

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, March 1, 2018**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Greg Boo, Jacey Brooks, William Burns, Kalee Carlton, Dawn Chong, Jamie Daughton, Judy Donald (BGSURA), Gabe Dunbar, Tony Fox, Leslie Galan, Emily Gattozzi, Teri Gentry, Todd Glick, Brigitte Green-Churchwell, Jacob Haun, Chet Hesson, Sophia Jackson, Jeremy Joseph (Past-Chair, attended by phone), Margo Kammeyer (Chair Elect), Steve Letzring, Rebecca Lyons, Kristin Peiffer, Heidi Popovitch (Treasurer), Lindy Smith, Jaime Spradlin, Cindy Valentine, Robin Veitch, Chris Wammes (Communication Officer)

**Substitutes:** Anna Sankovich for Jordan Cravens

**Absent:** Sheila Brown, Thomas Daniels, Beth Detwiler (Chair), Kerry Gonzalez, Ryan Miller, Brett Pogan, Thomas Rapier, Susan Stearns, Danijela Tomic, Jennifer Twu

**Call to Order:** Margo Kammeyer, Chair-Elect of ASC, called the meeting to order at 1:30 pm.

**Guest Speaker:**

*Megan Newlove, Chair, Board of Trustees*

- There are nine voting members of the Board of Trustees, appointed by the Governor.
- They only meet five times a year and all meetings must be public.
- At last week's Board meeting they discussed for the first time whether or not to do a search for the new President. The result of that discussion was that Dr. Rodney Rogers, was named the 12<sup>th</sup> BGSU President without a search.
  - The Board felt that Dr. Rogers was instrumental in many of the successful programs at BGSU in the past few years and they believed it made sense to keep him at BGSU to continue the existing programs and further successes.
- The Technology Building is the next big project that should be addressed by the Board in terms of a large infrastructure project.
- There is a plan for a National search for the Provost position but a timeline has not be set. The President will decide if and when to do a search.
- The biggest challenge to likely impact the university in the coming years is a decline in the traditional student population and an increase in non-traditional students. This change requires more flexibility in scheduling classes and arranging student services.

**Chair's Report:**

**Tri-Chairs 2/15**

- Classified Staff Council
  - Finished review of the leave bank
  - Catastrophic event was mentioned but added more full description
  - Changed family to include what was included in handbook, example parents
  - Handbooks
  - Not including section about CSC and making it sound like they can't contribute
  - Got rid of pre disciplinary hearing and go straight for disciplinary
  - Can we ensure with HR makes handbooks changes we are notified?

- Faculty Senate
  - State of Ohio Bill 512 that affects the way department of higher education functions at the state level. Combining departments and could trickle down how universities are effected.

### **Human Resources 2/21**

- What is the search committee process for scheduling the open forum and department meetings? It was mentioned that during a recent search, the department didn't have an opportunity to interview the candidate. The only option was during an open forum.
  - Department head needs to outline that to committee.
- We got a rough idea of what is included in the sick leave policy. Will this hopefully replace the need for short term disability?
  - The goal was to get back to what we had before and make it more usable.
  - It could replace the need for short term disability.
  - We think there is still value in short term disability option.
  - Problem is Aflac would force 80% of people to hear they 30 Min pitch on short term disability.
  - Still something HR wants to do. They need to work with PACHWI to make it happen.
  - Guaranteed issue is important - even if I have cancer they will give you the policy.
- Is there any other discussion on the five weeks of maternity leave to match what faculty receive?
  - Faculty have that because they don't have vacation.
  - Should go through PACHWI.
- When edits are made to the administrative handbook how will ASC be notified?
  - When they rollout changes, we will be notified.
- New standards are changing retirement at higher education plan into 4 options instead of the 7. Trying to pick the best providers who aren't making commission. Plan to change from eight plans to four plans for 403B. This came about because other universities are getting sued for not looking out for the retirement money. There will be lots of communication in the coming months about this change.

