

2004

## Chair's Reports 2000-2004

Bowling Green State University. Administrative Staff Council

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### *Notes*

1. Colored Paper
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## ASC Chair's Report

I would just like to say that it has been a pleasure to be Chair of ASC this past year. I have most definitely learned quite a bit more about the University, but more importantly, I have met and worked with some incredible people. I want to thank everyone on Council for your support, input, and assistance through my year as Chair. We have had wonderful discussions at Council and we have all worked very hard at improving Administrative Staff work environment.

I believe all the committees contributed greatly to this years goals.

- The Professional Development Committee administered the allocation of the Professional Development Grant.
- The Personnel/Welfare Committee...
  1. Endorsed the plan to provide opportunities for price reductions of Rec Center membership for Administrative Staff.
  2. Reviewed Appendix G and made appropriate recommendations, specifically regarding Interim/Acting positions.
  3. Finalized the wording of the medical release waiver and had it implemented.
- The Scholarship Committee organized another fund raising raffle and have chosen 5 outstanding scholarship recipients for this year.
- The Amendments Committee has gotten Human Resources to finally place the Non-Compensation Conciliation Process in the ASC handbook.
- Awards and Special Recognition Committee collaborated with Classified Staff Council to develop a blanket nomination form consistent with their Spirit of BG Award. They revitalized the Spirit of BG Award to a monthly award again and organized a great presentation of the BG Best Awards.
- Internal Affairs Committee continually added new information to the website and kept it updated. They worked tirelessly on this years elections and helped me out tremendously, finding information when I needed it.
- External Affairs Committee organized BGSU Day with the Mud Hens last June. Helped with the Spring and Fall Receptions, as well as, organized ASC's entrance in the holiday parade.

Joe and Tina were the best any Chair could ask for. I think we formed a great leadership partnership that was very solid. We are lucky to have Joe as our new ASC Chair and Lona as our Chair-Elect. Under their leadership I am sure ASC will continue to move forward and grow.

At this time, I would like to recognize all those that are going off Council this year. Thank you for your time and dedication. I hope you learned from your experience and I hope you will take your knowledge of what ASC does and how vital this group is and let everyone know at the

University. Even though you are officially off Council, please don't stop promoting what we do and stay involved.

# Bowling Green State University

## General Studies Writing Program

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### ASC Chair-elect Report—5/3/01—Submitted by John M. Clark

#### President's Panel Notes:

- Immediate, selective hiring freeze
- Scott Cook, from Mercer, will be returning to BGSU on May 23<sup>rd</sup> for further consultation. One of the issues he will be discussing is movement of the pay ranges. We will get to meet with Mr. Cook for one hour. Questions?
- BGSU has returned \$800,000 of its 2000-2001 OBR support money to Columbus
- Responding to our request for feedback on our March 14<sup>th</sup> presentation to the President's Compensation Working Group, Executive Vice President Dobb stated that the Working Group clearly heard the need to bring administrative staff with five or more years in position up to at least the first quartile of their pay range. Other issues, Dobb stated, will require further discussion between ASC and Human Resources.
- In later discussion, President Ribeau agreed that it is prudent for ASC and HR to create together a comprehensive, systematic compensation plan for administrative staff. As the President stated, we must plan for the time when we will have money, so that we can appropriately reward employees who have supported the institution through more difficult financial times.

#### May 1<sup>st</sup> Compensation Meeting:

- Good attendance (estimated 175 administrative staff and guests) and much positive interaction.
- Attendees were prompted to complete a questionnaire following the meeting and to suggest on that form additional topics for future discussions or meetings. Several dozen forms were collected.
- The presentation consisted primarily of PowerPoint slides, with several stages for questions and answers. The slides will be published on the Human Resources website <http://www.bgsu.edu/offices/ohr/> following our presentation of this material on the Firelands campus, May 24<sup>th</sup>.

#### BG Best Spring Banquet:

- Thursday, May 31<sup>st</sup> from 3:00-5:00
- Mileti first floor meeting room
- Refreshments will be served

## Administrative Staff Council Chair's Report May 3, 2001

Meetings of the Executive Committee included discussion about topics to be covered on May 1<sup>st</sup> and a very preliminary discussion of possible goals for next year.

Since April 5<sup>th</sup>, meetings with Human Resources (HR) have been concerned with two subjects, proposed revisions to the administrative staff handbook: section regarding the Compensation Plan section and the May 1<sup>st</sup> all-administrative staff meeting.

HR and the leadership of PWC and ASC have decided to approach the proposal by agreeing on what are editorial changes to provide clarifications and making those changes to the handbook directly. Those changes do not require approval by the Board of Trustees (BOT). The changes that would require a change of policy will be identified as such and will be addressed by the ASC leadership and HF in the coming year, hopefully to put before the BOT next March.

Regarding the May 1<sup>st</sup> presentation to all staff, I wish to commend John Clarke and Donna Wittwer for the massive amount of work they put into the presentation. The immediate responses have been positive, but some comments suggest that there is still confusion. It is planned to provide access to the Power Point portion of the presentation via the HR web site. I have asked HR to provide a question/answer section to the presentation along with an email address to send questions. HF will collate the results of the assessment and provide those results to us. I wish to also acknowledge and offer our gratitude to Rebecca Ferguson for providing staff, advice, and support of the program from HR.

