

2004

## Goals 1994-2004

Bowling Green State University. Administrative Staff Council

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#### *Notes*

1. Pencil

## ASC Goals 1994-95

- Participate in the Mercer Group's job analysis and compensation study for administrative staff.
- Seek ways to ensure consistent application of policies relating to the welfare of administrative staff across vice presidential and presidential lines, including annual performance evaluations, merit evaluations, salary adjustments, etc. Continue active participation in development of standard performance evaluation procedure for all administrative staff.
- Continue participation in planning for a university-based day care center; pursue establishment of an advisory committee to assure quality programming and access for all university constituent groups. Pursue Firelands needs for day care. Examine dependent/elder care (long range).
- Pursue implementation of a clear policy and procedure for addressing wage issues: market adjustments, promotion, equity adjustments, gender inequities, etc.. Distribute the approved procedures to all staff.
- Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position or higher statewide. Review and make recommendations on future distribution of salary pool with particular attention to how the merit and across-the-board percentages are split.
- Address issues related to increased workloads, e.g., development of interim/acting appointment pay scales and the possibility of alternative means of compensation/recognition.
- Work with Personnel on the issue of Administrative Staff fringe benefits with a view to equalizing some benefits among employee groups e.g., examine consistency of policy with regard to maternity leave, unpaid leave, family leave, benefits for couples when both are employed by the university.
- Establish procedures within ASC for handling policy proposals within an appropriate time frame including those which require Administrative Council action; establish a mechanism for follow-up including determination when to drop a proposal.
- Expand communication links among administrative staff; explore potential for e-mail, interest groups, networks for staff members of similar expertise or interest; find ways by which administrative staff can help one another in the workplace; examine ways to improve representative/constituent contact including the way Council elections are held.
- Seek to establish professional development funds to allow for staff participation in professional development opportunities.
- Examine staff development leave potential and develop recommendations/ criteria for paid professional leave for administrative staff.
- Continue to raise funds to meet the goal of \$35,000 or more for the scholarship corpus.
- Participate in presidential search process on behalf of administrative staff.

Approved ASC Executive Committee 9/27/94

## **ADMINISTRATIVE STAFF COUNCIL 1995-96 GOALS**

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

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

**1. TO CONTINUE TO BE AN ADVOCATE FOR ADMINISTRATIVE STAFF CONCERNING THE POSITION ANALYSIS AND COMPENSATION STUDY**

- Provide support for administrative staff concerning the position analysis and compensation study.
- Pursue the articulation and implementation of a clearly defined policies/procedures for dealing with wage related issues such as market adjustments, promotions, equity adjustments, and gender inequities.
- Address the issues related to increased workloads. Such issues include but are not limited to the development of interim/acting appointment pay scales, and the feasibility of using alternate means of compensation or recognition.

**2. TO PARTICIPATE IN THE DEVELOPMENT OF A PERFORMANCE EVALUATION PROCEDURE WHICH WILL PROVIDE AN EQUITABLE ASSESSMENT OF PERFORMANCE FOR ALL ADMINISTRATIVE STAFF MEMBERS**

- Develop both merit and across the board salary guidelines and procedures.
- Advocate for professional development programs designed for supervisors of administrative staff members, these programs should deal with the many personnel issues related to evaluation of job performance.

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

- Increase the corpus of the Administrative Staff Scholarship to \$40,000.

- Continue to offer the administrative staff mentoring program, Bowling Green EFFECT, for new students entering the University.

- Develop student co-op program where students work with administrative staff on a for credit basis.

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

- Seek to reestablish the University Health insurance committee with representation from all constituent groups on campus.

- Participate in and promote the development of Wellness programs for all university employees.

- Seek to establish a BGSU Health Consumers group to study and advise in the development of health products.

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

- Seek to establish a paid leave of absence policy for administrative staff.

- Seek to re establish an ASC professional development fund. The goal for this fund is a total of \$10,000.

- Continue to participate in the Professional Development Institute.

