

Minutes of Administrative Staff Council  
March 6, 2003

Call to Order

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

Members Present

Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Dave Crooks, Jim Dachik, Penny Nemitz, Laura Emch, Mike Fitzpatrick, Deb Fleitz, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Deborah Knigga, Sue Lau, Sandy Miesmer, Emily Monago, Karen Schwab, Phyllis Short, Ron Skulas, Robin Veitch, Barbara Waddell, Robert Zhang

Member Substitutes

Sue Tomor for Joe Luthman. Ray Buckholz for Ron Skulas. Emily Monago for Sally Johnson.

Absent

Carl Dettmer, Susan Kozal, Lona Leck, Tom Scavo, Cindy Smith.

Approval of Minutes

John Clark moved and Sandy Miesmer seconded approval of the minutes from February 6, 2003.

Chair's Report

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

ASC Chair's Report—March 6, 2003

- 1) The Vice-Chair, Robin Veitch, and I met twice with Dr. Dobb. Topics included the University budget, FMLA, paperless contracts, Health Center initiatives, Crisis Management Committee, and Cultural Competence.
- 2) I represented ASC at the February 20th President's Advisory Council meeting where the topic was the North Central Accreditation Self Study.
- 3) The ASC Executive Team met twice and discussed a variety of topics including FMLA, ASC Elections, ASC Scholarship procedures, ASC Salary recommendations, and personal issues.
- 4) A reminder to all that our Spring Reception is on Wednesday, May 14th from 3:30-5 at 202b Union.
- 5) Nine ASC members volunteered to meet with the North Central Association Evaluation Team on March 3rd. Thank you to all the volunteers for participating in this important event.
- 6) Several conversations have occurred with members of Upper Administration on BGSU's plan should the Homeland Security Advisory

System be under HIGH or SEVERE alert status. Each employee needs to consider his/her own personal plan in case of unforeseen emergencies. Help in developing your personal plan can be found at various government web sites including:

- a. [www.ready.gov](http://www.ready.gov)
- b. [www.whitehouse.gov/homeland/](http://www.whitehouse.gov/homeland/)
- c. <http://www.dhs.gov/dhspublic/>

In addition, Laura asked for comments about the NCA visit. John Clark said he, Linda Hamilton and others met with the members from NCA. He said they met for over an hour and discussed general issues of strengths and weaknesses of the university. Topics that were discussed included residence halls and multicultural interaction.

Laura also said that the university is setting up procedures that will be followed if the Homeland Security emergency levels would go to high or severe. Central in all of the discussions is the need for each individual to have a personal plan. She cited an example of the University being quarantined because of biological weapons. She said each individual would need to know who would take care of children and other personal matters, if they were not able to leave the area.

#### Vice Chair's Report

The financial report was submitted by Robin Veitch.

#### Secretary's Report

Election proceedings will begin soon. Self-nominations will be solicited through the web site, via email and through articles in the Monitor.

#### Committee Reports:

Amendments: None

#### Awards and Special Recognition:

Deb Fleitz stated the committee had met and revised the language of the BG Best award nomination form and the information on the web site. They will be calling for nominations in the next few weeks. The awards will be given at the ASC Spring Reception on May 14, 2003.

External Affairs: None.

#### Internal Affairs:

Kim Grilliot reported that the committee will soon have a draft proposal on the mentoring program. They hope to have a final version ready by April. In order to get feedback from representatives, an electronic version of the draft will be forwarded for review before the next council meeting.

Personnel Welfare: None.

Professional Development:

Amelie Brogden reported that they committee is working on the professional development day which will take place on April 3. Some of the sessions will include personal strategies for dealing with security alerts and personal wellness issues in the workplace. Ann Betts added that professional from Cincinnati that deal with weapons of mass destruction programs will be conducting the sessions on how to rationally react to increased security levels.

