

1997

Minutes 1996-1997

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Damaged Paper

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, September 5, 1996

1:30 p.m.

Alumni Room, University Union

AUG 29 1996

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Performance Evaluation Process Update - Judy Donald
5. Chair's Report
6. Chair Elect's Report
7. Secretary's Report
8. Committee Reports
 - Amendments - *Mary Beth*
 - External Affairs - *Shula*
 - Ferrari Award - *Penny Bob Waddell*
 - Internal Affairs - *Ben Stearns*
 - Personnel Welfare - *Joe Sutarman*
 - Professional Development
 - Salary - *Gene Palmer*
 - Scholarship - *Penny*
9. Old Business
10. New Business
 - 1996-1997 ASC Goals
11. Good of the Order
12. Adjourn

302
40
66
22-03
29 4
360

SEP 23 1996

Administrative Staff Council Minutes

Thursday, September 5, 1996

Members Present: Jerry Ameling, Ann Betts, Joyce Blinn, Deborah Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Penny Dean, Judy Donald, James Elsasser, Mike Failor, Elayne Jacoby, Barb Keeley, Joyce Kepke, Inge Klopping, Deborah Knigga, Lona Leck, Joe Luthman, Dawn Mays, Rebecca McOmber, Joan Morgan, Donna Nelson-Beene, Penny Nemitz, Amy O'Donnell, Ed O'Donnell, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Sheila Rieser, Jan Ruffner, Bonita Sanders, Bev Stearns, Bob Waddle, Betty Ward, Jodi Webb, Duane Whitmire, Jeanne Wright, Paul Yon, Mary Beth Zachary

Member Absent: Anne Saviers for Jeff Grilliot
Who Sent Substitutes:

Members Absent: Craig Bedra, Dianne Cherry, Tom Glick, Sharon Hanna, Randy Julian, Paul Lopez, Tim Smith, Kurt Thomas

Call to Order:

The meeting was called to order at 1:35 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Barb Keeley moved, Penny Nemitz seconded that the minutes be approved as distributed.

Guest Speaker:

Judy Donald provided an update on Performance Appraisal Process Committee. Results of the Administrative Staff Performance Appraisal Survey were distributed. In addition, copies of the objectives for the Performance Appraisal Process and the timeline for the committee were shared. The goal is to have the performance appraisal system in place by July 1997. Council members are asked to share this information with their constituents and to contact Judy Donald with any feedback.

Chair Report:

Joan Morgan thanked Joe Luthman for his assistance in providing constituent lists to the Council members. She encouraged Council to make frequent contact with constituents throughout the academic year.

The 1996-1997 ASC Committees list was distributed. Members are still needed for the Internal Affairs Committee. Council members interested in joining this committee are encouraged to contact Bev Stearns, Committee Chair. Joan announced that more members and a Chair are needed for the Professional Development Committee. Council members interested in joining this committee are encouraged to contact Joan.

Joan thanked the ASC Exec team for their assistance with Mercer issues during the summer months. The following is a summary of Mercer issues that surfaced over the summer:

June 12 - ASC Exec Team met with Ad Council to discuss our opposition to salary caps based on earlier information that indicated that caps would not be put in place. The Ad Council was interested in our input, but the decision was made to enforce caps.

ASC Exec surveyed several state schools to determine if they had a salary plan that enforced caps. A following is summary of that report:

Kent State, Ohio University, University of Toledo - caps are in place and enforced
Miami - a salary plan is in the works
University of Cincinnati - caps are in place and not enforced
Ohio State - staff are reclassified if they reach the maximum salary in their range
Akron - staff can exceed maximum salary levels

July 22 - ASC Exec met with representatives from Ad council and discussed the following issues:

- The inequity that only one employee group on campus will have salary caps
- The process of salary levels moving annually
- The process for progressing through the salary range

Joan distributed copies of the Administrative Staff Compensation Plan being presented to the Board of Trustees to Council members.

A concern was raised that approximately 35 staff members still have not received any response to their job analysis questionnaire. Dawn Mays made a motion that the ASC Chair contact Human Resources and inquire as to the missing information. Mary Beth Zachary seconded the motion.

The Administrative staff salary table has been increased by 2.8% for 1996-1997.

Joan Morgan and Duane Whitmire have expressed opposition to the 5% increase in salary that was proposed for administrative staff moving to a higher position or level. Classified staff receive an 8% increase in this situation. ASC reps are encouraged to discuss their issue with their constituents as the Mercer Group made the initial 10% recommendation that ASC supported.

A concern was raised as to which administrative positions may be exempt from salary caps. ASC Exec has proposed that bonuses and/or cost of living increases still be given to those who are at the maximum in their range.

A concern was raised that ASC should investigate as to whether or not a staff member's level could have been lowered or adjusted somewhere in the process and they may not be aware of this. A request will be made that an updated listing of staff members and their ranges be made available.

Chair-Elect Report:

Duane Whitmire reported that ASC has \$2,287.90 in the budget.

Secretary's Report:

The secretary distributed an updated copy 1996-1997 ASC membership list.

Council members are asked to survey their constituents as to their access to e-mail and whether or not they subscribe to the ASC listproc. All ASC minutes will be distributed to administrative staff members via the ASC listproc for this academic year. For those administrative staff members without access to e-mail, Council members are asked to post the minutes for viewing in their office area.

External Affairs Committee

Sheila Rieser asked that Council members to invite their constituents to the ASC reception on September 11. The committee will work on name tags for Council members.

Internal Affairs Committee

Bev Stearns reviewed the committees goals for the academic year:

- Continue the BG Effect program
- Continue ASC representative orientation program
- Develop a welcome program for new administrative staff
- Review the ASC election process
- Look at ASC committee involvement to include possible non-Council members
- Recognition of staff accomplishments
- Develop criteria to measure the success and assess the effectiveness of BG Effect
- Review the ASC handbook with the intent to propose the involvement of administrative staff at large

Personnel Welfare

Joe Luthman reported that the committee will be working on determining merit pay attributes and how those might fit into progression through a salary range.

Scholarship Committee

Recipients will attend the ASC reception. Thank you to those who contributed to the scholarship fund.

New Business


Joan distributed copies of the 1995-1996 ASC goals. Council members are asked to review this document prior to the October meeting. This document will serve as the starting point in determining goals for 1996-97.

Paul Yon proposed a calendar of guest speakers for ASC meetings be established and distributed. He suggested that Ray Medlin, Chairman of the Board of Trustees, be invited to attend an ASC meeting and to possibly include a collective bargaining representative.

Pete Hutchinson will attend the October ASC meeting to discuss the NCAA Self-Study process in which the institution is currently participating.

Joan discussed that Council will have to review what impact the organizational changes throughout the institution will have on our distribution of ASC representatives.

The meeting adjourned at 3:16 p.m.



Jodi Webb
Secretary, ASC

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, November 7, 1996
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker - Coalition Against Sexual Offenses
5. Chair's Report - *met informally Thurs. AM. - "University Senate" ideas are being discussed*
6. Chair Elect's Report - *"President's Panel" - Ruben, Middleton, constituent groups*
7. Secretary's Report
8. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
9. Old Business -
 - 1996-1997 ASC Goals
 - Future Guest Speakers
 - Bi-Monthly Salary Issue
10. New Business
11. Good of the Order
12. Adjourn

*Bylaws
Expand
Standing Committee
membership to
at-large
next year*

*Human Resources
- distribute list levels*

*11-6-96
John + Duane Middleton, Banner, Normast.
- formula - 1 group.
- Mercer -
- rumors are not correct - policies for moving through levels.
- differential raises? NOT AT THIS TIME
- principals, survey, deployment.
Middleton in February.*

→ Fac, Senate

*Jordan Family Development Center
Child Care
Opening in day care*

Spirit Day - Nov 22

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, October 3, 1996

1:30 p.m.

Alumni Room, University Union

Milt Habel
who would be a good person

- A moment of silence in memory of Julie Kon

Julie Kon

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speakers - Pete Hutchinson and Ron Russell / NCAA Self-Study
5. Chair's Report
6. Chair Elect's Report
7. Secretary's Report

8. Committee Reports

- Amendments - *Mary Beth*
- External Affairs - *Shula*
- Ferrari Award - *Bob*
- Internal Affairs - *Ben*
- Personnel Welfare - *Joe Suttman*
- Professional Development - *still no class*
- Salary - *Sue Palmer*
- Scholarship - *Patty*

9. Old Business
 - 1996-1997 ASC Goals
 - Future Guest Speakers

breakup into groups of 5-7 - Plan Program open to all admin
Construction records

10. New Business

- Network w/ other administrative

11. Good of the Order

12. Adjourn

*APR 1996 R.R.
Linda Rivera
Walker*

Staff being paid

Another campus representative

Info relational to collection bargaining Nancy Foster or Admin -

*Dr. ...
John ...*



Several Points - Chair's Report - October 3, 1996

1. Last year's Non Academic Functions Study report and Building Community Report recommended expansion of ombudservices to serve admin. staff and classified staff as well as faculty. In addition President Ribeau sees availability of ombudservices for students as an aid to retention. Last summer Dr. Ribeau and Dr. Middleton decided to proceed with expanded ^{ing the} ombu~~s~~ person services. University working on space - fourth floor of Student Union - When this is ready services will be advertised.

2. Administrative Staff Council was asked by the leadership of the Julie Kane Memorial to donate funds to purchase flowers for the alter of Prout Chapel. We donated \$100 for this purpose.

3. Constituent input in Mercer - Thanks

4. Mercer - Salary Compensation Study was adopted by the Board of Trustees on September 13. ^{- Deane & I attended that meeting as well as committee meeting the day before - Expressed concerns}
^{under the} Executive Committee has met several times during the past month and continues to have concerns about a number of issues that are still unresolved about Salary Compensation Study. We feel that it is essential that Administrative Staff ~~continues~~ to be very proactive in raising our concerns to the administration.

^{Some} Some unresolved issues ^{identified some} identified as being part of phase I.

8

These are the three concerns identified by Executive Committee that need to be dealt with quickly - residual concerns about Phase I.

What is being called Phase II of the Salary Compensation Plan presents some real challenges to us. Again, a proactive approach is absolutely essential.

Concern
FIRST

1. A current list of all the rankings for all administrative staff has been requested. We have been given assurances that such a list will be forthcoming in the next couple of weeks. We feel it is essential that we look at this listing annually to accurately analyze the impact of the salary maximum policy on admin. staff. We must be vigilant in providing data ^{to} the administration regarding this issue.

Second
2. Another challenge for us will be to make with policy recommendations as to how staff will move through the salary ranges. Policies concerning this have not been developed, and it is essential that our recommendations are voiced in the ^{very} near future. PWC is working on this issue.

I'm sure there are other concerns, and we would like to hear from you regarding issues that will affect the implementation of Mercer.

9

FIRST

1. As significant changes in duties and responsibilities occur, individuals should be able to initiate a request for re-evaluation of their position. We need to work with Human Resources in insuring that this is occurring.

SECOND

2. Concern that all administrative staff who are below the minimum have been identified ^{not} and will receive the money owed them.

Spoke with Bryan Benner and he assured me that all the people Human Resources have identified will receive a letter from Human Resources indicating they will be receiving an increase. This letter will be mailed at the end of this week or early next week. If, for some reason, you or any of your constituents feel you are below the minimum and have not received a memo from Human Resources by October 11, contact Human Resources.

Also those close to maximums will be receiving a memo from Human Resources outlining appeal procedures. Again if anyone does not receive such a memo, and they think they are within 10% of maximum contact Human Resources.

THIRD - related to Phase I

3. We continue to be concerned about the future funding for admin. staff who were raised to the minimum in both auxiliaries and grant areas. We understand that funds will be made available this year to bring them to the minimum, however will there ^{for those below the minimum} be the necessary funds in these programs to pay these ^{for these} increases in 1997-98 and after? Will people have to be laid off in order to cover these salary increases? ^{Have prog}

Administrative Staff Council Minutes

Thursday, October 3, 1996

Members Present: Jerry Ameling, Ann Betts, Joyce Blinn, Deborah Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Dianne Cherry, Judy Donald, James Elsasser, Mike Failor, Tom Glick, Elayne Jacoby, Randy Julian, Barb Keeley, Joyce Kepke, Inge Klopping, Deborah Knigga, Lona Leck, Paul Lopez, Joe Luthman, Dawn Mays, Rebecca McOmber, Joan Morgan, Donna Nelson-Beene, Amy O'Donnell, Ed O'Donnell, Gene Palmer, Jan Peterson, Cindy Puffer, Sheila Rieser, Jan Ruffner, Bonita Sanders, Tim Smith, Bev Stearns, Kurt Thomas, Bob Waddle, Jodi Webb, Duane Whitmire, Jeanne Wright, Paul Yon

Member Absent Who Diane Regan for Betty Ward
Sent Substitutes:

Members Absent: Craig Bedra, Penny Dean, Jeff Grilliot, Penny Nemitz, Sue Perkins, Mary Beth Zachary

Call to Order:

The meeting was called to order at 1:30 p.m. by Chair, Joan Morgan. A moment of silence was shared in observance of Julie Kane.

Approval of Minutes:

Bev Stearns moved, Deborah Knigga seconded that the minutes be approved as distributed.

Guest Speaker:

Dr. Peter Hutchinson, Associate Vice-President of Academic Affairs, reviewed the NCAA self-study process. He is meeting with the various constituent groups to inform the campus community of the process involved and to solicit input.