### **Board of Trustees 2/23**

- President Update
  - In 2018 to date:
    - 8,000 appointments made with advisors and students
    - 38 miles of sidewalks
    - Takes 1,160 hours per inch of snow
    - This year 66,000 hours to clean up snow
    - Hannah a current student is a finalist for the Truman scholarship – they give 55 a year through all of the United States.
    - Hockey ranked 15<sup>th</sup> in the Nation.
- Dr. Rogers was named the 12<sup>th</sup> President of BGSU.
- Approval of Bachelor of Science in Respiratory Care
- Approval of Final Report on Duplicate Programs
- Approval of Distinguished Research Professor – Dr. Susan Brown
- Approval of Distinguished University Professor – Dr. James Albert
- Approval of Honorary Degree – Maryrose Sylvester
- Approval of Honorary Degree – James L. Bailey

**Hearing of the Public – Opportunity for guests to address the council:** None.

**Discussion:** None.

**Treasurer's Report:** Recipients of professional development, should send Heidi their information. For the spring reception, please make sure to follow university policy on approved vendors.

**Secretary's Report:** Minutes from the February meeting were sent out on February 2. The February minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Cindy Valentine. The motion passed. Please remember to vote in the ASC election!

### **Committee Reports:**

#### Amendments & Policies:

- The committee has finished reviewing the proposed revisions to the handbook and has provided our comments.

#### Awards & Recognitions:

- The committee is still working on the awards banquet. The committee will be reaching out to Chris Wammes soon to get nomination forms uploaded.

Outreach & Activities: Gearing up for the bowling night on March 16 at Al-Mar Lanes from 5:30 – 8:30 PM.

#### Personnel Welfare & Compensation:

- The Personnel Welfare and Compensation Committee co-chairs met with Executive Committee. As a result of this discussion, the Committee has completed a draft of the Compensation Request for 2018-2019, which will be discussed at the March meeting.

Professional Development: No report.

#### Student Scholarships:

- Handed out 50/50 tickets and tracking sheets at last meeting and will collect any tickets and money that have been sold to date.
- The scholarship committee is breaking down the list of organizations that contributed to last year's silent auction and will begin contacting organizations for this year's auction.
- The scholarship web site has been updated and students have until March 30th to submit scholarship applications.

### **Liaison Reports:**

Classified Staff Council: No report.

#### Faculty Senate Representative:

- Trustees Chair Megan Newlove presented and talked about the role of the Board at BGSU. Dr. Rogers discussed the new tuition guarantee program. Dr. Fischer discussed the University Wide Evaluations and answered some questions regarding the evaluation. Lastly, a Bachelors of Technical and Applied Studies (BTAS) has been approved for the Firelands campus (as opposed to a BA or BS); the first concentration to be offered will be in small business enterprise and will be different from the BSBA offered at the Bowling Green campus. This degree has the support of the College of Business and will be exempt from the accreditation requirements.

Retiree Association: No report.

Ombuds Update: No report.

ASC Historian: No report.

### **University Committee Reports:**

- **Equal Opportunity Compliance:** Discussed the grievance policy with Vicky Kulicke. Their next meeting will be about discussing veterans' status.

**Old Business:** None.

### **New Business:**

- **Administrative Staff Compensation Request 2018-19:**
  - The first draft of the request was sent to all administrative staff for review before the meeting.
  - A suggestion was made to add to provide some qualifying statements to why we are asking for the \$1,000 base salary increase and how it could be funded; or remove it from the proposal.
  - Please send the committee any comments and feedback you have for the request. Comments can be sent to Jamie (spradjl@bgsu.edu) by March 9.
  - ASC should aim to vote on this at the April meeting.
  - In 2017, we got the annual increase email in mid-June.
- **PACWHI**
  - To make sure that an ASC representative is one of the two administrative staff representatives on the committee, changes would be made to how we run this election and how the Committee on Committee from Faculty Senate handles this committee.
  - The administrative staff members on PACHWI should be invited to an ASC meeting or ASC Exec. Meeting to provide a regular report.
  - ASC should look into creating reporting requirements for each administrative staff member serving on a university standing committee.

