Executive Committee Agendas 2005-2006

Bowling Green State University. Administrative Staff Council

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Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Executive Committee Agendas

Inclusive Dates: 2005-2006

Format: ___ Bound  X Loose

Order: ___ Alpha  X Chronological  ___ Numerical

Index: ___ Included  ___ Separate  X None

Notes

1. Colored Ink
1) Guest - Nancy Posey – Classified Staff Council Chair

2) Ferrari Press Release

3) Recommendation for ASC Listproc Usage

4) Dobb Resolution

5) Discussion of HR’s responses to questions.

6) Dobb Meeting (Meeting moved to August 8, 1:00 PM) Agenda
   Survivor Spouse Plaque, Resolution (Connie’s research)
   Phone charges
   Ferrari Funding
   Communication, punitive vs. productive
   Spouse, code, suspicion
   Stipends
   BOT member to ASC

7) ASC Committees/Goals by Committee to be finalized

8) ASC Membership and Constituent Listing
   Web updates needed

9) Other
Agenda for ASC Exec Team
August 9, 2005 11:45
Student Tech Center – 2nd Floor Saddlemire

1) Guest – Robin Wyrick – Assistant Director, Policy Analysis
2) Fall Reception
3) ASC Listproc Update
4) 8-8-05 EVP Meeting Report
   Engagement
   Ferrari
   Ombuds/Retiree
   Stipend for constituent leadership
   Campus Beautification
   Contract Clarification
   Parking Privileges for Retirees
   Amorous Relationships
   Other
   Outstanding – Phone charges, BOT to ASC
5) 7-28-05 HR Meeting Report
   Reasonable Suspicion Training sessions offered
   Print at least December Pay Advise, W2’s remain unchanged
   2 vendors remain for RFP’s for health care benefits
   Ombuds training with Hebein
   Sick leave pool
6) ASC Final Membership/Committees/Goals

Administrative Staff Council 2005-2006 Meeting Schedule

All meetings are held in the Bowen Thompson Student Union, room numbers are listed below.

September 1 – 207
October 6 – 207
November 3 – 208
December 1 – 207
January 5 – 315
February 2 – 207
March 2 – 207
April 6 – 207
May 4 – 207
June 1 – 207

Executive Committee Meetings - All are held in BTSU Room 307

Sept 13, 27
October 11, 25
November 8, 22
December 13
January 10, 24
February 14, 28
March 14, 28
April 11, 25
May 9, 23
June 13, 27
This committee is charged with aiding and encouraging professional growth and development of administrative staff. It studies and recommends action with regard to requests for professional leave, continuing education, and recognition of professional achievement.

Gerry Davis  gdavis
Sheila Irving  sirving
Ron Knopf  rsknopf  2-7447
Michael Ginsburg  ginsbur
Wendy Buchanan  bwendy

Scholarship Committee
This committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarship. This committee is also responsible for initiating ways to raise funds for the scholarship.

Celeste Robertson  celstr
Jill Carr  jcar2
Ron Knopf  rsknopf  2-7447
Deb McLean  dmclean  2-8550
Nora Casady  ncassid
Suzanne Fahrer

University Standing Committees – Information received from FS 6-25-05
Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff. Committees include Equal Opportunity Compliance, Health, Wellness and Insurance and Information Technology.

Bookstore Advisory
Larry Smith, Business Office, 2006

Equal Opportunity Compliance
Jacqui Nathan, School of Art, 2007
Laura Emch – Student Financial Aid, 2008

Health, Wellness and Insurance
Cindy Puffer – Health Services, 2006
Linda Hamilton – Finance and Administration, 2008
Diane Pegan – Study Abroad,

Information Technology
Camille Consolvo – Vice-President for Student Affairs, 2002

Insurance Appeal
Judy Donald – Continuing and Extended Education, 2007

Library Advisory
Laura Emch, Student Financial Aid, 2007

Parking
Laura Waggoner, Registration and Records, 2007

Student Union Advisory
Celeste Robertson, Career Center, 2006

University Planning Committee
Paul Lopez – WBGU, 2007

Ad Hoc Committees
ASC ad hoc committees are created by the Executive Committee, which appoints members. These members need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee, through action of the Amendment Committee. For more detailed information about committees, refer to the Bylaws, Appendix A of the Administrative Staff Handbook.
Amendments Committee
This committee both initiates and receives proposed amendments to the Charter or Bylaws and reports to the ASC on all proposed amendments.

Rachel Schaefer – schaefer  2-7963
Ron Knapf, rknapf 2-7447

Awards and Special Recognitions Committee
This committee develops and recommends to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognition including the Ferrari Award, BG Beta Award and monthly Spirit of BG awards. Committee members shall represent each functional area and shall have been employed by the University for at least three years.