The NCAA self-study is a two year process required for NCAA accreditation. We are currently in the first year of the process and will be conducting a self-study. The second year of the study involves preparation for the on-campus visit by NCAA representatives slated for November 1997. President Ribeau appointed the self-study committee, but broad based support throughout the University community is critical.

The committee has been charged with the following:

- Completion of the self-study in accordance with the nineteen NCAA operational standards.
- Development of an athletic mission in line with that of the institution.
- Ascertain, through self-study, those NCAA standards in which we are not in compliance and develop goals to achieve these standards.

A World Wide Web site is being developed so that individuals can get updates on the process and give their input. Committee updates will also be the Monitor. Dr. Hutchinson will continue to provide updates to ASC as the study progresses.

Chair Report:

Joan Morgan congratulated two members of council on their recent promotions. Ed O'Donnell has been named Director of Dining Services and Jim Elsasser has been named Assistant Athletic Director for Internal Affairs.

Services of the Ombudsperson will be expanding on campus. This was a recommendation from the Non-Academic Functions Committee and the Building Community groups. Rich Hebein will continue to stay in this role for the next year.

ASC made a donation to the Julie Kane memorial service.

Mercer Updates/Concerns

- As significant duties and responsibilities change, individuals should be able to initiate a re-evaluation of their position.
- Joan has asked Bryan Benner that Human Resources send a letter to those staff members who are below the minimum indicating that they will be receiving an increase. These letters were to be sent by October 11. There is a concern that all staff members who fall into this category are not being identified.
- Joan has requested that a letter from Human Resources go to all staff who are at the maximum salary range outlining the appeal process.
- How will auxiliary or grant funded areas receive future funding to cover the costs of bringing staff up to the minimum salary range?

Mercer - Phase 2

- ASC must be proactive in our input into this process.
- A current list is needed of each position and current ranking. This has been requested of Human Resources.
- A policy recommendation is needed as to how staff can progress through a salary range. PWC will be working on this issue.

Chair-Elect Report:

No report.

Secretary's Report:

No report.

External Affairs Committee:

Sheila Rieser thanked the committee for their assistance with the ASC Fall Reception.

Internal Affairs Committee:

Bev Stearns reported that the committee will be looking at finding a vehicle for promoting effective communication among administrative staff.

Personnel Welfare:

Joe Luthman reported that the committee will be working on determining merit pay attributes and how those might fit into progressing through a salary range.

Professional Development:

Joan indicated that more volunteers are still needed for this committee and a chairperson needs to be determined. Those who may be interested should contact Joan.

Salary Committee:

Gene Palmer indicated that the committee has been reviewing the CUPA report in conjunction with Human Resources.

Scholarship Committee:

Thank you notes have been distributed to those who donated to the scholarship fund.

Old Business:

1995-1996 goals were reviewed by Council and updated for 1996-1997. ASC Executive Committee will review these updates and present at the November meeting for final review.

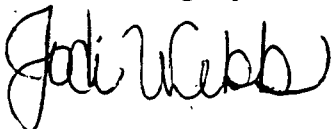
Council reviewed the issue of slating guest speakers for the academic year. It was determined that the ASC Executive Committee would determine guest speakers for future council meetings. It was suggested that some guest speakers may be most appropriate for all administrative staff.

Jeanne Wright made a motion that the ASC Executive Committee draft a memo to the Insurance Committee and request that the committee review our status with Blue Cross/Blue Shield and to promote the development of wellness programming. Carmen Castro-Rivera seconded the motion.

New Business:

Joyce Blinn brought up the issue whether administrative staff could be paid twice per month versus once per month. Representatives are asked to seek input from their constituents on this issue. This topic will be reviewed at the November meeting.

The meeting adjourned at 3:14 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, NOVEMBER 7
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
NOVEMBER AGENDA WILL BE SENT
PRIOR TO THIS MEETING**

Administrative Staff Council Minutes

Thursday, November 7, 1996

Members Present: Jerry Ameling, Craig Bedra, Ann Betts, Joyce Blinn, Deb Burris, Carmen Castro-Rivera, Dianne Cherry, Mike Failor, Elayne Jacoby, Barb Keeley, Joyce Kepke, Inge Klopping, Deborah Knigga, Lona Leck, Paul Lopez, Joe Luthman, Dawn Mays, Rebecca McOmber, Joan Morgan, Donna Nelson-Beene, Amy O'Donnell, Gene Palmer, Jan Peterson, Sheila Rieser, Jan Ruffner, Bonita Sanders, Tim Smith, Bev Stearns, Kurt Thomas, Bob Waddle, Jodi Webb, Duane Whitmire, Jeanne Wright, Paul Yon, Mary Beth Zachary

Member Absent Who

Sent Substitutes: Linda Duda for Ed O'Donnell, John Clark for Penny Nemitz

Members Absent: Deborah Boyce, Scot Bressler, Penny Dean, Judy Donald, James Elsasser, Tom Glick, Jeff Grilliot, Sharon Hanna, Randy Julian, Sue Perkins, Cindy Puffer, Tim Smith

Call to Order:

The meeting was called to order at 1:30 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Carmen Castro-Rivera moved, Mary Beth Zachary seconded that the minutes be approved as distributed.

Guest Speaker:

Amy O'Donnell represented the Coalition Against Sexual Offenses (CASO) and discussed the organization and the role it serves on campus.

CASO evolved in the late 1980's and advises the University community on the prevention of and response to sexual offenses. The organization has become a leader in this area and has been sought out by other campuses. CASO will be holding a one day workshop in the spring for other Ohio colleges and universities. A variety of educational materials are available from the group and can be obtained by contacting Barbara Hoffman, Chairperson, at 372-2120.

Chair Report:

Joan Morgan and Duane Whitmire have been meeting with representatives from the other constituent groups prior to the Board of Trustees meetings to discuss issues of mutual concern. Some discussion has taken place about the organization of a possible University Senate.

President's Panel - Representatives from the constituent groups on campus have met with Dr. Ribeau and Dr. Middleton. Primary issues discussed were safety concerns on-campus and cooperation amongst the constituent groups.

Joan Morgan, Paul Yon and Joe Luthman have met with Keith Smith, a representative from the Contractor's Association, to discuss a program on the topic of collective bargaining. A panel discussion is being considered with Mr. Smith serving as a panel member along with a labor attorney and a mediator from the Labor Relations Board. The program will be open to all interested parties and will be separate from a regularly scheduled ASC meeting. The purpose of the program is to inform those interested in the topic of collective bargaining. The panel members will discuss the three options that most employee groups consider: No change in employee status, Unionization, and Collective bargaining without unionization.

Joan and Duane will be having regularly scheduled meetings with Dr. Middleton, Norma Stickler and Bryan Benner to discuss Administrative Staff issues. The following issues are currently in discussion:

•Family Medical Leave Act - Work towards establishing one policy, with some variations, for all employee groups.

•Mercer Concerns - Concerns have been expressed that many administrative staff have a lack of trust with regard to how the compensation plan was established. There are still questions as to whether or not all salaries below the minimum their range have been brought up to the appropriate level. Human Resources has attempted to identify these individuals, but staff need to be pro-active in determining if their salary is at the minimum for their range. ASC will continue to follow-up on Mercer concerns.

•Progression through the salary range - No progress has been made as to how this will happen for administrative staff. ASC will make recommendations based on the work in progress on this topic by the Personnel Welfare Committee (PWC).

•Merit Increases - PWC is working on recommendations for merit increases.

Chair-Elect Report:

In addition to his aforementioned representation of ASC, Duane Whitmire represented ASC at the recent reception at the Northwest Book Depository.

Amendments Committee:

Mary Beth Zachary asked that any committees share possible by-law changes with the Amendments Committee.

External Affairs Committee:

Sheila Rieser indicated that the committee will be assisting with the coat drive that is being held on November 22 in conjunction with Spirit Day at the Falcon's Nest. Sheila will be leaving BGSU in November. Sheila's involvement on the campus and with ASC will be missed.

Internal Affairs Committee:

Bev Stearns reported that the committee will be looking at a by-law change to extend ASC committee membership to all administrative staff.

Personnel Welfare:

Joe Luthman reported that the committee is working on determining merit pay attributes and salary progression issues.

Professional Development:

Joan indicated that more volunteers are still needed for this committee and a chairperson needs to be determined. Those who may be interested should contact Joan. The committee will be assisting with the planning of the upcoming collective bargaining program.

Salary Committee:

Gene Palmer reported that the CUPA survey has been completed.

Old Business:

The 1996-1997 ASC goals were distributed. Ann Betts made a motion to approve the goals as stated. Mary Beth Zachary seconded the motion. Motion passed.

15
A schedule of guest speakers at upcoming ASC meetings was distributed. The schedule is as follows:

December 5 - Sallye McKee
January 2 - Donna Witwer
February 6 - Chuck Middleton
March 6 - Sidney Ribeau

Representatives contacted their constituents to determine if there is an interest in pursuing the possibility of being paid bi-monthly. It was determined that there is little interest in pursuing this issue from administrative staff. In addition, concerns were raised about what impact this would have on the workload in the Payroll Office.

New Business:

Dianne Cherry, Child Care Advisory Committee member, reminded Council that openings are still available at the Jordan Family Development Center. The lottery system is not being used at this time and there is no waiting list.

Joan discussed whether ASC wanted to establish two hour meetings for the 1997-1998 academic year. It was determined to stay with the 1:30-3:00 time slot for 1997-1998.

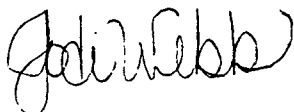
Mary Beth Zachary indicated that Faculty Senate will allow individual academic departments to decide whether to allow non-faculty on search committees. ASC, USG, GSS, and CSC had all expressed concern about the original decision to not allow non-faculty on search committees.

A search committee is being established for a Director of Human Resources. Pat Fitzgerald will chair this committee and ASC will have representation.

Joe Luthman distributed a new constituent listing to ASC representatives.

Carmen Castro-Rivera requested that we try to create a master list of the various task forces on campus. Sheila Rieser will attempt to obtain this list for Council.

The meeting adjourned at 2:43 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, DECEMBER 5
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
DECEMBER AGENDA WILL BE SENT PRIOR TO THIS MEETING**

16

Date: Fri, 22 Nov 1996 16:29:39 -0500
From: jwebb@bgnet.bgsu.edu
Reply to: asc@listproc.bgsu.edu
To: Administrative Staff Members <asc@listproc.bgsu.edu>
Subject: ASC Minutes - November 1996

Administrative Staff Council Minutes

Thursday, November 7, 1996

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Member Absent Who

Sent Substitutes: Linda Duda for Ed O'Donnell, John Clark for Penny Nemitz

Members Absent: Deborah Boyce, Scot Bressler, Penny Dean, Judy Donald, James Elsasser, Tom Glick, Jeff Grilliot, Sharon Hanna, Randy Julian, Sue Perkins, Cindy Puffer, Tim Smith

Call to Order:

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Approval of Minutes:

Carmen Castro-Rivera moved, Mary Beth Zachary seconded that the minutes be approved as distributed.

Guest Speaker:

Amy O'Donnell represented the Coalition Against Sexual Offenses (CASO) and discussed the organization and the role it serves on campus.

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- *Progression through the salary range - No progress has been made as to how this will happen for administrative staff. ASC will make recommendations based on the work in progress on this topic by the Personnel Welfare Committee (PWC).
- *Merit Increases - PWC is working on recommendations for merit increases.

Chair-Elect Report:

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Joan indicated that more volunteers are still needed for this committee and a chairperson needs to be determined. Those who may be interested should contact Joan. The committee will be assisting with the planning of the upcoming collective bargaining program.

Salary Committee:

Gene Palmer reported that the CUPA survey has been completed.

Old Business:

The 1996-1997 ASC goals were distributed. Ann Betts made a motion to approve the goals as stated. Mary Beth Zachary seconded the motion. Motion passed.

A schedule of guest speakers at upcoming ASC meetings was distributed. The schedule is as follows:

- December 5 - Sallye McKee
- January 2 - Donna Witwer
- February 6 - Chuck Middleton
- March 6 - Sidney Ribeau

Nov. 7, 1996

Chair's Report

Several Developments

1. Duane and I ~~have~~ ^{we have started to} been meeting monthly with representatives from Faculty Senate, Undergraduate Student Government, graduate Student Senate and Classified Staff Council on a regular basis (monthly) to discuss items of mutual concern. Some discussion underway about formalizing this with the intention of perhaps moving towards a University Senate.

2. Met with the President's Panel, Dr. Middleton, Dr. Ribeau and other constituent groups to discuss issues of ^{mutual} concern - meets once a semester. Safety on campus - Working more collaboratively

3. Executive Council met 2 times ^{since last ASC} meeting

4. Letter sent to Dr. Ribeau ^{to} achieve for his cooperation in ensuring that ASC be provided with data so we can assess the impact of Mercer on Administrative Staff. - A response ^{from his office} is being written

5. Paul Yon, Joe Luthman and I visited with a representative of the contractors association about getting more information about collective bargaining ^{the man we met with Keith Smith} which Mr. Smith defined as "2 parties talking ^{collective bargaining} together" Keith was very informative and suggested that if we decide to obtain more information about collective bargaining we ~~should~~ ^{might want to} ~~have~~ ^{consider inviting 3 people} a panel of 3.

