

Minutes of Administrative Staff Council
January 9, 2003

Call to Order

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

Members Present

Ann Betts, Amelie Brogden, John Clark, Wayne Colvin, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Brady Gaskins, Sally Johnson, Deborah Knigga, Susan Kozal, Sue Lau, Lona Leck, Joe Luthman, Emily Monago, Tom Scavo, Karen Schwab, Phyllis Short, Ron Skulas, Robin Veitch, Nicole Voorhees, Barbara Waddell, Robert Zhang

Member Substitutes

Suzanne Fahrner for Tina Coulter. Tina Bunce for Deb Fleitz.

Absent

Nora Cassidy, Sandra DiCarlo, Mike Fitzpatrick, Dave Garcia, Kim Grilliot, Terry Herman, Sandy Miesmer, Cindy Smith

Guests None

Approval of Minutes

John Clark moved and Ron Skulas seconded approval of the minutes from December 5, 2002.

Chair's Report

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

ASC Chair's Report—January 9, 2003

- Robin Veitch and I represented Administrative Staff Council at the Board of Trustees meeting on 12/10/02.

- ASC Executive members have met twice during the last month. Major topic items included Travel Reimbursement policy approved by Board of Trustees on 12/10, the Non-compensation Conciliation Process, and handbook updates not properly appearing on the web site.

In addition, Laura stated that everyone needed an opportunity to get used to the new travel reimbursement policy. After having a chance to use the new guidelines, members were encouraged to share any concerns and make recommendations for changes

Vice Chair's Report

Robin shared the 2002-2003 budget figures with council. She stated that this is a rough draft of the expenditures to date. She also noted that the budget amount for external affairs included funds to cover the cost of ordering food items for the fall reception.

Amelie Brogden asked if committees should share any concerns about possible discrepancies in the budget amounts listed with Robin. Robin indicated that this would be the proper procedure.

Secretary's Report

None.

Committee Reports:

Amendments:

The committee found that the handbook was missing updates from as early as 1998. Laura Emch stated that Becca Ferguson had been contacted and had indicated that this was being looked into. Having heard nothing additional from HR concerning this matter, Laura brought the problem to the attention of Dr. Dobb. Dr. Dobb stated that she would facilitate getting the updates completed immediately.

Jim Dachik stated that the committee has only looked at the by-laws and charter. He does not know if other areas are also out of date. Internal Affairs will have to look at the other portions of the handbook to see if there are discrepancies.

Awards and Special Recognition: None.

Laura Emch stated that nominations for the Spirit of BG award are now being accepted.

External Affairs: None.

Internal Affairs: None.

Personnel Welfare: None.

Professional Development:

The committee is continuing to award money. They have made four awards and have one award pending. About half of their money is left. These same funds are used to pay for the professional development day sponsored in the spring. Amelie Brogden indicated that they had about \$6400 in the budget to start with and they have given away \$2000. She indicated that any leftover amounts do roll over into next year's available funds.

Laura Emch stated that she thought the committee needed to publicize the development day more widely than last year and asked if a date had been discussed yet. Amelie indicated that there had been no discussion on the dates yet.

Salary: None.

Scholarship:

Suzanne Fahrner indicated that letters about the raffle would be sent out soon.

Faculty Senate Liaison:

John Clark stated that non-printing of student grades for fall semester seemed to be accepted well by BGSU students and their parents, with very few requests to Registration and Records for grades to be mailed.

Classified Staff Council Liaison:

Ron Skulas stated that further consideration of available data supported allowing faculty and staff

to use the University's rec center for free or at a reduced cost. He thought he would be able to give a presentation on this information at the next meeting.

Old Business:

Non-compensation Conciliation Policy – second reading. Bolded items in the policy were either new or updated per ASC concerns. It was noted that the word “grieveable” would be removed from the policy, as we do not have a grievance policy. Brady Gaskins responded to the concerns that the policy does not address problems with a second level supervisor by stating that the intent of the policy is to only handle problems with the first level supervisor. When problems with the second level supervisor do occur, the staff member should contact HR directly.

John Clark shared the concern question of one of his constituents concerning the need for a statement that this procedure does not mean that the staff member gives up his or her right to pursue other legal actions available to them. Brady stated that HR said adding such a statement might actually do more to restrict a staff member's legal options than not having a statement would.

Dave Crooks asked if the statement about contact HR within 14 days of the problem occurring was new. Brady indicated that it was. Barbara Waddell asked if that was 14 working days or calendar days. Laura Emch stated that it was calendar days.

