

Administrative Staff Council 2005 – 2006
Minutes: November 3, 2005
208 BTSU

Call to Order: Chair Lona Leck called the meeting to order at precisely 1:30 pm

Members present: Wendy Buchanan, Jill Carr, John Clark, Rob Cramer, Laura Emch, Kim Fleshman, Michael Ginsburg, Judy Hagemann (CSC), Tim Hoepf, Ann Jenks, Lona Leck, Naomi Lee, Paul Lopez, Susan Macias, Connie Molnar, Paul Pawlaczyk, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Member Substitutes: Sally Dreier for Ron Knopf, Donna Dick for Gerry Davis, Chris Haar for Sheila Irving, Mark Anderson for Beth Nagel, Doug Martin for Nora Cassidy, Ann Betts for Teresa McLove

Members Absent: Jena Ault, Adan Garcia, Larry Holland, Joe Luthman, Deb McLean, Penny Nemitz, Pa'trice Pettaway, Myron Skulas,

Guests: Dr. Sidney Ribeau

Approval of Minutes: Rachel Schaeffer moved to approve minutes. Paul Lopez seconded. The minutes were approved with one correction. Connie Molnar was listed at both absent and present for 10/6/05. She was indeed present.

Chair Report:

Chair attended Tailgate party at President's house 10/8/05 and was a guest in the President's box at the football game.

Please ask Administrative Staff not currently on Council to consider becoming members - contact Lona if you know someone who is interested.

Participated in constituent panel for Higher Education 711 class October 20.

Chair and Chair Elect traveled with other campus representatives to Rosa Parks Tribute November 1 in Detroit.

Open benefits enrollment until November 18 - don't forget spousal paperwork.

Holiday Meeting December 1 includes a light lunch beginning at 1 p.m. Please rsvp to cmolar@bgsu.edu

ASC has requested a working session with Mercer when they come to campus in January.

ASC Spring Reception will be held April 5, 2006 from 2-4 p.m. in 101A Olscamp. Dr. Ribeau will address the group.

Holiday Closing Discussion Group meets in January 2006.

Violence in the Workplace Policy has been slightly modified by HR and should be on the web soon.

Reasonable Suspicion Protocol Task Force meets in January 2006.

ASC Ad Hoc Handbook Committee met October 25. Please respond to the e-mail survey.

President's Council will discuss the Code of Ethics on November 3.

Chair Elect Report:

Discussed arranging for a BOT member to attend a council meeting with EVP Dobb. Miami University is moving toward a laptop program in which every student will buy the model from the University and will be supplied with software, updates, and service for their entire time on campus. The new wireless environment will eliminate the need for all fixed computer lab as well as the question from parents - what kind of computer should I buy for my student?

Secretary: None

Past Chair: Lona reported on behalf of Joe Luthman

Sick leave bank meeting is in 2 weeks.

Ombudsperson - Joe will bring forward some draft definitions at our next meeting.

Guest: Dr. Sidney Ribeau discussed questions and concerns.

“Would you support a move to include 'bottom-up' constructive criticism of supervisors?” Dr. Ribeau stated “governance only works if people participate”. He checked with HR through Dr. Dobb and at this point this mechanism is not in place. He stated “Many organizations call these 360’s. It is costly and time consuming but a good idea. We can look at it on a trial basis. It is very, very costly and will double the operating budget of the evaluating process. Someone has to calculate all of the information. Usually the top level people are who are involved in the 360 process. We currently have a strained budget so the cost will have to be looked into.” He will talk to Dr. Dobb and have her talk to HR about participating in this. He stated “It takes a lot of time to collect this kind of information and the information is worth nothing if you don’t use it. One of our problems with performance evaluations in general is not much is done with them. That is my criticism of performance evaluations in general. At first when I started here, no one did them. Now about 50% are doing these evaluations but what do you do that leads to corrective behavior or a change being done? Bowling Green is not alone in this; most universities don’t have really strong programs in that area. Our HR area is very small as compared to an organization of our size.” Paul Lopez recommended that at evaluation time we would have a more interactive environment. Dr. Ribeau feels we need a system that is used campus wide to help improve the evaluations process. Diane Regan said the Library and Continuing Education have an evaluation process which includes allowing employees to evaluate their supervisors.