He suggested

- 1. Himself - Really a management person
- 2. Jeff Julius who is a labor attorney
- 3. Rich Topinski who is a federal mediator with the Federal Labor Relations Board

Paul, Joe and I described some of the concerns we have and Mr. Smith suggested we may want to look into what he called "the Mutual Gains Process", - ~~as groups talk - we talk about everyone joining:~~

These three people

I feel this ~~may~~ be a very good panel that would present us with the information we need to ^{start to} be educated about "collective bargaining".

6. Yesterday, Duane and I met with Bryan and Chuck Middleton to discuss a number of concerns. This will be a monthly meeting with the agenda. *He and I set the agenda -*

1. Status of our proposal on FMLA

family medical leave act - our proposal has been in limbo for at least 2 yrs -

Dr. Middleton plans

- going to get leadership of three constituent groups

together to discuss recommendations from all 3 and try to come up with one policy.

2. Continuing Mercer Concerns.

1. Lack of trust - administration aware of it - concerned -

wants to work with us to try to rebuild trust.

2. Concern about people below minimum being missed -

He Asked if problem was with data base ~~and we said it was~~. He assured us if any people were ^{missed} ~~issed~~ the University will make good any problems - People will receive funds they deserve.

3. Rumor circulating that administration has made up its mind about some policies regarding movement through the salary level - Dr. Middleton indicated discussions have not started they are waiting for our recommendations and discussions can begin - Rumor

circulating about different salary pools for different constituent groups - Before such a decision is made there would be much discussion.

- middleton said he may have been started side up on piece but it of some discussions he had about different or in

4. Questions about merit process -

Again administration looking to us for recommendations

PVC merit

1. Administrative staff ^{should} would start by stating some principles for salary distribution.

2. Find out what other universities are doing

3. How should merit be defined -

Perhaps talk about different categories of merit

substandard

standard

superior

Basically attitude of cooperation was present

Will be meeting next month

PINE 3.89 MESSAGE TEXT

Folder: INBOX Message 71 of 73 100%

Date: Tue, 12 Nov 1996 09:51:08 -0500 (EST)
 From: Joan Morgan <jmorga3@bgnet.bgsu.edu>
 To: lopez@wbgu.bgsu.edu, mzachar@bgnet.bgsu.edu, abetts@bgnet.bgsu.edu,
 rmcombe@radar.bgsu.edu, jwebb@bgnet.bgsu.edu, aodonne@bgnet.bgsu.edu,
 jmorga3@bgnet.bgsu.edu, jgrilli@bgnet.bgsu.edu, tglick@radar.bgsu.edu,
 jluthma@radar.bgsu.edu, whitmire@bgnet.bgsu.edu
 Subject: Cancellation of ASC EXEC meeting

Hi everyone, due to lack of agenda items, our ASC Exec meeting is cancelled for today. We will meet again on November 26, and Tom has agreed to host us in the Football stadium on the 26. See you then if not before.
 Joan

? Help M Main Menu P PrevMsg - PrevPage D Delete R Reply
 O OTHER CMDS V ViewAttch N NextMsg Space NextPage U Undelete F Forward

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Approved Nov. 7,
1996

ADMINISTRATIVE STAFF COUNCIL 1996-97 GOALS

Administrative staff members at Bowling Green State University are responsible for promoting a healthy climate for learning as well as professional growth and providing both the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The following goals are supportive of this mission of the Administrative Staff Council at Bowling Green State University.

1. **TO CONTINUE TO BE AN ADVOCATE FOR ADMINISTRATIVE STAFF CONCERNING THE POSITION ANALYSIS AND COMPENSATION STUDY.**
 - Provide support for administrative staff concerning the position analysis and compensation study.
 - Pursue the articulation and implementation of clearly defined policies/ procedures for dealing with wage related issues such as market adjustments, promotions, equity adjustments, gender inequities, and moving through the salary levels associated with the Salary Compensation Plan.
 - Address issues related to increased workloads. Such issues include the feasibility of using alternate means of compensation or recognition.

2. **TO CONTINUE TO PARTICIPATE IN THE DEVELOPMENT OF A PERFORMANCE EVALUATION PROCEDURE WHICH PROVIDES AN EQUITABLE ASSESSMENT OF PERFORMANCE FOR ALL ADMINISTRATIVE STAFF MEMBERS.**
 - Continue to develop both merit and across the board salary guidelines and procedures.
 - Advocate for professional development programs designed for supervisors of administrative staff members. These programs should deal with the many personnel issues related to evaluation of job performance.

3. CONTINUE TO OFFER AND EXPAND EXISTING ADMINISTRATIVE STAFF PROGRAMS THAT WILL ENHANCE OPPORTUNITIES FOR BOWLING GREEN STATE UNIVERSITY STUDENTS.

- Increase the corpus of the Administrative Staff Scholarship to \$40,000.
- Assess and continue to offer the administrative staff mentoring program Bowling Green EFFECT for new students entering the University.

4. TO BE AN ADVOCATE FOR ADMINISTRATIVE STAFF MEMBERS AND THEIR CONCERNS AND NEEDS RELATED TO THE UNIVERSITY'S HEALTH BENEFIT PLANS.

- Continue to have representation on the Health, Wellness and Insurance Committee of Faculty Senate.
- Participate in and promote the development of Wellness programs for all university employees.

5. TO CONTINUE TO BE AN ADVOCATE FOR AND TO OFFER PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR ADMINISTRATIVE STAFF.

- Seek to establish a paid leave of absence policy for administrative staff.
- Seek to re establish an ASC professional development fund. The goal for this fund is a total of \$10,000.
- Continue to participate in the Professional Development Institute.
- Continue to collaborate with existing programs and offices that develop and offer professional development programs for university employees.

6. **SECURE AN OVERALL SALARY AND BENEFITS PACKAGE THAT RANKS BGSU'S ADMINISTRATIVE STAFF IN THE FOURTH POSITION AMONG PUBLIC UNIVERSITIES IN THE STATE OF OHIO.**

7. **CONTINUE TO DEVELOP AND IMPROVE COMMUNICATIONS AND PUBLIC RELATIONS AMONG ADMINISTRATIVE STAFF.**
 - Continue the development of network capabilities.

 - Improve communication with administrative staff members who do not have connections to electronic mail.

 - Develop a public relations brochure for newly hired Administrative Staff.

 - Continue to distribute e-mail updates to administrative staff.

 - Development of a list serve to send minutes from Administrative Staff Council meetings to all administrative staff members with e-mail capabilities.

8. **CONTINUE TO COLLABORATE WITH BOTH THE FACULTY SENATE AND CLASSIFIED STAFF COUNCIL ON ISSUES OF COMMON CONCERN.**
 - Continue to have representation on the day care policy committee.

 - Personnel Welfare Committee chairs from each constituent group will meet regularly regarding the benefit issues.

 - Advocate the implementation of an early retirement program for administrative and classified staff.

 - Collaborate with faculty Senate and Classified Staff Council in the development of the University community's strategic planning process.

9. **CREATE A HOME PAGE FOR ADMINISTRATIVE STAFF COUNCIL THAT WOULD ENABLE US TO COMMUNICATE WITH GROUPS SIMILAR TO ADMINISTRATIVE STAFF COUNCIL ON OTHER CAMPUSES.**

AGENDA

Administrative Staff Council Chairs Meeting
11-6-96

- 1.) Welcome
- 2.) FMLA/Medical leave (attached)
- 3.) Compensation Plan Concerns (Mercer)
 - a.) low trust amongst administrative staff concerning the plan. *University will make good any problems -*
 - b.) data request for the study of placement in range issues.
 - c.) rumor that administration already has policy concerning placement. - *not true*
 - d.) updated list of all administrative staff with compensation plan grades.

one policy for campus - get leadership get 3 groups together to talk about - develop some possibilities

- 4.) Compensation Strategies
 - a.) rumor concerning different % salary pools for constituent groups.
 - b.) administrative process for merit distribution.

constituent group - could be in one dept. -

not enough \$'s to pay merit

discussion in variety of formats

5.) In the Provost opinion, what can ASC do to promote the university as a premier learning community in Ohio and in the nation.

We are the University - what can we do for ourselves

- a.) perceived need to promote actions which have already taken place.

Celebrate our successes?

- 6.) Next Meeting
- 7.) Adjournment

Could we start by stating some principles for

Salary distribution

Have already decided will give certain amounts of money who gets it are there of the principles

2) Find out what other colleges doing w/ merit system

3) How should merit be defined for administrative staff? - can we define it? Different categories - merit standard - superior

29

Date: Thu, 21 Nov 1996 16:38:38 -0500 (EST)

From: Joan Morgan <jmorga3@bgnet.bgsu.edu>

To: lopez@wbgu.bgsu.edu, mzachar@bgnet.bgsu.edu, abetts@bgnet.bgsu.edu,
□ rmcombe@radar.bgsu.edu, jwebb@bgnet.bgsu.edu, jmorga3@bgnet.bgsu.edu,
□ jgrilli@bgnet.bgsu.edu, tglick@radar.bgsu.edu, jluthma@radar.bgsu.edu,
□ whitmire@bgnet.bgsu.edu

Subject: ASC Exec Team Nov 26 meeting

□ ASC Executive Team Meeting
□ Nov. 26, 1996
□ 11:45-1:30
□ Athletic Department Office, Football Stadium

- I. World Wide Web pages
- II. Univ, reorganization as it affects ASC representation
- III. Ribeau's response to request for data
- IV. Collective Bargaining update
- V. For the Good of the Order

□ Directions to the Stadium: Drive down Stadium Drive (road between the baseball field and the ice arena) to the parking lot at the north end of the football stadium. Drive through the lot and turn left towards I 75 around the stadium oval. Park on the east side of the stadium along the fenced area. Walk through the large door marked "Athletic Department" office and go up the stairs.
(pizza will be waiting)

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, December 5, 1996

1:30 p.m.

Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker - Sallye McKee, Special Assistant to the Provost for Enrollment Management and PK-12 Outreach
5. Chair's Report
6. Chair Elect's Report
7. Secretary's Report
8. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
9. Old Business
 - Master List of Task Forces
 - Collective Bargaining Program
10. New Business
11. Good of the Order
12. Adjourn

Bonnie

0477

DEC 10 1996

CHAIR'S REPORT ASC DECEMBER 5 MEETING

I hope everyone had a nice Thanksgiving and ^{that you also} were able to get a little R&R

The past month was rather quiet. There was no November Board of Trustees meeting. Executive Committee met once. I received a memo from President Ribeau indicating that we will be receiving a data set that will assist PWC in analyzing the impact of the Mercer Study on administrative staff. Joe Luthman and I will meet with Karen Woods from Human Resources to clarify further our needs. I have again asked Human Resources for a list of all positions and their salary level. Bryan would like to get this to us as soon as possible, but I'm still unable to give you a definite date.

^{ind of next week} The coat drive conducted by External Affairs in conjunction with the November Spirit Day was successful with over 30 coats along with hats and gloves being donated. Thanks to the external affairs committee for their work in this endeavor.

I was invited to attend a meeting where JoAnn Davidson, Speaker of the Ohio House of Representatives spoke. She sees some real challenges ahead for higher education including the challenge of getting more Ohio high school graduates into higher education.

I represent Administrative Staff on a committee that is in the process of revising the University's Functional Mission Statement so it will be more closely reflect our new vision statement. As OBOR is moving toward funding post secondary education not only on student count but also on performance, this statement will assume a new importance, As this committee is revising this document, we have recommended to the President that a draft be shared with the University community prior to submission to OBOR. We are awaiting his reply.

Duane and I have been invited to a meeting along with representatives of other employees constituent groups , Vice Presidents, Deans, Chairs and Directors to discuss enrollment and

Use mail from when job has from

Proposed date

68

32
other major university issues. The meeting is next week and we will keep you informed of any developments.

This concludes my report. I hope everyone is able to enjoy the upcoming holiday season and wish everyone a happy holiday.

Today's mail received letter from Middleton regarding our goals - read -

Administrative Staff Council Minutes

Thursday, December 5, 1996

Members Present: Jerry Ameling, Craig Bedra, Ann Betts, Joyce Blinn, Deborah Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Penny Dean, Judy Donald, James Elsasser, Mike Failor, Tom Glick, Jeff Grilliot, Sharon Hanna, Elayne Jacoby, Randy Julian, Inge Klopping, Deborah Knigga, Lona Leck, Paul Lopez, Joe Luthman, Dawn Mays, Rebecca McOmer, Joan Morgan, Donna Nelson-Beene, Penny Nemitz, Ed O'Donnell, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Bonita Sanders, Bev Stearns, Kurt Thomas, Jodi Webb, Duane Whitmire, Paul Yon, Mary Beth Zachary

Member Absent Who Nancy Williams for Barb Keeley, Stan Lewis for Joyce Kepke
Sent Substitutes:

Members Absent: Dianne Cherry, Tim Smith, Bob Waddle, Jeanne Wright

Guests: Bonnie Blankenship - *Monitor*

Call to Order:

The meeting was called to order at 1:32 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Dawn Mays moved, Mike Failor seconded that the minutes be approved as distributed.

