

Administrative Staff Council 2005 – 2006
Minutes: May 4, 2006
207 BTSU

Call to Order: Chair Lona Leck called the meeting to order at 1:35 pm

Members present: Jill Carr, Nora Cassidy, John Clark, Dave Crooks, Laura Emch, Kim Fleshman, Adan Garcia, Michael Ginsburg, Judy Hagemann (CSC), Tim Hoepf, Sheila Irving, Ann Jenks, Steve Kendall, Ron Knopf, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Connie Molnar, Teresa McLove, Beth Nagel, Penny Nemitz, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Jena Ault, Rob Cramer, Gerry Davis, Paul Hofmann, Larry Holland, Paul Pawlaczyk, Myron Skulas

Member Substitutes: Bonnie Towe for Pa'Trice Pettaway, Tony Howard for Deb McLean

Guest: Mike Marsh, BGSU Board of Trustees

Approval of Minutes: The April minutes were approved as presented.

Chair's Report:

4/7/06 President's Panel Meeting – ASC Chair and Chair-Elect asked for campus-wide implementation of the Board approved Principles and Recommendations for a Performance-based Merit System for Administrative Staff based on the number of ASC members who don't receive an annual evaluation. Dr. Dobb pledged support for full implementation and will explore a "default" form that could be used in areas without their own fully developed assessment instrument.

4/10/06 Human Resources –HR pledged to send an email to all ad staff supervisors reminding them of the importance of annual employee evaluations. The email will also include a prompt to staff regarding the accrual of vacation balances and the maximum accrual allowed. HR noted that staff members could initiate the evaluation process by completing an evaluation and "walking" it through the appropriate channels to their HR file. Other questions were about cost savings realized with the implementation of the spousal rule and the number of employees still working without JAQ's. HR will report back.

4/12/06 President's Compensation Panel – Leck and Kendall presented PWC's proposal for compensation and non-compensation requests. Final salary pools will be determined at the May 5 Board of Trustees meeting.

4/19/06 President's Advisory Council – Information included new Student Affairs and Academic Affairs initiatives for engagement; a draft of the University Planning Committee's work, and BGSU's plans for remaining open should we experience an outbreak of Avian Flu.

4/21/06 Three Chairs Meeting – The leadership of ASC, CSC and Faculty Senate discussed the upcoming FS resolution regarding the Code of Ethics and Conduct, the Amorous Relationship Policy and the newly formed "Bursarables" Task Force. FS leadership reported an administration interest in having all three governance groups change over leadership at the same time.

4/24/06 Human Resources –The Holiday Closing Committee report was discussed and forwarded for review by constituent groups. The proposed salary pools are estimated, as of 4/24/06, at 4%. The Patriot Act will have implications on BGSU’s hiring processes in that finalists will now have to sign an anti-terrorist statement before interview. Working groups are continuing to meet regarding the Reasonable Suspicion Testing Protocol, Conflict Resolution (Ombuds) and the Amorous Relationship Policy.

New Business: Leck introduced Board member Michael Marsh who then shared the following comments in answer to member questions:

On shared governance: the Board understands that the University’s current success in recruiting students is the result of a partnership between the three employee groups and the administration, and credits the multi-group working relationship. If an employee or employee groups wish to communicate concerns to the Board, they may be channeled through the administration, i.e., Dr. Dobb, Board Secretary, or they may be communicated directly, in writing, to a board member(s) a few days (not more than 10) before any scheduled meeting.

Code of Ethics and Conduct: Mr. Marsh stated that the mandate to develop and implement a code of ethics to also include conduct came from the State Auditor’s Office, and “not from Mr. Trimboli’s office” or elsewhere in McFall. The document should be considered a “work in progress” in that it can be amended, and concerns about the language, behavioral expectations, and the role of the Ethics Officer should be communicated to the Board so that a policy that can “work for everybody” be developed. While the code was to primarily address accounting and business practices, the auditor expected and the Board supported a broader based statement to include behaviors that could be deemed as “reflecting badly on BGSU. “ In response to further questioning, Marsh indicated that he could support a change in language to make the non-fiduciary expectations be related only to “violations of law,” as the “definitive standard.” Marsh acknowledged concerns that the policy could be unevenly applied and noted he didn’t know how to guarantee that such wouldn’t happen. With relation to the Policy covering the Alumni and Foundation Boards, those are separate corporations and are covered by their own Codes.

Reorganization: Earlier indications that Dr. Ribeau would be making some changes in his operational and reporting structures were based on the assumption that Dr. Follkins would be leaving the Provost’s position. Since that is not the case, no further information has been forthcoming and it’s business as usual.

