

Minutes of Administrative Staff Council Meeting March 7, 2002

Call to Order: Chair John Clark called the meeting to order at 1:35 p.m.

Members Present: Amelie Brogden, Nora Cassidy, John Clark, Tina Coulter, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, Brady Gaskins, Tony Howard, Sally Johnson, Thad Long, Sandra Miesmer, Keith Pogan, Diane Smith, Tom Scavo, Phyllis Short, Mary Beth Zachary, Robert Zhang

Members who sent substitutes: None

Members Absent: Linda Bakkum, Ann Betts, Wayne Colvin, Sandra Di Carlo, Sally Dreier, David Garcia, Kay Gudehus, Sue Lau, Jane Myers, Jack Taylor, Robin Veitch, Barbara Waddell

Corrections to Minutes: None

Approval of Minutes: Keith Pogan Moved, Brady Gaskins seconded, and the minutes were approved.

Guest Report: Michelle Clossick and Rebecca Ferguson- Policy on Violence
Work was first begun in the fall of 2000 on the Policy on Violence. BGSU was one of eighteen institutions who received a grant to work on a policy. BGSU was the only institution who concentrated on workplace violence, as well as, student issues. Students, Administrative Staff Council, Faculty Senate and Classified Staff Council worked on writing the policy. There were huge discussions over the language in the document. A concern was raised about the liability for BGSU if a victim didn't feel they were treated with respect and dignity.

Mary Beth Zachary asked what would happen if all constituent groups didn't pass the policy. Becca Ferguson said it could go to the Board of Trustees with three of the four groups in agreement.

Amendments would be addressed as 'unfriendly' changes and would be documented. Some members of faculty senate were concerned that the policy 'flies in the face of academic freedom'.

Guest Report: Rebecca Ferguson and Marsha Serio- Non-Compensation Conciliation Policy
Several concerns voiced by the Administrative Compensation Working Group were aired regarding policy as it stands. Policy is unclear for those employees who report directly to the president. Provost won't undercut the Deans. Colleges have autonomy; Deans need to be involved. In some areas the second level supervisor may not be the Dean, therefore, Dean would not be aware of a situation. Advocate must be a non-family member. Family members can be too emotional. In cases involving health or retirement issues, a family member may be involved.

Mary Beth Zachary suggested that except in rare circumstances disciplinary action would not be taken until case was completed.

Scholarship Raffle:

Members of the Scholarship Committee drew raffle winners. 2897 tickets were sold for a total of \$2026.00

- \$25.00 Krogers gift certificate Carol White
- \$25.00 Continuing Education gift certificate Shirley Summersett
- \$30.00 debit card from Dining Services Angela Shope
- \$40.00 Mitchell Photography certificate Martha Mazzarella
- \$50.00 gift certificate University Bookstore Ellen Williams
- \$50.00 gift certificate Union Bookstore Ginny Keen
- \$50.00 National City Bank Savings Bond Sandy Miesmer
- Fall 2002 pass to Rec. Center- Family of 4 Liz Cole
- BGSU Gift Basket from Alumni Office Jessica Wade
- Four rounds of Golf at Forrest Creason (\$120) Lynn Huber
- Four piece desk set from For Keeps Diane Whitmire
- \$50.00 gift certificate from Anderson's Nora Cassidy
- Longenberger basket donated by Lisa McHugh Ruth Maas
- One night stay at the Quality Inn-BG Ramona Meraz
- One semester reserved parking space Matt Webb
- Stained glass piece donated by Suzanne Fahrer Sue Lau
- Two tickets to a BGSU football game Kathy Wagner
- Two tickets to a BGSU hockey game Scott Gallaway
- Two tickets to BGSU women's basketball game Cheryl Kurfess
- Two night stay at Maumee State Park Deanne Snavelly
- Two season tickets to BGSU theater productions Lawrence Bedee
- Two season ticket to the Festival Series Ed O'Donnell
- Two season tickets to the Summer Music Series Tom Cummings
- Port Clinton B&B one night Theresa Clickner

Chair's Report: Points of interest from Board of Trustees meeting 2/26/02:

... Chris Dalton: The approved 7% tuition increase for summer 2002 would have had to be 3% higher to fully offset losses in state share of instruction in this calendar year. Costs of instruction are expected to increase an additional 8 %+ for 2002-03.

... Chris Dalton: Ohio's twenty-year slide from per capita income 10% above the national average to its current per capita status of 5-10% below national average parallels its slide in per capita percentage of baccalaureate degrees.