I have asked HR to make the exemption decisions public with annotations/rationale as that will tend to give both internal and external constituencies the opportunity to understand degradations in services experienced without assuming the remaining individuals are incompetent. I also believe that the openness will explain why some positions are allowed to be filled and others not, such as in cases with a different funding source than the university-- outside or grant funding. This should lend reason to the process and stop mythologies and rumors from growing.

Faculty Senate has provided two names to Rebecca Ferguson to serve on the Leave Committee. When the names are shared with me, I will enter them into this record.

I gave my final report to the Board of Trustees on April 9<sup>th</sup>. It included a brief summary of work toward goals as of that date and an acknowledgment of the collaborative work of the Constituent Group Caucus members, Human Resources, members of the University administration and ASC.

The President's Panel met on April 19<sup>th</sup> and the report of that meeting will be given by John Clark.

Members of the leadership of each constituent group went to Columbus on April 25<sup>th</sup>, along with some BGSU students and faculty to show our support for funding higher education in Ohio. We met with Larry Weiss who arranged a meeting with Senator Randy Gardner. Senator Gardner, who is a traditional supporter of higher education, was candid in his remarks with us about the possibilities being floated at that time. We expressed our gratitude for his support and voiced our concerns about the consequences of inadequate funding by the state of higher education.

# Bowling Green State University

## Administrative Staff Council

John M. Clark, Chair  
Office of Registration & Records  
(419) 372-7993



### ASC Chair's Report—May 2, 2002

- ASC Executive Committee recently queried several council members about their desire to remain on council for next year, in light of three or more absences from council sessions (without substitute) in this council year. One representative, whose term ended this semester, has resigned from ASC. The remainder wish to remain on council, however, and Executive Committee voted to grant this privilege. Past Chair Zachary has suggested that ASC create an on-call substitute pool from the administrative staff constituency, ready to step in when necessary for any council member who must miss a meeting.
- Executive Committee also has made representative appointments to two ad hoc committees quickly formed by Executive Vice President Dobb. The first is an all-employee-groups committee to meet this summer and review/revise the Severe Weather Policy; our appointed representatives are Mary Beth Zachary and Josh Kaplan. The second group will meet throughout 2002-2003 as a task force to help integrate technology across the university curriculum; our appointed representative is John Clark.
- Our presentation to the Administrative Compensation Working Group was well received. Late-breaking statistics show that administrative merit awarded over the past five years slightly outpaced national inflation. At the same time, however, our aggregate pay ranges lost 7 percentile points to our competitive market. We have recommended a 4.2% increase in all pay ranges, as a catch-up. We also have recommended that Mercer come in every three years to recalibrate our pay ranges.

#### Additional stats:

- Our aggregate "range penetration" (average for all) as of March 2002 was 49<sup>th</sup> percentile (remember that our ranges are out of balance with the market, however)
  - In grades 18-22, 58 staff average 81<sup>st</sup> percentile of range, approx. 9 staff over maximum
  - In grades 16 & 17, 134 staff average 60<sup>th</sup> percentile of range, approx. 47 staff below midpoint
  - In grades 14 & 15, 196 staff average 39<sup>th</sup> percentile of range, approx. 114 staff below midpoint
  - In grades 9-13, 147 staff average 39<sup>th</sup> percentile of range, approx. 103 staff below midpoint
- We also recommended to the Compensation Group a 5% base merit increase for 2002-03 and a 1.5% super merit pool.
  - All matters of compensation and policy change will be delayed until an extra, June 19 Board meeting
  - Depending upon further discussion and possible action in Faculty Senate, Assistant Vice President Ferguson notes that a revised Policy on Violence might go to the Board for approval on June 19.
  - Ferguson also notes that she will try to gain administration approval for the revised non-compensation conciliation document and will try to get it to the June 19 Board session.
  - Finally, Ferguson will try to bring FMLA revisions to the Board in June; the plan at this time is to temporarily back off from revision of all leaves and continue this work next fall

(see reverse)

- President's Panel, April 18:
  - President Filbeau led significant discussion of the Severe Weather Policy and its application on 3/25/02. As points of interest, the President asserted that campus was not closed on 3/25, so classified employees who worked evening shifts cannot (by law) be paid overtime for that evening. Also, the President related, "offices" (as applied in this policy) might be ambiguous meaning business offices to some and all employees to others. All parties agreed to a committee review of the policy, with two constituent-appointed representatives for each employee group.
  - ASC representatives to the panel raised discussion of central administration support for electronic communication (suggestion: a more centralized effort and articulated philosophy). Based on a prior suggestion from H.P.'s Ferguson, we also raised for discussion the idea of a central policy manual (maintained by H.P.) for those employee policies that are common across constituencies. Panel representatives and administration spoke favorably about both issues

Respectfully submitted,

*John M. Clark*



Appendix A  
6/1/00 Minutes

**Chair's Report**

ASC Meeting, 6/1/2000

Since our last meeting, 5/4/2000...

We've been transitioning. After the BOT meeting on the 5th, we've been pretty much trying to lay a good transition for Mary Beth in her work for framing our goals and objectives for this next year. With that I've pretty much given up our Executive committee meeting time to discussion of goals for next year with Mary Beth leading this function. Also during our time with Rebecca Ferguson, the topic of goals for next year has been a primary concern. Even though my term doesn't expire until June 30th, because the academic calendar transitions after Spring graduation it is appropriate to begin our transition at the same time.