Salary: Dave Garcia reported that the committee will not be able to gather the information from other institutions that they intended to use for a salary proposal in time for this year's recommendation. Instead, they will meet next week to address the issues. They will be meeting with the Executive Council on March 18 to present their proposal. They are looking at percentage increases versus an across the board, lump sum increase. He stated that the across the board proposal would be less costly to administration and would help staff in the lower brackets in reaching mid-point of their salary range. He also stated that he has heard that faculty members will receive some sort of a raise. Laura asked if the Classified Staff Council will be presenting their proposal. Karen Schwab indicated that their proposal will also be recommending an across the board raise. Laura asked if anyone had heard if other institutions such as University of Toledo are getting raises. No one heard anything concerning other institutions. John Clark added that he felt that it was good that the proposals from the two constituencies appeared to be similar in nature as that might aid in receiving a favorable response by upper administration.

Scholarship:

The raffle was held on March 5. A list of winners is reproduced below. 2807 tickets were sold and \$1799 has been collected to date. Applications for the scholarships are due March 21. They should be reviewed by mid-April and applicants will then be contacted for interviews.

RAFFLE ITEM WINNER

OFFICE

\$25 gift certificate from Continuing Education, International and Summer Programs (to be used towards an Options program) Diane Witmire  
Faculty Senate

\$25 gift certificate from Kroger Dorothy Grassley  
Graduate College

\$25 gift certificate to Barnes Nursery Scott Gallaway  
English

\$30 debit card from BGSU Dining Services Barbara Hoffman  
Health Services

A Fall 2003 (one semester) pass to the BGSU Recreation Center  
(pass admits a family of four) Jean Coffield  
Family/Consumer Science  
BGSU Merchandise from BGSU Bookstore Cheryl Bookenberger  
Postal Services  
Coca-Cola T-shirt (gray) Lorraine Haricombe  
Library  
Coca-Cola T-shirt (gray) Jane Chang  
Applied Stat/Oper Res  
Coca-Cola T-shirt (gray) Charles Hoy  
Telecommunications  
Coca-Cola T-shirt (red) Janis Slavik  
Coop Educ & Internship  
Coca-Cola T-shirt (red) Diane Regan  
Academic Affairs  
Coca-Cola T-shirt (red) Jean Ford  
Dining Services  
Coca-Cola Umbrella Sara Zulch-Smith  
Educ & Human Devel.  
Five free visits to Lifestyles for Ladies Only (Toledo area) Mary Lynn Pozniak  
Academic Enhancement  
Five free visits to Lifestyles for Ladies Only (Toledo area) Jill Carr  
Student Life  
Five free visits to Lifestyles for Ladies Only (Toledo area) Carol White  
Alumni Affairs  
Five free visits to the Tanning Center in Bowling Green Susan Carlton  
English  
Four free tickets to a 2003 Toledo Mud Hens Game  
(total value of \$32) Josh Kaplan  
Health Services  
Four free tickets to a 2003 Toledo Mud Hens Game  
(total value of \$32) Nancy Colzman  
Bursar  
Four free visits to Lifestyles for Ladies Only (Toledo area) Cathy Wagner  
Intervention Services  
Four WBGU-produced TV programs (Ben Richmond –  
Artist & Entrepreneur,  
The Midwestern Heritage of Glassmaking,  
The Blizzard of '78, Cedar Point Memories) Heath Huber  
Women's Center  
Four WBGU-produced TV programs (Story of the Great Black Swamp,  
The 1934 Electric Auto-Lite Strike, The Schedel Gardens,

