

Minutes of Administrative Staff Council Meeting October 4, 2001

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Linda Bakkum, Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Detter, Sandra Di Carlo, Sally Dreier, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, Brady Gaskins, Kay Gudehus, Tony Howard, Sally Johnson, Sue Lau, Thad Long, Jane Myers, Pamela Phillips, Keith Pogan, Diane Smith, Tom Scavo, Phyllis Short, Jack Taylor, Barbara Waddell, Mary Beth Zachary, Robert Zhang

Guests: Linda Dobb; Don Nieman & Eileen Sullivan, University Vision & Values Committee

Members who sent substitutes: None

Absent: Pat Booth, Montique Cotton, David Garcia, Sandra Miesmer, Susan Sadoff, Clarence Terry, Robin Veith

Correction to Minutes: None

Approval of Minutes: Tina Coulter moved, Mike Fitzpatrick seconded, and the minutes were unanimously approved.

Guest Report: Executive Vice President Linda Dobb noted planning for revision of the Faculty Merit Policy. Provost Middleton put the policy forth in 1997. If raise was 3% or less you received 3% average three years of merit. Policy was adopted. Recently, a subcommittee of Faculty Senate was charged by Provost Folkins with reviewing this policy for potential revision. Many people believed 100% real merit or some other change. The faculty was surveyed. Consensus of the review subcommittee was that faculty should receive a maximum of 2% for base merit and everything above (if available) should be distributed via super-merit. Jim Evans and David Albrecht were on the review subcommittee. A special session of Senate will be held to discuss the subcommittee's recommendations. The question was raised as to whether ASC and CSC would have to follow the same merit policy.

Mary Beth Zachary, ASC representative to Faculty Senate, felt any merit policy revisions should not be unilateral. John Clark stated that at Constituent Group Caucus, Jim Evans said Faculty Senate has a sub-committee revising the university's merit policy. Mary Beth Zachary indicated that there is no university merit policy; each group has their own policy

At tomorrow's board meeting (10/5/01) health care policy changes will be discussed, along with some discussion on the capital plan. The University Bookstore will not be outsourced.

John Clark announced that there was a plan to have open enrollment in November. Human Resources will be providing information through informational sessions in October. After tomorrow, John Clark and Laura Emch will provide information to those who have questions.

Eileen Sullivan and Don Nieman from the University Vision and Values Committee provided a power point presentation outlining the charge issued to them by President Ribeau and explaining how they hoped to implement the recommendations of their committee with

faculty, staff, and students. A handout entitled " Critical Thinking About Values: A Community Discussion" was provided for all.

Deborah Fleitz questioned giving 'carrots' to get people to attend meetings. Kay Gudehus wants work ethics to be a part of the values discussions.

Chair Report:

Compensation: Spirited discussion of compensation issues took place in Executive Committee on September 25th. The committee concluded that our highest priorities need to be (1) indexed salary range movement, (2) means for range penetration adjustments, and (3) long-term planning for increases in real spendable income.

Faculty Senate has conducted a comprehensive study of BGSU faculty's thoughts about compensation and has proposed that merit pools be capped at 2%, with anything greater than 2% going into super-merit, to be distributed as individual areas see fit.

Health-care insurance plan: Executive Vice President Dobb called constituent groups together on September 18th to update us on the thinking of the President's Cabinet. It appears likely that nearly all of the HWI Committee's recommendations will be carried forward for Board approval on October 5th. If approved, these recommendations would lead to small-forum educational sessions for employees throughout October and required open enrollment (in which all BGSU employees must participate, even if they do not elect coverage) during November. Administration's philosophical consensus is that BGSU should contribute 85-90% of employee health care expenses and employees should contribute 10-15%.

Some changes likely to be proposed are:

- Elimination of plans I and III
- Creation of a new plan category, single + one
- Small increases in prescription drug and office visit co-pays
- Small increase in annual deductibles
- Addition of a 4th tier to drug classifications; employees would pay 100% of cost for "life style" drugs (Viagra, birth control) but get reduced prices through the Health Center
- Dental visit employee payout increased for non-cleaning services
- Increases in single coverage employee payout and family coverage payout; cost savings for employees currently on family who can switch to single + one.