Mary Beth, Claudia and/or myself have represented Administrative Staff at the following meetings, etc.:

**Board of Trustees meeting 5/5/2000**

**2000-2001 Budget Highlights:**

- Educational Budget: 5.2% budget increase, \$9.04 million. (6.9% FY 1999-2000)  
4.9% increase in income (State subsidy & Student Fee income based on increase of 200 Undergraduate FTE's)  
  
1.7% budget increase at Firelands
  - General Fee Budget: 4.7% increase in General Fee allocations  
7% increase in funding student activities & groups  
7% increase for ICA (4% & \$163,100 for Gender Equity/Women's Grants)
  - Residence Halls & RCC Budgets: 7.9% increase.  
\$1,200,000 Offenbauer/Conklin renovation  
\$551,000 Cable TV in all student rooms  
\$57,000 Res Hall Technology Area
  - Dining Halls Budgets: 5.6% projected increase in revenue  
-increases in full-time personnel to meet staffing needs  
-increase of \$.50 per hour for student employees
  - Misc. Aux. Budgets: 1.0% increase.  
Includes \$7/year increase for Parking Decals - Faculty, Staff and Students
  - Student Fees: Undergraduate Tuition increases \$294/year (6.0%) for Full-Time  
(Instructional Fee: +\$256/year - 6.3%; General Fee: +\$38/year - 4.7%)  
  
Room & Board (including Res Hall Tech Fee) increases \$298/year (6.5%)  
-80% of increase (\$240) attributable to renovations and Cable TV  
  
Firelands Undergraduates: 5.0% decrease in tuition  
-Result of increased State support thru "Access Challenge"
  - Salaries: 3.0% Base Salary increase for Faculty, Administrative & Classified Staff  
-100% Performance-Based for Faculty and Administrative Staff  
  
Additional Merit-Based Salary Pools  
-1.5% for Performance exceeding expectations for Faculty  
-0.5% for Performance exceeding expectations for Administrative Staff  
-0.5% for Merit increases for Classified Staff  
  
Other Salary Pools  
-Promotions for Faculty  
-Market adjustments for Faculty and Administrative Staff  
-Reclassifications for Classified Staff
- Other non-budget specific highlights:** Marketing report from Kim McBroom. In research (Cleveland, Columbus and 1 Northwest Ohio) mode. Results to direct marketing initiatives/plan.
- Resolution reaffirming a commitment to Diversity by the BOT...  
"...BOT of EGSU endorses the affirmative efforts being taken to achieve greater diversity among our students and employees, and expresses its continued support of the institutional commitment to diversity as an educational value."
- Alternative Retirement Plan, revision (University contribution change)

Revisions to University Alcohol Policy, Student Handbook and Student Code of Conduct

Amendment to Academic Charter which clarify how urgent business of University Standing committees will be handled during the summer.  
"When University Standing committees are presented with urgent business during their summer recess, SEC will act on behalf of the committee in consultation with the committees chair and/or available members of the committee."

ASC Report to Board Of Trustees  
(5/5/2000)

What I've provided there for you is a final report of our ASC goals for the year and some of our additional accomplishments. Before I highlight a couple of those, I feel a need to paint a partial picture for you of the face of the 35 representatives that are responsible for making much of the success possible in this goal report...Along with caring for themselves and their family and working their jobs here at the University, many are on additional committees and/or volunteering for other University committees or initiatives (such as Springboard, UT IIV, Mentoring, etc.). Voted into ASC by their peers - many times because of the professionalism they have exhibited on-the-job, working side-by-side with those persons. Giving over and above what is asked of them...every one of them represent 10-15 persons, every one of them is a member of a sub-committee responsible for ASC goals getting accomplished...it is because of these people that much of the hard work for this constituency group moves ahead. I thank them as I know you thank them for this important work done for the betterment of Bowling Green State University.

Now, with all this hard work by so many, there is a faith that believes a conversation will take place that ideas will become plans and that those plans will be presented and reviewed and crafted into policy - policy that works for those effected. As an advisory group, we do not make policy but of course you know - we do have some ideas about what might be best for us...so, we bend the ear of those that will listen, we exchange ideas with those that will have a conversation with us, we hope - for those that do make policy - that we will be heard and that we will receive the opportunity to hear them.

Rebecca Ferguson of Human Resources has met with us every other week during this last year, early in the morning, many times before the day has begun for any of us...she has offered her ear, she has participated in many conversations with us and she has definitely given us plenty to listen to and understand as we shared our breakfast time. There is much evidence of the work Becca did as a result of our breakfast conversations (much of it is in our goals report) a good deal of it presented and passed here at these meetings. We absolutely appreciate this kind of collaboration and find it wonderfully refreshing and productive.

Also, Executive Vice-President (formerly interim provost) Linda Dobb has participated in the critical communication that gives meaning to the effort of so many. I remember distinctly in meetings with her - of how I felt listened to and understood. She has an empathetic ear and, I'm sure you know, a 'get it done' attitude. She has given us hope, strength and perspective on more than one occasion.

Becca and Linda, thank you for your help this past year. We look forward to continuing this collaborative, respectful relationship.

Our report on goals

1. Compensation Plan (Personnel Welfare/Salary)

Working with Human Resources (Dorina Wittwer) regarding individual salary issues (Inversion, Compression and identifying appropriate criteria for determining adjustments) looking to give a fair start at the 100% merit environment driving range progression, Market analysis of Administrative staff and coaches ranges/positions, Market exceptions. Continued feedback to the President and his representatives regarding Administrative staff compensation priorities and needed clarification.