Deborah Rice  dyrice  419-255-3161
Nore Cassidei  ncassid
Naomi Lee  nplee  2-7103

External Affairs Committee
This committee is responsible for developing community involvement projects for administrative staff, and working on developing good public relations with other groups on campus, off campus and with the media.

Naomi Lee  nplee – CHAIR

Finance Committee
The Chair-Elect maintains the ASC budget and submits a budget revision proposal to ASC for approval, as necessary prior to submission to the appropriate division Vice-President. Council has approved, on a trial basis, a treasurer position for 2005-2006 to fulfill this responsibility.

Steve Kendall  skendal  2-7415

Internal Affairs Committee
This committee is responsible for developing and updating the Orientation program and orientation handbook for new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations. This committee also maintains the ASC web site. A subcommittee of the Internal Affairs Committee is the Elections Subcommittee, which is responsible for initiating, conducting, tabulating, and announcing the results of elections for ASC and appropriate University standing committees.

Connie Molnar  cmolnar  2-7900
Kim Fleckman – CHAIR – fleckm  2-9459

Personnel Welfare Committee
This committee annually reviews the Administrative Staff Handbook and studies and recommends Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The committee includes at least one representative from each functional area. The chair serves on the Executive Committee. A subcommittee of the Personnel Welfare Committee is the Salary Subcommittee. This subcommittee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. The chair of this subcommittee is selected from members of the Personnel Welfare Committee.

Ron Skulas  mskulas
Dave Crooks  dcrooks
Mary Beth Zachary  mzach
Paul Lopez  lopez @wbgu.bgsu.edu
Laura Emch  lemch
Ann Jenks  annje
Steve Kendall  skendal  2-7415
Naomi Lee  nplee  27103

Professional Development Committee
ASC Goals for 2005-2006

A) PWC
   1) Increase vacation days paid to retirees from 45 to 60 days (same as Classified)
   3) Recommended guidelines for comp/flex time for hours worked over 40 and consistent fairness in summer flexibility
   4) Review working environment for Administrative Staff. Clarify wording of statement in handbook. (variable work schedule and use of term ‘perpetual’)
   5) Standardize how Mercer is used in the hiring process
   6) Clarify role of Mercer
   7) Continue work toward midpoint without penalizing other employees.
      Continue review of Compensation overall including benefits package.
   8) Request new salary study by gender, # yrs service
   9) Request new turnover study by gender, # yrs service, salary
  10) Request new midpoint studies
  11) Extra personal day for meritorious staff
  12) Health care benefits for part-time staff
  13) Continuation of wellness plan initiated by Wellaware
  14) Sick Leave Bank concept
  15) Strive for an evaluation process for all administrative staff. Continue to catalog merit documents!

B) Professional Development
   1) Program to have older and younger admin staff work together to learn more from each other
   2) Mentor/mentee program for Administrative Staff Council and New Employee Orientation
   3) Continue to review incentives to promote Administrative staff development
   4) Acknowledge grant recipients at Spring reception

C) Internal Affairs
   1) Enhance usage of Blackboard to communicate with administrative staff.
   2) Enhance communication with constituents
      • Personal interaction between reps and constituents
      • Perhaps bring back the practice of sending out the ASC minutes to the constituents instead of relying on them to check the web site.
      • Along with the email, include a personalized summary of the meeting/minutes to help constituents understand details
   3) Survey Administrative Staff for needs, wants
   4) Election committee goal: a full ballot at election time.
   5) On-line election process
   6) Oversight responsibility for ASC web-site
D) External Affairs
1) Generate support University-wide to have staff involvement with ASC
2) External affairs – promote admin staff
3) Introduce more fundraising opportunities, maybe as part of specific committees. Something similar to Classified Staff Council’s golf outing.
4) Committee chair represents ASC at Engaged University Council

E) Awards
1) Continue seeking qualified applicants.
   Plan, promote and award:
2) Spirit of BG Award – continue 12 months per year
3) BG Best
4) Ferrari Award
5) Recognize award winners at Fall and Spring receptions.

G) Amendments
1) Update Administrative Staff Handbook – Include leave policies developed June 2004. Forward through Personnel Welfare and ASC in a timely manner to enact changes during the 05-06 year.
2) Executive summary for handbook
3) Alter handbook to remove contingency on Faculty Senate participation. It should read that we request FS to delegate someone as an ‘ex officio’ member of ASC, without the requirement that Faculty Senate respond in kind.

H) Scholarship
1) Study raffle substitute or make bigger prizes/enhance promotional efforts
2) On-line application process

I) Finance
Better control/documentation of ASC Budget streams.
   Plan (campaign administration) for future enhancements: CPOB expenses, etc.

Chair and Chair-Elect
1) Past-Chairs Meeting
3) Enhance institutional memory – new office space usage and file acquisition
   Develop an index based on subject of minutes and documents
4) Continue monthly “3-Chairs” meetings with CSC and Faculty Senate
5) Enhance communication with Firelands – meet at Firelands?