### **Upcoming Dates:**

- ASC Social – Bowling Night – March 16, 5 p.m.
- ASC Elections end March 23 at 5 p.m.
- Next ASC Meeting – April 5

**Good of the Order:** It's a big hockey weekend and students are gone for spring break, so please consider attending. Thanks to everyone who contributed to St. Baldrick's. April 8 – 14 is National Student Employment week, contact Student Employment for low cost ideas to celebrate your student employees.

**Adjournment:** Heidi Popovitch made a motion to adjourn. Tony Fox seconded the motion. The meeting adjourned at 2:54 pm.



TO: Sherideen Stoll, Chief Financial Officer  
CC: Viva McCarver, Chief Human Resources Officer  
John M Fischer, Interim Senior Vice-President and Provost  
FROM: Administrative Staff Council (ASC)  
DATE: March 1, 2018  
SUBJECT: Administrative Staff Compensation Request 2018-19

For your consideration, we respectfully submit the Administrative Staff compensation proposal for FY 2018-2019.

BGSU employees are dedicated to the mission of the institution to support student success and the decisions made by the leadership to keep the University financially solvent. As BGSU Administrative Staff, we are committed to serving our students, supporting the Faculty and Classified Staff, and engaging in community outreach.

You will note in our proposal that we ask for a salary increase and other compensation benefits for Administrative Staff that are similarly reasonable increases for BGSU Faculty and Classified Staff. We take this position as we feel it promotes a sense of equity among constituent groups, which improves morale and esprit de corps, as opposed to a differentiated pay increase, which can be divisive in nature. It is important for the University to demonstrate its culture of valuing its people and rewarding them for their performance and contributions to our mission.

**Compensation:**

- We request a 3% across the board raise. We additionally request \$1,000 added to every Administrative Staff employees' base salary or up to the employee's pay grade midpoint to address income inequity.
- Continued ability to make a choice of medical benefits to include both a Preferred Provider Organization (PPO) and Health Savings Account (HSA) option. An affordable PPO option, which does not reduce benefits or coverage nor has substantial increases in the employee's cost share, co-pays, out-of-pocket expenses, and/ or deductibles.
- Implementation of a University policy, similar to the University of Toledo, where full-time employees receive a one time, \$1,000 increase in their base salary upon completion of a college degree program (master's or doctorate).

**Examination of Pay Grades:**

- We request re-evaluation of each administrative staff position by department head working with their employees to ensure that it is graded properly. This would allow the administrative staff and their supervisors to have an open dialogue to discuss the current responsibilities of the position and evaluate if a regrade is necessary. At the department level, staff are more knowledgeable about the evolution of the positions and responsibilities

over time given the consolidation of department positions across campus.

- Training by Human Resources to department heads and other staff who supervise administrative staff to provide information about the JAQ review process. Heads should work with HR to establish a reasonable timeline to review all of the JAQs in their unit.
- Upon completion of this review, we request communication to all staff to advise what method they have if they believe that their position should be re-evaluated in the future.

**Examination of Current Policy:**

- We request that Human Resources reconsider the current policy of only allotting merit-based compensation for pools larger than 3% and lower this number to 1.5%, thereby freeing any additional funds for merit-based compensation increases.
- Establishment of a procedure whereby administrative staff may request a review of their salary in relation to others with similar responsibilities and qualifications and a means to adjust salaries that are found to be inequitable.

**Health Saving Account:**

- We request that the university continue to contribute \$500 for Plan B (individual) and \$1,000 for Plan B (family) annually into the employees' health savings account. If it is expected that Employee Healthcare contributions will increase we request that the university contribution is then increased proportionally to ensure the same amount of support.

Prepared by Lindy Smith and Jaime Spradlin, Personnel Welfare and Compensation Committee Co-Chairs, on behalf of Administrative Staff Council.

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Lindy Smith  
PWC Co-Chair

Date

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Jaime Spradlin  
PWC Co-Chair

Date

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Beth Detwiller  
ASC Chair

Date

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Margo Kammeyer  
ASC Chair-Elect

Date