Much of this goal became getting to the distribution of the \$160,000 of "market adjustment" money you allocated last June 28th. ASC has continued to feel fair "placement" of individuals within their salary range at the onset of the Mercer compensation plan was not accomplished. A fact that would not allow Administrative staff to begin the 100% merit environment and consequential movement through their respective salary ranges fairly. This was said in the Compensation Working Group's report to the President last May. We are happy to report the first step in resolving this "placement" issue has been taken by the methodology used in the distribution of the \$160,000. We are further happy to see the commitment (demonstrated by another allocation to the Compensation Plan) to continue to bring equity to "placement" of Administrative staff within their salary range.

2. Unit Level Merit & "Super-Merit" Criteria (Personnel Welfare)

Working with Human Resources to help begin (and complete) the conversation between employees and supervisors in creating "Merit documents," understanding and communicating the process and assuring for accountability at Human Resources.

The conversations have taken place. It has been confirmed by Human Resources, that all Administrative staff units, campus-wide, have "Merit documents."

3. Performance Evaluation (Adhoc Group\*-reporting to PWC)

Follow-up study funded by Human Resources and conducted by IPPA (Institute for Psychological Research and Application). This is continuing work. Findings from campus-wide survey and selected focus groups to move this agenda.

\*ASC and Human Resources members.

The IPRA study is complete. The ASC Executive committee has approved a "charge" to an adhoc ASC/HR committee to bring forth some workable solutions based on the findings of the report. This will be a continuing goal for next year.

4. Administrative Staff Teaching Compensation (Salary)

ASC by-laws require we disband this ad-hoc group or make it a permanent committee. ASC Exec has determined we will thank and disband this committee. We will determine what the primary issues are from adhoc committee chair and frame for Provost.

We did disband the ad-hoc committee. Beginning the framing of the issue of Administrative Staff Teaching Compensation became one of the goals for the Salary committee this year. This committee has met with HR and has been waiting for an opportunity to present to Dean's Council. We have communicated our concerns and suspicions to the Provost. This goal will continue into the next year.

5. Incentive Program (Salary)

Working with Human Resources to investigate innovative ways of rewarding "high performers" and those at their range "cap"

We did not accomplish this goal. The "cap" issue kept us from forming any ideas to move us ahead. ASC's Personnel Welfare committee felt we could not sanction any kind of incentive program that would primarily be used to compensate persons at their salary range "cap." The feeling we should not be "capped" was the primary communication.

6. Handbook (Adhoc Group-reporting to PWC)

Update and distribute a paper copy. Then distribute to Human Resources and ASC websites. Also develop a process with Human Resources for continuous updating and distribution.

Updated. On the web, linked to from the ASC web page to HR web page. The overall feeling of those looking to keep this current was to keep it in an electronic format (the web) and not print and distribute a paper copy (not to mention less costly).

7. Professional Development Workshops (Professional Development)

Continue effort put forth this past year with regards to work-place needs being addressed in Professional Development workshops ("Invest in Yourself") that would again be open to all BGSU staff, faculty and students. Funded by Human Resources. Investigate, with new Campus Training Coordinator, database development of all Professional development activities done by Administrative staff campus-wide.

We did them. They were great. 114 persons attended. Human Resources funded. Looking to have a conversation with our campus training coordinator about the database this coming year.

8. ASC Web/Listproc Presence (Internal Affairs)

Distribution of updates, minutes of meetings, handbook, special messages/opportunities, etc.

Website is up, [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc). The ASC Listproc has been a rich source of information distribution all year. Our current secretary, Claudia Clark, will continue her service to ASC next year as our web manager. Based on her demonstrated excellent organization and follow-thru I believe we are assured of our web-site continuing to be an effective place of communication to constituents and the campus community regarding ASC concerns.

9. Scholarship Endowment Goal (Scholarship)

Investigate matching opportunities like we were afforded two years ago. Then set a goal and work to achieve it.

Correct numbers from what I said in March - Corpus, I said in March it was \$65,000, actually it's \$85,798.42, I said we would have \$2670 to award in scholarships actually we have \$3900 to award and we have selected five students to receive those scholarships. We will recognize those who earned these scholarships at our Fall reception. They are: Shannon Fullenkamp, St. Henry - \$1000, Joshua Lesure, Seville - \$800, Shelly Howard, Norwalk - \$800, Jill Wenzlick, Bowling Green - \$800, Eryan Reaume, Maumee - \$500.

Added accomplishments

-Professional Development grants (Awarded eight grants, funded by Human Resources)

-Binge Drinking awareness (Our External Affairs committee brought Chris Hageman of the Wellness Connection to one of our general meetings to give representatives guidance on helping students with alcohol problems. This information was extended to all Administrative staff. Looking to make a difference with students in administrative workplaces.)

In the interest of time, I'll allow you to look thru the rest of the goals and accomplishments of ASC this past year on your own and I'll say thank you for continuing to allow Administrative Staff this opportunity to speak with you and receive a glimpse of the "Big Picture." Any Questions, if not I would like to introduce to you next year's Chair of Administrative Staff Council, Mary Beth Zachary of the Library.

