Pre-Microfilm Inventory

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Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Minutes


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Index: Included Separate X None

Notes

1. Colored Paper
2. Pencil
3. Photocopies
4. Highlighter
ADMINISTRATIVE STAFF COUNCIL

1998-1999

ACADEMIC SUPPORT
Judy Donald (1999)
Deb Burris (1999)
Matt Webb (2000)
Marilyn Braatz (2001)
Keith Hofacker (2001)
Mary Beth Zachary (2001)**

FIRELANDS
Penny Nemitz (2001)

INSTITUTIONAL SUPPORT
Jan Ruffner (1999)
Sandy LaGro (2000)
Jane Schimpf (2000)
Deborah Boyce (1998) - Chair **
Cheryl Purefoy (2001)

ATHLETICS/SPORTS ACTIVITIES
Robin Veitch (1999)
James Elsasser (1999)
Kurt Thomas (1999)
William Blair (2001)

**Executive Committee

STUDENT SUPPORT
Bonita Sanders Bembry (1999)
Gene Palmer (1999)
Joyce Blinn (1999) - Secretary **
Mary Lynne Pozniak (2001)
Anne Saviers (2001)
Sidney Childs (2001)
Claudia Clark (2001)

TECHNOLOGY
Paul Lopez (1998) - Chair Elect **
Duane Whitmire (1998) - Past Chair **
Diane Cherry (1999)
Mike Failor (1999)
Sharon Hanna (1999)
Tim Smith (1999)
Calvin Williams (2000)

ACADEMIC DEPARTMENTS
Craig Bedra (1999)
Patti Ankney (2001)
<table>
<thead>
<tr>
<th>Date</th>
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<th>Location</th>
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<tbody>
<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>
<td>1:30 p.m.</td>
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<tr>
<td>November 5, 1998</td>
<td>1:30 p.m.</td>
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<td>December 3, 1998</td>
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<td>January 7, 1999</td>
<td>1:30 p.m.</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>Alumni Room, University Union</td>
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<tr>
<td>June 3, 1999</td>
<td>1:30 p.m.</td>
<td>Alumni Room, University Union</td>
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What happens when Union closes.

- Meeting
- ASC
- Agenda and Minutes
- Handout
- EXEC
- Agenda and Minutes
- Bylaws
- Ongoing
1998-99
Administrative Staff Council Calendar
Bowling Green State University

August 1998
Sun Mon Tue Wed Thu Fri Sat
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2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

November 1998
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February 1999
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May 1999
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September 1998
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June 1999
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January 1999
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April 1999
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July 1999
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ASC Executive Committee Meetings
Note: All meetings will be held in Founders’ Club 57 from
11:45 am - 1:15 pm except for January 5, May 11 and 25.
The location for these meeting dates will be announced later.

Administrative Staff Council Meetings
Note: All meetings are held from 1:30-3:00 pm in
the Alumni Room, University Union.

1998-99 ASC Officers
Deb Boyce, Chair 2-7681
dboyce@bgnet.bgsu.edu
Paul Lopez, Vice Chair 2-7027
plopez@bgnet.bgsu.edu
Joyce Blinn, Secretary 2-8345
jblinn@bgnet.bgsu.edu
ASC Executive Committee Meeting
Founders Club 57
September 1, 1998
11:45 a.m. - 1:15 p.m.

1. Review ASC Representatives Constituency Lists

2. Summary of Former ASC Chairs/Exec Mtg. Aug. 21

3. 1998-99 ASC Committee Membership

4. Approve and Prioritize 1998-99 Goals

5. Update and Assign 1998-99 Goals to Appropriate Standing or Ad Hoc Committees

6. Discussion of Constituent Group Caucus' Proposed Resolution on Off-Campus Internet Access

7. Compensation Plan Review Team Members Needed: (1) Finance, (1) President's area, (2) University Advancement and (1) Student Affairs.

8. ASC Fall Reception -- dates under review with President

8. Other Agenda Items
Hi!

If it is possible, I am wondering if we could start our Exec meeting tomorrow at 11:30 a.m. instead of our usual 11:45 a.m. If you are unable to meet earlier, please let me know. Our agenda is not all that long, so we may be able to finish by 12:30 p.m. anyway.

The United Way kick-off is at the Book Depository in Perrysburg, and we are trying to get a good contingency of people up there to represent BG. You are all invited! If you like, we could all carpool up together; I will get a van. We should be done by 1:30 and back on campus by 1:45 p.m. Let me know if you would like to join me for the drive up north. If not, I understand :-)

1. Compensation Plan Review Team Update. — Forwarded names to HR

2. 1998-99 ASC Committee Goals.

3. ASC Fall Reception. 29th or 30th.

4. Administrative/Classified Staff Survey.

5. Other Agenda Items.
- define, write goals
- meet

- template for above meet
- set above
ASC Executive Committee Meeting
Founders Club 57
September 29, 1998
11:45 a.m. - 1:15 p.m.

1. ASC Fall Reception.

2. Issues for Chuck Middleton at 10/1 ASC Mtg:
   a. merit 10% ? 12% directed, VP's salary target
   b. off-campus Internet access-- alternative solutions
   c. ombuds office--conflict mediation centers
   d. others

3. Needs assessment wrt technology options

4. BOT mtg. 10/2 -- 1998 - 99 ASC Committee Goals.

5. Educational Forums on Collective Bargaining

6. Other Agenda Items.

   See you at lunch!

Deb

********************************************************************************
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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper

********************************************************************************

"Cari Ya"

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ASC Executive Committee Meeting
Founders Club 57
October 27, 1998
11:30 a.m. - 1:15ish p.m.

1. Discussion of PWC's Work on Placemen/Progression:
   a. Rationale Document
   b. Scenarios 1, 2, and 3

2. Review of *Open Agenda* Mtg. with President on 10/15

3. Agenda Items for 11/5 ASC Mtg.
   a. Guest -- Sidney Ribeau from 1:30-2:20 p.m.
   b. New Business
   c. Guest for 12/3 ASC meeting

4. BOT Mtg. 11/6

5. Other Agenda Items.

Given the heavy agenda, we will try to start the meeting earlier. I will assume you all have been able to print out the documents to be discussed. See you soon!

Deb

***********************************************************
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AGENDA FOR SEPT. 3, 1998 MEETING

Alumni Room University Union

1:30-3:00

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
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship

8. Old Business

9. New Business
   ASC’s 1998-9 Goals
   1998-99 ASC Constituent Lists
   Proposed Resolution on Off-Campus Internet Access

10. Good of the Order

11. Adjourn
Administrative Staff Council Meeting Minutes

September Minutes, 1998

Members Present:  
Shelley Appelbaum, William Blair, Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Sidney Childs, Claudia Clark, James Elsasser, Mike Failor, Pat Green, Linda Hamilton, Sharon Hanna, John Hartung, Keith Hofacker, Sandra LaGro, Paul Lopez, Gene Palmer, Mary Lynne Pozniak, Cheryl Purefoy, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Robin Veith, Laura Waggoner, Matt Webb, Deb Wells, Calvin Williams, Mary Beth Zachary, Duane Whitmire.

Members Absent:  
Craig Bedra, Dianne Cherry, Judy Donald, Dawn Mays, Penny Nemitz, Tim Smith, Kurt Thomas.

Substitutes:  
Ann Saviers is substituting for Jan Peterson for the 1998-99 academic year.

Guests:  
Scott Borgelt, Monitor

Meeting Specifics

Call to order:  The meeting was called to order by the Chair, Deborah Boyce 1:30 p.m.

Approval of minutes:  The minutes were approved.

Chair Report:  Information about the Fall Reception dates was sent to President Ribeau. The Administrative Staff Council will be informed when he selects a date. Invited guests will include the past ASC Chair, past Secretary, and the ASC student scholarship recipients.

Chair-Elect Report:  No report

Secretary Report:  No report

Committee Reports:

Amendments: (Mary Beth Zachary, Chair)  
no report

Awards and Special Recognition: (Deb Burris, Chair)  
no report

External Affairs: (Marilyn Braatz, Chair)  
no report

Internal Affairs: (Linda Hamilton, Chair)  
no report

Personal Welfare: (Pat Green, Chair) working on defining merit, developing placement mechanism, progression through grades/ ranges and other issues.  
no report

Professional Development: (Jane Schimpf, Chair)  
no report

Salary: (Calvin Williams, Chair)  
no report

Scholarship: (Jim Elsasser, Chair)  
no report
Administrative Staff Council Minutes

Thursday, September 3, 1998

Members Present: Shelley Appelbaum, William Blair, Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Sidney Childs, Claudia Clark, James Elsasser, Mike Failor, Pat Green, Linda Hamilton, Sharon Hanna, John Hartung, Keith Hofacker, Sandra LaGro, Paul Lopez, Gene Palmer, Mary Lynn Pozniak, Cheryl Purefoy, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Robin Veith, Laura Waggoner, Matt Webb, Deb Wells, Calvin Williams, Mary Beth Zachary, Duane Whitmire

Members Absent: Craig Bedra, Dianne Cherry, Judy Donald, Dawn Mays, Penny Nemitz, Tim Smith, Kurt Thomas, John Clark

New Members: John Clark

Substitute for: Anne Saviers is Jan Peterson for the 1998-99 academic year

Guests: Scott Borgelt, Monitor

Call to Order:

The meeting was called to order at 1:30 by Chair, Deborah Boyce

Approval of Minutes:

The minutes were approved.

Chair Report: Information about the Fall Reception dates was sent to President Ribeau, and the Administrative Staff Council will be informed when he selects a date. Invited guests will include the past ASC chair, the past ASC secretary, and the ASC Student Scholarship recipients.

Goals: The Executive Committee held a meeting at Firelands during the summer to discuss goals for the 1998-99 academic year.

Chair-Elect Report: No report

Secretary Report: No report

Committee Reports:

Amendments: (Mary Beth Zachary, Chair) will be working on their charge
Awards and Special Recognition (Deb Burris, Chair) - no report
External Affairs (Marilyn Braatz, Chair) - no report
Personal Welfare (Pat Green, Chair) - will be working on such issues as defining merit, developing a mechanism for placement and progression through the grades/ranges and other issues
Professional Development (Jane Schimpf, chair) - no report
Salary (Calvin Williams, Chair): no report
Scholarship (James Elsasser, Chair) - no report

Old Business: No old business

New Business:

ASC's 1998-99 Goals

A meeting was held in August with past and current ASC Executive Committee members. There was discussion about the 1998-99 ASC goals.

It is understood that Eileen Sullivan is currently serving as the liaison between constituent groups and President Ribeau.

There was discussion about the possibility of establishing a new constituent group composed of representatives from the Faculty Senate, Classified Staff Council, and ASC.

There was discussion about how salary levels at BGSU compare with BGSU's sister institutions in Ohio. Gale Cooper data collected in previous years is used to form the basis for the comparison. Gale Palmer made a motion to have as an ASC goal to continue to define salary levels for administrative staff compared to the BGSU's Ohio sister institutions.

The motion was seconded by Duane Whitmire. The motion was passed by a voice vote.

1998-99 Constituent Lists

The constituent lists were distributed. Thanks to Joe Luthman for compiling the lists. Chair Deborah Boyce asked the representatives to think about how they should communicate with their constituents - ex. listserve, e-mail, etc.

Proposed Resolution on Off-Campus Internet Access

There was discussion about the resolution. Some issues discussed included the cost to off-campus students, the need for some employees to work on their jobs at home, and the need for dialogue to occur among all constituent groups when decisions affecting the entire university are made.

It was proposed that "Whereas a monthly per-user fee" may encourage the use of an individual account by multiple users; and therefore, compromise the integrity of the system...

It was also proposed that "before decisions that affect the entire university" are made, constituent groups need to be included in the input process.
The Resolution was passed as amended by a voice vote.

Good of the Order: Deborah Boyce informed representatives that there would be a kick-off on September 15 with the University of Toledo at their Book Depository in anticipation of the BGSU-University of Toledo game.

The meeting was adjourned at 3:00pm.

Joyce Blinn
Secretary, ASC

NEXT ASC MEETING:

THURSDAY, OCTOBER 1, 1998
1:30PM - ALUMNI ROOM/UNIVERSITY UNION
Dr. William E. Knight, 9/17/98 11:24 PM, Re: asc minutes sept. 3, 1997

Joyce,

Reading over the ASC minutes I think that the second sentence of the following text:

> There was discussion about how salary levels at BGSU compare with
> BGSU's sister institutions in Ohio. Cooper data collected
> in previous years is used to form the basis for the comparison.
> Gene Palmer made a motion to have as an ASC goal to continue to
> define salary levels for administrative staff compared to the
> BGSU's Ohio sister institutions.

should refer to CUPA (College and University Personnel Association), the
group which annually publishes a survey of administrative compensation)
data, rather than "Cooper data."