HR/Administration Outstanding Issues
   Sharing of open position and implications
   Budget decision rationale
   Peoplesoft drain on resources, are important jobs being sacrificed, how can ASC help?
ASC involvement in President’s directives regarding Code of Ethics

Executive

Continue advisory role for leadership
Handle immediate action issues as needed throughout academic year.

Suggested Guests for ASC Meetings

— HR – Confirmed by LL, September 1, 7-25
  Tom Trimboli – University General Counsel – Invited to Executive
  Al Gonzales, Academic Plan
  Bruce Petryshak – Technology Plan?
  President Ribeau - Invited by LL, 6-05
— Linda Dobb – Executive VP – Confirmed by LL, October 6, 7-25
  Human Resources
  Bob Wadell – Invited by LL 7-25 (Jodi Sickler), will reply by Aug 5
  Chris Dalton – Sharing of information regarding budget decisions (video
tape) – Invited by LL 7-25
  BGSU RA
  John Folkins – tuition incentives
  Larry Weiss
  OPERS – Coordinate existing campus visits with HR?
  Faculty Senate/CSC – CSC to Executive 7-26
  A BOT Member -Invited by LL, 7-25 through Dobb
  Christopher Gale – Parallel employee organization at UT

Ombudsperson
Press Release

Dr. Michael R. Ferrari to speak at 2005 BGSU Administrative Staff Fall Reception.

The BGSU Administrative Staff Council is proud and humbled to welcome back to BG, distinguished professor, successful business person and former Department Chair, Provost, Executive Vice-President and Interim-President of BGSU, Dr. Michael R. Ferrari, to speak at their annual Fall Reception on Tuesday, September 27 at 2:00 PM in the Bowen Thompson Student Union Grand Ballroom.

Dr. Ferrari, “Mick”, will be the keynote speaker at the annual reception where student scholarship recipients will be honored and the winner of the 2005 prestigious Ferrari Award, bestowed annually to an active member of the BGSU administrative staff in recognition of service above and beyond the call of duty to the University during the past academic year, will be announced.

During his tenure at Bowling Green State University, Dr. Ferrari faced adversities and challenges similar to those riddling the state of Ohio today, and his words, drawn from a lifetime of experiences in higher education, are guaranteed to inspire. Even in his early days in academia, Ferrari was ever cognizant of the “substantial reservoir of institutional pride that exists among faculty and staff” (at BGSU). He consistently discovered innovative and creative means through which to lead the institution in the midst of adversity. Dr. Ferrari’s legacy of executive leadership and continuity of character will be celebrated by countless colleagues and friends who eagerly anticipate his long awaited return to BGSU.

For more information about this special day for contract staff:

Lona Leck, ASC Chair: 419.372.7235, lona@bgsu.edu
Kim Fleshman, ASC Secretary: 419.372.9459, kflesh@bgsu.edu
Administrative Staff Council 2005-2006
Committee Descriptions, Composition and Goals

General Information: The functions and descriptions of the various ASC standing committees have been dynamic throughout the existence of the organization. This document contains a working committee description based on recent history and action and a current membership list with contact information. Suggested goals for this year were developed by incorporating past action, council input at the conclusion of the 04-05 year, executive committee recommendations and input from the past-chairs.

Amendments Committee

This committee both initiates and receives proposed amendments to the Charter or Bylaws and reports to the ASC on all proposed amendments.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
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<tbody>
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<td>Rachel Schaefer</td>
<td><a href="mailto:schaefer@bgusu.edu">schaefer@bgusu.edu</a></td>
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<tr>
<td>Ron Knopf</td>
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<td>2-7447</td>
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<tr>
<td>Keith Hofacker</td>
<td>kwhofac</td>
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Suggested Goals
1) Conduct regular professional development seminars.
2) Promote, award and available grant money to contract staff. Acknowledge grant recipients at the Spring reception.
3) Assist with programming for the Administrative Staff Day (Spring Reception)

Awards and Special Recognitions Committee

This committee develops and recommends to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognition including the Ferrari Award, BG Best Award and monthly Spirit of BG awards. Committee members shall represent each functional area and shall have been employed by the University for at least three years.

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<tr>
<td>Nora Cassidy- Co-Chair</td>
<td><a href="mailto:ncassid@bgusu.edu">ncassid@bgusu.edu</a></td>
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<td>Naomi Lee</td>
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<td>Deborah Rice – Co-Chair</td>
<td><a href="mailto:dvrice@bgusu.edu">dvrice@bgusu.edu</a></td>
<td>419-255-2161</td>
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<td>2-2240</td>
</tr>
</tbody>
</table>

Suggested Goals
1) Continue seeking qualified applicants.
Plan, promote and award:
- Spirit of BG Award – continue 12 months per year
- BG Best
- Ferrari Award
Recognize award winners at Fall and Spring receptions.
Offer on-line nomination forms
External Affairs Committee

This committee is responsible for developing community involvement projects for administrative staff, and working on developing good public relations with other groups on campus, off campus and with the media.

