

January 7, 1999 Alumni Room, University Union

Call to Order: The meeting was called to order at 1:32 PM by Chair Deb Boyce

Introduction of Substitutes: none

Approval of Minutes: Sharon Hanna moved to approve the minutes. The motion was seconded by Claudia Clark

Chair's Report:

The Chair attended the President's Panel meeting on December 3, 1998. Deb focused on two issues brought to the table by the Administrative Staff Council: technology issues and implementation of the compensation plan. She also reported on these two items at the December 11, 1998 Board of Trustees meeting, which she shared with the Council on. Her remarks to the committee follow:

(a) With regard to Technology Issues, Deb said that the ASC had suggested creating a user group committee to address them. In addition, she said that she had been told that the Faculty Senate was in the process of reconfiguring two established committees (Telecommunications Advisory Committee and the University Computing Council) into one Information Technology Committee to deal with technology issues. This newly constituted committee would be a standing (university) committee. The proposal has been approved by the two committees and has been forwarded to President Ribeau.

(b) With regard to the Compensation issue, Deb indicated to the President that ASC's standing committees are ready and willing to assist the President's Administrative Staff Compensation working group in their efforts to collect data, establish benchmarks and develop scenarios to move administrative staff toward those benchmarks.

The members of the Compensation working group under Chair Bryan Benner met with the ASC on January 7, 1999 and reinforced the desire to make this an open process. The Committee is looking at existing data and new data and will be sending their recommendations to President Ribeau who will generate a draft of recommendations that will be sent to the constituent groups for input. The President will then present his recommendations to the Board of Trustees in late winter or early spring.

(c) An Ad Hoc Administrative Staff Performance Evaluation Committee is being formed which will include representatives from Human Resources, PWC and the first Performance Evaluation Committee to look at what is working with the document. The goal is to have the committee's work done by June 30 of this year; if not, then their work will go into the next contract year.

(d) An Ad Hoc Administrative Staff Handbook Revision Committee chaired by Bev Stearns (Library) is being formed. They will be working to include revisions that have been passed since the book was last compiled in 1994 edition.

(9) In her report to the Board, Deb extended appreciation and thanks to the faculty, staff and students who volunteered in First-Year Experience programs designed to aid retention such as UNIV100, Springboard, and BG Effect.

(f) President Ribeau reported that applications are up 3.5% for the fall 1999 entering class. There was a one-third increase in the number of students attending the December's Preview Day (approximately 1300)

students). The Technology Infrastructure Initiative is on target. The Student Union project was voted on and approved by the Board of Trustees and is estimated to cost about \$32 million.

Chair-Elect's Report: no report

Secretary's Report: no report

Committee Reports:

Awards and Special Recognition: Deb Burris said that the group will meet on January 28.  
Personnel Welfare: is working on operationalizing the merit document for the handbook.

Professional Development Committee: According to Claudia Clark, the Professional Connections need mentors who have worked at the university for only a few years. Contact Amy Prigge in Public Relations for an application. Also, review of the Professional Development grant applications will start January 26, 1999. Six grants will be awarded. In addition, a Professional Development Conference will be held on March 17, 1999 in Olscamp Hall from 8:30-12:00. Workshops will include workplace survival, communication skills and personal development.

Scholarship: Jim Elsasser said a mailing on the Raffle will be going out. The committee will be working on simplifying the scholarship application form.

Amendments, External Affairs, Internal Affairs, Ad Hoc Committee on Administration Staff Teaching Compensation Policies: no report

For the Good of the Order:

Claudia Clark discussed efforts by the Size Acceptance Committee to reach students who have body image concerns. A "no-diet" day has been implemented. The Committee has also had an information table.

Mary Beth Zachary raised the issue of what values should undergird our administration staff compensation plan, with an eye toward providing additional input. A brief discussion followed. Cheryl Purefoy reported that the cost of a stamp will be increased to 33 cents on January 11, 1999.

Adjournment: A motion was made to adjourn at 2:03 p.m. by Sharon Hanna and seconded by Mary Beth Zachary.