-BG Best Awards 1999-2000 (To be awarded at our Spring Reception on June 1st)

-Ferrari Award 1998-1999 (Awarded to Cheryl Joyce from the Tucker Center for Telecommunications at our 1999 Fall Reception)

-Wellness Resolution (Asking for the creation of a EGSU Employee Wellness Program to include Education/Awareness information; Health Screening; Incentive Programs; and, Staffing of a Graduate Assistant...\$44,000 estimated Phase I cost)

-Conciliation Process for Non-Compensation Complaints (ASC Personnel Welfare committee work on making current process more fair and equitable)

-CUPA salary data analysis (Done for Salary recommendation currently in the "Budget Book", Exhibit VI)

Eileen Sullivan lunch 5/11/2000

-"Spirit of BG" award funding...\$1000.

*Asked again about status of funding this award. I prepped her about my ask so she could come to the meeting with some concrete answers. What she said was that she and Chris Dalton were discussing the money amount and were thinking the cost could come down and she asked if we could work on the budget to do that. I told her I would ask the committee to work on that.*

*Since the meeting, I asked Laura (Awards committee chair) to work with Eileen directly with the budget and hopefully getting us to the money we need for the new award.*

Breakfast meeting with the Director of Human Resources (5/16 & 5/30)

Becca Meeting

5/16/2000 & 5/30/2000

Covered in Executive meetings...

Our Executive committee met 5/16 and 5/30

ASC Executive Committee

5/16/2000 & 5/30/2000

5/16/2000 (Mary Beth conducted this meeting, I was called away at the last moment)

- Update: Becca meeting 5/16
- Ad Staff Advisory Team
  - \*Appointment/replacement process?
  - \*Term?

*None that she is aware of. Bringing to Exec to put one together...suggested term of 3-years.*

- Next year's Professional Development support
  - \*Grants?? (Last year \$4000)
  - \*Workshops?? (Last year expenses \$3000?)

*\$4000 is the budget for this and subsequent years. There was some carry-over money from the Professional Development Institute when it was being funded but not held and the money was transferred into Professional Development activities of ASC. There may still be up to \$1000 in this carry-over budget to make this year's budget \$5000.*

- 2nd Year Compensation Plan distribution
  - \*Data cut we discussed last meeting (more inclusive)

*Much discussion about what Becca may have heard as ASC's concern as presented at our last meeting. Bottom line: She's prepared to explain why our identified group may not be part of the 2nd year compensation plan adjustment and is working on making sense of how they may be included (this part includes beginning a conversation with Linda Dobb and if she's convinced taking it to the other Vice-President's).*

- Wellness proposal...what do you know??
  - Talk with Dick Bowers!*

- Update PWC (Joe)
- ITC update (John)
- BOT report (Questions from listproc shared information?)
- I need replacement for Marilyn Braatz on Food Services Advisory Committee
- Next year's goals (Mary Beth/John)
- Spring reception June 1st, 3:30p-5:30p, Mileti
  - \*BG Best awards
  - \*Ribeau

5/30/2000

- Update: Becca meeting 5/30
- 2nd Year Compensation Plan distribution
  - Had her discussion with Linda Dobb and is awaiting a meeting with the Compensation Working Group to present options. No date set for this meeting.*
- Other Items (Mary Beth)
- Update PWC (Joe)
  - Another meeting keeping Joe from attending this one.*
- ITC update (John)
  - Essmer executive summary shared at 5/13 meeting. Five main points: Email change, Web services, Infrastructure, Customer service, Desktop support.*
- Next year's goals, continue discussion (Mary Beth/John)
- Spring reception June 1st, 3:30p-5:30p, Mileti
  - \*BG Best awards
  - \*Ribeau

Chair's Report- 9/7/00

The **executive committee** has been meeting, working on proposed goals which we will examine later in the agenda today. We have discussed and attempted to articulate and prioritize council's work for the coming year. We handled various questions that have arisen such as requests for people and monetary contributions for a ice cream social on Homecoming Spirit Day, and requests for examining and clarifying University policies among others.

**HR** President's Compensation Plan distribution for year 2 has occurred.

Appeals Committee for hearing appeals was formed, the process was created, and appeals have been submitted.

We have been meeting to help clarify our work when it intersects with the work of HR. We hope to continue the excellent working relationships with the folks in HR as we have had in the past several years.

Becca Ferguson shared with John and I a report documenting the last three years of staff hires at BGSU. From her email to me, the report shows that "when we have internal candidates for candidates for positions in all categories (Administrative, Classified - full-time and part-time) greater than %50 of the time the internal candidate is selected for the position. (Handout)

Recently we began discussion of the application of FMLA at BGSU. We are in currently in discussions about interpretations of that policy here at BGSU. We'll keep you informed.

Getting the revised AS handbook on the web is a priority with HR.

**Dr. Linda Dobb**

✓ John Clark and I met with Dr. Dobb, discussed the general direction/goals of Admin Staff. She was supportive of the Spirit of BG Award.

✓ The IT picture is looking hopeful. Dr. Dobb has hired a new budget person starting Oct 1. Dr. Dobb has sent out IT updates, and we'll let her updates speak to the issues that affect us all. We are in the process of setting up meetings for the year and will, of course, keep you all up to speed with the content of those meetings.

## **FALL Reception**

Reception is September 22 in the Mileti Alumni Center 10:30 - Noon. The program will begin approximately 11:15. Please come support our new Ferrari Award recipient. Also, we will introduce the Administrative Staff Scholarship recipients.

