

Administrative Staff Council 2003-2004
Minutes: May 6, 2004
209 BTSU

Call to Order

Robin Veitch called the meeting to order at 1:33 p.m.

Members Present

Tina Coulter, Rob Cramer, Jim Dachik, Laura Emch, Mike Fitzpatrick, Kim Fleshman, Brady Gaskins, Michael Ginsburg, Chris Haar, Sally Johnson, Ann Jenks, Lona Leck, Joe Luthman, Penny Nemitz, Celeste Robertson, Phyllis Short, Robin Veitch, Robert Zhang

Member Substitutes

Sue Frost for Judy Amend; Jan Twork for Emily Monago

Absent

Carl Dettmer, Steve Kendall, Sara Zulch-Smith

Approval of Minutes

Laura Emch moved to approve the April 2004 minutes. Jim Dachik seconded. Minutes were approved.

Chair's Report

See attached.

Vice Chair's Report

The June 3, 2004 will involve breaking out into small discussion groups to discuss agenda items for next year's council.

Secretary's Report

Request to have the 2004-2005 election ballots and self-nomination forms shred as of 5/14/04. Kim Fleshman moved to have them shred. Brady Gaskins seconded. Motion approved.

Sign-up sheet for 2004-2005 ASC Committees passed around for those who wished to sign up.

Committee Reports

Amendments

Year-end summary included:

- 1) Non-compensation/conciliation plan forward to HR; HR to revamp their website.
- 2) Recommendation that Internal Affairs/elections continue to look at and work with Amendments Committee to examine the council bylaws and consider changing the amount of time staff must sit off council before running for another term as well as consider reviewing the percentage of representation needed to serve on council annually (currently 6%).
- 3) Administrative Staff Handbook is accurate and up-to-date.

Awards and Special Recognition

- 1) Ferrari Award Nominations Form out this week for Fall 2004 Reception. Reception will include a video of past recipients, who will all be invited, as well as recognition of all nominees.
- 2) Ferrari Award plaque to be moved to BTSU by the end of the summer and placed in the Family Room.
- 3) BG Best Award nominations were up this year; still working on increasing the Spirit of BG nominations.
- 4) Spirit of BG Award for April was awarded to Rebecca Conrad Davenport.

External Affairs

End of the year report has been submitted.

Internal Affairs

*See Secretary's report.

Personnel Welfare/Salary

- 1) End of year report submitted.
- 2) Continue to work on salary range goal and penetration.
- 3) Will continue to meet with HR over the summer in an effort to move salary ranges and create an institutional policy on minimum hiring ranges.

Professional Development

No Report

Scholarship

Five scholarship recipients were selected (1 @ \$1000 and 4 @ \$750) out of 459 potential applicants. 45 completed applications; 8 were interviewed including 3 non-traditional students and 5 males. 60 raffle items were awarded to groups from all constituent groups. Final funding from the raffle is TBA. Recipients to be recognized at the Fall Reception.

Faculty Senate Liaison – Laura Emch

See attached.

Robin Veitch will be the new liaison for 2004-2005 as past chair of ASC.

Classified Staff Liaison –Joe Luthman

- 1) Sue Frost, substitute for Judy Amend, reported that 6/4/04 is the Classified Staff Golf Outing. Raffle tickets and hole sponsor tickets still available.
- 2) Facilities still need more computers.
- 3) Case is being built for the Outstanding Classified Staff Member Award. Recommendation made to have case placed in the Family Room with the ASC Awards.
- 4) Meeting in June with Dr. Dobb to review handbook consistency between constituent groups.

Old Business

None.

New Business/Guests

Council members encouraged to think about goals and agenda items for discussion at the next/final meeting in June.

Good of the Order

Janice Twork – new employee in the Center for Multicultural Affairs and Academic Initiatives

Ann Jenks – collecting any ASC archive materials

Penny Nemitz – Firelands College graduation to be held for the first time at the new Cedar Pt. Center

Rob Cramer – Linda Hammer received the Outstanding Classified Staff Member Award from his area

Chris Haar – classified staff in her area won the Outstanding Classified Staff Team Award

Kim Fleshman – one of her student employees won the Student of the Year Award

Tina Coulter – students in her area won the Student Team of the Year Award

Jim Dachik – Huron Playhouse will feature series of performances again this summer in Huron including Oklahoma! and Anything Goes!

Robin Veitch – Softball championship this week; B!G Event is coming, look for more details.

Adjournment

Dave Crooks made a motion to adjourn. Kim Fleshman seconded. The meeting was adjourned at 3:00 p.m.

ASC FACULTY SENATE LIAISON

REPORT ON MAY 4, 2004 FACULTY SENATE MEETING

In the Chair's report, the status of two initiatives started during this past year was noted. The BG News article, dated 4/30/04, on the Senate's support of domestic partner benefits policy and the 'Journey Toward Democracy Project' status reports are attached for further clarification.

Dr. Ribeau presented to the Senate the Executive Summary of the Governor's Commission on Higher Education and the Economy. This report is available for your review on BGSU's Institutional Research web site. The Ohio Senate will now be reviewing this material for action.

Dr. Folkins reported that we have over 9% increase in our freshman applications, with 209 more Housing deposits and 233 more OREG registrations than last year.

Dr. Dobb stated the University will no longer have the Microsoft license agreement after June 30, 2004, that permits staff members to obtain Microsoft products from the library to use on their personal computers.

Undergraduate Student Government representative stated next years goals will include having a Faculty Advisor on USG, parking, and encouraging more student involvement in State legislative processes.

The Graduate Student Senate will look into health care for graduate students and graduate student housing in next year's goals.

The gavel was passed to the New Senate Chair, Radhika Gajjala.

Laura Emch
ASC Representative to Faculty Senate

ASC Chair's Report

1. For those committee chairs that have not sent me your year end report and suggestions for goals for next year. Please email me those before May 21. Also a reminder to document all the appropriate procedures and time lines of the yearly events your committee plans. This way, next years committee will have some idea of how and when to get started on projects

2. Since 2000, there have been cuts to higher education, up to \$320 million. There is a planned 3.5% reduction of state support for next year. The penny sales tax will expire in 2005 and that represented \$2.5 billion, which, at this point, is not being renewed. However, all Ohio school's enrollments are growing.

3. The President's Compensation Committee ended up taking all 6 of ASC's compensation discussion topics to the President's Cabinet for further discussion.

- They are aware that we are continuing to formulate a plan to bring all employees to the mid point of their respective salary range by a certain year.
- They understand that the salary ranges must be adjusted to maintain competitiveness in the marketplace and are making adjustments for this coming year. Mercer will be visiting in 2005 to evaluate that movement and see how far off we are from the market.
- They have our proposal of 4% pay increase for all administrative staff in meritorious standing.
- They were not very favorable of the increase in vacation leave.
- They will look at the possibility of awarding 8 extra hours of personal leave for all administrative staff in meritorious standing.
- They are working on the final details and then will promote the opportunity for faculty/staff to earn discount coupons for membership to the Rec Center. Employees will have to attend seminars, the health fair, have screenings, etc to show that they are contributing to their own well being. When the bugs are worked out on main campus, they will look at Firelands.

4. At the June meeting we will again break into small groups to discuss ideas, issues, etc. that everyone would like to see worked on next year. So please, think about this and talk to your constituents.