1995

Minutes 1994-1995

Bowling Green State University - Administrative Staff Council

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Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Damaged Paper
Administrative Staff Council
Agenda

September 1, 1994
1:30 p.m.

1. Call to Order

2. Approval of Minutes

3. Reports
   Amendments
   Internal Affairs
   External Affairs

4. New Business - Small group brainstorming of 1994-95 issues and goals

5. Good of the Order

Please Note: The issues and concerns attached will be the basis for our brainstorming session. We will consider these issues as high priority, low priority or no priority in order to develop our goals for the year. This list has been developed based on last year’s goals and input from administrative staff this summer.

Also attached is an executive summary about the hiring of the Mercer Group to conduct job analysis and compensation for your information. Hopefully, we will have more information on this by the October meeting.
ADMINISTRATIVE STAFF COUNCIL MINUTES
September 1, 1994

Members Present Kathy Arrowsmith, Ann Betts, Bryan Benner, Robert Carlisle, Cindy Colvin, Dave Crooks, Pat Green, Sharon Hanna, Lona Hess, Susan Hughes, Greg Jordan, Pat Kania, Barb Keeley, Pat Koehler, Marcia Sloan Latta, Joe Luthman, Gail McRoberts, Amy O'Donnell, Ed O'Donnell, Judy Pascalis, Jacqueline Daley-Perrin, Diane Regan, David A. Stanford, Gary Swegan, Denise Van de Walle, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent Kurt Thomas for Brad Browning, Cathy Swick for Lauren Mangili, Steve Barr, Marilyn Braatz, Judy Donald, Jeffrey Grilliot, Judy Hartley, Rich Hughes, Ken Kavanagh, Barry Piersol, Tonia Stewart, Jack Taylor, Sabrina White

Who Sent Deb Knigga for Penny Nemitz, Teresa McLove for Deb Wells

Substitutes

Members Absent

Guest John C. Moore

The meeting was called to order at 1:35 p.m. by chair, Pat Green.

Approval of Minutes

Teresa McLove moved, Bryan Benner seconded, and the June 2nd minutes were approved as distributed.

Chair's Report

The November 3rd meeting will start with lunch at 12:15 in Founders Courtyard. The actual meeting will also be there.

Today's meeting was in a little different format. After basic business we broke into small groups to develop the ASC annual goals.

A compilation of each small groups goal list will be done for the next meeting.

Chair-Elect Report

We still need volunteers to help with the September 24th Open House. Call Bryan Benner, 372-7642.
Guest Speakers

John Moore made two announcements. The Professional Development Training is up coming. The Mercer Group, a job analysis and compensation study group, will start soon.

Secretary's Report

Barb Keeley proposed and Diane Regan seconded that the internal and external affairs committees be made permanent committees. The amendment passed unanimously.

Committee Reports

Ad Hoc External Affairs

Dave Stanford summarized the projects his committee has been involved in.

Ad Hoc Internal Affairs

Amy O'Donnell discussed the proposals her committee has to increase the effectiveness of the ASC. The pre-council lunches and orienting new council members were discussed.

Others

Marcia Latta encouraged everyone to help promote the September 24th Open House. She has brochures highlighting the days events which can be used.

Meeting adjourned at 3:15 p.m.

The next meeting is October 6th in the Alumni Room. Come for lunch at 12:15-1:15. If you can't make lunch, the meeting starts at 1:30 p.m.

Respectfully Submitted,

[Signature]

Barb Keeley
ASC Executive Committee Agenda
Tuesday, September 13, 1994

1. Winter Reception

2. Updates:
   Mercer Child Care
   University Open House
   Professional Development Institute Personnel Issues
   Presidential Search
   ASC Minutes Distribution

3. Request to speak at Trustees meeting

3. Development of Goals
September 16, 1994

Memorandum

To: ASC Executive Committee

From: Pat Green

We have changed our meeting location for most of the meetings this year. Ed O’Donnell has been kind enough to reserve Club 57 in Founders for us. We should have more room over there. The revised schedule is as follows:

1994
- September 27, noon-1:00 p.m., Club 57
- October 11, noon-1:00 p.m., Club 57
- October 25, noon-1:00 p.m., Club 57
- November 8 & 22, noon-1:00 p.m., Club 57
- December 13, noon-1:00 p.m., Club 57
- December 27, noon-1:00 p.m., University Union Canal Room

1995
- January 10 & 24, noon-1:00 p.m., Club 57
- February 14 & 28, noon-1:00 p.m., Club 57
- March 14 & 28, noon-1:00 p.m., Club 57
- April 11, noon-1:00 p.m., Club 57
- April 25, noon-1:00 p.m., TBA
- May 9 & 23, noon-1:00 p.m., TBA
- June, TBA

Marshall Rose will be at our next meeting so be prepared to talk about the presidential search process. Also we will hopefully finalize our goal! See you on the 27.

PG:aaf
Memorandum

To: Suzanne Crawford, Dean
Continuing Education

From: Pat Green, Chair
Administrative Staff Council

On behalf of the Administrative Staff Council Executive Committee, I want to thank you for your efforts in the development of a day care center for the University. We are hopeful that the funding will come through from the state, and that an addition to the WSOS facility will become a reality.

The Executive Committee also recommends the formation of an advisory committee representative of all constituents to assure quality programming and access for all university groups. This could be an ongoing group similar to the health care task force.

If we can help in any way as the day care issue moves forward, please let me know. Thank you again.

PG:aaf

cc: ASC Executive Committee
MEMORANDUM

TO: Administrative Staff
FROM: Paul J. Olscamp
DATE: September 23, 1994

Bowling Green State University is planning to implement a job analysis and compensation program for the administrative/professional staff. The University has requested and received a proposal from William M. Mercer, Inc., Columbus, Ohio to assist in the design and implementation of the job analysis and compensation program for the administrative staff. Presently, the University has no formal process in place for analyzing and evaluating administrative/professional staff positions.

The program will include the following items as part of the project:

- Development of job specific information on all the approximately 450 administrative job titles within the University.
- Development of job descriptions tailored to meet the University's needs as well as complying with appropriate laws (EEO, ADA, etc.).
- Determination of appropriateness of job titles and making changes as necessary.
- Development of a customized point factor methodology to measure the value of each administrative/professional staff position on an objective basis.
- Compilation of market salary data and development of a compensation structure tailored to Bowling Green State University's unique needs and circumstances.
- Development of analysis to determine necessary individual compensation costs and job title adjustment.
- Preparation of a final report outlining study methodology to include documentation and recommendations arising from this project.

We will start in September with a projected completion date of June, 1995. Your cooperation and assistance is greatly appreciated.
1. Participate in the Mercer Group's job analysis and compensation study for administrative staff.

2. 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.

3. 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).

4. 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.

5. 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.

6. Address issues related to increased workloads, e.g., development of interim/acting appointment pay scales and the possibility of alternative means of compensation/recognition.

7. 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.

8. 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.

9. 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.

10. Seek to establish professional development funds to allow for staff participation in professional development opportunities.

11. Examine staff development leave potential and develop recommendations/criteria for paid professional leave for administrative staff.

12. Continue to raise funds to meet the goal of $35,000 or more for the scholarship corpus.
September 26, 1994

Memorandum

To: Dr. Les Barber, Executive Assistant to the President

From: Pat Green

On behalf of the Administrative Staff Council Executive Committee, I would like to request that the Board of Trustees allow the chairs of all constituent groups to report at the regular Board meetings. Since there are Constituent Reports on the agenda, it seems logical that all five groups represented should have an opportunity to briefly report with the members of the Board. This also would enhance the concept of shared governance.

From a personal perspective I found when I did my interviews last year for the Non-Academic Functions Committee, there was an attitude among staff in general that they were regarded as “second class citizens” and not acknowledged for their hard work. Unfortunately, small things like not speaking at Board meetings reinforces this kind of attitude. Reporting to the Board would send a positive statement to staff that they are recognized individually and as a group.

Thank you for your consideration.

PG:aaf

cc: ASC Executive Committee
ASC Executive Committee Agenda  
Tuesday, September 27, 1994

1. Presidential search - Marshall Rose

2. Goals

3. Agenda for next ASC meeting - conflict with Board Meeting

4. Updates
   - Scholarship campaign - Ken Frisch offer to speak to Council
   - Computer list/gopher
   - Mercer
   - Nov meeting - Pres coming/ also to lunch

5. CUPA study - Walt and Tim - 11 Wednesday - Barry not in town who can go

6. Other business
Dear Bowling Green State University Administrative Staff:

Bowling Green State University is committed to a fair and equitable job evaluation system as the basis for recognizing the relative value of jobs to the institution's operation. This commitment is particularly important as technological advancements and modern systems create new and different jobs and dramatically affect the ways in which we perform traditional ones.

Over the next several months, we will be conducting a detailed study of the job evaluation system for our Administrative/Professional staff. To assist us in this study, we have retained the services of William M. Mercer, Incorporated (Mercer), a leading human resource management consulting firm with a very strong background in higher education.

Your understanding of the University's efforts to maintain a fair and equitable job evaluation program is important; it is just as important for you to understand what will not result from the study. We would like to emphasize these points:

- Regardless of the outcomes of job evaluations, no one will receive a reduction in pay as a result of this study.
- Although some jobs may be re-evaluated, there is no guarantee that any employee will receive a pay increase as a result of the study.
- This study will investigate job content, not employee performance.
- This is not an efficiency study; consequently, we will not be reviewing staffing levels within departments and operating units.

The initial and most critical step of the study will be to document the content of each of the jobs to be included in the system. In order to obtain this detailed information, you will be requested to complete a survey instrument which will address all components of your job. This effort to obtain a fair and accurate representation of all jobs as they are actually being performed will be important to the ultimate success of the project. On Tuesday, October 11, two sessions will be held, one at 11:00 a.m. and one at 1:30 p.m. in 113 Paul J. Olscamp Hall, Mercer will conduct these communication sessions to answer questions and concerns, but more importantly, instructions will be given for the completion of a questionnaire. This questionnaire must be completed and returned to Personnel Services by all administrative staff in order to complete this task.

The job evaluation study is a significant undertaking for Bowling Green State University. We appreciate your cooperation and assistance in this important endeavor.

Sincerely,

BGSU Administrative Staff Job Analysis Committee

John C. Moore  Pat Patton
Bryan Benner  Walt Montenegro
Rob Cunningham  Duane Whitmire
Pat Green  Norma Stickler
Linda Hamilton  Teri Sharp
Barb Keller  Randy Sokoll
Shirley Colaner  Karen Woods
MEMORANDUM

TO: Deans, Chairs, Directors
FROM: C. Ellen Connally, Chair
       Presidential Search Committee
RE: Open Forum - Friday, October 14

On October 14, 1994, 11:00 a.m. - 12:30 p.m. and 1:00 - 2:30 p.m., the Presidential Search Committee will host an open forum in Olscamp Hall at which time it would be happy to receive any comments you wish to make regarding desirable characteristics of the next President of Bowling Green State University and/or directions the University should pursue during the course of the next decade. Your input is most important to the search committee in preparing a detailed presidential profile to be used in evaluating candidates. We encourage you to submit a written statement of your comments and make an oral presentation to the committee.

A copy of "General Information for Candidates, Nominators, and Nominees" is enclosed for your review.

Presentation times for the open forum are being allocated on a first come, first serve basis. Please contact Deb Magrum at 372-2214 for more details and to reserve a time.

dmm

enclosure
Administrative Staff Members

Ad Staff Council invites you to join your friends for lunch

Thursday, October 6
12:15-1:15
Alumni Room

No Agenda—Just Talk

Pick up a lunch in the Falcon’s Nest and take advantage of the coupon below.

New staff members are especially encouraged to attend!

Detach and Give to Cashier

THE FALCON’S NEST LOVES ADMINISTRATIVE STAFF
Enjoy 25% OFF any lunch items purchased between 12 noon-1 PM
October 6, 1994

Please print your name

Campus Address

Signature

THE FALCON’S NEST LOVES ADMINISTRATIVE STAFF
Administrative Staff Council
Agenda

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

1. Call to Order
2. Introduction of Substitutes
   (Possible Guest Speaker from Mercer)
3. Approval of Minutes
4. Chair's Report
5. Chair-Elect Report
6. Secretary's report
7. Committee Reports
   Bylaws
   External Affairs
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
8. New Business
9. Good of the Order
Job Analysis

The Mercer Group has been hired to conduct a job analysis of all administrative staff positions. The goal of the study is to establish consistent titles and pay ranges for administrative positions. Each position will be evaluated. This is a great opportunity to rectify the inequities in titles and pay. To guarantee success each administrative staff person must participate. Please let your constituents know it is extremely important to attend one of the meetings on October 11 and to take a great deal of time filling out the evaluation instrument. The steering committee representing the vice-presidents, president, ASC, Personnel Welfare and Personnel Services will be working closely with Mercer to insure the best possible outcome.

Child Care Facility

The Board of Trustees will vote tomorrow on a draft of a contract with WSOS to build a facility on University property as a family development/head start program. The lease calls for a separate agreement with the University to take care of child care needs for the faculty, staff and students. From what I understand this will be contingent on the University obtaining state funding. We should know more on the funding situation later in the semester.

Presidential Search Committee

Marshall Rose met with the Executive Committee and updated us on the search. A very general ad has been placed in The Chronicle. The committee is formulating a leadership statement which is a more detailed position description. We have already submitted a leadership statement on behalf of administrative staff. It is possible there may be some forums for constituent groups to talk further with the committee about the statement. The process has been very open; each time the committee meets I have been informed by memo of the date and place of the meeting.

Computer Communication

Fifty people are on the discussion list. We are beginning to get some discussion going and feedback on various issues. Please encourage your constituents to contact Deb Wells to sign up. Also we now have a folder on Gopher. So far the minutes of the last meeting and goals are on it. Soon the constituent network and handbook will be on it.

Open House

Congratulations to Marsha for a job very well done. Also thanks to Bryan for organizing administrative staff. Thanks to all staff members who volunteered for either an Information Booth or balloons.

CUPA

Bowling Green submitted our CUPA data last week. Thanks to Bob Waddle for filling in to help compile the information.

Personnel Issues

Bryan and I are meeting on a regular basis with John Moore to keep in touch and up to date on all the various issues. If anyone has a specific item of concern, we will be glad to take it to John and try to get it resolved.

Performance Evaluation

The committee has been asked to evaluate a draft of an evaluation form and get feedback to John so the next meeting can be set up. It is the intention of Personnel to have a standard form approved by January. ASC will have a chance to approve the form before it goes to Ad Council.

November Meeting

Will be in Founders. President Olscamp will join us for lunch at 12:15 and speak at the meeting. Please plan to be at lunch and encourage your constituents also.
• 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
ASC Goals 1994-95

- Participate in the Mercer Group's job analysis and compensation study for administrative staff. 
PWC

- 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. 
PWC

- 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). 
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- 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. 
PWC

- 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 is awarded i.e. dollar amount vs. percentage split. 
SALARY

- Address issues related to increased workloads, e.g., development of interim/acting appointment pay scales and the possibility of alternative means of compensation/recognition. 
PWC

- 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. 
PWC

- 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. 
INTERNAL AFFAIRS/EXEC

- 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. 
INTERNAL AFFAIRS

- Seek to establish professional development funds to allow for staff participation in professional development opportunities. 
PROFESSIONAL DEVELOPMENT

- Examine staff development leave potential and develop recommendations/criteria for paid professional leave for administrative staff. 
PROFESSIONAL DEVELOPMENT

- Continue to raise funds to meet the goal of $35,000 or more for the scholarship corpus. 
SCHOLARSHIP

- Participate in presidential search process on behalf of administrative staff. 
EXEC

Approved ASC Executive Committee 9/27/94
Approved Administrative Staff Council 10/6/94
ADMINISTRATIVE STAFF COUNCIL MINUTES
October 6, 1994

Members Present
Bryan Benner, Brad Browning, Cindy Colvin, Wayne Colvin, Dave Crooks, Jacque Daley-Perrin, Judy Donald, Pat Green, Sharon Hanna, Judy Hartley, Lona Hess, Greg Jordan, Patricia Kania, Ken Kavanagh, Barb Keeley, Patricia Koehler, Joseph Luthman, Lauren Mangili, Gail McRoberts, Amy O'Donnell, Diane Regan, Denise Van De Walle, Deb Wells, Sabrina White, Duane Whitmire, Jean Wright

Members Absent
Norma Stickler for Kathy Arrowsmith, Peggy Russell for Marilyn Braatz, Chris Taylor for Rich Hughes, Deb McLaughlin for Marcia Latta, Doreen Bateson for Ed O'Donnell, Beverly Stearns for Mary Beth Zachary

Guest Speaker
John Moore

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

Approval of Minutes
Dave Crooks moved, Lona Hess seconded, and the minutes were approved as distributed.

Guest Speaker
John Moore

The professional Development Institute is far along in the planning stages. Applications will be out soon.
Mercer Study- No one will lose salary and probably only a few will receive an increase as a result of the study. There will be an appeals committee that will be composed of administrative staff members. No change in title will be made until a job is vacant and posted. There are 26% of administrative staff that have the title of director! Everyone is encouraged to return their questionnaire. There is a three week turn around time and each employee must have their superior and their supervisor’s superior sign off on the questionnaire.

Chair Report
Pat Green turned over the meeting to Greg Jordan as she and Bryan Benner had to attend The Board of Trustee committee meeting.
Job Analysis

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November Meeting

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Presidential Search

ASC has submitted a leadership statement to the search committee.
Personnel Welfare

Duane Whipple - Policy changes that need hand book revisions are the top priority as any change must be submitted to Personnel by 01/20/95

Professional Development

Jeanne Wright - the professional Development Institute is an exciting collaborative effort between Eastern Michigan, University of Toledo, and BGSU. Ten BGSU administrative staff will be selected. Applications will be available at the end of October.

Scholarship

Judy Hartley gave the report for Susan Hughes who is chair of this committee. The development office will do the scholarship solicitation this year during November. A series will be run in the Monitor highlighting past scholarship recipients to help promote the campaign.

External Affairs

Dave Stanford's committee has been exploring possible projects.

Internal Affairs

Amy O'Donnell - the administrative staff luncheon today was well attended. All administrative staff personnel are encouraged to attend the November luncheon that will be held in Founders. Dr. Olscamp will attend.