Bill Knight

Dr. William E. Knight
Director, Institutional Research
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301 McFall Center
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Phone: (419) 372-7816
Fax: (419) 372-7878
http://www.bgsu.edu/offices/ir/

shamelessly stolen IR-related quotes:
If you torture numbers long enough they'll confess to anything."
"To steal from one person is plagiarism; to steal from many is research." 
"If you want a green suit turn on a green light.
"You don't fatten the pig by weighing it."
'On some reports, I change 6's to 9's and 9's to 6's -- just for fun."
"Statistics don't lie, but liars do statistics."
(regarding 11th-hour information requests) 'If you want it bad, you may get
it bad."
Hi Chuck,

We are looking forward to having you join us at the Administrative Staff Council Meeting on Thursday, October 2, in the Alumni Room, University Union. As our guest speaker, you will be first on the agenda, following introductions of the ASC reps. There are several issues that you may wish to address, including the following topics that came up at our recent ASC Exec meeting:

1. 100% Merit - and the need to address administrative staff members' placement in the salary grades first;

2. Faculty/Staff Compensation - the President has already begun dialogue with the Faculty Senate leadership. Administrative and classified staff need to be included in that dialogue;

✓ 3. Off-campus Internet Access - the administration's openness to alternative solutions;

✓ 4. Ombuds Office vs. Mediation Centers - rationale behind both and logistical implementation concerns;

5. Administrative Program Review - academic depts. have undergone periodic review through North Central Accreditation reviews; systematic program review is new to administrative units;

✓ 6. Communication - information flow and opportunities for dialogue.

Thank you for taking the time to meet with us. Look forward to seeing you then!

Deb

*******************************************************************************
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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." - Claude Pepper

*******************************************************************************
AGENDA FOR OCTOBER 1, 1998 ASC MEETING
Alumni Room University Union
1:30-3:00

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker- Dr. Charles Middleton
5. Chair’s Report
6. Chair-Elect’s Report
7. Secretary’s Report
8. Committee Reports
    Amendments
    External Affairs
    Awards and Special Recognition
    Internal Affairs
    Personnel Welfare
    Professional Development
    Salary
    Scholarship
    Ad Hoc Committee on Administrative Staff Teaching Compensation Policies
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn
Old Business: No old business

ASC Sept. 1998 meeting minutes continued

New Business:
A meeting was held in August ('98) with past and current ASC Executive Committee members who discussed the 1998-99 ASC goals. These discussions concerning ASC goals were the New Business for the Sept. ('98) meeting. Below is a list of proposed possibilities:

(It is understood that Eileen Sullivan is currently serving as the liason between constituent groups and President Ribeau).

- The possibility of establishing a new constituent group composed of representatives from the Faculty Senate, Classified Staff Council, USG, and GSS was discussed.

- There was also discussion about how salary levels at BGSU compare with BGSU’s sister institutions in Ohio. CUPA data collected in previous years is used to form the basis for the comparison. Gene Palmer made a motion to have as an ASC goal to continue to define salary levels for administrative staff compared to BGSU’s sister institutions. The motion was seconded by Duane Whitmore. The motion was passed by a voice vote.

Mary Beth Zachary made a motion to accept the ASC 1998-99 Goals. Jan Ruffner seconded the motion. The motion was passed by a voice vote.

Other Business:
- 1998-99 Constituent Lists
  Joe Luthman was thanked for compiling the constituent lists which were then distributed to the committee. Deborah Boyce asked representatives to think about how they should communicate with their constituents, i.e. listserv, e-mail.

- Proposed Resolution on Off-Campus Internet Access
  There was discussion about the resolution. Some issues discussed included the cost to off-campus students, the need for some employees to work on their jobs at home, and the need for dialogue to occur among all constituent groups before decisions affecting the entire university are made.

  It was proposed that “Whereas a monthly per-user fee may encourage the use of an individual account by multiple users; and therefore, compromise the integrity of the system...”

  It was proposed that “before decisions that affect the entire university are made, constituent groups need to be included in the imput process.”

The resolution was passed and amended by a voice vote.

Good of the Order:
Deborah Boyce informed representatives of a kick-off on Sept. 15, 1998 with the University of Toledo at their Book Depository in anticipation of the BGSU-University of Toledo game.

The meeting was adjourned at 3:00 p.m.
Next meeting: Thursday, Oct. 1, 1998 at 1:30 p.m. in the Alumni Room, University Union.

submitted by Joyce Blinn, Secretary ASC
Call to Order: The meeting was called to order at 1:34 p.m. by ASC Chair Deb Boyce.

Approval of Minutes: A movement was made to approve the minutes, John Hartung seconded, and the minutes were approved as amended.

Dr. Charles Middleton was invited by the ASC to help clarify and answer questions about a number of issues raised by ASC.

Introductory remarks: Dr. Middleton expressed pleasure at the increase in the size of the freshman class, the filled residence halls, and that the University is retaining more students from year to year than in past years. He also said that the administration’s goal is to keep moving along.

On the issue of Communication: ASC is concerned that access to the president and the provost seems to have decreased compared to previous years. For example, some of the standing committees who dialogued with the president and provost were meeting less frequently or not at all. Dr. Middleton responded that in the interest of providing accurate information in a timely manner, his office had established a Provost’s Question Box. Administrative staff members are to forward issues, concerns, or rumors to the chair of ASC, who will then forward them on without attribution to the Provost’s Question Box. Responses will then be forwarded to the listproc. The president’s meeting with University employees will continue into the spring semester. Dr. Middleton indicated that the president wanted to meet with the faculty first, so that is why staff members in the College of Arts and Sciences had been told that they would be meeting with the president at a later date.

On the issue of merit: Dr. Middleton said that the Board of Trustees had passed a resolution in May 1997 to have faculty and administrative staff evaluations to be 100% merit based. In response to ASC concerns about the fact that 100% merit is not defined, he said...
that merit is linked to whether the job performance adds to university quality. There are
three tiers to merit: minimum performance (whereby an individual does not get merit, but
keeps his job, anticipated to be no more than 1-2 percent of the employee base), a threshold
above minimum performance, and extraordinary merit. Those who meet the threshold
receive an average of 3%. Any raise money that is available above 3% would go to the
small pool of employees who show extraordinary merit. No criteria has yet been
established in administrative units and departments for what is meant by performance
"above and beyond." Dr. Middleton added that the next pay raise is based on 100% merit.

On the issue of faculty-staff compensation: Dr. Middleton indicated that merit and
placement are not integrated issues, and that one could be done without the other. He
emphasized that merit pay raises are independent of the money set aside by President
Ribeau for upward adjustments in salary. This commitment is meant to reward long-time
employees whose salaries, through no fault of their own, have been losing ground to
inflation and compare unfavorably with the base salaries of new hires. The president wants
a five-year plan to implement this commitment, and will be setting up a blue-ribbon panel to
give him recommendations. He indicated that that movement will be career-based merit,
and not necessarily based on longevity, with the goal being to favor people whose
contributions to the well-being of the University are greatest over time.

With regard to the Internet Access issue: Dr. Middleton indicated that the administration
has no position on what’s best -- and that they were open to proposed solutions, given
certain facts. He reported that the ITC budgets in the past were based on certain
assumptions: that long distance calls would continue to provide revenue for the modem
access, that remote access users would not be growing exponentially, and that even
increasing the number of modems would not be saturated. Dr. Middleton said that the
revenue is down for long distance calls because of e-mail. Even the additional modems
added have reached the saturation point. The ITC budget is running in the red. Money
would be needed from another source to continue to offer free access. Undergrad fees
cannot be raised because of a state cap. Also, undergraduates in dorms already pay the
fees. The other option would be to re-direct funds from somewhere else in the university.
Dr. Middleton welcomed suggestions.

Dr. Middleton also indicated that there would be 15 users per modem, and that Sprint had
guaranteed that users will not encounter the busy signals and slow service that users are
currently experiencing.

Discussion followed. There was an uncertainty as to when the 100% merit policy goes into
effect because the Personnel Welfare Committee had received conflicting information from
various sources. Also, discussed was the need to address administrative staff members’
placement in the salary grades first so that their raises can be figured on a new salary base.

Chair’s Report- Deb, on behalf of ASC, again congratulated John Hartung on receiving
the 1998 Michael Ferrari Award. Also, Educational Forums for all employees remain a
carry-over issue for the Constituent Groups’ Caucus. Deb and Paul will be meeting with
the Board of Trustees at their monthly meeting at BGSU.

Chair-Elect’s Report- no report

Secretary’s Report- no report

Committee Reports-
The Personnel Welfare Committee is continuing to work on the career-based placement issue -- getting those individuals whose salaries fall below the mid-point of their salary classification into their appropriate quartile.

No reports from: Amendments, External Affairs, Awards and Special Recognitions, Internal Affairs, Professional Development, Salary, Scholarship, and the Ad Hoc Committee on Administrative Staff Teaching Compensation Policies

Old Business - none

New Business- none

Meeting adjourned at 3:42 p.m.. A motions was made to adjourn and was seconded by Mary Beth Zachary.

Joyce Blinn
Secretary, ASC
Agenda for November 5, 1998 asc meeting
Alumni Room University Union
1:30-3:00

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker- President Sidney Ribeau
5. Chair's Report
6. Chair-Elect's Report
7. Secretary's Report
8. Committee Reports
   Amendments
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensations Policies
9. Old Business
10. New Business*
    (Personnel Welfare Committee)
    a. Rationale Document on placement in administrative staff compensation plan
    b. Scenarios
11. Good of the Order
12. Adjourn

*Given that President Ribeau will be our guest, it is our intention (if there are no objections) to go to New Business and then go to the reports.
Call to Order: The meeting was called to order at 1:34 by ASC Chair Deb Boyce.

Corrections to Minutes: Marilyn Braatz was present at the October 1, 1998 meeting.

On the issue of parking privileges:
Parking Services asked ASC to bring up the issue of parking for retired faculty and staff. Ramona Cormier asked that ASC support parking privileges for retired classified, faculty, and administrative staff members. Discussion followed.

On the issue of core values: president Ribeau asked that ASC share with their colleagues the vision and core values statements of BGSU. It seems that not all staff are familiar with these statements.

President Ribeau was the guest speaker. He discussed the following issues:

On the issue of making BGSU a premier learning community:

Assessment of the academic and non-academic programs will be continuing. The assessment of the faculty starts with the departments’ formulating and evaluating their goals and objectives; then to the external reviewers (one from the respective department and two from the administration); the report then goes to a faculty committee for a reading; and finally, funding for the department will depend on the report and recommendations.

Dr. Ribeau said that both faculty and staff salaries need to be more competitive. He wants to present a 5-year plan to raise faculty and staff salaries to the Board of Trustees. To do so he wants input from faculty, classified, and administrative staff that compares salaries with similar institutions. So far the ASC has CUPA data for comparison. President Ribeau said that the $500,000 set aside that comes from the increased enrollment (2.5% annual growth is the goal), residence hall occupancy, tuition, state subsidy (we expect a 4% increase) etc.

The money is independent from the salary pool allocated by the Board of Trustees for faculty and staff. The objective for faculty salaries is an increase to the 70th percentile of peer institutions. For ASC, the benchmark is not known yet.

The plans from faculty, classified, and administrative staff will be put into a plan which will be circulated for suggestions before it is presented to the Board of Trustees in late winter or early spring.

President Ribeau also discussed the fact that we must prepare ourselves for the next 5-10 years and where the university should be at that time with an eye to the increasing of revenue. President Ribeau pointed out that we are funded by full-time enrollment by the state. The rest of the resources (ex. tuition, fees, and what students spend at the university (ex. bookstore)).

The emphasis is on student recruitment and retention. The university has met the challenge by increasing freshman enrollment by 22% with a increase in net enrollment of 2%. The 5-10 year plan is to keep systematically increasing the enrollment to 17,500 FTE till we get to the enrollment cap of 19,000-20,000 students. Our admissions outlook is to try to get the same number of applications with an eye to being more selective in the future.

New Business: Discussion followed President Ribeau’s comments about forming a committee to study compensation.

Personnel Welfare Committee’s Proposal: A Rationale for Placement / Progression in the Administrative Staff Compensation Plan.

The motion to forward the Personnel Welfare Committee’s proposal to the new committee was passed by the ASC.
Agenda for November 5, 1998 asc meeting
Alumni Room University Union
1:30-3:00

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Guest Speaker- President Sidney Ribeau
5. Chair's Report
6. Chair-Elect's Report
7. Secretary's Report
8. Committee Reports
   Amendments
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensations Policies
9. Old Business
10. New Business*
    (Personnel Welfare Committee)
    a. Rationale Document on placement in administrative staff
       compensation plan
    b. Scenarios
11. Good of the Order
12. Adjourn

*Given that President Ribeau will be our guest, it is our intention (if
there are no objections) to go to New Business and then go to the reports

---

[Signature]

[Handwritten Notes]

[Handwritten Notes]

[Handwritten Notes]
The proposal included:

Administrative staff employed at the University for 4-6 years be adjusted to the first quartile. Those employed with BGSU for seven years receive salary adjustments to the midpoint. The above would be a one-time adjustment of salaries and would place all administrative staff on an equal par as we move toward 100% merit-based performance.

The proposal included three scenarios (one year, two year, and three years) to correct the placement issue along with the associated cost of each scenario. The Personnel Welfare Committee recommended the one-year scenario in which all salary placement adjustments are made at one time. The current year is the best time to correct these placement issues before 100% merit is implemented for the 1999 salary year.

Scenario two has the administrative staff who have worked for more than 10 years without reaching the midpoint of their salary range would reach that midpoint during the first year. During the second year, salaries of staff who have worked for seven to nine years would reach the midpoint, while those of staff who have worked for four to six years would be placed in the first quartile.

