

1994

Minutes 1993-1994

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4. Photocopies
5. Post-It Notes

ADMINISTRATIVE STAFF COUNCIL

AGENDA

THURSDAY, SEPTEMBER 2, 1993

1:30 PM, UNIVERSITY UNION ALUMNI ROOM

- I. Call to Order**
- II. Approval of June, 1993 Minutes**
- III. Guests: John Moore, Director, Personnel Support Services
Pat Patton, Assistant Director, Personnel Support Services**
- IV. Chair's Report**
- V. Chair-Elect's Report**
- VI. Secretary's Report**
- VII. Good of the Order**

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
September 2, 1993**

Members Present: Bryan Benner, Ann Bowers, Marilyn Braatz, Scot Bressler, Robert Carlisle, Jill Carr, Cindy Colvin, Wayne Colvin, Judy Donald, Melissa Firestone, Pat Green, Judy Hartley, Arlene Hazlett, Susan Hughes, Greg Jordan, Patricia Kania, Joyce Kepke, Denise Kisabeth, Patricia Koehler, Marcia Latta, Lauren Mangili, Teresa McLove, Gail McRoberts, Amy O'Donnell, Judy Paschalis, Barry Piersol, Diane Regan, Beverly Stearns, Tonia Stewart, Norma Stickler, Jack Taylor, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: James Morris for Dan Parratt, Joe Luthman for Rich Zera

Members Absent: Steve Barr, Brad Browning, Darlene Ehmke, Ken Kavanagh, Christopher Smitherman, Dave Stanford, Denise VanDeWalle, Bob Waddle

Guests: Courtney Gangemi, BG News; John Moore, Personnel Services; Pat Patton, Personnel Services

Call to Order: The meeting was called to order at 1:33 p.m. by Chair, Greg Jordan.

Approval of Minutes: A. Bowers moved, D. Kisabeth seconded, and the minutes were approved as distributed.

Guest Speakers:

Pat Patton, Assistant Director, Personnel Services described her current project involvement and requested that two administrative staff members volunteer to serve on an advisory committee for professional training. She anticipates implementation of the Employee Assistance Program (EAP) by January, 1994.

John Moore, Executive Director, Personnel Services explained that the Mercer Group study will include a review of administrative staff titles, job descriptions, and performance evaluations as well as an examination of gender gap and salary inequity issues. With the assistance of one-to-two administrative staff members, the study is anticipated to begin in October, 1993, and a final report is expected approximately 11 1/2 months later. J. Moore also announced that Personnel Services is reviewing administrative staff vacation use on a quarterly basis with the intent to ensure that staff take vacations, thereby enforcing the 352 hour maximum carry over limit. It was brought to Mr. Moore's attention that in some cases failure to use vacation is not by the staff member's choice. J. Moore emphasized the importance of having up-to-date performance evaluations on file in Personnel Services. The recent job description format will change, eliminating the need to disclose percentages of time spent on individual duties. Mr. Moore stated that the employee will provide the bulk of the job description. Detailed information regarding the new Health Care Plan will be mailed during September to precede training programs which will be offered during the month of October.

Chair Report:

- G. Jordan requested that committees begin meeting this month. Committees without chairs should be convened by the first person on the committee list until a chair is selected.

- G. Jordan attended and reported on the June 25th Board of Trustees meeting, and shared a resolution passed by the Board regarding salaries and compensation for faculty and staff.
- G. Jordan distributed a memorandum from ASC Executive Committee to Vice President Dalton addressing ASC's concerns about the proposal for the 1993-94 salary distribution. Despite discomfort with the disparity between the faculty and administrative staff constant dollar figures, ASC Executive Committee believed that more administrative staff members benefitted by the proposed distribution than by a flat across-the-board distribution since 60% of Administrative Staff's salaries fall below the average salary for the classification.
- During the summer, administrative staff members were appointed to serve on selected university committees: Judy Donald, WellNet Committee and Jacqui Daly, EAP Committee. G. Jordan reminded the group that two staff members are needed to serve on Pat Patton's professional training advisory committee, two staff members to serve on a Classified Staff Performance Evaluation ad hoc committee, and that a replacement for Bob Arrowsmith will be appointed to serve on the Legal Services Committee.
- G. Jordan reported that during the summer, chairs of the three university constituent groups sent a memorandum to President Olscamp recommending that selected members of the Health Care Task Force attend a Health Care Cost Management Conference to be held in Miami, FL on November 1-3, 1993. The chairs deemed it "imperative that the task force be as educated as possible to address the health care problems at BGSU."
- G. Jordan commented that the ASC Fall Reception was well received with over 100 administrative staff members in attendance. The group discussed positive and negative comments made by constituents regarding the date.
- The group reviewed a summary of responses to the survey sent with the June 1993 minutes.
- ASC 1993-94 Goals were discussed. The following revisions were approved as moved by J. Wright and seconded by T. McLove:
 1. New Goal #1: the corpus of the Administrative Staff Scholarship was revised from \$30,000 to \$35,000 to read: Conduct a fund-raising effort in order to increase the corpus of the Administrative Staff Scholarship to \$35,000.
 2. New Goal #11 added by M. Latta: Develop policies and procedures which would foster opportunities for internal promotion of administrative staff.

Chair-Elect Report:

- P. Green reported fund balances as follows: Scholarship Endowment: \$30,830.20; Operating Budget: \$986.21
- No funds are available for professional development; however, the committee is accepting requests to build a case for acquiring additional funding.

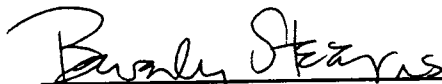
Secretary's Report:

- B. Stearns welcomed two new ASC members: Melissa Firestone, Public Relations, who replaces Allen Zink; and Jack Taylor, Multicultural Affairs, who replaces Greg Ross.

- 4
- B. Stearns announced that the date of the ASC Winter Reception has been changed from Thursday, January 6, 1994 (following the ASC meeting) to Friday, January 7, 1994.
 - B. Stearns thanked members of the Executive Committee for volunteering to share the responsibility and helping to defray the cost of copying ASC minutes.

Good of the Order

Recorded by:


Beverly Stearns, Secretary

9/22/93

ASC CHAIR'S REPORT--SEPTEMBER 2,1993

1. Everyone should have received a copy of the ASC roster, schedule and committee assignments. I am asking that all committees schedule their first meeting this month. For those committees without chair's, would the first person listed coordinate the first meeting.

2. The summer months found the executive committee very busy dealing with a wide varitey of topics.

a. The June Board of Trustee's meeting was interesting. I attended the Personnel/Facilities Committee meeting on Thursday afternoon. A great deal of attention was given to the issue of representation of legal council at tenure revocation hearings, the capital plan for the next five years, and informal discussion on health care costs/containment.

The packet I handed out has a copy of the resoulution passed by the Board regarding their position of compensation.

The goldenrod papers are information regarding the proposal and our response to the salary distribution of 93-94.

b. A number of committee appointments have been made:

--Jacquie Daley to the EAP committee

--Judy Donald to the Wellnet committee

--a request to have someone serve on the Employee Performance Evaluation review committee has been received.

c. Two memos have been sent to President Olscamp --

first--from 3 chairs regarding support for members of the task force for education at a conference and second from me regarding a concern for the anticipated burn out due to workloads.

d. Final page of handout shows a summary of the comments received back from the survey and has assisted in the development of goals.

e. The reception on Monday was a success and congrats again to Ann. Any feed back now or please let any member of the executive committee know your feelings for we will discuss it at our next meeting.

D. FINANCE COMMITTEE (continued)

6. Proposed Long-term Goals and Objectives on Faculty and Staff Salaries and Compensation

D67-69

MOTION: _____ moved and _____

seconded that the Board of Trustees adopt the following resolution on faculty and staff salaries and compensation:

WHEREAS, the Board of Trustees believes that the highest goal of a public university is to provide the best education for its students; and

WHEREAS, the Board has long believed that quality education can only be afforded to students by a university attracting and retaining qualified and talented individuals to its faculty and staff; and

WHEREAS, the Board further believes that the maintenance of competitive salaries and benefits for faculty and staff is necessary to attract and retain qualified individuals; and

WHEREAS, the Board of Trustees has regularly in the past expressed its long-term goals for faculty and staff salaries and compensation in informal terms,

NOW, THEREFORE, BE IT RESOLVED, that the Board states its long-term goals for BGSU as follows:

That the highest priority of the Board of Trustees, after ensuring that student academic needs are met, is providing competitive salaries and benefits for BGSU faculty and staff.

(ROLL CALL VOTE)

REVISED

D



MEMORANDUM

TO: Dr. J. Christopher Dalton, Vice-President
Planning and Budgeting

FROM: Administrative Staff Council Executive Committee

RE: Recommendation on Proposal for 93-94 Salary Distribution

DATE: June 29, 1993

Thank you for taking the time to meet with us yesterday and explain the rationale regarding the proposal for the 93-94 salary distribution. As a result of our meeting, you will find below the comments and recommendation of ASC Executive Committee. The Executive Committee would like to first take a moment to express appreciation to the Board of Trustees and the Administrative Council for the opportunity to provide input and feedback in this most important topic. We also recognize the fact that every effort has been made to allocate the maximum amount of dollars to the salary pool. All employees of Bowling Green State University appreciate that effort.

Given the fact that 59.8% of Administrative Staff's salaries fall below the average salary for our employee classification, we concur with the concept that we are still feeling the effects of the two and one half years without a salary increase and that it was more severe to those at the lower end of the salary scale. It is with that thought in mind that the ASC Executive Committee endorses the concept of combining a constant dollar amount and an across the board distribution of the salary pool allocation.

However, we are deeply concerned about the precedent of separating the salary pools among constituent groups in a way that leads to a differential in the constant dollar figure. Although we recognize that the average salary percentage increase is the same for each group, we should point out that employees from different constituent groups with identical salaries will not have equitable increases. We ask that a clear and concise explanation be distributed to all employees to clarify the rationale and logic for this approach.

In addition, the net result of this action will increase the gap between the constituent groups' average salaries. We note that the gap is even wider than perceived since the faculty average is a nine-month salary, while administrative and classified staff average salaries are for twelve months.

8

Dalton
June 29, 1993
page two

Given the time constraints for the immediate problem, we feel this distribution is more appropriate than basing a distribution with merit consideration, especially over the past three years. Since this is the repeat of the one time exception to the merit concept, we would ask that through the shared governance philosophy a clear direction be developed regarding the philosophy and procedures for merit consideration for the upcoming year.

Again, thank you for the opportunity to provide input. We look forward to working with you throughout the year.

pc: ASC Executive Committee

PROPOSED DISTRIBUTION OF 1993-94 SALARY POOLS FOR FULL-TIME CONTRACT STAFF

RATIONALE

A 40% merit/60% across-the-board distribution would yield too small a merit pool (1.2% - 1.6%) for three years performance. The usual 40% merit/60% across-the-board distribution yields higher average increases at lower ranks, e.g. assistant professors. The impact of going from Fall 1990 to January 1993 without raises was more severe on staff at lower salary levels. A straight % across-the-board distribution does not provide higher % increases at lower ranks as seen with a merit component.

PROPOSAL

The increase for each contract staff member would be a constant dollar amount plus an across-the-board percentage increase. The constant dollar amounts would be different for faculty and administrative staff, reflecting the difference in average salaries. The constant dollar amounts and across-the-board % increases would depend on the final subsidy and fee increases as shown below. The average percentage increases for continuing faculty and administrative staff would be identical. Lower-salaried faculty and staff would receive higher percentage increases than higher-salaried faculty and staff. Higher-salaried faculty and staff would receive larger increases in dollar terms than lower-salaried faculty and staff.

Subsidy Increase	Fee Increase	Salary Pool Increase	% Increases A-T-B	Constant \$ Admin Staff	Constant \$ Faculty
2.00%	4.00%	3.00%	1.30%	\$615	\$805
3.00%	4.00%	3.50%	1.50%	\$725	\$947
3.00%	5.00%	4.05%	1.75%	\$832	\$1,089
3.00%	5.32%	4.20%	1.80%	\$869	\$1,137

BGSU Administrative Staff Salary Average and Distribution 1992-93

BGSU ADMINISTRATIVE STAFF SALARY SUMMARY FOR SPRING 1992-93

(Main + Firelands)

DISTRIBUTION COUNT IN RANGE

Below average 253

Above average 170

Below 20,000 36

20,000 - 24,999 43

25,000 - 29,999 87

30,000 - 34,999 75

35,000 - 39,999 54

40,000 - 44,999 42

45,000 - 49,999 27

50,000 - 54,999 15

55,000 - 59,999 17

60,000 - 64,999 7

65,000 - 69,999 8

70,000 - 74,999 1

75,000 - 79,999 7

80,000 - 84,999 1

85,000 - 89,999 2

90,000 - 94,999 0

95,000 - 99,999 0

100,000 & above 1

TOTAL 423

Cum

79

166

241

295

Note: June, 1993 Salary uses 1993-94 base (92-93*1.033 + 1040) except where adjustments were reported to BOT personnel changes.

Source: FACSTAFF 9293; "Personnel Changes", Board of Trustees.
VPPB/OIPR:TK:6/29/93:Admin Salary 9293 SUMRY(6/93)

(A)

PROPOSALS FOR SALARY INCREASES FOR CONTINUING ADMINISTRATIVE STAFF FOR 1993-94

SALARY POOL INCREASE	1992-93 Ave. Salary	Current Ave. Salary Rate*	1993-94 Const \$ Amount	1993-94 % A-T-B	1993-94 \$ Increase	1993-94 Contract	% Increase from Current	% Increase vs 92-3 Ave.
3.00%	\$35,632	\$36,193	\$615	1.300%	\$1,086	\$37,279	3.00%	4.62%
3.50%	\$35,632	\$36,193	\$725	1.500%	\$1,268	\$37,461	3.50%	5.13%
4.05%	\$35,632	\$36,193	\$832	1.750%	\$1,465	\$37,658	4.05%	5.69%
4.20%	\$35,632	\$36,193	\$869	1.800%	\$1,520	\$37,713	4.20%	5.84%

* Reflects Full-Year's Worth of January 1993 Increase

NOTE:

Subsidy Increase	Fee Increase	Salary Pool Increase	% Increase A-T-B	Constant \$ Admin Staff	Constant \$ Faculty
2.00%	4.00%	3.00%	1.30%	\$615	\$805
3.00%	4.00%	3.50%	1.50%	\$725	\$947
3.00%	5.00%	4.05%	1.75%	\$832	\$1,089
3.00%	5.32%	4.20%	1.80%	\$869	\$1,137

OPB: JCD 6/23/93 (admin staff sal option 6/23/93)

PROPOSALS FOR SALARY INCREASES . OR CONTINUING FACULTY FOR 1993-94

(F)

3.00% INCREASE	1992-93 Ave. Salary	Current Ave. Salary Rate*	Prop. Increase \$805 + 1.3%	1993-94 Salary Rate	% Increase from Current	% Increase from 92-3 Ave.
Professor	\$59,582	\$60,532	\$1,592	\$62,124	2.63%	4.27%
Associate	\$45,502	\$46,224	\$1,406	\$47,630	3.04%	4.68%
Assistant	\$37,964	\$38,563	\$1,306	\$39,870	3.39%	5.02%
Instructor	\$26,202	\$26,610	\$1,151	\$27,761	4.33%	5.95%
Lecturer	\$26,877	\$27,296	\$1,160	\$28,456	4.25%	5.88%
All-Rank	\$46,627	\$47,367	\$1,421	\$48,788	3.00%	4.63%

3.50% INCREASE	1992-93 Ave. Salary	Current Ave. Salary Rate*	Prop. Increase \$947 + 1.5%	1993-94 Salary Rate	% Increase from Current	% Increase from 92-3 Ave.
Professor	\$59,582	\$60,532	\$1,855	\$62,387	3.06%	4.71%
Associate	\$45,502	\$46,224	\$1,640	\$47,864	3.55%	5.19%
Assistant	\$37,964	\$38,563	\$1,525	\$40,089	3.96%	5.60%
Instructor	\$26,202	\$26,610	\$1,346	\$27,957	5.06%	6.70%
Lecturer	\$26,877	\$27,296	\$1,356	\$28,653	4.97%	6.61%
All-Rank	\$46,627	\$47,367	\$1,658	\$49,024	3.50%	5.14%

4.05% INCREASE	1992-93 Ave. Salary	Current Ave. Salary Rate*	Prop. Increase \$1089 + 1.75%	1993-94 Salary Rate	% Increase from Current	% Increase from 92-3 Ave.
Professor	\$59,582	\$60,532	\$2,148	\$62,681	3.55%	5.20%
Associate	\$45,502	\$46,224	\$1,898	\$48,122	4.11%	5.76%
Assistant	\$37,964	\$38,563	\$1,764	\$40,327	4.57%	6.22%
Instructor	\$26,202	\$26,610	\$1,555	\$28,165	5.84%	7.49%
Lecturer	\$26,877	\$27,296	\$1,567	\$28,863	5.74%	7.39%
All-Rank	\$46,627	\$47,367	\$1,918	\$49,285	4.05%	5.70%

* Reflects Full-Year's Worth of January 1993 Increase

SUMMARY OF RESPONSES TO SURVEY SENT WITH JUNE MINUTES

17 responses on form; 1 memo; 1 telephone call

1. issue of representation in VP areas by one department (phone call and memo)
2. study of reciprocal fee waivers with corner Ohio schools.
3. study university council concept that combines interests of ASC, CSC, and FS. (building bridges)
4. personnel position for AS
5. concern over effect of IAPC and Managing for the Future Task Force report
6. grievance procedure
7. job description format
8. work load (2)
9. inadequate funding of ASC
10. staff morale and recognition (2)
11. day care (2)
12. Health care, keep chiropractics and counseling as present
13. succession planning/cross training^g
14. compensation and benefits
15. committee on non-academic functions (monitor the process, including findings, analysis and recommendations.)
16. salary inequities based on gender
17. Question on SRP
18. New ID's--keep SSN instead of new University ID #.
19. Grant funded employee status^e
20. Name change of ASC and our classification
21. ratio of CS to AS (relates to work load and who is doing what

ADMINISTRATIVE STAFF COUNCIL 1993-94 GOALS

GOALS CONTINUED FROM 1992-93

1. Establish child/dependent care as a high institutional priority. Work with all other constituent groups to develop a realistic proposal to be forwarded to the Administrative Council.
2. Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities. Continue to address the issue of salary inequities base and gender. Work to develop an adequate market adjustment pool for Administrative Staff.
3. Due to numerous vacancies not filled, continue to address the issue of excessive workloads for administrative staff, as well as the consistent application of policies and procedures across Vice-Presidential areas.
4. Appoint an ad hoc committee to study and develop an appropriate philosophy and procedures for succession planning.
5. Seek additional operational budget funding for basic services provided by ASC.
6. Seek additional professional development funds in order to assist administrative staff to have the ability to participate in worthwhile professional development opportunities.

NEW FOR 1993-94

1. Conduct a fund-raising effort in order to increase the corpus of the Administrative Staff Scholarship to ~~\$30,000~~ ^{\$35,000}.
2. Assist Personnel Services and an outside consultant in the design and implementation of a compensation and job classification study.
3. Participate in a state wide network of administrative staff from other universities.
4. Review the status of the three ad hoc committees currently operating within ASC.
5. Review and forward recommendations regarding ASC representation on the financial exigency committee.
6. Discuss, develop recommendations and procedures for a grievance procedure for non-renewal of contract.

7. Recommend and encourage that appropriate committees and departments inform employees about the changes in the university health care system.

8. Develop clear procedures within ASC regarding the development, approval and forwarding process of policies and recommendations.

9. Encourage and increase participation and communication among all administrative staff and the ASC.

10. Review and make recommendations on distribution of salary pool dollars via the merit system. Factors in this process include the combination of the past three fiscal years without any merit consideration with the current fiscal year.

(working draft 8-10-93)

11. Develop policies^{& procedures} which would foster opportunities for^{internal} promo of admin. stf.

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**October 7, 1993
1:30 p.m. University Union Alumni Room**

- I. Call to Order
- II. Guest Speaker: President Olscamp
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Committee Reports

- Bylaws
- Ferrari Award
- Personnel Welfare
- Professional Development
- Scholarship
- Ad Hoc External Affairs
- Ad Hoc Internal Affairs
- Ad Hoc Succession Planning
- Others

- VII. Good of the Order

17

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
October 7, 1993**

Members Present: Bryan Benner, Marilyn Braatz, Scot Bressler, Brad Browning, Robert Carlisle, Cindy Colvin, Wayne Colvin, Judy Donald, Darlene Ehmke, Melissa Firestone, Pat Green, Judy Hartley, Susan Hughes, Greg Jordan, Patricia Kania, Ken Kavanagh, Joyce Kepke, Denise Kisabeth, Patricia Koehler, Lauren Mangili, Gail McRoberts, Amy O'Donnell, Barry Piersol, Diane Regan, Beverly Stearns, Tonia Stewart, Norma Stickler, Denise VanDeWalle, Bob Waddle, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: Robert Graham for Ann Bowers, Rich Hughes for Jill Carr, Deb Knigga for Arlene Hazlett, Deb McLaughlin for Marcia Latta

Members Absent: Steve Barr, Teresa McLove, Dan Parratt, Judy Paschalis, Christopher Smitherman, Dave Stanford, Jack Taylor, Rich Zera

Guests: Courtney Gangemi, BG News; Paul J. Olscamp, President

Call to Order: The meeting was called to order at 1:35 p.m. by Chair, Greg Jordan.

Guest Speaker:

Paul J. Olscamp, President, addressed current issues of concern.

- **Non-Academic Function Review Committee.** One of the goals for appointing the Non-Academic Function Review Committee is to plan for the future by examining all non-academic functions on campus relative to the overall fabric of the University. Job functions will be reviewed to determine whether positions are essential, whether offices performing similar duties can be consolidated, and whether some areas may need more staffing or job training. The President indicated that he has no intention of instituting further full-time job layoffs; rather, if any changes are to occur, they will be in the form of transfers, gradual reassignments, etc. The study should take at least one year.
- **Compensation and Classification Study.** Dr. Olscamp stated his philosophical opposition to classification for the sake of classification and objected to hiring an external consulting firm to perform a classification and compensation study. However, a position study is needed to comply with current audit requirements.
- **Merit.** The President recognized that merit has not been considered during the last two pay increases. The administration plans to reintroduce merit in the next round of pay raises.
- **Search/Position Update.** The President anticipates filling the Vice President for Student Affairs position by July 1.
- **Health Care Plan.** Dr. Olscamp emphasized that the administration favors a plan which meets the preferences and needs of most employees. He advised that in our attempt to arrive at a better plan with better coverage we should guard against making hasty comparisons and should fully research other plans. The Health Care Task Force is investigating HMO's and PPO's in an effort to improve further B.G.S.U.'s plan.

- **Budget.** Since state revenues exceed the state revenue projections, the President does not anticipate further budget reductions during the fiscal year and probably during the biennium.
- **Child Care Facility.** In response to a question regarding the proposed child care facility, Dr. Olscamp stated his concerns regarding funding (approximately \$1 million according to a previous study) and that only a limited number rather than all employees would benefit from a campus facility. A survey from Personnel Services will be distributed campus wide to determine if there is a need and support among faculty, staff and students for a campus facility.
- **Renovation of Off-Campus Student Center.** In response to a question, plans to renovate the Center have been proposed. The Center is on the list for capital improvement.

Approval of Minutes: C. Colvin moved, P. Kania seconded, and the minutes were approved as distributed.

Chair Report:

- G. Jordan attended the Board of Trustee's Meeting last week. The Finance Committee reported 101 early retirements, 15 of which were administrative staff; 18.8 positions have been replaced, 6 of them administrative staff; and 19.8 % of the salary has been replaced. Preliminary enrollment figures showed a slight decrease in the number of students, but the decrease was less than projected. Financial reports from 1992-93 were discussed. Summer 1994 tuition fees were raised by \$7 and the general fee increased by \$1 per credit hour. Discussion on a child care facility included representatives from Faculty Senate, GSS and USG.
- G. Jordan sent a memorandum to John Moore requesting clarification of a previous report in the *Monitor* regarding the adjustment of excessive accumulated vacation hours for administrative staff. Clarification appeared in the September 27 issue.
- G. Jordan reported that a meeting of representatives from the five constituent groups and members of an ad hoc committee on child care was held on September 23. A survey assessing need for a child care facility will be distributed this month. Depending upon the survey results, the group hopes to hold an informational seminar involving the Trustees early in December. Funds have been allocated to OBOR to distribute to campuses for the purpose of developing child care facilities.
- The Executive Committee has reviewed a counter proposal from the Mercer Group for the job classification/compensation study. Since the administration may find it difficult to justify the expense for an off-campus study at this time, consideration is being given to completing this study internally.

Chair-Elect Report:

- P. Green reported the balance of the scholarship endowment @ \$30,870.20. The operating budget is holding steady with a balance of approximately \$984.00. She reminded committee chairs to submit expenses to her.

Secretary's Report:

- B. Stearns thanked ASC members for sending her corrections and updates to the constituent network list as requested. A revised version will be distributed soon.

Committee Reports:

Personnel Welfare Committee:

- PWC is investigating the possibility for selected reciprocal fee waivers with other institutions.
- PWC also approved a proposal for a market adjustment timetable.
- Two subcommittees are working on a salary pool allocation--how to deal with merit increases.
- One subcommittee is investigating ways to enhance the possibility for internal promotions.

Scholarship Committee:

- The Scholarship Committee is developing fund-raising ideas to raise the corpus to \$35,000.
- Three book scholarships were distributed at \$62.44 each.

Professional Development Committee:

- The Committee is reviewing goals and investigating possibilities for programs, but has not yet named a chair.

Ad Hoc External Affairs Committee:

- The Committee met and is working on projects.

Ad Hoc Internal Affairs Committee:

- The Committee met and discussed whether to continue using a binder for the *Orientation to Administrative Staff Council* booklet.

Ad Hoc Succession Planning Committee:

- The Committee met, but has not named a chair.

Good of the Order

The meeting adjourned at 2:28 p.m.