German Catholic Country in W. Central Ohio) John Eggenton

Financial Aid

Four rounds of golf with two golf carts at Forrest Creason course

(\$112 value) Mike McKay

Biological Sciences

Gift basket from Andersons (\$50 value) Barbara Waddell

Diversity Initiatives

Hanging spider plant donated by the BGSU Greenhouse Gail Houtz

Financial Aid

One dozen Golfballs Michelle East

Dining Services

One semester reserved parking space Vickie Shields

Women's Studies

One-year family membership to Toledo Zoo (\$55 value) Cathy Kutzli

Residence Life

Spring bulb garden donated by the BGSU Greenhouse Robert Cramer

Recreational Sports

Stained glass piece by Suzanne Fahrer Doreen Bateson

Dining Services

Two BGSU Men's Basketball Season Tickets for 2003-04 Martha Mazzarella

Sociology

Two BGSU Season Football Tickets for 2003-04 Lori Schumacher

Payroll

Two BGSU Season Hockey Tickets for 2003-04 Beverly Magrum

Postal Services

Two BGSU Women's Basketball Season Tickets for 2003-04 Joseph Jacoby

Sociology

Two BGSU Women's Volleyball Season Tickets for 2003-04 Maureen Casile

Management

Two season tickets to 2003-04 BGSU Theater production Diane Smith

Education

Two season tickets to the 2003-04 College of Musical Arts

Festival Series Jacqueline Nathan

School of Art

WBGU-TV gift package (one set of Do-Wop boxed CD's

valued at \$70) Deb Divers

Firelands

WBGU-TV gift package (one set of Do-Wop boxed CD's

valued at \$70) Linda Crawford

Health & Human Services

WBGU-TV gift package (set of ten local cookbooks valued at \$100) Joanne Navin

Health Services

WBGU-TV gift package (set of ten local cookbooks valued at \$100) Sandy Miesmer  
Bursar

Faculty Senate Liaison:

The written report submitted by John Clark is reproduced below.

ASC FACULTY SENATE LIAISON—REPORT FROM 3/4/03 FACULTY SENATE MEETING

President Ribeau

Budget—The total budget cuts in the past 3 years (in state share of instruction) amounts to approximately \$1000 per student. BGSU has recently been ordered to cut our budget by another \$2 million, which we must make up before June 30. The state has proposed reinstatement of tuition caps for state-funded colleges and universities, and the percentages of allowed tuition increase would be based on enrollment figures. Our tuition cap for 2003-04 is projected at a 6% increase over present rates. The state legislature has indicated that they “may consider” tax increases as a means of balancing the 2003-05 (biennial) Ohio budget, but only if all other means of balancing the budget have failed, and only at the last minute (the end of June). Despite the negative economic climate, continuation of the compensation plan remains the President’s #1 priority.

Provost Folkins

Dr. Folkins is currently serving on a state-wide review of articulation and course credit transfer policies and procedures. Seamless transitioning of student academic credits between state institutions is the goal. Also, BGSU is pursuing research collaboration possibilities with Medical College of Ohio.

“Sense of the Senate” Resolutions

After significant debate on parliamentary procedure and language used in the resolutions, Faculty Senate passed two “sense of the Senate” resolutions. The first resolution supports University of Michigan in its Supreme Court case regarding consideration of diversity issues in institutional and academic program admissions. The second resolution “decries” U.S. foreign policy with regard to potential war against Iraq and asks for consideration of alternative solutions.

Reported by John Clark, 2002-2003 ASC Past Chair

Classified Staff Council Liaison: None

Old Business:

FMLA – Donna Wittwer, Karen Woods – Human Resources

Donna opened the discussion by stating that the intent of FMLA was to help employees who had to care for family members for extended periods of time. Many employers did not have sick leave or time accruals. FMLA allowed employees to be off without being afraid of loss of employment.

Related below are the questions and answers given about the policy.

Do you have to use all sick time, vacation and then use FMLA?

Some employers will make you use all of your time before using FMLA. Human

Resources will work with employees to optimize their time usage. You can scatter the use of your sick time during the 12 week period so as to protect your PERS credit. HR will work one on one with staff to insure benefits are protected.

What happens when a child is born and both parents work for BGSU? Do they get two separate 12 week periods or one 12 week period under FMLA?

The committee looking at the policy is moving toward seeing employees as separate so that each will get a 12 week period under FMLA. Where this may prove problematic is in smaller departments.

Is FMLA paid time?

Employee chooses whether to be paid or not. If employee uses sick leave or vacation in conjunction with FMLA, the time will be paid. By law, FMLA is unpaid time.

What if an employee works part time?