Scenario three has administrative staff members who have worked for the university for more than 10 years would be placed at the midpoint during the first year. Staff members who have worked for 7 to 9 years would be adjusted to the midpoint during the second year. During the third year, those who have worked for 4 to 6 years would be adjusted to the first quartile. The cost would be the same as the first two scenarios.

For all scenarios the estimated costs will change but there are certain constant factors:

(1) funding needed to move people in the range is allocated from sources other than future administrative salaries.

(2) movement of the pay ranges would be frozen until staff placement is corrected. People will still be able to move within the range.

(3) future movement of the ranges would be based on a market survey done by human resources every three years. Therefore, the ranges would be frozen for two years, then adjusted during the third year.

There was concern about those people who are close to the top of their range. What would happen to them if the ranges are frozen in terms of motivation within their job? Rebecca Ferguson, assistant provost, human resources, had suggested bonuses as an option to keep good employees.

It was mentioned that Human Resources will have a web site that will be up in January with salary information.

The proposal for the rationale was voted on and passed.

Committee Reports:

External Affairs- Marilyn Braatz called for participants for the Holiday Parade to march, donate candy, make signs.

Awards and Special Recognitions- Laura Waggoner reported that the committee met for the first time.

Salary- Calvin Williams and the committee may help by providing data for President Ribeau.

Professional Developments- the committee is resurrecting the Professional Connections group which matches new administrative hires with mentors to help in the adjustment to their new jobs.

Scholarship- has met twice. The members are looking to find prizes and strategies

The Ad Hoc Committee on Administrative Staff Teaching Compensation Policies- Jan Peterson and the committee are formulating recommendations.

No reports from Amendments, Internal Affairs, and Professional Development committees, Chair, Chair-Elect and Secretary.
For the Good of the Order- Claudia Clark said that a grief group will meet for students on Monday from 6-7:30 at the Counseling Center.

Old Business- none

A motion was made to adjourn by Mary Beth Zachary and seconded by Shelly Appelbaum.

The meeting adjourned at 3:10.

Deb, I would appreciate your input. Thanks, Joyce (I will insert the attendance before sending out these minutes).

Agenda for Dec. 3 meeting.
Alumni Room University Union
1:30-3:00

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
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensations Policies
8. Old Business
9. New Business
   Pro-rated Merit Proposal
Look forward to seeing you for lunch!

ASC Executive Committee Meeting
Founders Club 57
December 1, 1998
11:45 a.m. - 1:15 p.m.

1. Update on 12/1 mtg. with Becca (see attachment)

2. Revised Performance Evaluation Process (see attachment)

3. President's Panel Items for 12/3
   a. University's progress toward meeting its 6 priorities for 1998-99 -- GSS
   b. recruiting and retention of new faculty -- FS
   c. teaching loads -- FS
   d. technology initiatives -- ASC
   e. compensation plan implementation -- CSC and ASC
   f. outsourcing issues -- CSC

4. Other items? (please email me)

Thanks! See you soon!

Deb

"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper
12/1 Agenda Meeting with Becca

1. Revised Performance Evaluation Process – ASC Action on 12/3
2. Pro-rated Merit Proposal – ASC Action on 12/3
3. Draft of Administrative Directive on establishing unit merit criteria
4. Administrative Staff Hiring Concerns
   - amount of time taken from submission of position questionnaire to HR and eventual posting of the position.
   - amount of time from completing interview process to making offer to candidate.
   - amount of time to get approval for negotiated salary above the mid-point.
5. Administrative Staff Position Reevaluation Review Team
   - update on team's status.
   - number of positions currently being re-evaluated?
   - training to be completed.
6. ASC forming Ad-Hoc Administrative Staff Handbook Revision Committee
ASC Minutes
November 5, 1998
Alumni Room- University Union

Members Present: Shelley Appelbaum, William Blair, Joyce Blinn, Deb Boyce, Marilyn Braatz, Deb Burris, Dianne Cherry, Sidney Childs, Claudia Clark, John Clark, Judy Donald, Mike Failor, Pat Green, Linda Hamilton, John Hartung, Keith Hofacker, Sandy LaGro, Paul Lopez, Jan Peterson, Mary Lynne Pozniak, Cheryl Purefoy, Jan Ruffner, Bonita Sanders-Bembry, Robin Veitch, Laura Waggoner, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams, Mary Beth Zachary

Members Absent: Craig Bedra, James Elsasser, Sharon Hanna, Dawn Mays, Penny Nimitz, Tim Smith, Kurt Thomas

Substitute For:
Gene Palmer- Nadine Johnson
Jane Schimpf- Jim Stainbrook

Guests from:
Inge Klopping (at-large)
Rebecca C. Ferguson (Human Resources)
Patricia I. Patton (Human Resources)
Eileen Sullivan (President's Office)

>Call to Order: The meeting was called to order at 1:34 by ASC Chair Deb Boyce.
>
>Corrections to Minutes: Colby Blair and Marilyn Braatz were present at the
>October 1, 1998 meeting.
>
>Chairs Report
>
>Severe Weather Policy: Deb was asked by the Provost's Office to present
>the following paragraph addendum as an informational item. It reads: "If
>severe weather develops during regular work hours, a decision to close
>early may be made. In that event, early closing will be staged. Those
>living more than 20 miles from the University may leave immediately once
>the decision to close has been announced. Those living less than 20 miles
>from the University but beyond Bowling Green city limits may leave
>beginning 15 minutes following the announcement to close. Those living
>within city limits may leave beginning 30 minutes following the
>announcement to close." Someone asked what the rationale was for
>staggering departure times. Becca Ferguson indicated that it was to
>preclude traffic pile-ups and minor fender-benders in inclement weather.
>
>Carpooling: Staci Enriquez, Manager, Parking & Traffic Division asked that
>ASC consider whether carpooling might relieve parking congestion in prime
>areas and encouraged suggestions. Someone expressed that carpooling was
>difficult for administrative staff, given their hours are often staggered.
>ITS initiated a carpooling listproc a while ago.
>
>Retiree Parking Privileges: Deb reported that Dr. Ramona Cormier, President
of the Retirees Association, asked if ASC leadership would support a request for University parking privileges for all BGSU retirees. Currently, only retired faculty members have this benefit. Deb indicated that both ASC and CSC leadership applauded and endorsed this request which has now been forwarded to Chuck Middleton.

Chair-Elect's Report- no report
Secretary's Report- no report

President Ribeau was the guest speaker. He discussed the following issues:

University Priorities: At the last Legion's Meeting President Ribeau asked that the University's vision, core value statements and the 1998-99 University priorities be shared with colleagues. He indicated that he has learned in his meetings with employees that some individuals are not familiar with these statements.

On the issue of making BGSU a premier learning community:

Assessment of the academic and non-academic programs will be continuing.
The academic assessment process begins with the unit evaluating its goals and objectives; then the self-study goes to a set of external reviewers; the report then goes to a faculty committee for a reading; and finally, to the dean and provost for their approval. Funding for the department will depend on the report and recommendations.

Dr. Ribeau said that both faculty and staff salaries need to be more competitive. He wants to present a 5-year plan to raise faculty and staff salaries to the Board of Trustees. To do so he wants input from faculty, classified, and administrative staff that compares salaries with similar institutions. President Ribeau said that the $500,000 set aside that comes from the increased enrollment (2.5% annual growth is the goal), residence hall occupancy, tuition, state subsidy (we expect a 4% increase) etc.

The money is independent from the salary pool allocated by the Board of Trustees for faculty and staff increases. The objective for faculty salaries is an increase to the 70th percentile of peer institutions. For ASC, the benchmark is not known yet.

The plans from faculty, classified, and administrative staff compensation working groups will be compiled by the President and circulated to the various constituent groups for feedback and suggestions before a plan is presented to the Board of Trustees in late winter or early spring.

President Ribeau also discussed the fact that we must prepare ourselves for the next 5-10 years and where the university should be at that time with an eye to increasing revenue. President Ribeau pointed out that BGSU state subsidies are based on full-time equivalency enrollment. The rest of the resources come from tuition, fees, what students spend at the university, sponsored grants and research, and private dollars raised.

The emphasis is on student recruitment and retention. The university has met the challenge by increasing freshman enrollment by 22% with a increase in net enrollment of 2.5%. The 5-10 year plan is to keep systematically increasing the enrollment to reach our 17,500 FTE enrollment cap (headcount of 19,000-20,000 students). Our admissions outlook is to try to get the same number of applications with an eye to being more selective in the future.
State Budget outlook is good, with a 4 percent increase in state subsidy expected in each year of the biennium.

New Business: Discussion followed President Ribeau's comments about forming a committee to study compensation.

Personnel Welfare Committee's Proposal: A Rationale for Placement
Progression in the Administrative Staff Compensation Plan was moved by Pat Green and seconded by Sandy Lagro. The motion to forward the Personnel Welfare Committee's proposal to the new committee was passed by the ASC.

The proposal included: Administrative staff employed at the University for 4-6 years will have their salaries adjusted to the first quartile. Those employed with BGSU for seven or more years receive salary adjustments to the midpoint. The above would be a one-time adjustment of salaries and would place all administrative staff on an equal par as we move toward 100% merit-based performance.

The proposal included three scenarios (over one year, two year, and three years) to correct the placement issue along with the associated cost of each scenario. The Personnel Welfare Committee recommended the one-year scenario in which all salary placement adjustments are made at one time. The current year is the best time to correct these placement issues since 100% merit is being implemented for the 1998-99 salary year.

Scenario two has the administrative staff who have worked for more than 10 years without reaching the midpoint of their salary range, being placed at the midpoint during the first year. During the second year, salaries of staff who have worked for seven to nine years would reach the midpoint, while who have worked for four to six years would be placed at the first quartile.

Scenario three has administrative staff members who have worked for the university for more than 10 years being placed at the midpoint during the first year. Staff members who have worked for 7 to 9 years would be adjusted to the midpoint during the second year. During the third year, those who have worked for 4 to 6 years would be adjusted to the first quartile. The cost would be the same as the first two scenarios.

For all scenarios the estimated costs will change but there are certain constant factors:

(1) funding needed to move people in the range is allocated from sources other than future administrative salaries.
(2) movement of the pay ranges would be frozen until staff placement is corrected. People will still be able to move within the ranges.
(3) future movement of the ranges would be based on a market survey done by human resources every three years. Therefore, the ranges would be frozen for two years, then adjusted during the third year.

There was concern about those people who are close to the top of their range. What would happen to them if the ranges are frozen in terms of motivation with their job? Rebecca Ferguson, assistant provost, human resources, had suggested bonuses as an option to keep good employees.

It was mentioned that Human Resources will have a web site that will be up in January with salary tables information.

Committee Reports:
External Affairs- Marilyn Braatz called for participants for the Holiday Parade to march, donate candy, make signs.

Awards and Special Recognitions- Laura Waggoner reported that the committee met for the first time.

Salary- Calvin Williams and the committee may help by providing data for President Ribeau's Administrative Staff Compensation Working Group.

Professional Development- the committee is resurrecting the Professional Connections group which matches new administrative hires with mentors to help in the adjustment to their new jobs.

Scholarship- has met twice. The members are looking to find prizes and strategies to raise funds for this year.

The Ad Hoc Committee on Administrative Staff Teaching Compensation Policies- Jan Peterson and the committee are formulating recommendations.

No reports from Amendments and Internal Affairs

Old Business- none

For the Good of the Order- Claudia Clark informed ASC that a grief group will meet with students once a month on selected Mondays from 6-7:30 at the Counseling Center.

A motion was made to adjourn by Mary Beth Zachary and seconded by Shelly Appelbaum.

The meeting adjourned at 3:10 p.m.

Joyce Blinn
Secretary, ASC

NEXT MEETING IS THURSDAY, DECEMBER 3, 1998
1:30 PM University Union
Date: Wed, 2 Dec 1998 10:14:13 +0100
From: Joyce Blinn <jblinn@bgnet.bgsu.edu>
Reply-To: asc-reps@listproc.bgsu.edu
To: ASC-REPS <asc-reps@listproc.bgsu.edu>
Subject: dec. agenda

Agenda for Dec. 3 meeting
Alumni Room University Union
1:30-3:00

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
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensation Policies
8. Old Business
9. New Business
   Pro-rated Merit Proposal
   Revised Performance Evaluation Protocol
Administrative Staff Council Meeting
Thursday, December 3, 1998

Members Present: William Blair, Joyce Blinn, Deb Boyce, Marilyn Graatz, Deb Burris, Sidney Childs, Claudia Clark, John Clark, James Elsasser, Mike Failor, Pat Green, Linda Hamilton, Keith Hofacker, Sandy LaGro, Paul Lopez, Mary Lynne Pozniak, Bonita Sanders-Bembry, Jane Schimpf, Matt Webb, Deb Wells, Mary Beth Zachary

Members Absent: Craig Bedra, Dianne Cherry, Judy Donald, John Hartung, Dawn Mays, Penny Nimitz, Jan Peterson, Cheryl Purefoy, Jan Ruffner, Tim Smith, Kurt Thomas, Sandy LaGro, Duane Whitmire, Calvin Williams

Substitutes: Michael Fitzpatrick for Sharon Hanna, Nadine Johnson for Laura Waggoner and Gene Palmer, Sid Sink for Shelley Appelbaum

Guest: Scott Borgelt from the Monitor

Call to Order: The meeting was called to order at 1:30 by ASC Chair, Deb Boyce

Corrections to November Minutes: Addition to the Professional Development Committee activities: The committee is developing a grant program to help Administrative Staff attend conferences and other professional development activities. In addition, the committee is planning a “mini-conference” to take place on campus spring semester.