... A study of mechanical/electrical systems updating for Jerome Library estimates costs at \$15-20 million.

... In February, we were just beginning to be impacted by the \$5.5 million cut in state share of instruction. \$3 million in cuts "volunteered" by divisions has been placed in budget reserve; another \$2.5 million must be earmarked before June 30.

... BGSU did well in Success Challenge income this year, receiving approximately \$3.6 million or a \$1 million increase over last year.

... ITS expenditures have risen significantly, due to firmer/more timely replacement of desktop systems.

Other news:

... Administrative Staff Advisory Team: Executive Committee has accepted 10 replacements and several alternates selected by the Chair and Chair-elect in collaboration with Human

Resources. The need for 10 replacements on the 15-member team in one year and a late start in replacement planning-coupled with the need for significant training of new team members-didn't allow self-nomination for positions in this cycle. Executive Committee would like next year's timeline to allow comprehensive advertisement of team openings.

... Teaching compensation revision has been approved, effective 2002-2003.

... Marketing & Communication has launched daily BGSU News service.

... Comprehensive release time for April 16 legislative visit has been denied.

... Starting salaries are generally stronger, but significant numbers of administrative staff, especially in grades 13-16, linger below 25th percentile after several years.

... We have heard central administration support for annual range indexing and are awaiting at least 3 different models (based on percentage of increase relative to c.p.i.) from Human Resources.

... Faculty Senate has voted down the proposal for full voting members from ASC/CSC.

Chair Elect Report:

Board of Trustees Meeting:

John Clark and I attended the February 26, 2002 Board of Trustee session. At this meeting, John attended the Financial Affairs and Facilities Committee meeting, and I attended the Academic and Student Affairs Committee.

The Academic and Student Affairs Committee agenda consisted of one action item of Personnel Changes since December 11, 2001, and four discussion items.

The first discussion item was an update to the 'Values Initiative' program, lead by Eileen Sullivan, Ph.D., and Don Nieman, Ph.D. The second item was a report on the 'Firelands Program Review'. The essential elements of the program review were extremely positive. The last two discussion items, lead by Dr. Folkins, were 'Enrollment and Retention Updates' and 'Honorary Degree' recommendations.

In the 'Enrollment and Retention Updates', we were provided with the following statistics as of February 26, 2002:

Spring BGSU total new student enrollment is up 570, or 3.1%, to a total of 19,245.

- Main Campus is up 447, or 2.8%, to a total of 16,594
- BGSU Firelands is up 44, or 2.9%, to a total of 1,548.
- Extensions is up 79, or 7.7%, to a total of 1,103.
- Fall freshmen applications are up 229, or 2.58%.
- Fall transfer applications are down 37, or 8.51%.
- Fall freshmen admits are up 223, or 2.84%
- Fall new student goal is 4,300 freshmen plus transfers.

Fall 2001 actual = 4,303

ASC Budget:

On February 20, 2002, I submitted to Dr. Dobb the ASC budget request for 2002-03. Dr. Dobb has forwarded this request to Dr. Dalton for consideration.

ASC Reception:

Mark your calendars and help spread the word that our Spring Reception will be held at Miletta on May 13th from 3:30 PM to 5:00 PM.

Secretary's Report: All eligible Administrative Staff members have been sent self-nomination ballots. Deadline to return ballots is March 8.

Committee Reports:

Amendments: Jim Dachik wants to approach CSC to have voting rights.

External Affairs: None

Awards and Recognitions: None

Internal Affairs: None

Personnel Welfare: Brady Gaskins asked that comments be sent to him by Tuesday, March 12.

Professional Development: Amelie Brogden said there is \$1100.00 still available for professional development, \$2000.00 has been spent.

Salary- Mike Fitzpatrick said a meeting has been proposed for next week.

Scholarship: Due date for Scholarship applications is March 22.

Old Business: Policy on Violence. 2/3 of full Administrative Staff Council is necessary to approve major issues. Voting will take place at a later date. Questions arose regarding the vagueness of the policy.

Good of the Order:

Mary Beth Zachary announced that Jan Pallister would receive a Doctorate of Letters on March 19. All are welcome. She also announced that David Bryan told Faculty Senate that the Board of Trustees will continue progress on faculty compensation, evaluate values' initiatives and work on ways to obtain state money.

Tina Coulter reminded council to donate to the Family Campaign.

Deborah Fleitz moved and Carl Dettmer seconded to adjourn the meeting. The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Diane Smith
Secretary