

Minutes of Administrative Staff Council Meeting May 3, 2001

Call to order: The meeting was called to order at 1:33 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, William Blair, Pat Booth, Nora Cassidy, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Kay Gudehus, Keith Hofacker, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Pamela Phillips, Mary Lynn Pozniak, Anne Saviers, Diane Smith, Tom Scavo, Jack Taylor, Barbara Waddell Mary Beth Zachary

Members who sent substitutes: Keith Hofacker for Deborah Fleitz, Jane Myers for Robin Veitch

Absent: Ann Betts, Sandra DiCarlo, David Garcia, Paul Lopez, Penny Nemitz, Keith Pogan, Susan Sadoff, Nancy Vanderlugt

Approval of Minutes:

Approval of Minutes: Barbara Waddell moved, Pat Booth seconded, and the minutes were approved as distributed.

Chair Report:

Executive Committee

Meetings of the Executive Committee included discussion about topics to be covered on May 1st and a very preliminary discussion of possible goals for next year.

Human Resources

Since April 5th, meetings with Human Resources (HR) have been concerned with two subjects, proposed revisions to the administrative staff handbook section regarding the Compensation Plan section and the May 1st all-administrative staff meeting.

HR and the leadership of PWC and ASC have decided to approach the proposal by agreeing on what are editorial changes to provide clarifications and making those changes to the handbook directly. Those changes do not require approval by the Board of Trustees (BOT). The changes that would require a change of policy will be identified as such and will be addressed by the ASC leadership and HR in the coming year, hopefully to put before the BOT next March.

Regarding the May 1st presentation to all staff, Mary Beth Zachary commended John Clark and Donna Wittwer for the massive amount of work they put into the presentation. The immediate responses have been positive, but some comments suggest that there is still confusion. It is planned to provide access to the Power Point portion of the presentation via the HR web site. Zachary asked HR to provide a question/answer section to the presentation along with an email address to send questions. HR will collate the results of the assessment and provide those results to ASC. Zachary also acknowledged and offered gratitude to Rebecca Ferguson for providing staff, advice, and support of the program from HR.

Mary Beth Zachary asked HR to make the exemption decisions public with annotations/rationale as that will tend to give both internal and external constituencies the opportunity to understand degradations in services experienced without assuming the remaining individuals are incompetent. Zachary believes that the openness will explain why some positions are allowed to be filled and others not, such as in cases with a different funding source that the university-- outside or grant funding. This should lend reason to the

process and stop mythologies and rumors from growing.

Faculty Senate has provided two names to Rebecca Ferguson to serve on the Leave Committee. When the names are shared with Zachary, she will enter them into this record.

Zachary gave her final report to the Board of Trustees on April 9th . It included a brief summary of work toward goals as of that date and an acknowledgment of the collaborative work of the Constituent Group Caucus members, Human Resources, members of the University administration and ASC.

The President's Panel met on April 19th and the report of that meeting will be given by John Clark.

Members of the leadership of each constituent group went to Columbus on April 25th, along with some BGSU students and faculty to show support for funding higher education in Ohio. They met with Larry Weiss who arranged a meeting with Senator Randy Gardner. Senator Gardner, who is a traditional supporter of higher education, was candid in his remarks about the possibilities being floated at that time. The group expressed gratitude for his support and voiced concerns about the consequences of inadequate funding by the state of higher education.

Chair-Elect Report:

President's Panel Notes:

- o Immediate, selective hiring freeze
- o Scott Cook, from Mercer, will be returning to BGSU on May 23rd for further consultation. One of the issues he will be discussing is movement of the pay ranges. John Clark and Mary Beth Zachary will get to meet with Mr. Cook for one hour. Clark asked for questions from ASC.
- o BGSU has returned \$800,000 of its 2000-2001 OBR support money to Columbus
- o Responding to Clark's request for feedback on Clark and Zachary's March 14th presentation to the President's Compensation Working Group, Executive Vice President Dobb stated that the Working Group clearly heard the need to bring administrative staff with five or more years in position up to at least the first quartile of their pay range. Other issues, Dobb stated, will require further discussion between ASC and Human Resources.
- o In later discussion, President Ribeau agreed that it is prudent for ASC and HR to create together a comprehensive, systematic compensation plan for administrative staff. As the President stated, we must plan for the time when we will have money, so that we can appropriately reward employees who have supported the institution through more difficult financial times.