An employee must work 1250 hours a year before FMLA can be applied. HR will work closely with part time employees to determine their eligibility.

What about PERS?

HR will work, whenever possible, with employees to make a schedule using scattered sick leave that will allow PERS benefits to remain unaffected.

Were changes made to the list of people defined as "family"?

Yes. For FMLA purposes the definition is more restrictive. A broader definition of immediate family is still used for employee sick leave. FMLA is meant to cover an employee for the care of their immediate family. If a person is an in-law, the staff member can use sick time, but would not qualify for FMLA.

Can you use vacation time for sick leave?

Vacation is pre-approved by an employee's supervisor. You can use vacation instead of sick leave if it is approved by your immediate supervisor. If the event is covered under FMLA, you can choose how you get paid (whether you use sick leave or vacation). If you are not covered by FMLA the use must be worked out in conjunction with your supervisor.

If I have a lot of vacation/sick time, why go out under FMLA?

Under FMLA, everyone must be treated the same no matter what if they have eligible sick time or not. An employee may want to use some FMLA unpaid and save their sick time until the end of the FMLA period as sick time at BGSU affords the same protection as FMLA. By using sick time this way, the period in which your job is protected is actually extended.

After the twelve weeks are up, can you scatter the use of your sick time?

No. After the twelve weeks covered under FMLA, time off must fall under an existing leave policy in existence at the university. This would need to be worked out individually with HR if additional time is needed after the twelve week period.

When does HR need to be notified?

If you know you are going to be out under a qualifying event, you must let the employer know. An example of this would be maternity leave. If an event happens suddenly, HR should be notified if the employee is off longer than three days.

Is time due to a death in the family covered under FMLA?

No. That is not an FMLA event, but it is covered under BGSU's sick leave policy.

What if you are out for longer than 3 days? Does it automatically get covered under FMLA?

To be covered by FMLA there must be a serious health condition for which you are receiving treatment. For example, you may be out five days with the flu. Most people do not seek treatment. In this case it would be covered under sick leave policy but would not be an FMLA event.

Donna concluded by stating that employees who have to turn in medical forms with a diagnosis on it should do so in HR. That type of information is very confidential and should be turned in directly to their office. She also stated that FMLA covers twelve weeks in a calendar year. Once the twelve weeks are used up, it is one entire calendar year before the employee would be eligible for another twelve weeks of coverage.

Paperless Contracts – Dr. Linda Dobb

Dr. Dobb stated that this year will probably be the first year staff receive notification letters instead of the usual contract copies. John Clark asked if there would be a change such that the Vice President/Dean would sign the letter as opposed to the supervisor. Linda indicated that it would probably be changed to the signature of the contracting officer. Linda stated that all information about conditions of employment are outlined in the handbook and that will be the source document for that information. Title or grade changes will receive a letter of notification at the time of the change. Linda indicated that the form is still a draft and comments or concerns should be directed to Linda Gray (lgray@bgnet).

New Business

University Representatives to go to Columbus - Andrew Schocket, Department of History

Andrew is the chair of Professional Affairs, which is a standing committee in Faculty Senate. On March 26, delegates from Bowling Green State University will be traveling to Columbus to meet with state representatives to discuss recent budget cuts and their impact on the quality of education provided by BGSU. Given recent budget picture, BGSU has three options; become more efficient with the resources we have, obtain more outside funding or generate the extra revenue needed from student tuition and state funding. The other option is to cut the quality of education we provide. The delegation will be leaving at 10 a.m. and everyone is encouraged to participate.

Amorous Relationship Policy – Dr. Linda Dobb

Dr. Dobb stated that a letter would soon be coming stating Bowling Green State University's amorous relationship policy. This is an effort to be proactive in light of several recent incidences involving personnel at other universities.

Good of the Order

Laura Emch stated that 28 administrative staff members would be recognized for having over 15 years of service and offered her congratulations.



Adjournment

Amelie Brogden moved and Nora Cassidy seconded. The meeting was adjourned at 3:10 p.m.