

Administrative Staff Council 2005 – 2006
Minutes: September 1, 2005
207 BTSU

Call to Order:

Lona Leck called the meeting to order at 1:31 pm

Members present: Jena Ault, Wendy Buchanan, Jill Carr, Nora Cassidy, John Clark, Rob Cramer, Gerry Davis, Laura Emch, Adan Garcia, Michael Ginsburg, Tim Hoepf, Larry Holland, Sheila Irving, Ann Jenks, Steve Kendall, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Deb McLean, Teresa McLove, Connie Molnar, Beth Nagel, Penny Nemitz, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Judy Amend (CSC Rep.)

Members Absent: Dave Crooks, Greg Dickerson, Kim Fleshman, Ronald Knopf, Pa'trice Pettaway, Myron Skulas

Substitutes: Colleen Coughlin for Mary Beth Zachary

Guests: Gaylyn Finn, Rebecca Ferguson, Marsha Serio

Approval of Minutes:

Gerry Davis moved to approve minutes. Connie Molnar seconded. Minutes were approved with one modification; changing of the word 'taping' to 'editing' in the chair's report.

Chair's Report:

It was a busy summer for ASC. Chair Leck would like to thank the Executive team for meeting this summer and going over the goals set for ASC.

- Our new office is located at 143 College Park and the phone number is 372-3611. We will have a computer and will be sharing space with the Classified Staff Council. The new office and phone number will be in the BGSU phone book and will be an important resource. The ASC/Human Resources meetings will be held there or other committees as necessary. This is an excellent place to have these meetings particularly with Human Resources so readily available.
- Chairs of ASC, CSC, Faculty Senate, USG and GSS sent a letter to the BOT prior to the June 24 meeting expressing concerns with the Code of Ethics and Conduct, however, the Code was approved by the Board.
- The Fall Reception (September 27) will feature Dr. Ferrari as the keynote speaker. Dr. Dobb's office is helping to pay for Dr. Ferrari's visit.
- The third paragraph in our new employment contracts is different from previous years, please read. If you have questions, please forward them to council members.
- There will be no parking decals for retirees.
- The Amorous Relationship policy is being worked on and will be in print for us to look at very soon.
- The ASC listproc will be kept to council related business and the website is now updated. Please read the information and give your comments.
- OPERS will be available on September 19th and 20th, for individual appointments please call

Human Resources. If you are within five years of retirement it is recommended that you speak to them.

Chair Leck thanked the past chairs for the informative meeting that was held this summer. The meeting helped to reaffirm goals and long term initiatives, and promises of volunteering if help is needed.

Chair Elect's Report:

Chair-Elect Kendall attended the June 24 Board of Trustees meeting and gave a brief overview of ASC and its activities.

A bimonthly meeting with Human Resources to answer questions and get information works both ways and so is beneficial to both.

Chair Leck and Chair-Elect Kendall were able to meet with the chairs of the other two constituent groups this summer and will continue to meet and discuss common concerns throughout the year.

Kendall also attended CSC meetings, one specifically at Firelands College. This was a good meeting and Firelands has changed considerably since he was last there. ASC would like to meet at Firelands in the future.

Secretary's Report:

Penny Nemitz is filling in for Kim Fleshman. Please check off your name on the attendance sheet, check the spelling and make sure that all the information on it is correct. The constituent list is on the website. Please keep in contact with the people in your area.

Guests:

Treasurer, Gaylyn Finn, and Rebecca Ferguson and Marsha Serio from Human Resources were here to discuss the benefits presentation that they gave to the Board of Trustees. Handouts were distributed (see attachments) of their power point presentation. BGSU benefits were presented in comparison with benefits at our peer institutions in Ohio and in view of national trends.

Historical information was presented including Healthcare Claims Cost from 1986(fiscal)-2005(calendar), including the time from 1994-1995 when there was a third party administrator and employees benefits contributions.

The power point presentation went on to look at:

The results of the questionnaire, with the following questions were also shared:

- How concerned are you that your out-of-pocket cost for medical care has increased over the past three years?
- How ready would you, if appropriate, your immediate family, be to actively participate in a health improvement program if BGSU were to provide resources and opportunities based on your health needs and interests?
- How much do employee and dependent health habits influence BGSU' medical care costs?

Ferguson/Finn were asked about the status of the Well Aware Program. They said the Rec Center plan was good, but not good enough. People at Firelands obviously cannot get to the Rec. They

are looking at broader options and they looked at who used the SRC - it was not necessarily an incentive to bring new participants, instead it was utilized by those with a history of previous attendance.

A suggestion was made that Administrative Staff needs a wellness committee to help participants in this endeavor and to help educate.

Health Wellness and Insurance may be looking at salary/hourly rate to determine healthcare contributions.

Information went out in April to a number of insurance carriers.

- The committee first looked at Network disruption including OB/Gyn as we have a number of younger employees. Looked at PCP/Primary Care Physicians, including Firelands.
- Evaluation of strengths of network discounts
- Evaluation of responses. Best practices in relation to capability in claims, member services etc
- Narrowed down to 4 respondents
- Locked in a guarantee 1) we need to know how long the guarantee is good

After looking at the answers to the above and other questions it was decided to stay with our present MMO.