- Continue to collaborate with existing programs and offices that develop and offer professional development programs for university employees.

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

**7. CONTINUE TO DEVELOP AND IMPROVE COMMUNICATIONS AND PUBLIC RELATIONS AMONG ADMINISTRATIVE STAFF**

- Continue the development of network capabilities.

- Develop a public relations brochure for Administrative Staff Council.

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

**8. CONTINUE TO COLLABORATE WITH BOTH THE FACULTY SENATE AND CLASSIFIED STAFF COUNCIL ON ISSUES OF COMMON CONCERN**

- The establishment of a day care policy committee.
- Personnel Welfare Committee chairs from each constituent group will meet regularly regarding the benefit issues.
- Advocate the implementation of an early retirement program for administrative and classified staff. Advocate the continuation of the early retirement program for faculty.
- Collaborate with faculty Senate and Classified Staff Council in the development of the University community's strategic planning process.

## **ADMINISTRATIVE STAFF COUNCIL 1996-97 GOALS**

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

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

**1. TO CONTINUE TO BE AN ADVOCATE FOR ADMINISTRATIVE STAFF CONCERNING THE POSITION ANALYSIS AND COMPENSATION STUDY.**

- Provide support for administrative staff concerning the position analysis and compensation study.
- Pursue the articulation and implementation of clearly defined policies/ procedures for dealing with wage related issues such as market adjustments, promotions, equity adjustments, gender inequities, and moving through the salary levels associated with the Salary Compensation Plan.
- Address issues related to increased workloads. Such issues include the feasibility of using alternate means of compensation or recognition.

**2. TO CONTINUE TO PARTICIPATE IN THE DEVELOPMENT OF A PERFORMANCE EVALUATION PROCEDURE WHICH PROVIDES AN EQUITABLE ASSESSMENT OF PERFORMANCE FOR ALL ADMINISTRATIVE STAFF MEMBERS.**

- Continue to develop both merit and across the board salary guidelines and procedures.
- Advocate for professional development programs designed for supervisors of administrative staff members. These programs should deal with the many personnel issues related to evaluation of job performance.

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

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

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

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

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

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



6. **SECURE AN OVERALL SALARY AND BENEFITS PACKAGE THAT RANKS BGSU'S ADMINISTRATIVE STAFF IN THE FOURTH POSITION AMONG PUBLIC UNIVERSITIES IN THE STATE OF OHIO.**
7. **CONTINUE TO DEVELOP AND IMPROVE COMMUNICATIONS AND PUBLIC RELATIONS AMONG ADMINISTRATIVE STAFF.**
  - Continue the development of network capabilities.
  - Improve communication with administrative staff members who do not have connections to electronic mail.
  - Develop a public relations brochure for newly hired Administrative Staff.
  - Continue to distribute e-mail updates to administrative staff.
  - Development of a list serve to send minutes from Administrative Staff Council meetings to all administrative staff members with e-mail capabilities.
8. **CONTINUE TO COLLABORATE WITH BOTH THE FACULTY SENATE AND CLASSIFIED STAFF COUNCIL ON ISSUES OF COMMON CONCERN.**
  - Continue to have representation on the day care policy committee.
  - Personnel Welfare Committee chairs from each constituent group will meet regularly regarding the benefit issues.
  - Advocate the implementation of an early retirement program for administrative and classified staff.
  - Collaborate with faculty Senate and Classified Staff Council in the development of the University community's strategic planning process.
9. **CREATE A HOME PAGE FOR ADMINISTRATIVE STAFF COUNCIL THAT WOULD ENABLE US TO COMMUNICATE WITH GROUPS SIMILAR TO ADMINISTRATIVE STAFF COUNCIL ON OTHER CAMPUSES.**

9-1-98

**Feedback on Proposed 1998-99 ASC Goals  
By Former ASC Chairs and  
ASC Executive Committee**

- Implement a Performance-based Merit System.

Need more time to develop system.

Need different process than the performance evaluation process.