It has been strongly suggested that we set dates for the receptions for next year early this year. We will attempt to set a calendar for the 2001-2002 receptions with the President's office early this year in order to get the dates on his calendar early..

## **Guests**

We will have guests this year at three of our meeting. Our guests will be Linda Dobb at October 5<sup>th</sup> meeting, Dr. Ribeau at the November meeting and Dr. Folkins at the January meeting.

Is there someone else we should have?

## **Good News**

The President's Office notified us that they have added \$1,000 to our budget for implementation of the Spirit of BG Award.

The corpus of the ASC scholarship is \$89,633.24 as of 6/30/00. We'll be looking

John Clarke and I will be calling together the Constituent Group Caucus. It's our turn. We'll see what comes of those meetings this year. It was not an active group last year.

The Legions have met twice since last we met. The first was the annual retreat. The major focus of the second meeting was an update of the BGSupernet project. President Ribeau spoke of several issues, one of which was the legal fight in which the U Mich is engaged for this entire region regarding Affirmative Action. Unlike other legal cases around this issue, 11 major corporations are supporting the efforts of Michigan to retain their Affirmative Action program. Michigan is willing to carry the battle to the Supreme Court.! It's the only time you'll ever hear Go Michigan out of my mouth.

Dr. Ribeau encouraged support for the activities surrounding the athletic activities this weekend and especially at homecoming.

*Doug K  
Pat*

Mary Lynn Rogge Poz, 09:26 AM 9/7/2000, Agenda for 9/7 ASC meeting

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Date: Thu, 7 Sep 2000 09:26:27 -0400  
Reply-To: asc-reps@listproc.bgsu.edu  
Sender: owner-asc-reps@listproc.bgsu.edu  
From: Mary Lynn Rogge Poczniak <marylyn@bgnat.bgsu.edu>  
To: ASC-REPS <asc-reps@listproc.bgsu.edu>  
Subject: Agenda for 9/7 ASC meeting  
X-Sender: marylyn.bgsu@popm.bgsu.edu  
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b [December 16, 1999) at 09/07/2000 09:24:19 AM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b [December 16, 1999) at 09/07/2000 09:33:37 AM,  
Serialize complete at 09/07/2000 09:33:37 AM

ASC Meeting 9/7/00  
Pallister Conference Room, Jerome Library  
1:30-3:00

Call to Order

Introduction of Substitutes

Approval of Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

- Amendments
- External Affairs
- Awards and Special Recognitions
- Internal Affairs
- Personnel Welfare
- Professional Development
- Salary
- Scholarship
- Ad Hoc Committee on Performance Evaluation Revision

Old Business

New Business

- Bylaw restrictions
- 2000-2001 Goals

Good of the Order

Adjourn



## Chair's report 10/5/00

Since our last meeting:

Struggled with filling slots on council, exec, and university standing committees. Got great news from the ad hoc committee on Performance Evaluation. Their document is now in our hands. I wish to commend the committee for their thoroughness, their diligence, their efforts, and their thoughtfulness on behalf of Admin staff. These folks are as busy as anyone in this room and they took on the task and did it well and in great time. Well Done!

John Clark and I have met in our regular meetings with the Director of Human Resources and also with executive Vice President, Linda Dobb. We have learned:

Mercer is in this week to gather data from which to evaluate the ranges. HR created a list of positions in each range with the position description and years in position. Mercer will select benchmark positions run those against their market database. This analysis will take a couple of months. They'll let HR know their recommendations.

Regarding the President's compensation plan year 3, HR will be identifying all positions that have not been yet touched by any of the actions to date in the compensation plan. The next step will be to identify positions for which we have market data because the positions are identified in the CUPA data. HR will then make a list of those not having market data. Those positions will have market data gathered. That's what we know.

Regarding health insurance: Our medical costs went up last year. Because we are self insured when our costs go down, we can lower premiums, when our costs go up, our insurance costs will go up. This coming year, we'll have increases in our insurance premiums. For those in the PPO and Plan 3, our premiums will still be less that we paid for insurance in 1994. Plan 1 costs will rise to a greater percentage than will the PPO and Plan 3. The vision plan will be dropped. It is not a good value for our faculty and staff. HR will begin detailing the information regarding the insurance situation in the Monitor.

The current version of the Admin staff handbook is online via the HR website.

I have erred. When speaking of the Admin Staff scholarship fund, I spoke of the \$90,000 in the corpus. There is \$90,000 in the fund, however, there is a difference between fund and the corpus. There is approximately \$61,000 in the "corpus" of the fund. ( not for the minutes-- I have been made aware of the difference, I'll work on understanding the difference. I know someone will take me to school!)

We met with the Constituent Group Caucus... We raised the issues of the implementation of the Family Medical Leave for married couples and also the interest in creating a catastrophic sick leave pool.

We'll be meeting with the BOT tomorrow. The ASC report will include updates on carry-over items such as the Performance Evaluation Revision, The compensation plan year 2, our scholarship awards. We'll brag about our Ferrari Award winner. We'll also outline our goals.

The next report, however, will focus on putting human faces on Administrative Staff. Beside having a video of our BG Best Award honorees (Thanks Paul), we'll talk about Admin Staff who are in positions of leadership outside their jobs. I'll be calling for names via our listproc.

**Chair's Report 11/2/00**

Since we last met.

Meetings with the Executive Committee, Human Resources, Legions (10/12/00 and this morning, 11/2/00), and the President's Panel.

