

Minutes: March 4, 2004
207, BTSU

Call to Order

Robin Veitch called the meeting to order at 1:34 p.m.

Members Present

Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Kim Fleshman, Brady Gaskins, Michael Ginsburg, Chris Haar, Ann Jenks, Sally Johnson, Joe Luthman, Emily Monago, Penny Nemitz, Celeste Robertson, Judy Amend, Phyllis Short, Robin Veitch, Robert Zhang

Member Substitutes

None

Absent

Tina Coulter, Terry Herman, Steve Kendall, Lona Leck, Sara Zulch-Smith

Approval of Minutes

Penny Nemitz moved to approve the February 2004 minutes. Michael Ginsburg seconded.
Minutes were approved.

Chair's Report

See attached.

Vice Chair's Report

No Report.

Secretary's Report

Self-nominations for ASC representatives will be completed by the next meeting.

Committee Reports

Amendments

Jim Dachik reported that the committee researched the issue of how many years must an ASC representative wait until electing to serve another term. Currently, they believe two years is too long, but further discussion will take place.
We may change to request nominations for others, in order to increase the number of candidates.

Awards and Special Recognition

Committee met and agonized over many submitted names.

March 22 is Administrative Staff Day, with reception scheduled for 3-5pm.

The Ferrari display case came to the Family Room in the Union but we've been advised to obtain a better case. Judy Amend stated that CSC has a contact who would be happy to construct one. The BG Spirit Award was won by Jeff Grilliot.

External Affairs

No Report.

Internal Affairs

3/15 target date to send out request for Self Nominations

Personnel Welfare/Salary

See old business.

Professional Development

Committee is working on Professional Development Workshop now set for Monday, March 22, 2004. Work is completed on funding requests for Professional Development seminars.

Scholarship

Raffle recipients were drawn on March 1st and announced at the meeting. They have received 459 scholarship applications to-date.

Faculty Senate Liaison – Laura Emch

See attached.

Classified Staff Liaison –Joe Luthman

CSC has amended their salary recommendation to be 5% increase for all meritorious staff.

Old Business

A continuation of the Personnel Welfare Committee (PWC) 7-point salary recommendation. At the 2/20 meeting of the BGSU Compensation Committee, ASC was directed to research whether implementing a 5 year target for staff to reach the midpoint could be accommodated by lessening the entire salary increase pool for the rest of administrative staff.

On the other items of discussion:

- (1) A review of the salary ranges. Is this done frequently enough?
- (2) Recommendation that all administrative staff members receive a minimum of 8 hours of Personal Leave based on merit salary increases, in addition to the current Personal Leave policy. This item was found to be 'interesting' – there was some support for this suggestion.
- (3) There may be support for the 50% BGSU support for Rec Center membership.
- (4) Developing a merit salary pool of at least 4% for awards in fiscal year 2004-05.

New Business/Guests

Laura Emch asked for clarifications on when FMLA kicks in during extended sick leave. There is a perception that it must be used after 3 continuous days of outage. Dave Crooks mentioned that employees often work out an agreement with their supervisors to 'flex' their time when outages occur in the same week.

Good of the Order

Adjournment

Michael Ginsburg made a motion to adjourn. Carl Dettmer seconded. The meeting was adjourned at 3:05 p.m.