Recorded by:



Beverly Stearns, Secretary

10/15/93

CHAIR'S REPORT

ADMINISTRATIVE STAFF COUNCIL

OCTOBER 7, 1993

1. Attended Board of Trustee's Meeting last week
 - Finance Committee meeting on Thursday *heard reports on:*
 - a. ERIP replacements--101 retired--15 were administrative staff. 18.8 positions have been replace--6 administrative staff. 19.8 % of salary has been replace.
 - Preliminary enrollment figures showed a slight decrease in # of students--but the decrease was better than projected
 - Financial reports from 92-93 were discussed. The state's auditors office is conducting this years audit
 - Trustee's meeting on Friday:
 - raised summer 1994 fees by \$7 tuition and \$1 general fee./cr. hr.
 - Interesting that it was put in terms of \$ rather than %

Reps from Fac Senate, GSS, USG included discussion on Child Care facility.

2. Memo was sent to John Moore regarding clarification of the adjustment to accrued vacation. Correction appeared in the Monitor.
3. On 9-23 a meeting was held with reps from the 5 constituent groups and members of an ad-hoc committee on child care. A survey will be distributed this month. In addition, whenever possible, we will be focusing on this issue with central administration and the trustees. When survey results are in, we hope to plan an information/seminar in early December, hopefully involving the trustees. \$ has been allocated to OBOR to distribute to campuses for the purpose of development of child care facilities.
4. The executive committee has review a second or counter proposal from the Mercer group for the classification/compensation study. There are indications from the central administration that at this time it is difficult to justify the expense for an off campus study. Meetings are currently underway to address completing this study internally.

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**November 4, 1993
1:30 p.m. University Union Alumni Room**

- I. Call to Order
- II. Approval of Minutes
- III. Chair's Report
- IV. Chair-Elect's Report
- V. Secretary's Report
- VI. Committee Reports
 - Bylaws
 - Ferrari Award
 - Personnel Welfare:
 - Proposed Administrative Staff Market Adjustment Procedures (attached)
 - Professional Development
 - Salary
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Ad Hoc Succession Planning
 - Others:
 - EAP (J. Daley)
- VII. Good of the Order

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**ADMINISTRATIVE STAFF COUNCIL
MINUTES
November 4, 1993**

Members Present: Steve Barr, Bryan Benner, Ann Bowers, Marilyn Braatz, Scot Bressler, Cindy Colvin, Jacque Daley, Darlene Ehmke, Melissa Firestone, Pat Green, Arlene Hazlett, Susan Hughes, Greg Jordan, Ken Kavanagh, Joyce Kepke, Denise Kisabeth, Patricia Koehler, Lauren Mangili, Teresa McLove, Gail McRoberts, Amy O'Donnell, Dan Parratt, Judy Paschalis, Diane Regan, Dave Stanford, Beverly Stearns, Norma Stickler, Jack Taylor, Denise VanDeWalle, Bob Waddle, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: Katie Shanahan for Wayne Colvin, Jim Hoy for Patricia Kania, Deb McLaughlin for Marcia Latta; Mary Helen Ritts for Barry Piersol, Jason Buck for Tonia Stewart, Joe Luthman for Rich Zera

Members Absent: Brad Browning, Robert Carlisle, Jill Carr, Judy Donald, Judy Hartley

Guests: Courtney Gangemi, BG News; Mary Beth Zachary, Library

Call to Order: The meeting was called to order at 1:30 p.m. by Chair, Greg Jordan.

Guest Speaker: none

Approval of Minutes: N. Stickler moved, T. McLove seconded, and the minutes were approved as distributed.

Chair Report:

- While the Chair attended many meetings in October, he would like to see quicker action taken on some of the major agenda topics.
- The Child Care Survey was distributed and 1,123 completed surveys were returned to Personnel Services. The Chair thanked Melissa Firestone and Deb McLaughlin who, along with the chair, represented ASC in helping Personnel Services to compile survey results. Representatives from CSC, USG, and GSS also participated.
- John Moore, Executive Director of Personnel Services was invited to attend the October 26 Executive Committee meeting during which the following topics were discussed:
 - compensation/classification study. J. Moore indicated that Personnel Services does not have the resources available to conduct the study internally. Meetings are underway to discuss alternative courses of action, especially relative to federal government mandates.
 - succession planning. J. Moore stressed the importance of looking internally first when there is a need to fill vacant positions. Staff should position themselves for advancement i.e., recognize skills necessary for promotion within the institution and make sure that current job descriptions and evaluations are in their files.
- The President's Panel met on October 21. Topics discussed included lighting on campus, health care, gender/salary inequities among faculty, and penalty inequities for violating the campus no smoking policy. President Olscamp sent a memorandum to the three constituent groups asking them to develop steps to enforce the no smoking policy. In his response, G. Jordan indicated that the *ASC Handbook* addresses the topic, although the policy should be updated.

(OVER)

- Chairs of the three constituent groups and J. Martini met with Ken Frisch, Development regarding ways that the development office might get involved in fund raising with BGSU employees. The ASC and CSC scholarships were cited as models. Discussion included soliciting employees collectively with contributions being made to a fund(s) of their choice. Also discussed was the potential for matching funds [from Alumni or the Foundation Board].
- The Board of Trustees will meet on Thursday, December 9. Committee meetings will be held in the morning; the full Board will meet in the afternoon.

Chair-Elect Report:

- P. Green reported the corpus of the scholarship endowment @ \$30,910.20 as of September 30.

Secretary's Report:

- B. Stearns welcomed Jacque Daley, Student Affairs, who replaced Christopher Smitherman on ASC as well as on the Ad Hoc Internal Affairs Committee.

Committee Reports:

Personnel Welfare Committee:

- N. Stickler described the Timeline for Market Adjustment Procedures as an attempt to make procedures known to administrative staff as well as to Personnel Services. N. Stickler moved, A. Bowers seconded, and after discussion, the proposed procedure passed.
- PWC will meet with J. Moore and M. Rose to discuss promotions and internal searches to determine if procedures can be changed or if there are ways we can advertise to facilitate internal promotions.

Professional Development Committee:

- J. Buck requested on behalf of T. Stewart suggestions for electing a chair when the person who convenes the first meeting is unable to serve in that capacity.
- The committee is planning to invite a speaker to address financial planning in early December.

Salary Committee:

- R. Waddle reported that the University submitted a CUPA report.

Scholarship Committee:

- The committee received thank you notes from two of the book scholarship recipients.
- S. Hughes encouraged members to talk to constituents regarding the fund raiser.

Ad Hoc External Affairs Committee:

- The Committee is investigating ways to enhance administrative staff receptions such as offering a wine and cheese tasting or ice skating at the ice arena.

Ad Hoc Internal Affairs Committee:

- The Committee is working on making information about ASC contained in the *Orientation to Administrative Staff Council* booklet more comprehensive.

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EAP Committee:

- J. Daley explained the charge of the committee and reported that the EAP training sessions for supervisors will help disseminate information about the program. Employee awareness sessions will be offered following the supervisor sessions. Employee Alternatives has offices in BG, Fremont, and Toledo (1-800-422-5338). The program is available to full- and part-time employees and utilizes a one-to-five session model. It is in no way related to the Health Care Plan. Employee participation is not mandated. Questions asked about the program include: 1.) Will there be training sessions offered at Firelands? 2.) How will the agency disseminate information to the University? 3.) What user information will be sent to Personnel Services by Employee Alternatives--how will confidentiality be guaranteed? 4.) How will success of the program be measured?

New Business:

- M. Zachary stated her concerns relative to the Health Care Enrollment form requiring divorced or legally-separated employees to submit their divorce decree or legal separation agreement as means for determining eligibility for coverage of enrolled dependents. Following lengthy discussion, the Personnel Welfare Committee agreed to address the concerns with J. Moore during their next meeting.
- G. Jordan reminded ASC members that during the December meeting it is traditional to invite administrative staff who serve on university committees to give committee reports. ASC committee chairs also will report as usual during regular meetings.

Good of the Order

The meeting adjourned at 3:15 p.m.

Recorded by:


Beverly Stearns, Secretary

11/12/93

CHAIR'S REPORT

ADMINISTRATIVE STAFF COUNCIL

NOVEMBER, 4, 1993

1. October was a busy month in attending meetings. However, I am slightly frustrated in the pace of action in regards to some of the major topics on our agenda. ASC will continue to address topics and concerns until such a time that appropriate actions is taken.

2. The Child Care Survey was distributed and returned to the personnel office. 1123 surveys were returned. Each constituent group was asked to provide 3 people to help tabulate the results. I would like to thank Melissa Firestone and Deb McLaughlin who represented the ASC along with myself last Monday morning to tabulate. I should note that the CSC, USG and GSS were well represented, while no faculty were present. The Personnel Office staff completed the process on Tue and Wed, in that it took alot longer to tabulate than expected. At this time I do not have the preliminary results. *generally felt that the only use the svc. should pay*

3. John Moore was a guest at our last executive committee meeting. We discussed the following topics:

-the compensation/classification study. John indicated that Personnel does not have the resources available to conduct the study internally. Meetings are currently being held to address the appropriate course of action, especially in regard to the federal governments mandates.

-the concept of succession planning--John stressed the importance of looking internally first in filling vacant positions before going off campus. Also the concept of identifying the necessary skills one needs for advancement within the institution. *stressed imp. re current job description & eval. on file*

4. On Oct 21, the President's Panel met. Topics discussed included lighting on campus, some health care topics, gender inequities for salary among faculty and penalties for violation of the smoking policy on campus. President Olscamp has sent a memo to the 3 constituent groups regarding developing policies in regard to violation of smoking on campus. I have responded to him by indicating the ASC handbook address the topic, although the actual policy needs to be updated.

5. The 3 chairs and Joe Martini met with Ken Frisch from Development regarding ways in which the development office can get involved with fund raising from BGSU employees. The ASC scholarship is a model example. CSC also has a scholarship program for dependents of classified staff. FS has no scholarship. Ken was exploring soliciting the entire employee group collectively, with contributions being directed towards the donors choice. In no way was there any discussion in changing the current structure of the ASC scholarship. Matching funds were also discussed. *(from Alumni or Foundat Board)*

6. The Board of Trustees will be meeting on Thursday, December 9. Committee meetings in the AM, with the full Board meeting in the afternoon.

**PROPOSED ADMINISTRATIVE STAFF MARKET ADJUSTMENT
PROCEDURES**

1. Market adjustment activities for administrative staff may be conducted annually in accordance with the following timetable:
 - a. Request for market adjustment surveys will be accepted annually through December 31.
 - b. Survey data will be collected and disseminated by Personnel Services to employees and their respective vice presidents during the months of January and February of the following year.
 - c. During the spring, Administrative Council will review requests for market adjustments, including determination of whether funds are available. Administrative staff market adjustments which are approved will be effective on July 1.
2. Requests for market adjustment surveys after December 31 will be included in the next round of activities. An administrative staff member requesting a market adjustment survey on January 1 or later will be included with the group whose end date is the following December 31.

Approved by PWC, 10/1/93
Approved by Executive Committee 10/12/93

— good of the order
 — Dec meeting: reports from committees reps.

CHAIR'S REPORT

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Approved by PWC, 10/1/93

Approved by Executive Committee 10/12/93

Approved by ASC 11-4-93

Post-It™ brand fax transmittal memo 7671		# of pages ▶
To	Walt Montenegro	
From	Greg Jordan	
Co.	Per Your Request	
Dept.	Phone #	
Fax #	Fax #	

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**December 2, 1993
1:30 p.m. University Union Alumni Room**

- I. Call to Order
- II. Guest Speaker: TBA
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Old Business
- VIII. New Business
- IX. Committee Reports
 - Amendments
 - Ferrari Award
 - Personnel Welfare:
 - Professional Development
 - Salary
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Ad Hoc Succession Planning
 - Others
- X. Good of the Order

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
December 2, 1993**

Members Present: Steve Barr, Ann Bowers, Marilyn Braatz, Scot Bressler, Robert Carlisle, Jill Carr, Jacque Daley, Judy Donald, Darlene Ehmke, Melissa Firestone, Pat Green, Susan Hughes, Greg Jordan, Patricia Kania, Joyce Kepke, Denise Kisabeth, Lauren Mangili, Teresa McLove, Gail McRoberts, Amy O'Donnell, Judy Paschalis, Barry Piersol, Diane Regan, Dave Stanford, Tonia Stewart, Norma Stickler, Gary Swegan, Bob Waddle, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: Sharon Strand for Cindy Colvin, Sharon Hanna for Patricia Koehler, Deb McLaughlin for Marcia Latta; Tim Burns for Dan Parratt

Members Absent: Bryan Benner, Brad Browning, Wayne Colvin, Judy Hartley, Arlene Hazlett, Ken Kavanagh, Beverly Stearns, Jack Taylor, Denise VanDeWalle

Guests: Josh Kaplan, Health Services

Call to Order: The meeting was called to order at 1:40 p.m. by Chair, Greg Jordan.

Guest Speaker: Josh Kaplan, representing the Health Care Task Force reported on the health care cost containment seminar held in Florida, which he attended last month with Don Boren, Joyce Hyslop, and Ray Medlin. He summarized information presented at the seminar that included negotiating reduced health care costs, prescription drug plans, evaluative criteria by which to measure existing health care plans against others, and specific guidelines for using hospital utilization reviews. He viewed discussions with William Hembree, CEO of a consulting firm Health Research Institute, the most helpful aspect of the seminar. Hembree has been hired since by the University to present workshops for assisting staff in better understanding and utilizing health care.

Approval of Minutes: D. Kisabeth moved, T. McLove seconded, and the minutes were approved as distributed.

Chair Report:

- The Chair will attend the Board of Trustees meeting Thursday, December 9.
- Many meetings/discussions have taken place since concerns were voiced to ASC regarding wording on the health care enrollment form pertaining to legal documents required of divorced/separated employees. According to J. Moore, Personnel Services, the matter is being reviewed by legal counsel to ensure that the University is in compliance with the law.
- The severe weather policy is being reviewed again for clarification. While the new wording in the *Administrative Staff Handbook* outlines procedures, it does not clarify the policy.
- A university-wide goal setting meeting will be hosted by William Hembree, Health Research Institute, on December 15 and 16 from 9:00 a.m. to 3:30 p.m. Members of PWC and the Executive Committee have been invited to participate.
- Representatives from the five constituent groups met on Tuesday, November 30, to discuss the child care issue. Pat Green and Melissa Firestone represented ASC.

(OVER)

Chair-Elect Report:

- P. Green distributed a memorandum outlining the results of the child care survey. J. Moore will take the results to Ad Council on Monday, December 6 with the recommendation that a new committee be formed to examine the numbers and devise a plan. He hopes to have a plan ready for approval by the Trustees at their April meeting.
- P. Green has been asked by Pat Patton, Personnel Services, to have ASC members poll their constituents to determine what types of training sessions they would like Personnel Services to offer. Information should be given to Pat Green at the ASC meeting on January 6.
- ASC members should urge constituents to complete the survey sent by the Committee on Non-Academic Functions.

Secretary's Report: Anne Bowers for B. Stearns welcomed new ASC member Gary Swegan, Admissions. Swegan replaces R. Zera, Computer Services, who resigned in November.

Old Business: none

New Business: none

Committee Reports:

Personnel Welfare Committee:

- N. Stickler reported that the committee is working on ways to enhance advancements.
- The *Handbook* will be reviewed again.
- A subcommittee led by Duane Whitmire is studying ways to distribute merit after a three-year hiatus.

Professional Development Committee:

- A luncheon workshop on financial planning will be held on December 13 in the Capital Room, University Union with Christopher Smithermanas as speaker.

Salary Committee:

- BGSU's response to CUPA has been sent and the committee is on schedule.

Scholarship Committee:

- The fund-raising effort is ongoing with funds totaling \$31,265 at the end of October.
- The committee will meet in January to revise the scholarship application and timetable.

Ad Hoc External Affairs Committee:

- The committee offered suggestions to the Executive Committee for enhancing the winter administrative staff reception (January 7) such as a wine and cheese tasting, ice skating or bowling. In response to G. Jordan's request for feedback from ASC members, a non-alcoholic wine tasting party was suggested. Also, some discussion occurred regarding difficulty for some administrative staff to be released in order to attend the function. It was suggested to hold the reception during the lunch hour. The Executive Committee will discuss further.

Good of the Order

The meeting adjourned at 2:35 p.m.

Recorded by:

Ann Bowers/bj3
Ann Bowers for Beverly Stearns, Secretary

12/13/93

CHAIR'S REPORT
ADMINISTRATIVE STAFF COUNCIL
DECEMBER 2, 1993

I. I will be attending the Board of Trustee Meeting next Thursday, December 9.

II. I appreciate the topic that Mary Beth Zachery brought to our attention last month regarding the wording on the health care enrollment form to Core Source. Many meetings have taken place to discuss this topic. In my last conversation with John Moore, the wording and the policies at BGSU are being reviewed by legal council so that we would be in compliance with the law. However, as of today, I have not heard back from John on this topic.

III. The severe weather policy is once again being reviewed for clarification. The wording in the handbook does not necessarily make the topic any clearer. John was to take it to Ad Council. Hopefully, they will be able to clarify it prior to the first snow emergency of the season.

IV. As Josh may have indicated, there will be a university wide goal setting meeting hosted by William Hembree. Members of PWC and the Executive Committee have been asked to participate in the two day meeting--December 15-16. I have information to distribute after the meeting to members of these two committees.

V. Representatives from the 5 constituent groups met on Tuesday to discuss the Child Care issue. Pat Green and Melissa Firestone represented ASC, and Pat will be including that in her report.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 2, 1993

Memorandum

To: Members of ASC

From: Pat Green *Pat*
Chair-Elect

Re: Child Care Survey

Representatives of all constituent groups met on November 30 to share the analysis of the child care survey. I attended the meeting for Greg as the representative for ASC. The constituent groups agreed that the survey indicated the need for a child care facility on campus. Most of the conclusions from each group were very similar. Following is a compilation of the results from the groups:

Graduate Student Senate

- 191 indicated they would take advantage of the facility
- The need is for age range 18 months to 12 years with the biggest needs in the 4 to 12 year category
- There is no weekend need
- Facilities should address issues of special needs
- Average amount people are willing to pay is \$65
- Hours should be 6 am to 10 pm
- Needs change in summer and should be addressed according to university schedule
- Conclusion is a need for care that is low cost with easy entry and exit
- Should try for 3 years and scrap if doesn't work
- Check out private firms that might want to set up a facility on campus

Classified Staff

- 18 months to 12 years
- 78% of respondents in favor of facility
- \$60-\$75 is the range per week
- Care of sick children would add to the cost
- Need to start small with facility and then expand as needed
- Should be evening hours

ASC Executive Committee

- There definitely is a need for facility
- People who use it should pay
- Need for before and after school drop-off
- Should be evening hours
- No weekend need
- Moderate price
- Explore opportunities for joint community/university venture

USG

- Ages 18 months to 12 years
- People who use should pay
- Should be full day through evening until 9 or 10 pm
- Monday through Friday, possibly Saturday
- Look into volunteers such as senior citizens, groups on campus, Big Brothers or Sisters
- Have facilities for disabled
- Users should pay
- Average cost \$62.50 per week
- Care for sick children
- Summer reflect academic change
- Perhaps an hourly pay option for those who do not need all day
- Child care facility would help in recruiting faculty, staff and students to BG
- Should be a state-of-the-art facility that provides everything possible

Faculty

- Survey shows support for children of all ages
- Average pay \$60-\$80
- Should be paid for by users
- Use resources in Department of Applied Human Ecology
- Explore all possible sources for start up funds from state, federal etc.
- Perhaps there could be a referral service from the facility to assist families at time the facility is not open - i.e. coordinate with student employment

John Moore and committee in Personnel Services

- 474 in ages 18 months to 6 years are interested
- 198 in ages 7 - 12
- About 200 would actually use facility
- Special needs would be costly
- Have to get legal opinion about compliance with ADA
- \$67- \$73.50 is average cost
- There is a need for ages 4 weeks to 6 years
- Ages 7-12 should be considered
- A facility for 200 should be built
- With 200 children and 35 square feet per child the building would be 7,000 square feet not including administrative offices
- Cost of facility would be about \$1 million
- Income would be about \$700,000 per year
- The university should start looking for grants right away
- The facility would be a plus for recruitment and retention

John is taking the combined results from the survey to AD Council on Monday, December 6, with the recommendation that a new committee be formed to examine the numbers and come up with a plan. He would like the committee to start work right away and develop a plan for a basic child care facility that could be added onto in future years. He hopes to have a plan that will be approved at the April trustees meeting.

CHAIR'S REPORT
ADMINISTRATIVE STAFF COUNCIL

DECEMBER 2, 1993

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II. I appreciate the topic that Mary Beth Zachery brought to our attention last mont regarding the wording on the health care enrollment form to Core Source. Many meetings have taken place to discuss this topic. In my last conversation with John Moore, the wording and the policies at BGSU are being review by legal council so that we would be in compliance with the law. However, as of today, I have not heard back from John on this topic.

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IV. As Josh may have indicated, there will be a university wide goal setting meeting hosted by William Hembree. Members of PWC and the Executive Committee have been asked to participate in the two day meeting--December 15-16. I have information to distribute after the meeting to members of these two committees.

9:00-3:30
@ day

V. Representatives from the 5 consitiuent groups met on Tuesday to discuss the Child Care issue. Pat Green and Melissa Firestone represented ASC, and Pat will be including that in her report.

ADMINISTRATIVE STAFF COUNCIL AGENDA

January 6, 1994
1:30 p.m. University Union Alumni Room

- I. Call to Order
- II. Guest Speaker: none
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Old Business
- VIII. New Business
- IX. Standing Committee Reports:
 - Amendments
 - Ferrari Award
 - Personnel Welfare
 - Professional Development
 - Salary
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Ad Hoc Succession Planning
- University Committees:
 - Bookstore Advisory
 - Computing Council
 - Equal Opportunity Compliance
 - Insurance
 - Insurance Appeals
 - Library Advisory
 - Parking
 - Telecommunications
 - Union Advisory
 - Appointed Committees
 - ACGFA
 - EAP
 - Human Subjects Review Board
 - Monitor Advisory
 - Parking Appeals
 - University Appeals
 - Wellnet
- X. Good of the Order

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
January 6, 1994**

Members Present: Bryan Benner, Ann Bowers, Brad Browning, Jill Carr, Jacque Daley, Judy Donald, Melissa Firestone, Pat Green, Judy Hartley, Susan Hughes, Greg Jordan, Ken Kavanagh, Joyce Kepke, Denise Kisabeth, Patricia Koehler, Marcia Latta, Lauren Mangili, Teresa McLove, Amy O'Donnell, Judy Paschalis, Barry Piersol, Diane Regan, Dave Stanford, Beverly Stearns, Tonia Stewart, Norma Stickler, Gary Swegan, Denise VanDeWalle, Bob Waddle, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: Joan Morgan for Cindy Colvin, Rich Hughes for Wayne Colvin, Jim Treeger for Darlene Ehmke, Duane Whitmire for Patricia Kania

Members Absent: Steve Barr, Marilyn Braatz, Scot Bressler, Robert Carlisle, Arlene Hazlett, Gail McRoberts, Dan Parratt, Jack Taylor

Guests: Barb Keeley, Health Services

Call to Order: The meeting was called to order at 1:35 p.m. by Chair, Greg Jordan.

Guest Speaker: (none)

Approval of Minutes: A. Bowers moved, M. Firestone seconded, and the minutes were approved as distributed.

Chair Report:

- The Chair welcomed Dave Stanford, Cooperative Education as a new member of the Executive Committee replacing Cindy Colvin, Academic Enhancement, who resigned because of schedule conflicts. The Chair thanked Cindy for her contributions to the Committee.
- The Board of Trustees met on December 9. The Chair attended the Finance Committee meeting. Non-routine items discussed and acted upon included a review of Auxilliary Improvement Projects, the addition of Option IV of the Health Care Plan and the acceptance of Hotel Millikin as a donation to BGSU. The next one-day meeting is scheduled for February 11.
- Mr. William Hembree, Health Research Institute, conducted a two-day, university-wide health care goal setting workshop on December 15-16. Members of PWC and the Executive Committee attended with members of the other constituent groups and the Health Care Task Force. Much discussion centered around preventative/diagnostic screening and wellness programs. Mr. Hembree will return to campus to continue his work with the Health Care Task Force.
- The Chair reported that there is no new information relative to the severe weather policy, the child care facility or the health care enrollment forms.
- On Thursday, January 13, G. Jordan will represent administrative staff on a subcommittee of the Non-Academic Functions Committee dealing with employee issues. Chairs of CSC and Faculty Senate also have been invited to attend.
- The election date for faculty collective bargaining has been set tentatively for February 9-10 pending confirmation from SERB.

(OVER)

Chair-Elect Report:

- P. Green reminded representatives to submit to her their constituents' suggestions for types of training sessions they would like Personnel Services to offer.

Secretary's Report:

- The Elections Committee will initiate the process for electing new members to ASC and University standing committees after the Executive Committee determines apportionment at its next meeting.
- The Secretary reminded members to attend the Administrative Staff Reception tomorrow, Friday, January 7 from 3-5 p.m. The Bowling Green High School Madrigal Singers will provide musical entertainment.

Old Business: none

New Business:

- M. Latta commented that even though the IRS now allows a 29¢ per mile business travel reimbursement rate for tax deduction, BGSU still reimburses at the rate of 20¢ per mile. G. Swegan added that a survey conducted by his office and forwarded to the administration last year showed that BGSU reimbursed at a lower rate than other Ohio state universities for travel as well as for food and accommodations. No action has been taken since the survey and proposal to change the rate was submitted.
- B. Keeley reported that the Health Care Task Force is reaching the point where they are confident action can be taken; and, she predicted that a change to the plan will be in place by next fall. She confirmed Mr. Hembree's commitment in helping us get quality care for our money.

ASC Committee Reports:

Amendments Committee:

- B. Stearns received two suggestions for the Committee's consideration as potential changes to the Bylaws. The Committee will meet next week. She made a final request for suggestions from ASC members.

Professional Development Committee:

- Twelve persons attended the luncheon workshop on financial planning presented by Christopher Smitherman on December 13.

Salary Committee:

- The CUPA report is due in February. The Committee will meet mid-semester. R. Waddle has the final figures which were sent to CUPA.

Scholarship Committee:

- S. Hughes reported that small changes were made to the scholarship application form.
- The fund balance to date is \$31,680.20. The Committee needs to gather information to determine when and if we will meet the goal.

Ad Hoc External Affairs Committee:

- M. Firestone reported that the Committee is planning another food drive. They are examining other projects as well.

Ad Hoc Internal Affairs Committee:

- A. O'Donnell has received some responses to the survey issued to determine what changes can be made to enhance ASC meetings. D. Regan updated the group on progress made by BG Effect.