Guest Speaker:

Dr. Sallye McKee - Special Assistant to the Provost for Enrollment Management and PK-12 Outreach

Dr. McKee discussed that we are faced with an enrollment challenge. We have to treat our students with respect to increase retention and graduation rates. Effective enrollment management is a University-wide responsibility. Service is job number one. Excellence in service is an institutional commitment.

Dr. McKee discussed the following key strategies for individual excellence:

- Take every person and his/her concern seriously
- Give each person your full attention
- Remember that in every contact you represent BGSU
- Take pride in your work
- Enjoy your work and show people that you do
- Make people feel that you are happy to serve them
- Remember that your work is part of a student's dream

Chair Report:

Joan Morgan received notification from President Ribeau that ASC will receive a data set to assist the Personnel Welfare Committee in analyzing the impact of the Mercer study on administrative staff. Joan and Joe Luthman will work with Human Resources to further clarify our needs. A list should also be coming from Human Resources of all administrative staff positions and current salary levels.

The coat drive conducted by External Affairs was successful with over 30 coats along with hats and gloves being donated on the main campus and 85 collected at Firelands. Joan extended thanks to the External Affairs committee for their work on this project.

Joan attended a meeting where JoAnn Davidson, Speaker of the Ohio House of Representatives, discussed challenges ahead for higher education. She addressed the challenge of getting more Ohio high school graduates into higher education.

Joan is representing ASC on a committee that is in the process of revising the University's Functional Mission Statement so it will more closely reflect our new vision statement. The committee has recommended to the President that a draft be shared with the University community prior to submission to OBOR. The committee is awaiting his reply.

Duane and Joan have been invited to a meeting along with representatives from the other constituent groups, Vice Presidents, Deans, Chairs, and Directors to discuss enrollment and other major University issues. ASC will continue to receive updates on their progress.

Dr. Middleton has requested that the administrative staff evaluation policy needs to be ready for review during the spring semester. Further discussion of this topic will occur at the January ASC meeting.

Chair-Elect Report:

No report.

Secretary's Report:

Reva Walker has been named as an ASC representative replacing Amy O'Donnell who has recently resigned. Ken Frisch has recently been named as an ASC representative replacing Sheila Rieser who has left the University.

External Affairs Committee:

Bonita Sander has been named the new chairperson of the External Affairs Committee. Calvin Williams has volunteered to help the committee establish a WWW page for ASC.

Personnel Welfare:

Joe Luthman reported that the committee is surveying other Ohio universities to determine how merit is established on their campuses. Inge Klopping is working on the salary progression study.

Professional Development:

Joan indicated that more volunteers are still needed for this committee and a chairperson needs to be determined. Those who may be interested should contact Joan.

Scholarship:

Penny Nemitz reported that the committee is reviewing applications forms.

35

Old Business:

Joan is working on locating a master list of task forces on campus. Becky McOmber reported that the Customer Task Force will be issuing the following four major recommendations for review.

- Mandatory customer service training for all employees
- WWW access to view and update student information
- Centralized information center on campus
- Training for all new students that reviews technology and services on campus

Paul Yon reported that he is working on a date for the collective bargaining program in March or April.

New Business:

Bev Stearns distributed a copy of the ASC minutes from June 1, 1995 that discussed the establishment of an Internal Affairs Officer for ASC. Representatives are asked to review this document and be prepared to discuss this further at the January meeting.

The meeting adjourned at 3:05 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, JANUARY 2
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
JANUARY AGENDA WILL BE SENT
PRIOR TO THIS MEETING**

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, January 2, 1997
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker - Donna Wittwer, Benefits Manager/Human Resources
5. Chair's Report
6. Chair Elect's Report
7. Secretary's Report
8. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
9. Old Business
 - Performance Evaluation - Judy Donald
 - Internal Affairs Officer - Beverly Stearns
10. New Business
11. Good of the Order
12. Adjourn

With implementation of Merit - # of issues - met & then
Salary limits - related to merit -

3 Step process

① Evaluate all staff - no numbers - use form w/out numbers
before July 97 - tied to supervisor's contract

② Review evaluation form w/out numbers July 97

③ Implementation of merit - July 1998
System
need better university definition of merit system

CHAIR'S REPORT -JANUARY 2 MEETING

- Hope everyone had a nice holiday- Wish everyone a very happy New Year
- December again was a relatively busy month. Executive Council met. I met with Joe Luthman and Karen Woods regarding the data set requested regarding the salary compensation study. All of the information requested was received and after the initial viewing of the data, the information that PWC needs to analyze the impact of the plan on administrative staff appears to be available. I would like to thank Karen Woods for her cooperation and willingness to work with us in providing this information. We decided that such a data set ^{should} be available each fall and would be kept in Human Resources so the information could be continually available and that longitudinal studies on this data can be undertaken. We also met with the Board of Trustees on Dec 5 & 6.
- Arrangements have been made for a winter reception for administrative staff on January 30 from 3-5 in the Community Suite. I hope you will be able to attend. *Mark your calendar - Jan. 30 3-5*
- Duane, Penny and I are planning on meeting with John Moore about reinitiating the institution of matching funds from the Foundation for our Administrative Staff Scholarship. Joe Martini has taken the initiative in laying the groundwork for this and I want to thank Joe for his work with this. *Hopefully, a major fund raising initiative can start in the fall*
- On December 20, Duane, Bryan Benner, Norma Stickler and I met with Dr Middleton.

Prior to that meeting I had received a request from him regarding the proposed time

line for the completion of the performance evaluation form and recommended process.

Working closely with Judy Donald, I informed him that we wanted to get the proposed

form to all administrative staff during the week of December 16 and ask for input that

could be discussed at our January meeting. I informed him that we anticipated that

there would be many questions for him at our Feb meeting when he is scheduled to attend. I also expressed the concerns that have been brought

to the attention of Exec. These concerns are 1. How is this form going to be used?

2. Will it be used to determine merit?

3. Will it be used to determine movement through the salary levels?

4. Will it be used solely to improve performance?

I received from Dr. Middleton what I thought was a very thoughtful response and have copies of this response for each of you. To him, two things are vital: First all administrative staff must be evaluated annually. The second issue he felt required more discussion. This has to do with whether or not this form will be used for assessing merit. He feels that if some of us have good reasons why 2 separate procedures should be used, *these need to be presented* This is certainly something we should discuss before the Feb meeting, and if we have a good rationale present to him either before or at the Feb meeting.

At this point, I do not ^{*believe*} feel that any final decisions have been made about the form or the performance evaluation process and believe that the administration is asking us for our input before a final procedure is put into place. It is our opportunity to put our thinking caps on and come up with some further refinements in the form, if appropriate, and recommendations regarding the process.

Administrative Staff Council Minutes

Thursday, January 2, 1997

Members Present: Bryan Benner, Ann Betts, Deb Burris, Carmen Castro-Rivera, Dianne Cherry, Judy Donald, Mike Failor, Tom Glick, Jeff Grilliot, Sharon Hanna, Barb Keeley, Joyce Kepke, Inge Klopping, Joe Luthman, Rebecca McOmber, Joan Morgan, Donna Nelson-Beene, Gene Palmer, Sue Perkins, Jan Ruffner, Bev Stearns, Kurt Thomas, Bob Waddle, Jodi Webb, Duane Whitmire, Paul Yon, Mary Beth Zachary

Member Absent Who Mike Bartley for Jim Elsasser, Tony Howard for Paul Lopez,
Sent Substitutes: Stan Lewis for Jan Peterson, Matt Webb for Betty Ward

Members Absent: Jerry Ameling, Craig Bedra, Joyce Blinn, Deborah Boyce, Scot Bressler, Penny Dean, Ken Frisch, Elayne Jacoby, Randy Julian, Deborah Knigga, Lona Leck, Dawn Mays, Penny Nemitz, Ed O'Donnell, Cindy Puffer, Bonita Sanders, Tim Smith, Reva Walker, Jeanne Wright

Call to Order:

The meeting was called to order at 1:33 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Sharon Hanna moved, Inge Klopping seconded that the minutes be approved as distributed.

Guest Speaker:

Donna Wittwer - Benefits Manager

Donna provided an update on changes in our benefits package.

- The Health, Wellness and Insurance Committee is actively meeting. Administrative staff representatives on this committee are Pat Green, Josh Kaplan, Barb Keeley (chairperson), and Jeanne Wright.
- Employees can now make changes at anytime to their tax-deferred annuities. Previously this could only happen once per year. The Benefits Office will monitor the number of changes that employees make to determine if any limits will need to be instituted.
- If an employee or dependent changes to another insurance carrier, the Benefits Office will provide a letter to the new carrier to indicate the length an existing condition was covered under the former plan. They hope is that this will assist with any pre-existing condition clause in the new plan.
- Changes in the COBRA plan were sent to participants on approximately November 1.
- The state has mandated that we select a managed care organization by February 15 for Worker's Compensation recipients. Administrative staff representatives on this committee are Josh Kaplan, Dan Parratt, and Donna Wittwer.
- We have renegotiated a two year contract with Blue Cross/Blue Shield. A clause is in the contract that indicates that we may cancel if significant changes occur with the carrier.

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Chair Report:

ASC has received a data set from Human Resources to assist the Personnel Welfare Committee in analyzing the impact of the Mercer study on administrative staff. This information will now be provided annually with copies stored at Human Resources and the Jerome Library. Joan thanked Karen Woods for all her assistance with this project.

ASC is planning a Spring Semester Reception for all administrative staff on Thursday, January 30 from 3:00pm - 5:00pm in the Community Suite in the University Union.

Joan, Duane Whitmire, and Penny Nemitz are meeting with John Moore to discuss matching funds from the Foundation for the ASC Scholarship fund.

Joan and Duane met with Dr. Middleton and Norma Stickler to discuss the administrative staff evaluation process. No final decisions have been made but concerns were expressed how the newly proposed form will be used, if it will be used for merit, and if it will be used for salary progression through the levels.

Chair-Elect Report:

The balance in our budget is \$1,483.96.

Joan and Duane have been invited to attend a meeting on January 14 to discuss the Family Medical Leave Act Policy.

Secretary's Report:

No report.

External Affairs Committee:

Carmen Castro-Rivera reported that the committee is looking at an event to benefit the local food pantry in February.

Personnel Welfare:

Inge Klopping is working on the salary progression study. She is analyzing administrative staff salary increases over the last nine years and is looking for discrepancies and the likelihood of salary progression.

Old Business:

Judy Donald, Chairperson of the Performance Appraisal Committee, indicated that the committee began meeting in Fall 1995 and is made up of representatives from all Vice-Presidential areas. Their plan is for the new appraisal form to be used for the July 1997 - June 1998 fiscal year. Training for all staff will be critical to the success of this process. Bryan Benner indicated that all administrative staff will go through training sessions. These sessions are tentatively planned for late March or early April.

Many ASC representatives raised concerns about how merit pay plays into the use of the performance appraisal form. Bryan Benner reaffirmed that this committee was not charged with determining merit issues. Mary Beth Zachary stressed that the term "merit" needs to be defined. The definition of this term varies from area to area. Defining the term could be a starting point.

42

ASC representatives also expressed the following concerns/suggestions:

- Many staff are not currently evaluated. Will supervisors be held accountable for evaluating their staff?
- Supervisors should receive merit based on the completion of evaluations.
- Areas/divisions should determine specific merit attributes.
- How will the performance appraisal form be amended on a yearly basis? A sub-committee should have the freedom to amend the document on a year to year basis.
- Develop a process to phase in the form by July 1998.

Joan indicated that she would forward these concerns to Dr. Middleton for his review.

Concerns related to the actual performance appraisal form were as follows:

- Would a different form be used to determine merit?
- The last page of the document appears to be related to merit. Very subjective.
- The step of revising goals should occur between supervisor and employee.
- The process of weighting areas should be determined initially.
- Is using the term "expectations" on the scale subjective?
- Place the written comments section for each area prior to the scale.

The ASC Executive Committee will review all the suggestions made for further consideration. Discussion of the performance appraisal process will continue at the February ASC meeting.

New Business:

None

The meeting adjourned at 3:20 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, FEBRUARY 6
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
FEBRUARY AGENDA WILL BE SENT
PRIOR TO THIS MEETING**

Little changes make big differences

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, February 6, 1997

1:30 p.m.

Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker - Dr. Charles Middleton, Provost & Vice-President for Academic Affairs
5. Chair's Report
6. Chair Elect's Report
7. Secretary's Report
8. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
9. Old Business
 - Performance Evaluation
 - Internal Affairs Officer - Beverly Stearns
10. New Business
11. Good of the Order
12. Adjourn

① *Somebody put something out -*

② *at caps w/ merit -
 give it back to Admin. Staff -
 - could be individual solution or system solution*

CHAIR's REPORT-FEB. 6, 1997

1. PWC and Exec Committee have been meeting during the past monthly to work on recommendations regarding merit. We are still struggling with the issue and doubt that consensus will be reached on this issue. We are planning to have a proposal that will be available before the March meeting so it can be discussed at that time. We may have to have an on call meeting after that regularly scheduled meeting.

2. Duane and I met with John Moore to discuss the feasibility of obtaining matching funds from the Foundation for our administrative staff scholarship. If we are able to obtain matching funds, we would like to have a major fund raising effort during the coming year.

3. Duane and I have been meeting on a regular basis with the leadership from the other constituent groups on campus. We are in the process of trying to develop some initiatives that will benefit students and help with retention at the university.