Executive Committee: We still have three unfilled seats on council. Everyone who has been asked has (with some degree of reluctance) said no. They're too busy. As we get busier, it will become more difficult to get folks to serve. It becomes increasingly more difficult to fill slots when prior members of council must be kept off council for two years. Some individuals who are interested are blocked from continuing their service. Perhaps amendments and bylaws and internal affairs could explore possible solutions.

Human Resources:

Several topics:

President's Compensation Plan-3rd year and after-- The year will cover a review of the ranges by Mercer, a discussion of the caps issue, and identification of those not yet dealt with in the past two years of compensation. Those who have market data available, (e.g. CUPA and Mid-Level-CUPA data) will be those who are targeted for market evaluations this year. HR will share with us how the total number of Admin staff break out into the groups who have been or will be addressed in the President's Compensation Plan. Many positions have been covered already by various means: by being included in the first two years of the President plan, by submitting a new JAQ because there was a vacancy in the position, or because there existed a gross/blatant disconnect between the compensation for a position and the market.

Soft money/grant funded positions-- How do applicants/prospective applicants know that positions are grant funded (or funded through soft-money)? Are the implications communicated to employees. If HR is made aware that a position is grant-funded that information is communicated to applicants and is advertised as such. If the money is grant funded but has been renewed regularly over a period of years, it is possible that information will be not be in the advertisement but will be discussed with those interviewed.

Using vacation the first year of employment-- It is possible that one can use vacation during one's first year of employment at BGSU. HR will clarify that it can be used with the caveat that if the employee uses vacation and leaves during the first year of employment vacation, that the individual must pay back the vacation days. They'll be working on a more consistent approach to that policy.

President's Panel discussion topics included:

**Concerns about international students;** how are we helping to speed their way here, to

assist with living and socializing, adapting when they arrive, adjusting to the classroom cultures while here, and a variety of other issues involving international students and the International Studies Program. Suggestions included involving inter'l student in the discussions, focus groups, having a program or person coordinating efforts (Linda Dobb offered the new Interim Assoc. Dean of Continuing Ed (Distance Ed and International Programs) as a starting point for coordinating efforts around this issue.

There is a task force on diversity headed by Alberto Gonzalez working on the larger issue of representation of the Latinos and African Americans in the university community as a whole. Also discussed were the problems of being a TA and an international student.

**Health benefits for Part-time employees.** The answer is just simply "we can't."

**Fee-waivers for Cont Ed classes - can't**

**Professional Development money - classified staff asked**

**Wellness Program - Ball State**

**Student Academic Advising**

**Funding of Student Organizations**

## Chair's Report of Highlights 12-7-00

Remember that our next meeting is January 7<sup>th</sup> in the Pallister Conference Room with our guest John Folkins.

Meetings with Executive Committee, Human Resources (HR), Constituent Group Caucus (CGC):

### **Executive Committee:**

We have discussed, at length, what we might need to express and/or discuss with Human Resources. Topics are below in the notes of our meeting with HR.

We chose strategies to complete the membership of council. It worked. We filled council seats in the areas of Firelands, Technology, and Student Support.

Looked at the Council's budget, this year's expenditures, and potential expenditures prompted by a request for funds for the ice cream social.

We decided to draft a "philosophy of compensation" in bullet form for consideration by the President's Compensation Group.

### **HR:**

Most discussions encompassed the information to be presented to the Council on December 7<sup>th</sup>. Topics to be addressed briefly include: An update on work with Mercer; year 3 of the compensation plan; and overall admin staff compensation picture (perhaps in the form of scatter-grams); health insurance challenges and open enrollment; FMLA; performance evaluation; teaching compensation; changes in % of PERS payments after 30 years of service; violence in the workplace. The appropriate ASC committees will follow up on topics which require pursuit.

### **CGC:**

Participation by representatives from each employee group in the President's Compensation Group has been requested by Leigh Chiarelott, Chair of Faculty Senate. The President will consider the proposal and ask the Compensation Group members at their December 20<sup>th</sup> meeting for their responses. Dr. Ribeau also said that it was Dr. Linda Dobb's group and that she would make the final decision.

We looked at a draft survey created by a committee charged by the Vice President for Student Affairs to gauge interest in a wellness program for BGSU employees. CGC members took the draft back to their constituents. Our PWC has been in contact with Dick Bowers, chair of the committee about this same issue.

In an update from the Graduate Student Senate representative about the issue of international graduate students at BGSU, an interesting and positive development has occurred. Georgia Folkins has been named the Interim Coordinator of Graduate Students Affairs to serve in Student Affairs for graduate students with an eye toward the international student perspective.

The graduate students are going to talk to the Parking Committee regarding parking for teaching assistants.

**Chair's Report, January 4, 2001**

The Executive Committee has been discussing topics and questions for our guest, Dr. John Folkins, Provost. In addition, we have been discussing what we might include in a philosophy of compensation. We'll be asking the representatives and past chairs to contribute their thoughts to the process within the next week.

We have not met with Human Resources since our last meeting.

The Board of Trustees meeting at Firelands was cut short due to adverse weather conditions. The President's report, the constituent reports, and the report by Dr. William Balzer were not given orally but were to be submitted in writing to the secretary for distribution to board members. Our report focused on the variety of ways in which administrative staff contribute to our campus community, and to our broader communities. Our efforts are professional, compassionate, and reflect positively on the university at a minimum. The effects on recruitment and retention of students remain undocumented. The list presented to the board detailed submissions by less than 20% of administrative staff and filled 7 pages of single-spaced 10 point type. It is an impressive list of contributions.

