

Minutes of Administrative Staff Council Meeting November 2, 2000

Call to order: The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Deborah Fleitz, Kay Gudehus, Keith Hofacker, Tony Howard, Paul Lopez, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Keith Pogan, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Diane Smith, Robin Veitch, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: Carl Dettmer for Ann Betts, Phyllis Hartwell for Pat Booth, Doug Martin for Nora Cassidy, Barry Gaskins for Thad Long

Absent: William Blair, T. David Garcia, Penny Nemitz, Jack Taylor, Nancy Vanderlugt

Guests: President Sidney Ribeau, Eileen Sullivan (Presidents Office), Beverly Stearns (library), Bonnie Blankinship (Monitor)

Approval of Minutes: Anne Saviers moved, Sandy Miesmer seconded, and the minutes were approved as distributed.

Chair Report:

Mary Beth Zachary reported that she attended meetings with the Executive Committee, Human Resources, Legions (10/12/00 and 11/2/00), and the President's Panel.

Executive Committee: ASC still has three unfilled seats on council. Everyone who has been asked has (with some degree of reluctance) said no. They're too busy. As we get busier, it will become more difficult to get folks to serve. It becomes increasingly more difficult to fill slots when prior members of council must be kept off council for two years. Some individuals who are interested are blocked from continuing their service. Perhaps amendments and bylaws and internal affairs could explore possible solutions.

Human Resources:

- President's Compensation Plan-3rd year and after-- The year will cover a review of the ranges by Mercer, a discussion of the caps issue, and identification of those not yet dealt with in the past two years of compensation. Those who have market data available, (e.g. CUPA and Mid-Level-CUPA data) will be those who are targeted for market evaluations this year. HR will share with us how the total number of Administrative staff break out into the groups who have been or will be addressed in the President's Compensation Plan. Many positions have been covered already by being included in the first two years of the President plan, by submitting a new JAQ because there was a vacancy in the position, or because there existed a gross/blatant disconnect between the compensation for a position and the market.

- Soft money/grant funded positions-- How do applicants/prospective applicants know that positions are grant funded (or funded through soft-money)? Are the implications communicated to employees? If HR is made aware that a position is grant-funded that information is communicated to applicants and is advertised as such. If the money is grant

funded but has been renewed regularly over a period of years, it is possible that information will not be in the advertisement but will be discussed with those interviewed.

- Using vacation the first year of employment. It is possible that one can use vacation during one's first year of employment at BGSU. HR will clarify that it can be used with the caveat that if the employee uses vacation and leaves during the first year of employment vacation, that the individual must pay back the vacation days. They'll be working on a more consistent approach to that policy.

President's Panel discussion topics included:

- Concerns about international students; how are we helping to speed their way here, to assist with living and socializing, adapting when they arrive, adjusting to the classroom cultures while here, and a variety of other issues involving international students and the International Studies Program. Suggestions included involving international students in the discussions and focus groups, and having a program or person coordinating efforts. Linda Dobb offered the new Interim Assoc. Dean of Continuing Ed (Distance Ed and International Programs) as a starting point for coordinating efforts around this issue.

- There is a task force on diversity headed by Alberto Gonzalez working on the larger issue of representation of the Latinos and African Americans in the university community as a whole. Also discussed were the problems of being a TA and an international student.

- Health benefits for Part-time employees. The answer is just simply "we can't."

- Fee-waivers for Continuing Education classes - can't

- Professional Development money - classified staff asked

- Wellness Program - Ball State

- Student Academic Advising

- Funding of Student Organizations

Guest Speaker:

President Sidney Ribeau began by speaking about the performance challenge monies the state of Ohio distributes. There are four types. The first is Access Challenge for two-year and regional campuses to provide opportunities for high school graduates to move into higher education. The money was granted for the purpose of stabilizing and then rolling back tuition. The second type of performance challenge is Success Challenge. BGSU received four million dollars in Success Challenge monies in this funding cycle. The bulk of state funding for higher education is still allocated through the traditional method, although Success Challenge funding may move up to 20%. Universities compete for Success Challenge dollars and continuation of funding is not guaranteed. A position funded through Success Challenge cannot be guaranteed beyond the end of the funding period. Continuation of the position depends on how the person is hired and how the continuation of funds occurs. The other two types of performance challenge awards are for jobs and research.

Dr. Ribeau then addressed the upcoming budget picture relative to state funding. Initially the Board of Regents submitted a request for a 16% increase for higher education funding for the first year of the funding cycle and larger for the second year. Two areas that were allowed to request higher increases were higher education and K - 12 education. Then there was an emergency meeting on October 31. Due to increased Medicare costs, money that must be sent to Washington, and a decrease in state tax revenues, funding levels will not be as good as hoped for. A realistic funding increase will be

3 - 5 %. The governor will submit a budget in January or February to the state assembly for discussion. At BGSU the budget is much tighter than was thought three months ago due to rising costs of fuel oil and increased health care expenditures.