Three areas that were discussed at our last meeting include

1. Faculty are interested in becoming involved in the BG Effect or a mentoring program for students.
2. We have committed to an initiative aimed at positively influencing undergraduate student success at BGSU. A list of five strategies that can be employed to intervene when students are struggling with academic issues is being requested from staff and faculty who provide academic support strategies. The list generated will be shared with faculty and teaching graduate assistants and anyone else interested in this.
3. We are starting to look at academic policies that should be studied because of their negative effect on student retention. Included in this list is the current five year dismissal policy, the reading articulation policy and the current course drop policy..

This meeting of the leadership of the constituent groups is important. Cooperation of employee and student groups is essential if we wish to help BG in its mission to become a premier learning community.

4. WE continue to meet regarding FMLA. Again efforts are being made to come up with a uniform policy for all employees on campus.

Administrative Staff Council Minutes

Thursday, February 6, 1997

Members Present: Bryan Benner, Ann Betts, Joyce Blinn, Deborah Boyce, Scot Bressler, Deb Burris, Dianne Cherry, Judy Donald, Jim Elsasser, Mike Failor, Tom Glick, Jeff Grilliot, Sharon Hanna, Elayne Jacoby, Joyce Kepke, Inge Klopping, Deborah Knigga, Lona Leck, Paul Lopez, Joe Luthman, Joan Morgan, Donna Nelson-Beene, Penny Nemitz, Ed O'Donnell, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Bonita Sanders, Tim Smith, Bev Stearns, Bob Waddle, Reva Walker, Betty Ward, Jodi Webb, Duane Whitmire, Jeanne Wright, Paul Yon, Mary Beth Zachary

Member Absent Who Sent Substitutes: Norman Carney for Jerry Ameling, Mary Kay O'Neill-Jones for Barb Keeley, Amy O'Donnell for Dawn Mays, Marge Hufford for Becky McOmber

Members Absent: Craig Bedra, Carmen Castro-Rivera, Penny Dean, Ken Frisch, Randy Julian, Jan Ruffner, Kurt Thomas

Call to Order:

The meeting was called to order at 1:35 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Joyce Kepke moved, Mike Failor seconded that the minutes be approved as distributed.

Guest Speaker:

Dr. Charles Middleton - Provost and Vice-President for Academic Affairs

Dr. Middleton provided an opportunity for a question/answer session with ASC members. He shared his views on the following topics:

Budget - How the budget is managed and how it will be impacted during the next fiscal year due to state budget cuts is currently being reviewed. We need to be able to show a more direct linear result as to what we do and how it impacts the budget. We need to look at how new initiatives fit into the budget, in addition to our day to day costs. Little changes make a big impact on the institution.

We received information in November that we may receive a higher state subsidy. There was no warning as to the small increase it is projected that we will receive. In Ohio, and the nation, the best scenario is that higher education will receive increases in relation to inflation. At BGSU, we are not at our enrollment cap, so more students means more money. We have to focus on retention first, recruitment second. If the State of Ohio is going to be competitive, we have to have higher graduation rates at the undergraduate level.

Higher Education - Within the next 25-30 years the higher education model will change. The emphasis will be on learning communities. We cannot emulate the large research institutions, but we can be one of the first to create this new paradigm.

President Clinton wants the associate degree to be established as the educational norm. This makes master's level programs wide open for development. We want to maintain our thirteen top-notch Ph.D. programs and our wide array of undergraduate programs.

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However, we may want to look at niche markets (Accounting, Public Health, Social Work) for master's programs.

Merit Pay - A merit based system will happen based on the Board of Trustees recommendation. However, a small merit pool can be a divider of community. The Faculty Senate has developed some principles to govern a merit system that ASC may want to consider. The Board of Trustees are not supporting across the board raises. Administrative staff will have a greater challenge in determining merit and should look at further defining this term. The topic of merit should be routinely re-examined.

Mercer Issues - ASC should make use of our "creative imaginings" to determine how merit could be shared with those administrative staff members who are at the maximum of their salary range. Perhaps a staff member in this situation should review their goals and career aspirations to determine how they could be moved to another level. This will mean supporting promotion from within, but searches do empower the successful candidate.

Dr. Middleton indicated that he was not aware that there were administrative staff members who were waiting for grievance proceedings to occur. Bryan Benner indicated it has taken four months to get this process set up. The Vice-Presidents have identified their representatives and now meetings will be set up with the Vice-Presidential representatives and the appellant representatives.

ERIP - The President's Cabinet will be reviewing whether the ERIP would be re-opened for administrative and classified staff. However, significant fiscal issues will result. It is estimated that the University could lose 110-120 senior faculty to the ERIP. Perhaps some selective inducements would be made for faculty to stay. We will have to look at hiring in senior faculty.

Firelands - The Firelands Campus is a wonderful resource for this institution. It gives BGSU a physical location in the heart of the state's population. We need to continue to enhance Firelands and take advantage of their resources. A suggestion was made to do some billboard marketing on Route 6 to bridge the two campuses.

In closing, Dr. Middleton added that we are a 7 day/24 hour operation and that our services should reflect this type of operation. We have a very resilient staff at BGSU and the staff remains committed to their jobs and the institution.

Chair Report:

Joan indicated that John Moore is optimistic that the Foundation may be able to provide matching dollars for the ASC Scholarship fund.

The Constituents Council has been reviewing several academic issues:

- Five year dismissal policy
- Monitoring of the reading articulation policy
- Possible extension of dropping a course after the first week of classes
- Faculty involvement with BG Effect
- Coordinate a listing of academic intervention strategies

An ASC on-call meeting has been set up for Thursday, March 13 from 1:30-3:00 in the Alumni Room for all ASC representatives to review a merit plan document that the Personnel Welfare Committee will distribute on approximately March 4, 1997.

A standard policy is in the works regarding the Family Medical Leave Act.

Chair-Elect Report:

No report.

Secretary's Report:

No report.

Amendments:

Three amendment changes submitted by Internal Affairs are enclosed with the February ASC minutes for review.

Personnel Welfare:

A merit pay plan will be circulated to all administrative staff for review.

Old Business:

Judy Donald reported that the Performance Appraisal committee is currently working on their final report. (Please note correction from February minutes sent over the ASC listproc)

New Business:

None

The meeting adjourned at 3:09 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, MARCH 6
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
MARCH AGENDA WILL BE SENT
PRIOR TO THIS MEETING**

**ON-CALL MEETING
THURSDAY, MARCH 13
1:30PM - ALUMNI ROOM/UNIVERSITY UNION**

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, March 6, 1997

1:30 p.m.

Alumni Room, University Union

1. Call to Order
- ✓2. Introduction of Substitutes
- ✓3. Approval of Minutes
4. Guest Speaker - Dr. Sidney Ribeau, President - Am. Com. of Ed. Budget
Knows Trust Lott, Whitehouse -
- ✓5. Chair's Report
- ✓6. Chair Elect's Report ^{1986, 1, 12 in Budget}
7. Secretary's Report - 21st of march. return of 192 million
8. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
9. Old Business
 - Performance Appraisal - Judy Donald
 - Internal Affairs Officer - Beverly Stearns
10. New Business
11. Good of the Order - *Raffe*
12. Adjourn

*current government
trickle down
or re-allocations*

*41st in nation
2 billion in surplus
12 million dollar cut in 91*

Time is needed

INTRODUCTION-DR.RIBEAU

Introductory remarks-Welcome Dr. Ribeau to the meeting today. I asked Dr. Ribeau to talk about several issues related to federal and state initiatives in higher education and open the meeting up to questions from you. One thing I ~~think we should~~ keep in mind has to do with the merit assessment document that many of you received via e-mail or hard copy ^{is} going to be discussed at our on call meeting next week. Since this document is still in draft form, it has not been shared with the administration and won't be shared until we get input from administrative staff members. PWC has been working very diligently on this document, but we all feel that more input is needed before it is sent forth. Therefore, although President Ribeau has indicated that he will be happy to answer questions about merit, the draft document has not been shared at this point with the administration so any questions that are specifically about the document are not appropriate at this time.

CHAIR'S REPORT

Continued to discuss the performance based merit system. Dr. Middleton met with exec, pwc and the chair of the salary committee to answer our questions concerning merit. PWC has been meeting to refine the draft document. Document is on list serve - hope all will review reps who have constituents who are not on list serve should make sure they get hard copy of document. Let's try to get as much feedback as possible so that at our on-call meeting on the 13 we can discuss revisions to the document.

Met with chairs of graduate student senate, undergraduate student government, faculty senate and classified staff council at the President's panel yesterday where among one thing Dr. Ribeau said there would not be a ERIP for classified staff and administrative staff.

Continue to meet with representatives from fac. senate and classified staff to discuss University's FML policy. A draft document with the policy will be sent to each PWC committee to review. Duane and I worked to insure that the maternity leave be extended from 4-6 months.

In addition contained in the proposed policy is the following-if both spouses are employed by the University, they are each entitled to the extent that each is eligible to 12 weeks of FML.

Some progress has been made. Contained in the document is the wording that "Where Ohio Law and /or BGSU policies provide for more generous terms than that contained in the FMLA act of 1993, employees may avail themselves of these provisions instead."

End of my report -

on attending the Mar. meeting.

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Administrative Staff Council Minutes

Thursday, March 6, 1997

Members Present: Jerry Ameling, Craig Bedra, Ann Betts, Joyce Blinn, Deborah Boyce, Scot Bressler, Deb Burris, Dianne Cherry, Judy Donald, Jim Elsasser, Mike Failor, Jeff Grilliot, Joyce Kepke, Inge Klopping, Deborah Knigga, Paul Lopez, Joe Luthman, Dawn Mays, Rebecca McOمبر, Joan Morgan, Donna Nelson-Beene, Penny Nemitz, Ed O'Donnell, Gene Palmer, Cindy Puffer, Jan Ruffner, Bonita Sanders Bembry, Tim Smith, Bev Stearns, Kurt Thomas, Bob Waddle, Reva Walker, Betty Ward, Jodi Webb, Duane Whitmire, Jeanne Wright, Paul Yon, Mary Beth Zachary

Members Absent Who Sent Substitutes: Deb McLaughlin for Ken Frisch, Mary Kay O'Neill-Jones for Barb Keeley, Mary Johnson for Sue Perkins, Stan Lewis for Jan Peterson

Members Absent: Bryan Benner, Carmen Castro-Rivera, Penny Dean, Tom Glick, Sharon Hanna, Elyne Jacoby, Randy Julian, Lona Leck

Guests: Bonnie Blankinship - *Monitor*

Call to Order:

The meeting was called to order at 1:33 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Jeff Grilliot moved, Inge Klopping seconded that the minutes be approved as distributed.

Guest Speaker:

Dr. Sidney Ribeau - President

Dr. Ribeau provided an opportunity for a question/answer session with ASC members. He shared his views on the following topics:

Budget - Dr. Ribeau recently attend the American Council on Education in Washington DC. Senate Majority Leader Trent Lott and President Bill Clinton attended to lobby for budget support for higher education and K-12. Adjustments at the federal level could trickle down to the states.

A 2.3% increase in state funding for BGSU translates to about \$1.6 million in new funds. This is less than the inflation rate. Increases in health care, utilities and student employee wages will equal about \$1 million. BGSU has not recovered from \$12 million cuts in 1991. Ohio ranks 41st with regard to state support and is 9th in the nation in tuition costs. State college and university presidents have come together to request increased funding and influential donors have been asked to contact Governor Voinovich. Lobbying is now at the state legislative level and constituents are asking to contact their local state representatives. BGSU is organizing a lobbying effort with student groups and support is also needed from faculty and staff. Drafts of letters are in the works that may serve as guidelines when writing to your state representative. However, constituents are encouraged to address their own issues and concerns. Tim Smith suggested using public television as a form of outreach. Suggestions were made to include Firelands in this process and to focus on legislators from all surrounding counties, not just Wood County. Dawn Mays noted that

students need to know how the budget may impact loss of programs, services, etc. They need to understand the implications so they can react.

The President described the budget situation as three legs of a stool. It is dependent on state subsidy, enrollment, and the ERIP/SRP. You cannot turn around enrollment in one year. It took us ten years to get to this point, so we intend to stabilize and increase each year. The ERIP/SRP was created to reduce the bulge of faculty members in the 1960's. We can no longer afford this program and the program has served its purpose. The money saved from this program should provide new incentives and programs. We need to use existing resources more effectively and determine long term fiscal viability. The rationale is not there to establish an ERIP for administrative staff. The \$7 million we are currently paying for ERIP/SRP costs could be used to compensate those that are here. We should not encourage or create an incentive for staff to leave. An employee's work world should be such that they don't want to leave.

The Budget Committee is looking at three budget models: 3% increase, no increase, 7% increase. If our state subsidy does not increase, the President indicated that he was not looking at layoffs and we will continue to pursue new initiatives regarding technology, management training and team concepts.

Recruitment/Retention - It is cost effective to retain our students. We all play a part in retention. The little things that we do (phone calls to students, individual contact with students) make a big difference. When a student leaves our campus their personal academic development is at risk, in addition to the fiscal impact. Coordinating our retention efforts will make us more fiscally sound. We need to identify and focus on our future populations. A suggestion was made to create a consortium of Northwest Ohio schools so that students could duly enroll and/or transfer more easily. Becky McOmber suggested that the topic of state wide articulation agreements be pursued. The President indicated that there is no financial support for this venture and no one is championing the cause with the Board of Regents.