The most recent Legions meeting focused on the university capital plan. Highlights included:

Hanna is "up for" the next cycle of renovation, then University, and then Moseley. This set of cycles carries through 2006. Funds for these projects have been borrowed (temporarily diverted) for the Technology Infrastructure Project, but that money will soon be replaced in the budget.

Theater and Chemistry and Biology are crucial capital planning needs that aren't currently in any budget--present or future.

\*A word of explanation was provided: In any capital planning budget, the first biennium is the only one that is truly expected to happen. \$15M per year must be specifically prioritized for earmarked capital expenditures, but the second half of the biennium is always kept flexible--i.e., expenditures targeted there may or may not happen.

We also heard that the university has considered a co-generation partnership (electricity) with the city but has concluded that the proposed new facility would not meet our needs.

New ideas for

alternative power sources might be considered, though.

ASC Chair Report  
April 5, 2001

John Clark and I were invited to have conversation with the President’s Compensation Working Group (PCWG). In a prepared presentation, we called for a discussion of values and philosophy upon which to build a compensation plan. By building a plan, we

- Aid in recruitment, allowing potential employees to visualize opportunities at BGSU
- Reinforce the value of BGSU’s current administrative employees
- Assist in building employee morale and retention
- Create common ground; minimizes surprises and disappointments
- Minimize differing or unmet expectations and mis-communications
- Build appropriate expectations for compensation-related “events”
- Allow employees to make informed, rational employment decisions
- Aid institutional and unit planning
- Reduce policy conflicts and policy application discrepancies
- Provide stability for employee and employer.

We hope to enter into a plan-building discussion to articulate policies and procedures regarding the following:

- Range evaluation and movement of ranges
- Periodic, systematic market review of all positions
- Acceleration to/toward range midpoint (a Mercer assumption)
- Salary progression throughout the ranges
- Salary inversions and egregious compressions

In the meeting, many of the participants asked questions and raised issues. It was a positive meeting, however, we have yet to hear a formal response from PCWG as regards the content of the presentation.

As an aside, we did hear that forming a catastrophic sick leave pool could not happen at BGSU. Nancy Footer, University Council, said that she had looked into the issue of creating a sick leave pool and we can not, by law, do it. There is specific language that articulates the specific uses of sick leave for state employees. Pooling sick leave is not one of them. There is an exception for collective bargaining agreements. There is also a court opinion supporting her contention. The only remedy she saw was legislative action to rewrite the law.

In meetings with Human Resources, we discussed agenda items for the all-administrative staff meeting on May 1, 2001 from 8:30 - 10:30 in Olscamp Hall. Zachary put out a call to gather questions from administrative staff members and received messages from two individuals.

While working on developing a rotation process for the Administrative Staff, PWC discovered some ambiguities in language and some potential points of confusion. They have proposed some changes to the Handbook section “Administrative Staff Compensation Plan” which has been sent to Rebecca Ferguson. Most of the changes are editorial in nature. Some are not. Discussion of the proposed changes will begin on April 10, 2001.



There was a Constituent Group Caucus meeting this morning. Representatives from GSS, USC, CSC and ASC were present. The issues discussed from GSS were forming a cross-functional committee to address international student concerns, graduate students being required to take 12 hours to be considered full-time students in order to qualify for assistantship, the insufficiency of graduate student stipends. Of concern for both student groups were the funding amounts and processes regarding student fee allocation to student organization, the allocation of "Pepsi contract" money, and safety on campus with regard to Blue Emergency light visibility.

The most recent Legions meeting was a presentation by Dr. Don Neiman, Dean, Arts & Sciences and Marcia Latta on family campaign progress. Also presented by the Office of Vice President for Student Affairs was the Student Emergency/Crisis Plan. Jill Carr addressed university responses to student emergencies and crises. She asked that anyone knowing about a student in crisis, notify her office.

J. Clark and Zachary met with Eileen Sullivan to talk about the President's Compensation Working Group (PCWG) presentation. Eileen will follow up our discussion with members of the PCWG.

Regarding the Human Resource Leave Committee. One faculty name has been submitted to Human Resources to serve on the Leave Committee. I had hoped to move the Board of Trustees minutes regarding FMLA use by married couples to the forefront of the discussion so that we could clarify the policy before the beginning on the next contract year.

I have requested an update from Richard Bowers of the Wellness Program Survey. He responded with the following news: "The report was completed and submitted to Linda Dobb, Ed Whipple, and Becca Ferguson. At Dr. Whipple's request, copies of the report were also forwarded to the President's Cabinet for review. There was a 42 percent return rate on the 1,500 surveys sent. A commendable level of interest was expressed within the returned surveys."

We have been asked to submit topics for discussion at the President's Panel. We will be submitting two issues:

What can the students and employees of the university do to help assist legislators to understand the implications of under-funding higher education in Ohio?

We hope to work with the President's Compensation Working Group to articulate a systematic approach to compensation for administrative staff that is broad enough to provide flexibility to the administration and clear enough to provide for appropriate expectations by staff.

I am working with ITS representatives to reinstate the ASC link to the Offices and Organizations page on the BGSU web page.

Council member Cheryl Purefoy is leaving the university and will take a position at the University of Akron. Her last day is April 6. We wish her well.