We need to define merit for the BOT, layout steps and parameters of the discussion.

If objectives are met for year, that should be meritorious performance.

Definitions need to be simple and concise.

Take 10 positions & describe meritorious performance in performance evaluations.

- Fine-Tune the Performance Appraisal Process.

*Revise*

"Pitch" the Performance Appraisal Process.

Need new <sup>SYSTEM</sup> forms.

Establish timetable on status of evaluation process and share with staff.

Staff need to know on 7/1/98 what they will need to do to earn merit on 6/30/99.

Check out handbook wrt review process.

Need conversations with central administration to get them on board with process.

- Develop a Placement and Progression Compensation Plan for Administrative Staff.

BOT needs to be educated.

Fairness issue—what values are we promoting? Do we value experience? Loyalty?

Hires after Jan. are penalized financially with prorated increases. July hires are not.

- Develop Training and Professional Development Opportunities.

Succession planning is needed.

Do we value people who do their job well?

- Work to Improve Institutional Culture.

BOT should not announce % increase of pool, rather a \$ amount for merit increases.

Taking merit pool money for equity adjustments is discriminatory. Should be 2 separate pools of money.

Hiring practices across campus remain inconsistent.

Some hire without searches, others cannot.

Administrative staff not rewarded for performing new duties. Classified assume duties, then get re-classified.

Employees do not feel valued.

- Improve Communication among Administrative staff members.

Final reports of committees need to be shared, e.g. Building Community.

Academic advising.

Exit interviews with people who leave BGSU – need to know why they leave?

- Continue Raising Funds for the Administrative Staff Scholarship Fund.
- Continue and Enhance Collaborative Enrollment and Retention Initiatives.

Need overall umbrella for retention efforts.

Must be a University-wide initiative.

Administrative staff members not being utilized in latest initiatives (Student Success Committee headed up by Lee Meserve and faculty members)

Need to examine best retention practices on this campus and at others.

- Work to Keep Constituents Informed and Supportive of Legislative Issues.
- Develop Policies on Administrative Staff Teaching Compensation.

Part-time, credentialed, faculty members should get same pay. This is a grievable issue.

#### **Other items/concerns--**

- Collective Bargaining Educational Forum — tabled by ASC Executive Committee. Item will be taken to Constituent Group Caucus for their consideration.
- Administrative Staff Handbook Review and Revision – postponed to 1999-2000.
- Process of moving suggestions through central administration, then on to BOT for action. When items are amended by administration or BOT, items should be tabled by ASC leadership at or prior to the BOT mtg and brought back to ASC Exec + ASC membership for reworking/re-vote.
- Liaison with President's Office and/or Provost's Office
- Equal representative time needed with President (Faculty Senate meets 1x month with President, every 2 weeks with Provost)

## Goals for ASC 1999-2000

9/2/99

### 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.

### 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.

### 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. *Before #2 done*

### 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.

### 5. Incentive Program (Salary)

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

### 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.

### 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 EGSU 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.

### 8. ASC Web/Listproc Presence (Internal Affairs)

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

### 9. Scholarship Endowment Goal (Scholarship)

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

## **PROPOSED ASC Goals 2000 - 2001**

- Raise the corpus of the Administrative Staff Scholarship endowment.
- Assist Human Resources (HR) in gathering data to facilitate the implementation of the 3<sup>rd</sup> year of the President's Compensation Plan.
- Present the draft of the Performance Evaluation Revision to ASC mid Fall, 2000 and have it ready for implementation for the 2001-2002 evaluation cycle.
- Begin Public Relations work to promote a Wellness Program. Prepare for and build a mandate for a survey by the upper administration about a wellness program for faculty and staff.
- Work closely with Human Resources (HR) to revise the Non-Compensation Conciliation Process.
- Initiate a discussion with the administration concerning the imposition of salary caps.
- Continue to offer Administrative Staff professional development opportunity support and plan and implement the "Invest in Yourself" development opportunity for the university community.
- Explore the possibility of catastrophic sick leave pool through Constituent Group Caucus.
- Pursue creation of a policy for equitable teaching compensation for Administrative Staff.
- Review and revise the bylaws and committee charges as necessary.

