

Administrative Staff Council 2006 – 2007
Minutes: May 3, 2007
207 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:31 pm

Members Present: Nora Cassidy, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Chris Haar, Tim Hoepf, Paul Hofmann, Steve Kendall, Ron Knopf, Paul Lopez, Joe Luthman (Ombuds), Deb McLean, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Pa'Trice Pettaway-Day, Diane Regan, Deborah Rice, Celeste Robertson, Ann Saviers, Kurt Thomas, Bonnie Towe

Members Absent: Debra Beach, Jim Beaverson, Michael Ginsburg, Lona Leck, Barbara Waddell

Member Substitutes: Bob Graham for Ann Jenks, Donna Dick for Denise Kisabeth, John Clark for Rachel Schaeffer

Approval of Minutes: Dave Crooks made a motion to approve the April minutes. Paul Lopez seconded it. The motion was approved.

Chairs Report:

Dobb Meeting 4/30/07

Compensation meeting follow-up, appeals process, ASC staff time

PAC 4/19/07

Retention and recruitment update

HR 4/24/07

ASC involvement/access concerns. Amorous Relationship Policy

President's Advisory Panel 4/12/07

Dunbridge Road, faculty compensation, reorg, capital planning, ethics, outsourcing

Ad Hoc Committee on the State Budget 4/30/07

Update on House Higher Ed. Budget proposals. Talking Points

Beyond Bursarables 4/17/07, 4/24/07

Student Financial Management, BG1 Card

Dunbridge Road Committee

Update on residential plan.

Discussion on feasibility study.

Status report to BOT @ June 2007 meeting.

Board of Trustees

Follow-up from Trustee Wilcox regarding "appeals" process question

Dr. Ribeau 4/23/07

Flexible scheduling – support/communication.

Staff access to Administrative Staff Council participation

Mercer Program Review

More defined role for staff in "efficiencies" search

Admin. Staff "appeals" process following non-renewal

Compensation Panel 4/20/07

Mercer Program review – yes (this would include range studies, midpoint, JAQ)

Sick Leave Bank – desire to move forward

Personal Leave – will consider

Flexible Scheduling – yes to developing a communication plan

Interim/Acting – will discuss

Wellness Program – move forward, make more incentive-based, staff rec. space

Provost Interviews – 4/27 (SK), 5/1 (KF), 5/3 (SK)

Status report to BOT @ June 2007 meeting.

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:

A.) Amendments: No Report

B.) Awards and Special Recognitions: The committee met on April 16th to decide the Spirit of BG Award recipient. Sidney Childs, Director, TRIO Student Support Services Program was the winner. The next meeting for our committee will be on May 7th..

C.) External Affairs: No Report

E.) Internal Affairs: In process of counting votes and creating ballot for University Standing Committees with names that have been written in from last ballot. Also, in process of creating an Officer ballot and an Executive Committee ballot.

F.) Personnel Welfare/Salary: The committee's efforts were focused on preparation for the Comp Group meeting. The Comp group was attended by Dr. Dalton, Dr. Dobb, Dr. Gromko, Dr. Knight, Dr. Balzer, Rebecca Ferguson, Beth Nagel, Steve Kendall, Kim Fleshman and Dave Crooks. The issues discussed are listed with a summary of the commentary for each.

Salary Increase - PWC asked for no specific amount. PWC did ask that all constituent groups be treated the same is an increase is forthcoming. The Comp group appreciated our approach to salary increases.

Salary Ranges and JAQ Updates - PWC stated that ASC salaries have fallen behind the market value by about 11%, based on a Mercer report. PWC also stated the JAQ process needs to be recalibrated to reflect changing values of job analysis grading. The Comp group felt both problems could be addressed by a Mercer consultation to [1]address possible solutions to the market value of salaries deficiency and [2] to have all Administrative Staff resubmit new JAQ's to reflect their current duties. The new JAQ's would then be graded and applied to each employee as their new grade.