University Committee Reports:

Equal Opportunity Compliance Committee:

- P. Green reported that the Committee reviewed recommendations from last year including: the Athletic Department's compliance with Title IX inquiry, Residence Life's policy on roommates for hall directors, the development of exit interviews for minority women faculty and staff who leave the University, the food service policy regarding preparation of foods by students in order to celebrate unique events for minority and international students, an equity salary adjustment policy for faculty/staff, the Americans with Disabilities Act and compliance at BGSU, and development of educational materials for faculty on sexual harassment and amorous relationships. The Committee also added the following agenda items for discussion: biased language and a review of the Racial and Ethnic Harassment Policy. To date, the Committee has heard a preliminary report about Title IX compliance in the Athletic Department and has requested additional information. Also, the Committee sent a letter signed by the chair to all administrators who currently have searches underway to encourage the committees to consider women and minorities particularly at the upper-level administrative positions. The BG Committee for Racial Justice is in the process of making recommendations for changing the language in the BGSU Racial and Ethnic Harassment Policy.

Insurance Appeals Committee:

- B. Keeley reported that the Committee met on January 5 and acted on five appeals.

Parking Appeals Committee:

- J. Donald reported that the Committee is working on making hanging decals available for all constituent groups as suggested by Student Undergraduate Council.

Telecommunications Committee:

- J. Morgan announced that Tom Gross has been appointed Director of Communications. As of November 23, 750 voice mailboxes were established on campus. "Music on hold" is an option to be made available this January. At the request of Student Undergraduate Council, blue emergency telephones will be located across campus.

EAP Committee:

- J. Daley reported that the supervisor training sessions have been completed. Employee training sessions are taking place now.

Monitor Advisory Committee:

- Several letters to the editor have been acted upon.

(OVER)

Parking Appeals Committee:

- The Committee meets every two weeks and deals with appeals from persons who have received parking tickets.

University Appeals Committee:

- T. Long commented that the Committee has dealt with only one appeal which may be interpreted as a sign that things are going well in this regard.

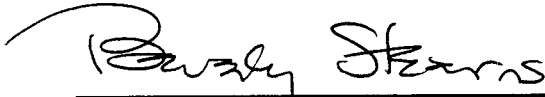
Wellnet Committee:

- J. Donald announced that March 17 will be Wellness Day. L. Mangili added that Scott Shepherd and Eleanor Kahle will be guest speakers.

Good of the Order

The meeting adjourned at 2:30 p.m.

Recorded by:



Beverly Stearns, Secretary

1/14/93

ADMINISTRATIVE STAFF COUNCIL

CHAIR'S REPORT


JANUARY 6, 1994

1. I would like to welcome a new member to the Executive Committee, Dave Stanford, who replaces Cindy Colvin, who resigned her Executive Committee responsibilities due to scheduling conflict. Thanks to Cindy for her contributions to Exec and we appreciated Dave's willingness to fill out the term. *as repr to Academic Affairs.*
2. The Board of Trustees met December 9 (one day format). I attended the Finance Committee meeting. Items discussed and acted upon beyond routine included a review and discussion of Auxiliary Improvement Projects, the addition of Option IV on the Health Care package and the acceptance of Hotel Millikin as a donation to BGSU. The next meeting is also a one day meeting on February 11. *(Fri.)*
3. The Health Care goal Setting two day meeting was held December 15-16. It was more educational than actual set the goals. Bill Hembree will be retuning to continue the work with the task force. A great deal of discussion was held on preventive/diagnostic screening and wellness programs.
4. No new information to report on severe weather policy, child care facility or the health care enrollment forms.
5. *Pat Fitzgerald*
Next Thursday, I will be representing administrative staff to a sub committee of the Non-Academic Functions Committee dealing with employee issues. Ben and Bob have also been invited.
6. The election date for faculty collective bargaining has tentativly set for Feb 9-10, pending confirmation from SERB.

January 6, 1994

Memorandum

To: Greg Jordan, Chair
ASC

From: Pat Green 
EOC representative

The following items are agenda items from last year and have been recommended for this year's University's Equal Opportunity Compliance Committee:

- BGSU athletic department compliance with Title IX inquiry
- Residence Life policy on roommates for hall directors
- Development of exit interview for minority women faculty and staff who leave university
- Food service policy regarding preparation of foods by students in order to celebrate unique events for minority and international students
- Equity salary adjustment policy for faculty/staff
- Americans with Disabilities act and compliance at BG
- Development of educational materials for faculty on sexual harassment and amorous relationships

The committee has also added as agenda items:

- Biased language
- Review of racial and ethnic harassment policy

The committee is divided into subcommittees to review these issues.

So far the committee has heard a preliminary report about Title IX compliance in the athletic department and has requested additional information. In addition, the committee sent a letter signed by the chair to all administrators who have current searches underway to encourage the committees to consider women and minorities particularly at the upper-level administrative positions. The BG Committee for Racial Justice is in the process of making recommendations in the change of language in the university racial and ethnic harassment policy.



Bowling Green State University

University Computer Services
209 Hayes Hall
Bowling Green, Ohio 43403-0125
(419) 372-2911
Fax: (419) 327-7723

MEMORANDUM

January 14, 1994

TO: Norma Stickler, Chair - Personnel Welfare Committee

FROM: Duane Whitmire, Chair - PWC Subcommittee on Merit Raises
Judy Donald, PWC Subcommittee on Merit Raises
Jeanne Wright, PWC Subcommittee on Merit Raises

RE: Final Report

As you know, the ASC - PWC Subcommittee on Merit Raises has been diligently working the last few months collecting information from Administrative Staff to meet our charge to "Review and make recommendations on distribution of next salary pool dollars via the merit system. Factors in this process include the combination of the past three fiscal years without any merit consideration with the current fiscal year".

An initial pilot Merit Raise Survey was sent to 38 Administrative Staff Council representatives to gather preliminary information that could be used to fine tune a survey instrument to send to a broader group of administrative staff. The 50% response rate to our pilot survey proved valuable in formulating the final instrument.

On December 7, 1993 the final version of the 1993 Merit Raise Survey was sent to a random sample of 200 administrative staff. A total of 48 usable surveys were returned (24% response rate) by the due date. The subcommittee then analyzed the returns on both a quantitative and qualitative basis which led to the formulation of conclusions and recommendations that are listed in the Executive Summary.

In an attempt to include all pertinent information in this report, the following items are presented for review by all administrative staff members or other interested parties: 1) 1 Page ASC-PWC Executive Summary 2) Copy of the 2 Page 1993 Merit Raise Survey, 3) 1 Page ASC-PWC Merit Raise Survey Quantitative Results, 4) 12 Page ASC-PWC Merit Raise Survey Qualitative Results, and 5) Appendix A - Samples of Evaluation Forms.

Hopefully, the work of the ASC-PWC Subcommittee on Merit Raises will prove valuable to both ASC and central administration as decisions on awarding merit are made. Both Judy Donald and Jeanne Wright should be commended for their efforts associated with the work of this subcommittee. If you need any additional information, please feel free to contact me.

pc: G. Jordan, Chair - Administrative Staff Council
R. Waddle, Chair - ASC Salary Committee

Administrative Staff Council
Agenda
January 19, 1994
11:30 a.m.
Library Conference Room

1. Call to Order
2. Guest Presentation: Nancy Footer
3. Personnel Welfare
Leave Policy
4. Adjourn

Nancy Footer

Verbage

Parental leave -



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

January 25, 1994

MEMORANDUM

TO: John Moore
Executive Director, Personnel Services

Marshall Rose, Director, Affirmative Action

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: Promotion and advancement opportunities for administrative staff

Your memorandum of November 4, 1993 to ASC Personnel Welfare Committee regarding promotion and advancement opportunities for administrative staff has been reviewed by the Personnel Welfare Committee, and the ASC Executive Committee. Your memorandum was composed as a result of PWC posing the following questions to you.

Can we change the format of job descriptions to be less specific about requirements, such as requirements for a degree in a particular field, for a specific number of years of experience, etc. Could we automatically include in those to be interviewed any internal candidate who surfaced in the top ten percent after review by the search committee? How can we work with supervisors to help administrative staff members develop a career path and determine if there will be opportunities for advancement in the staff member's current area or in another area of campus? How can we begin to look for skills rather than specific experience? How can we make career advancement possible without restricting the prerogatives of managers to hire the best person, and without jeopardizing our commitment to affirmative action principles?

We applaud your interest in our concerns and your creative approach to working with us on these important issues.

We reprint below the numbered sections of your memorandum with our comments and/or suggested changes about each section.

1. *Mandating interviews for all internal applicants employees who meet the defined criteria. This should allow for increased interviewing opportunities for administrative staff. Hopefully, this increased interviewing opportunity will put the staff member in position to more effectively articulate their capability to do the job. We do not believe that it will result in such an unusually high number of interviews that it would be too burdensome. Moreover, it should not substantially increase the expenses of the interview process, since the candidates involved are local.*

ASC: Mandate interviews at least by the search committee for all internal applicants who are rated by the search committee as being in the top 25% of applicants. Implementation of this recommendation will require close work between the Personnel Services Office and the individual search committees to assure that these interviews occur and that this commitment to interview is not by-passed by the search committees that operate independently from the Personnel Services. In collaboration with Personnel Services, the search committee should provide guidance to the internal applicants about reasons why they were not selected.

Internal applicants who are not recommended should receive a phone call from the search committee chair so that the notification is not delivered via a form letter of rejection from Personnel Services.

ASC further encourages workshops/training to prepare staff for interviews (how to interview, how to prepare a resume, present yourself, etc.) Key indicators of success in administrative positions should be identified and workshops held to lead staff members toward attainment of the desired attributes.

2. *Using acting and interim appointments to facilitate administrative experience within and across divisions. Acting and Interim appointments present an excellent opportunity to acquire experience outside an employee's "home" area. Perhaps it would be possible for administrative vacancies to be deferred for posting for a period of at least six months during which time an internal employee could acquire experience in the position. Obviously, there may be compelling reasons to move more*

rapidly, and if this is the case, the regular process could go forward.

ASC: Agreement. We urge that interim and acting personnel be allowed to apply for the job when it is filled on a permanent basis.

3. *Establishing a job exchange program for administrative staff. This would allow two employees, with the approval of their supervisor, to exchange jobs for six months to a year. It is envisioned that their compensation would be unaffected. These could only be temporary exchanges; any permanent opening must be subject to an appropriate search.*

ASC: Add "to initiate" in line 2: "This would allow two employees to initiate, with approval of their supervisors, an exchange. . . ."

While the concept is laudable, there are few practical opportunities for such an exchange, particularly in times of understaffing. Exchanges would necessitate placing a staff member in another area without training, perhaps to the detriment of that area's clients. ASC suggests that such an idea be implemented on a fellowship/internship approach, so that staff members could be accepted to observe and assist in another area, without an exchange. It is further suggested that if such a plan were successful internally, opportunities be explored for observations at other schools.

4. *Creation of a Higher Education Administrative Institute. This would be an intense three to five day educational experience for up to 15 administrative employees. In addition to a curriculum featuring the nuts and bolts of higher education administration, the Institute would include an internship component that would give participants exposure to a different area of administration. The internship would be sponsored by an administrator at the University that is stationed preferably at least two levels above the intern.*

ASC: This idea received enthusiastic endorsement. It is recommended that participation in such an institute be competitive and open to 20 men and women. In addition to the Professional Development Committee of ASC, The Office of Continuing Education is a potential area of assistance in organizing such a workshop.

5. *Interpreting education and experience as equivalent qualifications.* All posted job requirements would be amended to give equal weight to degrees and experience. For example, ads would as for "an M.A. degree or equivalent experience." A year of education and a year of experience would be treated as being equivalent.

ASC: With careful administration, ASC believes this recommendation can be very effective. Every administrative staff member, however, should have an earned bachelor's degree as a minimum expectation. It is further recognized that some jobs require certification or licensure, for which there can be no substitute.

6. *Education program series for administrative supervisors on Interpreting Employee Qualifications: Getting the Best Person for the Job.* It will be necessary, if we are to really address the problem of how our supervisors interpret and evaluate employee qualifications, to affirmatively attack the philosophical suppositions from which they are operating. Much of the problem stems from the fact that in higher education we are accustomed to hiring subject matter specialists, i.e., faculty, and bring that same mentality to the search for administrators. This means that we have not valued transferable skills in the same way we have specific experiences. Frankly, we must reeducate members of the administrative staff community who are largely responsible for hiring decisions at the University. Perhaps ASC can sponsor, we would be certainly be willing to assist, a series of professional development programs to address these issues. The title mentioned above is just an example of what such a program could be called.

ASC: This section is endorsed.

It is our view that establishing career paths for employees may be contrary to more open and less restrictive advancement criteria. As we understand it, career paths typically chart a narrow path defined by the career (experience) interests of the employees involved. This would seem to be more restrictive than looking at the generic and transferable skills of an employee.

ASC: This section is endorsed; emphasis on looking for transferable skills is an important step in opening opportunities for staff.

Finally, you ask about making career advancement possible without restricting the prerogatives of managers to hire "the best" person. We submit that this may not always be possible, or for that matter necessary. If "the best" is always defined as the person with the appropriate degree or the directly related job experience, the individual without this--however skilled they may truly be to do the job--will always be viewed as less qualified. Furthermore, this individual's potential will always be under appreciated. It seems to us that our managers will have to be willing to allot reasonable opportunities for employees to be trained and acquire hands on experience rather than always choosing the candidate that appears ready to hit the ground running.

ASC: This section is endorsed.

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**February 3, 1994
1:30 p.m. University Union Alumni Room**

- I. Call to Order
- II. Guest Speaker: Dr. Les Barber
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Old Business
- VIII. New Business
- IX. Committee Reports
 - Amendments
 - Ferrari Award
 - Personnel Welfare:
 - Professional Development
 - Salary
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Ad Hoc Succession Planning
 - Others
- X. Good of the Order

ADMINISTRATIVE STAFF COUNCIL MINUTES

~~January 6, 1994~~
~~February 3~~

Members Present: Steve Barr, Ann Bowers, Marilyn Braatz, Scot Bressler, Brad Browning, Cindy Colvin, Wayne Colvin, Jacque Daley, Judy Donald, Darlene Ehmke, Melissa Firestone, Pat Green, Judy Hartley, Arlene Hazlett, Susan Hughes, Patricia Kania, Ken Kavanagh, Joyce Kepke, Patricia Koehler, Lauren Mangili, Teresa McLove, Gail McRoberts, Dan Parratt, Barry Piersol, Diane Regan, Dave Stanford, Beverly Stearns, Norma Stickler, Gary Swegan, Jack Taylor, Bob Waddle, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: Amy McKinley for Robert Carlisle

Members Absent: Bryan Benner, Jill Carr, Greg Jordan, Denise Kisabeth, Marcia Latta, Amy O'Donnell, Judy Paschalis, Tonia Stewart, Denise VanDeWalle

Guests: Leah Bamum, BG News; Les Barber, President's Office

Call to Order: The meeting was called to order at 1:35 p.m. by Chair Elect, Pat Green.

Guest Speaker:

Budget. Dr. Les Barber, Executive Assistant to the President, painted a positive budget picture in Columbus and based on information available, projected that the administration will not face future budget cuts.

Travel Reimbursement. The next Board of Trustees meeting agenda will include the approval of an adjustment in travel reimbursement that comes very close to recommendations made in the ASC Executive Committee memorandum to Dr. Dalton.

Collective Bargaining Vote. The polls will close at 7:30 p.m. on Thursday, February 10. If the vote passes, collective bargaining could be effective immediately; however, the national average period of time to negotiate the first contract is 18 months (per J. Nightingale, AAUP). During negotiation, terms of conditions regarding faculty employment are not to change in any way unless agreed upon by both sides. Rules governing faculty during negotiation do not affect administrative or classified staff.

President's Retirement. Projections that the President will retire at the end of this year are erroneous. The comment has been made unofficially that President Olscamp will retire at the end of the 1994-95 year. Theoretically, the search process for a President of a university like BGSU begins with the Board familiarizing itself regarding the processes and coming to agreement on a description of leadership qualities. This phase is not made public and could last through spring and summer semesters. The search committee is then named, and normally includes representatives from the Board, faculty, administrative and classified staff, and students. Six months could elapse from the naming of the search committee to the appointment of a new President.

Report of the Faculty Senate Ad Hoc Committee on Gender Equity. The gender equity resolution was approved in Faculty Senate; however, the recommendation will not be addressed by the Board until it is transmitted officially through the Executive Assistant to the President. Some aspects of the report require further investigation by the administration. Barber took note of Council member W. Colvin's comment that administrative staff are experiencing gender equity issues of their own.

Health Care Plan. There may be a potential for savings from the health care plan to be passed back to employees. If costs of the plan are significantly less than projected, employees then could expect an adjustment in their contribution.

Approval of Minutes: P. Koehler moved, A. Bowers seconded, and the minutes were approved as distributed.

(OVER)

Chair Report:

- The Executive Committee sent a memorandum to Dr. Dalton, copied to Ad Council recommending an increase in the university's reimbursement rate for travel, meals and lodging. For example, it was stated that there should be no out-of-pocket expenses paid by the employee and that current mileage reimbursement rates should meet the federal tax deductible mileage rate at 29¢ per mile.
- B. Stearns and P. Green were thanked for coordinating the Winter Reception held on January 7.
- Chair Elect P. Green will attend the Board of Trustees meeting on Friday, February 11, on behalf of ASC. Agenda items include residence and dining hall budgets and possibly, preliminary discussions regarding a presidential search.
- Collective bargaining will be voted on next Wednesday and Thursday, February 9 and 10. During its last meeting, the ASC Executive Committee agreed that it is important to encourage all eligible members of the bargaining unit to cast their vote.
- ASC business is progressing well as committee reports will attest.

Chair-Elect Report: none

Secretary's Report:

- During its January 25 meeting, the Executive Committee assessed the apportionment of the ASC membership to determine proportional representation on ASC for 1994-95. The number of representatives to be elected are: Academic Affairs (4), Firelands (1), Operations (2), Planning & Budgeting (1), President's Area (1), Student Affairs (0), and University Relations (1).
- The Elections Committee met on Monday, January 24 to plan the nomination process and certify candidates for election to ASC. A memorandum, Interest Form, and the appropriate nomination ballot will be sent to all administrative staff in mid-February. The Interest Form will be in two parts asking 1) if the staff member is interested in serving on university committees with vacant seats and 2) if the staff member is NOT interested in serving on ASC. Ballots for ASC will be distributed early in March. Ballots for election of officers and Executive Committee will be distributed in early to mid-April. (Officer ballots are sent to all administrative staff members. Executive Committee ballots are sent to administrative staff only within each appropriate vice-presidential area.) Election results will be announced at the May ASC meeting.

Old Business: none

New Business:

- P. Koehler asked ASC members to sign up to answer phone pledges for the WBGU-TV fund-raising campaign to be held on Wednesday, March 9, from 7:15-11:00 p.m..

ASC Committee Reports:

Amendments Committee:

- The committee met on January 13, and discussed two suggestions for changes to the Bylaws. Copies were distributed of a proposal to amend Article 2, Section 2 of the Bylaws regarding the process for selecting chairs of ASC standing committees. J. Kepke moved, M. Firestone seconded, and the motion passed to allow the Chair of ASC to appoint the chairs of ASC standing committees.

Personnel Welfare Committee:

- In January, PWC and equivalent groups from Faculty Senate and Classified Staff Council were invited to hear presentations about managed health care given by four providers. Early to mid-March, an RFP will be sent to all providers who responded to a questionnaire after which a determination whether to select one of the providers will be made. It could be late fall to early January 1995 before a provider is in place. Don Boren will send the same information sent to faculty to all administrative and classified staff.
- The PWC subcommittee on merit raises will report tomorrow to PWC relative to the questionnaire about merit sent randomly to ASC members.
- N. Stickler distributed copies of a memorandum which described ASC's response to suggestions made by John Moore, Personnel Services and Marshall Rose, Affirmative Action regarding ways to enhance internal promotion and advancement opportunities for administrative staff. In the memo, ASC applauded J. Moore's and M. Rose's interest and creative suggestions for dealing with these issues.

Scholarship Committee:

- Applications will be made available to students next week. The deadline date for application is Friday, March 18. A press release has been sent to the Monitor, BG News, and Sentinel Tribune.
- \$1625 in pledges have been received through the fund drive.

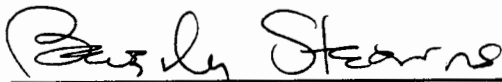
EAP:

- The employee training sessions were completed as of yesterday. Supervisor training went well.

Good of the Order

The meeting adjourned at 2:25 p.m.

Recorded by:



Beverly Stearns, Secretary

2/14/93

ADMINISTRATIVE STAFF COUNCIL

CHAIR'S REPORT

FEBRUARY 3, 1994

1. Based on discussion at the January 6 ASC meeting regarding the travel reimbursement policy, the Executive Committee sent a recommendation memo to Dr. Dalton, with copies going to the Ad Council, in support of increasing all levels of approved reimbursement.
2. I would like to thank Beverly Stearns and Pat Green for their efforts on coordinating the Winter Reception, held Jan. 7. For those in attendance, I feel they had an enjoyable experience, especially hearing the BGHS Madragal Choir.
3. Pat Green will be attending the Board of Trustee Meeting next Friday, February 11 on behalf of ASC. Major topics on the agenda include the residence hall and dining budgets, and we could presume possible discussion on the evident presidential search procedure.
4. The collective bargaining vote is next Wed and Thurs. Obviously there has been and will continue to be a lot of debate on this issue in order to obtain as much factual data as possible so individual may make an informed decision when voting. While discussing this topic at the Executive Committee, we certainly encourage all eligible members of the bargaining unit to cast their vote.
5. The business of ASC is moving along well, as will be evident in the various committee reports that we will hear today.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

February 7, 1994

MEMORANDUM

TO: Administrative Staff Council
FROM: ASC Personnel Welfare Committee
SUBJECT: Survey on Merit Evaluations

The Personnel Welfare Committee was charged with examining the distribution of any salary pool that might be designated as merit. Duane Whitmire chaired a subcommittee of PWC to examine the question and was assisted by Jeanne Wright and Judy Donald. The subcommittee conducted a survey by first testing the survey with members of the Administrative Staff Council and then by sending the final survey to a random sample of 200 administrative staff. Attached is a copy of the cover letter to their final report and an executive summary of their findings.

The survey results indicate administrative staff members feel that when merit dollars become available, they should be awarded based on the previous year's performance unless a fair, objective mechanism can be developed for awarding merit. Further, respondents expressed a preference for a 75%/25% split between the across the board portion and the merit portion. Our current split is 60%/40%, and the preference for a lesser percent for merit is apparently due to the lack of confidence in the subjective and inconsistent methods used to allocate merit.

There is clearly a need for more standardization, objectivity, and consistency in the manner in which evaluations are conducted. While it is very difficult to define merit, and the definition seems to vary by departments, it was the consensus of PWC that at a minimum, administrative staff members should be asked to list their accomplishments for the prior year and have these accomplishments considered in the determination of merit, irrespective of other evaluation criteria that might be used by a unit. Evaluations should be taking place on a yearly basis even if there is no merit money to distribute.

In summary, PWC proposes two motions for consideration by the Administrative Staff Council:

1. When there are next sufficient dollars available to award merit increases, those increases should be based on the previous year's performance, ~~unless there is a fair, objective mechanism in place for awarding merit based on performance since the last merit increase.~~
2. When merit dollars are next awarded, the merit portion of the total increase should be reduced from 40% to 25%.

attachments



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

February 10, 1994

MEMORANDUM

TO: President Olscamp
Vice Presidents

FROM: Greg Jordan, Chair
Administrative Staff Council

John Moore, Executive Director
Personnel Services

The Personnel Welfare Committee recently surveyed a random sample of approximately half of the administrative staff of the University asking for recommendations on the timeframe that should be used for evaluation when merit increases are next awarded. The consensus was that only the previous year's performance should be considered unless there was a fair and objective method of awarding merit based on more than one year's accomplishments.

We would like to draw to your attention several other findings from that survey and propose an approach to resolving the problems identified.

1. Although annual evaluations are called for in the Administrative Staff Handbook, they are not being done. Records in the Personnel Services Office confirm this fact. Annual evaluations and reassessment of the job description should be occurring, irrespective of evaluations for merit increases.
2. The Handbook sets forth three basic criteria by which an Administrative Staff member should be evaluated, with options for additional criteria. These options have been implemented in such a manner that there is no longer sufficient basic similarity among the many evaluation forms being used; consequently, the very definition of merit is so various across campus that it leads to frustration.

We propose that a committee be established with representation from each of the Vice Presidential areas, the President's area, and the Administrative Staff Council that will be charged with:

1. Developing a plan to assure there is an annual evaluation of all administrative staff and an annual assessment of goals and expectations, whether there are merit dollars or not.
2. Develop a common definition of merit to be used across all vice presidential areas.
3. Develop a component of evaluation forms that would be common across all vice presidential areas. Preferably this common component will be written in such a way that it will serve as a guide to supervisors as well as to staff.
4. Make further recommendations on evaluation forms.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

February 18, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Beverly Stearns *VS*
Secretary

RE: Agenda 3/3/94 Meeting: Additional Materials

Recently you received with the green agenda for the March 3 ASC meeting the memorandum from ASC Personnel Welfare Committee "Survey on Merit Evaluations." Enclosed are two attachments that should have accompanied the memorandum.

Please bring these materials with you to the March 3 meeting. See you there.

enclosures

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**March 3, 1994
1:30 p.m. University Union Alumni Room**

- I. Call to Order
- II. Guest Speaker: Stacie Schroeder, Parking Services
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Committee Reports
 - Amendments
 - Ferrari Award
 - Personnel Welfare: survey on Merit Evaluations (enclosed)
 - Professional Development
 - Salary
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Ad Hoc Succession Planning: discuss whether to continue committee
 - Others
- VIII. Old Business
- IX. New Business
- X. Good of the Order

2/16/94

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
March 3, 1994**

Members Present: Bryan Benner, Ann Bowers, Cindy Colvin, Wayne Colvin, Judy Donald, Darlene Ehmke, Melissa Firestone, Pat Green, Arlene Hazlett, Susan Hughes, Patricia Kania, Ken Kavanagh, Joyce Kepke, Patricia Koehler, Marcia Latta, Amy O'Donnell, Judy Paschalis, Diane Regan, Dave Stanford, Beverly Stearns, Gary Swegan, Jack Taylor, Denise VanDeWalle, Deb Wells, Jeanne Wright

Members Absent Who Sent Substitutes: Sandy McKenzie for Marilyn Braatz, Peg Bucksy for Denise Kisabeth, Thad Long for Lauren Mangili, Mike Failor for Teresa McLove, Geoff Humphrys for Barry Piersol, Betty Ward for Norma Stickler

Members Absent: Steve Barr, Scot Bressler, Brad Browning, Robert Carlisle, Jill Carr, Jacque Daley, Judy Hartley, Greg Jordan, Gail McRoberts, Dan Parratt, Tonia Stewart, Bob Waddle, Duane Whitmire

Guest: Stacie Schroeder, Parking Services

Call to Order: The meeting was called to order at 1:40 p.m. by Chair Elect, Pat Green.