The Professional Development Committee’s “Professional Connections” initiative is up and running. Assignments will be made. Under the Grant Program, proposals application for grants for a maximum of $500 will be available. Also, a mini-conference conference of ½ day is being planned.

Approval of Minutes: Keith Hofacker moved and Linda Hamilton seconded, and the amended minutes were approved.

Chair’s Report:
Members of the most recent Legion’s meeting were told that 415 freshmen had not yet registered. Three hundred fifty freshmen had registered. The Legions asked the ASC to tell any freshmen who they know had not yet registered to contact Steve Richardson (in the Provost’s Office). An article will be in the BG News the week of December 7. (Note: As of December 7, 1998, students were advised to go to their respective college offices to register.) The goal is to get all the freshmen to register before the holiday break. It was brought out that upperclassmen are also experiencing registration problems.

President Ribeau’s goal is for a 2.5% increase in the incoming freshmen each year as part of his plans.

Dr. Anne-Marie Lancaster sent a message that the international student who was the subject of a BG News article about long-distance calling had had the charges and taxes refunded.
Also, those students who had been charged taxes on their calls will be having the taxes refunded. Taxes should never be charged on phone calls. But students should be aware that after 30 seconds elapse students will be charged even if the call is not answered. The same policy applies to international calls but the time frame is 2 minutes.

President Ribeau asked ASC to be alerted about the “College is Possible” information campaign that stresses that it is still financially feasible to go to college. He asked ASC to present the material to its constituents:
Summary Information and Talking Points

- This fall over 1200 institutions of higher education came together to form the Coalition of America’s College and Universities.

- Together this group with the support of the Dept. of Education and the American Council on Education (ACE) has launched a national education campaign established to ensure that all Americans have the resources necessary to make an informed decision about whether and how to attend college.

- The campaign bears the name of the three word message aimed at the American public..."College is Possible".

- Featuring a website [www.CollegeIsPossible.org] and a U.S. Department of Education 800 number (1-800-433-3243), the Coalition hopes to simplify not only the process of applying to and selecting a college, but also identifying the means and resources to help make college possible.

Key Points revealed by the American Council on Education (ACE) Study on College Costs:

1. A Recent Study by the American Council on Education (ACE) (Spring 1998) revealed that while students and parents believe that higher education is critically important to personal, many drastically overestimate the cost, often by as much as 212%.

2. Although tuition pricetags did rise significantly in the 1980’s and early 1990’s, annual increases have stabilized at 5%.

3. Of students attending four-year colleges, 75% pay less than $8000 a year, and more than half pay less than $4000.

4. Realistically, there is a big difference between college costs and what people actually spend after grants, scholarships, and low-interest loans.

5. The ACE study also found that Americans underestimate the resources available to them, as $60 billion is available to students in financial aid from federal, state, local, and institutional sources to help them make college possible.

6. Seven out of ten students qualify for financial aid and many actually receive a substantial amount.

7. The study found that parents and students need more information on the various components of college costs and why they are on the rise.

8. At public universities like BGSU, there is a direct correlation between decreasing state appropriations and increasing tuition. As an institution that receives approximately 52% in state subsidy, we have become state-assisted rather than state-supported.

9. The cost of excellent programs and exceptional facilities (student recreation center, library, student union, residence halls, computer labs) puts a significant strain on the university budget. These costs, coupled with the legal and administrative costs associated with complying with state and federal regulations, present substantial strains on the University’s limited resources.
10. Ohio lags behind the national average and many of our neighboring mid-western states in sending high school graduates on to some type of higher education. Ohio (60%) (of the 40% who are not going on to attend college, some might believe that a college education is financially out of their reach), Illinois (69%); Michigan (68%); Kentucky (65%); National Average (65%); Wisconsin (64%)

The University Planning Council which is assessing strengths and weaknesses at the university, establishing annual priorities, looking at the 5-10 year goals is working on a web site.

Chair-Elect’s Report- no report

Secretary’s Report- no report

Committee Reports

External Affairs- Marilyn Braatz thanked those who participated in the Holiday Parade. Regarding the spring semester plans.....the committee had talked with the Office of Student Affairs on ways to reach out to students. Student feedback had indicated that students would like to see more faculty and staff at collegial events. It was suggested that ASC members might want to select an event in the spring and go as a group. Keith Hofacker said that there are group rates (25 or more) for events at Moore Musical Arts Center. The committee will meet Dec. 16.

Personnel Welfare- see “New Business”

Professional Development- made additions to the November minutes

Salary- is continuing to gather data to help advance salary comparisons with peer institutions and to establish benchmarks for administrative staff. Gene Palmer has worked with the University of Akron to compare salaries of the two institutions. It was also mentioned that administrative staff has representation on the President’s Committee dealing with salary issues- Bryan Benner (a past ASC president), Shelley Appelbaum, Cheryl Purefoy, and Joe Luthman (ASC’s choice).

Scholarship Committee- will meet Dec. 7 in the Canal Room at 1:00. There will be an upcoming raffle with the Grand Prize being a destination somewhere outside of Bowling Green that requires air transportation.

Ad Hoc Committee on Administrative Staff Teaching Compensation Policies- is in the process of formulating recommendation.

No Reports from Amendments, Awards and Special Recognition, and Internal Affairs

Old Business- none

New Business-

(1) Pro-rated Merit Proposal- Since future salaries will be based on 100% merit, certain information in the current Administrative Staff Handbook (page 43) must be reworded to reflect that change.
The following will be incorporated into policies and procedures related to salary/merit increases.

Bowling Green State University salary increases for administrative are 100% merit based. Continuing University funded full-time and part-time staff members are eligible for consideration for full merit. In addition, staff members employed for one calendar year or less will be considered as follows:

Administrative staff members employed by December 31 are eligible for consideration for a full merit increase for the next year.

Administrative staff members employed after December 31 are eligible for consideration for a merit increase on a pro-rated basis.

[Pat Green proposed and Sandy LaGro seconded?] to bring the proposal to a vote?

Discussion followed. There was concern about to whom the proposal is forwarded. Do the HR, Provost, and President’s Committee all need to look at it and pass on it?

A motion was made by Pat Green to vote on the Proposal. Sandy LaGro seconded. The motion was passed by voice vote.

(2) Revised Performance Evaluation Process

It is a stop-gap measure designed to help the mid-term evaluations be more user friendly given the fact that the merit criteria have not yet been established on which to decide who is meritorious. The process involves using the current form or a narrative outlining the employee’s progress toward goals, noting adjusted (if necessary), and indicating that satisfactory performance is being made.

Discussion followed about whether the current evaluation form and process is too cumbersome, whether the form should be scrapped since it has been in use only a short time, the usefulness of the form as a way to encourage (or force) dialogue and to get a higher response in evaluations sent to Human Resources (currently 80% are being received).

Amendment #1 - A motion was made to amend the process as stated in the proposal: Paragraph #4.... “The year-end review will take place as scheduled and should determine whether the employee’s performance was satisfactory in meeting agreed upon (inserted) expectations (meritorious), unsatisfactory in meeting expectations (non-meritorious) or exceeded expectations. Units will have the option of either using the existing performance evaluation form or an enhanced narrative to complete the year-end review.” Pat Green seconded and the amendment was passed with a voice vote.

Amendment #2 - Deals with the documenting of unsatisfactory performance (Paragraph #3). “....In extraordinary cases, when the supervisor determines after the initial meeting the performance is still inadequate, then the supervisor shall provide a written statement to the administrative staff member again outlining the problem and corrective actions. This statement shall be signed by the supervisor and the administrative staff member, and a copy shall be sent to Human Resources and the second level supervisor (inserted)....” The amendment was passed.

Sid Childs moved to send the proposal as amended. Keith Hofacker seconded. The motions was passed.

Good of the Order:
Claudia Clark said that the last grief group for the semester will be meeting on Monday December 7 at the Counseling Center.

James Elsasser encouraged ASC to attend and support the hockey games.

The Customer Appreciation Sale is in progress.

Sid Childs said that the Kwanzaa celebration will be held on Friday Dec. 11 at 5:30 PM in Olscamp hall room 101B.

Bonita Sanders-Bembry said that the Gospel Choir will be holding its Fall Concert.

Keith Hofacker said that concerts will be presented by such groups as the Women’s Chorus, Acappella Choir, Orchestra and others.

Keith Hofacker made a motion to end the meeting. Deb Wells seconded it. The meeting adjourned at 3:00.
Deborah S. Boyce, 11:53 AM 12/14/19, 12/15 ASC Exec Agenda

X-Sender: dboyce@mailbox.bgsu.edu
Date: Mon, 14 Dec 1998 11:53:43 +0100
To: dboyce@bgnet.bgsu.edu, lopez@wbgu.bgsu.edu, jblinn@bgnet.bgsu.edu, whitmire@bgnet.bgsu.edu, rappelb@bgnet.bgsu.edu, pgreen@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, wells@opie.bgsu.edu, mzachar@bgnet.bgsu.edu
Cc: fergusb@bgnet.bgsu.edu

From: "Deborah S. Boyce" <dboyce@bgnet.bgsu.edu>
Subject: 12/15 ASC Exec Agenda

I realize that some of you have told me you have conflicts with tomorrow's ASC Exec mtg. I look forward to seeing you tomorrow!

ASC Executive Committee Meeting
Founders Club 57
December 15, 1998
11:45 a.m. - 1:15 p.m.

1. Discussion of Performance Appraisal Evaluation Proposal from IPRA
   (This proposal was passed out at last Exec mtg. and also given to Exec members at 12/3 ASC mtg. If you need a copy, let me know.)

2. Discuss the Appointment of members to Committees:
   (Please come with suggestions.)
   a. Administrative Staff Performance Evaluation Review Committee
   b. Administrative Staff Handbook Revision Committee
   c. University Dining Services Advisory Board
   d. Shelly's replacement on ASC, ASC Exec, scholarship committee

3. Update on President's Panel

4. Other items? (please email me)

Thanks! See you soon!

Deb

***********************************************************
Deborah S. Boyce, APR
Asst. to the Vice President for University Advancement
Doctoral Student, School of Communication Studies
Bowling Green State University
Bowling Green, Ohio 43403-0050
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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper
The Administrative Staff Compensation Working Group, chaired by Bryan Benner, is scheduled to meet with ASC Exec tomorrow, beginning at 11:30 a.m in the Alumni Room, University Union. The January ASC mtg. will follow at 1:30 p.m.

I have reserved the room beginning at 11 a.m. if there are other pressing items we (ASC Exec) need to discuss. Please let us know via email today. I am hopeful that my computer at work will be working soon.

I am at home now, after having tried unsuccessfully to make it to BG this a.m. It took me over an hour to travel three miles east on 281 and back west again after discovering 235 was treacherous as well. I live in the southwest corner of the county, near the Henry County line about 20 miles from BG. Both north-south and east-west roads are drifting, and ODOT is not able to keep up with the drifting snow on the ice-covered highways. Looks like a scene out of Dr. Zhivago right now. Should hit BG not too long from now. So if you live out of town, you may want to watch the weather closely.

Deb

*******************************************************************************

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voice: 419.372.2708
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"Just the knowledge that a good book is waiting one at the end of a long day makes that day happier."

--Kathleen Norris

*******************************************************************************
Agenda for ASC Meeting  
January 7, 1999  
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 - no change in language.  
   External Affairs  
   Awards and Special Recognition  
   Internal Affairs  
   Personnel Welfare  
   Professional Development  
   Salary  
   Scholarship - Raffle  
   Ad Hoc Committee on Administrative Staff Teaching Compensation Policies  
8. Old Business  
9. Good of the Order  
10. Adjourn  

Claudia Clark, Judy Kohler  
"Sign Acceptance Form."  
No diet day! activity
Deborah S. Boyce, 1/7/99 10:17 AM, *Amended* ASC Minutes for December

Administrative Staff Council Meeting
Thursday, December 3, 1998

Members Present: William Blair, Joyce Blinn, Deb Boyce, Marilyn Graatz, Deb Burris, Sidney Chilis, Claudia Clark, John Clark, James Elsasser, Mike Failor, Pat Green, Linda Hamilton, Keith Hofacker, Sandy LaGro, Paul Lopez, Mary Lynne Pozniak, Bonita Sanders-Bembry, Cheryl Purefoy, Jane Schimpf, Matt Webb, Deb Wells, Mary Beth Zachary

Members Absent: Craig Bedra, Dianne Cherry, Judy Donald, John Hartung, Dawn Mays, Penny Minitz, Jan Peterson, Jan Ruffner, Tim Smith, Kurt Thomas, Robin Veitch, Duane Whitmire, Calvin Williams

Substitutes: Michael Fitzpatrick for Sharon Hanna, Nadine Johnson for Laura Waggoner and Gene Palmer, Sid Sink for Shelley Appelbaum

Guest: Scott Borgelt from the Monitor

Call to Order: The meeting was called to order at 1:30 by ASC Chair, Deb Boyce

Corrections to November Minutes: Addition to the Professional Development Committee activities: The committee is developing a grant program to help Administrative Staff attend conferences and other professional development activities. In addition, the committee is planning a "mini-conference" to take place on campus spring semester.