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<td>Cindi Baum</td>
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<td>Michelle Heckman</td>
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<tr>
<td>Naomi Lee-Chair</td>
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<tr>
<td>Robin Veitch</td>
<td><a href="mailto:rveitch@bgsu.edu">rveitch@bgsu.edu</a></td>
<td>2-7063</td>
</tr>
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</table>

Suggested Goals
1) Generate support University-wide to have staff involvement with ASC
2) Attend community functions as a representative as ASC
3) Introduce more fundraising opportunities, maybe as part of specific committees. Something similar to Classified Staff Council's golf outing.
4) Committee chair represents ASC at Engaged University Council

Finance Committee

The Chair-Elect maintains the ASC budget and submits a budget revision proposal to ASC for approval, as necessary prior to submission to the appropriate division Vice-President. Council has approved, on a trial basis, a treasurer position beginning in 2005-2006 to fulfill this responsibility.

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<tr>
<td>Jena Ault-Treasurer</td>
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<td>Tim Hoepf</td>
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<td>Steve Kendall-Vice Chair</td>
<td><a href="mailto:skendal@bgsu.edu">skendal@bgsu.edu</a></td>
<td>2-7415</td>
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Suggested Goals
1) Better control/documentation of ASC Budget streams.
2) Plan for future enhancements: CPOB expenses, etc.

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<td>Kim Fleshman-Secretary-Chair</td>
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<td>Adan Garcia</td>
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<td>2-2700</td>
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1) Enhance usage of Blackboard to communicate with administrative staff.
2) Enhance communication with constituents.
3) Election committee goal: a full ballot at election time.
4) Online election process
5) Oversight responsibility for ASC web-site

Personnel Welfare Committee

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Suggested Goals
1) Increase vacation days paid to retirees from 45 to 60 days (same as Classified)
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<td>Lisa Mc Hugh Cesariai</td>
<td><a href="mailto:lcesarri@bgsu.edu">lcesarri@bgsu.edu</a></td>
<td>2-9876</td>
</tr>
<tr>
<td>Deb McLean</td>
<td><a href="mailto:dmclean@bgsu.edu">dmclean@bgsu.edu</a></td>
<td>2-8550</td>
</tr>
<tr>
<td>Penny Nemitz</td>
<td><a href="mailto:pnemitz@bgsu.edu">pnemitz@bgsu.edu</a></td>
<td>2-0614</td>
</tr>
<tr>
<td>Celeste Robertson</td>
<td><a href="mailto:celestr@bgsu.edu">celestr@bgsu.edu</a></td>
<td>2-2356</td>
</tr>
</tbody>
</table>

Suggested Goals
1) Consider raffle substitute or make bigger prizes/enhance promotional efforts
2) On-line application process
3) Honor recipients at the annual fall reception.
University Standing Committees