Guest Speaker:

Stacie Schroeder, Parking Services distributed shuttle bus brochures explaining the two different bus routes. The bus traveling the reverse route is marked with a large, red "R." Service begins at 7:45 a.m. daily at the Visitor Information Center.

Parking sections/spaces can be reserved for special events e.g., for exhibitors during fairs.

Open parking is limited (not available until after 9 p.m.) in the lot north of the Life Science Building as well as in lots C, H and S. A concern was stated that in winter after 5 p.m., complaints regarding poor lighting might be alleviated if parking was allowed in these lots. Lighting issues were discussed.

Approval of Minutes: After the date was changed from January 6 to February 3, 1994, A. Bowers moved, C. Colvin seconded and the minutes were approved as distributed.

Chair Report:

- Following the Feb. 22 Executive Committee meeting, G. Jordan sent a letter to Trustees Noe, Laskey and Connally encouraging them to consider representation from administrative staff on the Presidential Search Committee.
- The administrative staff representative to the Advisory Committee on General Fee Allocations (ACGFA) committee resigned which makes this the second time in as many years. The significant time commitment (three/four Saturdays and Sundays in February and March) may be causing the resignations, yet the Chair believes it is appropriate and important to maintain administrative staff representation in this process. We will look for a firm commitment from nominees who agree to participate in the election process for ACGFA. It was suggested that members of the Elections Committee inform interested nominees regarding the time commitment.
- Two issues discussed by the Executive Committee have been referred to ASC committees for investigation:
 - 1) the concern that ASC may be too large in membership has been referred to the Ad Hoc Internal Affairs Committee

(OVER)

- 2) the concern that administrative staff who absorb extra workloads over long periods of time resulting from position vacancies receive no compensation has been referred to PWC.
- Chair Jordan thanked P. Green for substituting as Chair during the last two ASC meetings and at the most recent Board of Trustees meeting.

Chair-Elect Report:

- P. Green reported on the last Board of Trustees meeting. Items approved: the new room and board rates, travel and lodging reimbursement increases, the new university counsel to begin employment on March 15 and health coverage for spouses of students on a trial basis for one year. Also discussed were student concerns regarding the snow policy.

Secretary's Report:

- Nomination ballots for ASC are due Friday, March 4. Election ballots will be distributed next week.

Old Business:

New Business:

- K. Kavanaugh voiced a concern that the meaning of vesting relative to PERS may be unclear to new employees and that better documentation or explanation during orientation is needed. Specifically, where does the 13.5% university contribution go: benefit pool, survivor benefits, health care benefits? Also, what does an employee leaving the university take with her/him?

ASC Committee Reports:

Personnel Welfare Committee:

- J. Donald moved and M. Latta seconded that when there are next sufficient dollars available to award merit increases, those increases should be based on the previous year's performance unless there is a fair, objective mechanism in place for awarding merit based on performance since the last merit increase. K. Kavanaugh addressed both the first and second motion proposals and argued for keeping the split at 60%/40% rather than 75%/25% to keep the rich from getting richer and to reduce the risk toward mediocrity resulting from lowering the merit percentage. (The second proposal reads "When merit dollars are next awarded, the merit portion of the total increase should be reduced from 40% to 25%.) He suggested thinking in terms of lump sums rather than percentages. J. Wright remarked that the merit survey results provided the basis for the proposals since many respondents believe the criteria used to determine merit are inconsistent with performance evaluation standards and the amount of money available for merit is small. Also, some respondents feel that higher merit awarded to one staff member could diminish morale amongst others. Following further discussion, J. Donald accepted a friendly amendment revising the original motion to read: "When there are next sufficient dollars available to award merit increases, those increases should be based on the previous year's performance." Seven voted in favor and 19 opposed. Following additional discussion, A. Bowers moved and W. Colvin seconded to vote on the original proposal. B. Benner presented the need to standardize the merit process since some areas use measurable criteria and others use subjective criteria.

J. Wright recapitulated that the proposal is workable, but needs clarification regarding who determines i.e., supervisor or employee, and what is a fair objective mechanism for determining merit awards. K. Kavanagh requested a vote to table the motion on the floor and the second proposal for motion pending additional discussion in PWC. D. Regan seconded and the vote to table passed.

- J. Donald reported for N. Stickler that J. Moore, M. Rose and S. Crawford have met regarding the creation of a higher education administrative institute. They are moving forward with the concept and will meet again soon.
- J. Donald announced that G. Jordan sent a memo to J. Moore requesting that a committee be established with representation from each V.P. area, the President's area and ASC to: 1) develop a plan to assure there is an annual evaluation of all administrative staff and an annual assessment of goals and expectations, whether there are merit dollars or not, 2) develop a common definition of merit to be used across all V.P. areas, 3) develop a component of evaluation forms that would be common across all V.P. areas to serve as a guide to supervisors as well as to staff and 4) make further recommendations on evaluation forms. Also, J. Moore sent a memo to V.P.s reminding them to do evaluations and sent them lists of administrative staff members for whom evaluations are missing.

Professional Development Committee:

- A workshop The Mind-Body Connection will be held on Thursday, March 10 from noon to 1:00 p.m. in the Ohio Suite.

Scholarship Committee:

- The scholarship fund balance is \$31,892.40. Applications are being returned.

Ad Hoc External Affairs Committee:

- M. Firestone reported that the committee is working on a number of projects. Easter baskets will be donated to children of First Step again this year. The committee is investigating conducting a toiletry drive for The Link.

Ad Hoc Internal Affairs Committee:

- A. O'Donnell reported that the committee will begin working on some issues recently forwarded including the size of ASC.

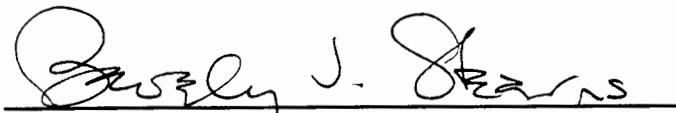
Wellnet Committee:

- J. Donald announced that seed packets will be delivered next week. March 17 is Wellness Day.

Good of the Order

The meeting adjourned at 3:15 p.m.

Recorded by:



Beverly Stearns, Secretary

ADMINISTRATIVE STAFF COUNCIL

CHAIR'S REPORT

MARCH 3, 1994

1. After discussion in the Exec. Committee last Tuesday, a letter has been sent to trustees Noe, Laskey and Connally encouraging them to consider representation from ASC on the Presidential Search Committee.

2. For the second year in a row and the third in the last 5, our ASC representative to the ACGFA process resigned the appointment in the 11th hour, where it was impossible to try to find a substitute. We realize that the time commitment for this process is significant (three/four Saturday and Sundays in Feb/Mar), but so is having representation for this process. There are proposals being forwarded to revamp this process. I feel it is appropriate that we maintain ASC's involvement in this process. We will be looking for a firm commitment from those individuals who agree to participate in the election process for ACGFA.

3. Two items discussed in Exec. Committee have been referred to ASC committees for further discussion. They are:

a. there has been opinions expressed that ASC itself has grown to point that we are too large, thus the ability to have significant dialogue during meetings has been somewhat curtailed. Although every member is involved in at least one committee, the growth of council remains a concern. This topic has been referred to the Internal Affairs committee.

b. a question has been brought forward regarding the concept of workload and compensation in circumstances where vacant administrative staff positions are in the process of being filled, but over a long period of time due to the search process (or other delays) the responsibilities are being absorb by other staff, not on an interim basis, and receiving no compensation. This question has been referred to PWC.

4. I would like to thank Pat Green for his willingness to pinch-hit for me for the last two ASC meetings and in attending the Board of Trustee meeting.

- PERS INFO
- Follow up w/ VP on names for committee
- copy memo to Pat Green
- ~~BS~~ News reports Issue

ASC-PWC Merit Raise Survey - Executive Summary

Based on feedback from respondents to the survey, the quantitative and qualitative analysis of the data resulted in the following conclusions and recommendations.

Conclusions

- More standardization in the evaluation process across the University is needed (e.g. 11 different evaluation forms were received)
- The evaluation process is too subjective
- There are too many inconsistencies in the current evaluation process
- Although most persons indicated that evaluations were conducted on an annual basis, there were some individuals who had never received an evaluation (e.g. one person had been employed since 1979 and had never been seen an evaluation form)
- Recent budgetary and personnel cutbacks have added to workloads without appropriate compensation
- Evaluations should have merit criteria built into them if merit is going to be distributed
- Since the amount of merit monies are so small, the process appears to be more negative than positive
- Merit dollars should not be used for market adjustments ✓
- A larger percentage should be distributed across the board and a smaller percentage should be distributed for merit as opposed to the current 60/40% distribution
- When the dollars available do not meet the cost of living, the large majority of administrative staff responding to the survey believe the distribution should be 100% across the board
- There is no consensus on awarding merit on a retroactive basis for the past three years, but there are strong feelings that it would be very difficult to do on a fair, objective basis
- Merit is only one aspect of morale, and other factors for improving morale should be considered

Recommendations

- Develop one standard evaluation form to be used by all vice presidential areas
- Build objective criteria into a new standard evaluation form
- Implement methods to increase consistency in the evaluation process
- Require annual evaluations by each supervisor at the University
- Develop a mechanism to reward those affected by increased workloads
- Include merit criteria as part of the evaluation process on a University-wide standard evaluation form
- Improve the positive aspect of the evaluation process by making more merit monies available
- Eliminate the use of merit monies for market adjustments
- Change the current percentage breakdown between across the board and merit from 60/40% to 75/25%
- Distribute 100% across the board if the dollars available for raises do not meet the cost of living
- Award on the previous year's performance unless a fair, objective mechanism can be developed for awarding merit based on the last three years
- Develop cost effective University-wide incentives and perks to improve morale and productivity (e.g. flex time)

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- review -
- carry forward?
- other staff?
- personnel
- market adjustment

DRAFT
1993-94 ADMINISTRATIVE STAFF COUNCIL
ANNUAL REPORT

INTRODUCTION

The 1993-94 year was another successful endeavor for the Administrative Staff Council in representing the needs of the 450 plus full and part-time administrative staff of Bowling Green State University. Through participation in Board of Trustee meetings, representation on numerous university committees, open lines of communication with Personnel as well as an active group of individuals serving on the Administrative Staff Council, many policies, procedures, issues and concerns were addressed during the year.

The content of the annual report will be based on the goals set by the Administrative Staff Council in September, 1993. Each goal will be listed below with the degree of progress and narrative comments.

GOALS CONTINUED FROM 1992-93:

1. Establish child/dependent care as a high institutional priority. Work with all other constituent groups to develop a realistic proposal to be forwarded to the Administrative Council.

Status: Considerable progress was made in this area. It is important to note that all five constituent groups (ASC, Classified Staff Council, Faculty Senate, Undergraduate Student Government and Graduate Student Senate) work in a cooperative effort to conduct a campus wide survey, tabulate the results and make a recommendation to the Administrative Council.

2. Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities. Continue to address the issue of salary inequities based on gender. Work to develop an adequate market adjustment pool for administrative staff.

Status: Based on the annual CUPA salary survey, using modified version 3.1, we reached the fifth place ranking. However, it should be noted that we are closer to eleventh place than we are to fourth. No progress was made in the area of salary inequities based on gender, in that the compensation and classification study proposed to be conducted by the Mercer group was not approved. A market adjustment pool was included for faculty and staff in the budget approved by the Board of Trustees. It should be noted that an annual timetable was developed, approved and implemented for the market adjustment process for administrative staff.

3. Due to numerous vacancies not filled, continue to address the issue of excessive workloads for administrative staff, as well as the consistent application of policies and procedures across Vice-Presidential areas.

Status: Some progress was made in this area. Morale of the employees of BGSU continue to be a concern. A recommendation has been forwarded regarding stipends for individuals who are appointed to interim positions or take on duties from vacant positions. The administrative staff continue to be dedicated employees who go to great lengths to serve the students of the university.

Although some progress was made in the area of consistent application of policies across Vice-Presidential areas through the efforts of the Personnel office, there still remains differences that are of concern to ASC.

4. Appoint an ad hoc committee to study and develop an appropriate philosophy and procedures for succession planning.

Status: A committee was appointed in the fall. However, no progress has been made at any level regarding succession planning. This topic should no longer be pursued by ASC.

5. Seek additional operational budget funding for basic services provided by ASC.

Status: Although requests were submitted, no progress was made.

6. Seek additional professional development funds in order to assist administrative staff to have the ability to participate in worthwhile professional development opportunities.

Status: Although requests were submitted, and supported by the Vice-President for Operations, no additional funds were made available.

NEW FOR 1993-94

1. Conduct a fund-raising effort in order to increase the corpus of the Administrative Staff Scholarship to \$3,500.

Status: A successful fund raising campaign was conducted by the Scholarship Committee in the Fall of 1993, raising the corpus to \$ 32,241(as of June 1, 1994).

2. Assist Personnel Services and an outside consultant in the design and implementation of a compensation and job classification study.

Status: This request was not approved.

3. Participate in a state wide network of administrative staff from other universities.

Status: After an initial meeting in April of 1993, no additional progress was made in this area.

4. Review the status of the three ad hoc committees currently operating with ASC.

Status: Both the Internal Affairs and External Affairs Committees have made a recommendation to become standing committees. Legislation was introduced in the June ASC meeting, with the change in by-laws to be voted on at the September meeting. The Succession Planning Committee did not meet and will not be continued.

5. Review and forward recommendations regarding ASC representation on the financial exigency committee.

Status: No action was taken in this area.

6. Discuss, develop recommendations and procedures for a grievance procedure for non-renewal of contract.

Status: No action was taken in this area.

7. Recommend and encourage that appropriate committees and departments inform employees about the changes in the university health care system.

Status: Complete. ASC representatives have been and are still involved in the Health Care Task Force. Personnel Services provided adequate communication to employees so that they could make informed decisions.

8. Develop clear procedures within ASC regarding the development, approval and forwarding process of policies and recommendations.

AND

9. Encourage and increase participation and communication among all administrative staff and the ASC.

Status: The Internal Affairs committee has initiated a self-study of ASC, including these areas. Break out groups discussed the mission and many other topics of concern at the April meeting. The format of ASC meetings was altered to improve participation and effectiveness. This process remains an on-going process with considerable progress already made.

10. Review and make recommendations on distribution of salary pool dollars via the merit system. Factors in this process include the combination of the past three fiscal years without any merit consideration with the current fiscal year.

Status: Considerable progress has been made this year. The Board of Trustees has given clear indication on the direction of salary distribution in the future. ASC recommended that the Administrative Council appoint a Performance Evaluation Review Committee that would address merit as a component of the entire process. The committee has been appointed, with a time table of implementation of a standard process as July 1, 1995.

11. Develop policies and procedures which would foster opportunities for internal promotion of administrative staff.

Status: No progress.

CONCLUSION

Going into the final year of the Olscamp administration, ASC is a very healthy, well-organized effective group. Through the philosophy of participatory government, ASC has had the opportunity to provide input and make recommendations concern the operation of the university. Although every recommendation/request is not approved or acted upon, a great many are seen through to conclusion. It is important to note that the basic process is one that is appreciated and held in high regard by ASC. As we begin the process of transition, ASC will continue to work to make BGSU an environment of excellence for everyone.



April 4, 1994

MEMORANDUM

TO: Greg Jordan, Chair
Administrative Staff Council

FROM: Personnel Welfare Committee

SUBJECT: Stipends

The Personnel Welfare Committee has discussed a question referred to us concerning stipends and compensation for acting and interim appointments. We recommend that when a staff member is asked to assume a full-time interim or acting position, he or she be given a stipend equal to at least ten percent of his or her current salary. If this appointment results in distribution of the interim person's previous work to another individual, that person should also receive a ten percent stipend. If the work is distributed to more than one person, an attempt should also be made to compensate those individuals on a pro-rata basis, using ten percent as the base. For example, a person handling one-half of the work should receive a five percent stipend. If there is no full-time interim appointment and the work is distributed, those receiving extra duties should be compensated in like fashion. It is recognized, however, that a point is reached at which it will be difficult to measure the amount of work that is distributed and when it will not be possible to make a fair determination of extra compensation.

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**April 7, 1994
1:30 p.m. University Union Alumni Room**

- I. Call to Order
- II. Guest Speaker: none
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Committee Reports:
 - Amendments
 - Ferrari Award
 - Personnel Welfare: merit discussion
 - Professional Development
 - Salary: CUPA report
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Ad Hoc Succession Planning
 - Others:
 - EAP
 - Personnel Training
 - WellNet
- VIII. Old Business
- IX. New Business
- X. Good of the Order

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
April 7, 1994**

Members Present: Marilyn Braatz, Scot Bressler, Brad Browning, Judy Donald, Darlene Ehmke, Melissa Firestone, Pat Green, Judy Hartley, Rich Hughes, Greg Jordan, Patricia Kania, Ken Kavanagh, Joyce Kepke, Denise Kisabeth, Marcia Latta, Lauren Mangili, Amy O'Donnell, Dan Parratt, Barry Piersol, Diane Regan, Dave Stanford, Beverly Stearns, Norma Stuckler, Gary Swegan, Denise VanDeWalle, Bob Waddle, Deb Wells, Duane Whitmire, Jeanne Wright

Members Absent Who Sent Substitutes: Keith Pogan for Bryan Benner, Deb Knigga for Arlene Hazlett, Gail Richmond for Susan Hughes, Sharon Hanna for Patricia Koehler, Jerry Ameling for Teresa McLove

Members Absent: Steve Barr, Ann Bowers, Robert Carlisle, Cindy Colvin, Wayne Colvin, Jacque Daley, Gail McRoberts, Judy Paschalis, Tonia Stewart, Jack Taylor

Call to Order: The meeting was called to order at 1:35 p.m. by Chair, Greg Jordan.

Guest Speaker: none

Approval of Minutes: M. Firestone moved, D. Wells seconded and the minutes were approved as distributed.

Chair Report:

- Issues that the Executive Committee has discussed relative to the effectiveness of ASC include:
 1. difficult to carry on effective discussions at meetings i.e., hard to hear--room configuration not conducive to seeing/hearing one another
 2. concern by some that when issues come to the floor of ASC from committees they are a done deal
 3. ASC membership too large and it may be time to explore reapportionment (currently one member per 10% of administrative staff).

The Executive Committee, in cooperation with the ad hoc Internal Affairs Committee, is discussing ways to improve overall effectiveness of ASC. The Chair encouraged ASC members to forward suggestions to members of either committee.
- The President's Panel meeting scheduled in March was postponed until April 28.
- The Board of Trustees meet April 7-8 at the Firelands campus. The Board is in executive session from 9 a.m.-4 p.m. to discuss the selection of the new president. G. Jordan will attend the Finance Committee meeting at 4 p.m. Chair Jordan received strong indication and support from Board members Connally and Laskey in favor of constituent group representation/involvement in the process for selecting the president. The Board also will discuss the Handbook change and a draft of the Family Leave Act Policy which PWC has reviewed briefly. ASC has been invited to address the Trustees at the May dinner meeting to share progress made during the past ten years.
- G. Jordan met with J. Moore and W. Montenegro, Personnel Services, regarding the need to develop a new format for the administrative staff performance evaluation instrument which would be consistent across VP areas. It was agreed that for this to happen, the VP's should appoint a committee to discuss the merit process and distribution when merit is next awarded as well as the evaluation instrument.

(OVER)

Chair-Elect Report:

- P. Green reported that as of March 8, the corpus of the scholarship fund is \$31,980.20.

Secretary's Report:

- B. Stearns welcomed Rich Hughes, On-Campus Housing, replacing Jill Carr who resigned from ASC.
- The 1994-95 ASC membership list was distributed identifying the ten recently elected members: Academic Affairs: Kathy Arrowsmith, Jeffrey Grilliot, Barb Keeley, Mary Beth Zachary; Firelands, Penny Nemitz; Operations: Ann Betts, Ed O'Donnell; Planning & Budgeting: Joseph Luthman; President's Area: Lona Hess; and University Relations: Sabrina White.

Old Business:

New Business:

ASC Committee Reports:

Ferrari Award Committee: G. Swegan is the new committee chair.

Personnel Welfare Committee:

- The committee prefers that the two tabled proposals remain tabled pending the appointment and work of the "Performance Evaluation Committee."
- PWC recommended that at the staff recognition/awards ceremony, part-time staff be recognized for actual years of service (inclusive dates) rather than prorated dates.

Professional Development Committee:

- The workshop The Mind-Body Connection held on March 10 was well attended.

Salary Committee:

- R. Waddle explained the CUPA report which indicates that BGSU moved from eighth to fifth place in salaries. The report shows that BGSU is 6.62% behind the University of Toledo which is in fourth place, and 6.25% ahead of Cleveland State which is in last place. R. Waddle reviewed the Salary Committee recommendations. A suggestion was made for another group to look at fringe benefit costing and to consider health care as part of the overall compensation package. B. Piersol moved, K. Kavanagh seconded and friendly amendments made to recommendations 1 and 3 were approved as follows:

1. From:

The committee recommends that the emphasis for ALL INCREASED MONIES should go towards increases in salaries.

To:

The committee recommends that the emphasis for UNIVERSITY BUDGET INCREASES should go towards increases in salaries.

2. (no change)

3. From:

The committee recommends that merit raises be distributed to individuals according to standard and consistent work evaluations AS BEING RECOMMENDED BY THE PERSONNEL WELFARE [PERFORMANCE EVALUATION] COMMITTEE. (THE SALARY COMMITTEE ALSO RECOMMENDS THAT MERIT MONIES WILL BE DISTRIBUTED TO DEPARTMENTS ACROSS THE BOARD.) ALSO, SALARY INCREASES FOR MERIT SHOULD BE ANNOUNCED AS A DOLLAR FIGURE AND NOT A PERCENTAGE INCREASE.

To:

3. The committee recommends that merit raises be distributed to individuals according to standard and consistent work evaluations.

and

4. The Salary Committee also recommends that merit monies will be distributed to departments across the board. Also, salary increases for merit should be announced as a dollar figure and not a percentage increase.
5. (formerly #4--no change to text.) A separate pool of money should be established, reviewed and maintained yearly to allow for market adjustments and salary differences by gender.

Scholarship Committee:

- S. Bressler reported that out of 32 applications the committee has identified three finalists. Interviews will take place during the week of April 11.

Ad Hoc External Affairs Committee:

- M. Firestone reported that 20 Easter baskets (donated by Walmart) were given to First Step shelter for battered women in Fostoria. The toiletry drive has been postponed. A food drive will be conducted in June.

Ad Hoc Internal Affairs Committee:

- A. O'Donnell reported that the May ASC meeting will include small group discussions regarding how ASC can become more effective.

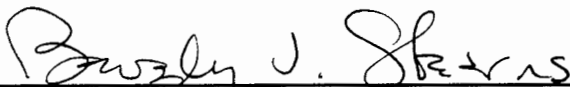
Wellnet Committee:

- Wellness Day (3/17) was a success with more than 400 participants. Staff release time remains an issue.

Good of the Order

The meeting adjourned at 3:10 p.m.

Recorded by:



Beverly Stearns, Secretary

4/18/94

ADMINISTRATIVE STAFF COUNCIL

CHAIR'S REPORT

APRIL 7, 1994

1. The Executive Committee has been discussing the issue/concern of the effectiveness of ASC meetings, including:

a. we are too big to have effective discussions at meetings. It is hard to hear and the configuration of the room is not conducive to the meeting.

b. that issues are a done deal by the time it hits the floor of ASC. It is true that a lot of work is done at the committee level, but items come to the floor of ASC as recommendation, not as policy.

c. that ASC itself is too big and that we should explore and revisit the apportionment

In cooperation with the Internal Affairs Committee, the Executive Committee is discussing how we might be able to improve the overall effectiveness. Please feel free to contact committee members for any suggestions that you might have.

2. The President's Panel meeting scheduled in March was postponed until April 28.

3. The Board of Trustees meet today and tomorrow at the Firelands campus. I will be attending the Finance committee meeting at 4:00pm today. The Board is in Executive Session from 9-4 today and after dinner tonight to discuss their strategy on the selection process of the new president. I have received a written response from Judge Connelly and a verbal response from John Laskey, both giving strong indication and support for constituent group representation/involvement in the selection process. Also on today's agenda is the handbook change and a draft of a family leave act policy which PWC has had a chance to glance at. In addition, ASC has been invited to address the Trustees at the May dinner meeting to share the progress and accomplishments over the past ten years.

Off the record, there are indications that since this is the second year of the biennium, the educational and general fee budgets could be approved in May. There have been a number of scenarios regarding salary increases. Most have the increase in the 3-4% range, with some discussion on all merit, all across the board, and even different approaches among the three employee groups. Because of the timetable, it is imperative that ASC adopts a recommendation for salary increases at this meeting. I realize that we usually like to have two meetings to discuss this, but the salary committee did not receive the CUPA information until Mid-March. I would like to thank the salary committee for cranking out this information in such a short period of time, especially considering that spring break was involved.

4. I met with John Moore and Walt Montenegro over spring break regarding the need to develop a new format for performance evaluation consistent across VP areas. He gave me a copy of 6-7 forms currently being used that demonstrates the wide variety that we have today. We felt in order for this to happen, the VP's need to appoint a committee to be charged with this function, as well as to discuss the merit process of 5split and how to approach the next time we have merit. John has since met with Bob Martin and he supports this concept and approach. Martin is to take it to AD Council for the next step. Therefore, this might have some impact on the tabled motions regarding merit and merit distributions that we will discuss later in the meeting.