New Business

Goals -(See attached) Jean Wright moved and Joe Luthman seconded that the goals be accepted as modified. The motion was approved unanimously.

Discussion took place about merit. A suggestion was made to recommend to the salary committee that merit remain changed until the performance evaluation process is in place. Dave Crooks asked to know why the Board of Trustees took the position on merit that they did.

Meeting adjourned at 2:45 p.m.

[Signed]

[Signature]
• Participate in the Mercer Group's job analysis and compensation study for administrative staff.

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• Participate in presidential search process on behalf of administrative staff.

Approved ASC Executive Committee 9/27/94
ASC Executive Committee Agenda
October 11, 1994

1. Goals to committee
2. Professional Development Institute letter
3. St. Vincent Tour
4. Employee Enrichment Day Representative
5. Presidential Search for Presentation Friday
6. Any other good stuff
October 13, 1994

Memorandum

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

This has been a very busy fall for administrative staff! A lot of exciting things are happening, and I wanted to update you on the following:

• Position Analysis Study

  The University has contracted with William M. Mercer, Inc. to conduct a title/compensation study of all administrative positions with the exception of the vice presidents. This is an essential study, and one that ASC endorsed last year. It is a great opportunity to accurately title positions and place administrative staff in appropriate salary ranges. This study should rectify market and gender inequities; establish guidelines for titles and salaries for new positions; create position descriptions for everyone; and establish policies and procedures for promotions and changes in duties. A steering committee of administrative staff members will be working with the Mercer Group at various points along the way to make sure the study meets the particular needs of staff at BGSU. I urge everyone to take the time to complete the survey as thoroughly as possible. This is a perfect chance to rectify many of our concerns about administrative staff positions. If you have any questions or concerns as the study proceeds, please contact me, another member of the steering committee or Personnel. The Personnel Welfare Committee of ASC will also be involved in monitoring the study. Duane Whitmire, chair of PWC, is on the steering committee.

• Child Care Facility

  The Board of Trustees approved a draft of a lease with WSOS Community Action Inc. to build a family development/head start facility on University land. A provision of the lease calls for a separate agreement with WSOS to pursue joint development of a child care facility/program for University faculty, staff and students. The development of the child care facility is contingent on the University receiving some state funding for this purpose. The outcome of the funding situation should be known later in the semester. If funds are available, an addition will be constructed on the WSOS facility for University child care. The Board of Trustees is committed to negotiating a child care agreement for BGSU that best serves the interests of students, faculty and staff.

• Health Care Update

  Following is the breakdown of administrative staff in each of the health care plans as of September 20, 1994: 120 in Plan 1; 8 in Plan 2; 13 in Plan 3; and 258 in the PPO. We have been invited to spend an afternoon at St. Vincent’s Medical Center for lunch and an overview of their programs and services. Five administrative staff can attend. If you are interested, let me know right away. No date has been set, but it is expected to be in October.

• Professional Development Institute

  The University, The University of Toledo, and Eastern Michigan University are in the process of formalizing a Professional Development Institute "to enhance skills in our professional staff that
PROFESSIONAL DEVELOPMENT INSTITUTE PROGRAM
Deadline is fast approaching....apply today!

MISSION: To develop skills in our professional staff that will enable our respected universities to fill future senior management positions from within, with special emphasis on women and minorities.”

FORMATION OF INSTITUTE: The first formal meeting with Eastern Michigan University, University of Toledo and Bowling Green University took place at the University of Toledo on April 22nd. Present at the meeting were the Affirmative Action Officer, Continuing Education Officer, Personnel Officer and the Training Managers of each University. A mission statement, scope of program and goals were developed.

GOALS OF INSTITUTE:
■ To prepare staff for increase management responsibilities.
■ To prepare staff to think system wide.
■ To prepare individuals for change within higher education systems & external environment.
■ To increase the numbers of minorities and women to be considered for upper management positions.
■ To prepare staff to handle current position with more comfort and confidence.

STRUCTURE: Institute run by the "steering committee" who developed the program. Each of the three universities has a screening committee who will select ten participants from applications received. The "class" will be made up of thirty individuals, ten selected from each institution. The class will meet on a quarterly basis, rotating among the three campuses. Class meetings will consist of three days of concentrated learning activities including evening sessions and assignments. In addition, on-campus activities will be assigned as an extension of these sessions for campus teams to address a problem/project.

University of Toledo location: July of 1995 & 1996.
Bowling Green State University location: November of 1995 & 1996.

* Note: The institution will cover the cost of the formal training, travel, lodging, & food according to the BGSU reimbursement policies (Friday evening meals at own expense). Any personal expenses incurred (e.g. child care expenses) will not be considered reimbursable.

■ CURRICULUM COMPONENTS include:
  Academic Governance
  Finance and Budgeting
  Strategic Planning
  Self Management
  Career Planning
  Negotiating Skills
  Public Speaking Skills
  Problem Solving
  Team Building
  Management Skills

APPLICATIONS AND TIMELINES
Applications and supporting documentation for the PDI will be due by December 2, 1994. Applications, reviews and interviews on each campus are to be completed with the selection of participants by January 6, 1995. If you have not received an application (forms were distributed October 24th), contact the Personnel Office at 372-8421.
Don't miss this opportunity to apply!

"The Professional Development Institute follows some of the guidelines set forth in the Final Report of the Non-Academic Functions Committee, such as:

1. Increase collaboration with other institutions. One of the recommendations is "A mechanism for information and training should be established with other universities and colleges".  
2. Professional Development. Another recommendation of the committee, "The Personnel Office should be supported in its efforts to develop career paths and development opportunities for staff and to make it easier for staff members to apply for internal positions. Opportunities such as Higher Education institute, currently being planned should be institutionalized."

The collaboration of the three universities is a good idea, but more importantly, the Professional Development Institute which will allow employees to perform better in their current positions or to prepare them for a position they can realistically aspire to in the future, is one which I endorse."

Paul J. Olscamp,  
President

"There has been a long-standing need for professional development opportunities for the University's Administrative staff, and I am delighted that plans for the cooperative institute are now firm. I encourage administrative staff members to apply for the institute."

Eloise E. Clark  
Vice President for Academic Affairs

"I have been a strong supporter of Professional Development for employees for many years. I am a firm believer that the only way to compete in today's rapidly moving technologies is through continuing professional education. I believe we have developed an opportunity for our employees which is unparalleled at B.G.S.U. This joint cooperative effort between Eastern Michigan University and Bowling Green State University will provide an excellent opportunity for administrative staff members in their professional growth. I highly encourage everyone who has an interest in enhancing their personal skills and improving their employability to take advantage of this opportunity. Just a little time through a self nomination may pay off many times over in your future. Do not let this opportunity pass you by!"

Robert L. Martin, CPE  
Vice President of Operations

"I encourage all staff to explore the possibilities to participate in this program. The opportunity to improve professional and personal skills is invaluable and will not only benefit the individual, but will certainly benefit the students whom we serve."

Ed Whipple,  
Vice President for Student Affairs

For more information, contact John C. Moore, Executive Director of Personnel Services at 372-2259 or Jeanne Wright at 372-8302.
Administrative Staff Council
Agenda

1:30 p.m.
November 3, 1994
Founder's Courtyard

1. Call to Order
2. Introduction of Substitutes
3. Guest Speaker: Paul J. Olscamp
4. Approval of Minutes
5. Chair's Report
6. Chair-Elect's Report
7. Secretary's Report
8. Old Business
9. New Business
10. Good of the Order
11. Adjourn
Dept labor - paid to do it - example &
summarization instrument
express hope cooperate - left my
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no intention of airline change
season - no loss or no changin
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P. anguth plans - NAT -

1. Fire
   - Parking
   - Admissions
   - Business
   - Custodial affairs

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place - right and run a lot different
places - fly a

alg 7 under same u.p.

financial aid to ad bldg - make
sessions -
his halls failure - lack of coherent input
in custodial services -
1. Presidential Search Committee

On October 14, I made a presentation before the Presidential Search Committee on behalf of the administrative staff. The following qualities were emphasized:

- Experience in higher education with evidence of an understanding of the wide range of issues that face faculty, staff and students and a demonstrated understanding of the issues specific to a public institution. We also feel very strongly that the next president should have an earned Ph.D.

- Strong commitment to shared governance by actively seeking the participation of all constituent groups in decision making.

- Understanding of the implications of the technological explosion and a commitment to make the changes necessary to assure that the entire university community has the technology necessary to carry out the instructional mission.

- Willingness to work with staff in support of professional development opportunities. Employment in an institution of higher education necessitates that learning should be an ongoing process.

- Commitment to develop and implement university training opportunities identified in the non-academic functions report.

- Leadership in developing a strategic plan involving all constituents to reexamine and focus the mission of the University to BGServesU.

These qualities were compiled from the input of administrative staff this past summer. I appreciate the open process of the search and the inclusion of constituent groups to participate in the process.

2. Standard Performance Evaluation

The committee met on October 25 to consider a proposed evaluation instrument. The ASC Executive Committee and other members of administrative staff had the opportunity to review the instrument and felt it did not meet the varied needs of staff. It was suggested at the meeting to contact the Mercer Group to see if they have any samples we can evaluate. The Mercer Group has been contacted by Personnel and is forwarding a performance evaluation form for the committee to look at. It has also been suggested by members of administrative staff that focus groups of staff members have the opportunity to provide feedback on any proposed instrument we might consider.

3. Representation at Board of Trustee Meetings

This year both the chair and chair-elect of ASC and CSC have been invited to attend the committee meetings. In addition, ASC requested that we be allowed to present a report at the general meetings with the rest of the constituent groups. This has been approved beginning with the December meeting. All groups will now be allowed to speak to the Board.

4. Presidents Panel

On October 27, I attended the President's Panel which is required to meet twice a year. USG, GSS, Faculty Senate, CSC, ASC, Vice President Whipple, Vice President Clark and Dr. Suzanne Crawford were present. Time was spent talking about the computer situation on campus brought up by USG. The President updated the group about implementation of the non-academic functions report. He indicated changes have been made in the registrar's office; an admissions task force has been formed; a student affairs task force has been formed; some services will be moved to the same location to provide better service; and mandatory supervisory training will be implemented. He also indicated he is opposed to the Mercer Study since it will put people in boxes and lock in salaries once a person reaches the top of the range. Dr. Crawford presented data on the International Education Committee grant awards.
5. Job Analysis/Mercer Group

A lot of questions have been raised by administrative staff regarding the Mercer Study. Following are concerns expressed to me that I would like Council to address:

• Why hasn't the administration told us this study is being conducted as a result of the Department of Labor audit?

• Will administrative staff have the chance to meet with representatives of the Mercer Group to ask questions?

• Will this be used to eliminate positions?

• Can I possibly be demoted?

• Does President Olscamp's commitment to address issues of gender inequity apply to situations that are discovered by the Mercer Group?

• How will the final results be presented and what is the timetable?

• Several persons felt that three weeks was way too short a time to adequately complete the job analysis. It took some persons from 5-10 hours.

• The word "staff" used in the analysis needed to be more clearly defined. There is student staff, administrative staff, volunteer staff and consulting staff.

• It has been stated that if salary inequities are discovered there is no guarantee that there will be any adjustments made. How can that be? Will there be a plan created to correct these inequities over time? If adjustments are made, will the money come from the overall salary pool, thus reducing everyone's salary?

• If someone is at the top of the salary range, does that mean that person will not get any increase - even cost of living?

• When persons reach the top of the range, does it mean they will never get an across the board or merit again?

• How does a person move within a salary range - by across the board and merit? - by promotion?

• How does a person move to another category having reached the top of the range?

• What does the administration hope to achieve by this study? What has the Department of Labor indicated they want from the University?

• Can there be focus groups to discuss these issues as the process moves along?

• Should persons in the process of seeking market/equity adjustments wait for the outcome of the Mercer study?
ADMINISTRATIVE STAFF COUNCIL MINUTES
Thursday, November 3, 1994

Members Present
Kathy Arrowsmith, Bryan Benner, Ann Betts, Marilyn Braatz, Cindy Colvin, Dave Crooks, Pat Green, Sharon Hanna, Judy Hartley, Lona Johnson, Susan Hughes, Patricia Kania, Marcia S. Latta, Josoph Luthman, Gail McRoberts, Ed O'Donnell, Judy Padschalis, Barry Piersol, Diane Regan, Dave Stanford, Gary Swegan, Denise Van De Walle, Deb Wells, Sabrina White, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent
Anne N. Saviers for Jeff Grilliot, Gregg DeCrane for Amy O'Donnell, Perry Franketti for Ann Betts

Who Sent Substitutes
Steve Barr, Brad Browning, Robert Carlisle, Wayne Colvin, Jacque Daley-Perrin, Judy Donald, Rich Hughes, Greg Jordan, Ken Kavanagh, Barb Keeley, Patricia Koehler, Lauren Mangili, Penny Nemitz, Tonia Steward, Jack Taylor

Guest Speaker
President Olscamp

President Olscamp indicated he did not like the idea of the Mercer study. It tended to put people in boxes. It also created a salary range and once someone reached the top level it was impossible to get a salary increase without making up additional responsibilities to get into a different category. He said the Mercer report is being done as a result of a Department of Labor request. In 1986 the Department of Labor did not like the number of persons with the title of director and the varied salaries. A study was begun, but dropped through the cracks with the death of the Affirmative Action director. The President said that those with titles of director have different responsibilities and therefore different salaries. He indicated he has no intention to implement the results of the study while he is here.

President Olscamp provided council members with a brief summary of the following matters:

• The NAAF report recommendations have been received. Presently plans are underway to centrally locate the staff which directly serve students in the Bursar, Financial Aid, and Records offices within the Administration building. In addition, plans are being made to transfer the Administration of Custodial Services to the Residential Services area.

• Concerning the Mercer Study, it was stated that there were no plans to implement any recommendations from the final report. The President felt that the Mercer Study would force individuals to manipulate their job description to attain pay increases.

• Concerning past accomplishments, the President noted the addition of 200 faculty with terminal degrees, improvement to the Physical Plant, and additions to the library collections as a few examples that he was proud of.

• Concerning the on-campus child care facility, it was noted that the project is proceeding with the WSOS Head Start Program. Additional grant funds would be required to complete the project. It was felt that the use of student fees would be inappropriate due to the insufficient need by student population.

The President ended his presentation by thanking all Administrative Staff for their support over the years.

Ms. Pat Green approved the minutes in the absence of any objectives.
Chair's Report

1. Presidential Search Committee

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- How does a person move to another category having reached the top of the range?
- What does the administration hope to achieve by this study? What has the Department of Labor indicated they want from the University?
- Can there be focus groups to discuss these issues as the process moves along?
- Should persons in the process of seeking market/equity adjustments wait for the outcome of the Mercer study?
Committee Reports:

Personnel Welfare

Personnel Welfare Chair, Duane Whitmire, reported that handbook revisions were moving forward. Ms. Green thanked Duane and the PWC Committee for their hard work in light of the October deadlines for handbook revisions.

Internal Affairs Committee

The Internal Affairs Committee reported that luncheons before council meetings were well attended and encouraged all council members to invite Administrative Staff. Next month luncheon will be in the Union.

Deb Wells requested that all the staff members will be placed on BGNet. If ASC members do not wish to be on NET, please contact her. BGNet will improve representation and communication among ASC members. In addition, all Administrative Staff will be surveyed about how ASC can better meet their concerns.

Professional Development

Ms. Jean Wright reported that the Professional Development Committee had reviewed the Professional Development Institute jointly sponsored by BGSU, UT, and EMU. It was commented that there was a need to more fully understand the linguistics involved with the program. After further discussion, it was suggested that a memo from Human Resources to Administrative Staff to clarify the linguistics question would be helpful.

Also, the Professional Development Committee is still seeking program ideas. Please forward ideas to Ms. Jean Wright.

Salary Committee

Barry Piersol, Chair of the Salary Committee, thanked Bob Waddle for his work on the CUPA Report.

Pat Green thanked all attending and due to the lateness of the hour, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Barb Keeley

Bryan Benner for Barb Keeley
HEAR YE, HEAR YE
COME ONE, COME ALL!

ADMINISTRATIVE STAFF MEMBERS JOIN YOUR COLLEAGUES FOR LUNCH

THURSDAY, DECEMBER 1

12:15 to 1:15

University Union Alumni Room
No agenda...Just Yap

Pick up a lunch in the Falcon's Nest and receive a 25% discount courtesy of University Union.

PLEASE USE THE COUPON BELOW - GOOD TODAY ONLY
12-1-94

______________________________
NAME

______________________________
CAMPUS ADDRESS

______________________________
SIGNATURE
WELLNESS DAY INTEREST SURVEY

The BGSU WELLNET committee is making plans for the 3rd Annual Spring Employee Enrichment Day (March 16, 1995). Because this day is for YOU, all employees of the University Community, we would like to make sure we plan activities of interest to you. Below is a list of a variety of wellness activities. Our goal is to provide an opportunity for you to be introduced to a new potential hobby, get information on a topic that might make your life a bit more interesting, manageable, and potentially more exciting.

Which of the following topics would you like to know more about? Please indicate the topics you are interested in and the format you would prefer, by using the following code  Hands On (HO), Demonstration (D), Information (I)

- Communicating Effectively
- Nutrition Education
- Drug and Alcohol Problems in the Family
- Cholesterol Education and Control
- Fitness on a Busy Schedule
- Keeping Well on the Road
- Successful Weight Management
- Developing a Walking Program
- Being a Wise Health Care Consumer
- Managing Stress Effectively
- Successful Life Management
- Learning How to Relax
- Heart Smart Cooking
- Preventing Sports Injuries
- Pumping Rubber (Exertubes)
- Developing a fitness plan
- Roller blading
- Massage
- Working Parents
- Effective Parenting
- Quitting
- Calligraphy
- Dealing With an Aging Parent
- Karate
- Learning to be More Confident
- Crafts (type: ______________________)
- Gardening
- Developing a Healthy Work Station
- Low-Back Pain Prevention
- First Aid
- Osteoporosis
- Chair Aerobics
- Line dancing
- Memory training
- Biking
- Other (please specify):

Do you have a hobby or skill (either listed above or other) that you would like to share or demonstrate? If so what?