Future Budget Challenges: The issue of access to higher education is of critical importance, yet BGSU is the only institution in Ohio in which financial aid has kept pace with costs, something that the institution may not be able to continue to do. Many feel that the legislature does not want to fund higher ed because of the perceived waste of money and little valued-added to the State. Many would not be disappointed if several public institutions closed. The policy makers feel there is too much duplication and there just aren’t enough legislators who have public universities in their districts to carry the vote for sustained or increased support. Universities are targets because if funds are cut, politicians know that universities can raise the fees to get the money they need and the institutions will “take the heat” Unlike UT and OSU and others, BGSU

is the only four year school in the state that hasn't let employees go. In reducing costs, if BGSU hires more temporary instructors than regular faculty, the Board hasn't been aware of any negative consequences. Marsh's position was that BGSU doesn't have the funds to operate without State support as Miami U. is considering although Dr. Ribeau has been extremely successful in raising endowment funds. However BG's goal of \$125M doesn't begin to compare to Miami's endowment of \$1B and OSU's at \$4B.

Student Mandatory Health Insurance: The Board approved the proposal for mandatory insurance coverage for all students but expected that the policy would be "bare bones" to keep the costs down. There were to be no elective surgeries covered which would have eliminated elective surgery to terminate a pregnancy. Marsh reported that the policy that was formulated in the end did not reflect what the Trustees thought they had approved, i.e., one without any elective surgery; providing coverage for elective surgical procedures opened the door for abortion coverage to become a political "flashpoint." Marsh noted that contrary to the current perception, the Board did not discuss the plan in Executive Session at the April meeting in Firelands.

Performance-based Merit System: The Board supports the concept of merit pay, but there is resistance to it from faculty.

UT-MUO Merger: BGSU will continue academic programs in collaboration with them although what the merger will mean in the end is unknown both financially and programmatically. Marsh acknowledged that collaborations on the operations side in areas such as purchasing, registration and records and bursar functions are ongoing in response to legislative expectations. However, it is Dr. Ribeau's position that BGSU does all things in a way that suits us best so we will offer to take over their their operations if cooperation is mandated.

Tabor/TELL: If Tabor/TELL is passed, it would cut BGSU's State subsidy; however, it may not be a ballot issue at all due to the opposition of county and town government, K-12 schools and libraries.

Chair Elect Report:

4/5/06 Human Resources Meeting – New HR employee, Leslie Fern, will be working on completion of audit requests as well as developing a new way of grading audits.

4/6/06 President's Panel - The Code of Ethics currently in effect can be found at <http://www.bgsu.edu/downloads/bgsu/file11663.pdf>. The first Ethics Officer should be in place by fall 2006.

The Board will act on tuition at their May meeting.

4/12/06 President's Compensation Panel Meeting - Information to be covered in PWC report.

4/15/06 Meeting with Dr. Dobb - Dr. Dobb has proposed that the September 9, 2006 football game be designated as Staff Day and that complimentary tickets be given to each staff member. She is working with the Athletic Department. When confirmed, the official announcement with date will be made.

Secretary: No Report

Past Chair: Year-end report attached.

Committee Reports:

Personnel Welfare/Salary: ASC's compensation goal of 3 ½ - 4% was presented to the University Compensation Committee. To address ASC's concern that approximately 6,000 hours of vacation time is lost annually among ad staff who can't take the full benefit of vacation time, UCC was asked to raise the accrual limit above the current 352 hours. UCC members were not receptive to what they described as an unfunded liability upon an employee's retirement. PWC members reported a sense that each time ASC puts a proposal forward for additional non-financial compensation, it should also be identifying what it's willing to give back or "trade off." UCC requested a review of admin staff benefits in comparison to other state institutions. UCC also asked that ASC submit a draft proposal to HR to change Handbook language which states a minimum of 40 hours of work per week is expected. UCC supported the request that all administrative employees should be evaluated annually, but overall didn't favor tying the supervisor's failure to do that to the supervisor's performance evaluation.

Finance: Year end report attached.

Internal Affairs: Election results will be posted to members. The Committee is working on electronic ballots for election to the Executive Committee: Year end report attached.

Amendments: No Report

Awards and Special Recognitions: The call for Ferrari nominations will be made in the fall. No Spirit Awards for the summer. Year end report attached.

External Affairs: Year end report attached.

Health Wellness Insurance Committee: Next year's Open Enrollment may begin in October and end in November, a month earlier than in recent years. All information about plan options and enrollment deadlines will be communicated in electronic form only.

Professional Development: Applications for mini-grants of \$100 are available until 5/26/06. Year end report attached.

Scholarship: Two students will each receive a \$1,000 scholarship; five students are awarded \$500 scholarships. Year end report attached.

Classified Staff: CSC raised a concern about classified jobs being turned into AS jobs. Dr. Ribeau stated job duties change so job classifications must change. BOT approved reclassified employees to go from 2 to 4% raise with additional 2 % after 60 days.

Old Business: None

New Business: Past chair Joe Luthman proposed that the ASC chair remain in office through June of each year. He explained that because the BOT meets at the end of June the first year of any biennium, asking the newly installed chair to begin with such an important meeting makes the transition difficult. He made a motion to add one more ASC meeting to the year in July to accommodate the Board meeting. John Clark requested that we table the motion until the next meeting.

Good of the Order: None

Next Meeting: Next meeting will be June 1, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz moved to adjourn the meeting at 3:00; second by Susan

Macias. Motion carried.

Respectfully submitted
Kim Fleshman, Secretary