In response to a question about how much of a budgetary priority is higher education in the state Dr. Ribeau replied that the first priority of the state is Medicare. The second priority is K - 12 education. There is a nationwide concern with improving the quality of K - 12 education. Many seem to think that the answer is to give more tests as a quick fix rather than examining teaching, learning, and creating an environment conducive to learning. Higher education is looked upon more favorably than it was five years ago. The former governor supported two-year colleges and the current governor is more supportive of higher education but there is less money available now. There will be a statewide total of \$500 million - \$1 billion available for increases. K - 12 education is asking for \$2 billion. Higher education asking for \$700 million. Higher education needs to show how we add value to the state economically. Dr. Ribeau stated that at BGSU we need to control what can be controlled in order to increase the budget. The state supplies 48% of our budget. The remaining 52% comes from tuition, grants, contracts, and donations. Money allocated from the state is based largely on enrollment. As enrollment increases we can get near the maximum amount of money possible. We need to increase our enrollment by 2% per year for the next few years until we reach 16,000 FTE. We do not have the physical plant to accommodate more students than this. Our cap may be raised but we cannot increase our numbers beyond the current cap except through off site courses, distance learning, and weekend college for masters degree programs. Firelands is expected to grow after the new building is completed. BGSU needs to become more independent and self reliant in regard to distance learning.

In response to a question about the Diversity Plan at BGSU Dr. Ribeau asked Barbara Waddell to discuss the plan. She outlined three challenges. The first challenge is public image. BGSU is perceived as unwelcoming to people of color. There is outreach through the media to counter this image. The second challenge is to increase the number of people of color in certain job groups. Staff members in positions to hire others are asked to increase the number of minority applicants. The third challenge is to create a civil, inclusive environment that is free from discrimination and harassment. It was suggested that BGSU work with the larger community also. Waddell stated that the city of Bowling Green has asked for help to make the municipality more welcoming. Dr. Ribeau stated that the private sector has addressed diversity because they cannot function effectively without doing so. It is about money. The University of Michigan has much private sector support for their Affirmative Action programs for this reason. Dr. Ribeau said that the Diversity Plan is about the kind of world in which you would like to live. People want to be respected for who they are rather than identified by exterior markers. People learn by having difference around them. The University needs to have goals, not quotas, and accountability. Each area has goals related to diversity. In closing, Dr. Ribeau discussed the future of the University. He sees the University as an organism that is different in the year 2000 than it was in 1950, 1960, and 1970. BGSU will continue to grow and change. In order to be a great university, it is important to establish and maintain the kind of aspirations, values, and relationships that allow us to continue achieving. It is important to create an environment where people can grow to reach their human potential.

Chair-Elect Report: no report

Secretary's Report: no report

Committee Reports: see appendices (listed below)

Old Business:

- Performance Evaluation revision Inge Klopping reported on the revised Performance Evaluation. The purpose of the revision was to add to the document and add to its credibility. This document can be used as an umbrella over the unit document or can replace it. It is designed to bring together a process for supervisors to use. Performance appraisal has been tied to merit since 1998 and the format of this document allows input for merit consideration. The timelines are tied into contract renewal. A question was raised as to whether there is any penalty if the performance evaluation is not done. The Office of Human Resources will monitor evaluation completion. Also, the supervisor's supervisor should weigh it in the supervisor's merit consideration. If a performance evaluation is not completed, an employee can request one through Human Resources. Also, an employee cannot be denied merit without a performance evaluation because a rationale is needed.

In further discussion the following points were raised.

- If an employee feels the appraisal does not reflect his/her performance or is not worthwhile, the employee can contact Human Resources. The employee can provide supportive documentation and can file a grievance.
- If someone higher up makes changes to an employee's performance evaluation, a rationale needs to be presented and the employee needs to be appraised. - Hopefully peer pressure can encourage all supervisors to complete performance evaluations.
- Employees should set goals using the time frame of budgets with May 30 as the end of the goal setting period as well as the end of the fiscal year.

It was suggested that the performance evaluation revision should go out to the Administrative Staff listproc to make sure that the widest possible audience can review it and provide feedback before it is approved.

- 2000-2001 Goals. Wayne Colvin moved and Laura Emch seconded to approve the 2000-2001 ASC goals. The motion passed unanimously.

- Amendment

There was concern about requiring the chair to be a former committee member. That sentence was removed. The proposed changes to the bylaws were approved. Article 2 Section 2: ASC Standing Committees reads:

"Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Membership on these

committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees. The chair of ASC shall appoint a chair for each standing committee from the ASC membership. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the ASC standing committees areŠ"

New Business: none

Good of the Order: none

Keith Hofacker moved and Sandra Miesmer seconded to adjourn the meeting.

The meeting was adjourned at 3:17 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary

Appendices: Committee Reports

- **Internal Affairs** has begun making arrangements for the Orientation luncheon for new members at the end of Spring semester, 2001. Plans are being made to meet to start the ball rolling on the review of the ASC election process. Orientation Handbook continues to be sent to new administrative staff members as they are hired.

Anne Saviers

- **Personnel Welfare Committee** is meeting each Friday morning. On October 20th, we invited Dick Bowers to attend our meeting to discuss the upcoming Wellness survey and ways we can build support for a University Wellness program. PWC is working on several initiatives to assist in this area. We are also starting work on creating a recommendation for a rotation process for the Administrative Advisory Team (JAQ appeals).

Laura Emch

- **External Affairs** is accepting donations of candy to be tossed during the Bowling Green Holiday Parade on Saturday, November 18. ASC will have the use of a convertible for the parade. Administrative staff and families are welcome to march with our unit in the parade.

Thad Long