Information received from FS 6-25-05 Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff. Committees include Equal Opportunity Compliance, Health, Wellness and Insurance and Information Technology.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Name</th>
<th>Department</th>
<th>Year</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Advisory</td>
<td>Larry Smith</td>
<td>Business Office</td>
<td>2006</td>
<td><a href="mailto:lsmith@bgsu.edu">lsmith@bgsu.edu</a></td>
<td>2-1618</td>
</tr>
<tr>
<td>Equal Opportunity Compliance</td>
<td>Jacqui Nathan</td>
<td>School of Art</td>
<td>2007</td>
<td><a href="mailto:jnathan@bgsu.edu">jnathan@bgsu.edu</a></td>
<td>2-8525</td>
</tr>
<tr>
<td>Equal Opportunity Compliance</td>
<td>Laura Emch</td>
<td>Student Financial Aid</td>
<td>2008</td>
<td><a href="mailto:lemch@bgsu.edu">lemch@bgsu.edu</a></td>
<td>2-2651</td>
</tr>
<tr>
<td>Health, Wellness &amp; Insurance</td>
<td>Linda Hamilton</td>
<td>Finance &amp; Administration</td>
<td>2008</td>
<td><a href="mailto:lhamilt@bgsu.edu">lhamilt@bgsu.edu</a></td>
<td>2-8262</td>
</tr>
<tr>
<td>Health, Well, etc.</td>
<td>Beth Nagel*</td>
<td>Purchasing</td>
<td></td>
<td><a href="mailto:bnagel@bgsu.edu">bnagel@bgsu.edu</a></td>
<td>2-8410</td>
</tr>
<tr>
<td>Health, Well, etc.</td>
<td>Diane Regan*</td>
<td></td>
<td></td>
<td><a href="mailto:dregan@bgsu.edu">dregan@bgsu.edu</a></td>
<td>2-8480</td>
</tr>
<tr>
<td>Health, Well, etc.</td>
<td>Cindy Puffer</td>
<td>Health Services</td>
<td>2006</td>
<td><a href="mailto:cpuffer@bgsu.edu">cpuffer@bgsu.edu</a></td>
<td>2-7443</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Camille Consolo</td>
<td>VP for Student Affairs</td>
<td>2008</td>
<td><a href="mailto:cconsolo@bgsu.edu">cconsolo@bgsu.edu</a></td>
<td>2-2147</td>
</tr>
<tr>
<td>Insurance Appeals</td>
<td>Judy Donald</td>
<td>Continuing &amp; Extended Ed.</td>
<td>2007</td>
<td><a href="mailto:judyd@bgsu.edu">judyd@bgsu.edu</a></td>
<td>2-7876</td>
</tr>
<tr>
<td>Library Advisory</td>
<td>Laura Emch</td>
<td>Student Financial Aid</td>
<td>2007</td>
<td><a href="mailto:lemch@bgsu.edu">lemch@bgsu.edu</a></td>
<td>2-2651</td>
</tr>
<tr>
<td>Parking</td>
<td>Laura Waggoner</td>
<td>Registration &amp; Records</td>
<td>2007</td>
<td><a href="mailto:lwaggon@bgsu.edu">lwaggon@bgsu.edu</a></td>
<td>2-7974</td>
</tr>
<tr>
<td>Student Union Advisory</td>
<td>Celestie</td>
<td>Career Center</td>
<td>2006</td>
<td><a href="mailto:celestir@bgsu.edu">celestir@bgsu.edu</a></td>
<td>2-2556</td>
</tr>
<tr>
<td>Other University Committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>University Planning Committee</td>
<td>Paul Lopez</td>
<td>WBGU</td>
<td>2007</td>
<td><a href="mailto:lopez@wbgu.bgsu.edu">lopez@wbgu.bgsu.edu</a></td>
<td>2-7027</td>
</tr>
</tbody>
</table>

Ad Hoc Committees

ASC ad hoc committees are created by the Executive Committee, which appoints members. These members need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee, through action of the Amendments Committee. For more detailed information about committees, refer to the Bylaws, Appendix A of the Administrative Staff Handbook.
Philosophy on handbooks

A. Written with specificity like a contract; or loosely written
B. opportunity for employer to lay down the law vs. employee to use as a shield – both extremes are wrong
C. he believes our philosophy should be to fully participate in the University mission, to use the richness of our human talents to further that mission, and to aim for fundamental fairness
D. in rewriting our handbook we should eliminate repetition, state simply, provide explanation of our focus – if anyone in the administration wants above all to preserve the status quo, nod politely and keep going because this is important

Section I.

- Purpose – what is it we want to achieve
- Procedure for amendment – there isn’t one now
- Who is covered by this handbook
- Responsibilities of Admin Staff: shall, shall, shall – reads like the bible – example: shall maintain physical and mental well being through a healthy lifestyle – the Code of Ethics covers all this and there could be a phrase stating we will abide by all rulings by the Board of Trustees

Section II.

This is a recitation of procedures that go out of date. The Ohio Ethics Law is problematic and changes – remove it. Take employees to where the red flags are. ASC has the opportunity to discuss policy changes here rather than to recite policies.

The issues of diversity, sexual harassment, equity, human dignity, etc. need to be woven into every thing we do. To breathe life into these policies there should be a system for dispute resolution (effective unlike the current set up), discussion groups, sensitivity training, support groups.

Section III.

Conciliation Non-Compensation – Joe explained the word ‘grievance’ was not allowed to be used. The policy has been in place for about five years and based upon the three times it has been used, it doesn’t work. The steps are not clear, there is no timeliness.

Trimboli said it is all procedure with no substance. He said you need to 1) state the facts; 2) how do the facts violate policy; 3) what harm has been caused; and 4) find a remedy.

Political Activity
We have a first amendment right to express our opinion. The bottom line is does the political activity impact your work. Religious activity is not addressed and is a similar
issue. Court rulings to date have states is it okay to display signs, or religious articles at your own work station; that there can be no impression given that the institution supports the individual's view; and it can not impede work.

Section IV.

No mention of ARP which will now be offered to classified staff with fewer than 5 years of service.
No mention of Health care benefits, one of the biggest benefits we have. It is just a referral to established policies.

Jury Duty should be call something broader because a person can be subpoenaed by agencies outside a court of law, such as the FBI. It should be stated that there will be no reprisals for compulsory duty. He will check on the payment for jury duty, believing that most courts have gone to lunch money and transportation reimbursement as opposed to per diem and that the employee should be able to take the payment.

Military Service -- He believes we should add a section on National Service, for activity like aiding hurricane victims. The University could set a number of days per year the employee could use for this.

Charter is more important than by laws and should be “A”.