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ADMINISTRATIVE STAFF COUNCIL 1994-95

ACADEMIC AFFAIRS

Marilyn Braatz (1995)
Judy Donald (1995)
Pat Green (1995) Chair
Susan Hughes (1995)
Diane Regan (1995)
Dave Stanford (1995)
Cindy Colvin (1996)
Judy Hartley (1996)
Gail McRoberts (1996)
Barry Piersol (1996)
Kathy Arrowsmith (1997)
Jeffrey Grilliot (1997)
Barb Keeley (1997)
Mary Beth Zachary (1997)

FIRELANDS

Robert Carlisle (1995)
Penny Nemitz (1997)

OPERATIONS

Dan Parratt (1995)
Bryan Benner (1996)
Ann Betts (1997)
Ed O'Donnell (1997)

PLANNING AND BUDGETING

Gary Swegan (1995)
Deb Wells (1995)
Patricia Kania (1996)
Duane Whitmire (1996)
Joseph Luthman (1997)

PRESIDENT'S AREA

Brad Browning (1995)
Steve Barr (1996)
Ken Kavanagh (1996)
Denise Van De Walle (1996)
Lona Hess (1997)

STUDENT AFFAIRS

Jacque Daley (1995)
Rich Hughes (1995)
Greg Jordan (1995) Past Chair
Amy O'Donnell (1995)
Jeanne Wright (1995)
Wayne Colvin (1996)
Lauren Mangili (1996)
Tonia Stewart (1996)
Jack Taylor (1996)

UNIVERSITY RELATIONS

Melissa Firestone (1995)
Judy Paschalis (1995)
Patricia Koehler (1996)
Marcia S. Latta (1996)
Sabrina White (1997)

4/7/94
bjs



Bowling Green State University

Office of Capital Planning
306 McFall Center
Bowling Green, Ohio 43403
(419) 372-8591
Fax: (419) 372-8446

April 6, 1994

MEMORANDUM

To: Greg Jordan, Chair
Administrative Staff Council

From: ASC Salary Committee *K. Jordan
J. Peterson
J. Personick
R. Boudelle*

Re: 1994-1995 Administrative Staff Salary Recommendations

The Salary Committee of the Administrative Staff Council, as requested by the President and Vice President of Planning and Budgeting, has developed salary recommendations for the 1994-95 contract year. These recommendations are largely based on information obtained from the 1993-94 Ohio College and University Personnel Association (CUPA) salary survey. The CUPA survey is considered to be the best information available for purposes of staff salary comparisons.

With President Olscamp's pledged support to bring faculty salaries to the 60th percentile of Category-I Universities, it remains our goal to reach the status of 4th out of 11 Ohio comparable institutions considered in our analysis. BGSU currently ranks 5th out of 11 (Appendix B), but we are as closer in percentage terms to the school in 11th place than we are to getting to the 4th position. While the jump from 8th in 92-93 to 5th this year is very encouraging, the attainment of the 4th position should remain the emphasis in our goals, particularly in light of the large disparity in salaries between the top four schools and the rest of the State. Also, the gains that have been made over the past two years have taken some pressures off of increases in general, and may allow for the return of some emphasis to merit increases.

1. The committee recommends that the emphasis for ^{univ. budget increases} ~~all increased monies~~ should go towards increases in salaries.
2. The committee recommends that the salary increases should be distributed on a 60/40 percent split between across the board and merit. If the 60% does not meet the projected rate of inflation (3.0% in 1994), then more than 60% should be used to bring the across the board salary increases up to the projected rate of inflation.

For example:

A. With the available salary pool of 4%, the recommended breakout by 60/40 is equal to 2.4% to 1.6%, but since the projected rate of inflation is equal to 3.0%, then the recommendation would be 3.0% across the board and 1% for the merit pool, as the ATB should be as a minimum equal to no less than the projected rate of inflation.

B. With the available salary pool of 5%, the recommended breakout by 60/40 is equal to 3% and 2%, which matches the projected rate of inflation, and would be the recommendation.

C. With the available salary pool of 6%, the recommended breakout by 60/40 is equal to 3.6% and 2.4%, which would put the across the board above the projected rate of inflation, and would again be the recommendation.

3. The committee recommends that merit raises be distributed to individuals according to standard and consistent work evaluations, ~~as being recommended by the Personnel Welfare Committee.~~ ⁴ The committee also recommends that merit monies will be distributed to Departments across the board.} Also, salary increases for merit should be announced as a dollar figure and not a percentage increase.
5. ~~A~~ A separate pool of money should be established, reviewed and maintained yearly to allow for market adjustments and salary differences by gender.

The salary committee feels that these recommendations remain consistent with those of the past, specifically that BGSU obtain the ranking of 4th in the State, that every member of the administrative staff should have the opportunity to cover the projected rate of inflation, that announcements of total percentage increases divided across the board and merit creates a false expectation of the increase in individual salaries, and that the number of positions more than 10% below the state average for that position is still serious and must be addressed in some fashion. However, the committee is also realistic about the state of budgets for Higher Education within the State budget. We are also aware that salary is only one item in the employee compensation package, but we felt that the charge of the committee has been to review salaries throughout the state, and therefore it is certainly the emphasis of our recommendation.

ADMINISTRATIVE STAFF COUNCIL

SALARY COMMITTEE

1993-94 REPORT

EXECUTIVE SUMMARY

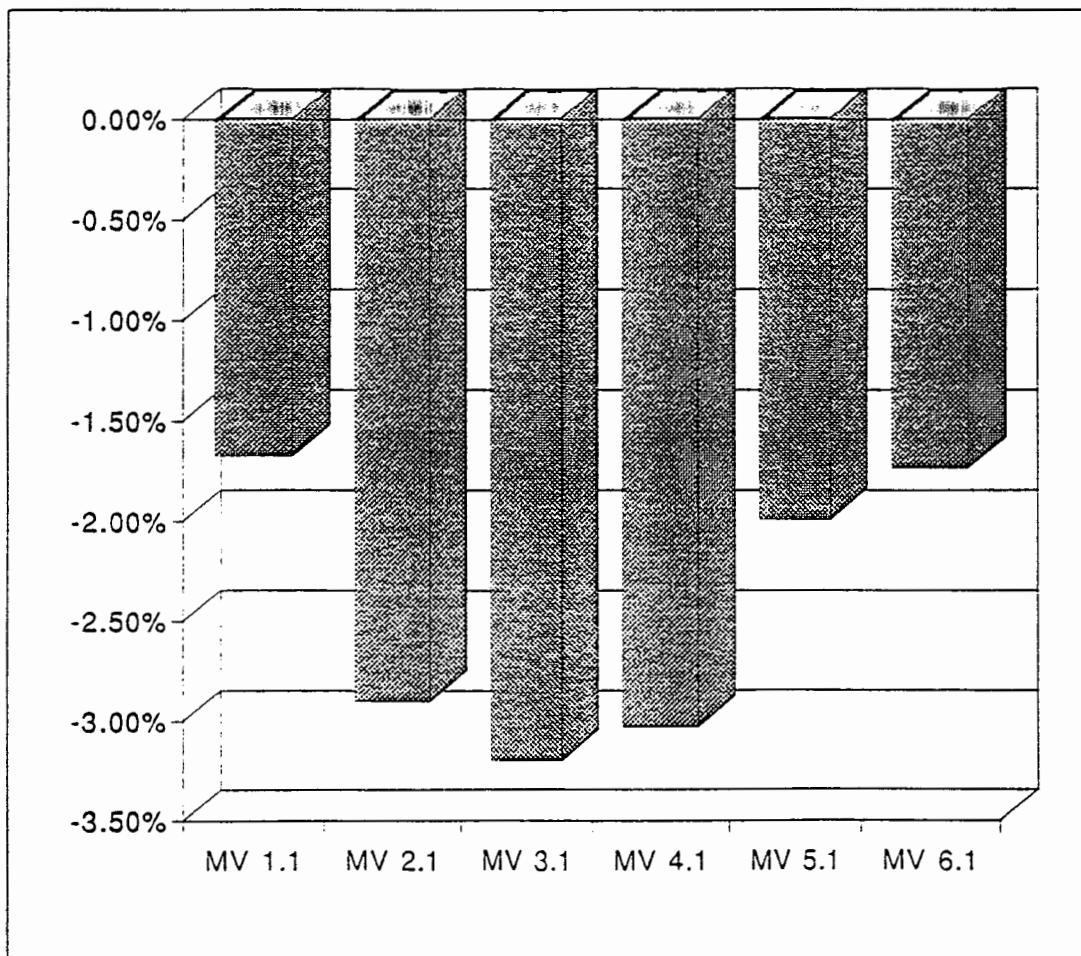
The ASC Salary Committee has consistently analyzed data from the College and University Personnel Association (CUPA) salary survey for the past five years. On the basis of the data, the following can be said:

- 1) In terms of ranking, BGSU average salaries when compared to average salaries at similar institutions (Modified Version 3.1) moved from 8th in 92-93 to 5th in 93-94 (see Appendix B). This follows a ranking of 9th in 91-92 and 6th in both 89-90 and 90-91.
- 2) BGSU average salaries, when compared to average salaries at similar institutions (MV 3.1) gained slightly to -3.20% from -4.04% in 92-93 and -5.35% in 91-92, which had progressed downward from -2.83% in 89-90 and -3.83% in 90-91 (see Appendix A.1).
- 3) The percentage of BGSU salaries that were more than 10% below the state average for that position dropped further to 30.91% from 35.71% in 92-93 and 38.98% in 91-92. These numbers were up from 30.36% in 90-91 and 27.08% in 89-90 (see Appendix E). It should be noted that BGSU has 25.45% of its positions greater than 10% above the state average for that position, which is up from 19.64% in 92-93.

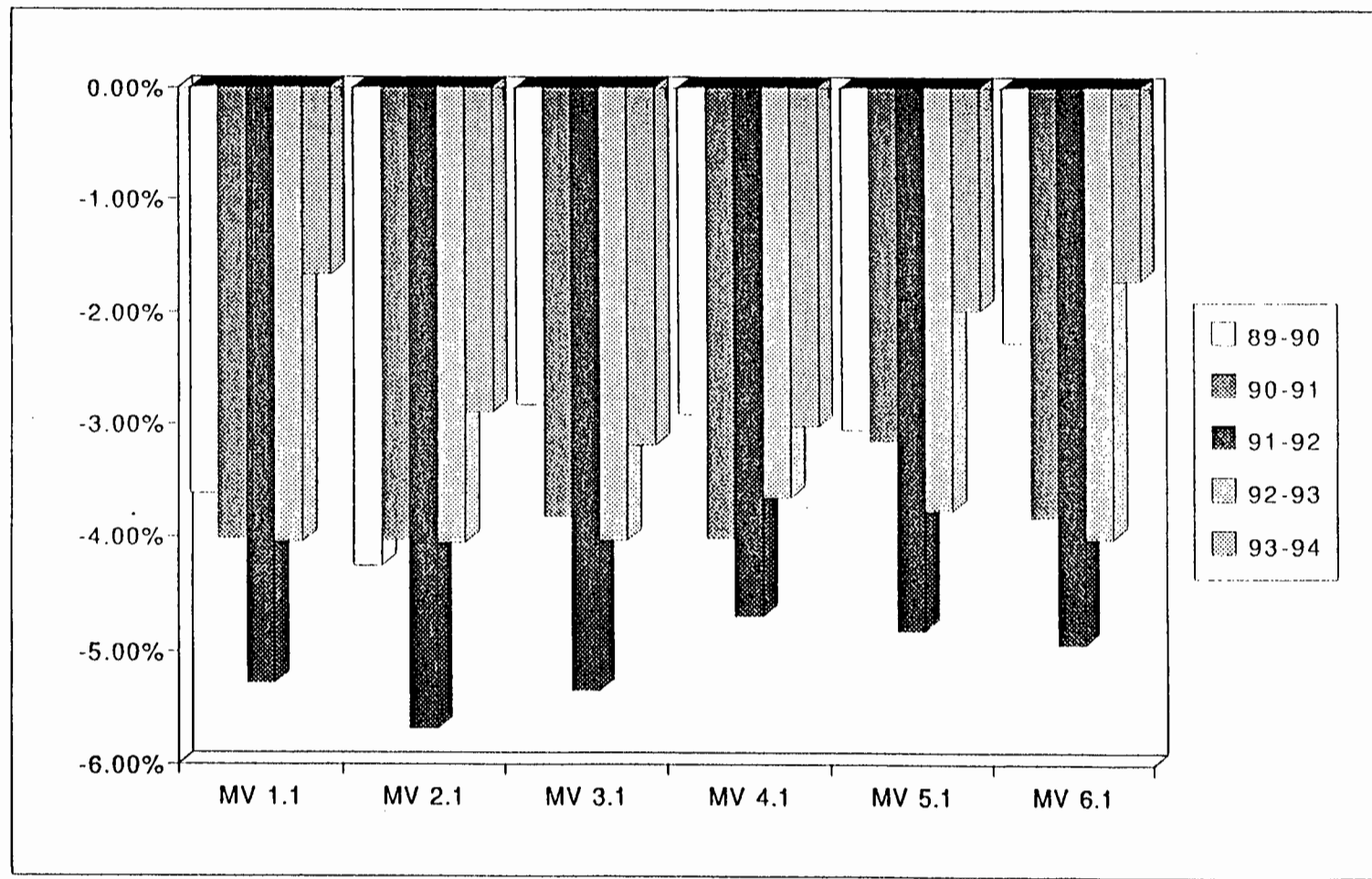
Appendix A
1993-94
Summary of CUPA - BGSU Average Salary
Compared to State Average

Version	BGSU # of Cases	BGSU Average	CUPA Average	Difference	% Difference
MV 1.1	75	\$51,078	\$51,947	(\$869)	-1.67%
MV 2.1	67	\$50,058	\$51,552	(\$1,494)	-2.90%
MV 3.1	55	\$51,165	\$52,856	(\$1,691)	-3.20%
MV 4.1	17	\$54,462	\$56,164	(\$1,702)	-3.03%
MV 5.1	72	\$51,449	\$52,494	(\$1,045)	-1.99%
MV 6.1	63	\$52,239	\$53,161	(\$922)	-1.73%

Recommendation based upon MV 3.1



Appendix A.1
Summary of CUPA - BGSU Average Salary
Compared to State Average
Six Modified Versions
Five Year Comparisons

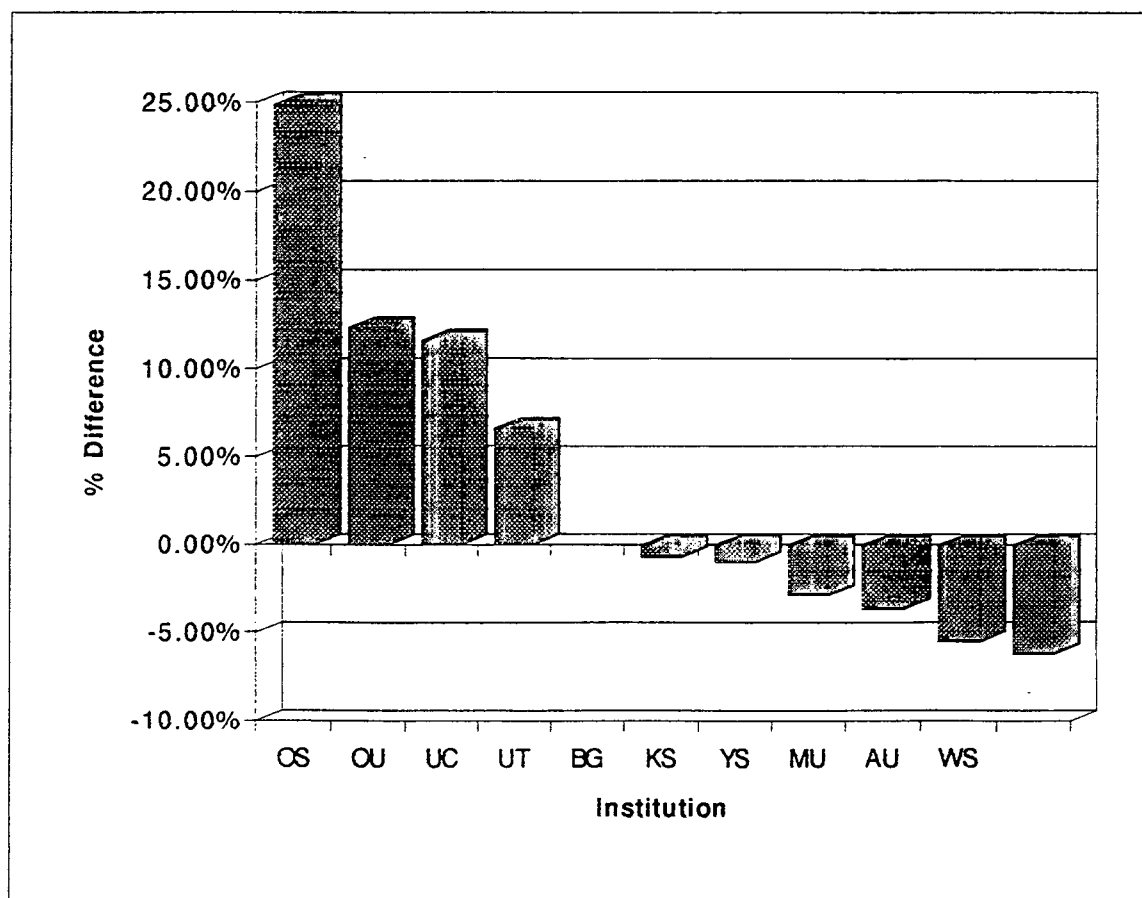


Appendix B

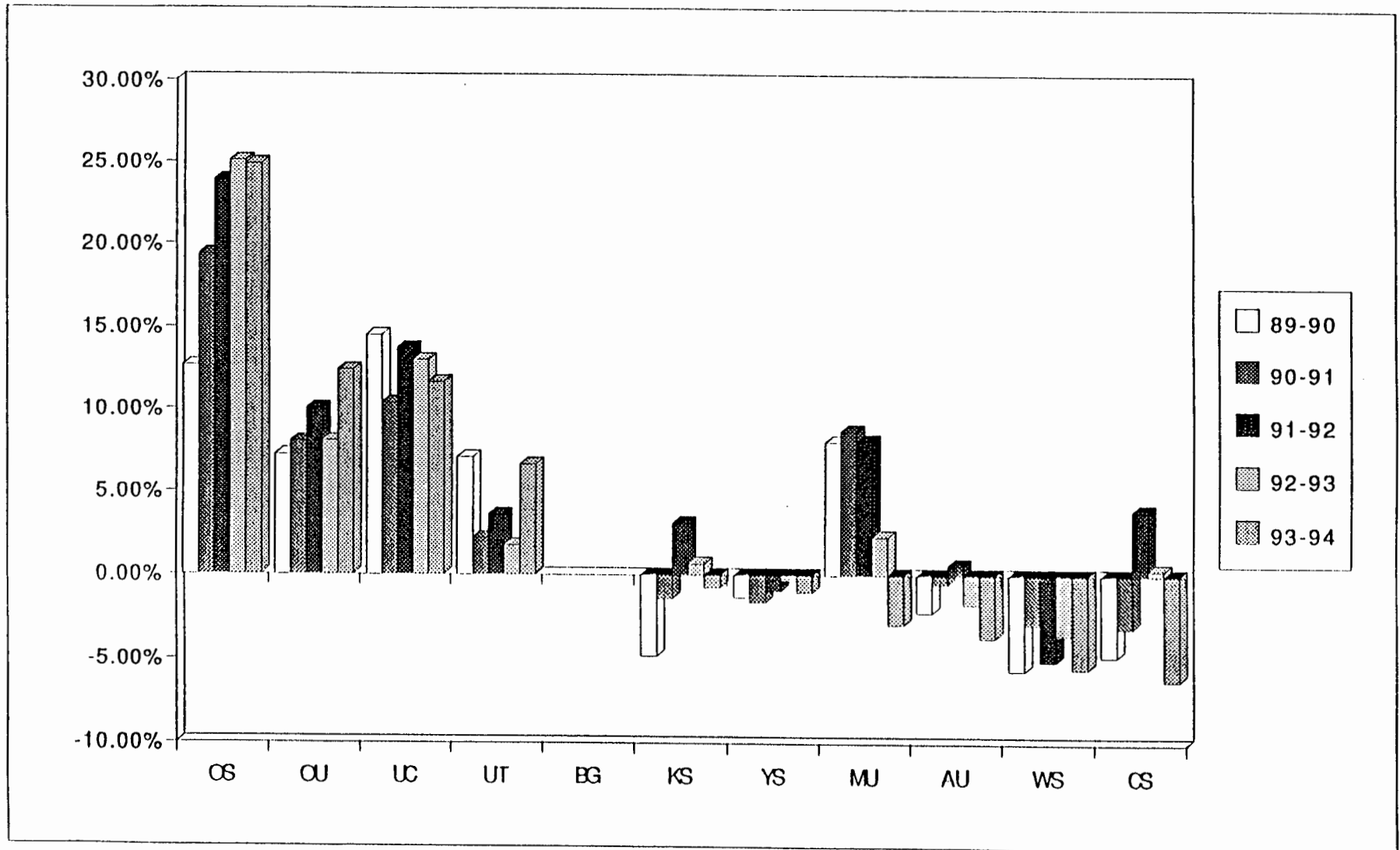
1993-94

Summary of Comparison of BGSU Salaries to Other State Schools Using Common Positions (MV 3.1)

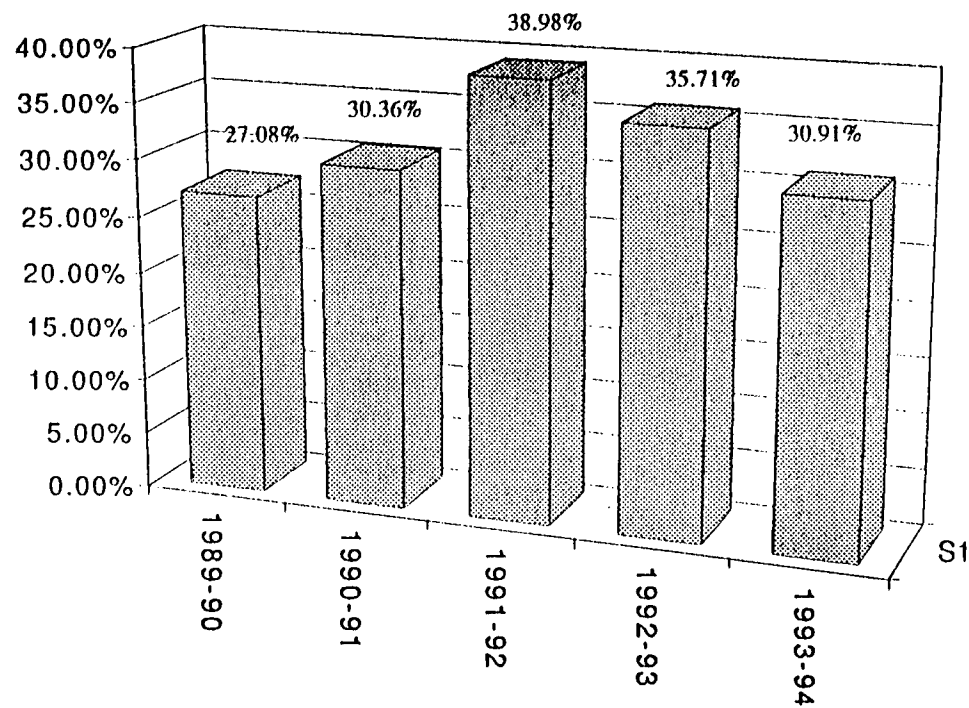
School	# of Positions	Average Salary	BGSU Average Salary	Difference	%Difference from BGSU
Ohio State	42	\$62,811	\$50,297	\$12,514	24.88%
Ohio	36	\$59,955	\$53,369	\$6,586	12.34%
Cincinnati	39	\$59,205	\$53,048	\$6,157	11.61%
Toledo	36	\$55,015	\$51,599	\$3,416	6.62%
BGSU					
Kent	41	\$49,022	\$49,383	(\$361)	-0.73%
Youngstown	36	\$47,443	\$47,931	(\$488)	-1.02%
Miami	42	\$51,592	\$53,135	(\$1,543)	-2.90%
Akron	29	\$49,355	\$51,238	(\$1,883)	-3.68%
Wright	34	\$49,448	\$52,340	(\$2,892)	-5.53%
Cleveland	29	\$51,983	\$55,446	(\$3,463)	-6.25%



Appendix B.1
 Summary of Comparison of BGSU Salaries
 to Other State Schools Using Common Positions (MV 3.1)
 Four Year Comparisons



Appendix E
Percentage of BGSU Salaries
Greater than 10% Below the State Average
for that Position
Five Year Comparison



Tom

June 23rd
Program
100-150 people
May 4, 1993

Keep Separate from
Health Benefits
Package

Dr. Paul Olscamp
McFall Center

Dear Dr. Olscamp:

We write this letter upon the recommendation of Mr. John Moore, Executive Director of Personnel Services.

We understand that the proposed changes in health care options for university employees will soon be presented to the Board of Trustees. In conjunction with that process, we ask that appropriate persons review what appears to be a matter of inequity with regard to the university's contribution to employee health costs. Explicitly, we are concerned that the university discriminates against contract employees where both work at BGSU (see attached partial list) in the level of its financial support for health care coverage.

Prior to the change in employee contributions in 1991, the University was equitable in its contributions for families in cases where both spouses were employed at BGSU. Rather than insure each partner as a single employee, couples were treated as a family (regardless of whether or not they had children). One spouse was named 'head of household' and the other spouse was listed as the 'dependent.' The University's contribution for employees in this situation recognized each person as a separate employee and gave the benefits due any single employee, even though the University treated them administratively as a family.

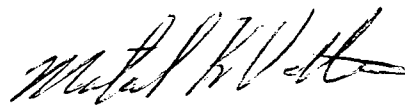
For the past two years, however, the University's level of contribution to medical coverage for dual-career BGSU couples has been reduced. Married BG employees currently pay the same for family coverage as single employees carrying family coverage. The attached cost sheet from the Benefits Office bears this out. Every employee at BGSU pays the same for family medical coverage, even when two parties in the family are employed here. If the University were to contribute the same dollar amount for family coverage based on the number of persons employed at BGSU, then the dual-career BG couple would receive double the university contribution it is now receiving and would no longer be treated inequitably because of their marital status. As long as this situation is allowed to continue, a number of university employees are being disadvantaged, and the university could quite innocently be guilty of discriminating in fringe benefits based on marital status.

We ask that attention be paid to the issue described above. Discussion with Mr. Moore and Mr. Morris and subsequent discussions of this matter with the Task Force on Health Care led to the recommendation that it be addressed to you.

