

Minutes of Administrative Staff Council Meeting May, 2002

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Linda Bakkum, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Sally Dreier, Laura Emch, Deborah Fleitz, Brady Gaskins, Kay Gudehus, Tony Howard, Sally Johnson, sue Lau, Thad Long, Sandra Miesmer, Jane Myers, Pamella Phillips, Diane Smith, Tom Scavo, Phyllis Short, Robin Veitch, Barbara Waddell, Mary Beth Zachary, Robert Zhang

Members who sent substitutes: None

Absent: Ann Betts, Sandra DiCarlo, Mike Fitzpatrick, David Garcia, Keith Pogan.

Corrections to Minutes: None

Chair Report: ASC Executive Committee recently queried several council members about their desire to remain on council for next year, in light of three or more absences from council sessions (without substitute) in this council year. One representative, whose term ended this semester, has resigned from ASC. The remainder wish to remain on council, however, and Executive Committee voted to grant this privilege. Past Chair Zachary has suggested that ASC create an on-call substitute pool from the administrative staff constituency, ready to step in when necessary for any council member who must miss a meeting.

Executive Committee also has made representative appointments to two ad hoc committees quickly formed by Executive Vice President Dobb. The first is an all-employee-groups committee to meet this summer and review/revise the Severe Weather Policy; our appointed representatives are Mary Beth Zachary and Josh Kaplan. The second group will meet throughout 2002-2003 as a task force to help integrate technology across the university curriculum; our appointed representative is John Clark.

Our presentation to the Administrative Compensation Working Group was well received. Late-breaking statistics show that administrative merit awarded over the past five years slightly outpaced national inflation. At the same time, however, our aggregate pay ranges lost 7 percentile points to our competitive market. We have recommended a 4.2% increase in all pay ranges, as a catch-up. We also have recommended that Mercer come in every three years to recalibrate our pay ranges.

Additional stats:

Our aggregate "range penetration" (average for all) as of March 2002 was 49th percentile (remember that our ranges are out of balance with the market, however)

In grades 18-22, 58 staff average 81st percentile of range, approx. 9 staff over maximum

In grades 16 & 17, 134 staff average 60th percentile of range, approx. 47 staff below midpoint

In grades 14 & 15, 196 staff average 39th percentile of range, approx. 114 staff below midpoint

In grades 9-13, 147 staff average 39th percentile of range, approx. 103 staff below midpoint

We also recommended to the Compensation Group a 5% base merit increase for 2002-03

and a 1.5% super merit pool.

All matters of compensation and policy change will be delayed until an extra, June 19 Board meeting. Depending upon further discussion and possible action in Faculty Senate, Assistant Vice President Ferguson notes that a revised Policy on Violence might go to the Board for approval on June 19. Ferguson also notes that she will try to gain administration approval for the revised non-compensation conciliation document and will try to get it to the June 19 Board session.

Finally, Ferguson will try to bring FMLA revisions to the Board in June; the plan at this time is to temporarily back off from revision of all leaves and continue this work next fall

President's Panel, April 18:

President Ribeau led significant discussion of the Severe Weather Policy and its application on 3/25/02. As points of interest, the President asserted that campus was not closed on 3/25, so classified employees who worked evening shifts cannot (by law) be paid overtime for that evening. Also, the President related, "offices" (as applied in this policy) might be ambiguous, meaning business offices to some and all employees to others. All parties agreed to a committee review of the policy, with two constituent-appointed representatives for each employee group.

ASC representatives to the panel raised discussion of central administration support for electronic communication (suggestion: a more centralized effort and articulated philosophy). Based on a prior suggestion from H.R.'s Ferguson, we also raised for discussion the idea of a central policy manual (maintained by H.R.) for those employee policies that are common across constituencies. Panel representatives and administration spoke favorably about both issues.