Sexual Harassment
Procedures need to be revised:
1) inform the accused
2) tell complainant her/his rights
3) communicate decisions to all parties
4) instruct managers how to take facts and how to apply them
5) clarify the relationship between OED procedures and decisions and those of the manager – who has final say

Bottom Line for Handbook
ASC have a discussion about fundamentals – what do we want to accomplish. Once we have a philosophical statement we agree on and a direction we can appoint 4 or 5 small committees (one for each section) and come up with bullet points problems and solutions. Come to agreement and draft it. It is better to do this than to take a pencil and attempt to edit the document already in place. Whole sections need to be removed.
Agenda for ASC Exec Team
October 25, 2005
307 Bowen-Thompson Student Union

1) 3-Chairs’ Meeting - October 20

2) Governance and Organization of Higher Education Constituency Panel (Leek)
   October 20, 9:30 AM

3) Administrative Staff Spring Reception
   Wednesday, April 5, 2006: 2 – 4 PM, Otscamp 101A

4) Ombudsperson
   CSC Update
   Announcement

5) CSC Reward Policy

6) Other

Upcoming Dates

HR Meeting (Leek and Kendall) – October 27, 8:00 AM

Executive VP Monthly Meeting – October 31 (Leek and Kendall) 9:00 AM

ASC – November 3, 1:30 – 3:00

Constituent Caucus (Leek and Kendall) November 3, 3:00 PM – Suggested Q’s
Agenda for ASC Exec Team
November 8, 2005
307 Bowen-Thompson Student Union

1) November 3 meeting follow-up
   Attendance – 5 substitutes (Plus reports from Past-Chair and Treasurer)
   Amorous Relationship Policy
   Communications Survey Sent to EVP Ribeau

2) Minutes “standard procedure”

3) Suggested HR Meeting Agenda – November 10

4) December 1 Meeting Plans
   Meal - Time
   Social – Activity

5) President’s Panel Report (November 3)

6) Bb Update

7) Web – CMS

8) Firelands Meeting

9) Guest follow-up
   BOT – re-requested through Dobb
   Dalton - waiting for BOT
   UT - May
   Dobb to Executive – Requested through K. Foster

Important Dates

Administrative Staff Spring Reception
Wednesday, April 5, 2006: 2 – 4 PM, Olscamp 101A
Agenda for ASC Exec Team
November 22, 2005
307 Bowen-Thompson Student Union
12:00 Tentative Starting Time

1) December 1 Agenda
   1:00 Meal
   1:20 Trivia
   1:45 Meeting Begins – Report from Mayor

2) November 3 Minutes Draft

3) Past-Chair Report
   Officer Compensation – Handout Word Document - good to go
   Sick-Leave Bank

4) HR Meeting (November 10) Follow-up
   Handout Word Document – good to go

5) President’s Compensation Committee Report (November 22)
   Evaluation of President - Be sure to have written up
   by 

6) CUPA Review (November 18)
   Evaluation of President – have follow up
   discussions as necessary

7) 3-Chairs Meeting Report (November 18)
   Pat Kelly (12:30 PM) – HR Representative to speak about JAQ processes

8) Bb Update
   Student Working – Goal for December 1

9) Web Updates – Photos and Stories
   Fall Reception
   Rosa Parks
   Parade

10) Upcoming Guests – Calendar is complete – June is open
    Dobb to Executive – December 13
    BOT /Mike Marsh – May 4
    UT Professional Employee Group – Chris Gail – January 5
    Marsha Latta – Capital Campaign – March 2
    Bob Waddle – Capital Planning – February 2
    Dick Edwards – BGSU Retiree’s Association April

Important Dates:
Administrative Staff Spring Reception
Wednesday, April 5, 2006: 2 – 4 PM, Olscamp 101A
The document contains a paragraph with several sentences, but the text is not clearly legible. Here is a possible transcription:

"process
new vacant grade in house
reviewed position list grades
authoritative knowledge position
from 3-5 people each no one from division in which
position being re-tied is from is included
from general 1 month to a year

Attends periodic employee results of grading

- list is then selected - sure volunteer
not team created 1 year in 1/2 ago
- looks like as list - for all divisions
- all pay grades
- representative batch
- 1/2 people asked declined

Every couple of years new team same stay on

- training 1-2 week prior, responsibilities,
- training of grading
- looks to look at positions in relation to person
- how they are written - if two teams in house, different ideas
- set employees expectations
- committee consideration or grade rejected

more or less position can also have support across teams
- does this day to day
- market adjustment conduct like authorities M & E - still not always a SAQ v-real

Annual review cooperation plan. Says you'll have to have the
affixed SAQ within 2 years? All admin other positions or
positions

SAQ turnover time - meet need - 3 days 2-3 yrs."
1) Handbook Committee – Guest Dr. Linda Dobb