Sincerely,



Deborah Vetter
Career Planning and Placement Services



Michael Vetter
Assistant Vice President for Student Affairs



Diane Regan
College of Arts and Sciences



Scott Regan
Professor of Theatre

Enclosures

c: Mr. J. Moore

BGSU Full-time Contract Employees

Behling, Orlando and Dorothy
Bissland, James and Joan
Blinn, Elliot and Joyce
Browne, Neil and Kubasek, Nancy
Brownell, Greg and Nancy
Bunce, Mark and Tina
Campbell, Don and Kathy
Champion, Ernest and Peace
Colvin, Wayne and Cindy
Crocker, Ken and Petroschius, Susan
Darrow, Art and Susan
Gerwin, William and Elaine
Grant, Bill and Crowell, Claudia
Gromko, Mark and Eastlund, Joyce
Gruber, John and Susan
Jones, Eric and Akiko
Keeley, Stuart and Barbara
Kepke, Allen and Joyce
Kim, Kyoo and Younghee
King, Timothy and Patricia
Kisabeth, Scott and Denise
Lab, Steven and Susan
Lancaster, Ron and Ann-Marie
Locey, Michael and Lenita
McRoberts, Conrad and Gail
Midden, Robert and Suzanne
Mohr, Steven and Kennedy, Ann
Morgan, Ed and Joan
Navin, Leo and Joanne
O'Donnell, Ed and Amy
Olscamp, Paul and Ruth
Parmer, Jess and Coleen
Paul, Jeffrey and Ellen
Peper, Richard and Christine
Pinto, Peter and Lorna
Porter, Adam and Jakobs, Elizabeth
Pugh, Med and Susan
Ragusa, Don and Yarris, Betty
Redmond, William and Merritt, Nancy
Ritts, Blaine and Mary Helen
Reed, Robert and Patricia
Regan, Scott and Diane
Swanson, Kory and Margy
Thomas, Jack and Darlene
Tisak, John and Marie
Veitch, Russell and Janet

Vetter, Mike and Deborah
Wahrman, Ralph and Judy
Whitmeyer, Duane and Diane
Wood, Florida and Bess
Yon, Paul and Bowers, Ann

89

**ADMINISTRATIVE STAFF COUNCIL
AGENDA**

**1:30 p.m.
May 5, 1994**

Jerome Library Conference Room

I. Call to Order

II. Guest Speaker: none

III. Approval of Minutes

IV. Chair's Report

V. Chair-Elect's Report

VI. Secretary's Report

VII. Committee Reports:

Amendments

Ferrari Award

Personnel Welfare

Professional Development

Salary

Scholarship

Ad Hoc External Affairs

Ad Hoc Internal Affairs* see New Business below and see attached memorandum

Others:

EAP

Personnel Training

WellNet

VIII. Old Business

IX. New Business: Ad Hoc Internal Affairs Committee group discussions

**PLEASE NOTE: change in location for this meeting. ALSO NOTE:
Council business will be conducted in a timely fashion to allow for
productive group discussions.**

4/20/94

98

**ADMINISTRATIVE STAFF COUNCIL
MINUTES**

May 5 ~~April 7~~, 1994

Members Present: Bryan Benner, Ann Bowers, Scot Bressler, Cindy Colvin, Wayne Colvin, Dave Crooks, Jacque Daley, Melissa Firestone, Pat Green, Judy Hartley, Rich Hughes, Susan Hughes, Greg Jordan, Patricia Kania, Denise Kisabeth, Patricia Koehler, Marcia Latta, Teresa McLove, Gail McRoberts, Amy O'Donnell, Judy Paschalis, Barry Piersol, Dave Stanford, Beverly Stearns, Tonia Stewart, Norma Stickler, Gary Swegan, Bob Waddle, Deb Wells, Jeanne Wright

Members Absent Who Sent Substitutes: Kathy Arrowsmith for Diane Regan

Members Absent: Steve Barr, Marilyn Braatz, Brad Browning, Robert Carlisle, Judy Donald, Darlene Ehmke, Arlene Hazlett, Ken Kavanagh, Joyce Kepke, Lauren Mangili, Jack Taylor, Denise VanDeWalle, Duane Whitmire

Call to Order: The meeting was called to order at 1:37 p.m. by Chair, Greg Jordan.

Guest Speaker: none

Approval of Minutes: A. Bowers moved, N. Stickler seconded and the minutes were approved as distributed.

Chair Report:

- The Chair will attend the Board of Trustees meeting May 5 and 6, and will address the Board at the dinner session on the 5th. Agenda items of note include a recommendation for a salary increase with a 60/40 split across-the-board/merit, and a recommendation for no increase in the University's or employees' health care contributions. This should be the last Board meeting of the year.
- Personnel Services and some vice presidents have given support to name a committee for the purpose of exploring and developing a method for evaluating administrative staff performance.
- The Executive Committee met with Mr. Charles Fink from the Department of Labor regarding personnel issues.
- G. Jordan received a memorandum from vice president Martin supporting a recommendation to fund the ASC professional development fund.

Chair-Elect Report:

- P. Green attended the President's Panel. Issues discussed included the USG proposal to increase student involvement in the Advisory Committee on General Fee Allocations (ACGFA), the impact of Title IX on the Intercollegiate Athletic Program, the gender equity issue as reported by the Faculty Senate's Ad Hoc Committee on Female Faculty Equity, and the Nonacademic Functions Committee report due by summer.

Secretary's Report:

- B. Stearns welcomed Dave Crooks who replaces Dan Parratt from the Operations area. Dave also will serve on the Ferrari Award Committee.

Old Business: none

New Business: none

ASC Committee Reports:

Salary Committee:

- R. Waddle distributed Modified Version 3.1 of the CUPA report--a detailed list of positions that are present in at least five institutions within the state (excluding executive staff, faculty, and classified staff) and the average salary per position as well as the number of institutions with each title.

Scholarship Committee:

- S. Hughes reported that the committee selected the scholarship recipient.

Ad Hoc External Affairs Committee:

- M. Firestone reported that the committee met with Marcia Latta regarding the University Open House to be held on September 24. They looked at ways to encourage administrative staff participation in the event. Ideas should be forwarded to M. Firestone.

Ad Hoc Internal Affairs Committee:

- ASC members subdivided into groups of six to review the ASC Mission Statement, to discuss issues identified by ASC members who responded to the Committee's survey in December, and to present ideas for improving or making ASC more effective.

Recorded by:



Beverly Stearns, Secretary

5/16/94

ADMINISTRATIVE STAFF COUNCIL

CHAIR'S REPORT

MAY 5, 1994

1. I will be attending the Board of Trustee meetings today and tomorrow. I have the opportunity to address the Board at tonights dinner session. Items of note on the agenda include a recommendation of a salary increase to include a 60-40 split across the board/merit. Also included in the budget is the recommendation that there is no increase in the university's health care contribution with an indication that there will be no increase in the employee contribution. It is my understanding that this is the last Board meeting of this year.
2. We have received support from the personnel office and some of the VPs with regard to naming a committee to explore and develop a method of performance evaluation for administrative staff.
3. The Executive Committee met with Charles Fink from the department of labor to share with him some of our concerns in personnel related matters.
4. I have received a response memo from Bob Martin with his support of a recommendation to fund the ASC professional development fund.

MEMORANDUM

TO: All Administrative Staff Council Members

FROM: The Ad Hoc Committee for Internal Affairs

RE: May meeting and group discussion

DATE: April 12, 1994

As you are aware, the Ad Hoc Committee for Internal Affairs surveyed the Council in December trying to assess membership's opinion of the effectiveness of Council. Written comments and informal communication have indicated concerns about a number of issues including: the size of Council, meeting structure, procedure, and leadership, to name a few.

In order to identify more clearly our collective concerns and ideas for improvement, we are asking that all members participate in small group brainstorming sessions at our May 5, 1994 meeting in the library conference room. Members of the Internal Affairs and Executive Committees will lead these sessions, compile the information, and take action based on your input. Your commitment and assistance to this process is critical to our success.

We will use the ASC Mission statement as a guide for our discussion as well as feedback we have previously received. Our mission statement follows:

The purpose of the Administrative Staff Council shall be to support the mission of Bowling Green State University through representing administrative staff members by a) promoting their general welfare, b) seeking professional development opportunities, c) maintaining communication among staff members, d) and reviewing, initiating, and making recommendations on institutional policies.

The mission will be broken down into four separate discussion areas. Please bring your ideas and an open mind to the May meeting. See you then!

MV 3.1 All BGSU CUPA positions, less executive staff, faculty positions and classified staff. Also limited to positions at at least 5 institutions.

CUPA Code	Description	Average Salary per Position	Counts
203.2	Acquisition Librarian	\$45,530	9
203.6	Catalog Libr.	\$42,677	7
204.0	Dir Institutional Research	\$52,971	7
205.0	Dir Media	\$53,962	7
208.0	Dir Computer Acad	\$60,277	5
209.0	Admin Grants	\$55,517	8
301.1	Dir Hlth/Safety	\$54,036	9
301.2	Dir. Telecommunic.	\$60,899	8
306.0	Chief Pers	\$78,845	10
306.6	Mgr Employment	\$44,613	5
306.8	Mgr Pers Info Systems	\$42,819	6
307.0	Dir Affirmative Action	\$56,127	10
307.1	Assoc. Dir Affirm Action	\$34,230	5
309.0	Chief Comp.	\$81,117	9
309.3	Syst Anl 1	\$46,891	7
310.0	Dir Comp Operations/Adm	\$65,404	6
312.0	Chief Phys Plnt	\$75,516	9
312.5	Mgr Custodial	\$44,435	8
312.6	Mgr. Power Plant	\$44,449	7
313.0	Comptroller	\$70,571	8
313.1	Mgr. Payroll	\$40,799	10
314.0	Dir Accounting	\$53,203	8
314.1	Staff Acct. 1	\$35,805	7
314.2	Staff Acct. 2	\$28,376	7
315.0	Bursar	\$60,273	10
315.1	Assoc. Bursar	\$46,352	5
316.0	Dir Purchasing	\$55,263	9
317.0	Dir Bookstore	\$49,967	6
318.0	Dir Internal Audit	\$47,187	9
319.0	Dir Auxiliary Services	\$70,409	7
319.1	Mgr Mail Service	\$31,238	8
320.0	Dir Security	\$52,172	9
401.0	Chief Development	\$85,195	7
401.1	Dir Giving	\$40,559	5
404.0	Dir Alumni	\$54,922	8
410.0	Dir Info O	\$55,441	7
502.0	Chief Admissions	\$67,296	6
502.1	Asc Admiss	\$42,341	8
502.2	Admissions Counselor	\$26,077	9
502.3	Acad Advisor	\$27,778	6
504.0	Registrar	\$62,868	10
504.2	Asst. Registrar	\$40,832	9
506.0	Dir Fin Aid	\$58,947	10
506.1	Assoc Fin Aid	\$43,253	9
508.0	Dir Student Housing	\$56,127	10
508.3	Housing/Residence Life	\$43,008	6
510.0	Dir Foreign Students	\$44,356	5
511.0	Dir Student Union	\$50,561	8
511.1	Assoc Dir, Student Union	\$39,022	5
512.0	Dir Student Activities	\$50,745	6
513.0	Dir Placement	\$52,716	8
515.0	Dir Student Hlth	\$95,208	6
518.0	Dir Athletics	\$91,858	10
519.0	Dir Sports Info	\$34,075	10
524.0	Dir Minority Students	\$61,988	6
Average Salaries		52,856	
Cases/Inst.		55	529

MISSION

3.5.02 general welfare: ^{social returns} Personnel welfare - ^{time of resumption during lunch time} how select chair / agenda
 to prot'l devel opportunities
 with team comm - ^{ang.} stf mbrs.
 mtg. eg. cs
 read, initiate, make rounds in policies

time recitations during lunch hour
 create an informal discussion group - need authority from Comp Socs
 eg. Ad stf "Lounge" - during lunch hour
 (eg) Reschedule to outside courtyard - schedule on days when ASC meets.

1. basic competencies necessary for ad. stf to succeed/advance themselves
 (transferable skills)
 strategic planning computer
 supervisory
 mgmt
 prot'l devel as part of off. st. system.

ASC mtg.
 Lunch "Lounge"
 } Council meets / reporting format
 (followed by focus group sessions)

Chair should intro. self to pubs. and subs to group.
 officers great / welcome mbrs to meeting

MEMORANDUM

TO: All Administrative Staff Council Members

FROM: The Ad Hoc Committee for Internal Affairs

RE: May meeting and group discussion

DATE: April 12, 1994

As you are aware, the Ad Hoc Committee for Internal Affairs surveyed the Council in December trying to assess membership's opinion of the effectiveness of Council. Written comments and informal communication have indicated concerns about a number of issues including: the size of Council, meeting structure, procedure, and leadership, to name a few.

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The mission will be broken down into four separate discussion areas. Please bring your ideas and an open mind to the May meeting. See you then!



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
Barb Keeley
Sharon Hanna
Mary Beth Zachary

RE: Proposed Amendment to the Bylaws - (Additions are in bold type)

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may not be taken before the second reading.

Section 5: Alternates at ASC Meetings

Alternates [may] will be designated by an Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the vice presidential or presidential area represented by the council member and must be identified to the Administrative Staff Council chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the charter or by-laws. [Alternates may replace any single council member no more than three times in one year.]
(delete)

Section 6: Attendance Policy

(Delete first paragraph and add:)

Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.

Article 2: Committees

Section 2: ASC Standing Committees

I. Internal Affairs will:

Develop and update the orientation program for the new ASC members. This program will involve written information and practical learning opportunities including the Mentor/Mentee program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments will be included.

Work toward developing ways to recognize administrative staff for their accomplishments.

Respond to concerns and make recommendations about the structure/configuration of Council meetings.

Examine the election process and make appropriate recommendations.

J. External Affairs would be responsible for developing the following:

Ideas for community involvement projects for administrative staff

Provide assistance for BG Effect

Develop ways to improve opening day activities for administrative staff

Work on public relations with other groups on campus and off campus and with media

Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

To conduct ASC business, 2/3's of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action may only be taken by a majority of the Committee's membership.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

May 20, 1994

MEMORANDUM

TO: Mary Beth Zachary
Access Services
Libraries & Learning Resources

FROM: Beverly Stearns, Secretary *ljs*
Administrative Staff Council

RE: Welcome to Administrative Staff Council

On behalf of the Council members, I would like to welcome and congratulate you on your recent election to the Administrative Staff Council (ASC). ASC represents the administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and with the administration, and participating in a wide variety of processes that help formulate institutional policies.

You are invited to attend the next ASC meeting on June 2, 1994, at 1:30 p.m. in the Jerome Library Conference Room 150A. Enclosed you will find the agenda and attachment for discussion during the meeting. The ASC Charter and Bylaws are included in the *Administrative Staff Handbook*. The chair of the Ad Hoc Internal Affairs Committee will provide you with an *Orientation to Administrative Staff Council* packet.

Again, welcome. If you have any questions, or are in need of assistance, I encourage you to contact me at the Jerome Library Dean's Office (372-7891).

enclosures

c: Greg Jordan, Chair
Pat Green, Chair-Elect
Amy O'Donnell, Chair ASC Ad Hoc Internal Affairs Committee

Bark -

FYI - Put 6

Maintain communication among staff members

1. Use e-mail; set up a mailing list for ASC on andy, at first meeting of 1994-95 ASC find out who does not have access to e-mail. Use e-mail to provide information on issues in a timely fashion to promote more discussion.

2. Size of Council is ok, instead work on ways to promote discussion, but do not "over worry" about lack of discussion--remember that perhaps there has not been real controversial issues lately and also remember that administrative staff are hired to be problem-solvers instead of just discussing issues (like another constituent group who shall remain nameless).

Given the above there are still ways to improve discussion at Council meetings: (a) look at the way issues are presented, usually after discussion and recommendations by committee then to Council as a finished "product." Instead present issues at Council meeting and discuss the issues, then send to committee; committee returns to Council with recommendation and in giving recommendation, be sure to give both sides of the issue and solution being recommended.

(b) always remember that we should not assume that everyone on Council know what is being discussed, need to spend more time providing information, even for such standard issues as salary recommendations.

(c) should meet at least 1 or 2 times during summer to start to get to know one another and work collectively on goals and issues facing Council during the new year. Work to develop more of a team approach rather than just a meeting once a month.

3. Good of the Order: Good to have, but perhaps concentrate more what we do: for example, at each meeting showcase a Vice Presidential area and the representatives from that area discuss what they do and how it relates to the "mission" of that VP area.

Review, initiate, and make recommendations on institutional policies

1. Need to take a more aggressive position on some issues, sometimes we need to do this as well as work "behind the scenes" to promote our interests. For example, we should be using the faculty study on gender inequity, even though perhaps flawed, to generate our views on problems with administrative staff salaries.

Seek professional development opportunities

1. Use the services at the library and career resources library for administrative staff. Appoint one member of ASC to be a liaison and report to Council of services and programs available for one's own professional development. Provide a "readers digest" of information showing trends in other institutions. Help people learn to manage their own careers.
2. Develop a mentoring program for all new administrative staff, orienting them to Council as well as resources available to them.
3. Keep requesting professional development monies. . .this is an excellent program and needs to be expanded if possible.
4. There is no consistency in computer technology on this campus. Perhaps develop a team approach to assisting administrative staff in training, in obtaining access to e-mail, etc.
5. Continue to work on developing a leadership training "school" here at BGSU and be sure administrative staff ^{are} ~~at~~ urged and welcomed to participate.

(We did not get to promote general welfare of administrative staff but most of the above would fall into that category also)

Internal Affairs Focus Groups

Maintain communication among staff members

- Meetings are difficult to hear because of room configuration
- Every meeting those who are sitting in for a regular council member should introduce self and tell why there and one good thing about self
- Chair could welcome new faces and introduce
- Officers should greet everyone at the door as they come into meeting
- Have lunch together before council and then have meeting from 1- 3
- Maybe the first hour of council should be committee meeting time and the second hour business
- The group is too large for discussion; therefore if any issues are being discussed we could break down in focus groups and summarize results to council at large i.e. each focus group would pick a spokesperson who would report the consensus of the group after a brief discussion
- Concerns should go back to committee; council should not be involved as a whole in changing verbiage in motions
- adopt standing rules that allow only 5-10 minutes for discussion of an item before it is sent back to committee
- use e-mail, set up a bulletin board or conference on one of the mainframes
- put council minutes on the gopher server
- meet with members of the administrative staff in focus groups to hear concerns etc.

Seek professional development opportunities

- Determine what general competencies all administrative staff should develop and put in some order to make sense for people to acquire transferable skills
- Part of the evaluation should be professional development and skills worked on
- Personnel should become more involved with making professional development opportunities easier
- New employees should gain certain identified skills and have a mentor

Promote general welfare of administrative staff

- The agenda for council meetings is determined by chair and exec - members should actively solicit items of concern from constituents
- Not enough orientation to new members is given; they are not sure what is going on

- Since the minutes are available to all staff there should be a statement on them to all staff to communicate with rep
- Post minutes on gopher and one copy to each office to distribute
- Establish discussion groups on computer
- Beginning of semester is not good time for reception
- Should establish some kind of luncheon or noon reception which will take a while to catch on- this could be on the same day as council meeting and would be a chance to network and hear concerns
- Are we doing what we want to be doing to meet our goals?

Summary of ASC Group Discussion - May 10, 1994

A. Communication and Representation

Group felt the size and current representation ratio was fine.

Most of the issues that were seen as problems the group felt could be addressed with orientation and training.

Some of those issues are;

How to bring concerns and issues forward.

What types of concerns and issues can be heard.

It was also felt that much progress had been made with above concerns since the Orientation Book is in place.

Another suggestion along those same lines was to have a special meeting for first time ASC members where the general functionality of ASC could be addressed.

What representation for Part-time people?

B. Meetings - Format and Function

Breakout sessions like the one on this date were an excellent idea.

1 1/2 Hour Meetings are difficult for some people.

Revise seating arrangement.

C. Social Activities

People do not have enough time. Would rather spend the time on issues and orientation rather than social events.

Some time (10-15 min.) could be given to socializing before or after the meetings.

Coffee etc at recent meetings encourages mingling.

ASC INTERNAL AFFAIRS COMMITTEE BRAINSTORMING SESSION

Promote the general welfare of administrative staff

- Enjoy receptions
- Agenda items/goals. Go off of old ones and maybe brainstorm new ones at beginning of year.
- Some people will never have a chance to be a representative to Council-- they don't know people. Is there a better way to get people on Council? Perhaps through committee involvement.
- May need a collective effort to promote participation on ASC. It's importance is viewed differently by supervisors, especially at evaluation time.

Seek professional development opportunities

- Need to have a more clear delineation of whose responsibility professional development is for administrative staff. Is it ASC or Pat Patton? We have no money. Could the committee serve in an advisory role to Pat.
- Promotion and support of John Moore's institute.

Maintain communication among staff members

NOTE: For much of the complaining that went on, my group wanted to make note of the fact that we *do* do good things on Council.

- Minutes are helpful. Perhaps have representatives distribute minutes to own constituents.
- Representative/constituent relationship is two-way street.
- VP areas--not thrilled with the idea of constituents in those areas.
- Need some leadership assertiveness. Other political avenues ("Group is behind us" attitude when we approach, for example, AD Council)
- Language, innuendo for new members is not understood. Need better introduction to Council.
- People should be well-informed through minutes
- It's hard to hear in meetings.
- Recommend that External Affairs be moved to Professional Development.
- Committees need to be strong--to allow us to have an active role, especially if many of us don't really participate in monthly meetings. Budgets for committees would be helpful.
- Can we limit number of representatives from an area? It's almost representation by department. When we vote in elections, we don't even know the people we're voting for. (Supported idea of blurbs for all Council members) Too many people from an office.
- Re-think the way "Good of the Order" is used. No one does it so people just follow along. Does it have to be at the end of the meeting? Just *ask* people if they have anything to contribute instead of going all around the table.

Review, initiate, and make recommendations on institutional policies.

- Don't understand why *everything* goes to Exec.

May 24, 1994

Group discussion from ASC meeting of May 5. Members were:
Norma Stickler, Susan Hughes, Tonia Stewart, Pat Koehler

Maintain communication among staff members:

- reduce council to 5% of administrative staff--possibly phase in over 2 or 3 years.
- have committee members be made up from volunteers of administrative staff on campus.
- designate a substitute at the beginning of the year and notify the secretary that this is your substitute so that you are not counted as absent if your sub comes in your place.
- have ASC members sit off 2 years instead of only 1 year to generate new blood on council.
- focus on different VP areas each month as part of the 'new business'
- suggestion for a social activity---pizza luncheon or some kind of luncheon get-together.
- PWC to Exec committee--process of routing to Personnel is very poor. never hear anything back from Personnel...lack of communication from Personnel.

Seek professional development opportunities:

- make job shadowing part of professional development--Professional Exchange Program. ASC should endorse this.

Review, initiate, and make recommendations on institutional policies:

- more description about Exec council and committees
- include more info about committees upon committee signup. Especially useful for first time ASC members.
- how should we use 'Good of the Order'? Is it really necessary?
- suggestion for making it easier to bring up other items and concerns: allow time for discussion after individual committee reports.
- make constituents concerns as part of the agenda.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

May 25, 1994

MEMORANDUM

TO: John Moore
Executive Director of Personnel Services

FROM: Personnel Welfare Committee
Administrative Staff Council *ngA*

SUBJECT: Salary Equity and Market Adjustments

The Administrative Staff Personnel Welfare Committee wishes to report to you formally our concerns relating to a few issues of importance to our constituents. We recognize that you are aware of these concerns, but we believe it is important to reaffirm our commitment to working with your office in seeking solutions to problems that are affecting the morale of the staff.

Salary Equity/Job Responsibility

In the summer and fall of 1993, there was some indication that an external consultant would be hired to conduct a survey of each administrative staff position and the attendant responsibilities. The determination was finally made by central administration that the method to be used was not appropriate to our situation. The need still exists, however, to conduct a thorough study of administrative staff job responsibilities and salaries. There is real concern that inequities exist among the various vice presidential areas of the campus, between the sexes, and between current employees and new hires. Problems still exist in ascertaining the appropriate salary for new hires. There remains a distrust of the market adjustment process because of the lack of good peer evaluation data.

The Personnel Welfare Committee requests that in 1994-95, the highest priority be given to using an external consultant to conduct a study of all administrative staff positions to address the above problems.

Market adjustments.

Although a timetable for the market adjustment review process was established earlier this year, there are several more basic issues that keep arising.

New hires are paid a competitive salary, while current employees may be losing ground to the market.

Currently, market adjustment requests seem to be initiated almost exclusively by the employee. Requests should be initiated also by the supervisor or hiring official, particularly in instances such as that described above where there is salary compression with the current market.

Merit money should not be used for market adjustments, as now frequently occurs.

Staff members find it difficult to track what is happening with their market adjustment requests. They submit a request and do not hear confirmation about where it is in the process. PWC proposes the following phases of feedback to the employee:

1. Written confirmation of receipt of the request in the Personnel Office and a brief meeting set up with the staff member to discuss a potential peer group and to review the request (within approximately two weeks of receipt). There is considerable uneasiness about the manner in which peer groups are selected for market adjustment review. Some areas on campus that employ technical staff might need to include comparisons with regional industry or business. A discussion with the employee about a logical peer group may alleviate some of these concerns.
2. Status report on the request (within 2 to 3 months of receipt)
3. Notification of resolution of the request (by July 1 of the decision year)

xc: Administrative Staff Council membership

Requests in Pers. Svcs. by Dec 31
will be considered in June-Jul.
(by VP's)



Bowling Green State University

109
Vice President for
Academic Affairs
230 McFall Center
Bowling Green, Ohio 43403-0020
Phone: (419) 372-2915
FAX: (419) 372-8446

May 25, 1994

MEMORANDUM

TO: Greg Jordan, Chair, ASC
Pat Green, Chair Elect, ASC

FROM: Norma J. Stickler *Norma*
Chair, Personnel Welfare Committee

SUBJECT: Sick leave accumulation

At our last meeting of the year, the ASC Personnel Welfare Committee had preliminary discussion of the idea of developing a sick leave "bank" into which sick leave time would be contributed by staff members for use by other staff in the event of catastrophic illness. We anticipate that although use of such a pool would seldom occur, it could literally be a life-saving benefit for employees who have major illness. I am forwarding to you a list of some of the ideas and suggestions raised so that the 1994-95 PWC might continue investigation of such a policy.