Health Care - The Board of Trustees has requested an evaluation of our current health care system.

Chair Report:

Joan reminded Council that an on-call meeting has been set up for Thursday, March 13 from 1:30-3:00 in the Alumni Room for all ASC representatives to review a merit pay draft document distributed by the Personnel Welfare Committee. PWC has put many hours into this document and we are interested in feedback from ASC representatives and constituents.

The President's Panel (representatives from campus constituent groups) has been meeting. Faculty and administrative staff concerns have been discussed.

A standard policy for all employees is in the works regarding the Family Medical Leave Act (FMLA). A draft document will be forwarded to PWC. The draft makes the recommendation that natal leave be increased from four months to six months and that if both spouses are BGSU employees that both be eligible for 12 weeks of leave through the FMLA. Staff will be encouraged to look at the FMLA and BGSU leave policies to determine what will be most beneficial.

Chair-Elect Report:

Duane Whitmire reported a balance of \$861.12 in the ASC account.

Secretary's Report:

ASC elections are underway for 1997-1998. All administrative staff members will receive information regarding the nomination of ASC representatives for their vice-presidential area and for three University standing committees. All completed nomination materials must be returned to Jodi Webb by Friday, March 21.

Amendments:

Four amendment proposals submitted by Internal Affairs were enclosed with the February ASC minutes for review. These proposals will be discussed and voted upon at that April ASC meeting.

External Affairs:

Bonita Sanders Bemby will follow-up with Calvin Williams regarding the development of an ASC web page.

Ferrari Award:

Bob Waddle reported that the committee has met to discuss the process and timeline for the award. Nomination information will go out on approximately April 1. The committee has also discussed if it is appropriate for the Ferrari Award Committee to become a part of the proposed Awards and Recognition Committee.

Personnel Welfare:

A discussion of the merit pay draft document will take place on March 13.

Salary:

Gene Palmer reported that the CUPA data has been received. The salary comparison to other state universities is yet to be completed. A discussion occurred as to what the committee should recommend regarding salary increases for next year. The Council made the recommendation of looking at a salary ranking of fourth in comparison to other institutions. Gene and his committee will further review this topic.

Scholarship:

Penny Nemitz reported that scholarship applications will soon be available to college offices, the library, financial aid and student services offices.

Old Business:

Judy Donald reported that the Performance Appraisal Committee submitted their final report to the President. Judy and Bryan Benner will be meeting with the President's cabinet on March 17 to discuss their report. Training for using the new form will begin after spring break.

Beverly Stearns discussed the need to elect or appoint an Internal Affairs Officer to ASC. The most of the designated roles of this position have been filled by Joe Luthman and the secretary to ASC. ASC Exec will discuss if this position should be continued and will bring back recommendations to the Council.

New Business:

Several issues related to benefits were raised:

- Can staff be funded for more than the current four courses per year?
- Can dependents of retirees take classes with a fee waiver indefinitely? (Current policy is up to 5 years after retirement)
- Can pro-rated benefits for part time employees be evaluated?
- Can administrative staff use their tuition fee waiver at MCO?

ASC Exec Committee will review these issues and determine how action may be taken

The meeting adjourned at 3:18 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, APRIL 3
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
APRIL AGENDA WILL BE SENT
PRIOR TO THIS MEETING**

Administrative Staff Council Minutes
On-Call Meeting
Thursday, March 13, 1997

Members Present: Jerry Ameling, Ann Betts, Deborah Boyce, Deb Burris, Judy Donald, Ken Frisch, Jeff Grilliot, Sharon Hanna, Elayne Jacoby, Deborah Knigga, Joe Luthman, Dawn Mays, Rebecca McOmer, Joan Morgan, Donna Nelson-Beene, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Bonita Sanders Bembry, Kurt Thomas, Bob Waddle, Reva Walker, Jodi Webb, Duane Whitmire, Paul Yon, Mary Beth Zachary

Members Who Sent Substitutes: Sidney Childs for Joyce Blinn, Gail Richmond for Bev Stearns

Guests: Bonnie Blankinship - *Monitor*

Call to Order:

The meeting was called to order at 1:37 p.m. by Chair, Joan Morgan.

In follow-up to the discussion at the March ASC meeting Joan distributed a sample letter that can be sent to our local state legislators. President Ribeau requested during the March meeting that faculty and staff contact their legislators. It was suggested that the letter be personalized to address individual concerns. It was also suggested that staff not use BGSU letterhead and should use their own stamp when mailing. Cliff Boutelle has draft letters that will be distributed to students. Letters should first be sent to state congress people.

Joe Luthman asked for a review of the Principles and Recommendations for a Performance-Based Merit System for Administrative Staff at Bowling Green State University.

The following changes were made to the merit document:

Recommendation 2A

Upon completion of three years of meritorious assessment, an employee's salary shall be increased to the next quartile of their assigned grad in the Administrative Compensation Plan.

Recommendation 2B

After three consecutive years of meritorious assessments, the employee shall be granted a renewable three year contract with provisions for annual salary increases.

The following issues were raised related to merit:

- Review of the merit systems at other state universities.
- An appropriate level of staff supervision and completion of the evaluation process are a critical part of this process.
- Small merit pools may be a divisive issue amongst staff.
- Is money the primary motivator for staff? Can we identify other ways to motivate like promotion and multi-year contracts?
- Multi-year contracts are an incentive for staff and will boost morale.
- Can we look at grieving unrennewable contracts?
- Will a merit based system cause deductions in salary?
- Will staff reach their cap more quickly?
- Will recommendations from the study on salary increases and progression be detrimental to long-term employees or to the merit pool? Will there be a separate fund for gender inequities?

Personnel Welfare Committee and ASC Exec Committee will further review these issues. Joan Morgan, Joe Luthman and Duane Whitmire will meet with Dr. Middleton to review the document. Revisions to the document will be brought back to the April ASC meeting.

Jodi Webb
ASC Secretary

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, April 3, 1997
1:30 p.m.
Alumni Room, University Union

- 1. Call to Order
- 2. Introduction of Substitutes
- 3. Approval of Minutes
- 4. Guest Speakers
 - Larry Weiss - ASC Scholarship
 - Gary Swegan - President's Day
 - Donna Witwer - Managed Care Program Worker's Compensation
- 5. Chair's Report
- 6. Chair Elect's Report
- 7. Secretary's Report
- 8. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
- 9. Old Business
 - Principles and Recommendations for a Performance-Based Merit System for Administrative Staff - Joe Luthman
 - Proposed Amendments - Mary Beth Zachary
 - Internal Affairs Officer - Jeff Grilliot
- 10. New Business
- 11. Good of the Order
- 12. Adjourn

Swegan @ bgnet

*Bank Card - Match \$ for \$
1st USA Bank*

Accident Report!!!

Injured

Administrative Staff Council Minutes

Thursday, April 3, 1997

Members Present: Jerry Ameling, Ann Betts, Joyce Blinn, Deborah Boyce, Scot Bressler, Mike Failor, Sharon Hanna, Elayne Jacoby, Barb Keeley, Inge Klopping, Deborah Knigga, Joe Luthman, Dawn Mays, Donna Nelson-Beene, Ed O'Donnell, Gene Palmer, Sue Perkins, Jan Peterson, Jan Ruffner, Bonita Sanders Bembry, Bev Stearns, Kurt Thomas, Reva Walker, Betty Ward, Jodi Webb, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent Who Sent Substitutes: Gail McRoberts for Deb Burris, Suzanne Sopa for Ken Frisch, Stan Lewis for Joyce Kepke, Marge Hufford for Rebecca McOmber, Gail Richmond for Paul Yon

Members Absent: Craig Bedra, Bryan Benner, Carmen Castro-Rivera, Dianne Cherry, Penny Dean, Judy Donald, James Elsasser, Tom Glick, Jeff Grilliot, Randy Julian, Lona Leck, Paul Lopez, Joan Morgan, Penny Nemitz, Cindy Puffer, Tim Smith, Bob Waddle

Guests: Larry Weiss, Gary Swegan, Donna Wittwer, Dean Gerken

Call to Order:

The meeting was called to order at 1:30 p.m. by Chair-Elect, Duane Whitmire.

Approval of Minutes:

Mary Beth Zachary moved, Bev Stearns seconded that the minutes be approved as distributed.

Guest Speakers:

Larry Weiss - ASC Scholarship

Larry announced that the Alumni Foundation will match up \$5,000 in funds raised for the ASC Scholarship fund. He noted that Joe Martini and John Moore were integral in their support of this endeavor.

Applications were also distributed for the BGSU Visa card. BGSU has entered into a five year agreement with First USA Bank of Delaware. Funds raised from this endeavor will be used for a variety of upcoming projects including the development of corporate alliances and the faculty development fund.

Gary Swegan - President's Day

Gary provided some follow-up to the 1997 President's Day Program. Approximately 1,320 prospective students attended, plus their guests for a total of 3,000 visitors. The Office of Admissions has identified several issues related to President's Day that need to be addressed. They are looking at a better way to manage the traffic back-up at the Field House during check-in and perhaps developing additional housing and Honors Program information sessions since these sessions were over attended by visitors. The Office of Admissions is interested in feedback from all staff regarding President's Day. Feedback can be sent directly to Gary Swegan at gswegan@bgnet.

Donna Wittwer & Dean Gerken - Worker's Compensation Managed Care

All state funded employers have been mandated to select a managed care organization for all worker's compensation claims. BGSU has selected Gates McDonald. All employees will receive additional information about the process of filing a claim with Gates McDonald with their April pay stub. Employees can use their physician when seeking treatment if they are certified by the Bureau of Worker's Compensation (BWC). Donna was optimistic that many of the care providers who are part of Blue Cross/Blue Shield are certified by the BWC. If an employee files a claim, BWC will share information with BGSU regarding the claim, but all medical information will remain confidential. Any accidents that occur during your work time frame should be documented and the employee and/or supervisor should contact Gates McDonald as soon as possible.

Chair Report:

Duane Whitmire, Joan Morgan and Joe Luthman met with Dr. Middleton to review the proposed merit document. PWC will review Dr. Middleton's suggestions prior to submitting their final document.

A Benefits Ad-Hoc Committee has been established to look at the following issues raised at the March ASC meeting:

- Can staff be funded for more than the current four courses per year?
- Can dependents of retirees take classes with a fee waiver indefinitely? (Current policy is up to 5 years after retirement)
- Can pro-rated benefits for part time employees be evaluated?
- Can administrative staff use their tuition fee waiver at MCO?

Pat Green, Ann Bowers, and Ed O'Donnell have been appointed to this committee. Pat Green will serve as chairperson.

Chair-Elect Report:

No report.

Secretary's Report:

ASC representatives and standing committee elections are underway for 1997-1998. Election results will be available during the week of April 14.

Amendments:

Mary Beth Zachary began the process of reviewing ³⁰⁰⁰four amendment proposals submitted by the Internal Affairs Committee. Discussions were tabled until the May ASC meeting.

External Affairs:

Calvin Williams is developing an ASC web page. Please submit any suggestions regarding the web page to Calvin Williams or Bonita Sanders Bemby.

Internal Affairs:

Bev Stearns reported that the committee is currently conducting a satisfaction survey of former BG Effect participants.

Salary:

Gene Palmer provided an overview of the committee's salary comparison research to other state universities.

- BGSU salaries, when compared to the eleven Ohio institutions, rank seventh.
- Miami, Ohio University and Kent consistently rank higher than BGSU.
- BGSU salaries, when compared to the eleven Ohio institutions, are 3.92% lower.

Gene will present the Salary Committee's recommendations for 1997-98 at the May ASC meeting.

Old Business:

Joe Luthman indicated that PWC will review the following recommendations from Dr. Middleton prior to submitting their final merit document:

2. Meritorious performance should be rewarded:

(old version of 2a)

(a. Upon the completion of three years of meritorious assessments, an employee's salary shall be increased to the next quartile of their assigned grade in the Administrative Staff Compensation Plan.)

a. Upon the completion of five years of meritorious assessments, an employee's salary shall be increased by 3% more than their proposed merit increase.

b. Upon the completion of seven years of meritorious assessments in the same job, any employee's salary that is below the midpoint of their assigned grade in the Administrative Salary Compensation Plan, will have their salary increased at least to the midpoint.

c. After five (three) consecutive years of meritorious assessments, the employee shall be granted a renewable five (three) year contract with provisions for annual salary increases.

The meeting adjourned at 3:10 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

**THURSDAY, MAY 1
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
MAY AGENDA WILL BE SENT
PRIOR TO THIS MEETING**

Date: Sat, 26 Apr 1997 11:13:44 -0400 (EDT)
 From: Joan Morgan <jmorga3@bgnet.bgsu.edu>
 To: lopez@wbgu.bgsu.edu, mzachar@bgnet.bgsu.edu, abetts@bgnet.bgsu.edu,
 rmcombe@radar.bgsu.edu, jwebb@bgnet.bgsu.edu, jmorga3@bgnet.bgsu.edu,
 jgrilli@bgnet.bgsu.edu, tglick@radar.bgsu.edu, jluthma@radar.bgsu.edu,
 whitmire@bgnet.bgsu.edu
 Cc: pyon@bgnet.bgsu.edu
 Subject: Exec meeting-Apr 29

- ASC EXEC MEETING
- Apr. 29, 11:45-1:00
- Club 57

- I. Dual Career Couples-Paul Yon
- II. Salaries for administrative staff who teach classes-part time or overload
- III. FMLA Document
- IV. Election results
- V. Merit document
- VI. For the good of the order

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3. proposals presented to council
march meeting - language included.