2) Review of December 1 Meeting/Minutes Draft 1

3) Past-Chair Report
   Officer Compensation Suggestions
   Meeting space for 05-06

4) Topics for 3-Chairs Meeting (December 16)
   Diane Regan serving on FS Committee on the Code of Ethics

5) Questions for Chris Gail – UT PSA

6) January 5 Agenda

Important Dates:

Administrative Staff Spring Reception
   Wednesday, April 5, 2006: 2 - 4 PM, Olscamp 101A
   Musicians for social “hour”

UT Professional Employee Group – Chris Gail – January 5
Bob Waddle – Capital Planning – February 2
Marsha Latta – Capital Campaign – March 2
Dick Edwards – BGSU Retiree’s Association – April 6
BOT /Mike Marsh – May 4
1. Omsbud report
2. ASC other issues
MCX
A chance to make a mark in facilities.

- Maintenance of sufficient hours to keep infrastructure functional.
- Discus will make the leap this year.
- Some of the candidates for a slate.
- State will forward their selections to the CCEC.
- State Senate now hijacked. 80/20.
- vincent's philosophy of education for common good of State.

- More of key positions are yet to be filled.
- A majority approach in selected by employees.
- Positions are approved in consultation by employees.
- To get the positions going.
- Not sure how people for positions.
- Institutional involvement in employees' tasks.

- Living together.
- Board of Regents.
- Put it top what we think is achievable.
- More's section lacking goals.
- Employee advocate's statement.
- Support prayer.
- Bill Knight and are "corruptable" institutions.
Agenda for ASC Exec Team
January 9, 2006
**BTSU 316**
11:45 a.m. – 1 p.m.

1. Ombud report

2. Sick Leave Bank

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**GOALS**

Compensation
- Full time - wage and equality

Reasonable wage: 
- Domestic partner benefits - won't address until Miami issue is dealt with by the Supreme Court: legislative
- Budget at state level: how we can help

Jill Jannine
- Retirement: non-retirees
- Policies: policies

Joe
- Supervision: told that it's always been in place
- Performance improvement plan: Joe 5
- Process out by police

N
- Federal Fair Labor Standards Act memo
  - Unpaid suspension

to B&T - every non-renewal is evidence of HR's inability to invest in employee to make them successful in their job
Agenda for ASC Exec Team
January 10, 2006
307 Bowen-Thompson Student Union
11:45 AM

1) Mercer Session Preparation
   (January 18 meeting date)

2) Ombudsperson
   Mediation Training – February 24, March 9, 10 – CPOB – All Day
   Who?
   Definition and Term
   Length of term - multiple years
   Staggered terms - unclear
   Female > from different UPSs

3) Equity and Diversity’s new Operating Procedures for processing complaints of
   harassment or discrimination. Meeting with general counsel?

4) Potential for a rewards and recognitions program for contract staff.
   Input from Trimboli to include Administrative Staff in
   Classified Staff’s program
   One-time bonus - comes out of your department budget


Important Dates:

Administrative Staff Spring Reception
   Wednesday, April 5, 2006: 2 – 4 PM, Olscamp 101A
   Musicians secured for social “hour”

Bob Waddle – Capital Planning – February 2
Marcia Sloan Latta – Capital Campaign – March 2
Dick Edwards – BGSU Retiree’s Association – April 6
BOT / Mike Marsh – May 4
Larry Weiss – June 1 – State Issues
To: Lona Leck
From: Robin Weirauch
CC:
Date: January 5, 2006
Re: Suggestions for contracts; to remedy previous objections

1. Although I am uncomfortable with the lack of an actual contract to sign in acceptance, I think a reasonable compromise would be to at least have an affirmative response be required for the contract to be considered accepted; the current lack of response or objections as acceptance is simply not prudent (e.g., people could be on vacation, or the mail could be delayed, etc.)

2. The new paragraph indicating that the "timeliness of payments made to you...could be affected by the frequency and amount of funds received from those funding sources..." is a departure from the wording in previous contracts, and is particularly objectionable when taken at face value. After consulting with Gail McRoberts who spoke about this same paragraph with others for clarification, I do not agree that the paragraph is actually explaining what has previously been included within the language of our contracts. No matter what the "intention" of the wording is, it reads that my salary could be delayed or discontinued at any time during the fiscal year if the university doesn't receive the funds that pay my salary on time. This could result from a paperwork error or omission that may be of my control. The previous agreements used the words "availability of funds." The Administrative Staff Handbook says, "In particular, continuation of employment is not guaranteed beyond the termination of grant or external funds." The new paragraph in the letter, to me says something very different from the wording in the handbook and is unnecessary, in my opinion.

3. In addition, the phrase about "the quality and quantity of work actually provided during the relevant pay period," reads to me that during any given month, someone (and it's not clear how this is determined) could decide that I didn't perform a sufficient amount or quality of work to be paid that month (note the wording "pay period" not "employment period"). Again, what the paragraph is intended to mean and what it actually says are two different things here. I suggest that this language simply be removed.