Potential features:

Days or hours contributed automatically from each staff member's unused balances each year--perhaps one day per year.
Alternatively, automatic contributions of a specified percent of unused sick leave forfeited by retirees.

The option for voluntary contributions to a specific person.

Eligible to draw from the bank only for catastrophic illness and only if the employee has a history of non-catastrophic use of his or her own sick leave of less than a certain percent.

Eligible to draw from the bank upon application, with applications reviewed by a peer group.

An established limit that could be used from the pool.

Among the questions to be considered:
Definition of catastrophic illness.

Whose budget would be charged for the sick leave pay?

Can we legally limit the use of such sick leave to the employee him/herself, or must it be extended to members of the family as defined, e.g., in the Family and Medical Leave Act?

Cross-over with the classified staff and faculty? One pool?

How to coordinate with long-term disability.

Coordination with the policy being established by the classified staff.

xc: PWC
Bev Stearns
Barb Keeley



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

May 31, 1994

MEMORANDUM

TO: New 1994-95 ASC Executive Committee Members
Bryan Benner (chair-elect)
Barb Keeley (secretary)
Marcia Latta
Amy O'Donnell
Ed O'Donnell
Diane Regan
Denise Van De Walle
✓ Deb Wells
Mary Beth Zachary

Congrats MBZ!!

FROM: Beverly Stearns, Secretary *bjs*
Administrative Staff Council

RE: ASC Executive Committee

I would like to congratulate you on being elected to the Administrative Staff Council Executive Committee. Traditionally, the Executive Committee meets at the Firelands campus for their June meeting. You are invited to attend the meeting which will be held on June 14, 1994, from 10:00 a.m. to noon and also to stay for lunch and spend the afternoon enjoying the area. If you can spend the entire day, great -- if not, stay for as long as you can.

We will all meet in the Ice Arena parking lot at 8:00 a.m on June 14. Normally, we carpool. Please call me (2-7891) or send me a message by e-mail (bstearn@andy.bgsu.edu) **no later than Wednesday, June 8** to let me know whether you plan to attend and whether you prefer to drive. That way, we will know to wait for you and can plan transportation accordingly.

c: Greg Jordan, Chair
Pat Green, Chair-Elect



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
1001 E. Wooster Street
Bowling Green, Ohio 43403
(419) 372-2411
Fax: (419) 372-0155

May 31, 1994

Holdings: Northwest Ohio
University Archives
Rare Books and
Special Collections

To: Executive Committee,
Administrative Staff Council

From: Susan Hughes, Chair *SH*
ASC Scholarship Committee

RE: ASC Scholarship

Enclosed please find a suggested revision of the requirements of the Administrative Staff Scholarship Program for consideration by the Executive Committee.

The items which appear in bold (numbers 3, 4, and 5) were suggested by the Scholarship Committee in order to assure that the successful scholarship program we have had in the past continues.

Also, the Scholarship Committee would like to request at this time that the Executive Committee define a policy for dealing with additional funds left in the interest account after the scholarship has been awarded. For the past two years, all or a portion of these funds have been awarded as book scholarships. We suggest that there are several ways in which the money could be allocated:

- the entire amount of interest be awarded to the scholarship recipient.
- a predetermined award be given and the remainder be deposited to the corpus or held in the interest account for the following year.
- 1 - a predetermined award be given and any subsequent awards be given at the discretion of the Scholarship Committee. *based upon a projected earnings from the invested corpus*

to each page
Thank you very much. If you have any questions, please do not hesitate to contact me. I anticipate hearing from you in the near future.

ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM

The Administrative Staff at Bowling Green State University establishes an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the Administrative Staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipient(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.
2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.
3. Minimum of sixty (60) class credit hours completed by the end of the spring semester in which application is received. *Handwritten: 60 - Associate program (knocks out graduate stuff)*
4. Leadership to Bowling Green State University and/or the community as determined by participation, membership and/or leadership positions in activities and organizations, or service to the applicant's community, state and nation.
5. Finalists to be interviewed by a committee of the Administrative Staff Council.
6. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.

Revised 5/94



Bowling Green State University

Vice President for
Academic Affairs
230 McFall Center
Bowling Green, Ohio 43403-0020
Phone: (419) 372-2915
FAX: (419) 372-8446

June 1, 1994

MEMORANDUM

TO: Personnel Welfare Committee
Bryan Benner
Jill Carr
Judy Donald
Denise Kisabeth
Denise Van de Walle
Duane Whitmire
Jeanne Wright

FROM: Norma J. Stickler *Norma*
Chair of ASC Personnel Welfare Committee

SUBJECT: Thanks

I'm enclosing a report of our activities during the year. Although we start another year without a thorough salary/position study, I think the need for such a study is so evident that progress will be made. We can all be proud of the advancements made in cooperation with John Moore and Marshall Rose on holding an institute for staff and on increasing the opportunities for staff advancement and development. An update on that issue: John, Marshall, and Sue Crawford have been meeting with representatives from the University of Toledo and Eastern Michigan University and are finalizing plans for an institute open to 10 staff members from each school, to be held in the spring of 1995.

It was through the initiative of PWC that the need was affirmed for a study of the merit and performance evaluation system, which has resulted in the formation of a committee composed of representatives from each of the vice president's areas. You have been a great committee to work with, and I extend my own thanks and that of the entire ASC for your fine work.

An integral part of any success we have had has been the cooperation and leadership by John Moore, and I certainly extend to him our gratitude for his assistance and guidance.

xc: John Moore
Pat Green
Greg Jordan
Beverly Stearns
Barbara Keeley

ASC Personnel Welfare Committee
Annual Report, 1993-94

Bryan Benner
Jill Carr
Judy Donald
Denise Kisabeth
Denise Van de Walle
Duane Whitmire
Jeanne Wright
Norma Stickler, Chair

Conducted a survey that included approximately half of the administrative staff to determine opinions on how much time should be covered by the next merit increases.

As a consequence recommended the formation of a committee composed of vice presidential appointees to review merit guidelines and performance evaluations.

In consultation with Marshall Rose and John Moore developed guidelines to improve promotion and advancement opportunities for administrative staff. Included are changes to job descriptions to be less restrictive, increased opportunity for internal candidates to be interviewed for positions, use of acting appointments to enhance administrative experience, creation of a Higher Education Administrative Institute, educational programs for supervisors to improve evaluation skills

*J.M. M. Rose & S. Crawford
let us report from
U.T. & Mich. U.
re award of efforts
Int. tubegs spr. sem. '95*

Participated in preliminary presentations from four managed health care providers.

Followed up on problems with requests of divorced staff with children for ERISA documentation for health care coverage.

Developed a proposal for acting and interim salary stipends

Approved a market adjustment timetable

Worked with the Personnel Services Office in developing plan for Mercer Study, which was subsequently shelved.

Investigated possibilities for reciprocal fee waivers with other schools. Determination that too political an issue across the state now because non-university state employees would like to have fee waiver privileges.

Reviewed Family Medical Leave Act statement for inclusion in Administrative Staff Handbook.

Approved inclusion of part-time staff in staff awards based on inclusive years of service instead of pro-rated years.

Conducted preliminary discussions for a procedure to create a sick-leave bank for use by staff members with catastrophic illness.

Developed a memorandum to Executive Director of Personnel reaffirming the need for an external review of staff salaries and job descriptions and proposing a timetable for Personnel Services to review of market adjustment requests and keep staff members informed of the progress of their requests for adjustments.

ADMINISTRATIVE STAFF COUNCIL AGENDA

1:30 p.m.
June 2, 1994

Jerome Library Conference Room 150A

- I. Call to Order
- II. Guest Speaker: none
- III. Approval of Minutes
- IV. Chair's Report
- V. Chair-Elect's Report
- VI. Secretary's Report
- VII. Committee Reports:
 - Amendments
 - Ferrari Award
 - Personnel Welfare: Stipends (see enclosed memorandum)
 - Professional Development
 - Salary
 - Scholarship
 - Ad Hoc External Affairs
 - Ad Hoc Internal Affairs
 - Others:
 - EAP
 - Personnel Training
 - WellNet
 - Performance Evaluation
- VIII. Old Business
- IX. New Business
- X. Good of the Order

PLEASE NOTE: location for this meeting is in Jerome Library. **ALSO**
NOTE: recently elected members for 1994-95 have been invited to attend.

5/18/94

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
June 2, 1994**

Members Present: Steve Barr, Bryan Benner, Ann Bowers, Cindy Colvin, Dave Crooks, Jacque Daley-Perrin, Judy Donald, Pat Green, Judy Hartley, Rich Hughes, Susan Hughes, Greg Jordan, Patricia Kania, Joyce Kepke, Patricia Koehler, Marcia Latta, Amy O'Donnell, Barry Piersol, Diane Regan, Dave Stanford, Beverly Stearns, Norma Stickler, Bob Waddle, Deb Wells, Duane Whitmire

Members Absent Who Sent Substitutes: Peggy Russell for Marilyn Braatz, Linda Swaisgood for Melissa Firestone, Carol Davis for Gail McRoberts, Sharon Hanna for Judy Paschalis, Jason Buck for Tonia Stewart, Sue Witschi for Jeanne Wright

Members Absent: Scot Bressler, Brad Browning, Robert Carlisle, Wayne Colvin, Darlene Ehmke, Arlene Hazlett, Ken Kavanagh, Denise Kisabeth, Lauren Mangili, Teresa McLove, Gary Swegan, Jack Taylor, Denise Van DeWalle

New Members: Kathy Arrowsmith, Ann Betts, Jeff Grilliot, Lona Hess, Barb Keeley, Joe Luthman, Ed O'Donnell, Sabrina White, Mary Beth Zachary

Call to Order: The meeting was called to order at 1:35 p.m. by Chair, Greg Jordan.

Guest Speaker: none

Approval of Minutes: After changing the date of the minutes from April 7 to May 5, 1994, P. Koehler moved, J. Kepke seconded and the minutes were approved as distributed.

Chair Report:

- **Executive Committee** will be holding its final meeting of the year at Firelands on Tuesday, June 14 at 10:00 a.m. Both current and next year's members are invited to attend.
- ASC has requested through Les Barber to expand our representation at the **Board of Trustees** meetings by having the Chair-Elect attend as well as the Chair. Dr. Barber supported the request and has forwarded it to the President for his action.
- The **Board of Trustees** met on May 5-6, during which the Chair attended the Personnel/Facilities committee meeting. The merit component of the 1994-95 salary increase was not discussed in that meeting, rather the Finance Committee recommended the 50/50 split. The Chair understood that both the Faculty Senate and ASC positions were made clear in that meeting. The Board will conduct a special meeting as well as meetings with the ad hoc Presidential Search Process Committee in June. The regular June meeting has been cancelled.
- The **Performance Evaluation Review Committee** met for the first time last month. The Committee's charge is to develop a uniform performance evaluation process for administrative staff. Members of the Committee were appointed by the President and Vice Presidents. Members representing vice-presidential areas include: **Judy Donald**, Academic Affairs; **Jim Corbitt**, Operations; **Gregg DeCrane**, Student Affairs; **Rob Cunningham**, President's area; and **Rich Zera**, Planning & Budgeting. A representative from the University Relations area has yet to be appointed. **Bryan Benner** represents ASC on the Committee. ASC Chair Jordan and Chair-Elect Green, as well as John Moore, who will chair the Committee, and Walter Montenegro from Personnel Services also attended the meeting.

(OVER)

Issues discussed include:

- Implementation timetable--implementation planned for the 1995-96 year
- Evaluation systems currently in place will be used for the 1994-95 year
- Performance evaluations for the 1992-93 year were submitted to Personnel Services for only a little over one-half of the administrative staff members on campus

Recommendations for the evaluation process include:

- having a current job description on file
- setting performance goals for the next evaluation year
- conducting quarterly evaluations to discuss progress

The Committee recognizes the need for good communication with ASC, our constituents, and the administration throughout the process.

Chair-Elect Report:

- P. Green requested e-mail addresses from ASC members for possible use in communicating with members next year.
- The Chair-Elect met with John Moore, Personnel Services and Dan Parratt, Environmental Health and Safety regarding the **Ohio Public Employment Risk Reduction Program** which will take effect July 1. Essentially, the law guarantees public employees the right to work in a safe environment, granting them the right to refuse to work under certain conditions that pose imminent danger of death or serious harm. The Environmental Health and Safety Office will monitor the program on campus.

Secretary's Report:

- B. Stearns congratulated the newly elected **ASC officers** who will serve with Chair, Pat Green for the 1994-95 year: **Bryan Benner**, Operations, as Chair-Elect; and **Barb Keeley**, Academic Affairs, as Secretary.
- Members elected to serve on the **ASC Executive Committee** in addition to the ASC officers include: Academic Affairs--**Diane Regan** and **Mary Beth Zachary**; Operations--**Ed O'Donnell**; Planning & Budgeting--**Deb Wells**; President's area--**Denise Van De Walle**; University Relations--**Marcia Latta**.

ASC Committee Reports:

Amendments Committee: B. Stearns introduced a proposed change to the Bylaws Article 2, Section 2 to make the ad hoc External Affairs and ad hoc Internal Affairs Committees standing committees of ASC. Stearns recommended that Council vote on the amendment at its first regular meeting of the new year.

Ferrari Award Committee: Ann Bowers reported for Gary Swegan that nomination forms have been mailed to administrative staff and various offices on campus including those of Deans and Assistant Deans. Nominations are due on July 8, 1994. Selection will be made by July 25.

Personnel Welfare Committee: N. Stickler reported that plans are being finalized for a **Higher Education Administrative Institute** to be held in the spring of 1995, thanks to the efforts of John Moore, Personnel Services; Marshall Rose, Affirmative Action; and Suzanne Crawford, Continuing Education. They have been meeting with representatives from the University of Toledo and Eastern Michigan University and are planning to open the institute to 10 staff members from each school.

N. Stickler also reported that the Committee sent a memorandum to John Moore formally stating concerns relative to salary equity/job responsibility and market adjustments. The memorandum reaffirms our commitment to work in cooperation with Personnel Services in seeking solutions to problems that affect the morale of the staff.

N. Stickler moved and B. Benner seconded a motion for approving the recommendation that when a staff member is asked to assume a full-time interim or acting position, s/he be given a stipend equal to at least ten percent of her/his current salary. The recommendation also suggests that when this appointment results in distribution of the interim person's previous work to another individual, that person should also receive a ten percent stipend. Compensation for distribution of work to more than one person should be made on a pro-rata basis, recognizing that a point may be reached at which it will be difficult to measure the amount of work that is distributed. In this case, it may not be possible to make a fair determination of extra compensation. The motion passed unanimously.

Ad Hoc Internal Affairs Committee: A. O'Donnell reported that committee members are summarizing comments from last month's focus groups related to each section of the mission. The Committee will forward a list of priorities to the Executive Committee.

D. Regan described the BG Effect outreach program and requested assistance placing five students with contact persons.

Old Business: In response to M. Latta's inquiry regarding the status of a child care facility, R Waddle reported that the University is trying to finalize an agreement with WSOS to build and manage a shared facility with an emphasis on Head Start. The proposed site is across from the airport.

New Business:

Chair Greg Jordan passed the gavel to new Chair Pat Green.

Recorded by:



Beverly Stearns, Secretary

6/23/94

**ADMINISTRATIVE STAFF COUNCIL
MINUTES
June 2, 1994**

Members Present: Steve Barr, Bryan Benner, Ann Bowers, Cindy Colvin, Dave Crooks, Jacque Daley-Perrin, Judy Donald, Pat Green, Judy Hartley, Rich Hughes, Susan Hughes, Greg Jordan, Patricia Kania, Joyce Kepke, Patricia Koehler, Marcia Latta, Amy O'Donnell, Barry Piersol, Diane Regan, Dave Stanford, Beverly Stearns, Norma Stickler, Bob Waddle, Deb Wells, Duane Whitmire

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Recorded by:



Beverly Stearns, Secretary

6/23/94



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

June 2, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
Beverly Stearns, Chair
Brad Browning
Patricia Kania

RE: Proposed Amendment to the Bylaws

The Bylaws Article 2: Committees, Section 4: Ad Hoc Committees states that "after two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee." The chairs of the Ad Hoc External Affairs and Ad Hoc Internal Affairs Committees have requested that each ad hoc committee be made a standing committee.

In accordance with Article 10 Amendments of the Bylaws, this is to propose an amendment to the Bylaws whereby both the Ad Hoc External and Internal Affairs Committees be made standing committees and that they shall be listed as ASC Standing Committees in Article 2, Section 2 as follows:

External Affairs Committee: This committee shall develop ideas and assist in organizing community projects involving administrative staff and shall develop ways to enhance public relations with other on- and off-campus groups and with the media.

Internal Affairs Committee: This committee shall be responsible for the orientation program/materials for new administrative staff members as well as for ^{new} members of ASC and shall investigate and recommend ways for improving the overall effectiveness of ASC.

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1993-94 ADMINISTRATIVE STAFF COUNCIL ANNUAL REPORT

INTRODUCTION

The 1993-94 year was another successful endeavor for the Administrative Staff Council in representing the needs of the 450 plus full and part-time administrative staff of Bowling Green State University. Through participation in Board of Trustee meetings, representation on numerous university committees, open lines of communication with Personnel as well as an active group of individuals serving on the Administrative Staff Council, many policies, procedures, issues and concerns were addressed during the year.

The content of the annual report will be based on the goals set by the Administrative Staff Council in September, 1993. Each goal will be listed below with the degree of progress and narrative comments.

GOALS CONTINUED FROM 1992-93:

1. Establish child/dependent care as a high institutional priority. Work with all other constituent groups to develop a realistic proposal to be forwarded to the Administrative Council.

Status: Considerable progress was made in this area. It is important to note that all five constituent groups (ASC, Classified Staff Council, Faculty Senate, Undergraduate Student Government and Graduate Student Senate) worked in a cooperative effort to conduct a campus wide survey, tabulated the results and made recommendations to the Administrative Council.

2. Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities. Continue to address the issue of salary inequities based on gender. Work to develop an adequate market adjustment pool for administrative staff.

Status: Based on the annual CUPA salary survey, using modified version 3.1, we reached the fifth place ranking. However, it should be noted that we are closer to eleventh place than we are to fourth. No progress was made in the area of salary inequities based on gender, in that the compensation and classification study proposed to be conducted by the Mercer group was not approved. A market adjustment pool was included for faculty and staff in the budget approved by the Board of Trustees. It should be noted that an annual timetable was developed, approved and implemented for the market adjustment process for administrative staff.

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3. Due to numerous vacancies not filled, continue to address the issue of excessive workloads for administrative staff, as well as the consistent application of policies and procedures across Vice-Presidential areas.

Status: Some progress was made in this area. Morale of the employees of BGSU continues to be a concern. A recommendation has been forwarded regarding stipends for individuals who are appointed to interim positions or take on duties from vacant positions. The administrative staff continue to be dedicated employees who go to great lengths to serve the students of the university.

Although some progress was made in the area of consistent application of policies across Vice-Presidential areas through the efforts of the Personnel office, there still remains differences that are of concern to ASC.

4. Appoint an ad hoc committee to study and develop an appropriate philosophy and procedures for succession planning.

Status: A committee was appointed in the fall. However, no progress has been made at any level regarding succession planning. This topic should no longer be pursued by ASC.

5. Seek additional operational budget funding for basic services provided by ASC.

Status: Although requests were submitted, no progress was made.

6. Seek additional professional development funds in order to assist administrative staff to have the ability to participate in worthwhile professional development opportunities.

Status: Although requests were submitted, and supported by the Vice-President for Operations, no additional funds were made available.

NEW FOR 1993-94

1. Conduct a fund-raising effort in order to increase the corpus of the Administrative Staff Scholarship to \$3,500.

Status: A successful fund raising campaign was conducted by the Scholarship Committee in the Fall of 1993, raising the corpus to \$ 32,241(as of June 1, 1994).

2. Assist Personnel Services and an outside consultant in the design and implementation of a compensation and job classification study.

Status: This request was not approved.

3. Participate in a state wide network of administrative staff from other universities.

Status: After an initial meeting in April of 1993, no additional progress was made in this area.

4. Review the status of the three ad hoc committees currently operating with ASC.

Status: Both the Internal Affairs and External Affairs Committees have made a recommendation to become standing committees. Legislation was introduced in the June ASC meeting, with the change in by-laws to be voted on at the September meeting. The Succession Planning Committee did not meet and will not be continued.

5. Review and forward recommendations regarding ASC representation on the financial exigency committee.

Status: No action was taken in this area.

6. Discuss, develop recommendations and procedures for a grievance procedure for non-renewal of contract.

Status: No action was taken in this area.

7. Recommend and encourage that appropriate committees and departments inform employees about the changes in the university health care system.

Status: Complete. ASC representatives have been and are still involved in the Health Care Task Force. Personnel Services provided adequate communication to employees so that they could make informed decisions.

8. Develop clear procedures within ASC regarding the development, approval and forwarding process of policies and recommendations.

AND

9. Encourage and increase participation and communication among all administrative staff and the ASC.

Status: The Internal Affairs committee has initiated a self-study of ASC, including these areas. Break out groups discussed the mission and many other topics of concern at the April meeting. The format of ASC meetings was altered to improve participation and effectiveness. This process remains an on-going process with considerable progress already made.

10. Review and make recommendations on distribution of salary pool dollars via the merit system. Factors in this process include the combination of the past three fiscal years without any merit consideration with the current fiscal year.

Status: Considerable progress has been made this year. The Board of Trustees has given clear indication on the direction of salary distribution in the future. ASC recommended that the Administrative Council appoint a Performance Evaluation Review Committee that would address merit as a component of the entire process. The committee has been appointed, with a time table of implementation of a standard process as July 1, 1995.

11. Develop policies and procedures which would foster opportunities for internal promotion of administrative staff.

Status: No progress.

In addition to the stated goals for the 1993-94 academic year, ASC discussed and provided input and/or recommendations on numerous other topics including the travel reimbursement policy and schedule, additional representation to the Board of Trustees, representation to the Presidential Search Committee, 93-94 salary increase procedures, part-time employee service computation policy and the family leave act.

CONCLUSION

Going into the final year of the Olscamp administration, ASC is a very healthy, well-organized effective group. Through the philosophy of participatory government, ASC has had the opportunity to provide input and make recommendations concern the operation of the university. Although every recommendation/request is not approved or acted upon, a great many are seen through to conclusion. It is important to note that the basic process is one that is appreciated and held in high regard by ASC. As we begin the process of transition, ASC will continue to work to make BGSU an environment of excellence for everyone.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE AGENDA

TUESDAY, JUNE 14, 1994

10:00AM--FIRELANDS COLLEGE CAMPUS

1. Welcome and Introductions
2. Report on Board of Trustee's Meeting
3. Summer ASC Executive Committee Schedule
4. Fall Reception Date *29th 3:30 - 4:15/4:30 award program*
5. Scholarship Committee Report *- report accepted (attached) corpus 432,000*
6. ASC Procedure Questions
 - a. having representative name a permanent substitute
 - b. could standing committee members be non-ASC representatives
(discuss - want to appoint via exec com. - accept/call from 3 volunteers)
7. Firelands College update

Talk to B. RE for Senate vote

(Includes Admin/Clerk vote on college council)



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

June 16, 1994

ASC
Exec

Memorandum

To: ASC Executive Committee

From: Pat Green, Chair

PG

We will continue to meet on our regular schedule this summer. Some of the items we need to look at are committee membership and chairs, identification of persons we should nominate for the presidential search committee, qualities we would like to see for our next president and goals for next year.

We will meet at noon in room 203, Hayes Hall, on the following dates:

Tuesday, June 28, 1994

Tuesday, July 12, 1994

Tuesday, July 26, 1994

Please bring your lunch. If you have any agenda items or concerns, please let me know. See you on the 28th.

PG:aaf



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

June 20, 1994

ASC
Exec

Memorandum

To: ASC Members
From: Pat Green, Chair *PG*
RE: Barbeque on June 25

Members of Administrative Staff Council are busy people! Based on the response to the invitation to the barbeque scheduled at my house on Saturday, June 25, we have decided to reschedule. Many of you told me it was a great idea and would like to come, but any number of summer activities make it impossible this Saturday.

Therefore, we have rescheduled for Saturday, August 20, 1994. Hopefully, the Saturday before Opening Day at the University will find you available and ready for a party before the next academic year begins.

So mark your calendar for Saturday, August 20, from 2-6 p.m. I will send out another invitation closer to the date with an RSVP date on it.

Have a great summer!!

PG:aaf



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

June 28, 1994

Memorandum

To: Members of ASC

From: Pat Green, Chair *Pat*

Re: Presidential Search/ ASC Goals/Constituent Concerns

ASC Executive Committee is busy at work this summer. There are several issues that we are working on and wanted to keep you informed and invite your input.

As you may know the Board of Trustees plans to invite the constituent groups to nominate up to five persons for the presidential search committee. The Trustees will select the members of the search committee from those nominations and other appointments. While we have not yet received the official invitation or the deadline for the nominations, ASC Executive Committee is already working on this. We expect when we receive the official invitation, the timeline will be short. We are extremely glad that the presidential search committee will include constituent representation and be an open process.

The Executive Committee plans to submit a list of five names in priority order with a rationale for each name. We would like your input to compile the list. Please send me a list of up to five members of administrative staff to be considered for the search committee. Your nominations do not need to be current members of Council. They should, however, be persons who you believe can represent the interests of all administrative staff. Please list them in rank order and provide a brief rationale for each person. The Trustees are also requesting a diverse representation.

In addition, the Board of Trustees plans to invite constituent groups to participate in the development of a leadership statement which will define the goals and provide specific information for the search committee and the Board. ASC Executive Committee will also be working on this in the near future. Please provide any comments on goals/directions for the University in the next decade and critical qualities the next president should have to accomplish those goals.

The Executive Committee will also be working on compiling the goals for next year for Administrative Staff Council. Please list areas of concern and issues that you believe we should be working on this next year in the best interest of all administrative staff.

Please send (or fax at 2-6069) the enclosed to me by Monday July 11, 1994, so the Executive Committee will have your ideas for our July 12 meeting.

On behalf of the Executive Committee I want to thank you for your time and valuable input. If you have any questions or comments, please feel free to contact me at 2-6008 or e-mail me at pgreen@andy.bgsu.edu.

I hope your summer is going well!