Chair Elect Report:

1. Year-End reports reminder:

Sent to all ASC members on April 30, 2002

As our 2001-02 ASC year comes to a close, I want to remind all ASC committee members that your yearly committee activity report should be received by June 1, 2002. The Chair of your committee should submit this electronically to:

Diane Smith, ASC Secretary, dsmith@bgnet.bgsu.edu

This year, it would also be very appreciated if your committee would also submit separate notes that describes your committee's procedures on your various activities. It is our hope to begin building written procedures for each ASC committee to provide assistance in understanding tasks and time lines from one year to the next. We have excellent committee work performed by our members in one year, but if there are not the same members on the committee the following year, many procedural questions tend to be addressed again. This holds the new year committee from moving forward. In this separate report, please do also state any items you feel your committee does well and should not change, as well as challenges you faced that should be addressed.

Your help would be very beneficial to everyone on Council.

2. ASC Reception:

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

Secretary's Report: Diane Smith reported the following as new members on University Standing committees, Health, Wellness & Insurance: Emily Monago, ITC: Carol Hague, Equality Opportunity Compliance: Dawn Burks. Elections for chair-elect and secretary continue until May 6, 2002. We are still in need of two ASC representatives for athletics and one for student support. Present council members have until May 6 to withdraw their names from the ballot for Executive council.

Committee Reports:

- Amendments- No report
- External Affairs- Phyllis Short announced that Kathy Baltz will perform on the dulcimer for the Spring Reception.
- Awards and Special Recognition- BG Best winners have been selected. Spirit of BG Awards will be given four times a year instead of monthly.
- Internal Affairs- They are working on the June reception and orientation for new ASC representatives.
- Personnel Wellness- No report.
- Professional Development- The Invest in Yourself workshop was (5/2), Linda Bakkum attended one of the sessions and enjoyed it. There seemed to be more classified staff than administrative.
- Salary- No report
- Scholarship- The fifty applicants were narrowed to nine candidates. The finalists were interviewed. The committee decided to award five scholarships. Two for \$1000, one for \$800 and two for \$500.

Old Business: Jim Dachik handed out the final draft of proposed changes to bylaws article 7 sections 3 & 4 and ASC charter section 3. Discussion ensued regarding the cross representation amendment. Mary Beth Zachary indicated that faculty senate would probably not let ASC representative have voting rights. Classified Staff Council has no problem with giving ASC voting rights. Phyllis Short raised the point that CSC appoint a member who could have voting rights and FAC could appoint a member who would not have voting rights. Motion to vote with indicated changes, the motion was to accept as written with these exceptions: use appropriate/current version of Section III of the ASC Charter [which turns out to be February 1998 version] and change "visa versa" to "vice versa." Linda Bakkum seconded, amendment passed.

New Business: Severe weather policy- CSC had an objection to the severe weather policy. This issue will be revisited this summer. Main point of contention (last full paragraph front page) "the University closes only" President Ribeau said classes should not have been cancelled. Overtime couldn't be paid by law since the University was not closed. Mary Beth Zachary said that before 1993 they would have had to pay the overtime. Employees would have to take vacation time; comp time or personal leave before they could use emergency leave.

John Clark received an inquiry from a constituent asking if ASC had considered or requested a pool of unused/surplus vacation time for catastrophic illness usage. Mary Beth Zachary said it could possibly be used as part of collective bargaining.

Laura Emch handed out goals for the 2002-03 Administrative Staff Council. She would like to vote on goals at the June meeting.

Good of the Order:

- Amelie Brogden announced that State Fire School would begin May 12. List of summer events is on the website.
- Deborah Fleitz encouraged all to subscribe to the Festival Series
- Sue Lau said that diplomas have been redesigned.
- Mary Beth Zachary informed council that Faculty Senate passed a version of the Policy on Violence. The policy has been cut to the first paragraph. She also asked for all to return or renew library books.

The gavel was passed from Chair John Clark to Chair-Elect Laura Emch.

Amelie Brogden moved and Sandy Miesmer seconded to adjourn the meeting. The meeting was adjourned at 3:00 PM.

Respectfully submitted,
Diane Smith, Secretary