When would you be most likely to attend activities on this day?

- morning
- lunch
- afternoon
- early evening

Please circle ALL the best times: 7am, 8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm, 6pm, 7pm, 8pm, 9pm.

Are you:

- Administrative
- Classified
- Faculty
- Female
- Male

Please return ASAP (before December 6), to Jacqueline Daley-Perrin   310 Student Services
2. Photocopy lunch flier with minutes
3. Office for ASC
4. Developing Procedures for handling policy including when to drop
5. Anything else
1. Mercer Tape

2. NAF - Norma to talk at next meeting

3. CSC - Short presentation on BG blanket

4. Health Care

5. January meeting - have standing committee reports

6. Lunch out in Dec.?
Administrative Staff Council
Agenda

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

1. Call to Order

2. Introduction of Substitutes

3. Guest Presentation: Mary Alice Newnam, CSC

4. Approval of Minutes

5. Chair’s Report

6. Chair-Elect’s Report

7. Secretary’s Report

7. Committee Reports;
   Amendments
   External Affairs
   Ferrari Award
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary

8. Old Business

9. New Business

10. Good of the Order

11. Adjourn
Health Care Benefits

Over the last few weeks some problems have emerged in the processing of health care claims. People in Plan 1 have found that some charges are not being covered as they were in the past year. Blue Cross has a lower reasonable and customary rate than Core Source. The same situation applies to dental. The Health Care Task Force discussed this and determined those in Plan 1 should have the same coverage as before regarding reasonable and customary. Also, dental benefits will be covered as before. People in all plans have experienced some problems with some procedures previously covered being denied. As the Benefits Office becomes aware of particular procedures, they are informing Blue Cross to cover these. If anyone has a problem or a question with any health care claims, please call the Benefits Office. They are doing an outstanding job of taking care of these problems. I have talked to chairs of CSC and Faculty Senate and we have decided that we will continue to monitor health care to make sure claims are processed correctly. Also, it is important to note that benefits for mental health and chiropractic changed as of January 1, 1994 for everyone.

Mercer Study

The steering committee met with Bob Martin, Nancy Footer, John Moore and Marshall Rose to look at the questions and concerns that have been generated by the job analysis study. It was decided that these questions and the answers will appear in the Monitor so everyone will be informed. Many of the questions will be studied by the steering committee. This committee will make recommendations to the executive committee for implementation. Bob Martin emphasized that the Mercer Group is acting only in a consulting capacity and final decisions will be made by the University. As the process moves along there will be some open forums with the steering committee and administrative staff.

Non-Academic Functions Implementation

Joyce Hyslop has compiled the status of the recommendations from the NAF committee. Please feel free to share with your constituents and see if there are any questions that come up.
ADMINISTRATIVE STAFF COUNCIL MINUTES
Thursday, December 1, 1994

Members Present: Kathy Arrowsmith, Bryan Benner, Marilyn Braatz, Cindy Colvin, Dave Crooks, Jacque Daley-Perrin, Judy Donald, Pat Green, Jeffrey Grilliot, Susan Hughes, Lona Johnson, Greg Jordan, Patricia Kanis, Barb Keeley, Patricia Koehler, Marcia S. Latta, Lauren Mangili, Gail McRoberts, Ed O'Donnell, Barry Piersol, Diane Regan, Dave Stanford, Jack Taylor, Deb Wells, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent: Gregg DeCrane for Amy O'Donnell and Deborah Knigga for Penny Nemitz

Who Sent Substitutes: Steve Barr, Ann Betts, Brad Browning, Robert Carlisle, Wayne Colvin, Sharon Hanna, Judy Hartley, Rich Hughes, Ken Kavanagh, Joseph Luthman, Judy Paschalis, Tonia Stewart, Gary Swegan, Denise Van De Walle, Sabrina White

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

Approval of Minutes:
Greg Jordan moved, Deb Wells seconded, and the minutes were approved as distributed.

Guest Speaker:
Mary Alice Newnan and Kathy Eninger came and showed the coverlet CSC is selling. They related the process of planning and developing the coverlet. Coverlets are $50.00. The proceeds of the sale will go into the CSC scholarship fund. They come in three colors: hunter green, blue and brown. They will be available for Christmas and include a booklet detailing the buildings on the coverlet.

Chair Report:

Health Care Benefits

Over the last few weeks some problems have emerged in the processing of health care claims. People in Plan 1 have found that some charges are not being covered as they were in the past year. Blue Cross has a lower reasonable and customary rate than Core Source. The same situation applies to dental. The Health Care Task Force discussed this and determined those in Plan 1 should have the same coverage as before regarding reasonable and customary. Also, dental benefits will be covered as before. People in all plans have experienced some problems with some procedures previously covered being denied. As the Benefits Office becomes aware of particular procedures, they are informing Blue Cross to cover these. If anyone has a problem or a question with any health care claims, please call the Benefits Office. They are doing an outstanding job of taking care of these problems. I have talked to chairs of CSC and Faculty Senate and we have decided that we will continue to monitor health care to make sure claims are processed correctly. Also, it is important to note that benefits for mental health and chiropractic changed as of January 1, 1994 for everyone. Sheila Reisen will contact the Benefits Office to obtain clarification and publish a notice in the Monitor.
Mercer Study

The steering committee met with Bob Martin, Nancy Footer, John Moore and Marshall Rose to look at the questions and concerns that have been generated by the job analysis study. It was decided that these questions and the answers will appear in the Monitor so everyone will be informed. Many of the questions will be studied by the steering committee. This committee will make recommendations to the executive committee for implementation. Bob Martin emphasized that the Mercer Group is acting only in a consulting capacity and final decisions will be made by the University. As the process moves along there will be some open forums with the steering committee and administrative staff.

Non-Academic Functions Implementation

Joyce Hyslop has compiled the status of the recommendations from the NAF committee. Representatives are encouraged to share the list with their constituents and see if there are any questions that come up.

AGFA Committee

Asking for a volunteer to the AGFA committee. This committee requires a 24 hour time commitment divided on four different days in February and March from 12:00 - 6:00 p.m. (February 20, 22, 28 and March 2).

Committee Reports:

Personnel Welfare

Meeting on December 9th to finalize handbook revision proposals.

Professional Development

Have worked to compile a listing of all Professional Development Opportunities on campus. Jeanne Wright, Shirley Trythall and Pat Patton are collaborating.

Scholarship

The fund drive is going well - over $950.00 has been collected so far.

External Affairs

Working with two student groups to plan a dinner/dance (February 26) for seniors (those over 55 years of age).

Internal Affairs

Working on a constituent satisfaction survey. Deb Wells is chairing an E-mail sub committee. Approximately 250 administrative staff are on E-mail.

New Business:

Gift idea, Rec Center break passes are on sale. The cost is $25.00. The hours have been expanded to 11:00 a.m. to 8:00 p.m.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Barb Keeley
NON-ACADEMIC FUNCTION PLANNING COMMITTEE
FINAL RECOMMENDATIONS

The major areas of recommendations include a focus on service, human resources function, process reengineering and benchmarking, and budget and planning.

1. Need to rally all employees with a focus on providing quality service to improve the teaching, research, and public service missions of the University.

2. A stronger commitment must be made to recruiting, training, developing, supervising and evaluating the University's employees. Further, the human resource functions must be strengthened in order to give the function more authority and ability to make decisions with a University-wide impact.

3. Three major types of training are needed: job-related skills, supervisor/management skills training, and professional development.

4. There is an on-going need to review the processes used by the non-academic units with an eye toward administrative realignment and/or redesign of the processes.

5. There is a general lack of knowledge about the budgets.

Specific recommendations:

1. Using the existing mission statement as a base, BGSU should develop a concise mission statement which should be disseminated to all employees.

2. Based on the concise mission statement, BGSU should establish a limited number of major goals to be accomplished to fulfill its mission.

3. BGSU should expand its long-range planning and evaluation system to include active involvement of all units on campus.

4. BGSU should establish and support an internal team of experts to facilitate and coordinate Process Reengineering efforts.

5. BGSU should establish an incentive program whereby units which save budget dollars through process reengineering will share in the savings.

6. Benchmarking should become an integral part of planning and process reengineering at BGSU.

7. Data collection and analyses functions should be centralized in a strengthened Institutional Planning and Research Office.

8. A process to realign budgets should be designed and implemented.

9. The overhead formula and space charge formula should be reviewed and revised as necessary to ensure credible and equitable charges.

10. A pervasive SERVICE BG initiative should be established. Current faculty and staff should be guided to assess their attitudes, behaviors and performance toward achieving this goal. Employees should be trained and evaluated on their ability to provide excellent service.
will bring to attention of new Pres.

11. The Executive Director of Personnel position should be broadened to encompass Human Resources and should report directly to the president, ideally at the vice presidential level.

12. BGSU should establish a comprehensive job-related training and development unit which will determine training needs, design training programs, coordinate delivery of training and evaluate training efforts.

13. Job-related skills training should be made available to classified and administrative staff. Employees should be allotted time during the work day to attend the training sessions. Where appropriate, cross-training should be provided to assure that functions/units operate efficiently if employees are on vacation, are ill, or are retiring, and to provide an opportunity for employees to learn additional skills which may prepare them for other positions on campus.

14. The University must institute a plan for mandatory supervisor training. Every employee (faculty or staff) who supervises another person should be required to participate in a management training program that includes, at a minimum, sessions on performance evaluation, diversity, conflict resolution, communication, interpersonal skills, and budget management.

15. Every supervisor should be held accountable and be evaluated on his or her effectiveness as a manager.

16. Effective and timely performance evaluations of every employee must be a primary annual goal of the University.

17. The Personnel Office should be supported in its efforts to develop career paths and development opportunities for staff and to make it easier for staff members to apply for internal positions. Opportunities such as Higher Education Institute, currently being planned, should become institutionalized. Skills required for a position should be the determining factor in hiring and recruitment. This would place emphasis on transference of skills to different applications within the University rather than searching for people within the University rather than searching for people with specific task experience.

18. More personnel functions and record keeping should be centralized in the Personnel Services Office. For example, a packet of marketing materials about employment at BGSU should be developed and sent to all candidates prior to their interviews. The packet should allow for inclusion of department-specific information.

19. Interviews and orientation to campus and town need to be consistent and planned to persuade potential employees that BGSU and Bowling Green are great places to work and live.

No 20. An ombudsperson should be appointed to act on behalf of University staff.

underway 21. Administratively merge the responsibilities of Financial Aid, Registration, and Admissions under one office, preferably the office of Academic Affairs. Retain the Bursar's Office as a financial function.

underway 22. Utilizing process reengineering and benchmarking, BGSU should establish a true student services facility which physically houses Financial Aid, Registration, Admissions, and the Bursar's Office. Establish a "help desk" in this facility to assist students, families, and other constituents in finding the appropriate services.
23. Management in these areas should promote a "customer service" orientation whereby employees of these units are cross-trained and capable of cross-servicing students and others. Their jobs should be modified to help them best serve their customers and their job performance evaluation should be based in part on the level of service that they provide.

24. The central administration should adequately respond to identified instances of ineffective management which seriously undermine the services provided and the satisfaction of service recipients. This recommendation is of the utmost importance because of the work environment established by the managers and is especially evident in the Registrar's Office.

25. The Prevention Center, Health Center, The Well and the Counseling Center should be merged administratively and physically. The working relationship with The Link and the Wood County Hospital should be enhanced.

26. Verify the need to increase the staff of the Counseling Center to meet the National/Professional Standards on counselor/student ratio (1 counselor per 2,000 students) and provide stronger linkage between the existing services on campus and in the community. The Counseling Center should investigate user fees or other methods of obtaining funds to cover costs.

27. To consider additional units/functions for process reengineering: The University Union (food service) and University Food Operations; space utilization and room scheduling; event ticketing and ticket purchasing; minority recruitment, retention, and activities; transfer students; and admissions functions.

28. All fund raising activities on campus should be coordinated through the Office of Development to assure a unified front is presented by BGSU to our alumni, donors, and general public.

29. As part of the long-range planning process, BGSU should reaffirm its public and community service functions and build stronger ties with the non-university community in northwest Ohio.

30. The University should establish as a yearly goal a 4.5 million dollar account funded by a percentage of the fees paid by students for residential services. In addition, it should develop a management plan which addresses the structural repairs which must be made, a timeliness for these repairs, concomitant costs, and the accommodations of students who may be displaced as repairs are made.

31. The administrators from Physical Plant and Student Services should meet on a continuing basis to identify and implement alternative methods and processes for delivering quality weekend custodial services in residence halls.

32. Establish an account controlled by residential services staff to which students' payments are deposited and from which funds may be drawn expressly for the purpose of completing the repairs or replacing damaged furniture or equipment for which the fine was assessed.

33. High priority should be given to strengthening the service capabilities of computing services and to reorganize it with a service orientation. The recently established help desk concept in University Computer Service is a good first step in this direction.

34. A visionary employee outside of University Computer Services whose job would be to keep abreast of new computing technologies and systems to best serve the University community should be appointed as a special assistant to the President.
Every employee who needs a computer to perform his or her tasks should have one with the appropriate software, training, and access to electronic mail.

Consideration should be given to centralized processing of CUFS-related requisitions, purchase orders, etc., especially for small offices.

Local customizations of reports from CUFS should continue as a high priority to make the reports more useful and to cut down on paperwork and manual tabulations.

Retrieval of necessary but currently unavailable reports must be made possible both for those who are sophisticated computer users and those who are not. Staff members trained in Focus should be made available to assist offices prepare ad hoc reports.

AMS products must continue to receive adequate training support, up-to-date user-friendly documentation, and support on demand even as Project 90 draws to an end.

Although no specific recommendations to outsource services are identified, outsourcing should remain an option for consideration pending the completion of more detailed reviews (i.e. process reengineering).

A mechanism for information and training should be established with other universities and colleges to meet the regulatory standards for such bills as HB 308 (Public Employees Risk Reduction Act).

Collaboration in training programs with other postsecondary institutions in the region should be investigated as the employee training recommendations identified earlier in this report are being planned.

BGSU should explore interinstitutional health care plans with other universities or employee groups in the area.

Collaboration on shared facilities should be nurtured and as technology develops, the effort should be expanded as appropriate.

BGSU should explore the development of a second, back-up electronic link to Columbus with the University of Toledo. Both schools would benefit from the alternate line and should share the cost.

Until a state-wide link is developed, BGSU should provide a computer disc with course equivalencies listed to the advising offices at the schools where the majority of our transfer students originate.

Joint admissions between BGSU and community colleges should be explored.

The new president should establish as a priority a major capital campaign to significantly increase donations to BGSU.

Linkages with corporations for sponsorship of selected activities should be pursued.
Task Force

50. As a major component of its service orientation, BGSU should make a greater effort to attract non-traditional students who also promise to become a major source of new revenue. These efforts should include marketing both on-campus and off-campus courses and programs, expanding our evening services and classes, and exploring the options of more weekend classes. Off-campus partnerships with companies and/or communities in northwest Ohio to provide degree programs to site-bound adult students should be investigated.

51. BGSU should review its policy on competition with local businesses. In light of any policy changes, BGSU should analyze potential sources for increased revenue, identify the infrastructure investments that would be required and select areas to test the possibility for increasing revenues.

52. The University Union is in desperate need of resources to undertake a major renovation. The University administration should consider allocating more student fee money for University Union renovation or creatively financing the renovation to make BGSU's student union one of the top five facilities of its kind in the state.

53. BGSU should consider the retail floor space for the University Bookstore to expand its product line and increase its profitability. Specific consideration should be given to adding computer hardware sales to the bookstore.
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, January 4, 1995
1:30 p.m.
Alumni Room, University Union

1. Call to Order

2. Guest Speaker - Dr. Louis Katzner
   Associate Vice President for Research
   and Graduate Dean
   Chair, Campus Technology Plan Steering
   Committee

3. Introduction of Substitutes

4. Approval of Minutes

5. Chair's Report

6. Chair Elect's Report

7. Secretary's Report

8. Committee Reports
   Amendments
   External Affairs
   Ferrari Award
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship

9. Old Business
   Proposed Amendment to the By-Laws
   Discussion Groups - "Building Community at BGSU"

10. New Business

11. Good of the Order

12. Adjourn
# ADMINISTRATIVE STAFF COUNCIL MINUTES

**Thursday, January 5, 1995**

| Members Present | Bryan Benner, Brad Browning, Wayne Colvin, Dave Crooks, Jacque Daley-Perrin, Judy Donald, Pat Green, Sharon Hanna, Rich Hughes, Susan Hughes, Lona Johnson, Greg Jordan, Patricia Kania, Ken Kavanaugh, Barb Keeley, Patricia Koehler, Marcia S. Latta, Joseph Luthman, Lauren Mangili, Gail McRoberts, Judy Paschalis, Barry Pierson, Dave Stanford, Gary Swegan, Deb Wells, Sabrina White, Duane Whitmire, Jeanne Wright, Mary Beth Zachary |
| Members Absent | Gregg DeCrane for Amy O'Donnell, Sharon Strand for Cindy Colvin, Betty Ward for Diane Regan |

## Call to Order:

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

## Approval of Minutes:

Greg Jordan moved, Pat Koehler seconded, and the minutes were approved as distributed.

## Guest Speaker:

Joan Morgan and John C. Moore

## Chair Report:

### Resolution for Gary Palmisano

On Tuesday, December 13, 1994 the ASC Executive Committee adopted a resolution in memory of Gary Palmisano. Framed copies of the resolution were given to Jean Wolf for herself and Gary's family. This resolution was also distributed to members of the Board of Trustees and sent to the president and all the vice presidents. The Executive Committee also decided to contribute $50 of the ASC budget to the memorial fund for Gary. We considered this seed money and hope many other administrative staff will make contributions. I would like to thank Gregg DeCrane and Greg Jordan for writing the resolution and Greg Jordan for delivering framed copies to Jean.

## Board of Trustees Meeting

On Friday, December 16, 1995 Bryan and I attended the Board of Trustees meeting. Bryan attended the Finance Committee meeting and I attended the Personnel/Facilities Committee. The major item approved was the 1995-96 auxiliary improvement projects. This was also the first opportunity that ASC and CSC were permitted to give constituent reports to the Board. I received positive feedback from several vice presidents.

Following are my comments to the Board:

On behalf of all administrative staff I want to thank you for allowing us representation at both Board committee meetings, the opportunity to speak at Board meetings and the numerous times you have
allowed us to provide input into the presidential search process. We really feel we have come a long way this year in being more participatory in shared governance through your generosity.

I am proud to be the chair of Administrative Staff Council, and I am proud to be an administrative staff employee at Bowling Green. Administrative staff on this campus are productive, bright, dedicated, active, diverse and most of all we are a lot of fun too!

This year we have been working very hard to open up lines of communication among us—more than half of us have e-mail accounts and belong to a discussion group on Opie. Our minutes and other documents are available on the Gopher Server. This has been an effective way to give more staff an opportunity to provide input on the issues we face. We have had some lively discussions on health care, the Mercer study, and salary issues. I really feel during these times of change that increased communication has eased anxiety and has been good for rumor control.

On a solemn note we want to join the entire University community in expressing our shock and grief over the death of our colleague Gary Palmisano. As busy as he was, Gary found time to be an active member of ASC and on the Executive Committee. Last Tuesday our Executive Committee adopted a resolution in honor and appreciation of Gary, which is in your packet and has been delivered to Jean and will be sent to other family members. We will always remember Gary as “one of the best”, dedicated and a role model for us all.

Thank you again for this opportunity – have a wonderful holiday season. (End of Board comments)

Health Insurance

John Moore has been personally handling problems that have come up with health insurance. He and Diana Shamp have been meeting with BCBS regularly. Bryan, John and I have met about health insurance concerns and will continue to pursue issues. I have talked with Cathy Eninger, CSC, and Dorothy Behling, Faculty Senate, and we have decided to meet in the near future to compare notes on health care coverage. A continuing concern is Plan 1 and how that will change next year.

Committee Reports:

Personnel Welfare

The Personnel Welfare Committee proposed changes in three areas for the Administrative Staff Handbook. These changes were discussed at length.

I. Family and Medical Leave Act (FMLA)

The main change suggested is to allow both spouses (in the case where both work at BGSU) to take up to 12 weeks of leave each. Currently the policy allows a couple to take off a total of 12 weeks between them. While a couple could take advantage of other forms of leave, the committee felt each employee ought to have the same benefit regardless of whether their spouse works here.

It was also recommended that other leave policies be cross-referenced in this section so employees will be aware of all their options.

II. Maternity/Paternity/Adoption Leave

The main change proposed here raises the length of maternity leave from 4 months to 6 months. Much discussion followed about the lack of gender equity in this policy. It was decided that the policy would be sent back to PWC for revision to reflect gender equity. The revision will then be sent to the Executive Council.
III. Wage Issues

A. Assumption of Additional Responsibilities

A section was developed to spell out the procedure when an employee assumes more responsibilities either related to a vacancy, a position elimination, or a position consolidation. The compensation would vary depending on how many additional responsibilities and employee assumed. (i.e. if 25 percent of the duties were assumed the individual would be eligible for a 5 percent stipend).

B. Equity Adjustments

This section spells out the procedure to resolve salary inequities between employees.

C. Interior/Acting Appointments

This section spells out the procedure to be used when an administrative staff member is being asked to serve in a new capacity.

D. Market Adjustment Guidelines/Market Adjustments

This section is a revision of an existing policy. For market adjustment guidelines it is suggested that other wage adjustment policies be cross referenced in this section.

The addition in the market adjustment section is that the requests will be in writing. Personnel Services will do a salary survey and there will be a deadline of July 1st by which time the employee will be notified of the response to his/her request and the result of the salary survey.

E. Promotions

This section suggests spelling out in detail how a promotion request should occur.

For more detail on these suggested changes contact your Administrative Staff Council Representative.

Professional Development

1. Shirley Trythall from Continuing education, Pat Patton from Personnel and Jeanne Wright, chair of ASC Professional Development have met and compiled a booklet of continuing education opportunities on campus. All department heads will be sent a copy of the booklet. Those wanting to include an event for the next booklet should contact Pat Patton.

2. Seventeen individuals applied for the professional development institute. Ten have been selected. The institute starts February 9th. John Moore was disappointed in the low number of applicants. Some speculated about why more individuals did not apply - several thought that the next time more will be known about what the institute entails so more will apply.

University Committees

Telecommunications Advisory - Joan Morgan

1. There are 17 emergency phones on campus
2. We now have direct dialing to Firelands
3. Subcommittee formed on the phone book
RESOLUTION

WHEREAS, the members of the Administrative Staff Council learned of the death of Gary Palmisano, Bowling Green State University Head Soccer Coach, on December 8, 1994; and

WHEREAS, Gary Palmisano distinguished himself as a student athlete at Bowling Green State University as a goalkeeper of the 1972 and 1973 NCAA tournament representative teams; and

WHEREAS, Gary Palmisano joined the Bowling Green State University staff as a graduate assistant and assistant soccer coach from 1975-78 and became the second Head Soccer Coach in history of the program from 1978-94, leading the Falcons to 172 wins and the 1992 NCAA soccer tournament; and

WHEREAS, Gary Palmisano served as an elected representative from the President's Area to the Administrative Staff Council from 1990-1993; and

WHEREAS, Gary Palmisano represented his constituents as a member of the Administrative Staff Council Executive Committee from 1990-1993; and

WHEREAS, Gary Palmisano, throughout his tenure at Bowling Green State University, demonstrated a commitment to maintaining the high standards of the University and its mission; promoted communication and a sense of common purpose and supported the general welfare and professional development opportunities for Administrative Staff;

NOW, THEREFORE BE IT RESOLVED that the Administrative Staff Council expresses sincere appreciation for many years of valuable service to Bowling Green State University and its deepest sympathy and condolences to his wife, Jean, his daughter Caroline and his entire family; and

BE IT FURTHER RESOLVED that this resolution be entered into the official minutes of the Administrative Staff Council and a copy be sent to members of his family and the Board of Trustees of Bowling Green State University.

Pat Green, Chair
Administrative Staff Council

Adopted by Administrative Staff Council
Executive Committee, December 13, 1994

Barb Keeley, Secretary
Administrative Staff Council
University Union Advisory - Wayne Colvin

Main issue has been union renovation.

External Affairs

Plans for dinner dance are finalized. They will be asking for volunteers at the February meeting.

Internal Affairs

One hundred forty six individuals returned the constituent satisfaction survey.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Barb Keeley

[Signature]
CALLING ALL ADMINISTRATIVE STAFF MEMBERS!

Please Join Us for Lunch in the University Union Alumni Room

Thursday, February 2
12:15 p.m. to 1:15 p.m.

Pick up a lunch in the Falcon's Nest and receive a 25% discount courtesy of the University Union!

Please use the coupon below - good today only 2/2/95

Name

Campus Address

Signature
ASC Chair's Report
January 5, 1995

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Pat Green, Chair
Administrative Staff Council

__________________________________________
Barb Keeley, Secretary
Administrative Staff Council

Adopted by Administrative Staff Council
Executive Committee, December 13, 1994
PROPOSED HANDBOOK REVISIONS

WAGE ISSUES

1. Assumption of Additional Responsibilities
2. Equity Adjustments
3. Interim/Acting Appointments
4. Market Adjustments
5. Promotions

ASSUMPTION OF ADDITIONAL RESPONSIBILITIES

When an administrative staff member is assigned additional responsibilities due to the elimination of a position, consolidation of positions, or a vacancy in a position, the person shall be eligible to receive additional compensation for assuming those duties. If 50 percent of the responsibilities under the eliminated position are assigned to an individual, that person shall be compensated to at least 10 percent of his/her current salary. Likewise, if 25 percent of the duties are assigned to an individual, that person shall be eligible for payment of a 5 percent stipend, etc.

1. Additional responsibility pay may be requested by either the administrative staff member, or his/her supervisor, and shall be sent to Personnel Services.

2. The request shall be in writing, with a copy of the eliminated position's job description along with the written description of the duties assigned to the ongoing staff member.

3. This process may occur at any point during the year.

4. A written decision from Personnel Services shall be sent to the inquiring administrative staff member within a six-week period of time from the date of the initial request.

EQUITY ADJUSTMENTS

In situations where the salary of an administrative staff member is 10 percent or more below that of another staff member with similar duties, length of service, educational level, and requiring similar background expertise, one may request an equity adjustment. Requests for equity adjustments in salary are independent of the merit evaluation process and can be initiated by the administrative staff member.

An equity adjustment request shall be submitted in written form to the employee's supervisor, and upon approval of the supervisor shall be forwarded to the appropriate vice president. This request may be submitted at any time throughout the year. Personnel Services will provide job
descriptions of both positions, written descriptions of the background and length of service of the two individuals, any comments, and other relevant supportive documentation.

In order to be eligible for an equity adjustment, a staff member must have been employed in his/her current position for a minimum of two years or more at the end of the current fiscal year. Personnel Services will be informed by the appropriate Vice President regarding the outcome of an equity adjustment request, and, in turn, will notify the administrative staff member of the outcome in writing.

1. Requests for an equity adjustment may be requested by either the administrative staff member, or his/her supervisor, and shall be sent to the appropriate Vice President.

2. The request shall be in writing.

3. This process may occur at any point during the year.

4. A written decision from Personnel Services shall be sent to the inquiring administrative staff member within a six-week period of time from the date of the initial request.

INTERIM/ACTING APPOINTMENTS

An administrative staff member who is asked to serve from 4 to 26 consecutive weeks in a new capacity shall receive the greater of:

1. Current salary
2. A salary which is the midpoint between current salary and that which the previous appointee held.

MARKET ADJUSTMENTS GUIDELINES*

The Administrative Staff Council realizes that the market for any employee is not an absolute figure, but represents a range within which a staff member would expect to find employment elsewhere and within which the University might expect to pay a replacement staff member should a vacancy occur. For the purposes of making market adjustments, we recommend that a figure of plus or minus 10 percent of the mean average salary for comparable positions be considered as being within market salary for an individual.

It is the firm belief of the Administrative Staff Council that the University has an obligation to make sure that all of its administrative staff are being paid a salary that is within a market range commensurate with required education, skills, experience and responsibilities.

The Administrative Staff Council recommends that the following criteria be used in determining which adjustments are made:
1. Market adjustments should be made only for those whose salaries fall more than 10 percent below the mean average for comparable positions.

2. Of those who fall below market, highest priority should be given to those whose salary is the farthest percentage below market, regardless of the actual dollar amount this represents.

3. Market adjustments should be available only to those who have been employed in their current University position for two years or more at the end of the current fiscal year.

4. Other criteria being equal, priority should be given to those who have served the University the longest in their current University position.

5. Market adjustment should be given in sufficient amount to assure that the staff member's resulting salary would be at least within market range, that is plus or minus 10 percent of an average of comparable positions. This adjustment might take more than one year.

*Market adjustments are not to be confused with changes in position or responsibility. Money for promotions and changes in responsibilities should be provided separately from the market adjustment criteria outlined here. Also see assumption of additional responsibilities, equity adjustments, interim/acting appointments, and promotions.

**MARKET ADJUSTMENTS**

In situations where the salary of an administrative staff member is not competitive with other comparable positions, a market adjustment in salary can be requested. Administrative staff members shall seek the guidance of Personnel Services when gathering materials to support a request for a market adjustment in salary. Requests for market adjustments in salary are independent of the merit evaluation process and can be initiated by the administrative staff member. These requests shall be in writing. Personnel Services shall conduct a survey of salaries of comparable positions and include other relevant supportive documentation.

Market adjustment activities for Administrative Staff may be conducted annually in accordance with the following timetable:

1. Request for market adjustment surveys will be accepted through December 31.

2. Survey data will be collected and disseminated by Personnel Services to employees and their respective vice presidents during the months of January and February of the following year.

3. During the spring, Administrative Council will review requests for market adjustments, including determination of whether funds are available. Administrative staff market adjustments which are approved will be effective on July 1.
4. Prior to July 1, Personnel Services shall notify the staff member in writing of the final outcome of the request, and shall also include the amount of the average market salary that has been determined by the survey.

Requests for market adjustment surveys after December 31 will be included in the next round of activities. An administrative staff member requesting a market adjustment survey on January 1 or later will be included with the group whose end date is the following December 31.

**PROMOTIONS**

Salary enhancements to administrative staff will be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title.

A promotion request shall be submitted in written form to the employee's supervisor, and upon approval of the supervisor shall be forwarded to the appropriate vice president. This request may be submitted at any time throughout the year. Personnel Services may be consulted in an advisory capacity. Personnel Services will be informed by the appropriate Vice President regarding the outcome of a promotion request, and, in turn, will notify the administrative staff member of the outcome in writing.

1. Requests for promotion may be requested by either the administrative staff member, or his/her supervisor with the consent of the administrative staff member, and shall be sent to the appropriate Vice President.

2. The request shall be in writing, with a copy of the current position's job description along with the written description of the significant increase in the level of job responsibilities.

3. This process may occur at any point during the year.

4. A written decision from Personnel Services shall be sent to the inquiring administrative staff member within a six-week period of time from the date of the initial request.
Family and Medical Leave Act (FMLA) Policy

Bowling Green State University understands the importance of family issues in today's work force. The University also recognizes that more than ever its employees face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act (FMLA) of 1993, the University has established a parental leave and family and medical leave policy. The University will grant each eligible employee, University employed spouses included, up to 12 weeks within a 12 month period for the following reasons:

1. The birth or adoption of a child, or the foster care placement of a child.

2. To care for a "family member" of the employee if that individual has a serious health condition.

3. A serious health condition of the employee renders the individual unable to perform his or her job functions.

Accrued sick leave, accrued vacation credit and leave of absence without pay can be used during this period. A staff member may use any or all of the accrued vacation and/or sick leave and personal leave during the family medical leave before going on a leave of absence without pay.

In the event that an extended leave beyond 12 weeks is needed, employees should request a long term leave.

Procedures for FMLA leave will apply also to leave under state law and University policy that are no longer than 12 weeks (medical, disability, maternity, etc.) Leave under state law and University policy will run concurrently with leave under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves.
A packet of information covering the University's policy, request forms, and required documentation is available in the Office of Personnel Services. A copy of employee rights under the Family and Medical Leave Act of 1993 is contained at the end of this handbook.

Questions or concerns regarding family or medical leave under this act can be addressed by calling Personnel Services (372-8421).

* Also, refer to the Maternity/Paternity/Adoption Leave section on page xx.
You're invited to enjoy a free...

ASC Winter Gala Breakfast

FEB. 22nd

Wednesday, 8:45 am - 9:30 am

Jerome Library Conference Rm., 1st floor

Special Presentation:

**Are Your Circuits Overloaded??**

"Coping Without Blowing A Fuse!!"

by John Moore, Executive Director
BGSU Personnel Services

Presented by BGSU Administrative Staff Council, Professional Development Committee
For more information, contact Dave Crooks at 372-2243
Memorandum

To: Members of Administrative Staff Council
From: Pat Green, Chair

The Executive Committee on January 10, 1995 voted to call a special Administrative Staff Council meeting on Thursday, January 19, at 11:30 a.m. in the Library Conference Room (150a). The purpose of the meeting is to discuss the leave policy that was passed by Council on January 5, 1995. A copy of the policy is attached. Personnel Welfare revised it on January 9, 1995 as instructed by ASC.

The concern of the Executive Committee is that we are trying to change too many policies in one document and the issues of paternity, fathering and adoption have not been studied enough. The original intent was to change the maternity leave from 4 to 6 months to be consistent with the classified staff. We recognize that the issues of paternity and adoption leave are serious and should be addressed. However, these issues have some legal implications and should be studied in depth before suggesting a handbook change. The Executive Committee recommends we send forth a proposed handbook change which only recommends the change in maternity leave and place the paternity/adoption leave on a high priority for next year's changes. In addition, since these changes would affect all BGSU employees, Exec felt that a combined effort with the other constituent groups would have a greater chance of success next year. We are also on a very tight timeline to get this year's proposed changes to Personnel by Friday, January 20, 1995.

I have talked with Nancy Footer about legal aspects of these changes, and she has accepted an invitation to attend next week's meeting to discuss issues of paternity and adoption leave. John Moore has also indicated that Personnel will begin contacting other schools to see what the leave policies are.

This is an important meeting, and I hope you will be able to attend. If you can not attend, please send someone in your place, but make sure you have discussed this issue with your substitute.

See you on the 19th.

PG:aaf

Enclosure

cc: Nancy Footer
John Moore
1. Call to Order

2. Guest Presentation: Nancy Footer

3. Personnel Welfare
   Leave Policy

4. Adjourn

-- legal problems are involved
-- like to see parental leave
-- legal concern whatever is made
-- available for children
-- no legal protection for people
-- who adopt --
MATERNITY/PATERNITY/ADOPTION LEAVE

1. Staff members who give birth, father and/or adopt a child are eligible for leave. The customary and usual leave will be six months per pregnancy, fathering, and/or adoption.

2. The six month leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this six month period. A staff member may use any or all of the accrued vacation credit and/or accrued sick leave or personal leave before going on a leave of absence without pay.

4. A staff member will notify, in writing, the supervisor and the Office of Personnel Services, prior to the start of the leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and number of days to be taken as a leave of absence without pay.

5. Should a staff member decide not to return to the University following leave, the staff member must notify the supervisor, in writing, no less than 30 calendar days preceding the scheduled return to work.

6. Staff members taking leave are guaranteed their positions and job title upon return.

Revised by PWC 1/9/95
Maternity Leave

1. Staff members who give birth are eligible for maternity leave. The customary and usual maternity leave will be six months per pregnancy.

2. The six month maternity leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this six month period. A staff member may use any or all of the accrued vacation credit and/or accrued sick leave during the maternity leave before going on a leave of absence without pay.

4. A staff member will notify, in writing, the supervisor and the Office of Personnel Services, prior to the start of the maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

5. Should a staff member decide not to return to the University following maternity leave, the staff member must notify the supervisor, in writing, no less than 30 calendar days preceding the scheduled return to work.

6. Staff members taking maternity leave are guaranteed their positions and job title upon return.
1. Call to Order
2. Introduction of Substitutes
3. Guest Presentation
4. Approval of Minutes
5. Chair’s Report
6. Chair-Elect’s Report
7. Secretary’s Report
8. Committee Reports:
   Amendments
   External Affairs
   Ferrari Award
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn
ADMINISTRATIVE STAFF COUNCIL MINUTES
Thursday, February 2, 1995

Members Present
Kathy Arrowsmith, Bryan Benner, Marilyn Braatz, Robert Carlisle, Cindy Colvin, Dave Crooks, Jacque Daley-Perrin, Judy Donald, Jeffrey Grilliot, Judy Hartley, Rich Hughes, Susan Hughes, Lona Johnson, Patricia Kania, Marcia S. Latta, Joseph Luthman, Lauren Mangili, Gail McRoberts, Amy O'Donnell, Ed O'Donnell, Diane Regan, Dave Stanford, Gary Swegan, Deb Wells, Sabrina White, Jeanne Wright, Mary Beth Zachary

Members Absent
Perry Franketti for Ann Betts, and Geoff Humphrys for Barry Piersol.

Who Sent Substitutes
Steve Barr, Brad Browning, Wayne Colvin, Pat Green, Sharon Hanna, Greg Jordan, Ken Kavanaugh, Barb Keeley, Patricia Koehler, Penny Nemitz, Judy Paschal, Jack Taylor, Denise Van De Walle, Duane Whitmire

Guests
Bonnie Blankenship, Monitor

Call to Order:
The meeting was called to order at 1:32 p.m. by Chair-Elect, Bryan Benner. Pat Green, Chair, attended the Board of Trustees meeting.

Approval of Minutes:
Dave Crooks moved, Jeffrey Grilliot seconded, and the minutes were approved as distributed.

Guest Speaker:
The invited guest, Trustee, David Bryan, could not attend the meeting due to the Board of Trustee meeting scheduled during this time.

Chair Report:
Mercer Study
John Moore sent a memo updating the steering committee which has not met for a while. According to the memo, all surveys have been turned in, job descriptions are being compiled, and Pat Patton and Walt Montenegro are in Louisville for a week of training. The Committee will meet sometime after they come back.

Health Care
There are still a number of constituent concerns about our health care coverage. I am trying to convene a meeting with Dorothy Behling (faculty Senate Chair and Kathy Eninger, CSC Chair) to discuss the concerns since they apply to all employees. I am hopeful this meeting will take place soon and we can present a unified front in addressing these concerns. If you know of anyone who has a concern, please have that person pass it along to me. I am compiling a list of general concerns.

Personnel Welfare
I want to extend my thank you to Duane and all the members of the Personnel Welfare committee for the incredible amount of work they accomplished in such a short time. I plan to also acknowledge this effort when I speak to the Board of Trustees today. Hopefully, their efforts will be well received! Also thank you to Ryan O'Donnell who was guest at the special meeting of ASC and was helpful in determining our natal policy!
Lunch
I want to encourage all members of Council to attend lunch prior to the meetings. Those of us who have attended have had a chance to meet more of our colleagues. Also, please encourage your constituents to attend.

Speaker
Executive Committee has invited David Bryan to speak at the March meeting. We indicated to him that we are concerned about movement towards 100% merit and have some questions we would like to ask. I have not heard if he will be available, but if he is not we will invite another trustee.

Professional Development Institute
I would like to publicly thank Mr. John Moore, Pat Patton, Marshall Rose, and Sue Crawford for all the time and effort they have put into the creation of the Institute. The group selected is very excited about starting.

Committee Reports:

Ferrari Award: The committee has not yet met.

Professional Development: Jeanne Wright announced the names of the staff members attending the Professional Development Institute.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Chavers</td>
<td>Director of Project Research, Graduate College</td>
<td>July 1, 1983</td>
</tr>
<tr>
<td><a href="mailto:LCHAVERS@RADAR.BGSU.EDU">LCHAVERS@RADAR.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cynthia Crowe</td>
<td>Project Coordinator Philosophy</td>
<td>October, 1988</td>
</tr>
<tr>
<td><a href="mailto:CCROW@BGNET.BGSU.EDU">CCROW@BGNET.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pat Green</td>
<td>Administrative Director Photochemical Sciences</td>
<td>September, 1986</td>
</tr>
<tr>
<td><a href="mailto:PGREEN@BGNET.BGSU.EDU">PGREEN@BGNET.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbara Keeley</td>
<td>Director of Program Advisement Coordinator of Consortial Programs Summer Dean, College of Health and Human Services</td>
<td>April, 1984</td>
</tr>
<tr>
<td><a href="mailto:BKEELEY@BGNET.BGSU.EDU">BKEELEY@BGNET.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inge Klopping</td>
<td>Assistant Dean for Information Services, College of Business Administration</td>
<td>August, 1987</td>
</tr>
<tr>
<td><a href="mailto:IKLOPPI@CBA.BGSU.EDU">IKLOPPI@CBA.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JoAnn Kroll</td>
<td>Director of Career Planning and Placement</td>
<td>April 2, 1984</td>
</tr>
<tr>
<td>372-2356</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diane Regan</td>
<td>Executive assistant to the Dean, College of Arts &amp; Sciences</td>
<td>August, 1982</td>
</tr>
<tr>
<td><a href="mailto:DREGAN@BGNET.BGSU.EDU">DREGAN@BGNET.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lori Schumacher</td>
<td>Coordinator, Payroll Accounting</td>
<td>July 15, 1974</td>
</tr>
<tr>
<td>LSCHUM#@RADAR.BGSU.EDU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beverly Stearns</td>
<td>Assistant to the Dean, Libraries &amp; Learning Resources</td>
<td>January, 1984</td>
</tr>
<tr>
<td><a href="mailto:BSTEARN@BGNET.BGSU.EDU">BSTEARN@BGNET.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Young</td>
<td>Assistant Director Cooperative Education</td>
<td>October, 1989</td>
</tr>
<tr>
<td><a href="mailto:SYOUNG@BGNET.BGSU.EDU">SYOUNG@BGNET.BGSU.EDU</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The committee will be sponsoring a workshop "When your Circuits are Overloaded, How to Cope Without Blowing a Fuse" on February 22, 1995 in the Library Conference Room. Fliers will be sent this week.

**Salary:** They are still waiting for the CUPA report.

**Scholarship:** Susan Hughes reported that applications will be distributed next week. An add will be placed in the BG NEWS and a notice in the monitor. The deadline for completed applications is March 17, 1995. The corpus of the scholarship is $33,636.00. There were $770.00 in new pledges this Fall.

**External Affairs:** The Senior’s Dance is scheduled for February 26, 1995. Everything is going well. Dave Stanford asked for volunteers to help at the dance. Tickets are $9.00 per person.

**Internal Affairs:** The results of the “Constituency Satisfaction Survey” recently have been compiled. The committee will be acting on the results.

**Old Business:** A question regarding benefits available to part-time employees was raised, specifically tuition waivers. After some discussion, the issue was referred to PWC for further exploration. Suggestions included, studying the cost of pro-rating benefits and surveying other institutions in the area.

It was also suggested the PWC explore the possibility of bonuses or other financial incentives for degree advancement.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Mary Beth Zachary for Sue Kelley

**NOTE:** The next meeting for ASC will be on Thursday, March 9, 1995 at 1:30 p.m. in the Campus Room of the Community Suite. (Lunch will also be there).
1. Mercer Study
   John Moore sent a memo updating the steering committee which has not met for a while. According to the memo, all surveys have been turned in, job descriptions are being compiled, and Pat Patton and Walt Montenegro are in Louisville for a week of training. The committee will meet sometime after they come back.

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   There are still a number of constituent concerns about our health care coverage. I am trying to convene a meeting with Dorothy Behling (Faculty Senate Chair and Kathy Eninger, CSC Chair) to discuss the concerns since they apply to all employees. I am hopeful this meeting will take place soon and we can present a unified front in addressing these concerns. If you know of anyone who has a concern, please have that person pass it along to me. I am compiling a list of general concerns.

3. Personnel Welfare
   I want to extend my thank you to Duane and all the members of the Personnel Welfare Committee for the incredible amount of work they accomplished in such a short period of time. I plan to also acknowledge this effort when I speak to the Board of Trustees today. Hopefully, their efforts will be well-received! Also thank you to Ryan O'Donnell who was a guest at the special meeting of ASC and was helpful in determining our natal policy!

4. Lunch
   I want to encourage all members of Council to attend lunch prior to the meetings. Those of us who have attended have had a chance to meet more of our colleagues. Also, please encourage your constituents to attend.

5. Speaker
   Executive Committee has invited David Bryan to speak at the March meeting. We indicated to him that we are concerned about movement towards 100% merit and have some questions we would like to ask. I have not heard if he will be available, but if he is not we will invite another trustee.

6. Professional Development Institute
   I would like to publicly thank John Moore, Pat Patton, Marshall Rose, and Sue Crawford for all the time and effort they have put into the creation of the Institute. The group selected is very excited about starting.
CALLING ALL ADMINISTRATIVE STAFF MEMBERS!

Please Join Us for Lunch in the University Union Campus Room of the Community Suite

Thursday, March 9
12:15 p.m. to 1:15 p.m.

Pick up a lunch in the Falcon's Nest and receive a 25% discount courtesy of the University Union!

Please use the coupon below - good today only
3/9/95

__________________________________________

Name  

__________________________________________

Campus Address  

__________________________________________

Signature  

Administrative Staff Council
Executive Committee Agenda
February 13, 1995

1. Elections
   Academic affairs, students, everyone else
2. President's Panel Agenda Items
3. David Bryan's visit
   Come up to question
4. Miscellaneous
February 20, 1995

Memorandum

To: Administrative Staff

From: Pat Green, Chair
      Administrative Staff Council

I hope your 1995 has started well!

Over the past few months Administrative Staff Council has been busy in many different areas. I want to update you on what is happening and hope you will provide feedback to me or your ASC representative on any of the following:

• **Professional Development Institute**
  Ten administrative staff members traveled to Eastern Michigan University on February 9 to begin the two year Professional Development Institute with administrative staff from Eastern and University of Toledo. The ten Bowling Green representatives are Susan Young, Cynthia Crow, Diane Regan, Barb Keeley, JoAnn Kroll, Lori Schumacher, Beverly Stearns, Lisa Chavers, Pat Green and Inge Klopping. Those who attended found the program very stimulating. Associating with administrative staff colleagues at other institutions is also very exciting. A very special thanks to John Moore, Pat Patton, Marshall Rose and Suzanne Crawford for the incredible job they have done of putting this Institute together.

• **Market Adjustments**
  Staff members who applied for market adjustments by the December 30, 1994 deadline should receive a memo from Personnel in March indicating the results of the review. Final determinations will be completed in March and recommendations will be passed along to the appropriate vice presidential areas. If you have any questions about your request, please call Personnel.

• **Mercer Position Analysis Study**
  Pat Patton and Walt Montenegro recently returned from Louisville where they were trained on various aspects of the Mercer study. The steering committee will meet in the next few weeks for some training and updating on the process. I anticipate there will be focus group meetings for all staff members at some time in the near future. Hopefully more information will be forthcoming when the steering committee meets.

• **Health Care Issues**
  I have been invited to attend a meeting of the Health Care Task Force on Wednesday, February, 22. Dorothy Behling, Chair of Faculty Senate, and Cathy Eninger, Chair of Classified Staff Council, will also attend. At this meeting we will present to the task force ongoing concerns about the health care coverage. I am interested in pursuing what will happen next year particularly with Plan 1. If you have any concerns or questions, please contact me before that meeting.

• **Recommendations for Handbook Changes**
  Administrative Staff Council has forwarded several recommended policy changes for the Administrative Staff Handbook for next year. We have proposed a Natal Policy that would entitle each administrative staff member up to six months leave for the birth or adoption of a
child. We also have proposed some clarification on salary issues including: assumption of additional duties; equity adjustments; interim/acting appointments; market adjustments; and promotions. In addition, we have proposed a change to the Family Medical Leave Act to allow spouses working at the University to be entitled to 12 weeks of leave each. These changes have been forwarded to the Administrative Council for review. We hope these will be approved so the changes can go forward to the Board of Trustees this spring for approval. Many thanks to Duane Whitmire, Chair of Personnel Welfare, and his committee who worked very hard to develop these recommendations in a very short time.

- Salary Issues
  ASC will be forwarding our recommendations regarding salary in March to Dr. Dalton. A number of administrative staff members have expressed some concern about the movement towards increasing the merit component by the Board of Trustees. ASC has invited Trustee David Bryan to talk at our March meeting. We have expressed a desire to share salary concerns with him at this time. He is very interested in hearing them and opening dialogue on this issue. If you have any questions or concerns you would like him to address, please let me know before March 7. We have moved the date of ASC to March 9, 1995 to accommodate Trustee Bryan’s schedule.

- Internal Affairs Survey
  Thank you to the 148 persons who returned the survey sent out by the Internal Affairs Committee concerning constituent representation and election of ASC members. This is by far the biggest response we have received from staff on any survey we have done recently. The results are being compiled and will be discussed by the Internal Affairs Committee and Council in the future. Early results indicate there may be some changes in the way ASC is organized in the future to better represent constituents. I want to thank the committee for all their hard work this year.

- ASC Listproc
  The ASC discussion list on OPIE has now been switched to the BGSU ListProcessor. This is an automated, electronic, mailing list similar to the list on OPIE, but has more features. Everyone has the ability to subscribe to the list, unsubscribe to the list, look up old messages, postpone mail and many more features. All those currently on the OPIE list will be automatically signed up for the new list. Anyone wishing to join the list must still e-mail Deb Wells. Instructions for using the list will be posted. We hope that in the near future all administrative staff will have a BgNet account and subscribe to the list. It is a very effective method to get information out quickly.

- Lunch
  I want to encourage everyone to come to lunch before the Council meetings to get to know your colleagues. It is a great way to network with administrative staff from all areas of the University. Lunch in March will be at 12:15 on Thursday, March 9, in the Town Room of the Community Suite. I hope to see you there!

- Trustees Meeting
  Beginning with the December meeting of the Board of Trustees, administrative and classified staff chairs have given constituent reports. This is great progress for us in the shared governance process and a great opportunity to share what we have been doing. I appreciate the willingness of the Board members at allow us to participate.

As we move forward in the semester and as other issues arise, I will keep you informed. In the meantime if you have a question or concern, please feel free to contact me or any other member of Administrative Staff Council. Administrative Staff Council is here to serve your interests.

PG:aaf
March 8, 1995

MEMORANDUM

TO: Pat Green, Chair
    Administrative Staff Council

FROM: Robert L. Martin
      Vice President for Operations

RE: Proposed Administrative Staff Handbook Revisions

I apologize for the delay in responding to your request for changes to the Administrative Staff Handbook. Discussions concerning this have occurred within the Administrative Council and two courses of action are underway at this point. First, we are in the process of conducting an administrative and legal review of the University’s current benefits relating to Family Medical Leave Act and maternity leave that should be completed within the next three to four weeks and the results will be discussed with your group. We have also decided to defer any response to the pay related suggestions you have made. We believe the results of the University study of administrative staff compensation (Mercer Study) will provide the University a basis for evaluating levels of duty and the appropriate pay windows as duties change. We will discuss the impact of that project with you at that time.

cc: Nancy Footer
    John Moore
Administrative Staff Council Agenda

March 9, 1995, 1:30 p.m.
Campus Room of the Community Suite, University Union

1. Call to Order
2. Introduction of Substitutes
3. Guest Presentation
4. Approval of Minutes
5. Chair's Report
6. Chair-Elect's Report
7. Secretary's Report
8. Committee Reports:
   - Amendments
   - External Affairs
   - Ferrari Award
   - Internal Affairs
   - Personnel Welfare
   - Professional Development
   - Salary
   - Scholarship
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn

- Allow of bonuses zone for classified/admin
- At model policy
- Structure of administrator must pay exist
- How much will search committee look at deficiencies?

Handwritten Notes:
- [Note: Insert handwritten notes here]
ADMINISTRATIVE STAFF COUNCIL MINUTES
Thursday, March 9, 1995

Members Present
Kathy Arrowsmith, Bryan Benner, Ann Betts, Marilyn Braatz, Wayne Colvin, Dave Crooks, Judy Donald, Pat Green, Jeffrey Grilliot, Sharon Hanna, Judy Hartley, Greg Jordan, Patricia Kania, Ken Kavanagh, Barb Keeley, Patricia Koehler, Marcia S. Latta, Joseph Luthman, Lauren Mangili, Penny Nemitz, Amy O'Donnell, Barry Piersol, Diane Regan, Jack Taylor, Denise Van De Walle, Jeanne Wright, Mary Beth Zachary

Members Absent
Joan Morgan for Cindy Colvin, Lee McLaird for Susan Hughes, Sean Brennan for Lona Johnson, Patricia Pation for Ed O'Donnell, Kent Strickland for Deb Wells

Who Sent Substitutes

Members Absent
Steve Barr, Brad Browning, Robert Carlisle, Jacquie Daley-Perrin, Rich Hughes, Gail McRoberts, Judy Paschal, Dave Stanford, Gary Swegan, Sabrina White, Duane Whitmire

Guests
Bonnie Blankenship, Monitor

Call to Order:
The meeting was called to order at 1:32 p.m. by Chair, Pat Green, Chair.

Guest Speaker: David Bryan, member BGSU Board of Trustees

Mr. Bryan had received a copy of our annual goals last Fall. He used our goals as a springboard for his remarks, which he emphasized were his personal views, not those of the Board of Trustees.

Wages & Fringe benefits: (6 ASC goals related to this area) Usually wage increases are determined by what happens at the state level. Since he has been on the board, all the increases in dollars from the state have been used for wage increases. This is a time of scarce resources, but Ohio is in better shape than many other states.

Day Care: Has not made up his mind if more daycare is needed in Bowling Green. Would appreciate learning exactly what is truly needed.

Presidential Search: Mr. Bryan has enjoyed being on this search committee. When the president is selected, the Board hopes to sit down with that individual and develop long range plans for BGSU. He hopes that all constituencies that were represented on the presidential search committee will be involved in this long range planning.

We had over 140 names of individuals interested in our presidential vacancy. In December the committee narrowed the field to thirteen, whom they interviewed. In this group were four sitting presidents and nine provosts. From this group six were selected.

Some university constituents have complained that the resumes are not as strong as they had hoped. Mr. Bryan emphasized that the resume won't lead the university. We need an individual with vision, style and ability. The six individuals selected impressed the committee as having the kinds of qualities we need. There will be visits to the candidates' campuses before a selection is made.

Merit Pay: Currently, in the business literature, merit pay is discussed frequently and generally favored. Mr. Bryan thinks the trustees need to dialogue about merit pay and in fact, the process last year when BGSU went from 60/40 to 50/50 (across the board/merit) could have been introduced and discussed with the various constituencies before the change was implemented. Mr. Bryan said he wants to know if the mechanism exists to distribute merit pay equitably.
Chair Report

Pat Green sadly reported that Gwen Ohlinger passed away suddenly on Monday.

In order to submit our salary requests on time, the rest of the agenda was by-passed to allow the salary committee to present their report. For the full report, call your ASC representative.

Salary:

See attached Executive Summary. There was much discussion about whether a portion of the raise would be lump sum or a percentage. A lump sum benefits those with lower salaries. It was suggested that perhaps the Mercer Study will help raise seriously low salaries. More discussion needs to be held to determine what the administrative staff consensus is on this issue.

Meeting adjourned at 3:15 p.m.

Respectfully submitted,

[Signature]

ADMINISTRATIVE STAFF COUNCIL

SALARY COMMITTEE

1994-95 REPORT

EXECUTIVE SUMMARY

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

1) In terms of ranking, BGSU average salaries when compared to average salaries at similar institutions (Modified Version 3.1) moved from 8th in 92-93 to 5th in 93-94 and in 94-95 BGSU dropped to 7th position (see Appendix B). This follows a ranking of 9th in 91-92 and 6th in both 89-90 and 90-91.

2) BGSU average salaries, when compared to average salaries at similar institutions (MV 3.1) decreased slightly to -3.73% as compared to -3.20% in 93-94; -4.04% in 92-93 and -5.35% in 91-92, which had progressed downward from -2.83% in 89-90 and -3.83% in 90-91 (see Appendix A.1).

3) The percentage of BGSU salaries that were more than 10% below the state average for that position dropped further to 32.14% in 94-95 from 30.91% in 93-94.
Administrative Staff Council
Executive Committee Agenda
Tuesday, March 28, 1995

1. By-law changes
   - attend peer policy, garner for votes?

2. Ad Council response to proposed handbook changes Boi Martin's policy change?

3. Feedback on salary recommendation

4. Officer candidates - George Morgan chairs list

5. Resolution: gift for FFO

6. April Meeting - email groups
>--------RE Forwarded message --------
>Examples of issues to be examined include:
>Should we forward each year just one salary recommendation - i.e. ASC
>recommends a 4% increase with a 60/40 split for across the board and merit.
>Yes, merit is the best way to reward good performance
>Dave

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Dave Steen A/V Technical Specialist
Bowling Green State Univ.
Instructional Media Services
125, 129 Olscamp Hall
Bowling Green, OH 43403
419-372-6985 dsteen@bgnet.bgsu.edu Internet

? Help M Main Menu P Prev Msg - Prev Page F Forward D Delete
O OTHER CMDS I Mail Index N Next Msg SPACE Next Page R Reply S Save
CONSTITUENT SURVEY RECOMMENDATIONS
FOR FOCUS GROUPS

Constituent Survey indicates that there seem to be a couple of camps out there: some who really care and want to be involved in administrative affairs, and some who could really care less. Below are three of the ideas we believe could be moved on quickly by Council. Other issues can be addressed later. Please discuss the ideas in your group. We will come back together and share ideas collectively.

Develop a new officer's position, Internal Affairs Officer.
Improve image of Council by demonstrating the commitment to improve communication between representatives and constituents

This person could chair the committee, monitor the attendance policy, communicate/distribute the constituent network and its use, etc...

Monitor the accountability of representatives and constituents.

Take some of load off Secretary

Expand the purpose of the Administrative Staff Reception.
Mailing to supervisors encouraging them to support staff attending the reception

Representatives could sit with their constituents at the reception

An introduction to the climate for administrators on campus

Discussion of how to bring issues to Council

Develop rapport between constituents and representatives

Address terms and length of terms on Council
How long should Council terms be?

How do we accomplish getting a greater cross-section of administrators on Council?

How long should time between terms be?

Can we do brief bios of everyone who wishes to run?

How can we use e-mail effectively for bios?

Size okay? Identify anybody
To: Mary Beth Zachary  
Sharon Hanna  

From: Bart K.

Regarding By-Laws Revisions

I will ask for comments at the 4/16 ASC meeting. In the meantime, I have sent you each copies of CSC & FS by-laws to stimulate your thinking. Perhaps we can chat after the 4/16 meeting.
The Classified Staff Council is established to provide for direct channels of communication between classified staff members and University officials. Composed of full-time and permanent part-time classified staff, the Council addresses matters of concern or of interest to classified staff members, such as: policies, procedures, benefits, and services.

The membership of the Classified Staff Council consists of twenty-one classified staff members at Bowling Green State University. Each council member represents the classified staff of each vice-presidential area within the University. The number of members is determined by the number of classified staff in each vice-presidential area. Members serve for three-year terms and one-third of the membership is replaced every year. Classified staff are encouraged to contact the Classified Staff Council members with concerns or suggestions for committee action.

The Classified Staff Council members for the 1994-1995 fiscal year are:

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Carol Lashway</td>
<td>Continuing Education</td>
<td>2-8783</td>
</tr>
<tr>
<td></td>
<td>Nancy White Lee (Chair-Elec)</td>
<td>Jerome Library</td>
<td>2-7776</td>
</tr>
<tr>
<td></td>
<td>Mariann Reiter</td>
<td>Graduate Studies in Business</td>
<td>2-2488</td>
</tr>
<tr>
<td></td>
<td>Tam Thomas (Co-Secretary)</td>
<td>Business Administration</td>
<td>2-8825</td>
</tr>
<tr>
<td>Firelands</td>
<td>Lori Peugeot</td>
<td>Firelands Campus</td>
<td>832-217, 433-5560 ext. 217</td>
</tr>
<tr>
<td>Operations</td>
<td>Kathy Eninger (Chair)</td>
<td>Paint Shop</td>
<td>2-7659</td>
</tr>
<tr>
<td></td>
<td>Judy Veo</td>
<td>Food Operations</td>
<td>2-2781</td>
</tr>
<tr>
<td></td>
<td>Larry (Red) Hoffman</td>
<td>Carpenter Shop</td>
<td>2-7646</td>
</tr>
<tr>
<td></td>
<td>Patty Kitchen (Co-Secretary)</td>
<td>Public Safety</td>
<td>2-7991</td>
</tr>
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<td></td>
<td>Steve Lashaway</td>
<td>Electric Shop</td>
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<td>James Lein</td>
<td>Energy Management</td>
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<td>Jay Samelok</td>
<td>University Union</td>
<td>2-8071</td>
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<td>Maegor Shafer</td>
<td>Food Operations</td>
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<td>Bob Smith</td>
<td>Inventory Management</td>
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<td>Ken Semon</td>
<td>Hurling Shop</td>
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<td></td>
<td>Sue Wamnes (Treasurer)</td>
<td>Grounds</td>
<td>2-7649</td>
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<tr>
<td>Part-Time</td>
<td>Kay Galarak</td>
<td>Special Education</td>
<td>2-7293</td>
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<tr>
<td>Planning and Budgeting</td>
<td>Mary Aliar Newman</td>
<td>Admissions</td>
<td>2-9870</td>
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<td>Sandy White</td>
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<td>2-2201</td>
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<tr>
<td>Student Affairs</td>
<td>Rebecca Lentz</td>
<td>Student Activities/Orientation</td>
<td>2-2843</td>
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<tr>
<td>University Relations</td>
<td>Bob Kroistekamp</td>
<td>WBCU-TV</td>
<td>2-2700</td>
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</tbody>
</table>

CLASSIFIED STAFF COUNCIL BY-LAWS

The Classified Staff Council, hereinafter referred to as CSC, was created to provide for direct channels of communication between classified employees and the President's designee. The Council will:

1. Serve as a representative board for the discussion of policies, procedures, benefits and services affecting classified staff;
2. Provide an avenue of input from classified staff to the President's designee involving matters of concern related to their employment at BCSU;
3. Provide University officials with an effective method for soliciting and disseminating information about plans, policies and concerns affecting classified staff employees;
4. Follow through on the charge of the committee as a working group providing University officials with assistance in addressing matters of concern or of interest to classified employees.
MEMBERSHIP

1. Membership on the CSC is designed to represent, to the greatest extent possible, a cross-section of classified employees at BGSU. The committee consists of 21 employees representing the various organizational areas of the University in the following proportions:

a. 4 - Academic Affairs
b. 1 - Firelands
c. 1 - University Relations
d. 1 - Permanent Part-Time
e. 2 - Planning/Budgeting and President's Area
f. 1 - Student Affairs
g. 11 - Operations

6 Physical Plant
4 Auxiliary (3 Food including Union; 1 Bookstore, Office Services, Secretary(s) to Vice President and Assistant Vice President for Operations, Purchasing, Inventory Management)
1 Management (Parking, Personnel Services, Transportation Services, Public Safety employees not represented by a University recognized bargaining unit)

2. All permanent full-time and permanent part-time employees employed at the University beyond the initial period are eligible for election to membership on the CSC.

3. Upon election time, vacancies will be announced in March via University publications to all classified employees and self-nominations accepted according to the membership structure described above. Any employee wishing to be considered for a position on the CSC will submit to the chair of the election committee his/her name, area of employment and years of service in writing. All nominations received will be voted on by that area in which a vacancy occurs. A member whose term is ending may renominate himself/herself.

4. If no self-nominations are received for any vacant position, CSC will have the authority to appoint a representative from the respective area to serve until the next scheduled election. At said time, self-nominations will be accepted to fill the remainder of the term. This process may be repeated as many times as necessary. At election time the appointed representative may submit his/her name to CSC for the purpose of filling the council seat or continuing oh as council appointee until someone in the respective area elects to run for the seat.

5. In the event of a tie occurring in the election, the Election Committee will use a lottery method to determine the representative.

6. The term of office for all members will be three years, unless a member is elected to complete a vacant term. If there are two vacancies in the same area with one of the vacancies being for a longer term, then the person receiving the most votes will serve the longest term.

7. If a vacancy occurs during term of service, CSC will have the authority to appoint a representative to fill the vacant term until the next scheduled election. At said time a representative will be elected to continue the term of service which had been vacated. The appointed representative may submit his/her name at election time for the purpose of continuing the term of service.

8. CSC nomination announcements will be made in April, with election results announced in May.

9. Terms of elected office on the CSC will begin July 1.

10. Any member who is transferred from one area to another shall remain on CSC as the representative of the original area until the next scheduled election.

11. An employee's membership on the CSC will be automatically terminated after three absences per year from regular CSC meetings, except as unusual circumstances (e.g., extended illness, conflict with work schedule). Absences shall be reported to the secretary(s).

12. All members shall have full and equal participatory rights on the Council including, but not limited to, the right to vote on all matters presented to the CSC.

13. There shall be no alterations for members on the Council.

OFFICERS

1. The CSC officers will consist of a chair, vice chair, secretary(s) and treasurer. These officers will make up the executive committee.

2. The chair, vice chair, secretary(s) and treasurer will normally serve a one-year term in these offices.
3. The chair will perform duties normally associated with that office including, but not limited to, conducting meetings of the CSC, representing the CSC whenever necessary or appropriate and forwarding the recommendations of the CSC to the President's designee.

4. The vice chair will automatically advance to chair following the completion of the chair's term. Should the term of the vice chair expire before he/she has served as chair, the term will be extended one year. The vice chair will assist the chair as necessary and conduct meetings in the chair's absence. The vice chair will be responsible for the Committee on Committees. All committees will report their activities to the vice chair to be recorded and passed along as necessary.

5. The secretary(s) will be responsible for the recording of all meetings and distribution of minutes, roll call and mailings as deemed necessary to the performance of the duties.

6. The treasurer will be responsible for maintaining all financial records pertaining to CSC and its activities. In the absence of the treasurer, the chair will be allowed to authorize money for dispersal from the Foundation and Business Offices.

7. When a vacancy occurs on the executive committee, the CSC will take self-nominations for that position from members. If more than one candidate, the result will be a simple majority vote of at least 75% of council in attendance.

8. All executive committee members shall be elected by CSC at the June meeting of combined council and take office the following July.

MEETINGS AND PROCEDURES

1. The CSC will meet in regular session once a month. A regular meeting date and time will be established each year. Special meetings deemed necessary may be called by the executive board.

2. Members who are unable to attend a regular scheduled meeting should notify the secretary(s) of the CSC at least two days before the meeting, except in unusual circumstances (see #10 membership).

3. Members should submit agenda items to the secretary(s) two weeks prior to the scheduled meeting date.

4. Meetings will be open for all regularly scheduled meeting dates (unless otherwise publicized). Guests may be invited to address a specific topic.

5. A quorum for holding a meeting and conducting business shall be 50% plus one of the voting membership.

6. Matters requiring a vote will be carried out by a majority (except amendments to the By-Laws, see #11). Voting by council membership will be by show of hands unless voting by ballot is deemed by the chair.

7. Ad hoc committees may be appointed as necessary to facilitate the business of the council. Members may be appointed with council approval. The chairs of ad hoc committees are required to attend regular monthly meetings of CSC until completion of task. Ad hoc committee members shall report to the whole council prior to taking any official action.

8. Standing committee members will be appointed at the beginning of each academic year or as necessary by vote of the council (see #6) to serve a three-year term. All classified employees are eligible to serve on university standing committees.

9. Minutes and agendas will be sent each month to all council members, the MONITOR, Executive Director of Personnel Services, and other requested guests. Minutes will be available for all classified staff employees, the Vice President for Operations, the Center for Archival Collections, the Board of Trustees and the President.

10. Action taken by the council will be in the form of recommendations to the President's designee.

11. Amendments to the By-Laws of the CSC will be made only at a regular or special meeting of the CSC and with concurrence by three-fourths of the council in attendance.

12. Members shall always respect the suggestions, ideas, comments and concerns of other members in the duration of all meetings. We are the people's choice, representing all classified employees as a professional team.
BYLAWS OF THE FACULTY SENATE

A. The order of business of the Faculty Senate shall be as follows:

1. Call to order
2. Roll call by the Secretary
3. Announcements by the Chair of the Senate
4. Communications with the President and/or VPAA or designated representative(s)
5. Communications with the student body Presidents or their representatives
6. Completion of pending business
7. Reports from Senate committees
8. New business
9. Issues and Concerns
10. Adjournment

B. Items not on the agenda may be discussed under issues and concerns. A motion on such an item cannot be considered until a two-thirds vote of those Senators present approves a motion so to proceed.

C. Minutes and proceedings of the Senate, or summaries thereof, shall be distributed to all University faculty members. Copies of the agenda for forthcoming Senate meetings shall be distributed to all University faculty members.

D. Voting on deliberations before the Senate shall be restricted to those present. A roll call vote of the Faculty Senate shall be taken only when ordered by a vote of one-fifth of those Senators present and legally entitled to vote excluding blanks or abstentions.

E. Provisions for vacancies among Senate Officers:

1. if the Chair should resign or be otherwise unable to serve, the Vice Chair shall become Chair;

2. if the Vice Chair should become Chair under the provisions of E.1, immediately above, he/she shall be Chair for the remaining portion of the academic year. If accession to the office of Chair takes place before January 1, he/she shall cease being Chair at the end of the current academic year; if such accession occurs on
or after January 1, he/she shall be Chair for one full academic year additionally;

3. if the office of Vice Chair or Secretary becomes vacant for any reasons, the Senate shall immediately elect a Vice Chair or Secretary. They shall complete their terms as if they have been serving for the full year;

4. in the event that both the Chair and the Vice Chair shall be unable to serve, the President, as ex officio member, shall preside for the purpose of electing a Chair and Vice Chair.

F. An elected Senate member on official University leave for one academic year, whose remaining term of office is concurrent with his/her leave, or extends less than one academic year beyond the expiration of such leave, shall be deemed to have vacated his/her office.

G. An elected Senate member on official University leave not to exceed one academic year, and whose term of office extends for at least one academic year beyond the expiration of his/her leave, shall be replaced during his/her absence by the appropriate college or school.

H. An elected Senate member not on official University leave absent from more than two regular or more than two on-call or specially-called Senate meetings, whether with an alternate or not, in one academic year shall be deemed to have vacated his/her office. He/She shall not be eligible for appointment to fill any Senate vacancy for a period of one academic year.

I. All vacancies in the elected membership of the Senate shall be filled by the appropriate University body, who shall appoint the next eligible person as defined in Article IV, Sections 1 and 2 for the remainder of the academic year. If the vacancy exceeds one year, then the remaining year(s) of the term shall be filled by election at the regular time of elections.

J. Upon election each Senator, Officer of the Senate, and (or) committee member of the Senate shall assume the duties of the office immediately following the final commencement of the academic year.

K. The academic year is herein defined as the time period covered by the fall and spring semesters.
Back

Stakeholder Organizational Structure
Administrative Staff Council Agenda

April 6, 1995, 1:30 p.m.
Campus Room of the Community Suite, University Union

1. Call to Order
2. Introduction of Substitutes
3. Guest Presentation
4. Approval of Minutes
5. Chair's Report
6. Chair-Elect's Report
7. Secretary's Report
8. Committee Reports:
   - Amendments
   - External Affairs
   - Ferrari Award
   - Internal Affairs
   - Personnel Welfare
   - Professional Development
   - Salary
   - Scholarship
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn
ADMINISTRATIVE STAFF COUNCIL MINUTES
April 6, 1995

Members Present: Bryan Benner, Ann Betts, Marilyn Braatz, Cindy Colvin, Wayne Colvin, Dave Crooks, Judy Donald, Pat Green, Sharon Hanna, Judy Hartley, Pat Kania, Ken Kavanagh, Barb Keeley, Marcia Latta, Joseph Luthman, Lauren Mangili, Gail McRoberts, Penny Nemitz, Amy O'Donnell, Ed O'Donnell Barry Piersol, Diane Regan, Dave Sanford, Gary Swegan, Jack Taylor, Denise Van De Walle, Deb Wells, Sabrina White, Duane Whitmire, Jeanne Wright, Mary Beth Zachary

Members Absent: Lee McLaird for Susan Hughes

Who Sent Substitutes: Kathy Arrowsmith, Brad Browning, Robert Carlisle, Jacque Daley-Perrin, Jeffrey Grilliot, Rich Hughes, Lona Johnson, Greg Jordan, Patricia Koehler, Judy Paschalis

Call to Order: The meeting was called to order at 1:32 p.m. by Chair, Pat Green.

Approval of Minutes: Mary Beth Zachary moved, Jeanne Wright seconded, and the minutes were approved as distributed.

Chair Report:
see attached

Secretary's Report:
Bylaws committee will be meeting soon. Please review by-laws and call Barb Keeley with suggestions, concerns, and/or comments.

Ferrari Award
Committee meeting to update letter and prepare for the mailing.

Personnel Welfare
Committee is looking into the following issues: benefits for part-time staff, support and reward for staff who get advanced degrees, differences in benefits between administrative and classified staff.
Professional Development

Staff are encouraged to join the first Nationwide Heart Attack Study. Appointments for screenings must be made and should only take 15 minutes. For more info see your ASC representative or call Diana Shamp, Employee Benefits supervisor at 2-2115.

Scholarship

Committee will meet to determine candidate to be interviewed after ASC meeting. Recipients should be notified by the end of April. One $1000 award will be given as well as 3-4 book scholarships.

External Affairs

The dance for senior citizens in February was canceled and will be held at a later date. More information will be forthcoming.

Internal Affairs

Internal Affairs identified 3 areas of discussion for small groups. The council broke into groups and discussed survey recommendations. Comments and issues from the small groups:

Internal Affairs Committee:
Chair of Internal Affairs should be chosen by the committee

Administrative Staff Reception:
Change reception to later in the fall or make it a breakfast
Engineer reception to make it more friendly to new members

Council Representatives:
Evaluate election process
How are constituent groups formed?
If you represent the people you work with it makes the process easier
Consider having representatives bring one constituent to each council meeting
Have the representatives meet with their constituents early in the year
Create constituent groups and have them elect their representatives
Don't count a council member absent when a substitute attended in his/her place
More orientation for new members
Perhaps have at-large representatives

Old Business:

The request was made to put salary philosophy on the ASC agenda early next year. A suggestion was also made to do surveys of all administrative staff, not only related to raises, but also to consider what else motivates employees.

Meeting adjourned at 3:00 p.m.
1. Presidential Search Process
   I want to thank the members of Council who were able to attend the meetings with the candidates for president. Over half of ASC was represented at these meetings. I really appreciate the effort especially on such short notice and with all the busy schedules.

2. Salary Recommendation
   A number of staff members have called me to express concern about our salary recommendation. There is particular concern over the lump sum recommendation. Executive Committee has discussed how to best handle the salary issues next year and decided it would be best to start to discuss the concepts several months in advance so members of Council can get input from constituents. It is further recommended that ASC send forward only one recommendation rather than several scenarios.

3. Mercer Study
   The steering committee for the Mercer Study has begun to meet to review the results of the study for accuracy. The committee will also recommend policies and procedures Next Monday the committee meets to establish a timeline to complete review. It is the intention of the committee to review each position for accuracy. More information will be available after Monday's meeting.

4. Performance Evaluation Committee
   The committee, which has not met in quite a while, will be meeting on Friday, April 21 to discuss next steps. The committee will be looking at the ASC Handbook to decide if the process in the ASC Handbook should be followed.

5. Resolution for President Olscamp
   The Executive Committee has decided that we should present a resolution to President Olscamp at the May Board meeting to acknowledge his support of ASC during his tenure here.

6. Health Care Issues
   There are still some concerns about the processing of claims and dental bills being denied. We will still try to work with the necessary persons to get some of the continuing issues resolved.

7. Board of Trustees Meeting
   Bryan and I attended the Board meeting at Firelands on Friday, March 31. Our colleagues there send their regards. The biggest issue was the discussion of the Apple leasing agreement. The Board is in favor of keeping up with technology, but is concerned with the financial aspects of the agreement. The Board is in favor of continuing to examine ways for the campus to position itself at the forefront of technology.
Administrative Staff Council Agenda
May 4, 1995, 1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Guest Presentation
4. Approval of Minutes
5. Chair’s Report
6. Chair-Elect’s Report
7. Secretary’s Report
8. Committee Reports:
   - Amendments
   - External Affairs
   - Ferrari Award
   - Internal Affairs
   - Personnel Welfare
   - Professional Development
   - Salary
   - Scholarship
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn
1. Mercer Position Analysis

The steering committee has begun reviewing each position. We have started with 100 positions that we initially questioned. We are reading each survey and providing our own evaluation. The committee evaluations will be compiled, compared to the recommended pay grades and make recommendations about the grade levels of positions. We will eventually do this with every administrative staff position. There is a subcommittee working on establishing the appeals process and another subcommittee working on developing policies and procedures on issues such as promotions, upgrades, transfers, etc. I feel very good about this process. Having a committee of peers review all these positions gives us a chance to be involved in the process rather than just be told the results. I believe there will be fewer appeals as a result.

2. Performance Evaluation Process

The committee to create a standard performance evaluation for all administrative staff met and have decided to wait until the fall after the arrival of Dr. Ribeau. In the meantime vice presidents will be advised to review the ASC Handbook and follow the guidelines already established for this year and next. If you have not had a performance review, please tell your supervisor that you want one very soon.

3. Proposed Handbook Changes

I spoke with Vice President Martin about the status of our proposed handbook changes. The ones dealing with salary issues are on hold pending the results of the position analysis study. The natal leave and family leave proposals are still being reviewed by the Nancy Footer. Tomorrow’s Board meeting is the one where handbook changes are being recommended. Vice President Martin assured me that any changes as a result of our recommendations will be acted on as they come up. The only change being approved tomorrow results from a recommendation from classified staff about personal leave. Classified staff proposed that personal leave be charged in minimum units of one hour instead of two. This is being approved for both classified and administrative staff.

4. June Meeting

The June meeting will be a combined meeting with new council members present. I would like each committee chair to be prepared to describe the work of your committee so we can have committee sign-up next month. Executive Committee has determined that committees could begin working in the summer, especially those that have timelines like PWC. Final committee reports are also due by the June meeting.

5. Salary Presentation

On May 18 I will be presenting our salary proposal to the combined FSBC and UBC. Faculty Senate requested an opportunity to speak about salary to these committees. It was decided to include all constituent groups. I asked Barry to give the presentation, but since he will be out of town I will go in his place. I will be meeting with Barry before that meeting to talk about the presentation. Today’s discussion may be helpful for that meeting.

6. Market Adjustments

Some staff have expressed concern that they have not received the results of their market surveys from Personnel. The results were supposed to be completed in March. John Moore told me they are working on these and the results will be completed in plenty of time for consideration for this year’s pool.
1. Asc - determine how to fit number
2. 3
3. As per understanding the board
4. Due - mutual agreement on amount
5. Gun - to go, each area
6. Amount shall individual
7. Amount shall individual
8. Amount shall individual
ADMINISTRATIVE STAFF COUNCIL MINUTES
May 4, 1995

Members Present
Kathy Arrowsmith, Bryan Benner, Ann Betts, Marilyn Braatz, Cindy Colvin, Brad Browning, Robert Carlisle, Cindy Colvin, Wayne Colvin, Dave Crooks, Jacque Daley-Perrin, Jeffrey Grilliot, Pat Green, Sharon Hanna, Judy Hartley, Lona Johnson, Pat Kania, Barb Keeley, Marcia Latta, Joseph Luthman, Lauren Mangili, Gail McRoberts, Amy O'Donnell, Ed O'Donnell, Diane Regan, Gary Swegan, Jack Taylor, Denise Van De Walle, Deb Wells, Sabrina White, Duane Whitmire, Jean Wright, Mary Beth Zachary

Members Absent
Lee McLaird for Susan Hughes, Paul Lopez for Patricia Koehler, Deb Knigga for Penny Nemitz, Peg Bucksky for Judy Paschalidis

Who Sent Substitutes
Kathy Arrowsmith

Call to Order: The meeting was called to order at 1:32 p.m. by Chair, Pat Green.

Approval of Minutes
Ed O'Donnell moved, Deb Wells seconded, that the minutes be approved as distributed.

Chair Report: see attached

Chair-Elect Report:
The Mercer Study process is being completed in a very thorough manner.

Secretary’s Report:
The ballots for chair-elect and secretary went out May 3rd. A final ballot to elect Executive Committee will go out as soon as the chair-elect and secretary are finalized.

Amendments:
See attached draft. The committee would like comments and will propose changes at the June Meeting.

Ferrari Award:
Letter soliciting nominees is ready and will go out next week.
**Personnel Welfare**

They are working to collate a hand out comparing the benefits of the three constituent groups.

**Professional Development**

There will be another health screening available again in the Fall. All 200 appointments were filled for this offering.

**Salary:** (See old business and attachment)

**Internal Affairs**

The committee met and summarized the focus group results from last month. Their recommendations were:

a) An internal affairs officer should be appointed.

b) Wait to change the reception format until after the new administration is in place.

c) Emphasize council members communicating with constituents.

d) Develop mentor-mentee program for new council members.

e) Defer work on election and term issues until next year.

**Old Business:**

Salary Discussions- council members reported what constituents had expressed. Some general questions, suggestions, and concerns were:

a) Council should draft a position statement.

b) Explore non-monetary rewards; survey administrative staff to see what they might like.

c) Salary inequities should be made up through the market adjustment process.

d) Salaries are not keeping up with inflation.

e) Can we do anything before Mercer Study is finalized?

f) What about multi-year contracts as a merit reward.

g) Unless the percentage of a raise in a given year is above the rate of inflation just give cost of living raise.

h) Talk to new president about his views on compensation.

i) Merit should be available in salary increases.

Meeting adjourned at 2:50 p.m.
May 4, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
        Barb Keeley
        Sharon Hanna
        Mary Beth Zachary

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

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may be taken following the second reading.

Section 5: Alternates at ASC Meetings

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

Section 6: Attendance Policy

(Delete first paragraph and add:) Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.
Article 2: Committees

Section 2: ASC Standing Committees

(add) I. Internal Affairs would be responsible for the following:
   - Develop and update as necessary an orientation program for new employees and new ASC members; compose and update history of ASC and make part of orientation packet
   - Study ways to recognize administrative staff and work to develop recognition of awards obtained
   - Respond to concerns regarding the structure and/or configuration of regular ASC meetings

J. External Affairs would be responsible for developing the following:
   - Ideas for community involvement projects for administrative staff
   - Provide assistance for BG Effect
   - Develop ways to improve opening day activities for administrative staff
   - Work on public relations with other groups on campus and off campus and with media
   - Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership. A vote of council membership.
### BGSU Administrative Staff Salaries: 1994-95
### Distribution by Range and Average Salaries

<table>
<thead>
<tr>
<th>1994-95 Salary Range From to</th>
<th>Number in Range</th>
<th>Cumulative Number Down</th>
<th>Cumulative Number Up</th>
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<td>11</td>
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<td>449</td>
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<td>$16,000-$19,999</td>
<td>24</td>
<td>35</td>
<td>438</td>
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<tr>
<td>$20,000-$24,999</td>
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<td>74</td>
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</tr>
<tr>
<td>$90,000 &amp; Above</td>
<td>2</td>
<td>449</td>
<td>2</td>
</tr>
</tbody>
</table>

- **Total Number of Admin Staff**: 449
- **Average Salary for All 449 Administrative Staff**: $37,621
- **Number With Salary Higher Than Average**: 186 (41.7%)
- **Number With Salary Lower Than Average**: 263 (58.3%)

- **Average Salary for 438 Administrative Staff (≥$16,000)**: $38,215
- **Number With Salary Higher Than Average**: 177 (40.9%)
- **Number With Salary Lower Than Average**: 261 (60.1%)

Please note: Most salaries below $24,000 are those of individuals with 9 and 10 month contracts. Vice Presidents who are A.S. are also included.
### BGSU Administrative Staff Salary Average and Distribution 1992-93

#### BGSU ADMINISTRATIVE STAFF SALARY SUMMARY FOR SPRING 1992-93 (Main + Firelands)

<table>
<thead>
<tr>
<th>DISTRIBUTION</th>
<th>COUNT IN RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below average</td>
<td>253</td>
</tr>
<tr>
<td>Above average</td>
<td>170</td>
</tr>
<tr>
<td>Below 20,000</td>
<td>36</td>
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<td>20,000 - 24,999</td>
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<td>30,000 - 34,999</td>
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<td>95,000 - 99,999</td>
<td>0</td>
</tr>
<tr>
<td>100,000 &amp; above</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL** 423

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

Source: FACSTAFF 9293; "Personnel Changes", Board of Trustees.


1992-3 average salary $35,632
May 4, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
       Barb Keeley
       Sharon Hanna
       Mary Beth Zachary

RE: Proposed Amendment to the Bylaws—Additions are in bold type

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may be taken following the second reading.

Section 5: Alternates at ASC Meetings

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

Section 6: Attendance Policy

(Delete first paragraph and add:)

Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.
Article 2: Committees

Section 2: ASC Standing Committees

I. Internal Affairs would be responsible for the following:
- Develop and update as necessary an orientation program for new employees and new ASC members; compose and update history of ASC and make part of orientation packet
- Study ways to recognize administrative staff and work to develop recognition of awards obtained
- Respond to concerns regarding the structure and/or configuration of regular ASC meetings

J. External Affairs would be responsible for developing the following:
- Ideas for community involvement projects for administrative staff
- Provide assistance for BG Effect
- Develop ways to improve opening day activities for administrative staff
- Work on public relations with other groups on campus and off campus and with media
- Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of [exist of a majority of Administrative Staff Council or committee membership] a 2/3 vote of council membership.
### BGSU ADMINISTRATIVE STAFF SALARIES: 1994-95

**DISTRIBUTION BY RANGE AND AVERAGE SALARIES**

<table>
<thead>
<tr>
<th>1994-95 Salary Range From</th>
<th>1994-95 Salary Range To</th>
<th>Number in Range</th>
<th>Cumulative Number Down</th>
<th>Cumulative Number Up</th>
</tr>
</thead>
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<tr>
<td>Below $16,000 per year</td>
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<td>11</td>
<td>11</td>
<td>449</td>
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<tr>
<td>$16,000</td>
<td>$19,999</td>
<td>24</td>
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<td>438</td>
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**Total Number of Admin Staff**
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$37,621

**Number With Salary Higher Than Average**
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**Number With Salary Lower Than Average**
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BGSU Administrative Staff Salary Average and Distribution 1992-93

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<tr>
<th>Distribution</th>
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<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below average</td>
<td>253</td>
<td>59%</td>
</tr>
<tr>
<td>Above average</td>
<td>170</td>
<td>41%</td>
</tr>
<tr>
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<td>36</td>
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</tr>
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<td>50,000 - 54,999</td>
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<td>55,000 - 59,999</td>
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<td>0%</td>
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<td><strong>423</strong></td>
<td></td>
</tr>
</tbody>
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Note: June, 1993 Salary uses 1993-94 base (92-93*1.033 + 1040) except where adjustments were reported to BOT personnel changes.

Source: FACSTAFF 9293; "Personnel Changes", Board of Trustees.

1992-3 average salary $35,632
MEMORANDUM

TO: Pat Green, Chair
    Administrative Staff Council

FROM: Judy Donald
      Barb Keeley
      Pat Koehler
      Marcia Latta
      Joe Luthman
      Ed O'Donnell
      Denise Van De Walle
      Duane Whitmire, Chair
      ASC Personnel Welfare Committee

RE: Annual Report for 1994-95

May 30, 1995

The Personnel Welfare Committee fulfilled its charge of reviewing the Administrative Staff Handbook and studying and recommending Council action on matters involving general salary policies, benefits, performance evaluation, and policies and procedures which affect the functioning of administrative staff in their positions. Most of the original goals established by the Executive Committee for PWC to consider this year have been accomplished.

Specific actions were recommended in the following areas:

- developed a time line for ASC submissions for Handbook changes
- proposed a Handbook addition for the "Assumption of Additional Responsibilities"
- proposed a Handbook addition for "Equity Adjustments"
- proposed a Handbook addition for "Interim/Acting Appointments"
- proposed Handbook revisions for "Market Adjustments"
- proposed Handbook revisions for "Promotions"
- proposed Handbook revisions for "Family and Medical Leave Act (FMLA)" Policy
- proposed Handbook revisions for "Natal" Policy
- developed a "Synopsis of Benefits for Part-Time Administrative Staff, 12 Month Permanent Part-Time Classified Staff, and Part-Time Faculty" (see attachment)
PWC committee members participated on the following committees that have a direct or indirect impact on administrative staff

- Judy Donald is a member of the Administrative Performance Evaluation Committee
- Chairs of the PWC committees of Administrative Staff, Classified Staff, and Faculty Senate met to identify areas of mutual concern
- Barb Keeley is a member of the BGSU Health Care Task Force and the Insurance Appeals Committee
- Duane Whitmire is participating in the BGSU Administrative Staff Job Analysis and Compensation Plan Committee (Mercer Group Study)

The following items were brought to PWC this year and varying degrees of discussion occurred but no formal action was taken. Therefore, the topics listed below should be considered possible carry over items for consideration by next year's PWC.

- "Dollar Recognition of Degrees" - finish the survey that was started
- "Time Differentials for Administrative Staff at 'Sister' Universities" - finish the survey that was started
- increasing the number of days for payment of accumulated sick leave upon retirement
- pro-rating of benefits for part-time employees for all constituent groups (see attachment)
- increasing the number of vacation days based on length of service (e.g. perhaps 25 days a year for those with greater than 20 years of service)
- fee waivers beyond five years for dependents of retirees
- multiple year contracts (especially for long-term employees)
- establishing a Day Care advisory board to assist in the formulation of policies and assessing the needs of constituents as the Day Care facility comes into existence

It has been a busy and productive year for PWC. Hopefully, the central administration will take action on the recommendations that have been made. If you need any additional information, please feel free to contact us.

pc: Bryan Benner
    Greg Jordan
## Synopsis of Benefits for Part-Time Administrative Staff, 12 Month Permanent Part-Time Classified Staff, and Part-Time Faculty

<table>
<thead>
<tr>
<th>Benefit Provided</th>
<th>Admin Staff</th>
<th>Class Staff</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement benefits depend upon years of service age,</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>highest three-year salary and payment options</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sick leave accrues on a pro-rated basis</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Holiday pay (one and one-half times)</td>
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<td>X</td>
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<tr>
<td>Vacation accrues on a pro-rated basis</td>
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<tr>
<td>Military leave up to 31 days a year</td>
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<td>Parking decal</td>
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<tr>
<td>Fee waivers on a pro-rated basis for the employee</td>
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<td>X</td>
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<tr>
<td>Fee waivers for dependents</td>
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</tr>
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<td>Travel reimbursement</td>
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<tr>
<td>Discounts with ID card</td>
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<tr>
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<td>Employee Recognition - Staff Awards</td>
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<tr>
<td>Health care</td>
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</tbody>
</table>

Thanks is expressed to Shirley Colaner, Gerri Otley, and Norma Stickler who provided information for this synopsis-DEW 5/10/95
May 31, 1995

Memorandum

To: Administrative Staff

From: Pat Green, Chair

I wanted to take one last opportunity to bring you up to date on the various issues we have been working on this year and what will overlap with next year since my term of office will end on June 1. I also want to take the opportunity to thank all the members of Administrative Staff Council who have worked very hard this year on your behalf. Council members this year have spent a great amount of time working on ASC standing committees, University committees, interviewing presidential candidates, and still keeping very busy in professional activities.

- **Market Adjustments**
  Staff who have requested a market survey should have received the results from Personnel by now. The results have also been forwarded to the appropriate vice presidents. Please note that Personnel does not make any recommendations to the vice presidents. Also, if a market survey indicates a great disparity between your salary and the market, there is no guarantee you will receive that amount. If you feel you are entitled to a market adjustment, discuss this with your supervisor who should then take your case forward to the vice president.

- **Position Analysis (Mercer Survey)**
  A memo from the steering committee will be sent soon to all staff to fill in some details, answer some questions and provide a timeline. The steering committee has been very busy reviewing each position and raising questions when appropriate. Approximately 1/4 of the positions have been reviewed so far. As more information becomes available, staff will be informed. If you have any questions, please feel free to contact a member of the steering committee. The work of the steering committee will continue into next year through the appeals phase.

- **Recommendations for Handbook Changes**
  There has been no action from the Administrative Council regarding the proposed changes to our handbook. Vice President Martin indicated that the changes dealing with clarification of salary issues would be taken care of as a result of the Mercer study. The proposed natal leave and change to the FMLA are being researched by Nancy Footer. ASC Executive Committee has indicated to Vice President Martin that we would like, if possible, for the natal leave and FMLA changes to be acted on by Ad Council soon so the changes could go forward to the Board of Trustees at the June meeting. Realistically with the change in presidency and preparation for a transition period, Ad Council may not get to our changes now. The new Executive Committee will continue to follow through on this.

- **Salary Recommendation**
  I was invited to speak to the Faculty Senate Budget Committee and the University Budget Committee about our recommendations. I shared with them several of the comments that were brought forth at the last ASC meeting which were representative of many staff members. This was a good opportunity to express some of our ideas about how merit is distributed, amount of across the board increase, and that all available money should be used for salary increases. There has been no action yet on the new budget.
• Standard Performance Evaluation
  The committee established to create a standard performance evaluation tool has decided to wait until September to proceed. The committee would like to have an opportunity to present the concept to Dr. Ribeau for his input.

• ASC Scholarship Corpus
  The goal this past year was to raise the ASC corpus to $35,000. The actual amount is $34,141.20. Thank you to all staff who have contributed to this very worthwhile effort. We are so close to our goal, it would be great to reach it this summer, so we can target a new goal for next year. It is never too late to contribute! Please send any contributions to Carl Peschel and indicate ASC scholarship fund.

• Requests from Dr. Ribeau
  ASC has received several requests from Dr. Ribeau. He has requested suggestions for the theme, kinds of things people want to hear and issues addressed at Opening Day. ASC executive committee will brainstorm this at a special meeting. Also, Dr. Ribeau has requested the names of administrative staff members to serve on the search committee for a new Vice President for Academic Affairs. The Executive Committee will make suggestions. We are all very pleased to be included and look forward to future administrative staff involvement.

This past year has been a great experience for me. I have really enjoyed being chair of ASC and representing so many talented and diverse staff members. I had many opportunities to meet new staff and to become more acquainted with others. I want to thank those of you who have provided support and encouragement. I have had many "interesting encounters" and some challenges as well.

Thanks to all of you and good luck in your future endeavors!!

PG:aaf
Administrative Staff Council Agenda
June 1, 1995, 1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes and new ASC representatives
3. Approval of Minutes
4. Chair’s Report
5. Chair-Elect’s Report
6. Secretary’s Report
7. Committee Reports:
   - Amendments
   - External Affairs
   - Ferrari Award
   - Internal Affairs
   - Personnel Welfare
   - Professional Development
   - Salary
   - Scholarship
8. Old Business
9. New Business
10. Good of the Order
11. Adjourn

[Handwritten notes:]
- saw PDIs this week
- child care
- faculty for Fall
Chair's Report
June 1, 1995

Position Analysis (Mercer Report)

The steering committee will be sending a memo to all staff soon to update everyone on the process, provide some details and give the timeline. The committee is in the process of evaluating the results of every position and has completed about one fourth of the surveys. Subcommittees are also working on establishing policies and procedures and the appeal process. Overall, the work of the committee is going very well.

Salary Issues

I was invited to present our salary recommendations to the FSBC and UBC. It was a good opportunity to share some of the discussion from the last ASC meeting. The committees asked several questions about merit and across the board. I indicated that staff were overall in favor of merit, however our posture is distribution of merit after a 3% across the board. I expressed our opinion about the lack of uniform distribution of merit particularly in areas where people have no performance evaluations. I also indicated that all available funds should be used for salaries.

Recommendations for Handbook Changes

A memo was sent to Vice President Martin requesting that the proposed changes to the handbook (natal policy and FMLA) be discussed by Administrative Council in time for action at the June 30 Board of Trustees meeting. This is probably unrealistic with all the activity taking place in the transition to Dr. Ribeau. Exec will continue to follow up on this.

Committee Sign-up

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The steering committee will be sending a memo to all staff soon to update everyone on the process, provide some details and give the timeline. The committee is in the process of evaluating the results of every position and has completed about one fourth of the surveys. Subcommittees are also working on establishing policies and procedures and the appeal process. Overall, the work of the committee is going very well.

Salary Issues

I was invited to present our salary recommendations to the FSBC and UBC. It was a good opportunity to share some of the discussion from the last ASC meeting. The committees asked several questions about merit and across the board. I indicated that staff were overall in favor of merit, however our posture is distribution of merit after a 3% across the board. I expressed our opinion about the lack of uniform distribution of merit particularly in areas where people have no performance evaluations. I also indicated that all available funds should be used for salaries.

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ADMINISTRATIVE STAFF COUNCIL MINUTES
Thursday, June 1, 1995

Members Present: Kathy Arrowsmith, Bryan Benner, Ann Betts, Marilyn Braatz, Robert Carlisle, Cindy Colvin, Wayne Colvin, Judy Donald, Pat Green, Sharon Hanna, Judy Hartley, Susan Hughes, Lona Johnson, Greg Jordan, Lauren Mangili, Amy O'Donnell, Ed O'Donnell, Barry Piersol, Diane Regan, Jack Taylor, Deb Wells, Sabrina White, Duane Whitmire, Jean Wright, Mary Beth Zachary

New Members Present: Deb Boyce, Tom Glick, Elayne Jacoby, Joyce Kepke, Inge Klopping, Deborah Knigga, Paul Lopez, Becky McOmber, Joan Morgan, Sue Perkins, Jan Peterson, Cindy Puffer, Carmen Castro-Rivera, Kent Strickland, Betty Ward

Members Absent: Brad Browning, Dave Crooks, Jacque Daley-Perrin, Jeffrey Grilliot, Rich Hughes, Ken Kavanagh, Judy Paschalisi, Dave Sanford, Gary Swegan, Denise Van De Walle

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

Approval of Minutes:
Duane Whitmire moved, Joan Morgan seconded, that the minutes be approved as distributed.

Chair Report:
See attachment #1.

Chair-Elect Report:
Goal for corpus of the scholarship fund was $35,000. We are almost there, if you haven't made a contribution please consider making one.

Secretary's Report:
Executive Committee election ballots have been counted. The following individuals will serve:
Academic Affairs-Barry Piersol
Planning and Budgeting-Joe Luthman
University Relations-Pat Koehler
Operations-Ed O'Donnell
Student Affairs-Jack Taylor
President's Area-Tom Glick

The results of the officer election were Joan Morgan, Chair-Elect and Gail McRoberts, Secretary.

The winners of the Academic Affairs run-off were Carmen Castro-Rivera and Donna Nelson.

Congratulations to all!
Committee Reports:

Amendments

See attachment #2. Please note: Article 8 has been rewritten for clarity.

Ferrari Award

Application are being solicited. The winner will be announced at the Fall Reception.

Personnel Welfare

See attachment #3.

Professional Development

Jeanne Wright-Their major task was to assist with the implementation of the Professional Development Institute. The chair helped to select the participants. The committee helped to put together a listing of all available development offerings. The committee also hosted the Winter Gala program and promoted and assisted with the implementation of the National Heart Risk Study on campus.

Salary

Barry Piersol-The committee began its work by comparing BGSU administrative staff salaries to other comparable schools.

Scholarship

The Fall fundraising campaign to build the scholarship fund was successful. Twenty-nine students applied for the scholarship. In addition to the application, students wrote a 500-800 word essay. They also discussed how they plan to meet their financial need. Julie Ford was selected. She will be invited to the Fall Reception.

External Affairs

External Affairs helped with the Open House, joined with the classified staff for a food drive last year, and attempted to offer a senior dance.

Internal Affairs

Amy O'Donnell-This committee has been very busy this year working to make council function better. They have surveyed constituents and held focus groups to obtain ideas from all administrative staff members. The committee also developed a list of critical responsibilities of administrative staff council members. The committee proposed that an Internal Affairs Officer position be created. (See attachment #4, list of responsibilities). Amy O'Donnell moved and Diane Regan seconded a motion to create this position on a one year trial basis. The motion passed unanimously.

Meeting adjourned at 3:00 p.m.
Chair's Report  
June 1, 1995

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May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
        Barb Keeley
        Sharon Hanna
        Mary Beth Zachary

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

Article 1: Meetings

Section 1: Regular Council Meetings

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

Section 5: Alternates at ASC Meetings

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

Section 6: Attendance Policy

(Delete first paragraph and add:)

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

TO: Pat Green, Chair
   Administrative Staff Council

FROM: Judy Donald
      Barb Keeler
      Pat Koehler
      Marcia Latta
      Joe Luthman
      Ed O'Donnell
      Denise Van De Walle
      Duane Whitmire, Chair
      ASC Personnel Welfare Committee

RE: Annual Report for 1994-95

May 30, 1995

The Personnel Welfare Committee fulfilled its charge of reviewing the Administrative Staff Handbook and studying and recommending Council action on matters involving general salary policies, benefits, performance evaluation, and policies and procedures which affect the functioning of administrative staff in their positions. Most of the original goals established by the Executive Committee for PWC to consider this year have been accomplished.

Specific actions were recommended in the following areas

• developed a time line for ASC submissions for Handbook changes

• proposed a Handbook addition for the "Assumption of Additional Responsibilities"

• proposed a Handbook addition for "Equity Adjustments"

• proposed a Handbook addition for "Interim/Acting Appointments"

• proposed Handbook revisions for "Market Adjustments"

• proposed Handbook revisions for "Promotions"

• proposed Handbook revisions for "Family and Medical Leave Act (FMLA)" Policy

• proposed Handbook revisions for "Natal" Policy

• developed a "Synopsis of Benefits for Part-Time Administrative Staff, 12 Month Permanent Part-Time Classified Staff, and Part-Time Faculty" (see attachment)
Article 2: Committees

Section 2: ASC Standing Committees

I. Internal Affairs will:

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

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

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

Examine the election process and make appropriate recommendations.

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

Ideas for community involvement projects for administrative staff

Provide assistance for BG Effect

Develop ways to improve opening day activities for administrative staff

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

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

Article 8: Quorum

Section 1: ASC and ASC Committees

To conduct ASC business, 2/3's of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action may only be taken by a majority of the Committee's membership.
PWC committee members participated on the following committees that have a direct or indirect impact on administrative staff

- Judy Donald is a member of the Administrative Performance Evaluation Committee
- Chairs of the PWC committees of Administrative Staff, Classified Staff, and Faculty Senate met to identify areas of mutual concern
- Barb Keeley is a member of the BGSU Health Care Task Force and the Insurance Appeals Committee
- Duane Whitmire is participating in the BGSU Administrative Staff Job Analysis and Compensation Plan Committee (Mercer Group Study)

The following items were brought to PWC this year and varying degrees of discussion occurred but no formal action was taken. Therefore, the topics listed below should be considered possible carry over items for consideration by next year's PWC.

- "Dollar Recognition of Degrees" - finish the survey that was started
- "Time Differentials for Administrative Staff at 'Sister' Universities" - finish the survey that was started
- increasing the number of days for payment of accumulated sick leave upon retirement
- pro-rating of benefits for part-time employees for all constituent groups (see attachment)
- increasing the number of vacation days based on length of service (e.g. perhaps 25 days a year for those with greater than 20 years of service)
- fee waivers beyond five years for dependents of retirees
- multiple year contracts (especially for long-term employees)
- establishing a Day Care advisory board to assist in the formulation of policies and assessing the needs of constituents as the Day Care facility comes into existence

It has been a busy and productive year for PWC. Hopefully, the central administration will take action on the recommendations that have been made. If you need any additional information, please feel free to contact us.

pc: Bryan Benner
Greg Jordan
### Synopsis of Benefits for Part-Time Administrative Staff, 12 Month Permanent Part-Time Classified Staff, and Part-Time Faculty

<table>
<thead>
<tr>
<th>Benefit Provided</th>
<th>Admin Staff</th>
<th>Class Staff</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Retirement benefits depend upon years of service, age, highest three-year salary and payment options</td>
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<tr>
<td>Sick leave accrues on a pro-rated basis</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Holiday pay (one and one-half times)</td>
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<td></td>
<td>X</td>
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<tr>
<td>Vacation accrues on a pro-rated basis</td>
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<tr>
<td>Military leave up to 31 days a year</td>
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<td></td>
<td>X</td>
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<tr>
<td>Jury duty</td>
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<td>Parking decal</td>
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<tr>
<td>Fee waivers on a pro-rated basis for the employee</td>
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<tr>
<td>Fee waivers for dependents</td>
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<tr>
<td>Travel reimbursement</td>
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<td>Workers' compensation</td>
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<td>Unemployment compensation</td>
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<td>Discounts with ID card</td>
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<td>Special leaves of absence (voluntary)</td>
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<td>Employee Assistance Program</td>
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<td>Employee Recognition - Staff Awards</td>
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<td>Maternity leave</td>
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<td>Personal leave</td>
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<tr>
<td>Health care</td>
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Thanks is expressed to Shirley Colaner, Gerri Otley, and Norma Stickler who provided information for this synopsis-DEW 5/10/95
INTERNAL AFFAIRS OFFICER RESPONSIBILITIES

The Internal Affairs Officer (IAO) position should be appointed on an ad hoc basis for a year. The position should be reviewed then to determine whether it should remain as an appointed position or become an elected position. Changes in responsibilities would be suggested at that time.

The Internal Affairs Officer should serve as a liaison with Personnel regarding changes to the administrative staff membership.

This person will be responsible for maintenance and distribution of the constituent list. S/he will contact the appropriate ASC representative when a new administrator is hired and subsequently added to an individual’s constituent list. The IAO will encourage the representative to initiate contact with the new administrative constituent.

This person will serve on the Internal Affairs Committee.

The IAO should attend Executive Committee meetings to stay alerted to issues which should be forwarded to the Internal Affairs Committee, other committees or to Council at large.

The IAO will help to improve the quality of administrative staff representation by: monitoring the attendance policy; randomly surveying constituents to assess representative accountability; and channeling concerns to the appropriate committees.
The evaluation of job performance and the awarding of merit are by their nature interrelated. Performing one's job at a satisfactory level and in a competent manner is expected. Merit is to be awarded for performance above and beyond that expectation.

Meritorious service may be represented by:

A. Performance of basic responsibilities exceedingly well, above expected levels, in one or more of the following areas (80-90%):
   1. subordinate or peer relationships
   2. client relations
   3. policy development
   4. procedural innovation
   5. exceptional performance in extreme situations

B. Additional accomplishments not a part of the basic job responsibilities (20-10%):
   1. professional development
   2. service to the University Learning Resources, or the Library.
   3. research/publication/presentations
   4. initiation, development and implementation of innovations.

C. Other events or circumstances worthy of note (to be detailed separately; but included in A or B for merit consideration).

Procedure:

Annually, each administrative staff employee will submit to his/her immediate supervisor a brief written statement (outline is acceptable) reporting meritorious service in categories A, B, C, listed above. The report is to cover the most recent calendar year, or the same time period as the annual evaluation. It is to be submitted prior to the annual evaluation.

The immediate supervisor will assign a numerical rank from 1 (low) to 10 (high) for merit based on the written statements, the annual evaluation for the same time period, and his/her own considered judgment, and report to the Dean. The Dean may, at his/her discretion, adjust the ranking up and or downward not more than 2 points before awarding dollar amounts for merit. Each employee will be advised of the dollar amount by the Dean prior to the issuance of the next annual contract. The decision on merit money may be appealed to the Dean.

NOTE: This policy/procedure is to be in effect for merit allocations for the calendar years 1983, 1984, 1985 or until the Administrative Staff Advisory Committee, or other appropriate body, develops another acceptable instrument/procedure.