

**Administrative Staff Council  
Minutes  
September 1, 2011**

**In Attendance:**

**Nora Cassidy, Jason Dunn, Laura Emch, Kimberly Fleshman, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Sherri Orwick Ogden, Steven Overholt, Tim Parish, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Beverly Stearns, Kurt Thomas, Jennifer Twu, Nancy Vanderlugt, Candace Weis, Mary Beth Zachary**

Co-Chair, Jason Dunn, called the meeting to order and welcomed new members and those members renewing their term.

**Human Resources:**

Rebecca Ferguson, Pat Kelly and Leslie Fern were guest speakers and discussed the JAQ process. Becca stated the deadline of September 9<sup>th</sup> to file appeals is firm. It is important to move on so HR can get to the new JAQs and titling issues. All in attendance were encouraged to view the HR website on JAQ tools, tips and techniques. At this point, Becca opened the floor to questions. The key highlights are below:

- Associated pay tables for new grades will not be made available until after appeals are processed. Mercer will determine the pay ranges through market studies.
- There will be no salary increases or decreases as a result of this process. However, if certain positions fall below the minimum pay table, HR hopes to increase those salaries to the minimum.
- If supervisors have questions, they were encouraged to contact HR and schedule an appointment.
- If compression/market issues would increase an employee's pay, the increase would come out of the department's budget until the end of the year and then it would become a permanent budget item.
- ASC members expressed the frustration of constituents with the apparent lack of transparency and appropriate information sharing throughout the process. The JAQ training sessions covered only the basics of the JAQ form, but did not explicate the criteria that would be used to review and grade the forms (i.e., didn't provide employees with information that would help them understand the relevance of each section of the form or the significance of each step of the process). The HR web site contains information about only some, but not all of the grading criteria/factors. Ferguson countered that this Mercer process is more transparent than the last, and encouraged any administrative staff member who seeks more knowledge of the JAQ process to volunteer to be on a future grading team.
- ASC members expressed their disappointment that the *Administrative Staff Handbook* was not followed at the onset of the process when grading team members were selected. Per the *Handbook*, ASC selects the grading team members, which was not the case with this process. Very few individuals on ASC's list were selected; instead, it appears that most of the vice presidents' selections were honored. The unfortunate consequence was that integrity of the process was called into question from the very beginning. Ferguson acknowledged this concern and suggested that ASC put together names of interested employees after this process is complete as HR wants to follow the Handbook guidelines.
- When JAQ appeals are received, they will not be graded by the original grading team.
- Mercer benchmark positions appeals will also be re-graded by a new grading team.
- Employees expressed frustration with the lack of feedback they received on the July memo from HR relative to position evaluations/re-evaluations. Individuals who felt they should appeal were given no explanation relative to the factor result that would inform the basis for their appeal. Ferguson encouraged employees with questions to contact HR.

- Becca explained HR was looking at the minimum degree and experience an employee brings to the position and not looking at the person who filled the position.

### **Co-Chair's Report:**

ASC representatives are invited to the university house on September 19<sup>th</sup> for an appreciation reception.

Tom Siebenaler and Marlene Reynolds were introduced as this year's co-secretaries. Tom Siebenaler is also the Inaugural Committee representative and Anna Brown is the Equity and Diversity Search Committee representative.

Sherri Orwick Ogden discussed university council. It is designed to be an informational session of which there have been two meetings so far this semester. Sherri had an opportunity to give an update on ASC and ask any representative to send her items they would like her to present at future meetings.

The co-chairs will begin meeting with Sheri Stoll in September. They will also be meeting with Pat Pauken in the future.

The ASC committee chairmen will be attending the next Executive Council meeting to present their goals and objectives for this year.

### **Treasurer's Report:**

Heidi Popovitch announced the BG Best award clocks have been ordered for the spring reception.

### **Secretary's Report:**

Tom emailed all members their constituent list yesterday and asked to be informed of any inaccuracies.

He reminded all committee chairs to submit monthly reports in writing to him by the first of each month.

### **Committee Reports:**

Amendments – Cheryl Snider will meet with the Executive Committee to share important changes that are needed.

Professional Development – David Janik informed the representatives that the committee is partnering with the Office of the Provost and Multicultural Affairs to present "Train the Trainer" workshop October 10 – 12 in BTSU. The cost is minimal and aligns with strategy number seven. He distributed a handout on the workshop. Emily Monago also encouraged everyone to attend.

### **Classified Staff Council:**

There was not a representative present; however, Jason informed us CSC is working on a fundraiser called Buck-an-Ear where they will be selling sweet corn for a dollar outside the student union with proceeds going toward their student scholarship fund.

**Laura Emch motioned to adjourn the meeting. Steve Kendall seconded the motion.**

Respectfully submitted,

Marlene Reynolds  
Co-Secretary, Administrative Staff Council