1. we passed the proposal that
changed "volunteer" to self-nominate

2. passed ~~proposal~~ ^{ART. 4} the election to

3. we also voted to reconfigure
the Ferrari Awards committee;
there may be some debate
about the language ^{name of committee}

4. Tabled the proposal to expand
the ASC standing committees
to include ASC members -

decision around about the

motion on standing

~~to~~ ~~include~~ ~~members~~ of ~~standing~~ ~~committees~~

(Need to make a decision on
more limiting a split of executive
membership?

Date: Wed, 23 Apr 1997 09:34:26 -0400 (EDT)
X-Sender: jpeters@mailbox.bgsu.edu
Mime-Version: 1.0
To: jmorga3@bgnet.bgsu.edu
From: Janice L Peterson <jpeters@bgnet.bgsu.edu>
Subject: ASC Issue
Status:

Joan, I have an issue that needs to be brought to ASC's attention. It concerns administrative staff and teaching responsibilities. The following are copies of all the e-mails to date. The person initiating the question is one of Joyce Kepke's constituents, but I was asked to help since it involved contracting.

Please read the materials and let me know if ASC should research this and clarify policy or this out of our arena. Thank you. Jan

3/26/97 from Jan Peterson to Norma Stickler:
Norma, an ASC constituent has asked that I inquire about policy regarding overloads versus part-time rates. The case in point: If an administrative staff member, employed on a 10 month contract, is hired to teach credit classes - is there a rule about he/she being paid at the overload rate or the part-time faculty rate? Since the teaching is done in the 2 months this person is not working as an admin. staff, shouldn't the salary be as though the position is being filled by a part-time faculty member?

I have looked in both the Administrative Staff Handbook and the Faculty Handbook and could not find anything about this matter. However, I do know of another admin. staff person on a 9 month contract that teaches in the summer at the per credit hour rate versus the overload rate.

If there is not a written policy, this may be why the practice is different in each of these two colleges or perhaps campus-wide. Also, are some colleges allowed to lower the overload rate from that published on the "Part-time and Overload Rate, Effective Fall Semester, 1996 chart" and claim that their college's overload work is different from a regular overload assignment? I would think this could be a major debatable area.

Your assistance on this matter is greatly appreciated. Thanks, Jan.

Norma's reply to Jan Peterson on 3/31/97:

X-Sender: nstickl@mailbox.bgsu.edu
Date: Mon, 31 Mar 1997 14:15:17 -0400
To: Janice L Peterson <jpeters@bgnet.bgsu.edu>
From: nstickl@bgnet.bgsu.edu (Norma Stickler)
Subject: Re: Overloads vs. Part-time

Jan,
This is a question that I think needs to be addressed by ASC and sent forward for a recommendation; namely, that administrative staff be paid the regular part-time rate. In the meantime, however, they are all to be paid on the overload rate basis. IF there is an administrative staff member on a nine-month contract who teaches classes during the three months he/she is not on contract, then a case might perhaps be made to pay them the part-time rate, but if the classes are taught DURING the nine (or 10) month period, then it seems to me that under our CURRENT POLICY, they are to be paid by the overload rate. In any case, all colleges should be consistent. There is no written policy that I am aware of regarding how to handle the months during which they are not on contract.

I sent Norma's response to Susan Thierry and Joyce Kepke and Susan's response to me on 3/31/97 is as follows:

Hi Janice--thanks for the info. So, basically, Norma is saying this is indeed a policy to pay the overload rate, even though it's not stated as such in the handbooks? Also, I really would be curious to talk to other people in this dilemma (which according to Norma, there are several.) Do you think it would be inappropriate for me to call her and ask for the names of people in this situation? Otherwise, I think you should try to take it to ASC--I realize it will take a long time to figure this out, but it is nonetheless a cause that needs to be clarified. The first three years I taught, I was paid on the part-time rate, so it's odd this supposed policy is suddenly in place (?) Thanks again. Suzy Thierry

My final e-mail to Susan on 4/3/97:

Hi Suzy - sorry it's been a few days - I don't think it is inappropriate to ask Norma for the names of others in the same situation, but be aware she may not be able to tell you. This type of information is usually found through one's own research.

Either Joyce or I will push this issue to ASC.

I asked our Dean, Suzanne Crawford, if she ever heard about overload versus part-time for admin. contracts and she thought they were all overload, but she was surprised that some colleges paid less than the overload rate.

I'll keep you posted if I hear more and you do the same. Good luck, Jan.

>

Thank Joan for any help on this issue, Jan.

Janice L. Peterson
Director of Budgets and Operations
Continuing Education, International and Summer Programs
40 College Park
Bowling Green State University
Bowling Green, OH 43403-0200 Phone:(419) 372-7883
Fax: (419) 372-8667 E-mail: jpeters@bgnet.bgsu.edu
Web: http://www.bgsu.edu/colleges/ContEd/

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, May 1, 1997

1:30 p.m.

Alumni Room, University Union

- 1. Call to Order
- 2. Introduction of Substitutes
- 3. Approval of Minutes
- 4. Chair's Report *DUAL CAREER COUPLES; and 2 June*
- 5. Chair Elect's Report
- 6. Secretary's Report
- 7. Committee Reports
 - Amendments *Annual Report! next month*
 - External Affairs
 - Ferrari Award
 - Internal Affairs *Bruna Baglunck - May 2 2nd*
 - Personnel Welfare
 - Professional Development
 - Salary
 - 1997-98 Committee Recommendations - Gene Palmer
 - Scholarship
- 8. Old Business
 - Principles and Recommendations for a Performance-Based Merit System for Administrative Staff - Joe Luthman
 - Proposed Amendments - Mary Beth Zachary
 - Internal Affairs Officer - Jeff Grilliot
- 9. New Business
- 10. Good of the Order
- 11. Adjourn

EDUCATIONAL BUDGET STAFFING: 1989-90 VS 1996-97

	1989-90 FTE	1996-97 FTE	Change in FTE
Faculty	807.83	717.21	-90.62
Administrative Staff*	228.94	269.79	40.85
Classified Staff	644.76	560.92	-83.84
TOTAL	1681.53	1547.92	-133.61

* The 40.85 FTE net increase in administrative staff includes:

Funding from Academic Challenge	4.83
Conversions of Classified to Administrative Staff	9.00
Conversions of Faculty to Administrative Staff	5.00
Funding Already Within Educational Budget	4.00
New Positions	23.40
Reductions in Admin Staff in Operations, Student Affairs, Financial Affairs	-5.38

NET CHANGE IN ADMINISTRATIVE STAFF IN EDUCATIONAL BUDGET FROM 1989-90 TO 1996-97

	FTE Change
Academic Challenge Funding (Continuing Funding Provided Through State Subsidy)	
Research Associate, Computer Science	1.00
Project Coordinator, Philosophy (+0.5 FTE)	0.50
Director of Photochemical Sciences, Chemistry	1.00
Sociology (+0.33 FTE)	0.33
Recording Engineer, Musical Arts	1.00
Admin. Assistant, Mid-American Center for Contemporary Music, Musical Arts	1.00
NET FTE Increase Through Academic Challenge Funding	4.83
 Conversions From Classified Positions	
Administrative Assistant, Biological Sciences	1.00
Coordinator of Business Operations, Chemistry	1.00
Research Associate/Machinist, Chemistry	1.00
Executive Assistant, Psychology	1.00
Women's Studies (-1.0 FTE, Converted to Classified)	-1.00
Academic Advisor, Business Administration	1.00
Manager of Graduate Student Records, Graduate College	1.00
Animal Research Technician, Graduate College	1.00
Conservator, Center for Archival Collections, Library	1.00
Director of Student Information Systems, Registration & Records	1.00
Assistant Chief Engineer, WBGU-TV	1.00
Net FTE Change From Conversions of Classified to Administrative Positions	9.00
 Conversions From Faculty Positions	
Vice President for University Advancement	1.00
Executive Assistant, President's Office (-1.0 FTE, Conversion to Faculty)	-1.00
Safety Technician, Art	1.00
Laboratory Manager, Chemistry	1.00
Research Associate, Psychology	1.00
Instructional Media, Library & Learning Resources	1.00
General Manager, WBGU-TV	1.00
Net FTE Change from Conversion of Faculty to Administrative Positions	5.00
 Converted Using Funding Already Within Educational Budget	
Technology Stores Manager (funded from Tech Stores income)	1.00
General Counsel	1.00
Jr. Systems Programmer, Computer Services (SIS Maintenance, Formerly Outside Contract)	1.00
Systems Programmer, Computer Services (SIS Maintenance, Formerly Outside Contract)	1.00
Net FTE Increase Where Funding Already Within Educational Budget	4.00
 New Administrative Staff Positions	
Assistant to the Vice President for University Advancement	1.00
Research and Records Director, Development, University Advancement	1.00
Major Gifts Director, Development, University Advancement	1.00
Telefund Coordinator (0.8 FTE), Development, University Advancement	0.80
Promotion Video Specialist (+0.5 FTE to Full-Time), Public Relations, University Advancement	0.50
Sub-Total for New Development and Marketing Positions	4.30
Admissions Officer, Undergraduate Admissions	1.00
Admissions Officer (0.75 FTE), Undergraduate Admissions	0.75
Regional Admissions Counselor (+0.75 FTE), Undergraduate Admissions	0.75
Assistant to the Provost for Enrollment Management & K-12 Partnerships, Academic Affairs	1.00
Sub-Total for New Enrollment Management Positions	3.50

Assistant Director for International Education, Continuing Education, Academic Affairs	1.00
Field Coordinator (+0.5 FTE to Full-Time), Coop Education, Academic Affairs	0.50
Director of Graduation & Degree Audit, (+0.5 FTE to Full-Time), Registration & Records, AA	0.50

Sub-Total for New Academic Support Positions	2.00
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Art Technician, Art	1.00
Art Technician, (+0.6 FTE to Full-Time), Art	0.60
Costumer, Theatre (+0.4 FTE to Full-time)	0.40
NMR Technician, Chemistry	1.00
Recording Technician (+0.25 FTE to 0.75 FTE), Musical Arts	0.25
Box Office Manager (0.75 FTE), Musical Arts	0.75

Sub-Total for New Positions in Academic Departments	4.00
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Network Administrator (0.5 FTE), Arts & Sciences	0.50
Assistant Director, Undergraduate Studies in Business, Business Administration	1.00
Assistant Dean, Information Systems, Business Administration	1.00
Network Administrator (College of Business)	1.00
Budget Coordinator (0.5 FTE), Musical Arts	0.50
Program Advisement Teacher Certification & Advising, Education & Allied Professions	1.60

Sub-Total for New Positions Colleges/Dean's Offices	5.60
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Systems Analyst, Computer Services	1.00
Unix Systems Programmer (Networking), Computer Services	1.00

Sub-Total for New Positions in Information Technology	2.00
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Special Assistant for Research & Policy Analysis, President's Office	1.00
Research Associate (Diversity Initiatives), Academic Affairs	1.00

Sub-Total for New Positions in Central Administration	2.00
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Total FTE Increase For New Positions	23.40
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SUMMARIES BY CATEGORY AND VICE PRESIDENTIAL AREA

Funding from Academic Challenge	4.83
Conversions of Classified to Administrative Staff	9.00
Conversions of Faculty to Administrative Staff	5.00
Funding Already Within Educational Budget	4.00
New Positions	23.40
Reductions in Adminstrative Staff Positions in Operations, Student Affairs & Financial Affairs	-5.38

Net FTE Change in Administrative Staff Positions from 1989-90 to 1996-97	40.85
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President's Office	1.00
University Advancement	5.30
Financial Affairs	0.00
Operations	-4.71
Student Affairs	-0.67
Provost/Academic Affairs	39.93

Net FTE Change in Administrative Staff Positions from 1989-90 to 1996-97	40.85
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Administrative Staff Council Minutes
Thursday, May 1, 1997

Members Present: Jerry Ameling, Joyce Blinn, Deborah Boyce, Scot Bressler, Deb Burris, Penny Dean, Judy Donald, Jim Elsasser, Ken Frisch, Tom Glick, Sharon Hanna, Elayne Jacoby, Joyce Kepke, Inge Klopping, Lona Leck, Paul Lopez, Joe Luthman, Becky McOmber, Joan Morgan, Donna Nelson-Beene, Penny Nemitz, Ed O'Donnell, Gene Palmer, Sue Perkins, Jan Peterson, Jan Ruffner, Bonita Sanders Bemby, Bev Stearns, Jodi Webb, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent Who Sent Substitutes: Phyllis Short for Mike Failor, Mary Kay O'Neill-Jones for Barb Keeley, Marilyn Mackay for Cindy Puffer, Jim McArthur for Bob Waddle, Darlene Thomas for Betty Ward, Steve Charter for Paul Yon

Members Absent: Craig Bedra, Bryan Benner, Ann Betts, Carmen Castro-Rivera, Dianne Cherry, Jeff Grilliot, Randy Julian, Deb Knigga, Dawn Mays, Tim Smith, Kurt Thomas, Reva Walker

Guests: Suzanne Kashuba, Paul Obringer

Call to Order:

The meeting was called to order at 1:31 p.m. by Chair, Joan Morgan. Joan welcomed the new editor of the *Monitor*, Suzanne Kashuba,

Approval of Minutes:

Mary Beth Zachary moved, Bev Stearns seconded that the minutes be approved with the noted corrections. The following ASC by-law changes were passed at the April meeting.

