

## **Minutes of Administrative Staff Council Meeting March 1, 2001**

**Call to order:** The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

**Members Present:** Linda Bakkum, William Blair, Pat Booth, Nora Cassidy, John Clark, Sally Dreier, Laura Emch, Deborah Fleitz, T. Keith Hofacker, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Mary Lynn Pozniak, Susan Sadoff, Anne Saviers, Diane Smith, Tom Scavo, Jack Taylor, Nancy Vanderlugt, Mary Beth Zachary

**Members who sent substitutes:** William Blair for Jane Myers, Deb Freyman for Pamella Phillips

**Absent:** Ann Betts, Sidney Childs, Claudia Clark, Wayne Colvin, Sandra DiCarlo, David Garcia, Kay Gudehus, Paul Lopez, Penny Nemitz, Keith Pogan, Cheryl Purefoy, Robin Veitch, Barbara Waddell,

**Guests:** Amy Davis from Development/Foundation, Suzanne Fahrer from Financial Aid, Deb Freyman from Biological Sciences, Sue Lau from Registration and Records, Jim Mahoney from Development/Foundation

### **Administrative Staff Scholarship Raffle**

Sandy Miesmer reported that the Scholarship Committee sold 3,587 raffle tickets and raised \$2,739 for the ASC Scholarship Fund this year. Miesmer and other Scholarship Committee members conducted the raffle drawing. The prizes and winners are listed below.

Continuing Education Certificate	Deb Freyman
Theatre season tickets	Connie Black-Post
WBGU cookbook	Tom Cummings
WBGU videos	Dennis Wojtkiewicz
Recreation Center pass	John Clark
Football season tickets	Mary Lynn Pozniak
Season tickets (basketball or hockey)	Tom Folk
Golf (4 rounds)	Martha Mazzarella
Music Festival series	Rich Peper
Bed and Breakfast package	Sue Perkins
Bookstore gift certificate	Dorothy Grassley
Dining Services gift certificate	Beth Casey
Krogers gift certificate	Diane Whitmire
Krogers Gift Certificate	Lisa Meyer
Anderson's Gift basket	Michael Hachtel
Reserved parking space	Sue Paxton

### **Guest Speakers: Family Campaign**

Amy Davis and Jim Mahoney from Development/Foundation spoke about the Family Campaign. Prospective donors to BGSU want to know if employees give to the University and this campaign was started in 1999 as a way to encourage BGSU employees to donate money. In 1999 there was 35% participation. In 2000 there was 42% participation. This year the goal is 50% participation. The percentage of administrative staff who contribute to the campaign is greater than the percentage of classified staff who contribute and greater than the percentage of faculty who contribute. The Development/Foundation Office has information regarding the various funds to which employees can contribute. The ASC

Scholarship Fund is one that is part of this campaign. The speakers encouraged staff to wear the button that will be sent after a contribution is made.

**Approval of Minutes:** Anne Saviers moved, Pat Booth seconded, and the minutes were approved as distributed.

### **Chair Report:**

#### President's Compensation Working Group

On February 21, 2001, ASC sent Linda Dobb, Chair of the President's Compensation Working Group (PCWG) both the Teaching Compensation Proposal approved by ASC on February 1, 2001 and the document referred to in other ASC meetings as the ASC Philosophy of Compensation. Both documents are being handed to the secretary with the attached cover memo to include for our archival record.

#### Human Resources

Mary Beth Zachary sent the names of the two administrative staff Leave Policy Committee representatives to Rebecca Ferguson. They are Beverly Stearns and Nancy Vanderlugt. Classified staff have chosen their two representatives. The committee will begin meeting after faculty representatives are named.

In meetings with Human Resources, Rebecca Ferguson stated that language regarding vacation use during the first year of employment has been approved by the President's Cabinet. It will be presented to the April Board of Trustees meeting for their approval. The proposed policy will be that during the first year of employment, vacation can be taken as earned. Also approved by the President's Cabinet will be language concerning changes in personal leave. It will be still assigned to an individual based on the amount of sick leave, however, it will not be converted hours from sick leave nor will it be returned to sick leave if it is not used. Although we talked about the vacation use policy with Human Resources, ASC was not asked for an opinion about the personal leave changes.

In conversations with Human Resources it has become apparent that there is confusion about the administrative staff compensation plan with some staff. Some of the processes and policies involving the plan are not clear. Since the University has hired a number of administrative staff in recent years and because there seems to be some confusion about the plan with many staff, Zachary and John Clark decided to call a meeting for all administrative staff from 8:30 - 10:30 on May 1st in 101 Olscamp. In initial discussions with Human Resources, it was decided that there would be information presented about compensation plan issues (e.g. range vs salary in the range), evaluation and re-evaluation of position issues and processes surrounding JAQ's. In addition, suggestions for beginning and writing JAQ's will be given. It is planned to take questions from the audience. More discussions about the presentation will occur.