“In relation to the Code of Ethics what is your general response to the letter addressed to the Board of Trustees by the constituent groups?” Dr. Ribeau said that the purpose of the Code of Ethics is to ensure that fiscal practices are in compliance with the new laws. Diane Regan said that none of the five constituent groups have a problem with the fiscal sections in the Code of Ethics. She asked about the potential for harm in the language about people’s behavior or perceived behavior even when they are not at work. Dr. Ribeau stated while he is not that familiar with the exact wording of the code he “can’t imagine a directive coming out about behavior. They are not designed to address individual behavior. The intent of the BOT is to deal with policy not behavior.” Dr. Ribeau said a directive would have to be issued by him. The next step would be to send the directive to constituent groups for comment. He would evaluate the information and take the concerns back to the BOT, possibly making recommendations to modify the directive, but if it is a BOT issue, ultimately, it is their call. Policy can not be

established without the directive. Dr. Ribeau stated there would be an Ethics Officer and he is considering names of faculty and staff members who have the proper qualifications and training. The President stated that parts of the Code of Ethics can be re-written if the BOT chooses to.

“How can we get the message to the legislature, politicians, and public about the university’s positive effect on the economy? How do we change their opinion? How do we go about convincing them that we are an asset instead of an expense to Northwest Ohio? Dr. Ribeau mentioned that higher education is the only State entity that has been cut by 14%. K-12 allocations have gone up double digits and the problem is they do not hear from our constituency. Larry Weiss has information about the budgets and can supply this information. 85% of our budget is used for payroll at BGSU but with 21,000 students, we can not afford to cut our employees. We are losing the public relations battle. The public relations message that needs to be promoted is how we are contributing to the wellbeing of the state.

“Please discuss the coming reorganization” Dr. Ribeau stated “The only reorganization is with my staff. I am looking at everyone that reports to me. If I can take cost out I will take cost out. Colleagues of mine say you need to do this every 5 years. Every 10 to 15 years you should organize new leadership.”

“How is the new house?” He explained how it has been very useful to have on behalf of the University. They have had over 600 people since they have been there and the house is less chopped up compared to the house on Hillcrest Dr. It is also being used for faculty dinners and student groups again.

Committee Reports:

Amendments: no report

Awards and Special Recognitions: no report

External Affairs: The Holiday Parade is November 19. Please come, walk and help pass out candy. Also, candy is needed. Please see e-mail for drop off locations.

Finance: Ault absent but Lona passed out info on Jena’s behalf.

Internal Affairs: no report

Personnel Welfare/Salary: A working meeting with Mercer for Executive Committee and PWC has been requested. PWC will send out list of goals to ASC to help this committee prioritize the goals.

Professional Development: Have been discussing the committee role and if it should be expanded or not. First brownbag lunch seminar scheduled for November 15 will be about ergonomics and preventing work injuries.

Scholarship: Has developed time line for the year and is soliciting donations in the community for the raffle.

Faculty Senate: John Laird will represent the faculty on the committee for the Reasonable Suspicion Policy. There was no quorum at the Firelands meeting. Chief Wiegand and Stacy Enriquez spoke about the parking updates. More handicapped spaces put in Lot N and 14, also Lots A & G. Now in stage two of three to bring the University in compliance with the Americans with Disabilities Act. Lot 6 overflow needs four more ADA spaces. Phase three will involve restriping of the parking lines and crosswalks. Need to replace sidewalks in Lot N to make them

ADA compliant. Lots 4 and 4A net gain of 142 to 199 spaces. Total of 11,000 spaces.
Classified Staff: CSC will have a float in the holiday parade. Taking applications for their ombudsperson. They have had a lot of discussion about an ombudsperson being able to be effective if they are internal with the University. On December 10 they are sponsoring a Santa Breakfast.

Old Business: Amorous Relationship Policy-Mary Beth Zachary made a motion to accept this as written. Diane Regan 2nd the motion. It went to a vote.

20 For

1 Opposed

4 Abstained

Constituents want the Marketing and Communication e-mails restored. This information is being collected for Dr. Dobb.

New Business: None

Good of the Order:

Open enrollment deadline November 19.

Tech Fair November 10.

The Career Center is sponsoring its annual Government, Non Profit, International, Social Services Career Fair November 9 at 4 p.m. in 101 Olscamp.

Women's Soccer is hosting the Mac Championship November 4.

Steve Kendall is now in 200 Saddlemire and is the Director of the Academic Resource Center .

Contact Debra Beach in IMS for the things you use to ask Steve about.

Alissa Czisny won Skate Canada and placed 2nd in Skate America

Next Meeting: Next meeting will be December 1, 2005 at 1:30 p.m. in 207 BTSU

Adjournment: Naomi Lee made a motion to adjourn. Connie Molnar seconded. The meeting adjourned at 3:00p.m.

Submitted by: Kim Fleshman ASC Secretary