along with resource implications, and a draft plan presented to President Ribeau by the end of April. Dr. Kevin Work, ASC member, will represent Ad Staff on the Committee. Another ad staff member, Mel Hudson-Nowak, is serving as the Change Team's co-chair.

### **Old Business:**

Co-chair Mary Beth Zachary spoke in more detail on the role of the Personal Welfare Committee at recent President's Compensation Committee meetings. PWC raised questions about recalibration of the JAQ instrument, attainment of the mid-point of the salary range, based on Mercer principles, within 5-7 years of merit-worthy employment, staff merit awards with greater differentiation rather than the current system of awarding a uniform % to each employee deemed "merit-worthy," the role for the ad staff ombuds, personal leave for NEW employees, better reward system for staff appointed in "acting" or "interim" roles, and establishment of a catastrophic leave bank.

### **New Business**

Diane Regan requested the topic of exit interviews, which had been tabled at the previous meeting, be brought back for discussion under New Business. Regan repeated her concern that the Exit Interview

Policy was not being used as designed and that potentially vital information about why ad staff employees resign is not being gathered. Current practice is to have form submitted to HR which in turn sends it, without any review, to Institutional Research. No summary reports have been received from IR since the policy took effect. Follow up with IR was suggested as was the idea that the exit survey form be revised to include an invitation to meet with an ASC ombuds to discuss workplace issues. Officers will follow up on this suggestion with HR.

Next meeting is scheduled for 6 March with Provost Shirley Baugher as guest speaker.

Meeting adjourned at 3:05.

Respectfully submitted,

Diane Regan

Acting ASC Secretary