In informal email discussions, John Clark has begun to ask questions about the data presented by Human Resources to ASC in our December meeting. We will work with HR in analyzing the data.

#### President's Office with Eileen Sullivan

Conversations with Eileen continued regarding compensation issues and the upcoming meeting with the President's Compensation Working Group (PCWG).

#### Executive Vice President

The next meeting with Linda Dobb will be on Friday, March 2. Discussion points will be, the meeting with the PCWG and topics for the planned all administrative staff meeting.

### **Chair-Elect Report:**

### Compensation issues

John Clark reported that he has been studying the scatter sheets that Human Resources distributed at the December ASC meeting. Clark found 23 administrative staff at or near the top of their pay ranges. There were 80 below the first quartile. Five of those have been at the University for five or more years. As of December 2000, approximately 19% of administrative staff in ranges 9-16 were below 1st quartile in their pay range, while approximately 5% of administrative staff in grades 17-22 were below 1st quartile.

Clark will make suggestions for compensation possibilities for next year which do not involve money.

Donna Wittwer suggested providing professional development within the University that can prepare administrative staff to move up within BGSU.

### Budget report

Clark reported that \$408 was spent on ASC Scholarship-related costs and suggested that designations within the ASC budget might be changed to more accurately represent where monies are spent.

### **Secretary's Report:**

Mary Lynn Pozniak reported that the ballots to self nominate for a position as an Administrative Staff Council Representative have been sent to administrative staff in the five functional areas that will be in need of representation for the next three year term.

### **Committee Reports:**

Amendments. No report.

External Affairs. No report

Awards and Special Recognitions.

Tony Howard reported that the committee is working on the BG Best awards. The nomination forms have been distributed. Past winners are listed on the ASC website: <http://www.bgsu.edu/organizations/asc/awards.htm>

Internal Affairs. See New Business

### Personnel Welfare

Laura Emch reported that PWC is continuing to review wording and procedures of the Administrative Staff Compensation Plan, as currently stated in Appendix G of the Administrative Staff Handbook.

PWC has submitted to Administrative Staff Council a proposal for Administrative Staff Advisory Team Member Rotation. See New Business.

Professional Development. No report. A question was raised regarding the date of the Professional Development Day. Another question was raised regarding the availability of grant money for professional development. Mary Beth Zachary will check with the committee chair, Ann Betts.

Salary. No report

### Scholarship

Students who met the requirements of the ASC Scholarship have been e-mailed and encouraged to apply. The application is available on the Web and in college offices.

**Old Business:** None.

**New Business:**

ASC Standing Committee Charges

Proposed changes for ASC standing committee charges were distributed and read. The proposed changes will be discussed in the April meeting as Old Business.

Administrative Staff Advisory Team Member Rotation

The Personnel Welfare Committee submitted a proposal for Administrative Staff Advisory Team Member Rotation. The proposal reads as follows:

The Administrative staff advisory team consists of 15 administrative staff members selected by the ASC executive committee for staggered three-year terms. Members will begin service on September 1 and serve for three years ending on August 31st. Each year five new members will be appointed to replace the five who are completing their service. Committee membership must be equally balanced among the University's functional areas. If a committee member cannot complete his/her term, ASC's executive committee will appoint a member from the same functional area to complete the term. No member shall serve consecutive three-year terms.

Recommendation for implementation. The ASC Executive Committee should designate five members of the current committee to serve an additional two years, five members to serve an additional year, and five members to end their service. ASC's Executive Committee should then appoint five new members to begin the three-year rotation outlined in the new policy. It is important that during this transition period committee membership be balanced among the functional areas.

Anne Saviers moved and Sandy Miesmer seconded the motion. Keith Hofacker called the question. The proposal passed unanimously.

**Good of the Order:**

- Keith Hofacker announced that the opera The Merry Wives of Windsor will be performed in Kobacker Hall this Friday and Saturday at 8:00 p.m.
- Deb Fleitz encouraged staff to attend the Festival Series performance on March 21. On that evening the performances for next year's Festival Series will be announced.
- Tom Scavo announced that tomorrow is the last day to migrate to the new e-mail system. On Monday, March 19 from 1:00 p.m. - 4:00 p.m. in Olscamp 101 there will be a Web Fair. Also, on March 8 there will be a presentation by Black Board regarding the new University Web portal.
- Colby Blair announced that this coming weekend is the final home hockey weekend. He also stated that the last regular season men's basketball game is this Saturday. There is a post season game at home on March 5th.
- Tony Howard thanked Deb Fleitz for requesting that students not monopolize the exercise machines at the Student Recreation Center. Howard also announced that the WBGU pledge break begins this coming Monday. Martha Reeves will be a program guest on Tuesday.

Keith Hofacker moved and Deb Fleitz seconded to adjourn the meeting. The meeting was adjourned at 2:55 p.m.

Respectfully submitted,  
Mary Lynn Pozniak  
Secretary