4. The previous contracts (the actual signed documents) indicated that there is a 12 month period of employment. I agree to work for 12 months, the university agrees to pay me for 12 months (but not guaranteed beyond termination of grant or external funds, for grant-funded positions). The letter states that the previous "agreement" has been modified by the terms of this letter and thus an actual period of employment is unreliable given the new paragraph discussed in #2 & #3 above.

5. The last paragraph is also problematic; it says that "this letter contains all of the terms and conditions that are attended to your reappointment," and further that "you have not relied upon any other written or verbal promise or understanding..." I believe this paragraph should make clear that the latest "Agreement" document (specified by date) AND this letter contains all of the terms and conditions that are attended to reappointment. The "Agreement" has been modified by the letter, and the letter does not contain all of the information in the "Agreement," thus they should both be referenced here, in my opinion. The most recent version of the "Agreement" should be specified by date or some other identifiable reference, because if we are not to have an actual new signed agreement each year, over time, it could become difficult to verify the most recent version of the signed agreement is in force.
Agenda for ASC Exec Team
January 24, 2006
307 Bowen-Thompson Student Union
11:45 AM

1) February 2 Agenda Review
2) Mercer Session (January 18) Review
3) Ombudsperson – Follow up from January 10 discussion and email dialogue
   Mediation Training – February 24, March 9, 10 – CPOB – All Day
4) Contract Renewal Letter - Review of meeting with Linda Gray
5) HR Meeting Report and Review – January 24
6) Potential for a rewards and recognitions program for contract staff.
7) Equity and Diversity’s new Operating Procedures for processing complaints of
   harassment or discrimination. Do we want to schedule a meeting with general
   counsel?
8) BGSU Human Relations Commission has requested our participation in a late
   semester discussion forum of some sort. Do we want to participate as an
   organization?
9) Dance Marathon - Staff Involvement Opportunities
10) UT PSA Meeting Report – January 10
11) 3- Chairs Report – January 20
12) Other?

Important Dates:
Administrative Staff Spring Reception – Wed. April 5, 2006, 2 – 4 PM, Olscamp 101A
Bob Waddle – Capital Planning – February 2 – 9 Questions Forwarded
Marcia Sloan Latta – Capital Campaign – March 2
Dick Edwards – BGSU Retiree’s Association – April 6
BOT /Mike Marsh – May 4
Larry Weiss – June 1 – State Issues
Administrative Staff Council Agenda
March 2, 2006, 1:30 – 3:00 PM
207 Bowen-Thompson Student Union

1. Call to Order

2. Introduction of Substitutes

3. Guest – Marcia Sloan-Latta – Director of Development

4. Guest – BGSU Dance Marathon

5. Approval of February Minutes

6. Committee Reports
   a. Personnel Welfare/Salary Presentation – Crooks/Kendal

Please submit written report, electronically, to ASC Secretary by Friday, March 3
   b. Awards & Special Recognitions – Cassidy
   c. External Affairs – Lee
   d. Finance - Ault
   e. Internal Affairs – Fleshman
   f. Amendments
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison/Past-Chair/Ombuds - Luthman
   j. Classified Staff Council Liaison – Hagemann
   k. Other Campus Work Groups and Standing Committees

l. Chair
   m. Chair-Elect
   n. Secretary

9. Old Business

10. New Business
    Reward Policy

11. Good of the Order

12. Adjournment

ASC Spring Reception, Wednesday, April 5, 2006 – 2 – 4 PM, 101A Olscamp
Key Note Speaker: Dr. Gene Poor - Good Enough - A Question of Quality
BGSU 2005 Master Teach and Hamilton Endowed Professor of Entrepreneurship.
1. Compensation Presentation Planning and Critiquing

   President's Compensation Panel Meeting - April 12, Chart Room, 9:00 AM
   Lona, Dave, Steve scheduled to present

2. Elections

3. April 6 Meeting Review

4. Other
1. Compensation Presentation Review – April 12

2. Election process updates

3. May Agenda

   Committee Reports Due

   Mike Marsh Guest – 8 questions have been sent to Mr. Marsh. They will also be sent to all reps in advance of the meeting. No editing of the questions has taken place.

4. Guest – Kevin Stevens – Veteran’s Affairs Committee Proposal – Time pending his exact arrival to the meeting.

5. HR Meeting Review – April 24

6. CSC Meeting Review – April 19

7. Other
1. May Minutes

2. Election Updates – Executive Committee

3. June ASC Meeting Agenda
   New Members
   Committees
   Larry Weiss

4. HR Meeting Review – May 8
   HR Insurance Spreadsheet Review

5. Other
   Office Use – Photos
   Handbook Committee

Important Dates:
   Fall Reception
   Spring Reception