The Professional Development Committee's "Professional Connections" initiative is up and running. Assignments will be made. Under the Grant Program, proposals application for grants for a maximum of $500 will be available. Also, a mini-conference conference of 1/2 day is being planned.

Approval of Minutes: Keith Hofacker moved and Linda Hamilton seconded, and the amended minutes were approved.

Chair's Report:

Members of the most recent Legion's meeting were told that 415 freshmen had not yet registered. Thirty-five hundred freshmen had registered. The Legions asked the ASC to tell any freshmen who they know had not yet registered to contact Steve Richardson (in the Provost's Office). An article will be in the BG News the week of December 7. (Note: As of December 7, 1998, students were advised to go to their respective college offices to register.) The goal is to get all the freshmen to register before the holiday break. It was brought out that upperclassmen are also experiencing registration problems.

Dr. Anne-Marie Lancaster reported at the Legions meeting that the international student who was the subject of a BG News article about long-distance calling had had the charges and taxes refunded. Also, those students who had been charged taxes on their calls will be having the taxes refunded. Taxes should never be charged on phone calls. But students should be aware that after 30 seconds elapse domestic calls students will be charged even if the
Deborah S. Boyce, 1/7/99 10:17 AM,*Amended* ASC Minutes for December

The call is not answered. The same policy applies to international calls but the time frame is 2 minutes.

President Ribeau asked ASC to be alerted about the "College is Possible" information campaign that stresses that it is still financially feasible to go to college. He asked ASC to present the material to its constituents:

Summary Information and Talking Points

- This fall over 1200 institutions of higher education came together to form the Coalition of America's College and Universities.
- Together this group with the support of the Dept. of Education and the American Council on Education (ACE) has launched a national education campaign established to ensure that all Americans have the resources necessary to make an informed decision about whether and how to attend college.

- The campaign bears the name of the three word message aimed at the American public..."College is Possible".

- Featuring a website [www.CollegeIsPossible.org] and a U.S. Department of Education 800 number (1-800-433-3243), the Coalition hopes to simplify not only the process of applying to and selecting a college, but also identifying the means and resources to help make college possible.

Key Points revealed by the American Council on Education (ACE) Study on College Costs:

1. A Recent Study by the American Council on Education (ACE) (Spring 1998) revealed that while students and parents believe that higher education is critically important to personal, many drastically overestimate the cost, often by as much as 212%.

2. Although tuition pricetags did rise significantly in the 1980's and early 1990's, annual increases have stabilized at 5%.

3. Of students attending four-year colleges, 75% pay less than $8000 a year, and more than half pay less than $4000.

4. Realistically, there is a big difference between college costs and what people actually spend after grants, scholarships, and low-interest loans.

5. The ACE study also found that Americans underestimate the resources available to them, as $60 billion is available to students in financial aid from federal, state, local, and institutional sources to help them make college possible.

6. Seven out of ten students qualify for financial aid and many actually receive a substantial amount.

7. The study found that parents and students need more information on the various components of college costs and why they are on the rise.

8. At public universities like BGSU, there is a direct correlation between decreasing state appropriations and increasing tuition. As an institution that receives approximately 52% in state subsidy, we have become state-assisted rather than state-supported.
9. The cost of excellent programs and exceptional facilities (student recreation center, library, student union, residence halls, computer labs) puts a significant strain on the university budget. These costs, coupled with the legal and administrative costs associated with complying with state and federal regulations, present substantial strains on the University's limited resources.

10. Ohio lags behind the national average and many of our neighboring mid-western states in sending high school graduates on to some type of higher education. Ohio (60%) (of the 40% who are not going on to attend college, some might believe that a college education is financially out of their reach). Illinois (69%); Michigan (68%); Kentucky (65%); National Average (65%); Wisconsin (64%)

The University Planning Council is assessing strengths and weaknesses at the university, will be establishing annual priorities and looking at 5-10 year goals. Much information is available on the UPC web site which is linked to Institutional Research's web page.

Chair-Elect's Report- no report
Secretary's Report- no report
Committee Reports

External Affairs- Marilyn Braatz thanked those who participated in the Holiday Parade. Regarding the spring semester plans.....the committee had talked with the Office of Student Affairs on ways to reach out to students. Student feedback had indicated that students would like to see more faculty and staff at University events. It was suggested that ASC members might want to select an event in the spring and go as a group. Keith Hofacker said that there are group rates (25 or more) for events at Moore Musical Arts Center. The committee will meet Dec. 16.

Personnel Welfare- see 'New Business'
Professional Development- made additions to the November minutes
Salary- is continuing to gather data to help advance salary comparisons with peer institutions and to establish benchmarks for administrative staff. Gene Palmer has worked with the University of Akron to compare salaries of the two institutions. It was also mentioned that administrative staff has representation on the President's Committee dealing with salary issues- Bryan Benner (a past ASC president), Shelley Appelbaum, Cheryl Purefoy, and Joe Luthman (ASC's choice).

Scholarship Committee- will meet Dec. 7 in the Canal Room at 1:00. There will be an upcoming raffle with the Grand Prize being a destination somewhere outside of Bowling Green that requires air transportation.

Ad Hoc Committee on Administrative Staff Teaching Compensation Policies- is in the process of formulating recommendation.

No Reports from Amendments, Awards and Special Recognition, and Internal Affairs
Old Business- none
New Business-
Deborah S. Boyce, 1/7/99 10:17 AM, *Amended* ASC Minutes for December

(1) Pro-rated Merit Proposal- Since future salaries will be based on 100% merit, certain information in the current Administrative Staff Handbook (page 43) must be reworded to reflect that change.

The motion proposed that the following language be incorporated into policies and procedures related to salary / merit increases.

Bowling Green State University salary increases for administrative are 100% merit based. Continuing University funded full-time and part-time staff members are eligible for consideration for full merit. In addition, staff members employed for one calendar year or less will be considered as follows:

Administrative staff members employed by December 31 are eligible for consideration for a full merit increase for the next year.

Administrative staff members employed after December 31 are eligible for consideration for a merit increase on a pro-rated basis.

Discussion followed. The Pro-Rated Merit Proposal was passed as written.

(2) Revised Performance Evaluation Process

This revision is a stop-gap measure designed to streamline and clarify the evaluation process given the fact that departmental/unit merit criteria have not yet been established. The process involves using the current form or a narrative outlining the employee’s progress toward goals, noting adjusted goals (if necessary), and indicating that satisfactory performance is being made.

Discussion followed about whether the current evaluation form and process is too cumbersome, whether the form should be scrapped since it has been in use only a short time, the usefulness of the form as a way to encourage (or force) dialogue and to get a higher number of performance evaluations completed. Human Resources has estimated that 80% of the administrative staff performance reviews have been received by HR for the 1997-98 academic year.

Amendment #1- A motion was made to *amend* the process as stated in the proposal: Paragraph #4... “The year-end review will take place as scheduled and should determine whether the employee’s performance was satisfactory in meeting *agreed upon* expectations (meritorious), unsatisfactory in meeting *agreed upon* expectations (non-meritorious) or exceeded *agreed upon* expectations. Units will have the option of either using the existing performance evaluation form or an enhanced narrative to complete the year-end review.” Mary Beth Zachary made a motion to amend the document. The motion passed.

Amendment #2- Deals with the documenting of unsatisfactory performance (Paragraph #3). “...In extraordinary cases, when the supervisor determines after the initial meeting the performance is still inadequate, then the supervisor shall provide a written statement to the administrative staff member again outlining the problem and corrective actions. This statement shall be signed by the supervisor, *the second level supervisor* and the administrative staff member, and a copy shall be sent to Human Resources, *if performance is deemed unsatisfactory.* Cheryl Purefoy made a motion to amend the document and Linda Hamilton seconded. The motion passed.

This proposal will continue in effect during the 1999-2000 contract year if...
The work of the Administrative Staff Performance Evaluation Review Committee is not completed prior to the start of the 1999-2000 academic year cycle.

The motion, as amended, was passed.

Good of the Order:

Claudia Clark said that the last grief group for the semester will be meeting on Monday December 7 at the Counseling Center.

James Elsasser encouraged ASC to attend and support the hockey games.

The Customer Appreciation Sale is in progress.

Sid Childs said that the Kwanzaa celebration will be held on Friday Dec. 11 at 5:30 PM in Olscamp Hall room 101B.

Bonita Sanders-Bemby said that the Gospel Choir will be holding its Fall Concert.

Keith Hofacker said that concerts will be presented by such groups as the Women's Chorus, Acappella Choir, Orchestra and others.

Keith Hofacker made a motion to end the meeting. Deb Wells seconded it. The meeting adjourned at 3 p.m.

The next meeting is January 7, 1999 at 1:30 Alumni Room, University Union.

Minutes recorded by Joyce Blinn.

***********************************************************
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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper

***********************************************************
Agenda for ASC Meeting
January 7, 1999
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
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensation Policies

8. Old Business
9. Good of the Order
10. Adjourn
Deborah S. Boyce, 1/21/99 8:00 PM, jan minutes

X-Sender: dboyce@mailbox.bgsu.edu
Mime-Version: 1.0
Date: Thu, 21 Jan 1999 14:00:13 -0500
To: jblinn@bgnet.bgsu.edu
From: "Deborah S. Boyce" <dboyce@bgnet.bgsu.edu>
Subject: jan minutes

Hi Joyce/Scott. Here are the amended minutes from the meeting. I am
working from home, and I didn't have my notes to fill in more figures.
Nevertheless, the substance of what happened is outlined here.

And Scott, after reading these, you may want to report on the appointment
of the two ad hoc committees and some of the particulars reported out in
committee reports, e.g., mentors needed for the Professional Connections
program and the date and time for the professional development workshop.

Thanks so much!

Deb

ASC Meeting
January 7, 1999
Alumni Room University Union

1. Call to Order - The meeting was called to order at 1:32 PM by Chair Deb
Boyce

2. Introduction of Substitutes - none

3. Approval of Minutes - Sharon Hanna moved to approve the minutes. The
motion was seconded by Claudia Clark

4. Chair's Report
The Chair attended the President’s Panel meeting on December 3,
1998. Deb focused on two issues brought to the table by the Administrative
Staff Council - technology issues and implementation of the compensation
plan. She also reported on these two items at the December 11, 1998 Board
of Trustees meeting, which she shared with the Council on. Her remarks to
the committee follow:

(a) With regard to Technology Issues, Deb said that the ASC had
suggested creating a user group committee to address them. In addition,
she said that she had been told that the Faculty Senate was in the process
of reconfiguring two established committees (Telecommunications Advisory
Committee and the University Computing Council) into one (Information
Technology Committee) to deal with technology issues. This newly constituted
committee would be a standing (university) committee. The proposal has
been approved by the two committees and has been forwarded to President
Ribeau.

(b) With regard to the Compensation issue, Deb indicated to the
President that ASC’s standing committees are ready and willing to assist
the President’s Administrative Staff Compensation working group in their efforts to collect
data, establish benchmarks and develop scenarios to move administrative
staff toward those benchmarks.

The members of the Compensation working group under Chair Bryan
Benner met with the ASC on January 7, 1999 and reinforced the desire to
make this an open process. The Committee is looking at existing data and
new data and will be sending their recommendations to President Ribeau who
will generate a draft of recommendations that will be sent to the
The President will then present his recommendations to the Board of Trustees in late winter or early spring.

(c) An Ad Hoc Administrative Staff Performance Evaluation Committee is being formed which will include representatives from Human Resources, PWC and the first Performance Evaluation Committee to look at what is working with the document. The goal is to have the committee's work done by June 30 of this year; if not, then their work will go into the next contract year.

(d) An Ad Hoc Administrative Staff Handbook Revision Committee chaired by Bev Stearns (Library) is being formed. They will be working to include revisions that have been passed since the book was last compiled in 1994 edition.

(e) In her report to the Board, Deb extended appreciation and thanks to the faculty, staff and students who volunteered in First-Year Experience programs designed to aid retention such as UNIV 100, Springboard, and BG Effect.

(f) President Ribeau reported that applications are up 3.5% for the fall 1999 entering class. There was a one-third increase in the number of students attending the December's Preview Day (approximately 1300 students). The Technology Infrastructure Initiative is on target. The Student Union project was voted on and approved by the Board of Trustees and is estimated to cost about $32 million.

5. Chair-Elect’s Report- no report

6. Secretary’s Report - no report

7. Committee Reports-
   Amendments- no report
   External Affairs- no report
   Awards and Special Recognition- Deb Burris said that the group will meet on January 28.
   Internal Affairs - no report
   Personnel Welfare- is working on operationalizing the merit document for the handbook.
   Professional Development Committee- According to Claudia Clark, the Professional Connections need mentors who have worked at the university for only a few years. Contact Amy Frigge in Public Relations for an application. Also, review of the Professional Developments grant applications will start January 26, 1999. Six grants will be awarded.
   In addition, a Professional Development Conference will be held on March 17, 1999 in Olscamp Hall from 8:30-12:00. Workshops will include workplace survival, communication skills and personnel development.
   Scholarship- Jim Elsasser said a mailing on the Raffle will be going out. The committee will be working on simplifying the scholarship application form.
   Ad Hoc Committee on Administration Staff Teaching Compensation Policies- no report

8. For the Good of the Order-

   Claudia Clark- discussed efforts by the Size Acceptance Committee to reach students who have body image concerns. A "no-diet" day has been implemented. The Committee has also had a information table.

   Mary Beth Zachary raised the issue of what values should undergird our administration staff compensation plan, with an eye toward providing additional input. A brief discussion followed.

   Cheryl Purefoy reported that the cost of a stamp will be increased to 33 cents on January 11, 1999.
9. Adjourn. A motion was made to adjourn at 2:03 p.m. by Sharon Hanna and seconded by Mary Beth Zachary.

(Deb, in the interest of speed, I did not include the attendance. I will in a subsequent e-mail to you tomorrow (I hope) if I can catch my breath.

***********************************************************
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ASC Meeting
> January 7, 1999
> Alumni Room University Union

Members Present: William Blair, Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Dianne Cherry, Claudia Clark, Judy Donald, James Elsasser, Linda Hamilton, Sharon Hanna, Keith Hofacker, Paul Lopez, Gene Palmer, Jan Peterson, Mary Lynne Pozniak, Cheryl Purefoy, Jan Ruffner, Bonita Sanders-Bembry, Duane Whitmire, Calvin Williams, Mary Beth Zachary

Members Absent: Sidney Childs, John Clark, Mike Failor, Pat Green, John Hartung, Sandy LaGro, Dawn Mays, Penny Nimitz, Jame Schimpf, Tim Smith, Kurt Thomas, Robin Veitch, Laura Waggoner, Matt Webb, Deb Wells

> 1. Call to Order- The meeting was called to order at 1:32 PM by Chair Deb Boyce
> 2. Introduction of Substitutes- none
> 3. Approval of Minutes - Sharon Hanna moved to approve the minutes. The motion was seconded by Claudia Clark
> 4. Chair's Report
> The Chair and Vice Cahir attended the President's Panel meeting on December 3, 1998. Deb focused on two issues brought to the table by the Administrative Staff Council- technology issues and implementation of the compensation plan. She also reported on these two items at the December 11, 1998 Board of Trustees meeting, which she shared with the Council on. Her remarks to the committee follow:
> (a) With regard to Technology Issues, Deb said that the ASC had suggested creating a user group committee to address them. In addition, she said that she had been told that the Faculty Senate was in the process of reconfiguring two established committees (Telecommunications Advisory Committee and the University Computing Council) into one (Information Technology Committee) to deal with technology issues. This newly constituted committee would be a standing (university) committee. The proposal has been approved by the two committees and has been forwarded to President Ribeau.
> (b) With regard to the Compensation issue, Deb indicated to the President that ASC's standing committees are ready and willing to assist the President's Administrative Staff Compensation working group in their efforts to collect data, establish benchmarks and develop scenarios to move administrative staff toward those benchmarks. The members of the Compensation working group under Chair Bryan Benner met with the ASC on January 7, 1999 and reinforced the desire to make this an open process. The Committee is looking at existing data and new data and will be sending their recommendations to President Ribeau who will generate a draft of recommendations that will be sent to the constituent groups for input. The President will then present his recommendations to the Board of Trustees in late winter or early spring.
> (c) An Ad Hoc Administrative Staff Performance Evaluation Committee is being formed which will include representatives from Human Resources, PWC and the first Performance Evaluation Committee to look at
Deborah S. Boyce, 09:45 AM 2/2/1999, jan minutes

>what is working with the document. The goal is to have the committee's
>work done
>by June 30 of this year; if not, then their work will go into the next
>contract year.
>
> (d) An Ad Hoc Administrative Staff Handbook Revision Committee
>chaired by Bev Stearns (Library) is being formed. They will be working to
>include
>revisions that have been passed since the book was last compiled in 1994
>edition.
> 
> (e) In her report to the Board, Deb extended appreciation and
>thanks to the faculty, staff and students who volunteered in First-Year
>Experience programs designed to aid retention such as UNIV 100,
>Springboard, and BG Effect.
> 
> (f) President Ribeau reported that applications are up 3.5% for
>the fall 1999 entering class. There was a one-third increase in the number
>of students attending the December's Preview Day (approximately 1300
>students). The Technology Infrastructure Initiative is on target. The
>Student Union project was voted on and approved by the Board of Trustees
>and is estimated to cost about $32 million.
>
> 5. Chair-Elect's Report- no report
>
>6. Secretary's Report - no report
>
>7. Committee Reports-
>   Amendments- no report
>   External Affairs- no report
>   Awards and Special Recognition- Deb Burris said that the group
>   will meet on January 28.
>   Internal Affairs - no report
>   Personnel Welfare- is working on operationalizing the merit
>   document for the handbook.
>   Professional Development Committee- According to Claudia Clark, the
>   Professional Connections need mentors who have worked at the
>   university for only a few years. Contact Amy Prigge in Public Relations
>for an
>   application. Also, review of the Professional Developments grant
>   applications will start January 26, 1999. Six grants will be awarded.
>   In addition, a Professional Development Conference will beheld on
>March 17, 1999 in Olscamp Hall from 8:30-12:00. Workshops will
>   include workplace survival, communication skills and personnel development.
>   Scholarship- Jim Elsasser said a mailing on the Raffle will be
>   going out. The committee will be working on simplifying the scholarship
>   application form.
>   Ad Hoc Committee on Administration Staff Teaching Compensation
>   Policies- no report
> 
>8. For the Good of the Order-
>   Claudia Clark- discussed efforts by the Size Acceptance Committee
>to reach students who have body image concerns. A "no-diet" day has been
>implemented. The Committee has also had a information table.
> 
> Mary Beth Zachary raised the issue of what values should undergird
>our administration staff compensation plan, with an eye toward providing
>additional input. A brief discussion followed.
> 
> Cheryl Purefoy reported that the cost of a stamp will be increased
>to 33 cents on January 11, 1999.
>
>9. Adjourn. A motion was made to adjourn at 2:03 p.m. by Sharon Hanna and
>seconded by Mary Beth Zachary.

Joyce Blinn
ASC Secretary
***********************************************************
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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper
Agenda for ASC meeting
Thursday, February 4, 1999
1:30-3:00
Alumni Room - University Union

Call to Order
Introduction of Substitutes
Introduction of New Member

Guest Speakers:
- Donna Wittwer - Alternative Retirement Plan
- Marcia Latta and Sue Sopa - Family Campaign

Approval of Minutes
Chair's Report
Chair-Elect's Report
Secretary's Report
Committee Reports
- Amendments
- External Affairs
- Awards and Special Recognition
- Internal Affairs
- Personnel Welfare
- Professional Development
- Salary
- Scholarship
- Ad Hoc Committee on Administrative Staff Teaching Compensation Policies
- Ad Hoc Professional Connections Committee

Discussion Items
1. Unit-level discussions of mid year performance evaluation process and merit criteria
2. Bonuses
3. Super merit

Old Business
New Business
Good of the Order
Adjourn
Agenda for ASC meeting
Thursday, February 4, 1999
1:30-3:00
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  Ad Hoc Professional Connections Committee

Discussion Items
  1. Unit-level discussions of mid year performance evaluation process and merit criteria
  2. Bonuses
  3. Super merit

Old Business
New Business
Good of the Order
Adjourn
Minutes of ASC Staff Meeting
Thursday, February 4, 1999
Alumni Room- University Union

The meeting was called to order by Chair Deb Boyce at 1:35 PM.

Members Present: William Blair, Joyce Blinn, Deborah Boyce, Dianne Cherry, Claudia Clark, John Clark, Judy Donald, James Elsasser, Michael C. Giles Jr., Pat Green, Linda Hamilton, John Hartung, Keith Hofacker, Sandy LaGro, Paul Lopez, Gene Palmer, Jan Peterson, Mary Lynne Pozniak, Cheryl Purefoy, Bonia Sanders-Bembry, Jane Schimpf, Robin Veitch, Deb Wells, Calvin Williams, Mary Beth Zachary


Introduction of New Members: Michael C. Giles will be taking Shelly Appelbaum’s place.

Resignation: Craig Bedra resigned membership on the Administrative Staff Council due to schedule conflicts. John Clark will represent Craig’s constituents.

Guest Speakers: Donna Wittwer (Alternative Retirement Plan) and Marcia Latta (Family Campaign)
The ASC Meeting was called to order at 1:35 P.M.

Michael Giles is a new Administrative Staff Council Member, taking Shelley Appelbaum’s place.

Guest Speakers:

Donna Wittwer explained about the Alternative Retirement Plan (ARP) that is available for employees who have worked at Bowling Green State University for five years or less and are currently not receiving benefits from the state system. There are approximately 200 full-time faculty and 200 full-time administrative staff who would be eligible to elect this plan. Full-time means 40 hours a week. Those persons who have Non-Student Letters of Appointment are not eligible. She encouraged the ASC representatives to encourage their constituents to educate themselves about the retirement plans. During the week of February 15, there will be ten sessions (two in the evening) to educate people about the plans.

According to Donna, employees have two choices: to stay in PERS or to elect the ARP. Once a choice is made, they cannot change as long as they are here at BGSU.

Both PERS and STRS are public retirement plans, and are “defined benefit” plans. This means that there is a guaranteed monthly benefit upon retirement based on (1) age, (2) service credit accumulated, and the final average salary.

The Alternative Retirement Plan is a “defined contribution plan”. The account balance is made up of contributions by the employee, BGSU, and investment return. The employee then has a choice of investments with the carrier he selects. The benefit is determined by the account balance and the payment option chosen when the employee when he applies to receive it. Eight insurance companies are certified to offer ARP in Ohio. Donna suggested that those considering the ARP to ask questions and to look at the companies’ portfolios, return on investment, and experience with other Alternate Retirement Programs.

With regard to medical benefits, under PERS the employee would have to be working for ten years within the system. ARP has no health care coverage. With regard to disability and survivor benefits PERS pays. With ARP, the employee only has the money that has accumulated in the retirement plan.

With STRS, there is immediate vesting at 5 years, no loans can be taken from the account, and spousal consent is needed if the spouse will not be the beneficiary.

The window to enroll is 120 days (May 24) starting January 25, 1999 when the Board of Trustees voted to offer the plan. The freeze date is March 31. Once and employee elects to join the ARP system, he can change vendors once a year (within ARP), but cannot go to the State System.

There were questions and discussion.

Marcia Latta, the Interim Director of Development talked about the “Family Campaign”, a formalized annual employee contribution plan tied in with the Core Values of the University. She said that when she asks persons and companies outside the university to contribute, it helps to see that BGSU’s employees are also contributing to their university. The Board of Trustees Foundations Board and the Alumni Board will be contributing to the Family Campaign.
The priority project of the Family Campaign is the renovation of the Union, but employees can designate the unit to which they are contributing. The employee determines the amount and can choose how to pay. All gifts are tax deductible. Within the Union will be an Interactive Lounge for faculty and staff. Volunteer committees are being formed that will require only minimal time.

The January minutes were approved with Keith Hofacker making the motion and Mary Beth Zachary seconding it.

Chair’s Report:

Due to Deb’s schedule conflicts:
The next **ASC meeting** will be on **March 18** (not March 4) in the Campus Room (same time)
April’s meeting will be **April 8** in the Campus Room (same time)

Deb Boyce said that at the January meeting of the Board of Trustees the Alternative Retirement Plan was adopted. Applications for the 1999 freshmen class are up 5% from last year and the 3600 freshman cap may be reached this summer.

Deb said that President Ribeau said he is pleased that Taft is an education governor for both K-12 and higher education.

The Professional Staff Development Committee will hold a conference in March at BGSU

James Elsasser has agreed to serve on the ASC Executive Committee as Shelly Appelbaum’s replacement.

John Clark has agreed to take over the constituents of Craig Bedra.

Ed O’Donnell is reconfiguring the Dining Service Advisory Board Policies and Procedures and will report back to the ASC.

Chair-Elect’s Report: no report

Secretary’s Report: no report

Committee Reports:

Amendments: no report

Ad Hoc Committee on Professional Evaluation composed of ASC members and Human Resources is in the process of looking at the process and the product. The Institute for Psychology Research and Application (in the Department of Psychology) is conducting a study to determine the effectiveness of the current evaluation process including the tool and the process to see what works. They will be using focus groups and are currently honing questions for these groups. The responses will be collected via audio and transcriptions and coded. They will be anonymous.

External Affairs- no report

Awards and Special Recognition- The “BG’s BEST” nomination letter has been sent and the deadline is March 26 to win the highly coveted Falcon. The March deadline
date was selected to void conflict and confusion with the Ferrari process which is a separate award.

Internal Affairs- no report

Personnel Welfare- Pat Green reported that although the university has moved to a 100% merit evaluation (as designated by the Board of Trustees), the term “merit” has not been defined in an understandable form. The document created by the Committee and passed by the ASC has been agreed to in concept by the vice presidents, they are having trouble with the language. Thus, the language will need to be redrafted.

Professional Development Committee- Jane Schimpf said that three grants have been awarded (maximum of $500). There are still grant moneys available. According to A Professional Development Institute will be held on March 17 in the morning at Olscamp Hall. The Committee has been working with Continuing Education. According to Claudia Clark, the program topics will be:

(1) A two-part part series-
   Workplace Survival- 9-10:15
   Surviving Campus Violence (outside speaker)- 10:45-12:00

(2) Specialized Communication
   The Writing Process- speaker is Bonnie Fink from SPAR presenting practical tips for business communication
   Effective Interaction with Today’s Students- Greg DeCrane
   Personal Enrichment with Dr. Laurie Willmarth speaking about the Balancing Act and Eye of the Tornado (balancing exercises)

Ad Hoc Professional Connections Committee - is looking for mentors who have worked at the university for less than five years.