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# Bowling Green State University

## Administrative Staff Council

215 East Hall  
Bowling Green, OH 43403  
(419) 372-7885



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Dr. John M. Clark  
Chair, ASC

### Proposed 2001-2002 Goals for Administrative Staff Council

1. With Human Resources, draft a consistent, equitable, and market-conscious long-term plan for administrative staff compensation at BGSU
2. Bring to implementation an improved policy for Administrative Staff Teaching Compensation (our 5<sup>th</sup> consecutive year of working toward this objective)
3. Revise the administrative staff non-compensation conciliation process
4. Continue and improve efforts toward administrative staff professional development
5. Continue the growth of the administrative staff scholarship fund and administrative staff support of the University Family Campaign
6. Promote a University Wellness program or initiative
7. Finalize revisions of Appendix G, Administrative Staff Handbook
8. Promote reasonable and healthy working conditions for administrative staff employees at BGSU, including but not limited to appropriate hours in typical workweeks, appropriate physical and mental demands, and appropriate performance expectations
9. Promote improved communication among all University constituencies

May 29, 2001

## ASC Goals 2002-03

### DRAFT

1. Continue working with Human Resources and Administration in developing an approved compensation plan for real compensation growth. Both short and long term plans to reach agreed goals need to be established. Our compensation plan must be consistent, equitable, and market-conscious. Our plan must include rewarding the highest possible quality administrative employees.
2. Develop and implement all policies and procedures needed for the "Policy on Violence".
3. Finalize the administrative staff non-compensation conciliation process.
4. Working with Human Resources, develop and implement a comprehensive mentoring program for new administrative staff members.
5. Review, recommend, and implement measures for streamlining and improving our communications with administrative staff members. —

NOTE for Exec members: Items in this can include: The work done by internal affairs vs. the New Employee Orientation info, a good means for getting new employees on the ASC listproc, adding to the My BGSU Organization web site the list of asc members and their constituents, enhancing orientation contents and provide mentoring for new ASC members to assure they understand the importance and procedures of all aspects of ASC. This includes, but not limited to, items such as attendance, communication with his/her constituent group, and active involvement on committees.

6. Review of Appendix G dealing with Board of Trustee policies and other University policies. If deemed appropriate, make recommendations for change.
7. Continue working with administration on the wording of the medical release waiver statement all employees are required to sign during the University's Open Enrollment for health care. Assure that this release statement not only permits medical processing, but also protects the employee's privacy.
8. In these times of budget and staffing exigency, promote reasonable and healthy working conditions for administrative staff employees to BGSU including appropriate hours in typical workweeks, appropriate physical and mental demands, and appropriate performance expectations.
9. Establish consistent communication and reporting links with administrative members who are on University Standing committees.

*Get language for health care release form signed*

10. Per recommendations from our Elections committee, review, create recommendations, and implement by law and/or procedural changes for various ASC elections.
11. Creation of procedure manual for various ASC committee and leadership activities.



## **Administrative Staff Council Goals 2003-2004**

1. Continue working with Human Resources and Administration in developing an approved compensation plan for real compensation growth. Both short and long term plans to reach agreed goals need to be established. Our compensation plan must be consistent, equitable, and market-conscious. Our plan must include rewarding the achievements in excellence by administrative staff employees.
2. In these times of budget and staffing constraints, promote reasonable and healthy working conditions for administrative staff employees, including more options to improve mental and physical health.
3. Review, recommend and implement measures for streamlining and improving our communications with administrative staff members. Establish consistent communication and reporting links with administrative members who are on University Standing committees.
4. Review Appendix G dealing with Administrative Staff compensation. If deemed appropriate, make recommendation for change.
5. Review recommend, implement and document procedures for all ASC committees. This should include recommendations made from current ASC committee members to new members of the same committee for the next year.