

Administrative Staff Council 2005 – 2006
Minutes: March 2, 2006
207 BTSU

Call to Order: Chair Lona Leck called the meeting to order at precisely 1:33 pm

Members present: Jena Ault, Jill Carr, Nora Cassidy, John Clark, Rob Cramer, Dave Crooks, Gerry Davis, Laura Emch, Michael Ginsburg, Judy Hagemann (CSC), Tim Hoepf, Larry Holland, Paul Hofmann, Sheila Irving, Steve Kendall, Ron Knopf, Lona Leck, Naomi Lee, Teresa McLove, Susan Macias, Connie Molnar, Beth Nagel, Paul Pawlaczyk, Diane Regan, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Kim Fleshman, Adan Garcia, Paul Lopez, Joe Luthman, Pa'Trice Pettaway, Deborah Rice, Myron Skulas

Member Substitutes: Steve Charter for Ann Jenks, Jim Beaverson for Deb McLean

Chair, Lona Leck, announced that the agenda would be reordered to accommodate guest Marcia Latta, Development, and to allow time for important new agenda items.

Guest: Marcia Latta, Director of Development, gave an overview about BGSU's comprehensive Building Dreams Centennial Campaign including how priorities were set and the successive phases used in fund-raising. The initial phase, the "silent" phase, began in July, 2002. The public phase began in April, 2005 with the campaign slated to end 12/2008. To date \$93M of the \$120M goal has been committed. Council members also viewed the student-made DVD presentation being used to inform the public, businesses, corporations, and potential donors about BGSU's goals and how participation in the Building Dreams Campaign will help us reach them. Ms. Latta shared several ways that BGSU ad staff could contribute to the success of the campaign, including forwarding address changes of alums to the development office; inviting retirees, who are the biggest group of constituent donors, to department events; contributing to the Family Campaign to raise the percentage of employees who support the university; forward names of potential alumni donors to development.

Guest: Aaron Shumaker spoke to Council about the upcoming Dance Marathon on March 25-26, 2006. Volunteers are still needed and faculty/staff appearances would be very much appreciated. The DanceMarathon's website is a link under Student Life/organizations and the site will be linked to the ad staff website as well.

Approval of Minutes: John Clark, moved and Mary Beth Zachary seconded the motion to approve the minutes of the February 2 meeting. Motion carried.

Chairs Report: Lona Leck reported the following:
2/14/06 Executive Committee Mtg. – Kim Mc Broom, Marketing and Communications, attended the meeting to discuss the issue of internal campus communications. We learned of M&C's intent to bring back the daily email as soon as certain logistics are arranged for it's delivery to all staff. Working groups, including all constituencies, will be informed on this regard and to review

the BGSU Web site. Committee members discussed PWC's possible salary pool distribution recommendations including an across the board raise and a flat percentage raise. These will be brought to the March 2 ASC meeting.

2/17/06 Three Chairs Mtg.- The FS Chair will plan to recognize ASC for a report at their monthly meetings. Other items of common interest were discussed including the potential reward policy for administrative and classified staff and the work being conducted by the FS Ad-Hoc Committee on the Code of Ethics. ASC representation will be considered by the FS University Budget Committee.

2/17/06 Tom Trimboli, General Counsel – Executive Committee members met with Mr. Trimboli to review the new OED Procedures for filing harassment and discrimination complaints. Mr. Trimboli explained the impetus for the new procedures and answered council questions. ASC Executive endorsed the policy that is going to the BOT on March 3.

2/27/06 Executive Vice President Mtg.- The first portion of the meeting was devoted to a joint session with Human Resources and ITS to plan a process, time line and provide training for ASC's current and future handbook revisions. Regarding our immediate navigational and redundancy changes, it was agreed that ASC will suggest language and content changes that will be performed by HR in a very timely manner. With Dr. Dobb the proposed Reward Policy was discussed and the desire of our constituents to fund rewards through a campus wide "pot" enabling all staff an equal opportunity to apply.

2/27/06 Finance Committee – An emergency increase in funding is being requested to the EVP to cover new "costs of doing business" including AV, office space expenses and copying. ASC will also submit an increased request for annual funding beginning next year.