Salary Committee- no report

Scholarship Committee- applications will go out on Monday February 8. For raffle tickets, call Deb Freyman in the Biological Sciences Department.

The Ad Hoc Committee on Teaching Compensation- no report

Discussion Items:

1. Unit-Level discussions of mid-year performance evaluation process and merit criteria. In some (but not all) units there already discussions taking place how merit is interpreted. If the merit pool is 3% or less and the employee is doing his / her job, then all employees are considered to have achieved to the first level of merit and all get across-the-board raises. Some areas are not interpreting this first level in different ways and may inadvertently discriminate among employees by dividing up that pool unequally. A fund is available to help those employees who do not reach the first level of merit and who may need to take some professional development training.

Discrimination is made among employees when the pool for salary increases is from 3% to 5%.

2. How do we reward super-merit? Bonuses not tied to base pay would be one option. Bonuses have already been rewarded in the past but there is no
operational system in place. Do we want a bonus policy? If no funds are available, is a bonus system an option? Can we carry it through to the next year and award it then if funds are available?

Old Business- none

New Business- none

Good of the Order- none

A motion to adjourn was made by Linda Hamilton, and seconded by Mary Beth Zachary. The meeting was adjourned at 3:10.
2/12 Agenda Meeting with Chuck and Becca

1. Performance Evaluation Process -- Mid-Year Reviews

   - the baseline for meritorious performance is performing one's job satisfactorily as defined by job description/job responsibilities
   - unit merit criteria for performance that exceeds expectations needs to be understood by staff members in the unit
   - there needs to be some "objectified" quantifiable standards for measuring merit unit by unit that are understood by unit members
   - merit distribution as stated in merit document passed by the BOT is different from the old system whereby supervisors could award a .5% increase for one person, 1.5% to another and 5.5% to another
   - the salary pool not awarded in areas is to be spent on professional development for those deemed non-meritorious
   - how will we reward those who perform beyond expectations if salary pool is under 3 percent -- bonus pool outside of salary pool?
   - pro-rated merit proposal -- ASC passed on 12/3

2. Merit -- how to communicate to supervisors that:

3. Administrative Staff Position Reevaluation Review Team

   - update on team's status -- training completed?
   - number of positions currently being re-evaluated?
Deborah S. Boyce, 05:40 PM 2/15/199, 2/16 ASC Exec Agenda

We have a number of items for discussion! Any other items, please email me. Thanks! See you tomorrow.

Deb

ASC Executive Committee Meeting
Founders Club 57
February 16, 1999
11:45 a.m. - 1:15 p.m.

1. Update on 2/12 mtg. with Chuck and Becca (see attached agenda)

2. Social Security Modifications -- threat to STRS/PERS (documents distributed at last ASC Exec mtg.)

3. Agenda for ASC Leadership Team mtg. with SAR -- 2/25

***********************************************************
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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper
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***********************************************************
To: ASC-REPS@listproc.bgsu.edu
From: jblinn@bgnet.bgsu.edu (Joyce Blinn)
Subject: agenda for March

Agenda for March 18, 1999 ASC Meeting (revised)

1:30-3:00

1. Call to Order

2. Introduction of Substitutes

3. Guest Speaker- Bill Knight, Director of Institutional Research

4. Approval of the Minutes

5. Chair's Report

6. Chair-Elect's Report

7. Secretary's Report

8. Committee Reports

   Amendments
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensation Policies
   Ad Hoc Committee on Performance Evaluation Review
   Ad Hoc Committee on Handbook Revision

9. Old Business

10. New Business

11. Good of the Order

12. Adjourn
Minutes of Administrative Staff Council Meeting  
March 18, 1999

The meeting was called to order at 1:32 by Chair, Deb Boyce.

Members Present: William Blair, Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Sidney Childs, Claudia Clark, John Clark, James Elsasser, Mike Failor, Michael C. Giles Jr., Linda Hamilton, Sharon Hanna, John Hartung, Sandy LaGro, Paul Lopez, Gene Palmer, Mary Lynne Pozniak, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Robin Veitch, Mary Beth Zachary

Members who sent substitutes: Bill Walters for Pat Green

Members who were absent: Dianne Cherry, Judy Donald, Keith Hofacker, Dawn Mays, Penny Nimitz, Jan Peterson, Cheryl Purefoy, Tim Smith, Kurt Thomas, Laura Waggoner, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams

Guest Speaker- Dr. Bill Knight, Director of Institutional Research.

Dr. Knight shared a summary of the results of the BGSU Staff Questionnaire. The survey was sent to all staff employed as of October 1, 1998. Sixty-five percent responded. He thanked all the participants. The survey will be on the web site at the end of March. The items were grouped into six categories: satisfaction with current job, climate for supervision and empowerment, department and coworkers, the University and Universities policies, workload and salary, and work conditions.

Items associated with the greatest degree of satisfaction included BGSU as an employer, how the respondent's department interacts with students, the respondent's current job at BGSU, and the respondent's ability to influence the way work is done.

Items associated with the lowest degree of satisfaction included how BGSU awards employee excellence and service, chances for a job promotion, how one hears about policies, decisions, and changes that affect one's job, the job being done by BGSU's top management, and how well performance evaluations have helped one do his/her job better.

Deb thanked Bill for all the data that he collected, analyzed, and presented.

Corrections to Minutes: Since the e-mail was down, the corrections vote was deferred until the April meeting.

Approval of Minutes: Because of the e-mail problem, not all members received the minutes. Therefore, approval will be voted on at the April 8, 1999 meeting.

Chair's Report: Ann Marie Lancaster, Vice Provost for Technology and Cio addressed the Legions' meeting regarding the e-mail problems. The e-mail servers are functioning but the problem is with the gateways that connect the servers. These gateways function as trap doors only allowing a small amount of mail to get out not always chronologically. As of Monday, March 15, Ann Marie was still working with the IBM and Lotus Notes personnel who had been on campus both days and nights. Later educational sessions will be held and there will be more documentation for the students in the labs. Ann Marie said that the reason that the e-mail had to be converted during the spring semester was to give everyone a chance to try it. They did not want it to crash in the fall, and were also worried about it crashing this semester and being unsalvageable. All mail in the queue is still in the queue.
Elections will be held for the Information Technology Standing Committee in May, and ASC will have a representative on it. At the President’s meeting on February 5, 1999 attended by the ASC officers, there was discussion on the need to clarify merit at the departmental and unit level. Around campus, there have been varying levels of discussion at the departmental and unit level ranging from none to defining merit. The Administrative Staff Compensation Working Group was working on remedying the placement issue.

Regarding the STRS -PERS initiative on not wanting to pay into Social Security, given the climate in Washington, the issue is in abeyance. At President’s Panel Meeting on March 17, information was shared that the Union will close in December 1999 and not open until Fall 2001. Also student applications are up 4%. The application process will close in mid-late May. Ribeau is encouraged about the 4% increase, and is also encouraged by Taft who has spoke support for both higher education and K-12.

Chair-Elect’s Report- none
Secretary’s Report - none

Committee Reports:

Amendments: Mary Beth Zachary said that the changes in Article 2 Section 4 of the Bylaws will have a reading at the next ASC meeting on April 8, 1999.

External Affairs: Mary Braatz thanked members for attending the Administrative Staff Hockey Night. Also, there will be a free Jazz Lab Band Concert on April 15, and one can bring a donation to the Jordan Family Center. She encouraged everyone to wear their Staff badges so that the students and others can see the staff support. Also, on April 25, the matinee performance “Sweeney Todd, the Demon Barber of Fleet Street” will be presented. Tickets will be $7 for groups of 15 or more. Call her for questions or more information.

Internal Affairs- no report

Awards and Special Recognition: The deadline is March 26 to nominate “BG’s Best”. For questions or more information, call Laura Waggoner.

Personnel Welfare- Pat Green and her committee have submitted the merit document to Becca. The President’s cabinet has not yet met to react to it.

Professional Development- Jane Schimpf and her committee were extremely pleased that they had 135 registrants for the Professional Development Mini-Conference, “Invest in Yourself”. The ASC congratulated the committee. Also, five professional development grants have been given out, and there is $600 still available. Get information from Claudia Clark.

Salary- no report

Ad Hoc Committee on Administrative Staff Teaching Compensation Policies- no report

Ad Hoc Committee on Performance Evaluation Review- The committee has met with the Institute for Psychological Research and Application who is developing a project to evaluate two components of the performance appraisal system- the tool (the instrument
used to appraise) and the process. The evaluation will use focus groups and surveys. Invitations to pilot focus group participants have been sent and will be conducted the week of March 22. Invitations to a wider range of staff will be sent out very soon. On behalf of the committee, Mary Beth Zachary asked everyone who receives an invitation to participate. The session will last about two hours, and the responses will be both confidential and anonymous. During July 7-August 7, the survey results will be analyzed, and the final report will be written.

The Ad Hoc Committee on Handbook Revision- Bev Stearns is coordinating the effort with Linda Swaisgood, Michelle Simmons, and Karen Woods who is the liaison for Human Resources. Mary Beth Zachary is a liaison to Bev Stearns. The committee working on the organization of the handbook trying to find out what they can change and what they cannot. They are working to make the handbook usable in hard copy and in web form. One problem is to identify the source of each statement in the handbook. The revision should be done by the end of the summer. The overall goal is to make the handbook current, accessible, and informative.

Scholarship- According to James Elsasser, 1742 tickets were sold for a total of $1372 for the scholarship fund. Eleven prizes were won by the following staff members: Two season tickets for the 1999-2000 theater series- Duane Whitmire; Two season tickets for the 1999-2000 Musical Arts Festival Series- Joe Martini; Two reserved seats for the football season- Gardner Mclean; Two general admission tickets for the football season-Sue Lau; Longenberger basket- Elayne Jacoby; Four rounds of golf with a cart- Cindy Colvin; Gift Package assembled by Dianne Cherry and Pat Fitzgerald- Diane Regan; $25 Gift Certificate from Continuing Education for a choice of classes-Nancy Williams; Fall pass to the Student Recreation Center- Rich Pepper; Ink Jet Printer-donated by Computer Services- Judy Donald; Trip to the BGSU football game in Orlando including airfare, tickers, hotel, ground transportation- Tawn Williams-Nell.

Old Business- none

New Business- With regard to the 1999 Fall Break, there was no discussion at any meetings that Deb attended.

Good of the Order- The ASC Spring Reception will be after commencement in the Mileti Center. Mary Beth Zachary said the there will be a free Jazz Band on the main steps in the Library for the dedication of the Wild idea Davidson collection. Sidney Childs said that the Annual Awards Luncheon for the Student Support Services will be held on April 7 at 11:30 AM in Room 101 Olscamp. The luncheon will honor those student participants who achieved success in such categories as Academic Achievement, Persistence, Achievement in Math, and Dean's List (TRIO Achievers). Marilyn Braatz said that the Teacher Job Fair will be held April 20. The fair will have 140 school systems represented by 300 recruiters. The recruiters have come from all over the country. BGUS's Teacher Job Fair is the largest in Ohio. The Spring Surplus Auction will be held April 14. Call 2-2121 to arrange for pick-up of items. Such items as bicycles and jewelry will be offered. Michael Giles Jr. said that the Student Recreation Center lockers will not be available from July 19-August 6, but that the Center would still be open. The Field house does have showers. There will also be a cold water shutdown in June. Mary Beth Zachary said that the Undergraduate Student Art Show will be held April 30 at the School of Art. James Elsasser said that the staff had met the new Athletic Director, Paul Krebs, a 1978 BGSU graduate. Staff was asked to support the Family Campaign.

Submitted by Joyce Blinn
ASC Secretary
On Friday, April 30, 1999, the University Computing Council passed the following resolution unanimously. It was also signed and endorsed by the following guests who were present at the meeting and joined the discussion:

Clint W. Gault, USG President
Christie L. Chipps, USG Vice President
Walter Maner, past UCC Chair

Whereas, the current system for e-mail at Bowling Green State University has not proved to be dependable seven weeks after activation as evidenced by numerous students and staff having established e-mail accounts at external service providers and by the statement on http://www.bgsu.edu/email/daily.html (dated 4-22-99 and still active on 4-30-99) that one or more of the six e-mail servers has recently been down randomly and that;

Whereas, the email problems have significantly and negatively affected student-faculty interactions, research, job searches, administrative operations, and general communication;

Whereas, some key features like changing passwords, saving account preferences within Lotus Notes, and setting up an address for automatic forwarding of mail are not available on-line as announced as would be available and thus affect over 18,000 students, faculty and staff e-mail accounts;

Whereas BGSU students, faculty and staff have not had substantial opportunities in the recent past as stakeholders in helping to define needs and directions with respect to electronic communication, telecommunication and information technology;

Be it resolved that University Computing Council requests the immediate reactivation of the prior email system on an interim basis to supplement the Lotus system and requests that the BGSU central administration immediately take steps formally to involve the BGSU community on e-mail
and information technology directions, to include, but not be limited
to, involvement by the newly forming Information Technology Committee.