Administrative Staff Evaluations - PWC recommended the university employ oversight to ensure all Administrative Staff receive an annual evaluation. The Comp group agrees and will provide assistance to assure this happens.

Sick Leave Bank/Direct Donation - PWC asked the university to help set up a Sick Leave bank process that could be used by any university staff that would be eligible because of catastrophic illness or accident. PWC also mentioned the process of direct donation to an eligible employee from another qualified donor employee. The Comp group agreed the concept is worthy of development and agreed to assist in moving forward with the concept to assist employees who would qualify. There is still a lot of work to be done by BGSU on this concept.

Expand Personal Leave Concept - PWC asked the university to give each BGSU staff member, who receives a satisfactory evaluation, 8 hours of personal leave. PWC also asked that new BGSU staff be granted 4 hours of personal leave during their first six months of employment and 4 more hours of personal leave during their second six months of employment. The Comp group received both of these requests favorably and indicated they would give them both consideration.

Flexible Scheduling - PWC asked the university to assist in the notification of Administrative Staff's supervisors that a Handbook change has been approved that allows Administrative Staff to ask their supervisors for flexible time off after working a period of time when it was necessary to work a prolonged schedule of hours/days to meet the department's needs. The Handbook statement is now in the Handbook for Supervisors' to review. The Comp group agree to facilitate sharing the Handbook change with the Supervisors.

Interim/Acting Positions - PWC asked that Administrative Staff who fill an Interim/Acting position be given a minimum salary increase of 10%. PWC also asked the salary increase be made permanent if the staff member fills the position for more than one year. PWC also asked that when a JAQ revision results in the staff member moving up in salary grade, the staff member would receive a minimum of a 10% salary increase. The Comp group was reluctant to move the minimum increase for both scenarios to 10%. However the Comp group was receptive to making the salary increase permanent for Interim/Acting staff who held the positions for more than one year. PWC agreed to discuss that and may return with a revised request for making the salary permanent after a one year Interim/Acting position. PWC also expressed a desire to explore Wellness program opportunities and the Comp group agree.

G.) Professional Development: Applications were solicited and accepted recently for administrative staff professional development grants through summer, 2007. Eight applications were received and the Professional Development committee is currently reviewing the applications. Award recipients will be notified the week of April 30th. In addition, dates were set for the next round of applications as follows:

- For Fall, 2007 grants, apply by July 31, 2007.
- For Spring, 2008 grants, apply by November 30, 2007.

H.) Scholarship: The Scholarship Committee met today and selected 8 individuals from our scholarship applications to be interviewed on April 17 and 18. Scholarship winners will be announced shortly afterwards. All raffle items have been distributed.

I.) Faculty Senate: The leadership has been passed to Dr. Patrick Pauken for next year.

J.) Classified Staff: No Report

Old Business: None

New Business: Sheila Irving resigned as Chair Elect due to changes in her job responsibilities. Discussion about the job responsibilities and amount of time that the Chair is responsible for could possibly be streamlined. Many people liked the idea of three people being involved and splitting up the work. Many also felt that one of the three people handling this position should be a past chair. Diane Regan made a motion to have the discussion moved to a thread on Blackboard for more discussion. Mary Beth Zachary seconded the motion. The motion carried. The secretary announced the need for nominations for the Treasurer, Secretary, and Chair-Elect positions. Please have your nominations to Kim Fleshman by May 4, 2007.

Good of the Order: Mary Beth Zachary announced the library has many on-line resources that you can take advantage of. Remember if you are off campus you will need to authenticate with your BGSU user name and password. Joe Luthman announced if you receive or have already received a Performance Improvement Plan to contact your ombudsperson.

Next Meeting: Next meeting will be June 7, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: Dave Crooks moved to adjourn the meeting at 3:00, second by Connie Molnar. Motion carried.

Submitted by: Kim Fleshman, ASC Secretary