

Administrative Staff Council 2006 – 2007  
Minutes: January 4, 2007  
201A BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:32 pm

Members Present: Debra Beach, Jim Beaverson, Nora Cassidy, Dave Crooks, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Lona Leck, Mike McComas, Deb McLean, Susan Macias, Connie Molnar, Beth Nagel, Pa'Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Kurt Thomas, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC

Members Absent: Jill Carr, Tim Hoepf, Larry Holland, Ron Knopf, Deb McLean, Penny Nemitz, Sherri Orwick Ogden, Anne Saviers, Wendy Schortgen, Bonnie Towe

Member Substitutes: Sue Fahrer for Laura Emch

Approval of Minutes: Due to the changes to the December minutes, a motion was made to wait until the February meeting to approve the minutes.

Chairs Report:

E.V.P. Meeting 01/03/07:

- Discussed Ombuds activities
- Discussed employee advocates
- Discussed sick leave bank
- Sick time donated in advance to sick leave bank
- Lost vacation time to be donated
- Unfunded liability
- Discussed reasonable suspicion protocol
- Discussed performance plans misued
- Discussed Handbook review
- Covered proper process for a non-renewal
- Verbal reprimand, Written reprimand, Suspension, Non-renewal
- Discussed JAQ's to be done by 3/15/07
- Annual review to be done
- Self evaluations need to be done

Chair Elect Report:

E.V.P. Meeting 12/12/06:

- Employee advocate separate from Ombuds role

- This person would be your eyes and ears but not paid by the university
- This person would help protect your interests and ask questions you may not know to ask
- Discussed sick leave bank
- Discussed the way non-renewals are carried out
- Discussed session planning for Ombuds role
- Future training
- How the training is funded

Secretary: No Report

Committee Reports:

A.) Amendments: No Report

B.) Awards and Special Recognitions: Preparing to award the first Spirit Award of the year in February. Council representatives are encouraged to remind constituents to nominate colleagues.

C.) External Affairs: Meeting with Larry Weiss, Dance Marathon and Cocoon Shelter representatives this month to solidify council outreach initiatives for the remainder of the academic year.

E.) Internal Affairs: No Report

F.) Personnel Welfare/Salary: Mercer meeting, December 12, 2006. Outcomes of the meeting were as follows:

- BGSU pay ranges are 11% below the market median
- Recommendation was made to cabinet to increase the pay structure for contract staff by 3 – 5 % for the next 5 – 6 years in order to bring BGSU salaries to the median
- HR was provided a list of specific jobs whose rankings should be evaluated
- Recalibration of the JAQ criteria ranking is needed
- Pay increases were recommended to be based on the midpoint of the pay range as opposed to the salary of the individual

A Proposal for the Role of Administrative Staff Ombuds at BGSU was distributed. Discussion will take place at the February meeting. Further research has taken place regarding the Ohio Revised Code reference to compensatory time and its potential application by administrative staff at BGSU. Per the Code, the appointing authority has the ability to waive the Fair Labor Standards Act and award compensatory time if desired.

G.) Professional Development: Next meeting 1-24-07, did not meet in December 2006. Blackboard course will be available Friday, January 5, 2007 for Professional Development Committee Members.

H.) Scholarship: Raffle announcements are going out this week. Please encourage staff to buy tickets. Proceeds will build the ASC scholarship endowment.

I.) Faculty Senate: No Report

J.) Classified Staff: A resolution indicating a vote of “no confidence” in Human Resources was prepared but no action was taken. Significant discussion took place regarding the implications of the potential resolution and Dr. Dobb was a guest.

K.) Holiday Closing Committee: A draft document outlining potential university closure dates for future years has been submitted to the EVP, expect to see the document presented to council for approval soon.

Guest: Bruce Petryshak, Chief Information Officer

- Discussed Celo
  - A security system which includes many layers of security
- Including Altaris (desktop management tools)
- Includes electronic signatures
  - ITS intends to encrypt every hard drive on campus
  - Plan to encrypt USB flash drives so that you can work at home
  - Eventually, cell phones, PDA's, and the like will be encrypted
  - Initial phase is desktops and laptops
  - Wireless can still be used
- Discussed Lifelock
  - An identity theft package
  - Cost \$99.00 per year
  - Protects and individual's information and any loss up to one million dollars
  - They put out fraud alerts and repair your identity
- Discussed "My Files"
  - This is encrypted storage space, 1 GB per person
  - This program works cross platform (both Mac & PC)
  - Will be combined with Blackboard
- You control the space and who has access
- For example need to send secure information in an e-mail
- Put the information on the "My Files" server
  - Grant access to those you want to have view it

Old Business: At Presidents Advisory Council it was reported that student retention has slipped 3%. A Retention Task Force is to report in February on why retention is dropping and what can be done to reverse the trend. Chair Kendall will send representatives a list of potential council goals generated from his email survey in December for discussion in February.

New Business: No new business.

Good of the Order: Please close open PO's and other FMS related documents to assist in the cut over to the new system. Women's Basket Ball is ranked 24th in the nation, and 19th on the ESPN Poll! Please attend the game Saturday night.

Next Meeting: Next meeting will be February 1, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: Connie Molnar made a motion to adjourn. Susan Macias seconded. The meeting adjourned at 3:05p.m.

Submitted by: Kim Fleshman, ASC Secretary  
Ann Jenks, Acting Secretary