2/28/06 Executive Committee Mtg.– Discussed the meeting plan for March 2 as well as plans for a general meeting of all contract staff for the purposes of explaining the Mercer plan and discussing our salary proposal options. Olscamp 101 has been secured for the general meeting on Thursday, March 16 from 8:30 – 11:30. The listproc will be used to notify administrative staff of the session. The voting process for regular elections and the compensation decision were discussed, an email form is being considered. The PPT from the March 2 presentation will be posted on BlackBoard next week. Representatives are strongly encouraged to communicate with and educate their constituents about the salary issues.

Upcoming ASC Dates-

April 5 – Administrative Staff Spring Reception 2 – 4 PM 101 A Olscamp

President Ribeau will address the staff and the key note speaker will be Dr. Gene Poor presenting "Good Enough – A Question of Quality".

April 6 – Guest Dick Edwards – BGSU Retiree's Association

May 4 – Guest Mike Marsh – BGSU Board of Trustees

June 1 – Guest Larry Weiss – State Issues

Chair Elect Report: No Report

Secretary: No Report

Past Chair: No Report

Committee Reports:

Amendments: No Report

Awards and Special Recognitions: No Report

External Affairs:

Internal Affairs: No Report

Personnel Welfare/Salary: Reported under New Business

Professional Development: No Report

Scholarship: No Report

Faculty Senate: Faculty Senate met on Tuesday, February 7, where the most-discussed subject concerned the evaluation of Undergrad Deans by the Faculty. Currently, this is done every five years by the College Council. The vote failed, with 52 for, 9 against, 3 abstentions. Since there are 79 Senators, and 2/3 would be 53, the vote was one short. If anything, this experience shows the necessity for a deliberative body to have a high attendance rate. Folkins reported that the Governor's State of the State address talked of preparing students better for college by requiring students to take more of the core curriculum.

Classified Staff: No Report

Other University Committees

Creative Thinking Committee f.k.a. Holiday Closure Committee: No Report

Ombudsman Joe Luthman: Diane Regan, Penny Nemitz, and Joe Luthman attended the first of three days of training given by Terry Wheeler, and facilitated by HR. CSC ombuds staff also attended. The final two days take place 3/23 and 3/24.

Old Business: Chair Leck announced that the proposed Reward Policy will not be presented to the Board at their March 3 meeting as had first been announced.

New Business: Personnel Welfare Committee Report: Steve Kendall, representing the full committee, gave an overview of the current committee effort to shift the approach to compensation given the lack of movement on monetary issues in the past several years. Kendall presented PWC's plan, which includes three alternative, for reaching some of ASC's goals for compensation for ad staff: To address the goal of more staff reaching the mid-point of their salary range, administrative staff members will be asked to vote to select one of the three following approaches for the PWC to take to the University Compensation Committee:

1) propose a graduated % of adjustment with a higher percentage awarded to those with salaries in the first quartile. This option would include a larger % increase for those who, on the basis of their annual review, are identified as "exceeding expectations." Those "meeting expectations"

would also be eligible for an increase although the percentage would be smaller. The goal, again, is to move staff toward their salary mid-point more quickly.

2) propose a fixed salary adjustment model in which all employees whose annual review results in their “meeting expectations” or “exceeding expectations” receive a set dollar amount in merit. This method would result in a larger increase %-wise for those ad staff in the lower levels. For example, employees in grade 15 would probably receive less of an increase percentage-wise than those in lower grade positions.

3) propose a combination of the fixed dollar award with an additional percentage-based adjustment. For example, all staff would be guaranteed a set increase of X dollars (ex., \$1,000) plus a percentage increase (ex., 1%).

ASC representatives were urged to share the three alternatives with their constituent group members and to encourage participation in an open Administrative Staff Meeting tentatively set for 3/16/06. Acknowledging the short time frame between this meeting and March 16th, PWC would still like for a vote to be taken at the open meeting on which alternative to pursue for 2006-07 only. A suggestion was made to bring up this topic at the Spring Reception. Chair Leck in response to the request for more discussion time indicated she would try to get additional time for consideration before our proposal must be made to the university compensation committee. S. Kendall noted that along with Dave Crooks, PWC members Naomi Lee and Ann Jenks also contributed to the salary compensation presentation.

Next Meeting: Next meeting will be April 6, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Mary Beth Zachary moved to adjourn the meeting at 3:30, second by John Clark. Motion carried.

Submitted by: Acting Secretaries: Diane Regan, Teresa McLove