- Article 4/Section 5 - Renamed "Elections" to "Elections/Appointment Process".
- Substitute "Self-Nominate" for "Volunteer" wherever it appears throughout the By-Laws.
- Article 2/Section 2/Item G - Passed in concept that the Ferrari Award Committee be reconfigured to form a new Awards and Special Recognitions Committee. The committee will be charged with coordinating the Ferrari Award and developing and recommending to ASC new ways to recognize administrative staff.

Chair Report:

Joan Morgan was pleased to announce that Dr. Middleton has made the first contribution towards the ASC Scholarship fund drive.

X

A copy of the recommendations from the Committee on Dual Career Couples was distributed to all ASC reps and should be shared with constituents. Faculty representatives and three administrative staff members, Naomi Lee, Norma Stickler, and Paul Yon, served on this committee. ASC Exec has reviewed this document and shared some initial concerns that this new initiative seems geared towards high level faculty and administrators. Any administrative member who is interested in serving on an ad-hoc committee to review this document and prepare a response to Dr. Middleton, should contact Joan Morgan. A response is needed by the end of June.

Scouting
Committee

X

The Ad-Hoc Benefits Committee (Pat Green, Ann Bowers, & Ed O'Donnell) approved the pending FMLA report. The Benefits Committee has made the following recommendations:

- 70
- A joint task force of the three constituent groups should review the issue of catastrophic leave.
 - Administrative staff maternity leave should be changed from four months to six months.
 - Administrative staff retirees should be granted lifetime fee waivers for dependents.

Members of ASC have been involved with interviewing candidates for Director of Human Resources, Senior Vice-Provost and Dean of Undergraduate Education.

Joan and Duane attended the April Board of Trustees meeting at the Firelands Campus.

Duane Whitmire, Joan Morgan and Joe Luthman met with Dr. Middleton to review the proposed merit document. Dr. Middleton expressed some concern that the document mixes Mercer and merit issues and he was looking for more flexibility with the recommendations. Any decisions regarding the merit document are pending the outcome of the Department of Labor study of BGSU administrative staff salaries. Joe Luthman distributed a revised merit document and asked that reps share this with their constituents and request their feedback. PWC will continue to review suggestions prior to submitting their final document. Implementation dates are still being considered. It was suggested that an addendum to the merit document be developed to include issues of progression through a salary range and market adjustments.

Committee chairs should prepare an annual report to be presented at the June ASC meeting.

Chair-Elect Report:

ASC budget update - \$556.84.

Secretary's Report:

New ASC representatives have been elected for 1997-1998. Ballots to elect officers and Executive Committee representatives will be distributed to all administrative staff during the week of May 12. Inge Klopping moved, Ken Frisch seconded to suspend the existing By-Laws related to the election process to the ASC Executive Committee. Motion passed. Based on recent organizational changes, it is difficult to adhere to the By-Laws and allow for adequate representation from across campus. It was determined that the Executive Committee would be made up the ASC Chair, Chair-Elect, Secretary, 3 representatives from the Provost's area (including Firelands), 1 representative from the President's Area, 1 representative from Student Affairs, 1 representative from University Advancement, 1 representative from Financial Affairs, and 1 representative from Operations.

Amendments:

Mary Beth Zachary reviewed By-Law proposal, Article 2/Section 2. Motion passed. ASC standing committee membership may now include up to 50% administrative staff membership at large. The chair of the committee must be an elected member of ASC.

External Affairs:

Calvin Williams is developing an ASC web page. Please submit any suggestions regarding the web page to Calvin Williams or Bonita Sanders Bemby. Pat Patton, Human Resources, has suggested that ASC and CSC look at sponsoring "Take Your Daughter To Work Day" for the 1997-1998 academic year.

Internal Affairs:

An orientation session is being planned for newly elected ASC representatives on May 22. The new ASC handbook will be sent to the new representatives on approximately May 8. Committee chairs will also be invited to the orientation session to describe their committees and recruit new members.

Salary:

Gene Palmer presented the Salary Committee's review of the 1996-97 CUPA results.

- BGSU salaries, when compared to the eleven Ohio institutions, rank seventh.
- Miami, Toledo, Ohio University and Kent have consistently ranked higher than BGSU over the past seven years.
- BGSU salaries when compared to the average salaries of the eleven Ohio institutions trail by 3.92%.
- The CUPA analysis is based on 93 administrative staff positions at BGSU. 87 of these positions are in the Mercer grades fourteen or higher. This report provides no insight for positions below grade fourteen, gender/ethnic issues or time in position.
- The committee recommends that BGSU salaries should be at a level consistent with Kent/Miami. To become a reality this will require an equivalent salary increase to that of Kent/Miami plus an additional 3.39% to equal Kent or an additional 3.82% to equal Miami. Providing salary increases higher than Kent and Miami over the next several years would have the same result.

Gene Palmer moved that ASC adopt the committee report, Joe Luthman seconded. Motion passed.

Scholarship:

Finalists for the ASC Scholarship were recently interviewed by committee members. Final decisions will be announced in the near future.

New Business:

Paul Obringer, Unigraphics, brought forward an issue pertaining to payment for administrative staff who teach a course(s). The standard rate for teaching one course is \$2,200. However, administrative staff members are paid at the overload level of \$1,500. Paul asked that ASC investigate this issue to provide more equitable payment for teaching to administrative staff. Penny Nemitz, Jan Peterson and Paul Obringer will serve on the ad-hoc committee to review this issue.

The meeting adjourned at 2:55 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

THURSDAY, JUNE 5

1:30PM - ALUMNI ROOM/UNIVERSITY UNION

MAY AGENDA WILL BE SENT PRIOR TO THIS MEETING

X-Sender: jwebb@mailbox.bgsu.edu
Mime-Version: 1.0
Date: Thu, 22 May 1997 13:41:26 -0400
To: jmorga3@bgnnet.bgsu.edu, whitmire@bgnnet.bgsu.edu
From: jwebb@bgnnet.bgsu.edu (Jodi Webb)
Subject: ASC Agenda - June
Status:

Joan & Duane -

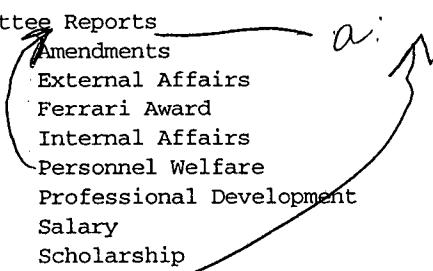
Here is an outline of the June ASC agenda. I was having a hard time coming up with what should be on the agenda for June? Perhaps after the Exec meeting on Tuesday, you can make some additions. If possible, I would like to have your feedback by Wednesday, May 28.

Thanks -
Jodi

ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, June 5, 1997
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair's Report
5. Chair Elect's Report
6. Secretary's Report
7. Committee Reports
 - Amendments
 - External Affairs
 - Ferrari Award
 - Internal Affairs
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
8. ~~Old Business~~
 - Principles and Recommendations for a Performance-Based Merit System for Administrative Staff - Joe Luthman
 - Internal Affairs Officer - Jeff Grilliot
9. New Business
10. Good of the Order
11. Adjourn



Date: Tue, 27 May 1997 07:50:51 -0400 (EDT)
 From: Joan Morgan <jmorga3@bgnet.bgsu.edu>
 To: lopez@wbgu.bgsu.edu, mzachar@bgnet.bgsu.edu, abetts@bgnet.bgsu.edu,
 rmcombe@radar.bgsu.edu, jwebb@bgnet.bgsu.edu, jmorga3@bgnet.bgsu.edu,
 jgrilli@bgnet.bgsu.edu, tglick@radar.bgsu.edu, jluthma@radar.bgsu.edu,
 whitmire@bgnet.bgsu.edu
 Subject: May 27 Exec

- Administrative Staff Exec.
- May 27, 1997
- 11:45-1:30
- SPAR Conference Room
- 106 University Hall

- I. June ASC Agenda —
- II. Merit Document -Discussion Item Board of Trustees May meeting
- III. Other items

Joan's last meeting

over the summer
 U

June 10 -
 farewell

gossip charter?
 -tagging?
 -evaluations?

74

Administrative Staff Council Minutes
Thursday, June 5, 1997

Members Present: Jerry Ameling, Deborah Boyce, Scot Bressler, Carmen Castro-Rivera, Dianne Cherry, Judy Donald, Jim Elsasser, Mike Faylor, Ken Frisch, Tom Glick, Jeff Grilliot, Sharon Hanna, Elayne Jacoby, Deb Knigga, Paul Lopez, Joe Luthman, Dawn Mays, Joan Morgan, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Bev Stearns, Jodi Webb, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent Who Sent Substitutes: Mary Kay O'Neill-Jones for Barb Keeley, Barb Erisman for Ed O'Donnell

Members Absent: Craig Bedra, Bryan Benner, Ann Betts, Joyce Blinn, Deb Burris, Penny Dean, Randy Julian, Joyce Kepke, Inge Klopping, Lona Leck, Becky McOmber, Donna Nelson-Beene, Penny Nemitz, Bonita Sanders Bembry, Tim Smith, Kurt Thomas, Bob Waddle, Reva Walker, Betty Ward, Paul Yon

Guests: Suzanne Kashuba, *Monitor*

New ASC Representatives: Pat Green, John Hartung, Sandy LaGro, Laura Waggoner, Matt Webb, Deb Wells

Call to Order:

The meeting was called to order at 1:33 p.m. by Chair, Joan Morgan.

Approval of Minutes:

Bev Stearns moved, Deb Knigga seconded that the minutes be approved as distributed.

Chair Report:

Joan Morgan welcomed the newly elected ASC representatives in attendance. Certificates of recognition were distributed to outgoing ASC representatives - Bryan Benner, Ann Betts, Jeff Grilliot, Barb Keeley, Lona Leck, Joe Luthman, Penny Nemitz, Ed O'Donnell, and Mary Beth Zachary.

The Principles and Recommendations for a Performance-Based Merit System for Administrative Staff at Bowling Green State University will be submitted to the Board of Trustees pending our revisions to the document.

Joan thanked everyone involved with ASC for all of their hard work and extended her appreciation for the opportunity to serve as ASC Chairperson.

Chair-Elect Report:

ASC budget update - \$390.98.

Duane Whitmire expressed his pleasure in working with Joan for the past year and acknowledged the professional manner in which she has represented all Administrative Staff.

Secretary's Report:

The 1997-98 ASC meeting schedule and the roster of ASC representatives for 1997-98 were distributed.

Amendments:

Mary Beth Zachary indicated that the following changes should be reflected in the Administrative Staff Handbook: ASC by-laws, FMLA, Appeals Process. This topic will be discussed with Rebecca Ferguson at a July 15 meeting.

Ferrari Award:

Nomination forms are due to Bob Waddle by August 1.

Internal Affairs:

The committee completed the following during 1996-97:

- Updated new member handbook.
- Submitted the by-law changes to extend ASC committee membership to all Administrative Staff and establish an Awards and Special Recognitions Committee.
- Investigated the the standing of the Internal Affairs Officer position within ASC.
- Continued to work with the BGEffect Program. The BGEffect Program will now be permanently housed in the First Year Experience Program.

Personnel Welfare:

Joe Luthman reviewed the updated version of the Principles and Recommendations for a Performance-Based Merit System for Administrative Staff at Bowling Green State University that included Dr. Middleton's suggestions. Bev Stearns made some grammatical and wording suggestions that will be incorporated into the document. A question was raised whether faculty will be held to the following recommendation:

A supervisor's merit evaluation will include an assessment of the completion of performance evaluations and merit pay recommendations for their staff on time. Failure to do so will be deemed performance below expectations.

Joe made the motion to accept the document as amended and to forward to the Board of Trustees. Bev Stearns seconded the motion. The motion was approved by ASC.

Thanks were extended to all members of the Personnel Welfare Committee for all the work that they did throughout the year.

Salary:

The final report is complete and was shared at the May 1997 ASC meeting.

Scholarship:

The committee awarded Kimberly Meenach a \$1000.00 scholarship and Kristin Grefrath a \$500.00 scholarship.

Old Business:

Jeff Grilliot will share a draft of a job description for the Internal Affairs Officer with the Exec Committee. This is will be an appointed ASC position.

New Business:

Congratulations to Deb Boyce and Judy Donald. Deb will serve as Chair-Elect and Judy will serve as Secretary of ASC for 1997-98.

Joan Morgan passed the gavel to Duane Whitmire, new Chairperson of ASC.

The ASC Fall Reception will be held on Wednesday, September 10 from 3pm-5pm in the Mileti Alumni Center.

ASC Executive Committee will meet on August 11 with all the former Chairpersons of ASC.

Dianne Cherry gave an update on the Jordan Family Development Center. Any suggestions for the Center can be forwarded to Dianne.

The meeting adjourned at 2:25 p.m.



Jodi Webb
Secretary, ASC

NEXT ASC MEETING:

Thursday, September 4 - 1:30pm
Alumni Room/University Union