

## Minutes of Administrative Staff Council

May 1, 2003

### Call to Order

Laura Emch called the meeting to order at 1:35.

### Members Present

Ann Betts, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Laura Emch, Deb Fleitz, Dave Garcia, Brady Gaskins, Deborah Knigga, Susan Kozal, Sue Lau, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Karen Schwab, Phyllis Short, Robin Veitch, Robert Zhang

### Member Substitutes

Greg Dickerson for Sally Johnson. Dawn Burks for Kim Grilliot. Sandy Miesmer for Barbara Waddell.

### Absent

Amelie Brogden, Nora Cassidy, Dave Crooks, Penny Nemitz, Mike Fitzpatrick, Terry Herman, Lona Leck, Ron Skulas.

### Approval of Minutes

Wayne Colvin moved and John Clark seconded approval of the minutes from April 3, 2003.

### Chair's Report

Laura indicated that at the President's Advisory meeting the main topic was student retention. Also, during the President's Panel meeting, the President stated that he is dead set against lay offs.

Vice Chair's Report: None

### Secretary's Report

Ballots for Executive Council membership will be going out May 2. They will be due back May 16. There are issues surrounding the election of representatives that were tabled until the new business discussions.

Committee Reports:

Amendments: None

### Awards and Special Recognition:

Deb Fleitz stated that the committee met to review 15 nominations for BG Best awards.

Eight will be awarded and all of the nominators of the recipients have been contacted. The next item for the committee will be the call for nominations for the Spirit of BG award.

External Affairs: Emily Monago stated that there will be announcements in the Monitor on the 5th and 12th, reminding staff of the ASC reception.

Internal Affairs: None

Personnel Welfare: Brady Gaskins stated that they intend to meet in the near future. HR has notified him that the employee database is up and running.

Professional Development: The committee has granted some additional funding requests since the last meeting.

Salary: Dave Garcia reported that the meeting on salary proposals went well. ASC recommended that an across the board increase be given to staff. This would be considered a one time arrangement necessitated by the budget situation. It was stressed that while the majority of administrative staff would rather do without a raise for a year than face lay offs, all constituent groups should receive a raise if one is given. It would not be acceptable for one group to be given a raise and not the others.

Dave also presented the committee's proposal to have the pay ranges for administrative staff members increased by 3% on paper. This would mean approximately 10 people might then fall below their minimum pay range and would need small monetary increases to bring them back into range.

Laura Emch stated that in the meeting it was shared that the University expects an approximate 15% increase in health care costs. This issue would have to be watched closely as there have been new schemes suggested for covering health care costs.

Laura Emch thanked the committee for their efforts.

Scholarship:

Sandy Miesmer stated that 10 scholarship candidates were interviewed and 6 scholarships were awarded. There were four \$1000 awards and two \$500 awards.

Faculty Senate:

John Clark reported there were two on call meetings. One dealt with the commercialization of intellectual property. The other proposal, which was turned down, dealt with the academic dishonesty policy.

Classified Staff: None

Old Business:

FMLA: Laura Emch stated she would like to table the final vote on the proposed language changes until the June meeting thereby giving HR time to work on some of the definitions of immediate family. Wayne Colvin moved that we table the issue until such time as they respond to our request for definitions, which may or may not be in time for the June meeting. John Clark seconded this proposal. It was unanimously passed.

#### New Business

Kim Fleshman – Academic Resource Center

Kim Fleshman presented on the new Academic Resource Center located at 200 Saddlemire. There are many types of equipment available for students to rent, as well as training programs on the equipment and various software packages. Kim stated that the center can do small training sessions for University groups and are trying to have monthly events on campus on topics of technology that are open to the public. She stated that there are sixteen Academic Resource Center across the nation and the BGSU's is the first in Ohio. The closet center to our center is on at Notre Dame. She also reminded everyone that the 2003 Northwest Ohio Technology Fair will take place October 23, 2003, in the ballroom of the Student Union.

#### Elections

Sue Lau reported that after receiving the nominations for ASC representatives, all but three areas will be underrepresented. The other concern was that no nominations for secretary had been received. Laura Emch asked all members to consider possible ways to handle that secretary duties in the next year and be prepared to discuss the election issues at the next meeting. It was stated that the lack of nominations may stem from the increased responsibilities administrative staff are feeling in light of the on-going hiring freeze.

#### Adjournment

Adjournment was moved and seconded. The meeting was adjourned at 3:00 p.m.