ASC Budgeting: Clark met in September with several representatives of ASC Awards & Special Recognition's Committee to discuss means of getting maximum effect for our budget dollars. Awards Committee agreed to look into alternate means of advertising for award nominations, including collaboration with Classified Staff Council, and our ASC webmaster Roxanna Foster plans to attend a Blackboard workshop session as a first step in getting Administrative Staff Council added to the "Organizations" list in the BGSU web portal.

Executive Committee believes we must begin to reduce catering costs for award receptions, especially the spring (BG Best) reception. A suggestion also has been made to move future ASC receptions to the University Union, in the belief that a more central location might improve attendance. (We have been charged for using Olscamp, in the past.) Chair

suggests that Awards Committee attempt to coordinate with Brian Benner, who suggested this move.

Meetings with administration: ASC leaders will be meeting in October with the Board of Trustees, with the Executive Vice President, with the President, with the President's Compensation Committee, with the President's Cabinet, with CSC leaders (we've already met with Constituent Group Caucus), and, as always, with H.R. Because of health plan issues, two meetings with Dr. Dobb have been postponed; we have yet to re-introduce the question of an increased budget for ASC.

Chair Elect Report: No report.

Secretary's Report: Diane Smith reported that David Bryan would be attending February 7, 2002 meeting. She thanked Deborah Fleitz for making the initial contact. Beverly Sterns from the leave committee reported via e-mail that she did not have any information more current than late August. Bev has agreed to serve as chair of the committee. She will be meeting with Dona Wittwer on October 4 to review progress the committee has made to date. Further progress reports are forthcoming.

Committee Reports:

Amendments: No report

External Affairs: The Holiday Parade is November 17. Thad Long is looking for a vehicle for the parade. He asked for candy for the parade. Candy can be dropped off at the library or the field house.

Awards and Special Recognitions: Tony Howard stated that the committee had met with classified staff with the hopes of cutting costs for the awards.

Internal Affairs: No report

Personal Welfare: Brady Gaskins will be meeting at a later date regarding the non-compensation conciliatory document.

Professional Development: Ann Betts stated that the form for professional development would go out on October 5. A maximum of \$ 500.00 is available per person.

Salary: No Report

Scholarship: Nora Cassidy stated that a new member has joined the scholarship committee. The committee will meet on October 5.

Old Business: Reading of Appendix G. This is not a policy change; merely provides details and clarification. Typographic corrections needed were pointed out by Mary Beth Zachary on pages 1, 11, and 12. Mary Beth Zachary moved to accept the revised draft and add it to the handbook. Brady Gaskins seconded

New Business: BGSU will be undergoing re-accreditation through North Central Association. Mark Gromko contacted John Clark. ASC has been asked to write a section of the report on tracking the successes and challenges of Administrative Staff Council. Since this information is available in several other offices, ASC has been asked to provide a summary of challenges and successes. Mark Gromko wants the report by October 22. Mary Beth Zachary said it would be good to point up successes, a general statement of scholarship, efforts toward staff development. Nora Cassidy asked if this information had been reported in past minutes. Pam Phillips suggested that each committee submit a paragraph. Wayne Colvin suggested that past chairs be contacted. Mary Beth Zachary said she would ask University Archivist, Ann Bowers.

Good of the Order:

John Clark said that the BGSU staff questionnaire would be going out. He encouraged all to return.

Jim Dachik announced "Opening Night at Ballyhoo" for October 5. Also encouraged all to attend the performance of Eva Marie Saint and husband.

Wayne Colvin informed us that the new phone would be changed over beginning on October 11. Voice mail will be down for part of the day. He reminded all to sign up for training.

Sally Dreier announced the Learning Fair for October 18. All students are invited.

Mary Beth Zachary clarified that there is no university merit. She also announced that Jim Evans thanked all administrative staff for attending the memorial service for Sept. 11 and for supporting academic freedom.

Pam Phillips asked all to give blood on October 22 at the bloodmobile.

Jack Taylor apologized for not having the United Way Pledge cards out yet. They should be out by Tuesday, October 9. The drive runs through the second Friday in November (11/9)

Wayne Colvin moved and Mike Fitzpatrick seconded to adjourn the meeting. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Diane Smith
Secretary