ASC Executive Committee Meeting Agenda
Tuesday, June 28, 1994

1. Welcome and Introductions

2. Presidential Search Committee - *NOTHING OFFICIAL YET*

3. University Open House - *9/24/94* External Affairs - *recommemoration to Marcia - Admin Staff - Volunteer?*

4. Goals for 1994-95

5. Update on Athletic Director Search - *Greg, Pat, Brian going*

6. Ideas for communicating with constituents

(Sense the "change" anxiety of constituents.)

7. Constituent Network *(closer alignment)*

8. Committees/Budget

Fall reception in New Building?

*(Pat, Clasen)
HPER*

*Pat Clasen
HPER*



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

July 6, 1994

Memorandum

To: ASC Executive Committee
From: Pat Green, Chair *PG*
Administrative Staff Council
Re: July 12 Meeting

I have received the official invitation from the Board of Trustees to nominate 4-5 persons for the presidential search committee. I would like this to be our primary agenda item at Tuesday's meeting so we can get our names to the Board. By the 12th I expect to have input from members of ASC as well.

This Thursday, Bryan, Barb and I have been invited to meet with the consultant the Trustees have hired to help with the search. Hopefully, we will have more information for you on Tuesday.

If you are not going to be able to make the meeting, please make sure I receive your list of nominations for the search committee and any qualities you believe are necessary for the next president prior to the meeting at noon on Tuesday. You can call me at 2-6008, fax me at 2-6069 or e-mail me at pgreen@andy.bgsu.edu.

I am also enclosing the final report from 1993-94 which I would like you to look over as we begin to formulate our goals for next year.

Thanks for all your help!!!

PG:aaf

Enclosure

1994-95 ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE

			Phone	Fax
Chair	Pat Green	Photochemical Sciences	6008	6069
Chair-Elect	Bryan Benner	Physical Plant	7642	7620
Secretary	Barb Keeley ⁷ ₀	Student Health Services	7774	2897
Past-Chair	Greg Jordan	Recreational Sports	7481	8454
Vice-Presidential Area Representatives				
Academic Affairs	Diane Regan ⁷ ₀	Arts and Sciences	8542	8548
	Mary Beth Zachary	Library	2054	6877
Operations	Ed O'Donnell	Food Operations	2891	2894
Planning and Budgeting	Deb Wells	Computer Services	2911	7503
President's Area	Denise Van De Walle ⁷ ₁	Athletics	7067	6015
Student Affairs	Amy O'Donnell ^{None}	Student Activities and Orientation	2843	8150
University Relations	Marcia Latta	Development	2424	7697



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

July 7, 1994

Memorandum

To: John Moore, Director
Personnel Services

From: Pat Green, Chair *Pat*
Administrative Staff Council

Thank you for meeting with me yesterday to discuss the market adjustment process. Your memo to all administrative staff definitely will clarify the process, responsibilities and accountabilities. If I receive any further questions about market adjustments, I will define the process and suggest persons talk with supervisors and consult with personnel. Hopefully, next year no one will drop through the cracks.

I also appreciate your following up with Chris Dalton on informing administrative staff in the Planning and Budgeting area about the status of market adjustment requests.

When I receive the definitions of interim and acting, I will get back to you if there are any questions.

Thank you once again for your time. I look forward to working with you this next year in the interests and welfare of all administrative staff.

PG:aaf

cc: Bryan Benner
Barb Keeley
Greg Jordan
Marcia Latta
Amy O'Donnell
Ed O'Donnell
Diane Regan
Deb Wells
Denise Van De Walle
Mary Beth Zachary ←

ASC Executive Committee Meeting Agenda
Tuesday, July 12, 1994

1. Presidential Search Nominees
2. Presidential Search Qualities
3. Meeting with Ron Zera from Spencer Stuart
4. Meeting with John Moore
5. University Open House
6. Goals

Pres Search

Pat Green	Pat Green	Pat Green	Jack Taylor	Paul Yon	Duane Whitmire	Pat Green	Pat Green
Bryan Benner	Norma Stickler	Bryan Benner		Bryan Benner	Norma Stickler	Bryan Benner	Greg Jordan
Marshall Rose	Jill Carr	Tonia Stewart		Pat Green	Greg Decrane		Norma Stickler
Josh Kaplan	Ann Bowers			Pat Fitzgerald	Jill Carr		Bryan Benner
				Gary Swegan			Dave Stanford

Pat
Bryan
Dave S.
Greg Decrane

Alumni
Pres
Quorum
PAT Green
MARSHALL Rose
BRYAN Benner
Jill Carr

Pat -
Marshall
Bryan
Norma
} Marshall.

Whipple

University Council
PO 127

Qualities for Next President

- 1 Earned Ph.D. with higher education administrative experience (no corporate CEO)
- 30 •2 Exceptional ability to communicate with many constituencies - both off and on campus about the essence of BGSU
- Leadership •3 An ability to lead others to develop a shared vision for the future as an institution whose primary mission is that of a public undergraduate institution where teaching and scholarship are valued
- 29 •4 A commitment to the acquisition, application and implementation of information technology and its availability to all constituents groups
- Leadership •5 An accessible and visible leadership style with the expectation that other administrators will operate similarly
- 27 •6 Sensitivity and commitment to diversity and global perspectives
- Academics •7 Articulate vision of BGSU that includes academic excellence and an exciting general education curriculum
- Leadership - 14 •8 Ability to motivate others
- 9 Effective advocate
- \$ 30 •10 Effective fund-raiser
- 11 Very externally- oriented with respect to community involvement
- \$ •12 Has a proven record of fundraising (has led or been actively involved in a capital fund of \$25 million or more)
- \$ •13 Has managed a budget of some magnitude
- Leadership •14 Has the ability to inspire and motivate employees
- Leadership •15 Realizes that students are the reason we exist, and is willing to spend time with them at events etc.
- 16 Is concerned about the needs and future of Firelands College
- 30 •17 Record of achievement through shared governance process
- Management •18 Commitment to strategic planning process and development of plan that takes BGSU into 21st Century
- •19 Commitment to professional development of staff/faculty
- Management •20 Extensive experience in personnel management
- \$ •21 Proven record in developing marketing strategies
- \$ •22 Advocate of gender/salary and all inequities for all constituent groups *inequities*
- 23 Commitment to further development of graduate education
- 24 Promote welfare of all students, faculty and staff
- 25 Philosophy which supports the university athletic program
- 26 Commitment to child care facility
- 27 A demonstrated commitment to diversity
- Management \$ •28 A consensus builder who can help reduce waste in academic and non-academic areas to help hold down the costs of higher education
- 29 Commitment (with understanding of issues) to campus-wide technological development and advancement
- •30 Demonstrated ability to listen and respond to concerns of all campus constituent groups
- Academics - •31 Strong commitment to interdisciplinary studies with appropriate funding for library materials to support curriculum
- \$ •32 Ability to woo legislators to get BG more money - *position*

Organize

ASC Concerns 1994-95

- Help everyone learn to use e-mail
- Obtain a budget for professional development
- Day care
- Revisit of mission - What are we about - making BGSU a better place for as staff or playing a role in making BGSU better - period. We should examine ways we might be considered integral to the university.
- Salary improvements
- consistent evaluation procedures
- return across the board and merit to 60/40 unless consistent merit evaluations occur
- keep employee contributions to health care at a minimum by offering multiple options
- Lay foundations with CSC and Faculty Senate for a university body that represents all constituent groups
- Secure an overall salary and benefit package that ranks BG in the number 4 position or higher. Work to address the issue of gender equity and provide for a fair system of market adjustments. If the salary increase is to be determined by merit we need to know what the criteria is going to be prior tot he contract year
- Continue to address the issues of excessive workloads especially where it applies to non re-placement of positions and increased workloads
- Seek professional development funds again
- Discuss and develop recommendations and procedures for a grievance procedure for non-renewal of contract
- continue to work for creation of consistent evaluation process for all administrative staff
- Clarify BG family leave policy - re maternity leave for classified and administrative staff (4 mo for administrative and 6 for classified) also - if two persons work for BGSU it appears they are allowed only to split the 12 week leave - what if a child or parent is very ill?
- Health care - the continuing saga
- Equality of treatment and pay regardless of gender, race, class, preference etc.
- Interim position pay scales
- More with less philosophy leads to longer hours, more responsibility, but not often more funding. Admin staff may be most vulnerable to that concept. Can we do anything?

GENERAL GUIDELINES

Definitions

Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position, at which time the acting appointment will return to his/her former position.

Interim: A temporary appointment to a vacant position until a permanent appointment is made.

General Provisions

The President and Vice Presidents are authorized to make acting and interim appointments with or without an internal search process.

Interviews may be conducted if more than one individual is in consideration for an acting or interim appointment.

Acting and interim appointments shall be made in accordance with affirmative action guidelines.

Duration of Appointments

As a general guideline, the length of an acting or interim appointment should not normally exceed one year.

Restrictions

Individuals serving an interim appointment shall be restricted from participating on the search committee.

Contracts

Individuals selected or appointed to an acting or interim appointment shall receive a contract addendum or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, duration, title, etc.).

If an Interim appointee is restricted from applying for the permanent position for any reason, this stipulation should be clearly explained to the individual and written into the employee contract.

Approved by Col. G. G. G. G.
3/17/92

ACTING/INTERIM APPOINTMENT POLICY AND PROCEDURES

POLICY STATEMENT

The normal practice for filling vacant administrative positions at Bowling Green State University is to conduct as broad a search as possible, to attract the best qualified candidates, and to comply with the spirit and letter of equal employment opportunity legislation. In those situations where an extensive amount of time will pass during a search process, an alternative staffing strategy is the appointment of an acting/interim replacement until an appropriate search can be completed.

Appointing an individual in an acting or interim capacity represents an ideal opportunity to utilize women, minorities, veterans, and the disabled in positions of increased responsibilities for both evaluative and professional developmental purposes. ^{when appropriate} Strong efforts should be made, ^{as an ideal} to ensure that acting/interim appointments fulfill the University's goal of achieving a culturally diverse working and learning environment.

The purpose of this policy is to establish uniform procedures, definitions and guidelines for the selection of acting and interim appointments at Bowling Green State University.

PROCEDURES

1. A written request which describes the need for an acting/interim appointment ~~during the search process~~ should be forwarded to the appropriate Vice President for approval. The request should identify the candidate(s) in consideration for the acting/interim appointment ~~(name)~~, duration of appointment, and the proposed date that the search process will begin (for interim appointments only). ^{if known} ~~If a search is not already in progress.~~
2. If approved by the Vice President, the request shall be forwarded to the Office of Affirmative Action and Handicapped Services for review.
3. After review by the Office of Affirmative Action, the initiating department may extend the offer to the acting/interim appointee and process the appropriate paperwork (e.g., new contract, addendum, announcements, etc.)



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

July 18, 1994

Memorandum

To: Administrative Staff

From: Pat Green, Chair

Administrative Staff Council

This is turning out to be a very busy summer for the Administrative Staff Council Executive Committee! Many exciting things are happening, and on behalf of the Executive Committee I want to keep you informed.

I am pleased to report that members of the Executive Committee were invited to attend the Open Forum presentations for the candidates for athletic director. On behalf of Administrative Staff Council, Bryan Benner and I attended and completed evaluation forms for each of the candidates. We are proud that two administrative staff members from BGSU were finalists in a very competitive pool. Ken Kavanaugh and Ron Zwierlein gave excellent presentations. It is also extremely gratifying when an internal candidate is offered the position. Our best wishes to Ron as he embarks on his new career.

One of our areas of concentration this summer is the presidential search. You may be aware that constituent groups on campus have been invited to nominate 4-5 names to the Trustees to be considered for the presidential search committee. After polling members of ASC, the Executive Committee has decided to submit the following four names: Pat Green, Marshall Rose, Bryan Benner and Jill Carr. The Executive Committee plans to recommend that the current chair be selected for the committee, however, any of the four persons would well represent the interests of all administrative staff.

Bryan Benner and I were invited to meet with Ron Zera, the consultant to the Trustees in the search. He explained his role as an advisor to the Board of Trustees, and was interested to hear about qualities for a new president and administrative staff concerns. Bryan and I are favorably impressed with the open process and the opportunity to provide input so far.

We are in the process of compiling qualities for the next president to pass along to the Trustees. If you have any that you want to include, please send them to me by Monday, July 25. You can also send any thoughts or comments directly to Judge Connally, c/o the Presidential Search Office, P.O. Box 127, BGSU, by August 1.

Progress is being made towards the development of a consistent evaluation tool for all administrative staff. All the vice presidents and the president have appointed administrative staff members to the evaluation committee which John Moore chairs. The committee has met twice and will continue to meet on a regular basis. It is expected that by January, 1995 an instrument will be developed, approved by Administrative Staff Council, and submitted to the vice presidents for approval. The next steps would involve training supervisors and implementation of the new evaluation form. The new instrument will be used to evaluate your performance after July, 1995 for the following contract year 1996-97. The committee hopes to address issues of merit distribution also.

If you do not currently have an updated position description on file in Personnel Services, please do so as soon as possible. Personnel has advised us that having your position description on file is necessary for the evaluation and merit process.

July 18, 1994
Page 2

The fall reception for all administrative staff will be on Monday, August 29 from 3:30 to 5:00 p.m. Please note this is not on Opening Day again this year. It is currently scheduled for the conference room in Olscamp Hall, but the location might change. You will receive an invitation later in the summer. Please take some time to greet your colleagues, meet our ASC scholarship winner and congratulate the Ferrari Award winner.

Administrative staff will be participating in the University Open House on Saturday, September 24, 1994. We will need 24 staff to help with information booths throughout the day and additional staff to distribute balloons. If you have an hour or so to help on that day, please let me know (below).

The Executive Committee is working on goals for Administrative Staff Council next year. In formulating the goals, we need your input. Please fill in the bottom of this page and send to me by Friday, August 5, 1994.

Next year will be a very busy year for Administrative Staff Council. It will also begin a transition time for the University. Change brings uncertainty, but also opportunity. I look forward to next year as the beginning of new opportunities for all administrative staff as we move into a new era. I am excited about those possibilities and what those mean to the future of administrative staff and the University.

Communication is essential at any time and probably will be more important in the upcoming months. I will keep you informed as issues develop, progress is made, and your input is needed. Please feel free at any time to contact any member of ASC, the Executive Committee or me regarding issues and concerns that are important to you. We are here to represent all administrative staff!

We look forward to hearing from you and hope the rest of your summer is wonderful!

Please detach below and return to Pat Green, Department of Chemistry. You can also reach me by phone (2-6008), fax (2-6069) or e-mail (pgreen@andy.bgsu.edu)

Please contact me to work for ASC at the University Open House. Name_____

Issues and Concerns for ASC 1994-95 Name (optional)_____

Qualities for the next president of BGSU



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

July 19, 1994

Memorandum

To: C. Ellen Connally, Chair
Board of Trustees

From: Pat Green, Chair *Pat Green*
Administrative Staff Council

On behalf of all administrative staff, I want to thank you for the opportunity to participate and provide input for the presidential search. We appreciate the Board's invitation to nominate persons to be considered for the search committee and the inclusion of administrative staff on that committee. The Board's commitment to a participatory process definitely will have a positive effect on the entire university community.

At this time, and on behalf of members of Administrative Staff Council and its Executive Committee, I am forwarding the names of the nominees in priority order.

1. Pat Green, current chair of Administrative Staff Council, Administrative Director of Center for Photochemical Sciences, Academic Affairs
2. Marshall Rose, Director of Affirmative Action, President's Office
3. Bryan Benner, chair-elect of Administrative Staff Council, Assistant Director of Physical Plant, Operations
4. Jill Carr, past chair of Administrative Staff Council, Director of Housing, Student Affairs

All of the nominees are well informed, have played major leadership roles and would be able to represent the diverse perspectives of the university community. They are persons with a good understanding of the inner workings of the university and the issues that confront it. All of these individuals are thoughtful and have the high integrity needed to participate in a selection process as delicate as the one you are about to embark on.

Administrative Staff and its Council are committed to supporting the Trustees in every way possible in this very critical search. While we acknowledge the challenge ahead, we also look forward to the opportunities this process presents.

PG:aaf

cc: ASC Executive Committee

Pat Green

August 22, 1994

Membership of the Presidential Search Committee**Main Campus Faculty:**

Gary Hess, History

Mark Kasoff, Economics and Canadian Studies

Fiona MacKinnon-Slaney, Higher Education & Student
Affairs**Firelands College:**

Cynthia Miglietti, faculty in Applied Sciences

Administrative Staff:

Marshall Rose, Affirmative Action

Classified Staff:

Barbara Waddell, Public Safety

Undergraduate Students:

Jennifer Mathe

Graduate Students:

Vilma Matos-Ortiz - 303-2531

Alumni Association:

Larry Miles

University Foundation:

Harold McMaster

Trustees:

Judge Ellen Connally, Chair of the Committee

John Laskey

David Bryan

Delbert Latta

Thomas Noe

Executive Secretary (ex officio, non-voting): Lester E. Barber

8-17-94

BOWLING GREEN STATE UNIVERSITY
University President
Leadership Statement

Bowling Green State University seeks individual for President who will lead the institution into the next century. The successful candidate is expected to have:

- An earned Ph.D. with higher education administrative experience and the capacity to provide management and financial oversight to a complex organization
- Exceptional ability to communicate with many constituencies - both off and on campus, including critics -- about the essence and value of BGSU; an individual who will be an effective advocate with our many publics, from students to parents to taxpayers to legislators
- A commitment to moving into the 21st century with a strategic plan developed through the shared governance process
- An ability to lead others to a shared vision for the future as a public undergraduate institution with where teaching and scholarship are valued, academic excellence is paramount and diversity and global perspectives are integral
- An accessible and dynamic leadership style with the expectation that other administrators will operate similarly; demonstrated willingness to respect, listen and respond to concerns of all campus constituent groups
- A commitment to the acquisition, application and implementation of information technology and its availability to all constituents groups; responsive to innovative developments in educational technology
- A skilled and experienced fund-raiser
- An appreciation and commitment to diversity and the ability to infuse a commonality of purpose that embraces and transcends the many differences among those seeking to fulfill the academic mission
- An understanding of the appropriate role of intercollegiate athletics in an academic setting

**1994-95 Administrative Staff Council
Standing/Ad Hoc Committees**

Amendments

Sharon Hanna
Barb Keeley - Chair
Mary Beth Zachary

External Affairs

Robert Carlisle
Wayne Colvin
Jeff Grilliot
Lauren Mangili
Dave Stanford - Chair

Ferrari Award

Steve Barr
Bryan Benner
Cindy Colvin
Rich Hughes
Gail McRoberts
Judy Paschalis
Gary Swegan - Chair

Internal Affairs

Ann Betts
Jackie Daly-Perrin
Amy O'Donnell - Chair
Pat Kania
Diane Regan
Deb Wells

Personnel Welfare

Judy Donald
Barb Keeley
Pat Koehler
Marcia Latta
Joe Luthman
Ed O'Donnell
Duane Whitmire - Chair
Denise Van De Walle

Professional Development

Dave Crooks
Greg Jordan
Tonia Stewart
Jeanne Wright - Chair

Salary

Lona Hess
Ken Kavanaugh
Barry Piersol - Chair
Sabrina White

Scholarship

Kathy Arrowsmith
Marilyn Braatz
Judy Hartley
Susan Hughes - Chair
Penny Nemitz
Jack Taylor

Faculty Senate Representative

Pat Green

Classified Staff Representative

Bryan Benner

**Administrative Staff Council
Meeting Schedule
1994-95**

Fall Reception:

August 29th, Conference Room, Paul J. Olscamp Hall, 3:00 - 5:00 p.m.

Winter Reception:

TBA

LUNCH
12:15 forward

ASC Meetings:

(meetings are scheduled on the first Thursday of the month)

1994

September 1	1:30 p.m.	University Union Alumni Room
October 6	1:30 p.m.	University Union Alumni Room
November 3	1:30 p.m.	University Union Alumni Room
December 1	1:30 p.m.	University Union Alumni Room

NOON:15 FOUNDERS
Court yard.

1995

January 5	1:30 p.m.	University Union Alumni Room
February 2	1:30 p.m.	University Union Alumni Room
March 2	1:30 p.m.	University Union Alumni Room
April 6	1:30 p.m.	University Union Alumni Room
May 4	1:30 p.m.	University Union Alumni Room
June 1	1:30 p.m.	University Union Alumni Room

ASC Executive Committee: (meetings normally are scheduled on the second and fourth Tuesday of the month)

1994

August 9 & 23	noon-1:00 p.m.	University Union Canal Room
September 13	noon-1:00 p.m.	University Union Canal Room
September 27	noon-1:00 p.m.	University Union <u>Taft Room</u>
October 11	noon-1:00 p.m.	TBA <i>Founders</i>
October 25	noon-1:00 p.m.	University Union Canal Room
November 8 & 22	noon-1:00 p.m.	University Union Canal Room
December 13 & 27	noon-1:00 p.m.	University Union Canal Room

1995

January 10 & 24	noon-1:00 p.m.	University Union Canal Room
February 14 & 28	noon-1:00 p.m.	University Union Canal Room
March 14 & 28	noon-1:00 p.m.	University Union Canal Room
April 11 & 25	noon-1:00 p.m.	University Union Canal Room
May 9 & 23	noon-1:00 p.m.	TBA
June	TBA	TBA

ASC Concerns
1994-95

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Professional Development

- 1 A. E-mail (do training) (Document Problem assoc. to wiring problems / hook ups)
- Obtain a budget for professional development

Personnel

- Consistent evaluation procedures/criteria for merit
- Excessive workload issues especially where it applies to non-replacement of positions and increased responsibilities
- Keep employee contributions to health care at a minimum by offering multiple options
- 1. • Develop recommendations and procedures for a grievance procedure for non-renewal of contract -
- Clarify BG family leave policy--especially if two persons work at BGSU
- Maternity leave for classified and administrative staff should be the same (4 months for administrative and 6 for classified)
- Define and clarify market adjustment, equity adjustment and promotion and detail procedures
- Interim-position-pay-scales
- Inconsistencies in policies and procedures across VP lines -
- Encourage hiring outside consultant for job classification study
- ASC representation on financial exigency

Salary/Benefits

- Day care
- Secure an overall salary and benefit package that ranks BG in the number 4 position or higher.
- 1. • Return across the board and merit to 60/40 unless consistent merit evaluations occur
- Increase the percent of sick leave paid at retirement--currently it is 25% and other universities are paying a higher percent
- Gender inequity salary issues
- Market adjustment pool

General

- Revisit ASC mission to examine ways to be integral to the university
- Lay foundations with CSC and Faculty Senate for a university body that represents all constituent groups - *Thom in Ireland's concern*
- Involve more staff who want to participate
- Additional operating funds
- Increase communication among staff
- Develop procedures within ASC regarding development, approval and forwarding process of policies and recommendations

STAFF DEVELOPMENT LEAVE -

Scholarship

- Increase corpus to 35,000 or higher

- PWC

ASC Executive Committee Agenda
August 23, 1994

1. Reception schedule
2. Agenda for September meeting
3. Goals for September meeting
4. Winter Reception



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

August 16, 1994

Memorandum

To: ASC Executive Committee

From: Pat Green, Chair

As we move into the new academic year, I wanted to take some time to update everyone on what Exec has done this summer so we are all on the same base (at least for a while)!

- **Presidential Search**
We submitted four names to the Board of Trustees for consideration. We also wrote a leadership statement that represents interests of all administrative staff. Many thanks to Diane Regan for doing most of the work on the statement. A copy of the final document is enclosed. I understand the Trustees will be meeting on Monday, August 22, to select the members of the committee.
- **University Open House**
We decided that ASC definitely needed to participate as a group. We will "person" the various information booths around campus as well as distribute helium balloons throughout the day. We will need volunteers for both of these. Some people have already indicated their willingness to volunteer. Bryan is trying to find someone who will coordinate the Open House from the External Affairs Committee.
- **Fall Reception**
The reception will be a week after Opening Day again this year to encourage more people to attend. We are also having it in Olscamp Hall. Bryan is working with Dave Crooks on a price for receptions and coffee at meetings.
- **Reproduction Costs**
Once again this year we will take turns photocopying the minutes to avoid spending our whole budget on minutes. Barb will set up a schedule.
- **Council Meeting Locations**
It was suggested that the whole council meet in different locations around campus if possible. Ed O'Donnell is going to look into the availability of Founders for a meeting.
- **ASC Mail List on OPIE**
Many thanks to Deb Wells for setting up the mailing list for administrative staff on OPIE. So far, any council member who has an e-mail account is on the list. All administrative staff will be invited to participate. Deb will add persons as requested. She will also be getting some instructions out soon for using the list. This adds another dimension to our communication abilities with all staff.

- Internal Affairs Recommendations

The Internal Affairs Committee has done an incredible job of putting together some immediate recommendations. Exec has agreed to the following:

We will try to get Bob Martin to an Exec meeting so he will have a better understanding of some of our issues.

We will no longer go around the room for The Good of the Order, but try different things such as having an information table with literature set up, picking a VP area to report at a given meeting etc. At the September meeting we will have a personal information good of the order.

We will rearrange the tables if necessary during the meeting to continue to find a better set-up.

Officers will be visible and greet members as they come in.

Beginning with the October ASC meeting, administrative staff will be invited to join council members for lunch from 12:15-1:15 p.m. to open lines of communication, discuss issues etc.--tables will be set up with a designated facilitator at the table--internal affairs will figure out the logistics of whether to have lunch in another room etc. Concerns will be compiled by Internal Affairs for presentation to Exec.

The September ASC meeting will be structured differently. I will give a brief welcome but not do any real orientation to ASC. The internal affairs committee will meet with any member of council who is interested prior to the October meeting for an orientation to Council. Also at this meeting there will be a few necessary reports, but the bulk of the meeting will be spent breaking down into groups to identify the areas of concern that will generate next year's goals. We will not concentrate on language, but on substance.

Enclosed is a list of topics that Exec will look at next week and prioritize what we believe should be areas of concentration next year. The results of our meeting on the 23rd will be distributed to all council members and be the basis for our small group discussions at the September Council meeting.

- President Olscamp has been invited to speak at either our October or November meeting. He also has been asked to say a few words at our Fall Reception.

I am sure I have left some things off this list, but it should help bring everyone up to date. I plan to send another memo soon to all staff inviting them to join us for lunch and also to join the ASC computer list.

I hope to see you at Exec on August 23 in the Canal Room. Get ready for a busy and great year!

PG:aaf

Enclosures