Questions for Finn and Ferguson

Q: Why do we only get names of who we evaluate, not who we supervise through the new Peoplesoft portal?

A: Supervisors should acquire the information through departmental contacts or report the problem to HR if the assignment for supervision is incorrect.

Q: Is there a possibility of a bimonthly pay period?

A: The institution could lose minor dollars. But it is historical, always been that way. Could be some additional work, doubled work in Payroll, increase in the timeliness of loading into a system. Also could relieve paying 20-21 days ahead every month. If we want twice a month, it was suggested that we ask faculty if they are interested in having it. But to let you know, having it different helps the payroll office.

Q: Becca Ferguson had been asked about moving salaries to the midpoint and if salary ranges are raised on a regular basis.

A: She said salary ranges will be adjusted up this year and are posted on the OHR website. This is a year when Mercer comes to look at our pay scales in comparisons to like institutions as well as the private sector. They make recommendations when what we pay is out of market or the CPI [consumer price index?] is out of trend.

Q: Becca was asked if the benefits packages will offer other options such as dependent life insurance or short term disability.

A: She said there will be no product or new approach this year, but possibly next year.

She said that soon we will be receiving information on Open Enrollment for Health Insurance. Every third year we are required to fill out the paperwork even if we are not changing our benefit preferences. HR is preparing for online self service benefits, eliminating all paperwork.

HR is looking into the possibility of a vision consortium with MUO, UT and Owens. Employees would still pay for an optional vision package, but the consortium would make it more affordable.

Committee Reports:

Amendments: None

Awards: Laura Emch reported that the committee has worked throughout the summer on the Spirit of BG awards, Ferrari Award and the Fall Reception.

Invitations are out for the Fall Reception which will take place in the BTSU Grand Ballroom starting at 2 p.m. on with a social gathering followed by a program at 2:30. Dr. Mick Ferrari will speak, along with Dr. Ribeau, the ASC Scholarship recipients, and the ASC Chair. There will be a Special Recognition presentation as well as the highlight event; the Ferrari Award. The Awards Committee is very excited to have Mick Ferrari at the reception. They are pleased at the success of the Spirit Awards this year with an increase in nominations.

The Awards Committee would like to present Dr. Dobb and award for all her help in supporting Administrative Staff Council. Penny Nemitz made a motion to present Dr. Linda Dobb with a plaque because, in the words of John Clark, 'She is truly a champion of all staff'. Naomi Lee approved and Rachael Schaffer seconded. Motion was sent to Council for a vote. Motion approved. The plaque will be given to Dr. Dobb during the Fall Reception. This is a surprise to Dr. Dobb.

External Affairs: Have not met, but are already working on two programs: 1) Contacted by Presidents Office for a canned food drive October 22nd. 2) More critical is getting involved in a fundraiser for Hurricane Katrina, possibly do something for the all campus picnic on September 9th.

Finance: Jennifer Ault from the Business Office is our new Treasurer. She will report each month.

Internal Affairs: Chair Leck and Connie Molnar have the Blackboard site up and running. Anonymous posting is now an option in the discussion forum. Connie Molnar is inputting the constituent list, making it easy to e-mail members in each area and to communicate.

Personnel Welfare: Will be meeting September 14 to discuss goals. We will be looking at the response from President's Compensation Committee [posted on the Blackboard site] to come up with a different approach to compensation, policies, new revenue for us and the institution. We will decide which avenues will be advantageous to pursue. We welcome all ideas.

Professional Development: Will be meeting soon. Last year there was a successful series of lunch meetings on Professional Development Topics. They will be gathering ideas on topics for these discussions.

Scholarship: Carr is chair and will be calling a meeting of the new committee.

Faculty Senate: Not yet met

Classified Staff Council: Kendall reported that CSC as been busy over the summer addressing a number of issues. One issue is Dining Services' new sick leave policy for permanent nine-month employees—only allowing 15 days, including bereavement or the employee will not receive an excellent rating on the evaluation. Is it policy? How can they do this? Another issue is vacation policy for 9-month permanent employees – no vacation may be used during the summer.

Old Business:

A point of clarification was requested regarding the delivery of the letter about the Code of Ethics and Conduct in June. Chair Leck explained that the CSC, Faculty Senate and ASC came together to draft the letter, the Graduated Student Senate became involved as did Undergraduate Student Government. The letter stated the anxiety felt by all five constituent groups regarding the content and thrust of the code and it asked the Board to please withdraw this, but there was no response from the Board.

Good of the Order:

Chair Leck thanks Past Chair Luthman for all his work.

Nemitz sent an invitation to all who are interested to come to Firelands and see the changes in the last few years.

Luthman asks everyone to please check out the constituency list and let him know if there are any changes.

Next Meeting:

October 6, 2004 (1:30 – 3:00) 207 BTSU

Adjournment:

Motion to adjourn is made by John Clark and seconded by Rachel Schaeffer. Meeting ended at 3:03 PM.

Submitted by: Penny Nemitz, substituting for Kim Fleshman