Dave Crooks asked if under Step 1/Process, item #7 (If no mutual resolution is reached the dissatisfied individual may appeal directly to the Division Vice President (or designee)) going to the Vice President preempts actions under Step 2. Brady indicated that it leads to Step 2.

A vote was taken and the policy passed as amended.

Laura Emch asked what the next step was in moving the policy forward. Brady indicated that it would need to be passed by the Board of Trustees. Once passed, it can be added to the handbook.

Health Care Update. Laura Emch stated that the new prescription cards should have been received and asked if there were any concerns. None were reported.

New Business/Guests:

Dr. Linda Dobb:

Dr. Dobb started by discussing the handbook updates. She stated that Carol Lininger, from her office, would be working with Pat Kelly (HR) and the amendment committee to complete all outstanding updates to the handbook. She also stated that hopefully a process would be developed to ensure that updates happen in a timely manner.

Jim Dachik asked Dr. Dobb to elaborate on the procedures that are in place at the University for building evacuations due to bomb threats or other hazards. Before Christmas, there was a bomb threat involving University Hall. The fire alarm was not pulled and therefore not everyone was evacuated. Dr. Dobb indicated that she would have to check with John Curlis to see what standard procedure was. Barbara Waddell indicated that there used to be a disaster plan in place at the University that not only involved campus but the community as well. Dr. Dobb indicated that a crisis plan was currently being developed.

Dr. Dobb explained her interest in pursuing the discontinuation of issuing annual paper contracts. Not only would this process save some paper resources, it would also save time for HR and possible individual departments that produce/file paper contract copies. She stated that until a

staff member had completed three years of continuous employment, a paper copy would be issued. After that point, employees would receive a letter confirming their employment and giving such information as their salary and title.

After general discussion, the concerns that were expressed were:

1. Whether any actual savings in time or money would be seen as there would still be a paper copy being generated.
2. The many exceptions to the yearly annual contract. Depending on the source of a positions funding or the length of employment (12 months versus 9 or 10 month positions), staff members could receive two contracts a year and possibly three contracts.
3. Acknowledgement of the legitimacy of the notification letter by lending institutions.
4. Possible legal differences between a signed contract and one that is simply rolled over from year to year without a signature.
5. Indication through informal communications that this move was a step toward administrative staff members working at the pleasure of their Vice President or other designee.

Dr. Dobb responded to these concerns by stating that some type of savings would be realized if for no other reason that each department would handle contracts the same. The various exceptions would have to be explored. There might be a chance that multiple letters would be received just as multiple contracts were. She indicated that there should be no differences between the signed contracts and one's that were rolled over stating that at other institutions she had worked had handled contracts exactly as she was proposing. Finally, she stated that she had not heard any indication of this proposal being a step toward working at the pleasure of their Vice

President. She indicated that such a change would also have to be approved by the Board of Trustees. She also stated that this would not change the handling of non-renewals of contracts. Linda indicated that she wanted to move forward by getting council examples of what letter might look like. She stated that the policy would not be approved if faculty did not want to move in this direction.

Jim Dachik stated that it seemed that there should be a university policy of paper use in general to promote consistency of processes across campus. Dr. Dobb said they are trying to reduce redundancy across campus and move toward more things being available through web services. Dr. Dobb was asked if she had any information she would like to share on the budget situation. She stated that there was a chance that a mid-year cut in budget would occur. However, the President is confident that if the University is fiscally prudent, we should be able to get through the possible cuts.

CSC Evaluation Changes. Karen Schwab indicated that CSC had made changes to the classified evaluations based on surveys they received from staff members. The information will be distributed to council members electronically. Feedback is encouraged.

Council Substitutes. Laura Emch reminded everyone that if a council member is unable to attend a meeting, they should send a substitute. The substitute does not have to be from their area. She asked if people were having trouble finding substitutes. In general it seems that it is difficult given increased work demands.

Summer Hours. Dave Crooks indicated that he had heard that some departments are eliminating "summer hours". He wanted to know if this was an issue that should be looked into. Amelie Brogden indicated that she had knowledge that the department in question could flex schedules

as

deemed appropriate by individual directors in the area. It was agreed that exploring the application of summer flex schedules across campus might be problematic.

Good of the Order

John Clark stated that grades would not be printed for fall semester. Students have been notified that grades can be viewed through the web portal.

Adjourn

Ron Skulas moved and Amelie Brogden seconded. The meeting was adjourned at 3:15.

Respectfully submitted:

Sue Lau