May 1st Compensation Meeting:

- o Good attendance (estimated 175 administrative staff and guests) and much positive interaction.
- o Attendees were prompted to complete a questionnaire following the meeting and to suggest on that form additional topics for future discussions or meetings. Several dozen forms were collected.
- o The presentation consisted primarily of PowerPoint slides, with several stages for questions and answers. The slides will be published on the Human Resources website <http://www.bgsu.edu/offices/ohr/> following presentation of this material on the Firelands campus, May 24th.

BG Best Spring Banquet:

- o Thursday, May 31st from 3:00-5:00
- o Mileti first floor meeting room
- o Refreshments will be served

Secretary's Report:

Mary Lynn Pozniak announced the winners of the elections for ASC Executive Committee in the following functional areas:

Academic Departments: Pam Phillips

Academic Support: Ann Betts

Athletics/Sport Activities: Robin Veitch

Institutional Support: Barbara Waddell

Student Support: David Garcia

Technology: Wayne Colvin

Pozniak also announced that the newly elected Athletics/Sport Activities representative is Brady Gaskins

Committee Reports:

Amendments.

Keith Hofacker reported on the amendments that were approved this year including the elimination of quotas for ASC committee membership and the changes made to the ASC committee charges. Hofacker thanked Wayne Colvin and Tom Scavo for their work on the committee.

External Affairs.

Thad Long reported that the committee is preparing for the spring ASC reception on May 31.

Awards and Special Recognitions.

Tony Howard reported that the committee will select the BG Best Award recipients next week. Howard also asked the Reps to remind their constituents to nominate administrative staff for the Ferrari Award.

Internal Affairs

Anne Saviers reported that the committee is planning the luncheon for the new ASC representatives orientation meeting on June 7.

Personnel/Welfare

Laura Emch reported on the updates that PWC has recommended regarding the Administrative Compensation Plan Position Evaluation/Re-evaluation Process. Emch met with Becca Ferguson and found that the wording changes can be done this year. Policy changes will be addressed next year.

Emch corresponded with Dick Bowers regarding the Wellness Survey. Bowers asked that Emch clear up two misconceptions that many staff members hold: the Student Recreation Center is not free for students; and the SRC is not more expensive for BGSU employees to join than the YMCA. There followed a discussion including the suggestion that the University promote wellness by providing access to the SRC for staff. The point was raised that the original intent of the SRC was to be funded and utilized solely by students. It was mentioned that the Department of Public Safety paid for staff SRC memberships. Discussion concluded with an enumeration of projects taking place in the SRC this summer including air conditioning and work on the pool.

Professional Development.

Mary Beth Zachary reported that 141 people attended the ASC Professional Development Day on April 26. The results of the evaluations are being tallied and will be sent to Zachary.

Salary. No report.

Scholarship

Sandra Miesmer reported that 39 applications were received for the ASC Scholarship. The committee interviewed 10 students and chose 6, awarding a total of \$5600. The recipients and amounts received are listed below:

\$1000.00 to Jaime Taylor
\$1000.00 to Elizabeth Pecek
\$1000.00 to Bucky Emans
\$1000.00 to Tamara White
\$1000.00 to Lisa Durse
\$ 600.00 to Kimberly Arbogast

Old Business: None

New Business: None

Good of the Order:

- Keith Hofacker announced that the University summer musical is "The King and I". It will run the second and third weekends in July.
- Jane Myers reminded us that the Falcon Club auction will take place on May 19. They will take bids for silent auction items in advance. Some of the items that will be raffled include travel, a parking pass, services, and food.
- Kay Gudehus informed council that Admissions has a goal of recruiting 700 more students for the fall semester.
- Mary Beth Zachary introduced John Clark as the 2001-2002 Administrative Staff Council Chair.

Keith Hofacker moved and Linda Bakkum seconded to adjourn the meeting. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary