1998

Minutes 1997-1998

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Colored Ink
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ADMINISTRATIVE STAFF COUNCIL

1997-98

PROVOST’S AREA
Jerry Ameling (1998)
Carmen Castro-Rivera (1998) **
Joyce Kepke (1998)
Inge Klopping (1998)
Paul Lopez (1998)
Rebecca McOmber (1998)
Joan Morgan (1998) - Past Chair **
Sally Blair (1998)
Jan Peterson (1998)
Bev Stearns (1998)
Betty Ward (1998)
Duane Whitmire (1998) - Chair **
Paul Yon (1998)
Craig Bedra (1999)
Joyce Blinn (1999)
Deb Burris (1999)
Dianne Cherry (1999)
Judy Donald (1999) - Secretary **
Mike Failor (1999)
Sharon Hanna (1999)
Gene Palmer (1999)
Tim Smith (1999)
Pat Green (2000) **
Laura Waggoner (2000)
Matt Webb (2000)
Deb Wells (2000) **
Calvin Williams (2000)

PRESIDENT’S AREA
Scot Bressler (1998)
Tom Glick (1998)
Penny Dean (1999)
James Elsasser (1999) **
Randy Julian (1999)
Kurt Thomas (1999)
Shelley Appelbaum (2000)

STUDENT AFFAIRS
Elayne Jacoby (1998)
Sue Perkins (1998)
Cindy Puffer (1998)
Jodi Webb (1998) **
Bonita Sanders Bembry (1999)
Dawn Mays (1999)
Reva Walker (1999)
Jahi Gye’Nyame (1999)

UNIVERSITY ADVANCEMENT
Deborah Boyce (1998) - Chair Elect **
Ken Frisch (1999)

FINANCIAL AFFAIRS
Linda Hamilton (2000) **

** Executive Committee

FIRELANDS
Deborah Knigga (1998)

OPERATIONS
Bob Waddle (1998)
Jan Ruffner (1999) **
Sandy LaGro (2000)
Jane Schmipf (2000)

Revised 8/29/97
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, September 4, 1997
1:30 p.m.
Alumni Room, University Union

✓ 1. Call to Order
✓ 2. Introduction of Substitutes
✓ 3. Approval of Minutes
✓ 4. Guest Speaker- Dr. Sidney Ribeau, President
✓ 5. Chair's Report
✓ 6. Chair Elect's Report
✓ 7. Secretary's Report

8. Committee Reports
   Amendments
   External Affairs
   Awards & Special Recognitions
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship

9. Old Business
   Internal Affairs Officer - Jeff Grilliot

10. New Business - Reading of Resolution

11. Good of the Order

12. Adjourn
ASC CHAIR REPORT  
September 4, 1997  
ASC Meeting

Summer Work of Your ASC Executive Committee

* Your Executive Committee met every two weeks throughout the summer  
* All standing committees have been formed—thanks to 33 ASC Representatives and 19 At-Large Administrative Staff Members for volunteering  
* All committee chairs have been identified—thank you to all 10 people who agreed to be Chairs  
* General charges have been given to all standing committees  
* An ASC theme for 1997-98 has been selected—Action & Success thru Collaboration  
* A meeting with Former ASC Chairs was held on August 11th  
* The ASC Constituent Network list has been updated—thanks to Joe Luthman  
* The ASC listproc continues to be updated—thanks to Deb Wells  
* Plans for the ASC Fall Reception have been made—thanks to Deb Boyce, Judy Donald, Bonita Sanders-Bembry and the External Affairs Com.  
* Recommended ASC Goals for 1997-98 have been prepared by your Executive Committee

ASC was represented through the Summer in the following ways

* The ASC Leadership Team met with Chuck Middleton on June 19th  
* June 23rd & 24th Legions meeting where Deb Boyce and myself had the opportunity to communicate and share ideas with 50+ other people  
* June 27th Meeting of the Board of Trustees—they hopefully gained an appreciation of what it means to be an ASC Representative as they role played their election to ASC and received our Orientation to Administrative Staff Council Handbook  
* The ASC Leadership Team and Joan Morgan met with Becca Ferguson on July 15th  
* The ASC Leadership Team met with Sidney Ribeau and Sandra MacNevin on August 7th  
* August 12th 1998 Enrollment Planning Meeting was attended by Pat Green, one of the Co-Chairs of the Personnel Welfare Committee  
* August 26th New Student Convocation where I briefly was able to inform new students about what Administrative Staff Council is and also asked them learn to bleed orange and brown
Requested Action Items

* Equalization of Representation on the President's Panel Request from Faith Olson and Duane Whitmire-8/20/97 Response from Sidney indicating it is mandated by the Academic Charter but he would "take the matter under advisement and provide you with a response prior to the fall semester meeting of the Panel (October 15th)

* Representation on the University Budget Committee Request from Faith Olson and Duane Whitmire-8-28/97 E-Mail Response from Chuck indicating that he would consider this and "get back to you".

* Request for a List of All Administrative Staff and Their Grades along with a List of Those Exempt-8/22/97 Response from Becca indicating 3 to 4 weeks

* Request for a List of the Updated Administrative Staff Grade Level Structure-8/22/97 Response from Becca indicating 3 to 4 weeks

Excerpt from the June 27th ASC Chair Report to the Board of Trustees

So, what does it mean to be an Administrative Staff Council representative? We can best answer this question by inviting you to our Internal Affairs committee's Orientation Session for New Representatives and giving you our Orientation to Administrative Staff Council handbook (HAND IT OUT). We will also add you to our ASC electronic mailing list so you can easily communicate with 336 other administrative staff members who have electronic mail. In the near future, you will also be able to access the ASC web pages for additional information.

As stated in the Orientation to Administrative Staff Council 1997-98 Handbook, let me congratulate you on your election and welcome you to the 1997-98 Administrative Staff Council. Our role as the elected representatives of administrative staff continues to be extremely important in representing the interests of administrative staff in matters of welfare, professional development, and institutional policy. ASC can best accomplish its objectives by WORKING COLLABORATIVELY WITH OTHER GROUPS KEEPING IN MIND OUR COMMON BOND--STUDENTS. Please take advantage of the opportunities that come from being an ASC representative and HELP COUNCIL MAKE THE UNIVERSITY NOT ONLY A STRONGER COMMUNITY IN WHICH TO WORK, BUT ALSO A BETTER COMMUNITY IN WHICH STUDENTS CAN LIVE AND LEARN.

With the insert included in your Handbook, you can get a capsulation of the ASC mission, history, selected accomplishments, working committees, selected member responsibilities, items for 97-98 and a closing quote.

Let me take a moment and focus on the slide labeled "ASC - Selected Member Responsibilities". It is very important for you to attend all ASC meetings so you can inform your constituents of issues involving administrative staff in a timely fashion. You should also poll your constituents about issues which will be voted on at ASC meetings. Those "ASC - Items for 97-98" are contained on the next two slides. As
you can see, this year might be called the “Year of Implementation for ASC”. We will be discussing the items through the work of our ASC Executive Committee this summer, and the entire Council will approve our goals this fall.

Undoubtedly, expanding the ASC Student Scholarship Fund will be a high priority in the year of matching dollars. Also, it is NOW time to direct the efforts to Implementation of the Administrative Staff Compensation Plan. We need to work diligently to “jump start” the morale of a group of dedicated employees who “go the extra mile” every day for this institution.

Now, it is the closing quote from Henry Ford on the last slide that I would like you to keep in mind as you begin your service on Administrative Staff Council. Namely, “Coming together is a beginning, keeping together is progress; working together is success”. There is no doubt that administrative staff have come together and have kept together through the years. In your new role as an administrative staff representative, we will “work together toward success”.

Respectfully submitted,

Duane E. Whitmire, Ph.D.
Administrative Staff Council Minutes  
Thursday, September 4, 1997

Members Present: Jerry Ameling, Shelley Appelbaum, Craig Bedra, Sally Blair, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Dianne Cherty, Judy Donald, James Elsasser, Jodi Webb, Keen Frisch, Pat Green, Jahi Gye’Nyame, Sharon Hanna, John Hartung, Elayne Jacoby, Joyce Kepke, Deborah Knigga, Sandy LaGro, Paul Lopez, Dawn Mays, Rebecca McOmber, Joan Morgan, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Tim Smith, Bev Stearns, Laura Waggoner, Reva Walker, Betty Ward, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams, Paul Yon

Members Absent Who Sent Substitutes: Jim McArthur for Bob Waddle, Rich Peper for Linda Hamilton (Rich unable to attend)

Members Absent: Joyce Blinn, Deborah Boyce, Penny Dean, Mike Failor, Tom Glick, Linda Hamilton, Randy Julian, Inge Klopping, Kurt Thomas

Guests: Jeff Grilliot, Sue Kashuba, Monitor, Shannon McFarlin, Monitor, Darla Warnock, BG NEWS

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

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

Guest Speaker:
Dr. Sidney Ribeau - President

Dr. Ribeau provided an opportunity for a question/answer session with ASC members after he shared his view on the following topics.

Communication - A presidential home page will be set up shortly which will disseminate information from his office to all staff. He feels that there needs to be a constant interaction with the staff regarding issues facing the university community and feels that the use of this technology will assist his office greatly.

Technology - Technology needs are not supported by the state funding, therefore, the technology needs at BGSU are self-funded. He focused on the increase of the technology needs since his arrival on campus and that Ann Marie Lancaster is directing a plan of action to see that all technology needs are addressed on campus.
Retention - The critical time during the semester is the 4th-6th week. At that time, students are beginning to realize where they stand within their academic work. We need to be able to provide support services to accommodate their needs as well as motivation and support services. All staff play a critical role in the student’s success by providing an environment where students want to remain. This year each college was given a retention and enrollment target that they need to achieve. Budgets will be allocated according to the success or failure of the colleges to reach their established goals.

Training - Since a Vice Provost of Human Resources is in place, training programs will be provided for faculty and staff. Opportunities need to be provided to the staff to learn new or refine their skills in doing their job.

Other areas of concern

Multi-year contracts - Dr. Ribeau felt it important to provide a 3% raise for the staff this year. Long-term commitments can be reviewed when the resource pool is increased by increasing enrollments. If an employee is doing his/her job well, they are not at risk.

Marketing plan - During the fall semester a comprehensive plan will be presented to Dr. Ribeau regarding a marketing plan. Jeff Brighton, College of Business is heading up this activity with the use of an upper level marketing class.

Communication - Discussion occurred regarding computer training on campus for staff. There is a need to increase communication with the staff as to what training plan is being reviewed. Training opportunities for all staff are needed. A comprehensive plan to work with all areas on campus to eliminate duplication of efforts is a necessity.

In closing, he mentioned that Sandra MacNevin will be his liaison with ASC so he is kept informed of ASC concerns. Also, he will be meeting with the leadership team (Duane, Deborah, & Judy) periodically throughout the year.

Chair Report:

Duane thanked Bev Stearns who initiated the at-large committee member process. He said it worked great as there are 33 ASC Representatives and 19 At-Large Members who volunteered. He also thanked Joe Luthman for providing the constituent listing (copy to be picked up at the meeting) and Deb Wells for updating the ASC list proc. Duane passed out several handouts (ASC Chair Report, Calendar of ASC and ASC Exec Meetings, Standing Committee List, Committee Charges, and recommended ASC Goals). It was suggested that the goals be reviewed with constituents for discussion and approval at the October meeting. Duane mentioned that the theme for ASC this year would be “ASC - Action & Success thru Collaboration”.

Chair-Elect Report: No Report
Secretary Report: An updated listing of the ASC Members is available to pick up at the meeting.

Committee Reports:
Amendments (Bev Stearns, Chair) - Will be meeting on Monday, September 25.

External Affairs (Bonita Sanders-Bembry, Chair) - Met with a couple of individuals on the committee, but not held formal meeting. Reminded everyone of the ASC reception on Wednesday, September 10, Mileti Alumni Center from 3-5 p.m.

Awards & Special Recognitions (Jane Schimpf, Chair) - Will be meeting Friday, September 5. If anyone has suggestions of additional ways to recognize staff, please pass them on to her or one of the committee members.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - No report.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - First meeting on Monday, September 15.

Professional Development (Dawn Mays, Chair) - Tuesday, September 2 meeting brainstormed about ideas for continuing education opportunities for staff. Next meeting, September 26 at 1:00.

Salary (Gene Palmer, Chair) - Not met yet.

Scholarship (Carmen Castro-Rivera, Chair) - This year is the matching dollar up to $5000. The Scholarship Committee will be seeking a commitment from ASC to donate to scholarship fund by either payroll deduction or a one-time payment. Cards will be available at the ASC Fall Reception to fill out, and there will be a basket to collect completed cards. She spoke about a program offered by Cedar Point, “Booster Bucks” allowing individuals to work at Cedar Point for a day and donate their earnings to a cause of their organization. Sunday, September 28 is the day that Firelands campus is working and ASC would like at least 25 individuals from main campus to work donating their earnings to the ASC Student Scholarship Fund. Please contact Carmen at 2-9863 if interested as soon as possible.

Old Business: Jeff Grilliot presented a proposal for an Internal Affairs Officer which would be an appointed position. The position would be entitled Internal Communications Liaison. This individual would assist the secretary with their duties. This will be discussed at the October meeting.

New Business: Goals were distributed to be reviewed, discussed and voted on at the October meeting.
Calvin Williams had a WEB presentation of the ASC home page. It is not completed yet as he is getting additional information from the leadership team. Deb McLaughlin will link the ASC Pages to the BGSU home page when it is completed.

The meeting adjourned at 3:10 p.m.

Judy Donald
Secretary, ASC
Recommended Administrative Staff Council
1997-98 Goals

To Implement the Administrative Staff Compensation (Mercer) Plan

- establish and follow a specified time frame for implementation
- resolve any positions that were not part of the original process
- reach closure on any appeals not resolved
- develop a mechanism for placement and progression through a grade/range (including movement to the midpoint in a timely manner)
- review the grievance process, because there is none currently
- obtain a copy of a listing of all administrative staff and their rankings as well as those who are exempt
- hold a Mercer Summit to update everyone on the current status of Mercer implementation
- resolve the "perceived" lack of hiring procedures
- review internal promotion procedures as related to the Administrative Staff Compensation (Mercer) Plan
- re-emphasize succession planning
- reorganization vs. promotion

To Raise the ASC Student Scholarship Fund by At Least $10,000

- Former Chairs, Executive Committee, Council, Entire Staff
- Golf Outing (are there too many?)
- Work Day at Cedar Point
- Paid Time Off
- Matching dollars coming from the University Advancement area
- Establish and advertise a long-range goal
- Auction "services" that administrative staff could provide

To Implement the Performance-Based Merit System and Performance Appraisal Process

- Qualitative vs. Quantitative (Firelands approach)
- Monitoring of supervisors performance
- Are merit/appraisal linked? (i.e. clarification of performance and merit)
- Consistent use of the Performance Appraisal Form (PAF) throughout the total group
To Hold Educational Forum(s) on Collective Bargaining

- Include all employee groups
- Positive and proactive (make sure the message is clear that these will be educational forums)

To Update the ASC Charter and Bylaws

- Take into account the University reorganization
- Take into account the Administrative Staff Compensation (Mercer) Plan
- Should our Handbook, Charter, and Bylaws be part of the University Charter?
- Consider a smaller Council
- Divide Academic Affairs
- Require ASC Representatives to be on a standing committee
- Take into account a revised grievance process
- Take into account the Performance-Based Merit System and Performance Appraisal Process

To Analyze Administrative Staff Teaching Part-Time

- Analysis from college to college
- Collect former data (Ann Bowers will check the ASC archives)
- Include UNIV 100 and seminars (e.g. University Computer Services) in compensation

To Develop an ASC Web Presence

- Place the key elements of the ASC Orientation Handbook onto the web
- Use the web as another mechanism for distributing minutes
- Use the web for important "New Flashes" regarding ASC matters

To Make Appropriate Recommendations Regarding Salary Matters Pertaining to Administrative Staff

- Secure a competitive salary and benefits package
- Review gender and/or other equities and make appropriate modifications to individuals' salaries
- Examine employees, and appropriate adjustment in salaries, who have been at the University but are still near the bottom of their grade/ranges
- Develop a method for equitably dealing with individuals over the maximum
• Develop a mechanism for placement and progression through a grade/range (including movement to the midpoint in a timely manner)
• Fair use of merit based upon performance
• Salary comparison of part-time personnel who are not employed by the University but teach here

To Increase University Enrollments by Collaboratively Working with Other Groups on Campus

• Work with Human Resources and the Classified Staff Council in creating a bundle of courses for staff members to take

To Develop Ways to Recognize Administrative Staff for Their Achievements

• Create numerous awards and special recognition avenues
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, October 2, 1997
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker - Scheduled speakers not available
5. Chair’s Report
6. Chair Elect’s Report
7. Secretary’s Report
8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports

9. Old Business
   Internal Affairs Officer
   1997-98 ASC Goals
   Flex-Time

10. New Business

11. Good of the Order

12. Adjourn
ASC CHAIR REPORT
October 2, 1997
ASC Meeting

First, I want to thank both Sue Kashuba and Darla Warnock for the ASC coverage that has appeared in the Monitor and the BG News. I do have two points of clarification regarding the "ASC sets year's goals" article that was in the BG News yesterday. As most of you know, we will be discussing the 1997-98 goals under Old Business today and hopefully approving them in final form. Second, the statement that leads into the article states "Group meets to discuss changes which should be made to align staff with the University". I also believe that there are times when the "UNIVERSITY NEEDS TO ALIGN WITH STAFF".

Since our September 4th meeting, a number of significant events have taken place impacting on administrative staff. First, our annual ASC Fall Reception was held at the Mileti Alumni Center on September 10th. At that event, the Michael R. Ferrari Award was announced. For anyone who still may not know, the 1997 Ferrari Award winner was Tom Glick.

Another event that has taken place for administrative staff, and a few others from the ranks of classified staff and faculty was the Cedar Point “Big Bucks” Day on September 28th. Carmen Castro-Rivera, Chair of the ASC Student Scholarship Committee, I am sure will have more to share about that in her report later.

In the last 30 days, the ASC Leadership Team, or a portion thereof, has had the pleasure of representing administrative staff at the following meetings.

* ASC Awards and Special Recognitions Committee
* Chuck Middleton and Becca Ferguson
* President's Box
* Constituent Groups Caucus
* Becca Ferguson
* Board of Trustees
* ASC Fall Reception
* Provost's Breakfast
* ASC Personnel Welfare Committee
* ASC Executive Committee
* ASC Ad Hoc Part-Time Teaching Compensation Committee
* Legions
* ASC, CSC, Human Resources Initial Handbook Meeting
* ASC, CSC, Human Resources Enrollment Initiatives Meeting
* President's Breakfast

In conclusion, I would like to recommend that all administrative staff mark their calendars on Monday, November 10th from 3:30 - 5:00 PM for a presentation entitled "Students First: Using Service Quality at BGSU" that I personally believe every member of the entire campus community (undergraduate students, graduate students, faculty, classified staff, administrative staff, and trustees) should attend. YOU MAY ASK, WHY? THE ANSWER IS THAT THE SEVEN LESSONS IN DR. TOM CONNELLAN'S BOOK ALL HAVE PRACTICAL APPLICATION IN HOW BOWLING GREEN STATE UNIVERSITY CAN TAKE THE TWO WORDS "STUDENTS FIRST" AND TURN THEM INTO REALITY.
MEMORANDUM

October 2, 1997

TO: ASC Representatives
FROM: The Ad Hoc Committee on Administrative Staff Teaching Compensation
RE: Survey

Please contact your ASC constituents and solicit responses to the attached survey. Send completed surveys to Jan Peterson, CEISP, 40 College Park, by October 14th. Before you return the surveys, please take a moment to jot down a few words about how your constituents reacted to the survey and its topic.

If you have any questions, please ask a member of the Ad Hoc Committee on Administrative Staff Teaching Compensation Polices. Committee members include: Tony Boccanfuso, Terry Lawrence, Penny Nemitz, Paul Obringer, Anne Saviers, Suzanne Thierry, Betty Ward, Jodi Webb, Paul Yon and Jan Peterson, Chair.

Our sincere thanks for your cooperation in contacting your ASC constituents, and your fine effort in collecting this information.

Attachment
SURVEY ON ADMINISTRATIVE STAFF TEACHING COMPENSATION
OCTOBER 2, 1997

Do you teach for BGSU?  □ Yes  □ No

Do you teach □ credit classes, □ summer workshops/seminars, □ noncredit classes for Continuing Education. Check all that apply.

Do you teach each semester?  □ Yes  □ No  If No, how frequently do you teach? _______

How many credit hours do you teach each semester? _______

Are you compensated for teaching credit classes?  □ Yes  □ No

Are you compensated at the □ overload teaching rate, □ part-time faculty/teaching rate, □ the assignment is part of my administrative contract, □ I am not compensated to teach, □ my compensation situation is individualized and does not fit the aforementioned.

My administrative contract is a □ 12 month contract, □ 10 month contract, □ 9 month contract.

Do you hold faculty rank?  □ Yes  □ No

What department and college do you teach in? ________________________________

Do you teach at the □ undergraduate level, □ graduate level, □ both levels.

Does your teaching assignment take place □ before your customary work hours, □ during your customary work hours, □ after your customary work hours, □ weekends □ combination of before customary work hours/during customary work hours/after customary work hours/weekends.

Additional information/comments/opinions:
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Thank you for completing this survey!
Administrative Staff Council Minutes
Thursday, October 2, 1997

Members Present: Jerry Ameling, Shelley Appelbaum, Craig Bedra, Deb Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Judy Donald, James Elsasser, Mike Failor, Tom Glick, Pat Green, Linda Hamilton, John Hartung, Deborah Knigga, Sandy LaGro, Paul Lopez, Joan Morgan, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Jane Schimpf, Bev Stearns, Kurt Thomas, Bob Waddle, Laura Waggoner, Reva Walker, Betty Ward, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams, Paul Yon


Guests: Sue Kashuba, Monitor

Call to Order:

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

Approval of Minutes:

Pat Green moved, Joan Morgan seconded that the minutes be approved as distributed.

Guest Speaker:

Duane announced that the scheduled speakers, Del Latta and Mike Marsh were unable to attend due to the Board of Trustee meetings. They will be guest speakers for the December meeting.

Chair Report:

Duane thanked Sue Kashuba and Darla Warnock for the Monitor and BG News coverage that ASC has been receiving. Duane passed out the ASC Chair Report. He wanted to set the record straight regarding the article in the BG News that recently appeared concerning the ASC goals. The goals have not been set but will be discussed later in this meeting. Tom Glick, recipient of this year’s Ferrari Award, will be sharing his thoughts with the Board of Trustees on Friday. On October 30, the Executive committee and committee chairs have been invited to lunch with Dr. Ribeau at his house.
Chair-Elect Report: Deb shared information from the Enrollment Management meetings that have been occurring. BGSU is not loosing academically unprepared students, but loosing students during their freshman and sophomore years with a GPA of 3.3 or better. The student population is not much different from 10 years ago except their learning styles have changed requiring different/new delivery systems to be used. Enrollment and retention is all of our business. She gave a BGSU United Way campaign update - 391 participants pledging $49,000 (124 of those are new participants) compared to 419 last year.

Secretary Report: Reminder that updated ASC constituent listing is available to pick up at the meeting if not already done so.

Committee Reports:
Amendments (Bev Stearns, Chair) - The committee needs to identify approved amendments that are not included in the handbook. Also, they will be working with other committees working on amendments/handbook changes and propose procedures to ensure included in the handbook.

External Affairs (Bonita Sanders-Bembry, Chair) - No report.

Awards & Special Recognitions (Jane Schimpf, Chair) - Meeting October 10. Duane mentioned that the Executive Committee decided to not have a winter reception but to have a reception in the late spring to recognize individuals based upon awards and special recognitions that the committee decides upon.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - Committee discussing goals and gathering ideas.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Pat mentioned that talk has taken place regarding the merging of the handbooks. At this time, efforts will be made to use the same language within each of the handbooks referring to the same policies/regulations.

Professional Development (Dawn Mays, Chair) - The committee has met twice to discuss ideas. They have discussed a mentoring program for new employees as a possibility.

Salary (Gene Palmer, Chair) - No report.

Scholarship (Carmen Castro-Rivera, Chair) Carmen reported that Sunday, September 28 16 individuals from main campus worked at Cedar Point donating their earnings ($640 from Cedar Point and $640 from the BGSU Alumni Association which equals $1280 in matching funds) to the ASC Student Scholarship Fund. The annual fund-raising letter will be sent out to Administrative Staff soon which will highlight past recipients. The committee also discussed the possibility of a spring raffle donating services and items from office with a possible grand prize of a reserved parking space.
Old Business: Jan Peterson distributed a survey regarding teaching compensation that she would like ASC reps to discuss/distribute to their constituents and respond by October 14. Joe Luthman is working on an educational forum regarding collective bargaining issues.

New Business: Goals were reviewed and discussed. A friendly straw vote was taken to eliminate the word Mercer referred to in the compensation plan. Discussion occurred regarding only voting on the bold items, the bulleted items were suggestions/guidelines to help obtain the goals. Bev Stearns suggested taking out the items in parentheses before approval. Paul Yon moved to accept goals with appropriate revisions, Tom Glick seconded. Motion approved.

Discussion was held on the Internal Communications Liaison that was presented by Jeff Grilliot at the last meeting. Joan Morgan moved, Bev Stearns seconded to approve the appointed position of Internal Communications Liaison. Motion approved.

Discussion began on the issue of flex time. Tom Glick urged council to take entire group into consideration before any policy/decision was made. Judy Donald mentioned that Exec had been discussing this issue during the summer. It was suggested that Duane put information on the listproc for information/discussion. This item will be further discussed at the November meeting.

The meeting adjourned at 2:55 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
NOVEMBER 6, 1997
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, November 6, 1997
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speakers
   Dr. Charles Middleton, Provost and Vice President for Academic Affairs
   Rebecca Ferguson, Assistant Vice Provost for Human Resources
5. Chair’s Report
6. Chair Elect’s Report
7. Secretary’s Report
8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
9. Old Business
   Flex Time
10. New Business
11. Good of the Order
12. Adjourn
Since our October 2nd meeting, a number of events have occurred that directly or indirectly impact on administrative staff. On October 30th, your ASC Executive Committee and the Chairs of Standing Committees had lunch at President Ribeau’s house on Hillcrest. This informal gathering provided an opportunity for communication and interaction. Dr. Ribeau gave us a brief history about the Hillcrest Presidential Residence after the lunch.

As you probably know, I sent a message to the ASC listserv seeking feedback on the topics of Flex Time, Summer Hours, and Year Round Operation. We received nearly 90 responses to the request. A huge thank you is expressed to Marcia Buckenmyer in Human Resources who has placed the data into a word processor. We now have a 20 page draft document that needs to be analyzed. I would propose that we put together a small Ad Hoc Committee to analyze the feedback and propose recommendations to the ASC Executive Committee at its November 25th meeting.

For your information, the call for administrative staff to serve on two Ad Hoc Faculty Senate Committees resulted in 7 people who are willing to serve on the Student Services Committee and 2 who will serve on the Domestic Partners Committee.

The ASC Leadership Team will be part of the BGSU “Students First” contingent in the Bowling Green Community Holiday Parade at 10:00 AM on Saturday, November 22nd. Two of us will be riding in a convertible and tossing out Tootsie Rolls to the children.

I would be remiss if I didn’t remind you of the “Students First: Using Service Quality at BGSU” presentation by Dr. Tom Connellan on Monday, November 10th from 3:30-5:00 pm in the Lenhart Grand Ballroom of the University Union.

During the last month, the ASC Leadership Team, or a portion thereof, has had the pleasure of representing administrative staff at the following meetings.

* Board of Trustees
* Tri-Boards Dinner
* Becca Ferguson
* Chuck Middleton and Becca Ferguson
* ASC Executive Committee (2)
* ASC, CSC, Human Resources Employee Enrollment Initiatives Meeting
* Provost’s Meeting (2)
* President’s Panel
* Faculty/Student Ice Cream Social
* ASC Salary Committee (Chair)
* Legions
* President’s Lunch
* Constituent Groups Caucus

In conclusion, it has been a busy and productive month.

Respectfully submitted,
Duane E. Whitmire, Ph.D.
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, December 4, 1997
1:30 p.m.
Alumni Room, University Union

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Guest Speakers
   Mr. Delbert Latta, Chair, Board of Trustees
   Mr. Michael Marsh, Vice Chair, Board of Trustees

5. Chair’s Report

6. Chair Elect’s Report

7. Secretary’s Report

8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports

9. Old Business
   Flex Time

10. New Business

11. Good of the Order

12. Adjourn
ASC CHAIR REPORT
December 4, 1997
ASC Meeting

The last month has been quite productive from a number of standpoints. One of the most enjoyable activities was to represent administrative staff, for the first time, in the Bowling Green Community Holiday Parade. Seven adults and five children had a great time giving out nearly seventy pounds of candy to kids lined along the street.

In a meeting with Chuck Middleton and Becca Ferguson yesterday, we were informed that a memo about summer hours has gone to the Vice Presidents. It will then go to the Unit Heads for discussion with everyone at the Unit level. It is my understanding that the memo focuses on service goals, hours of operation, and flexibility at the Unit level.

The ASC Professional Development Committee received good news this month, but I will defer to Dawn Mays to share the news with you in her Chair report.

On a personal note, I want to thank everyone who attended Dr. Tom Connellan’s presentation on “Students First: Using Service Quality at BGSU”. It was a pleasure to work on a practical exercise in Building Community that was so well attended.

During the last month, the ASC Leadership Team, or a portion thereof, has had the pleasure of representing administrative staff in the following ways.

* Board of Trustees - Finance Committee
* Becca Ferguson
* Constituents Groups Caucus (2)
* Faculty Senate Luncheon
* Legions
* ASC, CSC, Human Resources Employee Enrollment Initiatives (2)
* Enrollment 99 Stakeholders
* Bowling Green Community Holiday Parade
* ASC Executive Committee
* Chair & Vice Chair of Board of Trustees Lunch
* Chuck Middleton and Becca Ferguson

Respectfully submitted,
Duane E. Whitmire

Duane E. Whitmire, Ph.D.
Administrative Staff Council Minutes
Thursday, December 4, 1997

Members Present: Shelley Appelbaum, Craig Bedra, Sally Blair, Deb Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Penny Dean, Judy Donald, James Elsasser, Tom Glick, Pat Green, Linda Hamilton, John Hartung, Elayne Jacoby, Joyce Kepke, Deborah Knigga, Sandy LaGro, Dawn Mays, Joan Morgan, Sue Perkins, Jan Peterson, Cindy Puffer, Bonita Sanders-Bembry, Jane Schimpf, Bev Stearns, Laura Waggoner, Betty Ward, Matt Webb, Jodi Webb, Deb Wells, Duane Whitmire, Paul Yon.

Members Absent Who Sent Substitutes: Kevin Work for Calvin Williams, Tony Howard for Dianne Cherry and Paul Lopez, Sue Lau for Gene Palmer, Becky McOmber, Sue Tomer for Mike Failor and Jerry Ameling, Theresa Paxton for Jan Ruffner.

Members Absent: Joyce Blinn, Dianne Cherry, Ken Frisch, Jahi Gye’Nyame, Sharon Hanna, Inge Klopping, Randy Julian, Tim Smith, Kurt Thomas, Bob Waddle, Reva Walker.

Guests: Sue Kashuba, Monitor
Wendy Suto, BG NEWS

Call to Order:

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

Approval of Minutes:

Judy Donald amended the November minutes to read. “Goals for this year should have been completed by this time. Dr. Middleton said that they will be running a list in January to what individuals have not completed the writing of their goals for this year. Those supervisors not in compliance will not be eligible for raises.” Bev Stearns moved, and Pat Green seconded the amended changes. Motion moved. Pat Green moved, Joyce Kepke seconded the approval of the amended minutes.

Guest Speakers: Mr. Del Latta, Chair, Board of Trustees and Mr. Michael Marsh, Vice Chair, Board of Trustees were the guest speakers. The Leadership Team (Duane, Deb, and Judy) had lunch with them on Wednesday prior to the meeting to present them with questions that Duane had collected from the listproc.

The first question was where do they see the university in the year 2000 and 2010. Mr. Latta is concerned by retention mainly during the sophomore year. We need to all work together to increase enrollment and retention. He felt the Open House held last year was an excellent way to tell about BGSU. Mr. Marsh would like to see BGSU back at the enrollment ceiling. The blueprint is in place to meet the goal of retention and enrollment but stressed we all need to work together to achieve this. He would like to focus on
undergraduate education by 2010 and scale back on the focus of being a research institution.

Question #2 dealt with how BGSU employees can increase the public's understanding of the value of higher education. Mr. Latta stated we need to do more to attract students and also work towards selling a better product. Mr. Marsh feels that historically higher education has not done a good job in marketing. We need to talk up BGSU to people not involved with the university as many are unaware of what goes on here. BGSU has much to offer. We need to highlight different areas of BGSU to the public to increase their knowledge and understanding of the university.

Question #3 dealt with applying a corporate business model to a university setting. Mr. Latta stated that government operations were not to be in the business of making a profit. If there was a profit, he felt that they were not providing the services needed. Mr. Marsh felt the university should use business principles such as accountability of job performance and merit pay. However, it is difficult to apply a complete business model in an educational setting.

The rest of their time was open for questions

1. What did they see as the top three priorities of the university. 1) Enrollment, 2) Funding situation with subsidy increase at only 1% next year, and 3) Integration of university-everyone needs to work together to eliminate barriers that students/public face in dealing with the university.

2. What are the trustees doing to enhance university community. 1) Enhancing technology, 2) Renovations to the residence halls, 3) Increased efforts to enhance student activities on campus.

They both commented on the work at Firelands Campus in addressing the needs of the non-traditional students and saw this as a focus within the next few years. John Hartung talked about the opportunities available for their population at Firelands Campus and their need to remain competitive with other institutions in their area.

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group including the participation in the Holiday parade and thanking everyone for their help. Duane showed the group the banners that were recently purchased for the Administrative Staff that were used in the parade and can be used for other functions. He mentioned the follow-up to the Connellan presentation will be handled by Student Affairs utilizing a university-wide 5-7 member team. More information to follow on this as Duane is meeting with Ed Whipple on Wednesday, December 10 to discuss this. The ASC winter reception will be held in the spring and focusing on the special awards and recognitions designed by the Special Awards and Recognitions committee's work.
Chair Elect Report: No report.

Secretary Report: No report.

Committee Reports:
Amendments (Bev Stearns, Chair) - Have identified amendments approved that need to be in the handbook.

External Affairs (Bonita Sanders-Bembry, Chair) - Working on an after-the-holiday event for the BGSU community including Firelands campus in providing food baskets to the needy.

Awards & Special Recognitions (Jane Schimpf, Chair) - Finalized the survey that will go out to Administrative Staff seeking input on what types of rewards/recognitions would like to see given to staff. Need quick response.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - Looking at the election process and reviewing the handbook in respect to updates that need to occur.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Working on a new section to be included in the handbook regarding the compensation plan. Will be presenting at the next Executive Committee meeting.

Professional Development (Dawn Mays, Chair) - Recently received $4000 budget for Professional Development. Looking at recognition of best practices within the university either person, office or program can be nominated. Also a Professional Connections Program for new employees.

Salary (Gene Palmer, Chair) - No report.

Scholarship (Carmen Castro-Rivera, Chair) - Meeting with Doug Smith, Development Office to track money given to the scholarship fund making sure it is placed in the correct budget. Also working with Development Office on the raffle.

Others: Part-time teaching compensation reported a 36% response. Of those responding, 29% teach with 50% of those not being compensated.

Old Business: Flex time issue. Duane mentioned that he had been told that a memo was sent to area supervisors seeking input on how individuals operations would be handling service hours during the summer. He suggested individuals talk with their supervisors regarding this issue.

New Business: None.
The meeting adjourned at 3:00 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
JANUARY 8, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, January 8, 1998
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Topics of Interest
   - Educational Forums regarding collective bargaining
   - Administrative Staff web site
   - Administrative Staff workshop involving adm staff at Ohio universities or MAC schools (spring semester)
5. Chair’s Report
6. Chair Elect’s Report
7. Secretary’s Report
8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn
Administrative Staff Council Minutes
Thursday, January 8, 1998


Members Absent: Shelley Appelbaum, Craig Bedra, Scot Bressler, Mike Failor, Tom Glick, Jahi Gye’Nyame, Sharon Hanna, Elayne Jacoby, Randy Julian, Inge Klopping, Sandy LaGro, Paul Lopez, Sue Perkins, Cindy Puffer, Bonita Sanders-Bembry, Tim Smith, Bob Waddle, Matt Webb, Calvin Williams, Paul Yon.

Guests: Sue Kashuba, Monitor
Joe Luthman
Rebecca Ferguson

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

Approval of Minutes:
Judy Donald amended the December minutes to include Bob Waddle to be in attendance. Bev Stearns moved and Jan Schimpf seconded the amended changes. Motion passed and minutes were approved as amended.

Topics of Interest:
Joe Luthman spoke regarding collective bargaining and bringing educational forums to campus for all employment groups. He felt that there are three areas of discussion: (1) without collective bargaining, (2) with collective bargaining, and (3) status quo. He pointed out that the goal of these discussions is to bring about a healthy productive university. He solicited comments and possible speakers from the group or you can e-mail him at jluthma@bgnet.bgsu.edu

Ann Bowers and Jill Carr were not able to be in attendance, but Duane spoke on their behalf regarding a state-wide Administrative Staff meeting. This idea came about during a meeting this past summer with the previous BGSU ASC chairs. The meeting would comprise of past chair, chair or chair-elect from the administrative group representing the
state universities of Ohio. This would be way to share ideas and policies among the various groups and provide an on-going communication.

Rebecca Ferguson was in attendance to handle questions or concerns regarding the recent correspondence from her office (pay grades and mid-year performance evaluation). Duane formally thanked Becca for the pay grade listing.

Regarding the performance evaluation, Becca reminded the group that now is the time to sit with your supervisor and review goals and progress. The goals and review are to be on the form that has been provided. The form is on electronic format and can be obtained by contacting Human Resources or e-mailing Marcia Buckenmyer at mbucken@bgnet.bgsu.edu. The memo went to all administrative staff and faculty who supervise administrative staff. She summarized her comments by stating that consistency is the key in getting the performance appraisals completed and that Human Resources is expecting the end-of-year report to be turned in on the approved form.

Regarding the memo on the pay grades, Becca stressed that individuals review the listing and also the reported numbers. If you feel there are any inaccuracies, please notify Human Resources. Duane will be e-mailing ASC members to emphasize the importance in reviewing and checking the memo.

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. The ASC Leadership Team met with Becca Ferguson on December 19, 1997 to keep the channels of communication open and set a framework for interaction regarding personnel matters. Duane distributed copies of the home page for Administrative Staff Council. Due to illness, Calvin Williams was not able to attend to further describe what he has been doing with the web pages. The monthly minutes are on the web pages up to October and others will be completed in the near future. Any feedback should be sent to Calvin at calvinw@bgnet.bgsu.edu. Judy passes these to Calvin on a monthly basis.

Chair Elect Report: No report.

Secretary Report: No report.

Committee Reports:
Amendments (Bev Stearns, Chair) - Drafted amended Article 10 which will be presented at the February meeting for discussion at the March meeting.

External Affairs (Bonita Sanders-Bembry, Chair) - No report.

Awards & Special Recognitions (Jane Schimpf, Chair) - Received 15 responses to recent survey and will be making recommendations shortly.
Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - No report.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - The first reading of the policies for the compensation plan will be in February. Will be sending copies out to reps before next meeting.

Professional Development (Dawn Mays, Chair) - The Professional Connection program is a go. Encouraged individuals to volunteer as mentors. Best practices nominations will be out in February.

Salary (Gene Palmer, Chair) - No report.

Scholarship (Carmen Castro-Rivera, Chair) - Continuing to work on raffle prizes. Asked for donations from offices within the campus community.

Others:

Old Business: None.

New Business: None.

The meeting adjourned at 3:00 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
FEBRUARY 5, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
ASC CHAIR REPORT
January 8, 1998
ASC Meeting

The Holiday season associated with the month of December resulted in fewer activities impacting on administrative staff. However, the activities that did occur have major ramifications for our constituent group. The Office of Human Resources has been busy generating the December 15th memo regarding the Administrative Staff Performance Appraisal and the December 24th memo on Administrative Staff Pay Grades. I would like to thank Becca Ferguson and her staff for generating the lists that have been requested for some time. She is attending today's meeting to entertain questions related to either of these memos.

Another activity that has long-range implications for administrative staff involves the non-renewal of contracts for a few members of our constituency. The ASC Leadership Team met with Becca on December 19th to keep the channels of communication open regarding these situations. Although it is always difficult when colleagues are impacted by non-renewal, a framework was established for interaction between the ASC Leadership Team and the Assistant Provost for Human Resources.

The following five specific questions were discussed.

1) How does the situation fit into the context of the Administrative Staff Compensation Plan (ASCP)?

2) Has the situation been graded in the ASCP?

3) What role did the Affirmative Action office play in the process?

4) What are the early communication channels that should be used?

5) Who is responsible for the "big picture" of implementing the ASCP?

Nineteen administrative staff have volunteered to serve on the team to follow-up on Dr. Tom Connellan's presentation. The ASC Executive Committee has provided feedback on the list of volunteers, and the ASC Leadership will narrow the list down to three individuals as requested by Dr. Whipple. One representative from each of the five constituent groups will ultimately be chosen to serve on the follow-up team.

During the last month, the ASC Leadership Team, or a portion thereof, has represented administrative staff in the following ways.

* ASC Executive Committee (2)
* Enrollment 99 Stakeholders Holiday Party
* President Ribeau's McFall Open House
* Board of Trustees
* Legions
* ASC, CSC, Human Resources Employee Enrollment Initiatives (2)
* Becca Ferguson

Respectfully submitted,

Duane E. Whitmire
Duane E. Whitmire, Ph.D.
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, February 5, 1998
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speakers - None scheduled
5. Chair’s Report
6. Chair Elect’s Report
7. Secretary’s Report
8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
9. Old Business
10. New Business-Presentations
    Amendments Committee
    Personnel Welfare Committee
11. Good of the Order
12. Adjourn
ASC CHAIR REPORT
February 5, 1998
ASC Meeting

On a personal note, I would like to thank Administrative Staff Council and numerous members of the University community for the thoughtful expression of sympathy associated with the death of my father. Words cannot express how much the flowers, notes, phone calls, and e-mail messages were appreciated. THANKS!!!

At this time of the year, I would like to bring you up to date on the progress being made by various ASC committees related to the 10 goals approved by Council on October 3rd.

To Implement the Administrative Staff Compensation Plan - Pat Green and the Personnel Welfare Committee are making a great deal of progress on this goal. The intent is to present policies and procedures related to Handbook revisions to Council for a first reading next month.

To Raise the ASC Student Scholarship Fund by At Least $10,000 - Carmen Castro-Rivera and the Scholarship Committee have “gone above and beyond the call of duty” in taking on this lofty goal.

To Implement the Performance-Based Merit System and Performance Appraisal Process - Pat Green and the Personnel Welfare Committee are making progress on this on-going activity.

To Hold Educational Forum(s) on Collective Bargaining - An Ad Hoc Committee is conducting the background work needed to hold educational forums on collective bargaining.

To Update the ASC Charter and Bylaws - Beverly Stearns and the Amendments Committee have prepared materials for a first reading at Council today.

To Analyze Administrative Staff Teaching Part-Time - Jan Peterson and an Ad Hoc Committee has conducted a survey and put a lot of time and thought into recommendations that will ultimately be presented to Council.

To Develop an ASC Web Presence - Calvin Williams has brought Administrative Staff Council up to speed on the Internet with the work he has completed on our web pages.

To Make Appropriate Recommendations Regarding Salary Matters Pertaining to Administrative Staff - Gene Palmer and the Salary Committee will be working on this goal during the Spring semester.

To Increase University Enrollments by Collaboratively Working with Other Groups on Campus - Deb Boyce, Judy Donald, and I have been working with Becca Ferguson, Faith Olson, and Michael Walsh to identify logical courses for employees to take based upon their expressed needs.

To Develop Ways to Recognize Administrative Staff for Their Achievements - Jane Schimpf and the Awards and Special Recognitions Committee along with Dawn Mays and the Professional Development Committee are making progress on this goal.
During the last month, the ASC Leadership Team, or a portion thereof, has represented administrative staff in the following ways.

* ASC Executive Committee
* Doug Smith in Development
* ASC, CSC, Human Resources Employee Enrollment Initiatives (2)
* Provost Meeting
* Constituent Groups Caucus
* Becca Ferguson
* Chuck Middleton and Becca Ferguson

Respectfully submitted,

Duane E. Whitmire, Ph.D.
Administrative Staff Council Minutes  
Thursday, February 5, 1998

Members Present:   Jerry Ameling, Shelley Applebaum, Joyce Blinn, Deb Boyce, Scot Bressler, Dianne Cherry, Judy Donald, James Elsasser, Mike Failor, Pat Green, Linda Hamilton, John Hartung, Elayne Jacoby, Joyce Kepke, Deborah Knigga, Sandy LaGro, Paul Lopez, Dawn Mays, Rebecca McOmber, Joan Morgan, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Bev Stearns, Robin Veitch, Bob Waddle, Laura Waggoner, Betty Ward, Jodi Webb, Matt Webb, Duane Whitmire, Calvin Williams, Paul Yon.


Members Absent:  Sally Blair, Carmen Castro-Rivera, Penny Dean, Sharon Hanna, Randy Julian, Inge Klopping, Kurt Thomas, Reva Walker, Deb Wells.

Guests:  Shannon McFarlin, Monitor  
          Laura Emch, Internal Affairs Committee  
          Pat Kania, Internal Affairs Committee

Call to Order:

The meeting was called to order at 1:30 p.m. by Chair, Duane Whitmire.

Approval of Minutes:

Pat Green moved, Bev Stearns seconded. Minutes were approved as distributed.

Guest Speakers:  None

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. He thanked the committees for the work they have done and continue to do.

Chair Elect Report:  Deb thanked the Administrative Staff members for volunteering to serve on the focus groups. Administrative Staff had the most volunteers which was very much appreciated.

Secretary Report:  No report.

Committee Reports:

Amendments (Bev Stearns, Chair) - See New Business.
External Affairs (Bonita Sanders-Bembry, Chair) - The program “Bring son/daughter to work” is being planned for sometime in April. The committee is working with Pat Patton, Human Resources in putting this event together. They are looking for events or activities for the children to attend during the day.

Awards & Special Recognitions (Jane Schimpf, Chair) - Have reviewed the survey results. Possibly have two new awards with multiple recipients.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - See New Business.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Due to recommendations from the Leadership Team and Dr. Middleton, it was felt that the Vice Presidents need to review the compensation plan and provide feedback before it comes to council. It is expected that we will be reviewing this document next month.

Professional Development (Dawn Mays, Chair) - 16 administrative staff members volunteered for the Professional Connections Program. Currently looking for leadership programs that administrative staff could attend.

Salary (Gene Palmer, Chair) - Waiting for CUPA report.

Scholarship (Carmen Castro-Rivera, Chair) - Revising scholarship applications which should be available shortly, also be on the web. Finalizing raffle to go out to administrative staff, faculty and classified staff soon.

Others: Paul Yon mentioned that the committee has been in contact with a federal mediator to bring to campus in April for the educational forums on collective bargaining.

Old Business: Duane thanked administrative staff who volunteered for the Tom Connellen follow-up (19 from adm staff). Patti Ankney was selected to represent administrative staff on this committee.

New Business: Amendment committee: Bev Stearns presented the Proposal to Amend Bylaws Article 10 for ASC to review and share with constituents. Discussion and a vote will take place at the March meeting.

Internal Affairs committee: Jan Peterson presented a proposal to change the structure of ASC which has come about due to the recent changes of the administration. The proposed changes would group ASC in functional groups rather than VP areas. Also included in the proposal is to reduce the size of the ASC membership to 35 from 50 to make ASC a more workable group. Implementation regarding these changes were briefly discussed. Jan would like individuals to e-mail her at jpeters@bgnet.bgsu.edu or Betty Ward at bjward@cas.bgsu.edu to give thoughts or ideas concerning these changes. Discussion and vote will take place at March meeting.

The meeting adjourned at 2:30 p.m.
Judy Donald
Secretary, ASC

NEXT MEETING
MARCH 5, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, March 5, 1998
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speakers - None scheduled
5. Chair’s Report
6. Chair Elect’s Report
7. Secretary’s Report
8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
9. Old Business
   Amendment Committee Proposal
   Internal Affairs Proposal
10. New Business
    Personnel Welfare Committee - compensation plan
11. Good of the Order
12. Adjourn
ASC CHAIR REPORT
March 5, 1998
ASC Meeting

Sharing the agenda from Tuesday's ASC Executive Committee meeting will give you an understanding of the effort that has been put forth on your behalf by a number of ASC committees during the past month. On March 3rd, agenda items focused on discussion of the activities occurring within the following committees.

Internal Affairs, Jan Peterson and Betty Ward, Co-Chairs
Amendments, Beverly Stearns, Chair
Salary, Gene Palmer, Chair
Awards & Special Recognitions, Jane Schimpf, Chair
Scholarship, Carmen Castro-Rivera, Chair
Personnel Welfare, Pat Green, Chair

Suffice it to say that the ASC committees have been actively working to promote the general welfare of all administrative staff in a variety of ways. Starting with today's ASC meeting, and in the months ahead, you will see the results of their labor.

During the last month, the ASC Leadership Team, or a portion thereof, has represented administrative staff in the following ways.

* ASC, CSC, Human Resources Employee Enrollment Initiatives (2)
* President's Day Activities
* Legions
* Provost's Meeting (2)
* Chuck Middleton and Becca Ferguson
* ASC Executive Committee (2)
* President's State of the University Address
* Firelands "Imagineering Mini-Retreat"
* Board of Trustees
* Constituent Groups Caucus
* Amendments and Internal Affairs Chairs
* Connellan Follow-Up Team
* Personnel Welfare Committee Data Analysis Meeting

As usual, it has been a busy and productive month.

Respectfully submitted,

Duane E. Whitmire

Duane E. Whitmire, Ph.D.
Administrative Staff Council Minutes
Thursday, March 5, 1998


Members Absent: Sally Blair, Scot Bressler, Dianne Cherry, Sharon Hanna, Paul Lopez, Joan Morgan, Gene Palmer, Tim Smith, Kurt Thomas, Paul Yon.

Guests: Shannon McFarlin, Monitor
        Laura Emch, Internal Affairs Committee
        Pat Kania, Internal Affairs Committee

Call to Order:

The meeting was called to order at 1:30 p.m. by Chair, Duane Whitmire.

Approval of Minutes:

Bev Stearns suggested changes in minutes. Under New Business, change to Jan Peterson presented information (take out word proposal) and delete last sentence beginning with Discussion.... Linda Hamilton moved to accepted amended minutes, Pat Green seconded. Minutes were approved as amended.

Guest Speakers: None

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. He thanked the committees for the work they have done and continue to do.

Chair Elect Report: No report.

Secretary Report: Judy read thank you note from the Whitmire family for acts of sympathy due to death of his father.

Judy reported the interest of staff in the Employee Enrollment Initiative Program. Approximately 15 responses by staff. Continuing Education will be
meeting with these individuals shortly to determine class(es) they might want to take beginning Fall Semester.

Committee Reports:
Amendments (Bev Stearns, Chair) - Bev Stearns moved to adopt Proposal to Amend Bylaws Article 10. Deb Boyce seconded. Bev suggested changes to read as follows:
Section 1: C. The Amendments Committee shall distribute to ASC electronically the written proposal before the meeting and distribute a paper copy at the Administrative Staff Council meeting. Section 1: D. Delete. Section 1: E. Change to D. John Hartung moved to suspend rules, Matt Webb seconded. Motion approved. A verbal vote was taken, motion passed.

External Affairs (Bonita Sanders-Bembry, Chair) - The program “Bring Your Daughter to Work” (ages 9-15) is being planned for April 22. Several offices are co-sponsoring this event. The day begins with a continental breakfast (free of charge). A luncheon is also being planned for a nominal fee. Human Resources has taken charge of this event. Questions can be directed to Bonita or Human Resources.

Awards & Special Recognitions (Jane Schimpf, Chair) - Jane shared the award granted to recipients of the BG Best Awards. She also shared a proposal regarding this project. Carmen suggested to change that the awards will be awarded each year based upon the status of the Administrative Staff Council budget. Jane moved, Elayne Jacoby seconded. Matt Webb moved to suspend rules, Jan Ruffner seconded. Motion approved. Original motion approved.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - Proposal to Change Section III and Section IV of the Charter was distributed for review. Discussion and voting will take place at the April meeting. Jodi Webb expressed concern regarding the election procedure for this year. Judy is currently working on this process and will wait until after the April meeting to distribute the materials. Judy also mentioned that for this election, she will be seeking self-nominations for the Administrative Staff Council.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Pat said that the compensation plan (policies and procedures) will be e-mailed to ASC members by the end of March for review. April meeting will be the first reading. Board of Trustees will vote on this at the June meeting. Duane thanked Pat and committee for their efforts. Also thanked Inge Klopping for the initial data collection of salary data and Patti Ankney for the completion of the data analysis.

Professional Development (Dawn Mays, Chair) - No report.

Salary (Gene Palmer, Chair) - Jan Ruffner read the recommendation that was e-mailed to ASC members. Jan moved to accept, Carmen seconded. Pat Green explained the reasoning behind #2. It was suggested to amend the proposal to include the following under #2: While the pay ranges increase annually at 1% less than the total raise
(combination of merit and across the board increase), it is recommended administrative staff receive an across the board increase equivalent to the increase in the pay range. For example, if the total raise is 3% and the pay range increases by 2%, the across the board raise should be 2%. This prevents administrative staff from moving backward in the pay range and possibly falling below the minimum. Pat moved to accept the amended change, Inge seconded. Matt Webb moved to suspend the rules, Deborah Knigga seconded. Motion approved. Motion to accept amended changes approved. Duane will send this proposal forward to Dr. Middleton by Friday, March 6.

Scholarship (Carmen Castro-Rivera, Chair) - Raffle sales are good: 1608 tickets sold which equals $1238. Anyone wishing to purchase tickets can contact Deb Freyman, Biology at dfreyman@opie.bgsu.edu. The drawing for the raffle prizes will be the next ASC meeting, April 2. As of December, $2350 collected towards scholarship with $3500 (including raffle ticket sales) for year which is up from last year collecting $1580 for the whole year. E-mailed students that are at the top 10% of their class, telling them about the scholarship. Currently reviewing applications. Carmen thanked the Scholarship committee for all their hard work as their efforts are proving very successful.

Others: Duane reported that Paul Yon has been contacting lawyers and law professors to be included in the panel for the Educational Forums on Collective Bargaining. Part-time teaching ad hoc committee will be presenting information to the Exec Committee shortly.

Old Business:

New Business: Joyce Blinn shared information regarding the Springboard Program for fall semester. Interested individuals should contact Milt Hakel, Psychology.

The meeting adjourned at 2:45 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
APRIL 2, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, April 2, 1998
1:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speakers - None confirmed yet
5. Chair’s Report
6. Chair Elect’s Report
7. Secretary’s Report
8. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
9. Old Business
   Internal Affairs Proposal
   Personnel Welfare Committee - compensation plan (policy/procedures)
10. New Business
    Scholarship Raffle Drawing
11. Good of the Order
12. Adjourn
INTRODUCTION AND RATIONALE

In order for Bowling Green State University (BGSU) to attract and retain qualified Administrative Staff employees, it is BGSU's policy to maintain fair and competitive grade levels and pay ranges without regard to race, sex, color, national origin, religion, creed, age, marital status, mental or physical disability, or veteran status.

The purpose of the Administrative Staff Compensation Plan is to establish a system that reflects

- Relationships between positions and their worth
- The principles of equitable compensation
- Competition with the external employment market

SCOPE

These policies and procedures apply to all covered Administrative Staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of the Administrative Staff Compensation Plan (Plan) is assigned to the Assistant Provost for Human Resources.

I. Objectives

It is the intent of the Administrative Staff Compensation Plan to

- Administer the plan in accordance with the general policies of the university
- Provide a compensation plan that is internally equitable and externally competitive with the market
- Ensure equitable compensation for positions requiring similar educational levels, experience levels, skills, effort, working conditions, and levels of responsibilities
- Ensure that the administration of the position evaluations and grade level assignments is consistent and uniform throughout the university
- Provide for a review process that will address inequities
- Allow for the maintenance of competitive grade levels
- Provide policies and procedures which ensure that the plan will be equitably and efficiently administered

II. Definition of Terms

The following terms are used in the Administrative Staff Compensation Plan:

A. Administrative Compensation Working Group

The Administrative Compensation Working Group is comprised of all the Vice-Presidents, A
B. Administrative Staff Advisory Team Members

The administrative staff advisory team is comprised of 15 administrative staff members selected by the administrative staff council (ASC) executive committee. Team members will serve three year terms. The team collaborates with human resources in the re-evaluation of position analysis questionnaires. The team is trained by human resources, past administrative staff members of the appeals committee, and past members of the administrative staff advisory team to analyze, evaluate, and recommend a grade level (numeric ranking) for a position within the plan. Each time an administrative staff position is re-evaluated, Human Resources selects two members from the team to participate in the process. These members represent two different vice-presidential areas. Members of the team also participate in the conciliation/appeals process. Team members who participate in the re-evaluation of a position are not eligible to serve on any appeals board for that position. Members of this team also participate in the conciliation/appeals process for non-compensation grievances.

C. Grade Level

The grade level is the numeric ranking of administrative staff positions from 5 to 23.

D. Human Resources/Administrative Staff Advisory Team

Two members of the human resources staff and the two members selected from the administrative staff advisory team comprise the HR/ASC advisory team. This combined team is responsible for analyzing, evaluating, and recommending a grade level whenever an administrative staff position is re-evaluated.

E. Pay Range

The pay range is the compensation for a particular grade level. Each pay range has a designated minimum, midpoint, and maximum. In 1997/98, for example, in grade level 14 the minimum is $30,940, the midpoint is $39,449, and the maximum is $47,957.

F. Position Analysis Questionnaire

The position analysis questionnaire is the instrument used to describe the position responsibilities. This questionnaire is used by the HR/ASC advisory team and/or human resources to determine the grade level of an administrative staff position based upon the level of knowledge and experience, creativity and complexity, impact on the institutional mission, internal and external contacts, and leadership. The position analysis questionnaire must be completed in order for any administrative staff position to be created and/or changed.

III. Policies

The following policies have been established for the maintenance and management of the administrative staff compensation plan.

A. New Administrative Staff Hire

New administrative staff generally are hired between the minimum and midpoint of a grade level. A salary assigned above the midpoint requires prior approval by the area vice-president, after consultation with the offices of human resources and affirmative action. (Number 2 - approved by board of trustees, September 13, 1996.)
B. Upgrade
Definition:
A POSITION IS RE-EVALUATED AND ASSIGNED TO A HIGHER GRADE LEVEL AS A RESULT OF SIGNIFICANT EXPANSION IN THE POSITION'S EXISTING DUTIES AND RESPONSIBILITIES.

Policy:
The incumbent is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Number 3 - Approved by Board of Trustees, September 13, 1996.)

C. Promotion
Definition:
AN INCUMBENT MOVES FROM A POSITION REQUIRING A CERTAIN LEVEL OF SKILL, EFFORT, AND RESPONSIBILITY TO A POSITION IN A HIGHER GRADE LEVEL REQUIRING A SIGNIFICANTLY GREATER DEGREE OF SKILL, EFFORT, AND RESPONSIBILITY.

Policy:
When an employee is promoted, she/he is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Point 4 - Approved by Board of Trustees, September 13, 1996.)

D. Interim/Acting Positions
Definition:
A STAFF MEMBER IS ASSIGNED TO A POSITION IN A HIGHER GRADE LEVEL ON AN INTERIM/TEMPORARY/ACTING BASIS.

Policy:
If the assignment is longer than 30 calendar days, the staff member receives a premium for the time served equal to at least a 5% increase in salary or the minimum for the interim grade level, whichever is greater. (Point 5 - Approved by Board of Trustees, September 13, 1996.)

E. Demotion
Definition:
AN INCUMBENT STAFF MEMBER MOVES FROM A POSITION REQUIRING A CERTAIN LEVEL OF SKILL, EFFORT, AND RESPONSIBILITY TO ANOTHER POSITION IN A LOWER GRADE LEVEL REQUIRING A LESSER DEGREE OF SKILL, EFFORT, AND RESPONSIBILITY.

Policy:
When a demotion occurs, the incumbent's salary is reduced to a level in the lower pay range equivalent to his/her level in the original pay range. (Point 6 - Approved by Board of Trustees, September 13, 1996) The president in consultation with the Area Vice-President and Human Resources must approve any exceptions to this policy.

F. Downgrade
Definition:
A POSITION IS REASSIGNED TO A LOWER GRADE LEVEL AS A RESULT OF SIGNIFICANT REDUCTION IN THE POSITION'S EXISTING DUTIES AND RESPONSIBILITIES.

Policy:
WHEN A POSITION DOWNGRADE OCCURS, THE INCUMBENT'S SALARY IS REDUCED TO THE LEVEL IN THE LOWER PAY RANGE EQUIVALENT TO HIS/HER LEVEL IN THE ORIGINAL PAY RANGE. THE PRESIDENT IN CONSULTATION WITH THE AREA VICE-PRESIDENT AND HUMAN RESOURCES MUST APPROVE ANY EXCEPTIONS TO THIS POLICY.

G. Transfer
Definition:
AN INCUMBENT STAFF MEMBER MOVES FROM A POSITION REQUIRING A CERTAIN LEVEL OF SKILL, EFFORT AND RESPONSIBILITY TO ANOTHER POSITION REQUIRING THE SAME DEGREE OF SKILL, EFFORT, AND RESPONSIBILITY WHICH IS ASSIGNED TO THE SAME GRADE LEVEL.

Policy:
WHEN A TRANSFER OCCURS, NORMALLY THE INCUMBENT'S SALARY WILL NOT BE ADJUSTED. (POINT 7 - APPROVED BY BOARD OF TRUSTEES, SEPTEMBER 13, 1996.) THE PRESIDENT IN CONSULTATION WITH THE AREA VICE-PRESIDENT AND HUMAN RESOURCES MUST APPROVE ANY EXCEPTIONS TO THIS POLICY.

H. Market Exceptions
Definition:
A MARKET EXCEPTION IS A SPECIAL PREMIUM ESTABLISHED FOR PARTICULAR POSITIONS WHEN UNUSUAL MARKET CONDITIONS EXIST CAUSING EXCESSIVE TURNOVER, SALARY MIDPOINTS WELL BELOW MARKET AVERAGE, AND/OR FAILURE OF CURRENT SALARY TO ATTRACT QUALIFIED CANDIDATES.

Policy:
A SPECIAL MARKET PREMIUM MAY BE ESTABLISHED FOR THESE POSITIONS. (POINT 8 - APPROVED BY BOARD OF TRUSTEES, SEPTEMBER 13, 1996.)

I. Pay Above Maximum
Policy:

STAFF WHO ARE AT THE MAXIMUM WILL BE CONSIDERED FOR A MERIT INCREASE NOT TO EXCEED THE PERCENTAGE ADJUSTMENT OF THE PAY RANGE.

STAFF ABOVE THE MAXIMUM ARE ELIGIBLE EACH YEAR FOR A ONE-TIME, MERIT-BASED BONUS NOT TO EXCEED THE PERCENTAGE OF THE SALARY POOL DESIGNATED FOR MERIT EACH YEAR. THIS WILL OCCUR ONLY WHEN THE BOARD OF TRUSTEES AUTHORIZES BONUSES AND WILL NOT BE ADDED TO BASE SALARIES.

J. Progression Through the Pay Range
Definition:
PROGRESSION THROUGH A PAY RANGE IS THE METHOD BY WHICH AN INCUMBENT MOVES THROUGH HIS/HER ASSIGNED PAY RANGE.

Policy:
STAFF PROGRESS THROUGH PAY RANGES BASED ON MERITORIOUS PERFORMANCE. HUMAN RESOURCES, IN CONJUNCTION WITH THE ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE, WILL DEVELOP BY THE YEAR 2000 CRITERIA AND A PROCESS FOR STAFF TO REACH THE MIDPOINT OF A PAY RANGE.
NOTE: EVEN THOUGH THE PAY RANGES INCREASE ANNUALLY AT 1% LESS THAN THE TOTAL INCREASE (COMBINATION OF MERIT AND ACROSS-THE-BOARD INCREASES), IT IS RECOMMENDED THAT STAFF RECEIVE AN ACROSS-THE-BOARD INCREASE EQUIVALENT TO THE INCREASE IN THE PAY RANGE. FOR EXAMPLE, IF THE TOTAL INCREASE IS 3% AND THE PAY RANGE INCREASES BY 2%, THE ACROSS-THE-BOARD INCREASE SHOULD BE 2%. THIS PREVENTS STAFF FROM MOVING BACKWARD IN THE PAY RANGE AND POSSIBLY FALLING BELOW THE MINIMUM OF THAT RANGE. (THIS PARAGRAPH WILL BE ELIMINATED WHEN IT GOES TO THE BOARD)

K. Title Revision
Policy:
WHEN A REQUEST FOR A TITLE CHANGE IS NEEDED TO MORE ACCURATELY REFLECT POSITION RESPONSIBILITIES, A POSITION ANALYSIS QUESTIONNAIRE IS COMPLETED AND forwarded TO HUMAN RESOURCES IN ACCORDANCE WITH ESTABLISHED PROCEDURES. IF THE POSITION RE-EVALUATION DOES NOT RESULT IN A HIGHER GRADE LEVEL, BUT THE TITLE ACCURATELY REFLECTS THE RESPONSIBILITIES, THE HR/ASC ADVISORY TEAM MAY RECOMMEND THAT THE TITLE BE CHANGED. NO TITLE CHANGE OCCURS WITHOUT APPROVAL FROM THE SUPERVISOR, AREA VICE-PRESIDENT AND HUMAN RESOURCES.

L. Salary Range Adjustments
Policy:
EFFECTIVE 1997-98, THE RANGES FOR EACH GRADE LEVEL WILL BE ADJUSTED IN A THREE-YEAR RECURRING CYCLE. IN THE FIRST TWO YEARS OF THE CYCLE, THE PAY RANGE OF EACH GRADE LEVEL WILL MOVE UP ANNUALLY BY AN AMOUNT THAT IS 1% LESS THAN THE AVERAGE SALARY INCREASE PAID TO STAFF THAT YEAR. (NUMBER 9 - APPROVED BY BOARD OF TRUSTEES, SEPTEMBER 13, 1996.)


IV. Administrative Compensation Plan Position Evaluation/Re-evaluation Processes
THE POSITION EVALUATION PROCESS IS THE METHOD BY WHICH POSITIONS ARE EVALUATED AGAINST A UNIFORM SET OF CRITERIA AND ASSIGNED TO ESTABLISHED GRADE LEVELS AND APPROPRIATE PAY RANGES. HUMAN RESOURCES CONDUCTS THE EVALUATIONS FOR NEW POSITIONS. HUMAN RESOURCES, IN CONSULTATION WITH THE ADMINISTRATIVE STAFF ADVISORY TEAM, CONDUCTS THE RE-EVALUATION OF EXISTING POSITIONS. IT IS ANTICIPATED POSITIONS WILL BE RE-EVALUATED NO MORE THAN ONCE EVERY TWO YEARS. POSITION EVALUATIONS/RE-EVALUATIONS ARE NORMALLY COMPLETED IN TWELVE (12) WEEKS UNLESS THERE IS AN AGREEMENT TO EXTEND THE TIMELINES.

A. POSITIONS ARE EVALUATED WHEN ONE OF THE FOLLOWING OCCURS:
   - A NEW POSITION IS CREATED. A SUPERVISOR, AREA HEAD, DEAN, OR VICE-PRESIDENT, IN CONSULTATION WITH HUMAN RESOURCES, IS RESPONSIBLE FOR SUBMITTING A COMPLETED POSITION ANALYSIS QUESTIONNAIRE TO HUMAN RESOURCES.
   - A POSITION BECOMES VACANT. A SUPERVISOR, AREA HEAD, DEAN, OR VICE-PRESIDENT, IN CONSULTATION WITH HUMAN RESOURCES, IS RESPONSIBLE FOR SUBMITTING A COMPLETED POSITION ANALYSIS QUESTIONNAIRE TO HUMAN RESOURCES.

B. POSITIONS ARE RE-EVALUATED WHEN ONE OF THE FOLLOWING OCCURS:
A significant change in responsibilities occurs or is proposed in existing positions. Re-evaluations are initiated by the incumbent or the supervisor submitting a completed position analysis questionnaire to human resources.

Reorganization occurs. Re-evaluations are initiated by an area head, dean or area vice-president prior to the reorganization and in consultation with human resources. Reorganization may result in significant changes in position responsibilities.

Re-evaluation Process for Administrative Staff Positions:

1. The initiator of the review (staff member, supervisor, area head, or area vice-president) notifies human resources in writing that a position needs to be re-evaluated. Human resources sends a position analysis questionnaire and guidelines for position evaluation either through campus mail or electronic format.

2. The initiator of the review (employee, supervisor, area head, or area vice-president) completes the questionnaire. If the initiator is the employee, the completed questionnaire is forwarded to both the immediate supervisor and the second level supervisor for signature and comment. When an initiator is a supervisor, area head, or area vice-president, the supervisor meets with the incumbent to discuss position responsibilities and obtain signatures on the questionnaire. The supervisor comments, signs, and forwards the questionnaire to the second level supervisor. Supervisor and employee retain a copy.

3. Upon receipt of the questionnaire, the second level supervisor evaluates, comments, signs, and forwards to human resources.

4. Upon receipt of the completed position analysis questionnaire, human resources logs in and begins a tracking/timeline. Human resources reviews all documents for completeness, gathers additional information as needed, and distributes the documents to the HR/ASC advisory team.

5. The HR/ASC advisory team analyzes, evaluates, and recommends a grade level based on the established criteria. In the event the HR/ASC advisory team requests additional information, human resources gathers the additional information and forwards to the team.

6. Human resources forwards the results of the re-evaluation to the appropriate vice-president for consideration.

7. The vice-president reviews all documents and forwards a written decision about the position to human resources.

8. Following the vice-presidential decision, human resources forwards copies of the re-evaluation results and the factor sheet to the employee and the appropriate supervisory structure. Additional information can be requested from human resources.
9. Administrative staff or initiators who do not agree with the determination meet with the immediate supervisor and human resources to attempt resolution. If there is no agreement, the employee may follow the conciliation/appeals process.

V. Conciliation/Appeals Process

The purpose of the conciliation/appeals process is to ensure prompt resolution of disagreements regarding the results of position re-evaluations and subsequent placement in the plan.

There are three steps in the process:

1. Initiator requests a conciliation meeting
2. Initiator requests an appeals board
3. Initiator requests a presidential appeal

A. Conciliation Meeting

The conciliation meeting, facilitated by the assistant vice provost for human resources/designee, provides the initiator and the area vice-president with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:

- Employee
- Immediate supervisor
- Area vice-president
- ASC review team member from the initial re-evaluation team
- Assistant vice-provost for human resources/designee

The process is normally completed within four (4) weeks unless there is agreement to extend the timelines.

Process:

1. Within three (3) working days after meeting with the immediate supervisor and human resources, the initiator informs human resources of the intent to enter into conciliation.

2. Upon receipt of the request for conciliation, human resources begins a tracking/timeline.

3. Within ten (10) working days of the request for conciliation, human resources schedules the meeting.

4. Within ten (10) working days after the meeting is scheduled, the meeting will take place to attempt resolution.

5. Human resources is responsible for reporting, in writing, the outcome of the meeting to all involved within ten (10) working days.

6. If the meeting results in a change of grade level for the position in question, human resources negotiates the effective date of the change with the area vice-president. No action is necessary if the meeting results in no change in the position.
7. IF THE INITIATOR IS NOT SATISFIED WITH THE DECISION, SHE OR HE CAN REQUEST AN APPEALS BOARD.

B. Appeals Board

THE APPEALS BOARD PROVIDES THE INITIATOR AN OPPORTUNITY TO ACHIEVE RESOLUTION THROUGH THE RECOMMENDATION OF PEERS. THE APPEALS BOARD CONSISTS OF FIVE (5) MEMBERS OF THE ADMINISTRATIVE STAFF ADVISORY TEAM WHO HAVE NOT BEEN INVOLVED IN THE RE-EVALUATION OR CONCILIATION PROCESS. THE PROCESS IS NORMALLY COMPLETED WITHIN TEN (10) WEEKS UNLESS THERE IS A DECISION TO EXTEND THE TIMELINE.

Process:
1. WITHIN FIVE (5) WORKING DAYS OF CONCILIATION, THE INITIATOR INFORMS HUMAN RESOURCES AND THE AREA VICE-PRESIDENT, IN WRITING, OF THE INTENT TO APPEAL.
2. WITHIN THREE (3) WORKING DAYS OF NOTIFICATION OF THE INTENT TO APPEAL, HUMAN RESOURCES FORWARDS THE APPEALS PACKET TO THE INITIATOR.
3. WITHIN TEN (10) WORKING DAYS OF RECEIVING THE APPEALS PACKET, THE INITIATOR COMPLETES THE REQUIRED DOCUMENTATION FOR THE APPEALS AND FORWARDS TO HUMAN RESOURCES.
4. WITHIN THE SAME TEN (10) WORKING DAYS, HUMAN RESOURCES SELECTS FIVE (5) ADMINISTRATIVE STAFF ADVISORY TEAM MEMBERS FOR THE APPEALS BOARD. ADVISORY TEAM MEMBERS WHO PARTICIPATED IN THE RE-EVALUATION OR CONCILIATION PROCESS ARE NOT ELIGIBLE TO SERVE ON THE APPEALS BOARD.
5. UPON RECEIPT OF THE COMPLETED DOCUMENTATION, HUMAN RESOURCES BEGINS A TRACKING/TIMELINE.
6. WITHIN FIVE (5) WORKING DAYS OF RECEIVING THE COMPLETED DOCUMENTATION, HUMAN RESOURCES FORWARDS THE DOCUMENTATION SUBMITTED BY THE INITIATOR TO THE APPEALS BOARD.
7. WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THE COMPLETED DOCUMENTATION, THE APPEALS BOARD MEETS AND REVIEWS THE ISSUE.
8. WITHIN FIVE (5) WORKING DAYS OF THE REVIEW, THE APPEALS BOARD SUBMITS THE RECOMMENDATION IN WRITING TO HUMAN RESOURCES, INITIATOR, AREA VICE-PRESIDENT AND ADMINISTRATIVE COMPENSATION WORKING GROUP.
10. WITHIN FIVE (5) WORKING DAYS OF MAKING A DECISION, THE ADMINISTRATIVE COMPENSATION WORKING GROUP WILL SUBMIT THE DECISION IN WRITING TO THE INITIATOR, SUPERVISOR, AREA VICE-PRESIDENT, AND HUMAN RESOURCES.
11. If the decision results in a change of grade level, Human Resources negotiates the effective date of the change with the area vice-president.

If the initiator or vice-president is not satisfied with the decision, she/he can appeal to the president.

C. Presidential Appeal

1. Within five (5) working days of receiving the decision of the administrative compensation working group, the initiator appeals in writing to the president of the university.

2. Within ten (10) working days after receiving the appeal, the president or designee responds in writing to the initiator, supervisor, area vice-president, administrative compensation working group, and human resources.

3. The decision of the president or designee is final.
You may recall that we started this year with a theme of Action & Success thru Collaboration. This month's Chair Report will focus on three examples where collaboration with others on campus is leading to action and success.

**Employee Enrollment Initiative**

The collaborative work of Administrative Staff Council, Classified Staff Council, Admissions, and Human Resources have led to the enrollment of 11 employees in Computer Science and Interpersonal Communications courses on Saturday mornings next fall. Hopefully, the Saturday morning class offering door will open even wider for others to walk through in the future.

**Constituent Groups Caucus**

The Chairs and Chair-Elects (or Presidents and Vice Presidents) of the following five constituent groups continue to meet on a monthly basis focusing on items of common interest.

- Administrative Staff Council
- Classified Staff Council
- Faculty Senate
- Graduate Student Senate
- Undergraduate Student Government

An example of the cooperation that has begun is manifested in the fact that the current Chair of the Constituent Groups Caucus, John Woods, has been serving on the search committee for the Vice President for University Advancement position.

**Students First Imaginaction Team**

At Dr. Ribeau's request to follow-up on Dr. Tom Connellan's “Students First: Service Quality at BGSU” presentation, Dr. Ed Whipple has formed the “Students First Imaginaction Team”. In the true spirit of collaboration, team members and the groups they represent are listed below.

- Patti Ankney representing Administrative Staff
- Cindy Koontz representing Classified Staff
- Lee Meserve representing Faculty
- Lynne Holland representing Graduate Students
- Susan McMahon representing Undergraduate Students
- Editor of the Monitor, Ex-Officio
- Duane Whitmire, Team Leader

The team is charged with “identifying, developing, and implementing action-oriented items to promote the Students First priority at Bowling Green State University. The goal is to place the student at the heart of the learning community by emphasizing the advancement of service quality from a University-wide perspective”.
During the last month, the ASC Leadership Team, or a portion thereof, has represented administrative staff in the following ways.

- Legions (2)
- Sidney Ribeau and Sandra MacNevin
- Provost's Meeting
- ASC Executive Committee (2)
- President's Panel
- Becca Ferguson
- Chamber of Commerce Business After Hours
- Chuck Middleton and Becca Ferguson
- Students First Imaginaction Team
- Personnel Welfare Committee Data Analysis Meeting
- University Union 40th Birthday Celebration
- World Students Association Event
- Board of Trustees at Firelands

Respectfully submitted,

Duane E. Whitmire, Ph.D.
Hi all,

I am pleased to attach three documents from the PUC committee for a first reading at ASC this Thursday. The Compensation Plan document represents a new addition to our handbook and further definition of policies and procedures for our compensation plan. The non-compensation document replaces our current grievance policy, making it more informal, collaborative and fair. The 3rd document is an attempt to get our non-salary policy from 1995 passed, and change fee waiver policy for retired staff.

These documents represent a lot of hard work on the part of PUC, and I want to thank Joyce Kepke, Ann Betts, Paul Lopez, Sharon Hanna, and Sandy Lagro for their efforts. The documents also represent the first time that PUC, Human Resources and the vice presidents have worked together on our handbook. It has been a very positive experience, and I hope is a model for the future. Becca Ferguson represented our interests extremely well to the upper administration and received feedback from them during the various steps of the process. I personally am very pleased and thankful of her efforts. She has advocated for us well, and told us straight up when we were proposing something that would not fly. I appreciate how much she has accomplished for us in her time here. Donna Wittwer has also become very involved in many former aspects of Walt’s position and is doing an exceptional job. I have really enjoyed working with both of them. Human Resources has definitely embarked on a new and positive road and from my experience it is a breath of fresh air! I also believe that what we have written is very positive for administrative staff members and also very well articulated (as opposed to many sections of our handbook which are vague).

The vice presidents are also getting these copies. There are changes in these that they have not yet seen. They will provide any final feedback prior to our May meeting.

It is the hope of PUC that what we have proposed will satisfy the needs of all staff. I ask you to read these prior to the meeting Thursday so you can ask any questions then. I also ask that you print out the copies and bring them with you. PUC has killed enough trees, so I probably only have a handful of hard copies.

The attachments are in Microsoft word 6 rich text format

Thanks

Pat

Attachment Converted: " c:\eudora\attach\Compensation Plan 33198.rtf "
Attachment Converted: " c:\eudora\attach\Handbook Changes.rtf "
Attachment Converted: " c:\eudora\attach\Non-salary 33198.rtf "
Pat Green
Administrative Director
Center for Photochemical Sciences
Bowling Green State University
Bowling Green, Ohio 43403
Phone: 419-372-6008
Fax: 419-372-6089
e-mail: pgreen@bgnet.bgsu.edu
http://www.bgsu.edu/departments/photochem
Administrative Staff Handbook Changes

Change to Fee Waiver Policy

Section V. Retired Administrative Staff Members Part B. Benefit

Current:

Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of tuition fees for a period of five years following the employee's retirement.

Change to:

Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents may enroll in classes without payment of tuition fees as long as they satisfy the requirements for dependent status.

Birth/Adoption Leave

Replace Maternity/Paternity/Adoption Leave page 42-43 - eliminate section on paternity/adoption/leave

1. Each staff member is eligible for natal (change to birth/adoption) leave up to six months.

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 (Human Resources), 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. If these proposed changes are adopted, then the section on Paternity/Adoption Leave would be deleted from page 43 of the current handbook.

Adopted ASC 1/19/95
The Administrative Staff Council Scholarship Committee is pleased to announce the tremendous success of the Scholarship Fund Raffle! Through the generous support and contributions of BGSU faculty, and administrative and classified staff 1,756 tickets were sold for a total of $1,622.00!

Tickets were drawn yesterday at the ASC meeting and the following individuals were lucky winners of the prizes below:

Raffle Prizes:

* a Color Stylewriter 4100 printer ($201 value)
  --- Kay Sergent, Psychology

* an autographed Antonio Daniels photo
  --- Tammy Shain, Women's Basketball

* an autographed Antonio Daniels Vancouver Grizzlies jersey
  --- Jeremy Freyman, son of Deb Freyman, Biology

* 2 season tickets to 1998-99 BGSU Theater productions
  --- Joe Williford, Family & Consumer Science

* 2 season tickets to the 1998-99 College of Musical Arts Festival Series
  --- Deb Boyce, University Advancement

* 4 rounds of golf with golf cart at Forrest Creason course ($112 value)
POSTMASTER, Congratulations raffle winner

--- Connie DiPuccio, University Bookstore

* 2 season passes to 1998 Falcon home football games
--- Deb Conklin, Psychology

* 2 tickets to the 1998 Parent's Day Concert (November 7, 1998)
--- Gabor Szekely, Mathematics & Statistics

* a Fall 1998 (one-semester) pass to the BGSU Recreation Center
--- Stacey Dudley, EDCI

* a Marcia Adams gift package: a totebag and 3 autographed cookbooks
--- Janice Veitch, Computer Services

Winners will be receiving a notification slip via campus mail that explains how to claim your prize.

There has been fantastic support of the scholarship to date. We estimate total contributions to date at $4,000. The goal established for the 1998-99 year is $5,000. If anyone has not previously donated but is interested in doing so, please contact the Foundation at 2-2551 to designate your donation to the ASC scholarship fund. This plea is particularly important because this year, dollars raised will be matched by the Alumni Office, which means there is a potential of $10,000 being contributed to the scholarship fund!

Thanks so much for making this year's scholarship drive a success.

Sincerely,

Carmen Castro-Rivera
Administrative Staff Council Minutes
Thursday, April 2, 1998


Members Absent Who Sent Substitutes: Doug Burns for Sally Blair, Norma Stickler for Beverly Stearns.

Members Absent: Craig Bedra, Penny Dean, Sharon Hanna, Elayne Jacoby (due to prior commitment at Health Fair), Inge Klopping, Deborah Knigga, Becky McOmber, Gene Palmer, Kurt Thomas, Paul Yon.

Guests: Pat Kania, Internal Affairs Committee

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

Approval of Minutes:

Judy Donald corrected the attendance of the March meeting by including Deb Burris as attending. Joan Morgan moved to accept corrected minutes, Pat Green seconded. Minutes were approved as amended.

Guest Speakers:

Larry Weiss and Dr. Charles Middleton attended the meeting to discuss State Issues 1 and 2 and the importance of passage to higher education. Larry passed out several pieces of information and urged everyone to share information with colleagues. It is important to understand that K-12 will receive funding based upon the court’s ruling whether Issue 2 passes or not. Should this issue fail, the funding will come from the budgets of higher education and state agencies. BGSU could experience a budget cut of 15% beginning with the fiscal year 1999-2000.

Duane asked council for their thoughts on endorsing State Issue 2. Pat Green felt that ASC should endorse the issues. Pat moved that the ASC Executive Committee write the resolution in support of State Issue 2 for ASC, Dawn Mays, seconded. Pat called for question. Motion passed with 2 abstentions.
Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. He thanked the scholarship committee for the work they have done and turned the meeting over to that committee for the raffle drawing.

Chair Elect Report:

Deb reported that the Leadership Team had met with Dr. Ribeau and requested funding for the BG Best Awards program for Administrative Staff. He graciously agreed to fund this effort through his office. Deb also requested anyone interested in serving as vice chair and secretary to contact either her or Judy Donald, as ballots will be put together soon.

Secretary Report: No report.

Committee Reports:

Amendments (Bev Stearns, Chair) - Due to the absence of Beverly Stearns, John Hartung presented materials to vote on from the amendments committee. Discussion followed whether to vote on these as separate issues or as a package. It was decided to vote as separate issues.

1. Changing the charter from vice presidential areas to functional areas. John Hartung moved to amend, suggested revising Section III, 2nd paragraph, to finish as follows. Members may not hold consecutive three-year terms, and are eligible for re-election after completing a two-year waiting period; Matt Webb seconded. Motion passed.

2. John moved to accept Section III and Section IV involving the reduction of reps from 10% to 6% and time off council from 1 to 2 years, Matt Webb seconded. Joyce Blinn moved to amend the motion to keep the 1 year off council instead of 2 years, Pat Green seconded. Pat Green called for the question. Motion defeated.


External Affairs (Bonita Sanders-Bembry, Chair) - The program "Bring Your Daughter to Work" (ages 9-15) is being planned for April 22. Questions can be directed to Bonita or Human Resources.

Awards & Special Recognitions (Jane Schimpf, Chair) - Jane mentioned that nominations for BG Best Awards are due April 15. Nominations for the Ferrari Award will be coming out shortly, due by June 1.
Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - Jan said that the committee is planning an orientation meeting in June along with a luncheon for new administrative staff.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Pat presented the information on the compensation plan for the 1st reading. She urged everyone to review the documents as we will be voting on these at the May meeting. She mentioned that Human Resources has agreed to review the policies each year to fine tune the procedure.

Professional Development (Dawn Mays, Chair) - Professional Connections has been established.

Salary (Gene Palmer, Chair) - No report.

Scholarship (Carmen Castro-Rivera, Chair) - Carmen thanked the committee for all their hard work. 1756 tickets were sold amounting to $1622 going to the administrative staff scholarship fund. The results of the raffle were as follows:

- Color Stylewriter 4100 printer
  Kay Sergent, Psychology
- An autographed Antonio Daniels photo
  Tammy Shain, Women's Basketball
- An autographed Antonio Daniels Vancouver Grizzlies jersey
  Jeremy Freyman, son of Deb Freyman, Biology
- 2 season tickets to 1998-99 BGSU Theater Production
  Joe Williford, Family & Consumer Science
- 2 season tickets to 1998-99 College of Musical Arts Festival Series
  Deb Boyce, University Advancement
- 4 rounds of golf with golf cart at Forrest Creason course
  Connie DiPuccio, University Bookstore
- 2 season passes to 1998 Falcon home football games
  Deb Conklin, psychology
- 2 tickets to the 1998 Parent's Day Concert (November 7, 1998)
  Gabor Szekely, Mathematics & Statistics
- A Fall 1998 (one-semester) pass to the BGSU Recreation Center
  Stacey Dudley, EDCI
- A Marcia Adams gift package: totebag and 3 autographed cookbooks
  Janice Veitch, Computer Services

Winners will be receiving a notification slip via campus mail that explains how to claim your prize.

Estimated contributions to date at $4,000 with the goal being $5,000. Anyone wishing to donate, please contact the Foundation Office at 2-2551 to designate your donation to the ASC Scholarship Fund.

Old Business: See Personnel Welfare Committee report.
New Business: Calvin Williams questioned how merit is distributed and what policies exist regarding this. It was decided to put this on the agenda for the May meeting.

Duane mentioned due to the Board of Trustee meeting, the next ASC meeting will begin at 12:30 p.m. instead of 1:30 p.m. Please mark your calendars.

The meeting adjourned at 3:00 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
May 7, 1998
12:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, May 7, 1998
12:30 p.m.
Alumni Room, University Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair's Report
5. Chair Elect's Report
6. Secretary's Report
7. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
8. Old Business
   Personnel Welfare Committee - compensation plan (policy/procedures)
   Discussion of Policy of Merit Distribution
9. New Business
   ASC Spring Reception Announcement
10. Good of the Order
12. Adjourn
ASC CHAIR REPORT
May 7, 1998
ASC Meeting

A number of ASC committees continue to work on a variety of action items designed to promote the general welfare of administrative staff. Each of the Committee Chairs will summarize their activities from the last month in their respective reports today.

I would like to take the opportunity in this Chair Report to encourage your attendance at the ASC Spring Reception on Wednesday, May 20th from 3:00-5:00 p.m. at the Mileti Alumni Center. We will reward, recognize, and celebrate administrative staff in the following ways.

The first ever BG Best Awards will be announced at the Spring Reception. Thanks to the work of Jane Schimpf and the Awards and Special Recognitions Committee, 12 administrative staff will receive a special reward.

We also will recognize 22 administrative staff representatives whose terms expire this year. Please come to the reception and recognize your colleagues who have given their time and energy to represent all administrative staff.

Come and enjoy the refreshments as we celebrate a productive year. Due to the dedicated efforts of all ASC Committees and Chairs, a number of administrative staff “firsts” have occurred during 1997-98.

During the last month, the ASC Leadership Team, or a portion thereof, has represented administrative staff in the following ways.

* ASC, CSC, Human Resources Employee Enrollment Initiatives
* Students First Imaginaction Team (2)
* Personnel Welfare Committee Data Analysis Meeting
* Constituent Groups Caucus (2)
* Civility and Safety Think Tank
* ASC Executive Committee
* Annual Staff Awards Banquet
* Becca Ferguson
* Chuck Middleton and Becca Ferguson
* Provost’s Meeting (Marketing Report)
* Enrollment Network 99

Respectfully submitted,

Duane E. Whitmire
Duane E. Whitmire, Ph.D.
Conciliation/Appeals for Non-Compensation Complaints  
(REPLACE PAGES 30-34 IN CURRENT HANDBOOK)  
MARCH 31, 1998

Purpose  
THE PURPOSE OF THE CONCILIATION/APPEALS BOARD PROCEDURE IS TO ENSURE THE PROMPT RESOLUTION OF COMPLAINTS BY ADMINISTRATIVE STAFF MEMBERS REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT, BENEFITS, OR OTHER JOB-RELATED CONCERNS THAT HAVE NOT BEEN RESOLVED WITH THE IMMEDIATE SUPERVISOR. A STAFF MEMBER MAY PURSUE THIS PROCESS FOR ANY OR ALL OF THE FOLLOWING:

- FAILURE TO FOLLOW POLICIES AND PROVISIONS ENUNCIATED IN THE ADMINISTRATIVE STAFF HANDBOOK
- INADEQUATE OR INEQUITABLE CONSIDERATION OF PROFESSIONAL COMPETENCE
- TERMINATION OF APPOINTMENT FOR CAUSE

NON-RENEWAL OF CONTRACT FOR AN ADMINISTRATIVE STAFF MEMBER OF THREE OR MORE YEARS MUST BE REVIEWED BY THE APPROPRIATE VICE-PRESIDENT. THE DECISION NOT TO CONTINUE THE CONTRACT OF AN ADMINISTRATIVE STAFF MEMBER IS NOT GRIEVABLE AND, THEREFORE, NOT SUBJECT TO THIS PROCEDURE.

ANY GRIEVANCE RELATED TO THE ADMINISTRATIVE STAFF COMPENSATION PLAN WILL BE HANDLED THROUGH THE PROCEDURE SPECIFICALLY FOR COMPENSATION ISSUES.

Scope  
THESE PROCEDURES APPLY TO ALL COVERED ADMINISTRATIVE STAFF POSITIONS AND SUPERSEDE ALL PREVIOUS WRITTEN OR UNWRITTEN PRACTICES. THE ONGOING RESPONSIBILITY FOR THE ADMINISTRATION OF THESE PROCEDURES IS ASSIGNED TO THE ASSISTANT PROVOST FOR HUMAN RESOURCES.

THERE ARE THREE STEPS IN THE PROCESS:
1. STAFF MEMBER REQUEST A CONCILIATION MEETING
2. STAFF MEMBER REQUEST AN APPEALS BOARD
3. STAFF MEMBER REQUEST A PRESIDENTIAL APPEAL

Definition of Terms  
THE FOLLOWING TERMS ARE USED FOR NON-COMPENSATION RELATED COMPLAINTS:

A. Administrative Compensation Working Group  
THE ADMINISTRATIVE COMPENSATION WORKING GROUP IS COMPRISED OF ALL THE VICE-PRESIDENTS, A REPRESENTATIVE FROM LEGAL COUNSEL'S OFFICE, AND A REPRESENTATIVE FROM THE PRESIDENT'S OFFICE. THIS GROUP ROUTINELY REVIEWS ISSUES REGARDING THE ADMINISTRATIVE STAFF COMPENSATION PLAN AND DECIDES THE OUTCOME OF THE APPEALS PROCESS. THIS GROUP ALSO MAKES DECISIONS ABOUT NON-COMPENSATION GRIEVANCES.

B. Administrative Staff Advisory Team Members  
THE ADMINISTRATIVE STAFF ADVISORY TEAM IS COMPRISED OF 15 ADMINISTRATIVE STAFF MEMBERS SELECTED BY THE ADMINISTRATIVE STAFF COUNCIL (ASC) EXECUTIVE COMMITTEE. TEAM MEMBERS WILL SERVE THREE YEAR TERMS. THE TEAM COLLABORATES WITH HUMAN RESOURCES IN THE RE-EVALUATION OF POSITION ANALYSIS QUESTIONNAIRES. THE TEAM IS
TRAINED BY HUMAN RESOURCES, PAST ADMINISTRATIVE STAFF MEMBERS OF THE APPEALS COMMITTEE, AND PAST MEMBERS OF THE ADMINISTRATIVE STAFF ADVISORY TEAM TO ANALYZE, EVALUATE, AND RECOMMEND A GRADE LEVEL (NUMERIC RANKING) FOR A POSITION WITHIN THE PLAN. EACH TIME AN ADMINISTRATIVE STAFF POSITION IS RE-EVALUATED, HUMAN RESOURCES SELECTS TWO MEMBERS FROM THE TEAM TO PARTICIPATE IN THE PROCESS. THESE MEMBERS REPRESENT TWO DIFFERENT VICE-PRESIDENTIAL AREAS. MEMBERS OF THE TEAM ALSO PARTICIPATE IN THE CONCILIATION/APPEALS PROCESS. TEAM MEMBERS WHO PARTICIPATE IN THE RE-EVALUATION OF A POSITION ARE NOT ELIGIBLE TO SERVE ON ANY APPEALS BOARD FOR THAT POSITION. MEMBERS OF THIS TEAM ALSO PARTICIPATE IN THE CONCILIATION/APPEALS PROCESS FOR NON-COMPENSATION GRIEVANCES.

I. Conciliation Meeting

THE CONCILIATION MEETING, FACILITATED BY THE ASSISTANT VICE PROVOST FOR HUMAN RESOURCES/DESIGNEE, PROVIDES THE STAFF MEMBER AND THE AREA VICE-PRESIDENT WITH AN OPPORTUNITY TO RESOLVE THE COMPLAINT IN A COLLABORATIVE, INFORMAL FASHION. PARTICIPANTS IN THE MEETING INCLUDE:

- EMPLOYEE
- IMMEDIATE SUPERVISOR
- AREA VICE-PRESIDENT
- ASC REVIEW TEAM MEMBER
- ASSISTANT VICE-PROVOST FOR HUMAN RESOURCES/DESIGNEE

THE PROCESS IS NORMALLY COMPLETED WITHIN FOUR (4) WEEKS UNLESS THERE IS AGREEMENT TO EXTEND THE TIMELINES.

Process:

1. THE STAFF MEMBER WILL INFORM HUMAN RESOURCES AND THE IMMEDIATE SUPERVISOR IN WRITING THAT SHE/HE WANTS TO ENTER INTO CONCILIATION.

2. THE STAFF MEMBER WILL BE PROVIDE HUMAN RESOURCES WITH ALL NECESSARY DOCUMENTATION AT THE TIME OF THE REQUEST.

3. UPON RECEIPT OF THE REQUEST TO ENTER CONCILIATION, HUMAN RESOURCES BEGINS A TRACKING/TIMELINE.

4. WITHIN TEN (10) WORKING DAYS OF RECEIVING THE REQUEST TO ENTER CONCILIATION, HUMAN RESOURCES FORWARDS THE DOCUMENTATION AND SCHEDULES THE MEETING.

5. WITHIN TEN (10) WORKING DAYS AFTER THE MEETING IS SCHEDULED, THE MEETING WILL TAKE PLACE TO ATTEMPT RESOLUTION.

6. HUMAN RESOURCES IS RESPONSIBLE FOR REPORTING, IN WRITING, THE OUTCOME OF THE MEETING TO ALL INVOLVED WITHIN TEN (10) WORKING DAYS.

7. IF NO RESOLUTION IS REACHED, AND THE STAFF MEMBER IS NOT SATISFIED WITH THE DECISION, SHE/HE CAN PROCEED TO THE APPEALS BOARD.

II. Appeals Board
THE APPEALS BOARD PROVIDES THE STAFF MEMBER AN OPPORTUNITY TO ACHIEVE RESOLUTION THROUGH THE RECOMMENDATION OF PEERS. THE APPEALS BOARD CONSISTS OF FIVE (5) MEMBERS OF THE ADMINISTRATIVE STAFF ADVISORY TEAM. THE PROCESS IS NORMALLY COMPLETED WITHIN TEN (10) WEEKS UNLESS THERE IS A DECISION TO EXTEND THE TIMELINE.

Process:


2. WITHIN THREE (3) WORKING DAYS OF NOTIFICATION OF THE INTENT TO APPEAL, HUMAN RESOURCES FORWARDS THE APPEALS PACKET TO THE STAFF MEMBER.

3. WITHIN TEN (10) WORKING DAYS OF RECEIVING THE APPEALS PACKET, THE STAFF MEMBER COMPLETES THE REQUIRED DOCUMENTATION FOR THE APPEALS AND FORWARDS TO HUMAN RESOURCES.

4. WITHIN THE SAME TEN (10) WORKING DAYS, HUMAN RESOURCES SELECTS FIVE (5) ADMINISTRATIVE STAFF ADVISORY TEAM MEMBERS FOR THE APPEALS BOARD.

5. UPON RECEIPT OF THE COMPLETED DOCUMENTATION, HUMAN RESOURCES BEGINS A TRACKING/TIMELINE.

6. WITHIN FIVE (5) WORKING DAYS OF RECEIPT OF THE COMPLETED DOCUMENTATION, HUMAN RESOURCES FORWARDS THE DOCUMENTATION SUBMITTED BY THE STAFF MEMBER TO THE APPEALS BOARD.

7. WITHIN TEN (10) WORKING DAYS AFTER RECEIVING THE DOCUMENTATION, THE APPEALS BOARD MEETS AND REVIEWS THE ISSUE.

8. WITHIN FIVE (5) WORKING DAYS OF THE REVIEW, THE APPEALS BOARD SUBMITS THE RECOMMENDATION IN WRITING TO HUMAN RESOURCES, STAFF MEMBER, AREA VICE-PRESIDENT AND ADMINISTRATIVE COMPENSATION WORKING GROUP.


10. WITHIN FIVE (5) WORKING DAYS OF A DECISION, THE ADMINISTRATIVE COMPENSATION WORKING GROUP WILL SUBMIT THE DECISION IN WRITING TO THE STAFF MEMBER, SUPERVISOR, AREA VICE-PRESIDENT, AND HUMAN RESOURCES.

IF THE STAFF MEMBER OR VICE-PRESIDENT IS NOT SATISFIED WITH THE DECISION, SHE/HE CAN APPEAL TO THE PRESIDENT.

III. Presidential Appeal
1. **WITHIN FIVE (5) WORKING DAYS OF RECEIVING THE DECISION OF THE ADMINISTRATIVE COMPENSATION WORKING GROUP, THE STAFF MEMBER APPEALS, IN WRITING, TO THE PRESIDENT OF THE UNIVERSITY.**

2. **WITHIN TEN (10) WORKING DAYS AFTER RECEIVING THE APPEAL, THE PRESIDENT OR DESIGNEE RESPONDS IN WRITING TO THE STAFF MEMBER, SUPERVISOR, AREA VICE-PRESIDENT, ADMINISTRATIVE COMPENSATION WORKING GROUP, AND HUMAN RESOURCES.**

3. **THE DECISION OF THE PRESIDENT OR DESIGNEE IS FINAL.**
Conciliation/Appeals for Non-Compensation Complaints
(replaces pages 30-34 in current handbook)
March 30, 1998

Purpose
The purpose of the Conciliation/Appeals Board procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, benefits, or other job-related concerns that have not been resolved with the immediate supervisor. A staff member may pursue this process for any or all of the following:

- Failure to follow policies and provisions enunciated in the Administrative Staff Handbook
- Inadequate or inequitable consideration of professional competence
- Termination of appointment for cause

Non-renewal of contract for an administrative staff member of three or more years must be reviewed by the appropriate Vice-President. The decision not to continue the contract of an administrative staff member is not grievable and, therefore, not subject to this procedure.

Any grievance related to the Administrative Staff Compensation Plan will be handled through the procedure specifically for compensation issues.

Scope
These procedures apply to all covered administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of these procedures is assigned to the Assistant Provost for Human Resources.

There are three steps in the process:
1. Staff member request a Conciliation Meeting
2. Staff member request an Appeals Board
3. Staff member request a Presidential Appeal

I. Conciliation Meeting

The Conciliation Meeting, facilitated by the Assistant Vice Provost for Human Resources/designee, provides the staff member and the area Vice-President with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include

- Employee
- Immediate Supervisor
- Area Vice-President
- ASC Review Team member
- Assistant Vice-Provost for Human Resources/designee

The process is normally completed within four (4) weeks unless there is agreement to extend the timelines.

Process:

1. The staff member will inform Human Resources and the immediate supervisor in writing that she/he wants to enter into conciliation.

2. The staff member will be provide Human Resources with all necessary documentation at the time of the request.

3. Upon receipt of the request to enter conciliation, Human Resources begins a tracking/timeline.
4. Within ten (10) working days of receiving the request to enter conciliation, Human Resources forwards the documentation and schedules the meeting.

5. Within ten (10) working days after the meeting is scheduled, the meeting will take place to attempt resolution.

6. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved within ten (10) working days.

7. If no resolution is reached, and the staff member is not satisfied with the decision, she/he can proceed to the Appeals Board.

II. Appeals Board

The Appeals Board provides the staff member an opportunity to achieve resolution through the recommendation of peers. The Appeals Board consists of five (5) members of the Administrative Staff Advisory Team. The process is normally completed within ten (10) weeks unless there is a decision to extend the timeline.

Process:

1. Within five (5) working days of conciliation, the staff member informs Human Resources, the supervisor, and the area Vice-President, in writing, of the intent to appeal.

2. Within three (3) working days of notification of the intent to appeal, Human Resources forwards the Appeals Packet to the staff member.

3. Within ten (10) working days of receiving the Appeals Packet, the staff member completes the required documentation for the appeals and forwards to Human Resources.

4. Within the same ten (10) working days, Human Resources selects five (5) Administrative Staff Advisory Team members for the Appeals Board.

5. Upon receipt of the completed documentation, Human Resources begins a tracking/timeline.

6. Within five (5) working days of receipt of the completed documentation, Human Resources forwards the documentation submitted by the staff member to the Appeals Board.

7. Within ten (10) working days after receiving the documentation, the Appeals Board meets and reviews the issue.

8. Within five (5) working days of the review, the Appeals Board submits the recommendation in writing to Human Resources, staff member, area Vice-President and Administrative Compensation Working Group.

9. Within twenty (20) working days of receiving the recommendation of the Appeals Board, the Administrative Compensation Working Group, without the area Vice-President where the grievance occurs, reviews the recommendation of the Appeals Board and makes a decision.

10. Within five (5) working days of a decision, the Administrative Compensation Working Group will submit the decision in writing to the staff member, supervisor, area Vice-President, and Human Resources.

11. If the staff member or Vice-President is not satisfied with the decision, she/he can appeal to the President.
III. Presidential Appeal

1. Within five (5) working days of receiving the decision of the Administrative Compensation Working Group, the staff member appeals, in writing, to the President of the University.

2. Within ten (10) working days after receiving the appeal, the President or designee responds in writing to the staff member, supervisor, area Vice-President, Administrative Compensation Working Group, and Human Resources.

3. The decision of the President or designee is final.
1. Re-evaluation - Office of Human Resources & ASC Review Committee

2. Decision

3. Meeting - Employee, Office of Human Resources, Supervisor

Conciliation

Vice President, employee, supervisor, Office of Human Resources, ASC Review

IF RESOLVED - ENDS

ASC Appeals

ASC Review Members (paper review) (not the same ASC members that have been involved to date)

Admin Comp. Working Group

VP’s + 2 minus the VP of the area

IF RESOLVED - ENDS

President

FINAL
RE-EVALUATION, CONCILIATION, APPEALS FLOW

Re-evaluation
Human Resources & ASC Advisory Team

Recommendation to Area Vice President.
Decision by Vice President

If agreement - ends

Supervisor Meeting
Employee, Human Resources, Supervisor

If agreement - ends

Conciliation
Vice President, Employee, Supervisor, Assistant Provost for Human Resources, ASC Review Team

If agreement - ends

ASC Appeals
5 ASC Advisory Members

Administrative Compensation Working Group
VP's, Legal Counsel, President's designee (minus the VP of the area)

If resolved - ends

President or Designee

Final
From: "POSTMASTER" <POSTMASTER@RADAR.BGSU.EDU>
Subject: Change in document
Date: 07 May 1998 15:52 UT
To: <JUDYD@BGNET.BGSU.EDU>
X-Also-To: <ASC-REPS@RADAR.BGSU.EDU>

MESSAGE ID: ZB127155234 WAS FORWARDED BY POSTMASTER@PROD
ORIGINAL SENDER: ASC-REPS @BGSU

The following editorial change was made to the compensation document:

From Section 2 B. Definitions

These members represent two different vice-presidential areas.

The following change was made in the non-salary document in I. Conciliation Meeting:

from

*ASC Review Team member

to

*ASC Review Team member (selected by staff member from a different vice-presidential area)

These are the only editorial changes made for clarification. The documents will be forwarded to the central administration.

Thanks

Pat

Pat Green

Printed for Judy Donald <judyd@bgnet.bgsu.edu>
The following editorial change was made to the compensation document:

>From Section 2 B. Definitions

These members represent two different vice-presidential areas
to

These members represent two vice-presidential areas different from the vice-presidential area of the position being re-evaluated.

The following change was made in the non-salary document in I. Conciliation Meeting

from

* ASC Review Team member
to

*ASC Review Team member (selected by staff member from a different vice-presidential area)

These are the only editorial changes made for clarification. The documents will be forwarded to the central administration.

Thanks

Pat

Pat Green
Administrative Director
Center for Photochemical Sciences
Bowling Green State University
Bowling Green, Ohio 43403
Phone: 419-372-6008
Fax: 419-372-6069
e-mail: pgreen@bgnet.bgsu.edu
http://www.bgsu.edu/departments/photochem
Appendix A
1997-98
Summary of CUPA - BGSU Average Salary
Compared to State Average

<table>
<thead>
<tr>
<th>Version</th>
<th>BGSU # of Cases</th>
<th>BGSU Average</th>
<th>CUPA Average</th>
<th>Difference</th>
<th>% Difference</th>
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<tbody>
<tr>
<td>MV 1.1</td>
<td>84</td>
<td>$60,426</td>
<td>$63,708</td>
<td>($3,282)</td>
<td>-5.15%</td>
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<td>MV 2.1</td>
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<td>$61,633</td>
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<td>$68,877</td>
<td>($4,152)</td>
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<td>$63,551</td>
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<td>MV 6.1</td>
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<td>$58,020</td>
<td>$61,619</td>
<td>($3,599)</td>
<td>-5.84%</td>
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Appendix B
1997-98
Summary of Comparison of BGSU Salaries
to Other State Schools Using Common Positions
(MV 2.1)

<table>
<thead>
<tr>
<th>School</th>
<th># of Positions</th>
<th>Average Salary</th>
<th>BGSU Average Salary</th>
<th>Difference</th>
<th>% Difference from BGSU</th>
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</thead>
<tbody>
<tr>
<td>Ohio State</td>
<td>46</td>
<td>$78,476</td>
<td>$57,124</td>
<td>$21,352</td>
<td>37.38%</td>
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<tr>
<td>Cincinnati</td>
<td>41</td>
<td>$73,362</td>
<td>$62,028</td>
<td>$11,334</td>
<td>18.27%</td>
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<tr>
<td>Ohio</td>
<td>40</td>
<td>$69,810</td>
<td>$63,227</td>
<td>$6,583</td>
<td>10.41%</td>
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<tr>
<td>Miami</td>
<td>46</td>
<td>$62,401</td>
<td>$60,016</td>
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<td>3.97%</td>
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<tr>
<td>Kent</td>
<td>48</td>
<td>$59,801</td>
<td>$58,325</td>
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<td>2.53%</td>
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<td>Akron</td>
<td>41</td>
<td>$59,669</td>
<td>$58,711</td>
<td>$958</td>
<td>1.63%</td>
</tr>
<tr>
<td>BGSU</td>
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<tr>
<td>Cleveland</td>
<td>43</td>
<td>$58,922</td>
<td>$58,979</td>
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<td>Wright State</td>
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<td>$59,162</td>
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<td>Youngstown</td>
<td>42</td>
<td>$52,593</td>
<td>$58,551</td>
<td>($5,958)</td>
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<td>Toledo</td>
<td>0</td>
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<td>#VALUE! #VALUE!</td>
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### Appendix B.1

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

**Seven Year Comparisons**

<table>
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<tr>
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#### Mercer Grades

- **Mercer Min**: $22,030
- **Mercer Max**: $118,641
- **CUPA Average**: $71,904

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- **Graph**: Mercer Grades

- **Y-axis**: Annual Pay
- **X-axis**: Grade

- Lines represent Mercer Min, Mercer Max, and CUPA Average.
ADMINISTRATIVE STAFF COUNCIL

1997-98

ACADEMIC SUPPORT
Carmen Castro-Rivera (1998) **
Joyce Kepke (1998)
Inge Klopping (1998)
Jan Peterson (1998)
Bev Steams (1998)
Betty Ward (1998)
Judy Donald (1999) - Secretary **
Matt Webb (2000)
Paul Yon ( 1998)
Deb Burris (1999)
Pat Green (2000)

STUDENT SUPPORT
Elayne Jacoby (1998)
Sue Perkins (1998)
Cindy Puffer (1998)
Jodi Webb (1998) **
Bonita Sanders Bemtry (1999)
Dawn Mays (1999)
Reva Walker (1999)
Rebecca McOmber (1998)
Joan Morgan (1998) - Past Chair
Gene Palmer (1999)
Laura Waggoner (2000)
Joyce Blinn (1999)

FIRELANDS
Deborah Knigga (1998)

TECHNOLOGY
Jerry Ameling (1998)
Paul Lopez (1998)
Sally Blair (1998)
Duane Whitmire (1998) - Chair **
Diane Cherry (1999)
Mike Failor (1999)
Sharon Hanna (1999)
Tim Smith (1999)
Deb Wells (2000)
Calvin Williams (2000)

INSTITUTIONAL SUPPORT
Bob Waddle (1998)
Jan Ruffner (1999) **
Sandy LaGro (2000)
Jane Schmipf (2000)
Deborah Boyce (1998) - Chair Elect **

ATHLETICS/SPORTS ACTIVITIES
Scot Bressler (1998)
Robin Veitch (1998)
Penny Dean (1999)
James Elsasser (1999) **
Kurt Thomas (1999)
Shelley Appelbaum (2000)

ACADEMIC DEPARTMENTS
Craig Bedra (1999)

** Executive Committee

Revised 4/9/98
Administrative Staff Council
Meeting Schedule

1998-99

<table>
<thead>
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<th>Date</th>
<th>Time</th>
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<tr>
<td>September 3, 1998</td>
<td>1:30 p.m.</td>
<td>Alumni Room, University Union</td>
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<tr>
<td>October 1, 1998</td>
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<td>November 5, 1998</td>
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<td>December 3, 1998</td>
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<td>January 7, 1999</td>
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<td>March 4, 1999</td>
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<td>April 1, 1999</td>
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<td>May 6, 1999</td>
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<td>June 3, 1999</td>
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jd
4/17/98
May 11, 1998

Memorandum

To: Dr. Charles Middleton
    Provost

From: Pat Green
    Chair, ASC Personnel Welfare Committee

On behalf of Administrative Staff Council I am forwarding, with great pleasure, the new administrative staff handbook recommendations. These recommendations include a new section on the Administrative Staff Compensation Plan, new grievance recommendations for non-compensation issues, and changes for the current maternity/paternity and fee waiver policies. These documents were approved by Administrative Staff Council on Thursday, May 7, 1998. We would like very much for these to go to the Board of Trustees for approval at the June meeting.

I understand from Becca Ferguson that the Administrative Compensation Group is meeting again on May 18 and will review these documents (hopefully) for the last time and with no major revisions. I also understand the Cabinet must approve them before going to the Board of Trustees. I will work with Becca to keep up to date on the process.

Once again, I can not say enough about the benefits of collaboration. The value of collegiality and the spirit of participatory leadership not only model the university’s core values, but create an environment where staff feel valued and can be more productive. Please express my thanks to all the members of the Administrative Compensation Group. I also want to acknowledge Becca, Donna and Pat in Human Resources for taking the amount of time necessary to ensure the success of this project. I am glad I had the opportunity to be an active part of this “first ever” venture. We certainly have come a long way!

I am also extremely grateful to the members of the Personnel Welfare Committee for all their hard work. I want to take this opportunity to recognize them. The members are Paul Lopez, Joyce Kepke, Sandy LaGro, Sharon Hanna, Ann Betts, and Inge Klopping. It has been a very rewarding year for all of us.

Thank you.

PG:aaf

Enclosures

cc: Deb Boyce
    Judy Donald
    Becca Ferguson
    Sandra MacNevin - Enclosures
    Duane Whitmire
Duane Whitmire, 03:35 PM 5/11/98, Ombuds Office Resolution for Your Review and Feedback

The Ombuds Office initiative has been on-going since early last summer, when the Constituent Group Caucus (CGC) began researching the types of ombuds services other public universities in Ohio provided to its constituencies.

This fall, the Graduate Student Senate (GSS) formed an adhoc committee on *Conflict in the Classroom* comprised of interested graduate and undergraduate students, faculty, and staff members here at the University.

As a result of that group's efforts, the GSS passed a resolution urging the creation of an Ombuds Office at BGSU.

Dr. Joyce Gromko, Associate Dean of the Graduate College (who has been serving as an unofficial ombudsperson for graduate students) met with the CGC in April and indicated that the administration would like to see if there was support for this idea from all of the constituent groups.

What follows is a resolution drafted by the ASC Leadership Team and approved by the ASC Executive Committee for your review. If you have any suggested changes, please email them by Friday May 29, to whitmire@bgnet.bgsu.edu

Thank you, in advance, for your review and feedback.

Administrative Staff Council
Bowling Green State University
University Ombuds Office Resolution

WHEREAS, there have been growing concerns with respect to conflict situations on campus, including but not limited to racial, sexual, and sexual orientation harassment as well as verbal and physical assaults;
Duane Whitmire, 03:35 PM 5/11/98 , Ombuds Office Resolution for Y

and

WHEREAS, Administrative Staff Council is committed to working proactively for the welfare of all members of the University community; and

WHEREAS, currently the University offers no formal training in conflict resolution for individuals and no central office exists to help those who experience conflict situations, and

WHEREAS, an Ombuds office is an accepted and effective means of dealing with conflict situations; and

WHEREAS, Bowling Green State University is one university in the system of state institutions in Ohio that does not have an Ombuds office;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff, and faculty concerns.

Duane E. Whitmire, Ph.D.
Computer Help Center Analyst
Bowling Green State University
E-Mail: whitmire@bgnet.bgsu.edu
Phone: 419-372-2927
We are a team of professionals, committed to customer satisfaction, dedicated to prompt, courteous delivery of quality service and support.
"Bringing the Magic of Customer Service to BGSU"
Administrative Staff Handbook Changes

Change to Fee Waiver Policy

Section V. Retired Administrative Staff Members Part B. Benefit

Current:

Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of tuition fees for a period of five years following the employee’s retirement.

Change to:

Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents may enroll in classes without payment of tuition fees as long as they satisfy the requirements for dependent status.

Birth/Adoption Leave

Replace Maternity/Paternity/Adoption Leave page 42-43 - eliminate section on paternity/adoption/leave

1. Each staff member is eligible for birth/adoption leave up to six months.

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 Human Resources, 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. If these proposed changes are adopted, then the section on Paternity/Adoption Leave would be deleted from page 43 of the current handbook.

Originally Adopted by Administrative Staff Council January 19, 1995
Adopted by Administrative Staff Council May 7, 1998
Administrative Staff Council
Bowling Green State University
University Ombuds Office Resolution (as amended)

WHEREAS, there have been growing concerns with respect to conflict situations on campus, including but not limited to racial, sexual, and sexual orientation harassment as well as verbal and physical assaults; and

WHEREAS, Administrative Staff Council is committed to working proactively for the welfare of all members of the University community; and

WHEREAS, currently the University offers no formal, centralized training program in conflict resolution and no central office exists to help those who experience conflict situations, and

WHEREAS, an Ombuds office is one means of effectively dealing with conflict situations; and

WHEREAS, additional training to assist all members of the University to recognize the importance of respecting one another's personal well-being is another means to effectively deal with conflict situations;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff and faculty concerns along with establishing additional training programs.
ADMINISTRATIVE STAFF SPRING RECEPTION

May 20, 1998
3:00-5:00 P.M.
Mileti Alumni Center

Refreshments

Welcome - Duane Whitmire, 97-98 Chair, ASC
Comments - Sidney Ribeau, President

Recognitions

Reward - 1997-98 BG Best Awards - Presented by Jane Schimpf and Awards and Special Recognitions Committee

Recognize-ASC Representatives Whose Term Expires

Celebrate-A Productive Year with your Administrative Staff Colleagues

Closing by Duane Whitmire
Hi all,

I am attaching the final PWC documents that are being forwarded to the Board of Trustees for approval at the June Board meeting. These documents represent a collaborative effort between HR, PWC and the Administrative Compensation Working Team (the vice-presidents, Sandra MacNevin and Nancy Root). There have been some minor editorial changes by the Administrative Working Group since ASC approved them. There has been no substantive change. In fact, the editorial changes actually correct mistakes we made or clarify some other points.

1. We had neglected the President's area throughout these documents. This has been added.

2. The affirmative action statement at the beginning of the compensation document was inaccurate.

3. The administration made editorial corrections to some of the 10 points already approved by the Board. These are indicated by lines through words or caps so the Board will be able to distinguish the differences.

4. The wording in title change is slightly different to correct some confusion.

5. The suggested handbook changes on the birth, adoption and fee waiver at retirement are not going forward this year. Donna Wittwer in HR will be looking at all policies that involve administrative, faculty and classified staff in an effort to seek consistency.

I worked with HR on the final documents. They are good documents and definitely bring substance to our compensation plan and non-compensation complaints policies. They are by no means chiseled in stone, but should be reviewed on a regular basis to fine tune the policies and procedures as situations come up that are not covered by the scope of these documents.

I am very pleased with the collaborative efforts expended by PWC, HR and the administration. This is the first time handbook documents have gone to the BOT that have been approved by all involved.

I want to thank PWC - Paul Lopez, Sharon Hanna, Joyce Kepe, Sandy LaGro and Ann Betts for working so hard on these. Also, I want to thank Becca Ferguson, Donna Wittwer and Pat Patton for the energy and effort they expended on our behalf.

I should have a draft of the timelines from HR for the June meeting. Training will be provided on these policies and procedures for all staff also.

If you can't retrieve these, please let me know.

Pat

Attachment Converted: "c:\eudora\attach\Nonsalary Final.doc.rtf"
Attachment Converted: "c:\eudora\attach\Compensation Plan Final.doc.rtf"
Administrative Staff Compensation Plan

INTRODUCTION AND RATIONALE
In order for Bowling Green State University (BGSU) to attract and retain qualified administrative staff employees, it is BGSU’s policy to maintain fair and competitive grade levels and pay ranges without regard to race, sex, color, national origin, religion, ancestry, age, marital status, disability, or status as special disabled or Vietnam-Era veteran.

The purpose of the Administrative Staff Compensation Plan is to establish a system that reflects

- Relationships between positions and their worth
- The principles of equitable compensation
- Competition with the external employment market

SCOPE
These policies and procedures apply to all covered administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of the Administrative Staff Compensation Plan (Plan) is assigned to the Assistant Provost for Human Resources.

I. Objectives
It is the intent of the Administrative Staff Compensation Plan to

- Administer the Plan in accordance with the general policies of the University
- Provide a compensation plan that is internally equitable and externally competitive with the market
- Ensure equitable compensation for positions requiring similar educational levels, experience levels, skills, effort, working conditions, and levels of responsibilities
- Ensure that the administration of the position evaluations and grade level assignments is consistent and uniform throughout the University
- Provide for a review process that will address inequities
- Allow for the maintenance of competitive grade levels
- Provide policies and procedures which ensure that the Plan will be equitably and efficiently administered

II. Definition of Terms
The following terms are used in the Administrative Staff Compensation Plan:

A. Administrative Compensation Working Group
The Administrative Compensation Working Group is comprised of all the Vice-Presidents and the President’s designee. General Counsel will serve in a non-voting status. This group routinely reviews issues regarding the Plan and decides the outcome of the appeals process.

B. Administrative Staff Advisory Team Members
The Administrative Staff (AS) Advisory Team is comprised of 15 administrative staff members selected by the Administrative Staff Council (ASC) Executive Committee. Team members will serve three-year terms. The Team collaborates with Human Resources in the re-evaluation of Position Analysis Questionnaires. The Team is trained by Human Resources, past administrative staff members of the Appeals Committee, and
past members of the Administrative Staff Advisory Team to analyze, evaluate, and recommend a grade level (numeric ranking) for a position within the Plan. Each time an administrative staff position is re-evaluated, Human Resources selects two members from the Team to participate in the process. These members represent two vice-presidential areas different from the vice-presidential area of the position being re-evaluated. Members of the Team also participate in the Conciliation/Appeals process. Team members who participate in the re-evaluation of a position are not eligible to serve on any Appeals Board for that position.

C. Grade Level
The grade level is the numeric ranking of administrative staff positions from 5 to 23.

D. Human Resources/Administrative Staff Advisory Team (HR/AS ADVISORY TEAM)
Two members of the Human Resources staff and the two members selected from the Administrative Staff Advisory Team comprise the HR/AS Advisory Team. This combined team is responsible for analyzing, evaluating, and recommending a grade level whenever an administrative staff position is re-evaluated.

E. Pay Range
The pay range is the compensation for a particular grade level. Each pay range has a designated minimum, midpoint, and maximum. In 1997/98, for example, in grade level 14 the minimum is $30,940, the midpoint is $39,449, and the maximum is $47,957.

F. Position Analysis Questionnaire
The Position Analysis Questionnaire is the instrument used to describe the position responsibilities. This questionnaire is used by the HR/AS Advisory Team and/or Human Resources to determine the grade level of an administrative staff position based upon the level of knowledge and experience, creativity and complexity, impact on the institutional mission, internal and external contacts, and leadership. The Position Analysis Questionnaire must be completed in order for any administrative staff position to be created and/or changed.

III. Policies
The following policies have been established for the maintenance and management of the Administrative Staff Compensation Plan.

A. New Administrative Staff Hire
New administrative staff generally are hired between the minimum and midpoint of a grade level. A salary assigned above the midpoint requires prior approval by the Vice-President, after consultation with the Offices of Human Resources and Affirmative Action. (Number 2 - Approved by Board of Trustees, September 13, 1996.)

B. Upgrade
Definition:
A position is re-evaluated and assigned to a higher grade level as a result of significant expansion in the position’s existing duties and responsibilities.

Policy:
The incumbent is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Number 3 - Approved by Board of Trustees, September 13, 1996.)

C. Promotion
Definition:
An incumbent moves from a position requiring a certain level of skill, effort, and responsibility to a position in a higher grade level requiring a significantly greater degree of skill, effort, and responsibility.

Policy:
When an employee is promoted, she/he is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Point 4 - Approved by Board of Trustees, September 13, 1996.)
D. Interim/Acting Positions
Definition:
A staff member is assigned to a position in a higher grade level on an interim/temporary/acting basis.

Policy:
If the assignment is longer than 30 calendar days AND IS IN A HIGHER GRADE LEVEL, the staff member receives a premium for the time served equal to at least a 5% increase in salary or the minimum for the interim grade level, whichever is greater. (Point 5 - Approved by Board of Trustees, September 13, 1996.)

E. Demotion
Definition:
An incumbent staff member moves from a position requiring a certain level of skill, effort, and responsibility to another position in a lower grade level requiring a lesser degree of skill, effort, and responsibility.

Policy:
When a demotion occurs, the incumbent's salary is reduced to a level in the lower pay range equivalent to his/her level in the original pay range. (Point 6 - Approved by Board of Trustees, September 13, 1996) The President in consultation with the Vice-President and Human Resources must approve any exceptions to this policy.

F. Downgrade
Definition:
A position is reassigned to a lower grade level as a result of significant reduction in the position's existing duties and responsibilities.

Policy:
When a position downgrade occurs, the incumbent's salary is reduced to the level in the lower pay range equivalent to his/her level in the original pay range. The President in consultation with the Vice-President and Human Resources must approve any exceptions to this policy.

G. Transfer
Definition:
An incumbent staff member moves from a position requiring a certain level of skill, effort and responsibility to another position requiring the same degree of skill, effort, and responsibility which is assigned to the same grade level.

Policy:
When a transfer occurs, normally the incumbent's salary will not be adjusted. (Point 7 - Approved by Board of Trustees, September 13, 1996.) The President in consultation with the Vice-President and Human Resources must approve any exceptions to this policy.

H. Market Exceptions
Definition:
A market exception is a special SALARY premium established for particular positions when unusual market conditions exist causing excessive turnover, salary midpoints well below market average, and/or failure of current salary to attract qualified candidates.

Policy:
A special market SALARY premium may be established PAID for these positions. (Point 8 - Approved by Board of Trustees, September 13, 1996.)

I. Pay Above Maximum
Policy:
Administrative staff salaries are capped at the maximum or above the maximum of a pay range. However, staff whose salaries are currently at or above the maximum are exempt for a period of three years. Effective
July 2000, the salaries of any staff still above maximum will be frozen until such time as those salaries are within his/her range. If, at any time during the three years, a staff member’s salary should fall within range, the exemption ceases to apply to that staff member and the capped maximum will be enforced.

(Point 10 - Approved by Board of Trustees, September 13, 1996.)

Staff who are at the maximum will be considered for a merit increase not to exceed the percentage adjustment of the pay range.

Staff above the maximum are eligible each year for a one-time, merit-based bonus not to exceed the percentage of the salary pool designated for merit each year. This will occur only when the Board of Trustees authorizes bonuses and will not be added to base salaries.
J. Progression Through the Pay Range

Definition:
Progression through a pay range is the method by which an incumbent moves through his/her assigned pay range.

Policy:
Staff progress through pay ranges based on meritorious performance. Human Resources, in conjunction with the Administrative Staff Council Executive Committee, will develop by the year 2000 criteria and a process for staff to reach the midpoint of a pay range.

K. Title Revision

Policy:
Title changes may be requested to more accurately reflect position responsibilities. A Position Analysis Questionnaire is completed and forwarded to Human Resources in accordance with established procedures. If the proposed title accurately reflects the responsibilities, the HR/AS Advisory Team may recommend that the title be changed regardless of any change in the grade level. No title change occurs without approval from the supervisor, Vice-President and Human Resources.

L. Salary Range Adjustments

Policy:
Effective 1997-98, the ranges for each grade level will be adjusted in a three-year recurring cycle. In the first two years of the cycle, the pay range of each grade level will move up annually by an amount that is 1% less than the average salary increase paid to staff that year. (Number 9 - Approved by Board of Trustees, September 13, 1996.)

Every third year beginning with 1999-2000, the University will re-evaluate the ranges in light of current market conditions, as well as other relevant factors, and adjust the ranges in accordance with that re-evaluation. (Point 9 - Approved by Board of Trustees, September 13, 1996.)

IV. Administrative Compensation Plan Position Evaluation/Re-evaluation Processes

The position evaluation process is the method by which positions are evaluated against a uniform set of criteria and assigned to established grade levels and appropriate pay ranges. Human Resources conducts the evaluations for new positions. Human Resources, in consultation with the Administrative Staff Advisory Team, conducts the re-evaluation of existing positions. It is anticipated positions will be re-evaluated no more than once every two years. Position evaluations/re-evaluations are normally completed in twelve (12) weeks unless there is an agreement to extend the timelines.

A. Positions are evaluated when one of the following occurs:

- A new position is created. A supervisor, area head, dean, Vice-President, or President/Designee, in consultation with Human Resources, is responsible for submitting a completed Position Analysis Questionnaire to Human Resources.

- A position becomes vacant. A supervisor, area head, dean, Vice-President, or President/Designee in consultation with Human Resources is responsible for submitting a completed Position Analysis Questionnaire to Human Resources.

B. Positions are re-evaluated when one of the following occurs:

- A significant change in responsibilities occurs or is proposed in existing positions. Re-evaluations are initiated by the incumbent or the supervisor submitting a completed Position Analysis Questionnaire to Human Resources.

- Reorganization occurs. Re-evaluations are initiated by an area head, dean, Vice-President, or President/Designee prior to the reorganization and in consultation with Human Resources. Reorganization may result in significant changes in position responsibilities.
Re-evaluation Process for Administrative Staff Positions:

1. The initiator (staff member, supervisor, area head, Vice-President, or President/Designee) of the review notifies Human Resources in writing that a position needs to be re-evaluated. Human Resources sends a Position Analysis Questionnaire and Guidelines for Position Evaluation either through campus mail or electronic format.

2. The initiator (staff member, supervisor, area head, Vice-President, or President/Designee) of the review completes the Questionnaire. If the initiator is the employee, the completed Questionnaire is forwarded to both the immediate supervisor and the second level supervisor for signature and comment. When an initiator is a supervisor, area head, or Vice-President, the supervisor meets with the incumbent to discuss position responsibilities and obtain signatures on the Questionnaire. The supervisor comments, signs, and forwards the Questionnaire to the second level supervisor. Supervisor and employee retain a copy.

3. Upon receipt of the Questionnaire, the second level supervisor evaluates, comments, signs, and forwards to Human Resources.

4. Upon receipt of the completed Position Analysis Questionnaire, Human Resources logs in and begins a tracking/timeline. Human Resources reviews all documents for completeness, gathers additional information, as needed, and distributes the documents to the HR/AS Advisory Team.

5. The HR/AS Advisory Team analyzes, evaluates, and recommends a grade level based on the established criteria. In the event the HR/AS Advisory Team requests additional information, Human Resources gathers the additional information and forwards to the Team.

6. Human Resources forwards the results of the re-evaluation to the appropriate Vice-President for consideration. If the position reports directly to the President, it will be forwarded to the President/Designee for consideration.

7. The Vice-President or President/Designee reviews all documents and forwards a written decision about the position to Human Resources.

8. Following the Vice-Presidential or Presidential/Designee decision, Human Resources forwards copies of the re-evaluation results and the factor sheet to the employee and the appropriate supervisory structure. Additional information can be requested from Human Resources.

9. Administrative staff and/or initiators who do not agree with the determination meet with Human Resources and if appropriate, the immediate supervisor to attempt resolution. If there is no agreement, the staff member and/or initiator may follow the Conciliation/Appeals process.

V. Conciliation/Appeals Process

The purpose of the Conciliation/Appeals Process is to ensure prompt resolution of disagreements regarding the results of position re-evaluations and subsequent placement in the Plan.

There are three steps in the process:

1. Conciliation Meeting
2. Appeals Board
3. Presidential Appeal

A. Conciliation Meeting

The Conciliation Meeting, facilitated by the Assistant Provost for Human Resources/designee, provides the initiator of the conciliation process and the Vice-President with an opportunity to resolve the complaint in
a collaborative, informal fashion. If the position reports directly to the President, the President/Designee will participate in the conciliation process. Participants in the meeting include:

- Employee
- Immediate Supervisor
- Vice-President or President/Designee
- ASC Review Team member from the initial re-evaluation team
- Assistant Provost for Human Resources/designee

The process is normally completed within four (4) weeks unless there is a decision to extend the timelines.
Process:
1. Within seven (7) calendar days after meeting with the immediate supervisor and Human Resources, the initiator informs Human Resources of the intent to enter into conciliation.

2. Upon receipt of the request for conciliation, Human Resources begins a tracking/timeline.

3. Within fourteen (14) calendar days of the request for conciliation, Human Resources schedules the meeting.

4. Within fourteen (14) calendar days after the meeting is scheduled, the meeting will take place to attempt resolution.

5. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved within fourteen (14) calendar days.

6. If the meeting results in a change of grade level for the position in question, Human Resources negotiates the effective date of the change with the Vice-President. No action is necessary if the meeting results in no change in the position.

7. If the initiator is not satisfied with the decision, she or he can request an Appeals Board.

B. Appeals Board

The Appeals Board provides the initiator of the appeals process an opportunity to achieve resolution through the involvement of administrative staff in reviewing the appeal and making recommendations to the Administrative Compensation Working Group. The Appeals Board consists of five (5) members of the Administrative Staff Advisory Team who have not been involved in the re-evaluation or conciliation process. The process is normally completed within twelve (12) weeks unless there is a decision to extend the timeline.

Process:
1. Within seven (7) calendar days of conciliation, the initiator informs Human Resources and the Vice-President, in writing, of the intent to appeal. If the position reports directly to the President, the initiator informs Human Resources and the President/Designee, in writing, of intent to appeal.

2. Within seven (7) calendar days of notification of the intent to appeal, Human Resources forwards the appeals packet to the initiator.

3. Within fourteen (14) calendar days of receiving the appeals packet, the initiator completes the required documentation for the appeals and forwards to Human Resources.

4. Upon receipt of the completed documentation, Human Resources forwards a copy of the initiator’s completed appeals packet and any other documentation to the Vice-President or President/Designee. Within fourteen (14) calendar days of receiving the information from Human Resources, the Vice-President or President/Designee responds in writing to Human Resources. Human Resources forwards a copy of the response to the initiator.

5. During steps three and four, Human Resources selects five (5) Administrative Staff Advisory Team members for the Appeals Board. Advisory Team members who participated in the re-evaluation or conciliation process are not eligible to serve on the Appeals Board.

6. Upon receipt of the completed documentation, Human Resources begins a tracking/timeline.

7. Within seven (7) calendar days of receiving the completed documentation from the initiator and the Vice-President or President/Designee, Human Resources forwards the documentation to the Appeals Board.
8. Within fourteen (14) calendar days of receipt of the completed documentation, the Appeals Board meets and reviews the issue.

9. Within seven (7) calendar days of the review, the Appeals Board submits its recommendation in writing to Human Resources, initiator, Vice-President or President/Designee and Administrative Compensation Working Group.
10. Within thirty (30) calendar days of receiving the recommendation of the Appeals Board, the Administrative Compensation Working Group, without the Vice-President or President/Designee where the appeal occurs, reviews the recommendation of the Appeals Board and makes a decision.

11. Within seven (7) calendar days of making a decision, the Administrative Compensation Working Group will submit the decision in writing to the initiator, supervisor, Vice-President or President/Designee, and Human Resources.

12. If the decision results in a change of grade level, Human Resources negotiates the effective date of the change with the Vice-President or President/Designee.

13. If the initiator or Vice-President or President/Designee is not satisfied with the decision, she/he can appeal to the President.

C. Presidential Appeal

1. Within seven (7) calendar days of receiving the decision of the Administrative Compensation Working Group, the appeals in writing to the President or his/her designee of the University. If the position reports directly to the President, the President appoints a designee for this process.

2. Within thirty (30) calendar days after receiving the appeal, the President or designee responds in writing to the initiator, supervisor, Vice-President, Administrative Compensation Working Group, and Human Resources.

3. The decision of the President or designee is final.

Approved by Administrative Staff Council May 7, 1998
Conciliation Process for Non-Compensation Complaints
(Replaces pages 30-34 in current handbook)

Purpose
The purpose of the Conciliation Process is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, or other job-related concerns that have not been resolved with the immediate supervisor. A staff member may pursue this process for any or all of the following:

- Failure to follow policies and provisions enunciated in the Administrative Staff Handbook
- Inadequate or inequitable consideration of professional competence
- Termination of appointment for cause

Non-renewal of contract for an administrative staff member of three or more years must be reviewed by the appropriate Vice-President. The decision not to continue the contract of an administrative staff member is not grievable and, therefore, not subject to this procedure.

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues.

Scope
These procedures apply to all covered administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of these procedures is assigned to the Assistant Provost for Human Resources. Prior to entering into conciliation, the staff member with the complaint meets with Human Resources in an attempt to resolve the complaint. Human Resources investigates the complaint. If there is no resolution, the staff member may request conciliation.

There are two steps in the process:
1. Conciliation Meeting
2. Presidential Appeal

I. Conciliation Meeting

The Conciliation Meeting, facilitated by the Assistant Provost for Human Resources/designee, provides the staff member and the Vice-President or President/Designee with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:

- Employee
- Immediate Supervisor
- Vice-President or President/Designee
- Assistant Provost for Human Resources/designee

The process is normally completed within four (4) weeks unless there is a decision to extend the timelines.

Process:
1. The staff member will inform Human Resources and the immediate supervisor in writing that she/he requests to enter into conciliation.
Attached are the drafts of the timelines from Human Resources that will be used to track the various parts of the compensation plan after the BOT approves the plan in June. (You will get three documents in different e-mails since they are too large to send together.) I will have copies of these at the meeting tomorrow, so if you cannot download them you can get copies tomorrow.

These are for information only at this point and are provided by Human Resources at the request of ASC at the May meeting. If you have any questions about them, please direct them to Donna Wittwer or myself.

Thanks

Pat Green
# APPEALS PROCESS TIME LINE

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# RE-EVALUATION PROCESS TIME LINE

**Position:**

**Outcome:**

**Date:**

**# of days in process (to be completed by HR):**

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# CONCILIATION PROCESS TIME LINE

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ADMINISTRATIVE STAFF COUNCIL AGENDA

Thursday, June 4, 1998
1:30 p.m.
Alumni Room, University Union

This is a combined meeting of ASC members whose term expires and recently elected representatives.

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Committee Reports
   Amendments - Beverly Stearns
   External Affairs - Bonita Sanders-Bembry
   Awards & Special Recognitions - Jane Schimpf
   Internal Affairs - Jan Peterson & Betty Ward
   Personnel Welfare - Pat Green & Inge Klopping
   Professional Development - Dawn Mays
   Salary - Gene Palmer
   Scholarship - Carmen Castro-Rivera
   Ad Hoc Committee Reports
8. Old Business
   Omsbud Resolution
   Discussion of Administrative Staff Teaching Report
9. New Business
   Passing of the Gavel
10. Good of the Order
12. Adjourn
Conciliation Process for Non-Compensation Complaints
(Replaces pages 30-34 in current handbook)

Purpose
The purpose of the Conciliation Process is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, or other job-related concerns that have not been resolved with the immediate supervisor. A staff member may pursue this process for any or all of the following:

- Failure to follow policies and provisions enunciated in the Administrative Staff Handbook
- Inadequate or inequitable consideration of professional competence
- Termination of appointment for cause

Non-renewal of contract for an administrative staff member of three or more years must be reviewed by the appropriate Vice-President. The decision not to continue the contract of an administrative staff member is not grievable and, therefore, not subject to this procedure.

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues.

Scope
These procedures apply to all covered administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of these procedures is assigned to the Assistant Provost for Human Resources. Prior to entering into conciliation, the staff member with the complaint meets with Human Resources in an attempt to resolve the complaint. Human Resources investigates the complaint. If there is no resolution, the staff member may request conciliation.

There are two steps in the process:
1. Conciliation Meeting
2. Presidential Appeal

I. Conciliation Meeting

The Conciliation Meeting, facilitated by the Assistant Provost for Human Resources/designee, provides the staff member and the Vice-President or President/Designee with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:

- Employee
- Immediate Supervisor
- Vice-President or President/Designee
- Assistant Provost for Human Resources/designee

The process is normally completed within four (4) weeks unless there is a decision to extend the timelines.

Process:

1. The staff member will inform Human Resources and the immediate supervisor in writing that she/he requests to enter into conciliation.

2. Upon receipt of the request to enter conciliation, Human Resources begins a tracking/timeline.

3. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources forwards the documentation to all involved and schedules the meeting.
4. Within fourteen (14) calendar days after the meeting is scheduled, the meeting will take place to attempt resolution.

5. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved within fourteen (14) calendar days.

6. If no resolution is reached, and the staff member is not satisfied with the decision, she/ he can appeal directly to the President.

II. Presidential Appeal

1. Within seven (7) calendar days of receiving the decision, the staff member appeals, in writing, to the President of the University. If the staff member filing the complaint reports directly to the President, the President appoints a designee for this process.

2. Within thirty (30) calendar days after receiving the appeal, the President or designee responds, in writing, to the staff member, supervisor, Vice-President, and Human Resources.

3. The decision of the President or designee is final.

Approved by Administrative Staff Council on May 7, 1998
Administrative Staff Council  
Bowling Green State University  
University Ombuds Office Resolution (as amended)

WHEREAS, there have been growing concerns with respect to conflict situations on campus, including but not limited to racial, sexual, and sexual orientation harassment as well as verbal and physical assaults; and

WHEREAS, Administrative Staff Council is committed to working proactively for the welfare of all members of the University community; and

WHEREAS, currently the University offers no formal, centralized training program in conflict resolution and no central office exists to help those who experience conflict situations, and

WHEREAS, an Ombuds office is one means of effectively dealing with conflict situations; and

WHEREAS, additional training to assist all members of the University to recognize the importance of respecting one another's personal well-being is another means to effectively deal with conflict situations;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff and faculty concerns along with establishing additional training programs.
Memorandum

To: Dr. Charles R. Middleton, Provost and Vice President for Academic Affairs
From: Dr. Duane E. Whitmire, Chair
       Administrative Staff Council
Re: University Ombuds Office Resolution

June 5, 1998

Below please find the University Ombuds Office Resolution as passed in its amended form by the Administrative Staff Council at the June 4, 1998 meeting.

Administrative Staff Council
Bowling Green State University
University Ombuds Office Resolution (as amended)

WHEREAS, there have been growing concerns with respect to conflict situations on campus, including but not limited to racial, sexual, and sexual orientation harassment as well as verbal and physical assaults; and

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THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff, and faculty concerns along with establishing additional training programs.

If you have any questions about this resolution, please feel free to contact any member of the ASC Leadership Team.

pc: Deborah Boyce, Chair Elect of Administrative Staff Council
    Judy Donald, Secretary of Administrative Staff Council
    Sandra MacNevin, Executive Assistant to the President
    Deborah Magrum, Secretary to the Board of Trustees
    Sidney Ribeau, President
Administrative Staff Council  
Bowling Green State University  
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Conference Registration

Registration for the conference is $55 each which includes lodging for Thursday evening (based on double occupancy), dinner Thursday evening, and breakfast and lunch Friday.

Single rooms are available for an additional $25. Single day registration is available for $35 and does not include dinner or lodging.

Registration materials are due June 1, 1998.

For registration materials contact Jack Miner at miner.10@osu.edu or (614)292-6076.

Registration Confirmation

Each participant will receive a confirmation of their registration including directions, campus maps, confirmed agenda as well as your individual breakout session agenda.

A note on Special Needs

Please make any special needs made known at time of registration. The Ohio State University will make every attempt to meet reasonable requests in the area of diet, accessibility, and materials presentation.

Other Notes

The Ohio State University is located in a large urban setting. Parking is often difficult to locate so carpooling with others from your home school is strongly encouraged. While in Columbus, we will be providing transportation to and from any off campus conference activities and providing information on other transportation possibilities while in the Columbus area.
SECO, the State Employees Council of Ohio is an organization made up of representatives from the staff councils of the various state funded colleges and universities across Ohio. Representatives from each school meet quarterly to share ideas and initiatives as well as to cooperate on various issues that affect all higher education staff in the state of Ohio.

Each summer the organization holds an annual conference at one of the member schools in order to bring staff from across the state together. The annual conference is a chance for individuals to work together, share ideas, and for professional development.

Welcome to “Developing a new U!”

“Developing a new U”, this year’s annual SECO conference, hosted by the Ohio State University Staff Advisory committee welcomes higher education staff from across Ohio for two days of personal and professional development. “Developing a new U” is an opportunity for conference participants to learn how to work more effectively as a staff council, develop new job skills, and to develop personal skills.

Because of the central location of the conference and the minimal fee, OSU has opened the conference to all members of college/university staff councils but all staff. We have also designed the conference breakout sessions and guest speakers in a way that individuals will have information available in three core areas within the theme of “Developing a new U”: personal development, professional development, and staff council development.

For more info visit: www.bor.ohio.gov

**Conference Keynote Speaker**

Tami Longaberger, President of The Longaberger Company, is truly a friend of higher education. She currently serves on the Board of Trustees for the Ohio State University and most recently served as a member of the Presidential Search Committee. The Longaberger Company is now one of the largest companies to call Ohio its home and is also a “Fortune 500” Company. While The Longaberger Company is housed in Dresden, it has more than 42,000 sales associates in all 50 states. Longaberger is currently the largest manufacturer of handmade baskets in the US.

For more info visit: www.longaberger.com

**University Welcome**

Larry Lewellen is currently the Acting Vice President for Human Resources at the Ohio State University. Larry has been with the university for 10 years and was previously the Director of Compensation and Benefits for the Office of Human Resources. In his role as Acting Vice President, Larry works closely with the University Staff Advisory Committee at OSU.
FAX MESSAGE

DATE: 6/3/98

NUMBER OF PAGES (including cover sheet): 3

TO: Duane Whitmire

COMPANY/INSTITUTION: 

FAX NUMBER: 27123

FROM: Ann Brown

SUBJECT: 

If you do not receive all pages, please contact at:

PHONE: 419-372-2411
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Creating a Culture of Leadership
at
Bowling Green State University

Presentation on Leadership
by
University President
Sidney A. Ribeau

April 29, 1998
Meeting of the “Legions”
(The President’s Cross-Divisional Leadership Team)
Bowling Green State University
Bowling Green, Ohio
President's Presentation on Leadership at BGSU

Introduction

The following question was posed at the March 1998 meeting of the "Legions" (President's Cross-Divisional Leadership Team) during a discussion of leadership at BGSU:

"Do we have a professed leadership style at Bowling Green State University?"

In response to this question, University President Sidney A. Ribeau offered a brief presentation on his leadership expectations to the "Legions" group during the April 29, 1998, meeting.

Six Key Leadership Elements: Statement of President Ribeau's Leadership Expectations for Managers and Supervisors at Bowling Green State University - April, 1998

While recognizing that leadership will vary according to each person's distinct leadership style, nonetheless University President Sidney A. Ribeau identified six key elements of leadership which should define the practice of leadership at BGSU. The following is an outline of these six key leadership elements:

1. Leaders must endorse the University's mission, vision and core values

Bowling Green State University aspires to be the premier learning community in Ohio and one of the best in the nation.

- each leader must understand the mission, vision and core values of the University
- each leader must know what the mission, vision and core values mean to him or her
- each leader must "own the vision"
- each leader must operationalize the vision in his or her area
- each leader is responsible for the implementation of the University's mission, vision and core values in his or her area

"Own the vision. Breathe life into it for your area."
each leader must recognize that our vision for the University is supported by identifiable values

The five core values established by the University community are respect for one another, cooperation, intellectual and spiritual growth, creative imaginings, and pride in a job well done.

- each leader must “live the vision” and “live the core values” of the institution
- our institutional values should be personified through our leaders’ actions

"It is each leader’s responsibility to model our vision and values, these are not just words."

- our core values are intended to serve as guidelines during the institutional processes of renewal and transformation as well as in our day-to-day affairs
- the core values of respect for the legitimate interests of others and cooperation in attaining common goals are critical to the change process at Bowling Green State University

2. Leaders must motivate others to implement the vision and core values

- each leader should assist his or her employees in understanding how the unit’s goals fit into the overall mission and vision of the University
- each leader must motivate implementation of the University’s mission, vision and core values
- each leader is a “cheerleader” who values and encourages the people who work with him or her

"A leader should find out what motivates his or her employees and, when in doubt, ask them."

- each leader is charged with moving his or her people toward the achievement of the University’s goals
- each leader is responsible for his or her own performance and for that of others in his/her area
- each leader must recognize and reward performance
3. **Leaders must analyze and solve problems**

- each leader must take the initiative in solving problems, but first he or she must “own the problem”
- each leader must model leadership, never go to your own supervisor without a proposed solution
- each leader must correct situations that need correcting

> "A leader should take the approach: ‘if it is your problem, it is my problem’ and work toward finding the best course of action.”

- each leader must be creative, think “out-of-the-box” if necessary; for example, it is not enough to say “I don’t have the resources”
- each leader must develop a plan and identify the steps to make it happen
- each leader must persevere, don’t give up, energize others to find solutions

4. **Leaders must engage in participatory management**

- each leader must involve all employees in decision-making through a participatory process
- each leader must make a commitment to learn the participatory process and to teach others

> "A leader is responsible for creating an environment that encourages participation.”

- each leader must engage all employees in change management at BGSU
- each leader must explain the “big picture” to his or her employees; that is, the overall mission and vision of the University and why we are heading in this particular direction

> "A good leader brings people into the process.”

- each leader must not only seek ideas, but use them
- each leader is responsible to explain what happens and why to his or her employees
5. **Leaders must correct performance problems**

- each leader is responsible for his or her performance and for the performance of employees in his/her area
- each leader should strive to correct performance problems in a developmental manner whenever possible, rather than in a punitive way
- each leader must do more than just give directives, he or she must interact frequently with employees and encourage and mentor them

"Don't talk at your employees; talk with them."

- each leader should remain focused on the issues without getting personal
- each leader must seek feedback and be open to criticism directed toward him/her

6. **Leaders must create teamwork**

- each leader is responsible for creating teamwork in his or her area
- each leader needs to make a commitment to work with others to develop strategies to increase teamwork among our employees

"We still have much to do in the area of creating teamwork at BGSU; we have made progress, but not enough."

- each leader should be willing to facilitate discussion, brainstorming and be comfortable with disagreement
- each leader must initiate teamwork in his/her area and respect it once it has been established
Concluding Remarks/Next Steps:

In his closing remarks, President Ribeau acknowledged that a participatory leadership style will require that leaders learn to feel comfortable with constructive disagreement and that we continue to engage in training in this area. Specific skills are required of participatory leaders and they can be learned through professional development and training, although leaders must make a commitment to engage in the six key leadership elements that make up the professed leadership style at BGSU.

"I am calling upon all of you to become creative, visionary leaders who are willing to make the commitment to attend to this opportunity to learn and develop, and to encourage this development in your employees."

Professional development, the President exhorted, is part of our jobs and part of the jobs of all those who work with us. It is not acceptable to say that we don’t have time. We are members of a learning community, and lifelong learning is required of all of us if we are to take our positions to the next level and achieve the goals that we have set for ourselves and our institution.

Note: These notes were compiled from several sources and present an outline of the President’s address to the “Legions” group on the subject of his leadership expectations for managers and supervisors at BGSU.

Administrative Staff Compensation Plan

INTRODUCTION AND RATIONALE
In order for Bowling Green State University (BGSU) to attract and retain qualified administrative staff employees, it is BGSU's policy to maintain fair and competitive grade levels and pay ranges without regard to race, sex, color, national origin, religion, ancestry, age, marital status, disability, or status as special disabled or Vietnam-Era veteran.

The purpose of the Administrative Staff Compensation Plan is to establish a system that reflects

- Relationships between positions and their worth
- The principles of equitable compensation
- Competition with the external employment market

SCOPE
These policies and procedures apply to all covered administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of the Administrative Staff Compensation Plan (Plan) is assigned to the Assistant Provost for Human Resources.

I. Objectives
It is the intent of the Administrative Staff Compensation Plan to

- Administer the Plan in accordance with the general policies of the University
- Provide a compensation plan that is internally equitable and externally competitive with the market
- Ensure equitable compensation for positions requiring similar educational levels, experience levels, skills, effort, working conditions, and levels of responsibilities
- Ensure that the administration of the position evaluations and grade level assignments is consistent and uniform throughout the University
- Provide for a review process that will address inequities
- Allow for the maintenance of competitive grade levels
- Provide policies and procedures which ensure that the Plan will be equitably and efficiently administered

II. Definition of Terms
The following terms are used in the Administrative Staff Compensation Plan:

A. Administrative Compensation Working Group
The Administrative Compensation Working Group is comprised of all the Vice-Presidents and the President's designee. General Counsel will serve in a non-voting status. This group routinely reviews issues regarding the Plan and decides the outcome of the appeals process.

B. Administrative Staff Advisory Team Members
The Administrative Staff (AS) Advisory Team is comprised of 15 administrative staff members selected by the Administrative Staff Council (ASC) Executive Committee. Team members will serve three-year terms. The Team collaborates with Human Resources in the re-evaluation of Position Analysis Questionnaires. The Team is trained by Human Resources, past administrative staff members of the Appeals Committee, and past members of the Administrative Staff Advisory Team to analyze, evaluate, and recommend a
grade level (numeric ranking) for a position within the Plan. Each time an administrative staff position is re-evaluated, Human Resources selects two members from the Team to participate in the process. These members represent two vice-presidential areas different from the vice-presidential area of the position being re-evaluated. Members of the Team also participate in the Conciliation/Appeals process. Team members who participate in the re-evaluation of a position are not eligible to serve on any Appeals Board for that position.

C. Grade Level
The grade level is the numeric ranking of administrative staff positions from 5 to 23.

D. Human Resources/Administrative Staff Advisory Team (HR/AS ADVISORY TEAM)
Two members of the Human Resources staff and the two members selected from the Administrative Staff Advisory Team comprise the HR/AS Advisory Team. This combined team is responsible for analyzing, evaluating, and recommending a grade level whenever an administrative staff position is re-evaluated.

E. Pay Range
The pay range is the compensation for a particular grade level. Each pay range has a designated minimum, midpoint and maximum. In 1997/98, for example, in grade level 14 the minimum is $30,940, the midpoint is $39,449, and the maximum is $47,957.

F. Position Analysis Questionnaire
The Position Analysis Questionnaire is the instrument used to describe the position responsibilities. This questionnaire is used by the HR/AS Advisory Team and/or Human Resources to determine the grade level of an administrative staff position based upon the level of knowledge and experience, creativity and complexity, impact on the institutional mission, internal and external contacts, and leadership. The Position Analysis Questionnaire must be completed in order for any administrative staff position to be created and/or changed.

III. Policies
The following policies have been established for the maintenance and management of the Administrative Staff Compensation Plan.

A. New Administrative Staff Hire
New administrative staff generally are hired between the minimum and midpoint of a grade level. A salary assigned above the midpoint requires prior approval by the Vice-President, after consultation with the Offices of Human Resources and Affirmative Action. (Number 2 - Approved by Board of Trustees, September 13, 1996.)

B. Upgrade
Definition:
A position is re-evaluated and assigned to a higher grade level as a result of significant expansion in the position's existing duties and responsibilities.

Policy:
The incumbent is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Number 3 - Approved by Board of Trustees, September 13, 1996.)

C. Promotion
Definition:
An incumbent moves from a position requiring a certain level of skill, effort, and responsibility to a position in a higher grade level requiring a significantly greater degree of skill, effort, and responsibility.

Policy:
When an employee is promoted, she/he is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Point 4 - Approved by Board of Trustees, September 13, 1996.)
D. Interim/Acting Positions
Definition:
A staff member is assigned to a position in a higher grade level on an interim/temporary/acting basis.

Policy:
If the assignment is longer than 30 calendar days AND IS IN A HIGHER GRADE LEVEL, the staff member receives a premium for the time served equal to at least a 5% increase in salary or the minimum for the interim grade level, whichever is greater. (Point 5 - Approved by Board of Trustees, September 13, 1996.)

E. Demotion
Definition:
An incumbent staff member moves from a position requiring a certain level of skill, effort, and responsibility to another position in a lower grade level requiring a lesser degree of skill, effort, and responsibility.

Policy:
When a demotion occurs, the incumbent's salary is reduced to a level in the lower pay range equivalent to his/her level in the original pay range. (Point 6 - Approved by Board of Trustees, September 13, 1996) The President in consultation with the Vice-President and Human Resources must approve any exceptions to this policy.

F. Downgrade
Definition:
A position is reassigned to a lower grade level as a result of significant reduction in the position's existing duties and responsibilities.

Policy:
When a position downgrade occurs, the incumbent's salary is reduced to the level in the lower pay range equivalent to his/her level in the original pay range. The President in consultation with the Vice-President and Human Resources must approve any exceptions to this policy.

G. Transfer
Definition:
An incumbent staff member moves from a position requiring a certain level of skill, effort and responsibility to another position requiring the same degree of skill, effort, and responsibility which is assigned to the same grade level.

Policy:
When a transfer occurs, normally the incumbent's salary will not be adjusted. (Point 7 - Approved by Board of Trustees, September 13, 1996.) The President in consultation with the Vice-President and Human Resources must approve any exceptions to this policy.

H. Market Exceptions
Definition:
A market exception is a special SALARY premium established for particular positions when unusual market conditions exist causing excessive turnover, salary midpoints well below market average, and/or failure of current salary to attract qualified candidates.

Policy:
A special market SALARY premium may be established and PAID for these positions. (Point 8 - Approved by Board of Trustees, September 13, 1996.)

I. Pay Above Maximum
Policy:
Administrative staff salaries are capped at the maximum or above the maximum of a pay range. However, staff whose salaries are currently at or above the maximum are exempt for a period of three years. Effective July 2000, the salaries of any staff still above maximum will be frozen until such time as those salaries are within his/her range. If, at any time during the three years, a staff member's salary should
fall within range, the exemption ceases to apply to that staff member and the capped maximum will be enforced. (Point 10 - Approved by Board of Trustees, September 13, 1996.)

Staff who are at the maximum will be considered for a merit increase not to exceed the percentage adjustment of the pay range.

Staff above the maximum are eligible each year for a one-time, merit-based bonus not to exceed the percentage of the salary pool designated for merit each year. This will occur only when the Board of Trustees authorizes bonuses and will not be added to base salaries.
J. Progression Through the Pay Range

Definition:
Progression through a pay range is the method by which an incumbent moves through his/her assigned pay range.

Policy:
Staff progress through pay ranges based on meritorious performance. Human Resources, in conjunction with the Administrative Staff Council Executive Committee, will develop by the year 2000 criteria and a process for staff to reach the midpoint of a pay range.

K. Title Revision

Policy:
Title changes may be requested to more accurately reflect position responsibilities. A Position Analysis Questionnaire is completed and forwarded to Human Resources in accordance with established procedures. If the proposed title accurately reflects the responsibilities, the HR/AS Advisory Team may recommend that the title be changed regardless of any change in the grade level. No title change occurs without approval from the supervisor, Vice-President and Human Resources.

L. Salary Range Adjustments

Policy:
Effective 1997-98, the ranges for each grade level will be adjusted in a three-year recurring cycle. In the first two years of the cycle, the pay range of each grade level will move up annually by an amount that is 1% less than the average salary increase paid to staff that year. (Number 9 - Approved by Board of Trustees, September 13, 1996.)

Every third year beginning with 1999-2000, the University will re-evaluate the ranges in light of current market conditions, as well as other relevant factors, and adjust the ranges in accordance with that re-evaluation. (Point 9 - Approved by Board of Trustees, September 13, 1996.)

IV. Administrative Compensation Plan Position Evaluation/Re-evaluation Processes

The position evaluation process is the method by which positions are evaluated against a uniform set of criteria and assigned to established grade levels and appropriate pay ranges. Human Resources conducts the evaluations for new positions. Human Resources, in consultation with the Administrative Staff Advisory Team, conducts the re-evaluation of existing positions. It is anticipated positions will be re-evaluated no more than once every two years. Position evaluations/re-evaluations are normally completed in twelve (12) weeks unless there is an agreement to extend the timelines.

A. Positions are evaluated when one of the following occurs:

• A new position is created. A supervisor, area head, dean, Vice-President, or President/Desigee, in consultation with Human Resources, is responsible for submitting a completed Position Analysis Questionnaire to Human Resources.

• A position becomes vacant. A supervisor, area head, dean, Vice-President, or President/Desigee in consultation with Human Resources is responsible for submitting a completed Position Analysis Questionnaire to Human Resources.

B. Positions are re-evaluated when one of the following occurs:

• A significant change in responsibilities occurs or is proposed in existing positions. Re-evaluations are initiated by the incumbent or the supervisor submitting a completed Position Analysis Questionnaire to Human Resources.

• Reorganization occurs. Re-evaluations are initiated by an area head, dean, Vice-President, or President/Desigee prior to the reorganization and in consultation with Human Resources. Reorganization may result in significant changes in position responsibilities.
Re-evaluation Process for Administrative Staff Positions:

1. The initiator (staff member, supervisor, area head, Vice-President, or President/Designee) of the review notifies Human Resources, in writing, that a position needs to be re-evaluated. Human Resources sends a Position Analysis Questionnaire and Guidelines for Position Evaluation either through campus mail or electronic format.

2. The initiator (staff member, supervisor, area head, Vice-President, or President/Designee) of the review completes the Questionnaire. If the initiator is the employee, the completed Questionnaire is forwarded to both the immediate supervisor and the second level supervisor for signature and comment. When an initiator is a supervisor, area head, or Vice-President, the supervisor meets with the incumbent to discuss position responsibilities and obtain signatures on the Questionnaire. The supervisor comments, signs, and forwards the Questionnaire to the second level supervisor. Supervisor and employee retain a copy.

3. Upon receipt of the Questionnaire, the second level supervisor evaluates, comments, signs, and forwards to Human Resources.

4. Upon receipt of the completed Position Analysis Questionnaire, Human Resources logs in and begins a tracking/timeline. Human Resources reviews all documents for completeness, gathers additional information, as needed, and distributes the documents to the HR/AS Advisory Team.

5. The HR/AS Advisory Team analyzes, evaluates, and recommends a grade level based on the established criteria. In the event the HR/AS Advisory Team requests additional information, Human Resources gathers the additional information and forwards to the Team.

6. Human Resources forwards the results of the re-evaluation to the appropriate Vice-President for consideration. If the position reports directly to the President, it will be forwarded to the President/Designee for consideration.

7. The Vice-President or President/Designee reviews all documents and forwards a written decision about the position to Human Resources.

8. Following the Vice-Presidential or Presidential/Designee decision, Human Resources forwards copies of the re-evaluation results and the factor sheet to the employee and the appropriate supervisory structure. Additional information can be requested from Human Resources.

9. Administrative staff and/or initiators who do not agree with the determination meet with Human Resources and if appropriate, the immediate supervisor to attempt resolution. If there is no agreement, the staff member and/or initiator may follow the Conciliation/Appeals process.

V. Conciliation/Appeals Process

The purpose of the Conciliation/Appeals Process is to ensure prompt resolution of disagreements regarding the results of position re-evaluations and subsequent placement in the Plan.

There are three steps in the process:

1. Conciliation Meeting
2. Appeals Board
3. Presidential Appeal

A. Conciliation Meeting

The Conciliation Meeting, facilitated by the Assistant Provost for Human Resources/designee, provides the initiator of the conciliation process and the Vice-President with an opportunity to resolve the complaint in
a collaborative, informal fashion. If the position reports directly to the President, the President/Designee will participate in the conciliation process. Participants in the meeting include:

- Employee
- Immediate Supervisor
- Vice-President or President/Designee
- ASC Review Team member from the initial re-evaluation team
- Assistant Provost for Human Resources/designee

The process is normally completed within four (4) weeks unless there is a decision to extend the timelines.
Process:
1. Within seven (7) calendar days after meeting with the immediate supervisor and Human Resources, the initiator informs Human Resources of the intent to enter into conciliation.

2. Upon receipt of the request for conciliation, Human Resources begins a tracking/timeline.

3. Within fourteen (14) calendar days of the request for conciliation, Human Resources schedules the meeting.

4. Within fourteen (14) calendar days after the meeting is scheduled, the meeting will take place to attempt resolution.

5. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved within fourteen (14) calendar days.

6. If the meeting results in a change of grade level for the position in question, Human Resources negotiates the effective date of the change with the Vice-President. No action is necessary if the meeting results in no change in the position.

7. If the initiator is not satisfied with the decision, she or he can request an Appeals Board.

B. Appeals Board

The Appeals Board provides the initiator of the appeals process an opportunity to achieve resolution through the involvement of administrative staff in reviewing the appeal and making recommendations to the Administrative Compensation Working Group. The Appeals Board consists of five (5) members of the Administrative Staff Advisory Team who have not been involved in the re-evaluation or conciliation process. The process is normally completed within twelve (12) weeks unless there is a decision to extend the timeline.

Process:
1. Within seven (7) calendar days of conciliation, the initiator informs Human Resources and the Vice-President, in writing, of the intent to appeal. If the position reports directly to the President, the initiator informs Human Resources and the President/Designee, in writing, of intent to appeal.

2. Within seven (7) calendar days of notification of the intent to appeal, Human Resources forwards the appeals packet to the initiator.

3. Within fourteen (14) calendar days of receiving the appeals packet, the initiator completes the required documentation for the appeals and forwards to Human Resources.

4. Upon receipt of the completed documentation, Human Resources forwards a copy of the initiator’s completed appeals packet and any other documentation to the Vice-President or President/Designee. Within fourteen (14) calendar days of receiving the information from Human Resources, the Vice-President or President/Designee responds in writing to Human Resources. Human Resources forwards a copy of the response to the initiator.

5. During steps three and four, Human Resources selects five (5) Administrative Staff Advisory Team members for the Appeals Board. Advisory Team members who participated in the re-evaluation or conciliation process are not eligible to serve on the Appeals Board.

6. Upon receipt of the completed documentation, Human Resources begins a tracking/timeline.

7. Within seven (7) calendar days of receiving the completed documentation from the initiator and the Vice-President or President/Designee, Human Resources forwards the documentation to the Appeals Board.
8. Within fourteen (14) calendar days of receipt of the completed documentation, the Appeals Board meets and reviews the issue.

9. Within seven (7) calendar days of the review, the Appeals Board submits its recommendation in writing to Human Resources, initiator, Vice-President or President/Designee and Administrative Compensation Working Group.
10. Within thirty (30) calendar days of receiving the recommendation of the Appeals Board, the Administrative Compensation Working Group, without the Vice-President or President/Designee where the appeal occurs, reviews the recommendation of the Appeals Board and makes a decision.

11. Within seven (7) calendar days of making a decision, the Administrative Compensation Working Group will submit the decision in writing to the initiator, supervisor, Vice-President or President/Designee, and Human Resources.

12. If the decision results in a change of grade level, Human Resources negotiates the effective date of the change with the Vice-President or President/Designee.

13. If the initiator or Vice-President or President/Designee is not satisfied with the decision, she/he can appeal to the President.

C. Presidential Appeal

1. Within seven (7) calendar days of receiving the decision of the Administrative Compensation Working Group, the appeals in writing to the President or his/her designee of the University. If the position reports directly to the President, the President appoints a designee for this process.

2. Within thirty (30) calendar days after receiving the appeal, the President or designee responds in writing to the initiator, supervisor, Vice-President, Administrative Compensation Working Group, and Human Resources.

3. The decision of the President or designee is final.

Approved by Administrative Staff Council May 7, 1998
Administrative Staff Council Minutes  
Thursday, June 4, 1998


Members Absent Who Sent Substitutes:  Penny Nemitz for Deb Knigga.

Members Absent: Jerry Ameling, Craig Bedra, Sally Blair, Joyce Blinn, Scot Bressler, Penny Dean, James Elsasser, Mike Failor, Joan Morgan, Sue Perkins (due to prior commitment), Cindy Puffer, Jane Schimpf, Tim Smith, Bev Stearns, Kurt Thomas, Bob Waddle, Reva Walker, Betty Ward, Calvin Williams, Paul Yon.

New Members: Patti Ankney, William Blair, Marilyn Braatz, Sidney Childs, Keith Hofacker, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Mary Beth Zachary.

Guests: Terry Lawrence, Tony Boccanfuso  
Scott Borgelt, Monitor

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

Approval of Minutes:
Deb Boyce moved, Elayne Jacoby seconded. Minutes were approved as distributed.

Chair Report:
Duane thanked Paul Lopez, WBGU-TV, for his assistance in putting together the 5-minute video which Duane used as his chair report. The video highlighted accomplishments and activities of the Administrative Staff Council this past year.

Chair Elect Report:
Deb reported that the freshmen enrollment for fall is up approximately 13%. The technology infrastructure will be reviewed by the Board of Trustees at the June meeting. It is planned that the new Union will open in August 2001.

Secretary Report:
E-mail addresses are requested, so please include on the sign-up sheet.

Committee Reports:
Amendments (Bev Stearns, Chair) - Matt Webb presented end-of-year report for Bev Stearns.

External Affairs (Bonita Sanders-Bembry, Chair) - Bonita outlined the programs which her committee worked on this past year.

Awards & Special Recognitions (Jane Schimpf, Chair) - Deb Burris presented the end-of-year report for Jane Schimpf. Nominations for the Ferrari Award are now closed.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - Jan highlighted proposals that the committee worked on this year. Due to the overlap in assignments, she suggested that the Internal Affairs and Professional Development committees be combined in the future.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Pat thanked the Human Resource Office for the continued collaboration that occurred this past year in working with her committee. Placement and progression with the compensation plan will be the issues that need to be reviewed next year.

Professional Development (Dawn Mays, Chair) - Dawn talked about the Professional Connections program that was instituted this year by her committee.

Salary (Gene Palmer, Chair) - Gene turned in his final report to Duane.

Scholarship (Carmen Castro-Rivera, Chair) - Carmen reported that the $5000 goal has been met for the scholarship fund. Three students were selected to receive the scholarships which will be recognized at the fall reception.

Others: Jan Peterson introduced and thanked the committee that worked on the administrative teaching compensation issues. She distributed the survey results as Terry Lawrence highlighted some of the points of the results. Teaching is defined as any course providing credit and assigning a grade. Jan recommended that the committee continue for another year to follow-up on issues that came as a result of the survey. Need to look at other universities and how these individuals are compensated. The final outcome should be an equitable/standard pay scale for administrative staff teaching credit courses rather than having a variety of compensation packages which is the current practice.

Old Business: The Ombud resolution was presented pointing out a few changes. Moved by Deb Boyce, seconded by Carmen Castro-Rivera. Call for question. Motion approved.

New Business: Duane passed the gavel to Deb and presented copies of the video presentation to Deb and Judy. Deb mentioned looking forward to working with everyone next year and will continue the leadership team approach that was used this past year.
The meeting adjourned at 2:30 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
September 3, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION
Administrative Staff Council Minutes
Thursday, May 7, 1998

Members Present: Sally Blair, Deb Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Dianne Cherry, Judy Donald, Mike Failor, Pat Green, Linda Hamilton, Sharon, Hanna, Elayne Jacoby, Joyce Kepke, Inge Klopping, Sandy LaGro, Paul Lopez, Dawn Mays, Becky McOmber, Gene Palmer, Jan Peterson, Cindy Puffer, Bonita Sanders-Bembry, Bev Stearns, Robin Veitch, Bob Waddle, Laura Waggoner, Jodi Webb, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams, Paul Yon.

Members Absent Who Sent Substitutes: Penny Nemitz for Deb Knigga, Patti Ankney for Craig Bedra, Keith Pogan for Jane Schnipf.

Members Absent: Jerry Ameling, Shelley Appelbaum, Joyce Blinn, Penny Dean, James Elsasser, John Hartung (due to commitment at Firelands), Joan Morgan, Sue Perkins (due to family emergency), Jan Ruffner, Tim Smith, Kurt Thomas, Reva Walker, Betty Ward.

Guests: Rebecca Ferguson, Human Resources
Scott Borgelt, Monitor

Call to Order:

The meeting was called to order at 12:35 p.m. by Chair, Duane Whitmire.

Approval of Minutes:

Judy Donald corrected the April minutes page 2, Committee reports, #1. to read:
Changing the charter from vice presidential areas to functional areas and change the waiting period to two years. Joyce Kepke moved to accept corrected minutes, Deb Wells seconded. Minutes were approved as amended.

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. He requested that the committee chairs write a year-end report of their committee’s activities to present at the June meeting. He reminded that everyone is invited to attend the ASC Spring Reception, May 20 3-5 p.m. in the Alumni Center.

Chair Elect Report:

None

Secretary Report: The meeting dates are set for next year. Please pick up a copy of these that are available at today’s meeting.
Committee Reports:
Amendments (Bev Stearns, Chair) - None.

External Affairs (Bonita Sanders-Bembry, Chair) - Volunteers are needed to work Welcome Week as greeters at orientation and registration. Sign-up sheets will be at the spring reception.

Awards & Special Recognitions (Jane Schimpf, Chair) - Deb Burris reported in Jane’s absence. There were 14 nominations received for the BG Best Awards. 12 have been selected and will be presented with the BG Best Awards at the spring reception. Ferrari nominations have gone out with a deadline of June 1.

Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - June 4 from 12-1:30 p.m. is an orientation luncheon for new ASC members, committee chairs and Executive Committee in the Community Room, Union. All ASC members are invited to attend. Luncheon provided is at your own expense.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - Pat reported that the committee has been looking at data that was collected and began by Inge Klopping and completed by Patti Ankney regarding the progression/placement in the salary ranks within administrative staff. Using the October 2 salary books, they have been looking at various populations as to where they have been placed. The goal is to have individuals reach the mid-point within 7-9 years.

Professional Development (Dawn Mays, Chair) - Announced that they have had their first hire be a part of the Professional Connections program.

Salary (Gene Palmer, Chair) - Gene presented the CUPA data. In their report, no specifics were mentioned as to salary increase, just a general statement that the goal was to improve BGSU’s position relative to Kent, Miami and OU.

Scholarship (Carmen Castro-Rivera, Chair) - Carmen reported that there were 50 applications received for the student scholarship, 6 were interviewed with 3 being selected. The total amount of the scholarships awarded was $1800.

Estimated contributions are approximately $5000. Anyone wishing to donate, please contact the Foundation Office at 2-2551 to designate your donation to the ASC Scholarship Fund.

Others: Jan Peterson reported that the committee report regarding the administrative staff that are teaching, will be presented at that May 26 Executive Committee.
Old Business: Pat Green stated that the fee waiver policy and birth/adoption policy will be given to the Board of Trustees for their June meeting to be voted on for inclusion within the Administrative Staff handbook. She also thanked Becca Ferguson, Donna Wittwer, and Pat Patton for their assistance in reviewing the compensation plan and providing feedback when necessary. She feels that Human Resources are advocating in our favor regarding the compensation plan. This whole process was a real collaborative effort between Personal Welfare Committee and Human Resources. Becca attended the meeting today to represent Human Resources and the administration. Becca encouraged staff to contact Human Resources with questions/concerns, important to keep lines of communication open.

Pat asked the group if they wanted to vote on issues individually or as a total package. Joyce Kepke moved to vote as a total package. Paul Lopez seconded. Pat moved to amend the motion by replacing the March 31 document with the May 5 document that contained editorial changes, also to make sure the editorial changes were an on-going process when needed. Beverly Stearns seconded. Deb Burris called for the question. Motion passed. Original motion passed.

Discussion of merit distribution followed. Becca remarked that Human Resources will be checking when individuals did not receive merit if their Performance Appraisal reflected that. She mentioned that the original Performance Appraisal Committee will be getting together again to re-evaluation the process and the form within this year. Karen Woods in Human Resources will be in charge of this. Human Resources is still in a learning process regarding the compensation plan and the performance appraisal process and has made modifications to the performance appraisal process when needed (ie. performance appraisal training).

New Business: Deb Boyce read a resolution regarding an independent Ombuds Office. She provided a historical perspective regarding this position/office. The resolution for an independent Ombuds Office evolved in the Constituent Group Caucus to deal with classroom conflicts. The leadership team drafted the resolution which is similar to the other constituent groups. She will be e-mailing this resolution which will be considered the first reading, so voting will occur in the June meeting.

The meeting adjourned at 2:20 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
June 4, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION

REMINDER, SAC SPRING RECEPTION, MAY 20, ALUMNI CENTER, 3-5 P.M.
LOOK FORWARD TO SEEING YOU THERE!!
Administrative Staff Council Minutes
Thursday, November 6, 1997

Members Present: Jerry Ameling, Shelley Appelbaum, Craig Bedra, Deb Boyce, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Judy Donald, Mike Failor, Tom Glick, Pat Green, Jahi Gye'Nyame, Linda Hamilton, Sharon Hanna, John Hartung, Elayne Jacoby, Inge Klopping, Sandy LaGro, Paul Lopez, Dawn Mays, Rebecca McOmber, Gene Palmer, Cindy Puffer, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Bev Stearns, Reva Walker, Betty Ward, Jodi Webb, Duane Whitmire, Calvin Williams, Paul Yon

Members Absent Who Sent Substitutes: Barbara Toth for Joyce Blinn, Tony Howard for Dianne Cherry, Mary Johnson for Sue Perkins, Stan Lewis for Jan Peterson, Joe Luthman for Deb Wells.

Members Absent: Sally Blair, Penny Dean, James Elsasser, Ken Frisch, Randy Julian, Joyce Kepke, Deborah Knigga, Joan Morgan, Tim Smith, Kurt Thomas, Bob Waddle, Laura Waggoner, Matt Webb.

Guests: Sue Kashuba, Monitor

Call to Order:

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

Approval of Minutes:

Pat Green moved, Deb Boyce seconded that the minutes be approved as distributed.

Guest Speakers:

Dr. Charles Middleton, Provost and Rebecca Ferguson, Asst. Provost for Human Resources were the guest speakers. To begin the meeting Dr. Middleton encouraged everyone to attend the Tom Connellan presentation on Monday, November 10 in the Grand Ballroom. Rebecca passed out copies of the Administrative Staff pay grades and a draft memorandum regarding hiring procedures and sought input from the group.

Dr. Middleton stressed that professional growth and development was a primary goal of the university for the staff. Rebecca requested that prior to the assignment of new duties, the supervisor be in contact with Human Resources to look at assigning of new grades to the position. These are currently being handled on a case-by-case basis.

Discussion focused on the delays in hiring of part-time positions. There seems to be delays between Human Resources and Affirmative Action and the obtaining of the necessary signatures. It was suggested that possibly cross-training individuals would speed up the process when individuals are not available for signature.
It was also suggested to add time frames to the draft memorandum that Rebecca shared to keep on track with the hiring procedures.

Goals for this year should have been completed by this time. Dr. Middleton said that they will be running a list in January to see what individuals have not completed their goals for this year. Those individuals not in compliance will not be eligible for raises.

Summer hours/flex-time was discussed. Dr. Middleton stressed that we have an obligation to the public to be available to meet their needs. No formal decision has been made. Individuals suggested that if the decision was made to have offices open during regular working hours Monday-Friday, that offices can be flexible and creative to offer opportunities to their staff to allow some form of the former summer hours but still maintaining the regular office hours with a reduced staff on Friday afternoons. Duane suggested that ASC reps get feedback from their constituents and that ASC Executive Committee will review the survey results plus additional feedback received and come up with a recommendation that will be forwarded. It was also suggested that the central administration make a decision soon so areas can plan for implementation.

Dr. Middleton also conveyed that the calendar for Fall 1998 will have both offices closed and classes canceled for Veteran’s Day but classes will be scheduled until 5:30 p.m. the day before Thanksgiving.

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group including the visit of the ASC Executive Committee and the chairs of standing committees to Dr. Ribeau’s house for lunch.

Chair-Elect Report: Deb shared information regarding the BGSU United Way campaign - 645 participants pledging $76,553 (296 of those are new participants). She reported that $1600 was in the ASC account.

Secretary Report: No report.

Committee Reports:
Amendments (Bev Stearns, Chair) - No report.

External Affairs (Bonita Sanders-Bembry, Chair) - No report.

Awards & Special Recognitions (Jane Schimpf, Chair) - Meeting regularly. Currently surveying sister institutions to gather ideas regarding special recognitions they might have.
Internal Affairs (Jan Peterson/Betty Ward, Co-Chairs) - No report.

Personnel Welfare (Pat Green/Inge Klopping, Co-Chairs) - No report.

Professional Development (Dawn Mays, Chair) - No report.

Salary (Gene Palmer, Chair) - No report.

Scholarship (Carmen Castro-Rivera, Chair) Letters will be sent out this week to ASC staff to encourage donations to the scholarship fund. Will begin working on the raffle.

Others: The part-time teaching committee requested that individuals need to turn in the recent survey that was sent out. Currently 150 have been received.

Old Business: None.

New Business: None.

The meeting adjourned at 3:00 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
DECEMBER 4, 1997
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION