

Administrative Staff Council 2008-2009
Minutes: October 2, 2008

Members Present: Daria Blachowski-Dreyer, Shannon Bozigar, Nora Cassidy, Donna Dick, Jason Dunn, Laura Emch, Kim Fleshman, Chris Haar, Mike Hachtel, Barbara Hoffman, Steve Kendall, Denise Kisabeth, Jeanne Langendorfer, Sandra Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Jacqueline Nathan, Steve Overholt, Tim Parish, Brett Pogan, Heidi Popovitch, Carrie Rathsack, Marlene Reynolds, Deborah Rice, Tony Short, Beverly Stearns, Dave Steen, Kurt Thomas, Janice Twork, Jennifer Twu, Violet Serrato (CSC rep)

Co-Chair Kim Fleshman called the meeting to order.

Introduction of Subs: none.

Approval of September 4, 2008 Minutes: It was decided to review and approve the September minutes at the November meeting.

Guest Speakers:

Donna Wittwer, Human Resources

Donna gave a presentation on flexible spending accounts and changes in health care plans. Employees can make changes to their accounts and plans during open enrollment which occurs October 27, 2008 through November 21, 2008. For more information, go to Human Resources website.

Larry Weiss

Larry presented an update on plans for the upcoming centennial celebration. November 10, 2010 is BGSU's 100th birthday.

(Due to time constraints during the meeting, the following reports were provided to the secretary in writing).

Co-Chairs Report:

09/16/08 Meeting with Office Human Resources. (R. Ferguson, K. Fleshman, M. Serio, B. Stearns, S. Zulch-Smith)

- ASC officers raised the question from last ASC meeting related to possible changes in the Alternative Retirement Program. R. Ferguson clarified no changes to ARP, but may be changes to tax-deferred annuities in terms of plan design with one common remitter (i.e., one group to whom employees remit), which would disseminate to other vendors.
- R. Ferguson confirmed that the Non-Compensation Conciliation Process is a top priority.
- Co-Chairs followed up regarding the status of the "flexible scheduling" memo revision. R. Ferguson will send the draft with her revisions to B. Stearns.

- K. Fleshman inquired about the potential for outsourcing. R. Ferguson acknowledged that the administration is reviewing Kent State University's dining services model.
- Discussed the role of ombuds as relates to Conflict Resolution Group meetings. HR clarified the intent for the Conflict Resolution Group is to practice ombuds' skills such as facilitating conversations through role-playing. HR reiterated the role of ombuds is to provide neutral problem solving and advocacy for fairness, rather than seeking resolution for any one employee. HR's role is one of interpretation and enforcement of compliance with rules and policies. There may be times when both roles bump up against each other.
- HR announced open enrollment for healthcare begins October 27 and ends the Friday before Thanksgiving (11/21/08).
- HR announced they will be re-initiating training sessions and showing a new "Shots Fired" DVD, which has been tailored for use at universities.

Executive Committee Meetings (09/09/08 and 09/23/08).

- Discussed Fall Reception planning and budget, including Ferrari Award expenses.
- The Catastrophic Leave document resides with General Counsel.
- Ombuds reported on Conflict Resolution Group meetings, and asked officers to gauge HR's perception regarding the outcome of those meetings.
- The Internal Affairs Committee brainstormed ideas for welcoming new administrative staff, including a letter, email message, welcome party, and recognition at Fall and Spring receptions.
- Members of Executive Committee are invited to meet new Board of Trustees member David Levey. RSVP to Co-Chairs.
- Will suspend individual, group, and committee reports during October 2 ASC meeting as will have two guest speakers: Larry Weiss re: Centennial Celebration, and Donna Wittwer re: changes in healthcare insurance and flexible spending accounts.
- Dr. Cartwright will be guest speaker during the November 6 ASC meeting.

09/10/08 Tri-Chairs Meeting. (K. Fleshman, F. Olson, B. Stearns, E. Williams)

- Ombuds: Discussed ways to help contain cost for ombuds training:
 - check American Association of University Professors (AAUP)
 - inquire at the University of Toledo's Law School

Discussed jointly drafting a request to the President for ombuds training funds shared by the University and each constituent group. Training will not occur until Faculty Senate's ombuds position has been approved. Classified staff's ombuds position/charge has been approved by the Board of Trustees.

- Questioned increase of unemployment benefit costs stated in the last Board of Trustee Book. Classified staff will ask Sheri Stoll to clarify this at the September 17, 2008, CSC meeting.
- Discussed job security in all constituent groups: perception of long-term employees' positions being eliminated within administrative and classified staff and faculty positions not being replaced. Discussed the elimination of some university programs. Constituent groups will continue to monitor and support each other's efforts.
- Discussed employee exit processes and data. Exit interviews in HR conducted in groups as are logistical in nature (see handbooks). Exit statistical data (forms) sent to Institutional Research. Data reflecting whether resignations and retirements are voluntary may not be available.

- Agreed on the importance of keeping communication open without inciting confrontation as a way to strengthen trust among and between administrators and constituent group members.
- The three constituent group chairs are looking at the Commonly Shared Policies Handbook and its purpose.

09/12/08 Meeting with David Levey.

- Some members of the Executive Committee and one ombudsperson participated in the informal “meet and greet” session. Provided Mr. Levey with a copy of the Administrative Staff Points of Pride document. Mr. Levey stated concerns with the physical condition of campus facilities and has special interest and background in realty/housing and urban development.

Treasurer’s report: no report

Chair-Elect Report: no report

Secretary’s Report: no report

Committee Reports:

Amendments: The Amendments Committee has made proposed changes to the Administrative Staff Handbook to reflect the addition of Treasurer to the Administrative Staff Council Officers. Revisions are highlighted with a strike through for removed text. Once the Executive Committee approves these proposed changes, we will make these changes to the Administrative Staff Handbook. [Note: These changes reflect a previously passed motion and do not need to be brought before the entire committee for approval]

Awards: no report

External Affairs: ASC will be participating in the BG holiday parade again this year on Sat. Nov. 22, 2008 and that we will be in need of candy and people who would like to walk in the parade and pass out the candy. The theme this year is Holiday Reflections of the Future, and our committee will be deciding what we will be doing in relation to this theme soon.

Personnel and Welfare: The committee reviewed a draft of the revised non-compensation conciliation process. The revisions will go to the next Executive Committee. Salary information has not been supplied by HR, yet, to the Salary sub-committee.

Professional Development: Applications for fall 2008 Admin Staff Professional development awards were collected and reviewed by the Professional Development Committee. Twelve applications were submitted. The PD Committee awarded funds of \$250 each to the following:

Mark Bunce, Director of Recording Services, College of Music
Brett Pogan, Capital Planning Assistant, Capital Planning
Mary Lynn Pozniak, Assistant Director, Academic Enhancement
Mark Krautheim, Associate Director, Training Director, Counseling Center

A more detailed report has been submitted to the ASC Chairs and Treasurer. Thank you to the PD Committee for their time and efforts and to the ASC Chairs and Exec Team for securing funding for this term.

Scholarship: no report

Ombuds: no report

Sandy Mencer made a motion to adjourn; it was seconded by Deborah Rice.

Next meeting is scheduled for November 6, 2008 in 308 BTSU.

Respectfully submitted by,
Sherri Orwick Ogden
Secretary