Respectfully,

Bruce Klopfenstein
University Computing Council
Agenda for April 8, 1999 ASC Meeting (revised)

Campus Room- University Union

1:30-3:00

1. Call to Order

2. Introduction of Substitutes

3. Approval of the Minutes- February 4, 1999
   March 18, 1999

4. Chair's Report

5. Chair-Elect's Report

6. Secretary's Report

7. Committee Reports
   Amendments
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Committee on Administrative Staff Teaching Compensation Policies
   Ad Hoc Committee on Performance Evaluation Review
   Ad Hoc Committee on Handbook Revision

8. Old Business

9. New Business
   Proposed bylaws change to Article 2 Section 4
   Ohio Reads Resolution

10. Good of the Order

11. Adjourn
April 8, 1999 Minutes
Administrative Staff Council
Capital Room

The meeting was called to order at 1:36 by chair Deb Boyce

Members Present: Joyce Blinn, Deb Boyce, Deb Burris, Dianne Cherry, Claudia Clark, John Clark, Michael C. Giles, Jr., Pat Green, Linda Hamilton, Keith Hofacker, Sandy LaGro, Paul Lopez, Jan Ruffner, Jane Schimpf, Robin Veitch, Laura Waggoner, Matt Webb, Duane Whitmire, March Beth Zachary

Introduction of Substitutes: Joyce Brady for Deb Wells

Guest: Scott Borgelt - Monitor

Call to Order: The meeting was called to order by Chair, Deb Boyce at 1:38 PM.

Corrections to February minutes:
  Feb. minutes: Stacy McDaniel was a substitute for Sidney Childs. Bonnie Fink, the presenter of the workshop “The Writing Process” is from the English Department.

Approval of February minutes: Mary Beth Zachary made a motion to approve the minutes, and Pat Green seconded.

Correction to March minutes: Works by Wild Bill Davison were exhibited. Also, reference to a cold water shutdown at the Student Recreation Center has been deleted.

Approval of March minutes: Jane Schimpf made a motion to approve the minutes and Linda Hamilton seconded.

Chair Report: Administrative Staff Council will hold its Spring Reception on May 13, 1999 from 3-5 at the Mileti Alumni Center. The “BG Best” awards will be given out at the reception. Becca Ferguson and Bill Knight are co-chairing the Task Force to look at perceived problems from the administrative and classified staff survey. The Task Force will have two representatives from the administrative staff and two from the classified staff. With regard to the Responsible Technology Use Draft, Judy Adams will share input with the committee that wrote it. Send your comments about the policy to Judy or e-mail is www.bgsu.edu/office/it/policy, and also send a copy to Deb Boyce. It was suggested to check the web site of Cornell University (cornell.edu) for their written policy on responsible use. During the summer, meetings will be held to finalize the draft by September so it can be presented to the Board of Trustees at their October meeting. Discussion followed.

Chair-Elect’s Report: The Conflict Resolution Center has gone to the Provost to secure funds.

Secretary’s Report: no report

Committee Reports:

  External Affairs: Marilyn Braatz encouraged ASC members and their families to visit the Jazz Lab on April 15 for a free concert. Continue to bring books to the Jordan Family Development Center. A book plate will be placed in the books recognizing the
contributor. On April 25, tickets for the 2:00 PM Sunday matinee of “Sweeney Todd” can be discounted with reservation of at least 15 people.

Awards and Special Recognition: The committee is in the process of going over the BG Best nominations. The Ferrari information is ready to send out.

Internal Affairs- no report

Personnel Welfare- no report

Professional Development- Chair Jane Schimpf said that all the grant money has been distributed.

Salary- no report

Scholarship- no report

Ad Hoc Committee on Administrative Staff Teaching Compensation Policies- no report

Ad Hoc Committee on Performance Evaluation Review- Mary Beth Zachary said that the pilot focus groups went well. A letter will be going out inviting participants to give their input in new focus groups at certain times.

Ad Hoc Committee on Handbook Revision- Mary Beth Zachary spoke with Beverly Stearns and that Beverly, Michelle Simmons, and Karen Woods (liaison through Human Resources) are working on the revision draft.

Old Business: Keith Hofacker said that the Jazz Band is a student group but is conducted by faculty.

New Business- Mary Beth Zachary, chair of the Amendments Committee passed out the Proposed Bylaws Change to Article 2 Section 4 to allow for the appointment of a non-Administrative Staff Council (ASC) member to the position of chair of an Ad Hoc committee. The suggestions (in CAPITAL LETTERS) are added to the first sentence of Section 4.

“This is the first reading of this proposed change. The second reading will be at the May meeting. ASC members were reminded that ASC standing committees can only be chaired by ASC representatives, but ad hoc committees can include non-ASC members.

Ohio Reads Resolution- discussion followed.

For the Good of the Order:
Claudia Clark said that April 27 will be No Diet Day. The goal is to find ways to live that don’t involve dieting. Also a Clothing Drive will be started with the purpose of securing dress for success-type clothing in larger sizes for underprivileged women.
Jan Ruffner- A meeting will be held on April 29, 1999 run by the Purchasing Department at the Club 57 from 10:00-11:30 to provide information about how the purchasing process.

Cheryl Purefoy said that the spring auction of furniture, computers, etc. will be at the Reed Street Warehouse.

Matt Webb was promoted to Associate Director of the College of Health and Human Services.

Mary Beth Zachary said that the Men's Chorus will be performing Kareoke between the Education and Business Administration Building to raise money. The concerts on April 24 are very entertaining, and tickets are hard to get.

Marilyn Braatz- Remember the Jazz Lab and Support the Family Campaign.

Robin Veitch- The Falcon Club will have a May 15 auction at 101 Olscamp Hall. The cost is $50 per ticket. One does not need to be a Falcon Club member to participate.

Duane Whitmire- Thank you for your patience regarding the e-mail.

Keith Hofacker- tryouts for Guys and Dolls will be April 25 in Kobacker Hall.

Adjourn: Keith Hofacker made the motion to adjourn and Cheryl Purefoy seconded it.

The meeting adjourned at 2:30 PM.

Minutes submitted by Joyce Blinn, Secretary ASC.
ASC Meeting May 6, 1999

1:30 - 3 p.m.
Alumni Room
University Union

1. Call to Order

2. Introduction of Members and Substitutes

3. Guest Speaker - Dr. Ann-Marie Lancaster, Vice Provost, Technology and Chief Information Officer

4. Approval of Minutes

5. Chair Report - Breakfast: see individual

6. Chair-Elect's Report

7. Secretary's Report

8. Committee Reports

   Amendments
   External Affairs
   Awards and Special Recognition
   Internal Affairs
   Personnel Welfare
   Professional Development
   Salary
   Scholarship
   Ad Hoc Comm. on Administrative Staff Teaching Compensation
   Ad Hoc Comm. on Performance Evaluation Review
   Ad Hoc Comm. on Handbook Revision
   Executive Committee

9. Old Business - Second reading of the proposed Bylaws change to Article 2, Section 4 of the Administrative Staff Handbook

10. New Business - E-mail Satisfaction

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"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper

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ASC Meeting

May 6, 1999

Alumni Room

Call to Order: The meeting was called to order at 1:30 by Chair, Deb Boyce.

Members Present: William Blair, Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Dianne Cherry, Claudia Clark, John Clark, Judy Donald, James Elsasser, Mike Failor, Michael C. Giles Jr., Pat Green, Linda Hamilton, John Hartung, Keith Hofacker, Sandy LaGro, Paul Lopez, Gene Palmer, Jan Peterson, Cheryl Purefoy, Mary Lynn Pozniak, Jane Schimpf, Deb Wells, Calvin Williams, Mary Beth Zachary

Guest: Ann-Marie Lancaster, vice provost for technology and chief information officer
Tim King and Joe Frizado from University Computing Council and Jamie Brauer from residential computing connection
Scott Borgelt from the Monitor

Members who sent substitutes.... Anita Knauss for Judy Donald; Scott Seeliger for Sharon Hanna

Guest Speakers- Ann Marie Lancaster, vice provost for technology and chief information officer gave the Council an e-mail update. She acknowledged the concerns about people not getting e-mail and the lack of confidence about receiving mail. She said that there were some technical problems with the system, but these problems have dealt mainly with the attachments not the server. When the server is not responding, it is often some type of network problem not a server issue.

She said that the system is stable and is being monitored. The Web Page which went down in mid-April will be back on-line very soon.

With regard to the issue of re-activating the old e-mail system to run parallel to the new one, she said that that would be a step backward from a management point of view. It would be better to address fixing the Lotus Notes. People will be motivated to come back to the system when the problems are solved. There were also problems with the old e-mail system. Also, the old system was everything it was going to be. while offices have been asking about availability of functions besides e-mail.

A significant amount of dead mail (100 per day) happens primarily because of incorrect e-mail addresses. Usually, these e-mails would have been returned by the Postmaster to the sender, but there has not been enough time to do that. It would be helpful to send a message to Deb Wells, ITS Customer Relations Manager, indicating “Here’s a reply to a letter... and indicate the reply. That may help them to see where the problem is. Also, send to “TSC@bgnet...” information about mail not received or not being sent.

There have been two purposeful attacks on the system designed to shut down the system slowing down efforts to get the system to run smoothly.

With regard to the Y2K issue, a testing plan is being devised. A system test is scheduled sometime between November and December. Also, they are looking at the replacement of desk tops with Y2K problems.
In the discussion that followed, it was mentioned that there is a group working on Lotus Notes training opportunities for students. The opportunities would be on-line and in the labs. It is hoped to have it up by fall semester.

Drs. Tim King and Joe Frizado from the University Computing Council, and Jamie Brauer (residential computing connection) also spoke to the ASC regarding concerns with the change of e-mail and the drafting of the Responsible Use Policy. They cited lack of input from university standing committees and student groups regarding the need for e-mail changes, defining directions, and the issues of remote access to university modems. They said that students using off-campus services see Lotus Notes as not as reliable compared to Pine. There is also a lack of consistency. One client system set-up will have problems and not another. Dr. Lancaster said that if there are problems with intermittent return mail, please send that information to her.

They shared the resolution passed by the University Computing Council and endorsed by the USG, GSS, and RSA that the prior e-mail system should be activated and to involve the BGSU community on e-mail and information technology direction, to include, but not be limited to, involvement in the newly forming Information Technology Committee. They said that the UCC hoped that ASC would endorse the resolution. Discussion followed. During the discussion that followed, it was mentioned that ASC needed to have representation on the UCC.

Corrections to Minutes: No corrections to the minutes.

Approval of Minutes- Mary Beth Zachary moved, and James Elsesser approved as distributed.

Chair Report: The Responsible Technical use policy deadline has been extended. Forward comments to Judy Adams or Bruce Klofpenstein. The ITC will then convene and will write a draft addressing such issues as privacy and security of the e-mail.

With regard to Presidential updates, The ASC leadership team had breakfast with the President. One topic of discussion was who would be the interim Provost. The President said that he is not necessarily wedded to the Provost model. He might use the VPAA model with some changes. The individual he would choose should understand technology and be collaborative. The search committee will be small, and he hopes to have the new person on board by January 1. He asked Paul Lopez to serve on the search committee.

With regard to merit distribution, the chair said that all by a relative few staff are expected to qualify this year, and what would have been their merit pay is to go into the professional development of these staff next year.

A larger concern is that there are a number of units which still do not have merit criteria in place. This was supposed to have been done before the change to 100% merit pay that was mandated by the Board of Trustees June 1998. Deb said she hopes that a communiqué will go out soon.

Chair-Elect’s Report- no report

Secretary’s Report

Guest Speakers- Dr. Ann-Marie Lancaster, vice provost for technology and chief information officer
Drs. Tim King and Joseph Frizado, University Computing Committee

Committee Reports

Amendments- no report

External Affairs- no reports

Awards and Special Recognition- The BG Best awards will be handed out at the Spring Reception- May 13, 1999. The deadline for the Ferrari award is May 20, and that award will be handed out at the Fall reception.

Internal Affairs- no report

Personnel Welfare- no report

Professional Development- no report

Salary- A motion to suspend the rules to take action was proposed by Mary Beth Zachary and seconded by Calvin Williams. The action item was a recommendation for administrative staff pay raises of 5-7% for 1999-2000.

The Council’s Salary Committee presented charts which compared Bowling Green with ten other state schools using a seven years’ comparison of common positions. One chart showed that BG ranked seventh among its sister institutions during this decade. The other chart showed BGSU in fifth position for this year. Even though incremental progress has been made, the recommended 5-7% salary increase would bring BGSU closer to salaries commensurate with its cohort institutions, allow the merit process to function as designed, and continue the progress toward becoming a premier learning community. Gene Palmer was thanked for crunching the numbers.

Scholarship: The ASC scholarship winners were Wendy Hoying ($1000), Greg Stoner ($500), and Rebecca Pappert ($500).

Ad Hoc Comm. on Administrative Staff Teaching Compensation Policies- no report

Ad Hoc Committee on Performance Evaluation Review- Focus groups went very well.

Ad Hoc Committee on Handbook Revision- Mary Beth Zachary said that Karen Woods is in the process of putting the handbook on line.

Old Business- At the second reading of the Proposed Bylaws Change to Article 2, Section 4 of the Administrative Staff Handbook, Mary Beth Zachary moved and Pat Green seconded to pass the change.

New Business- none

Good of the Order: James Elsasser said that ticket applications are being accepted for the BG-Toledo football game. Mary Beth Zachary- said that library book return time is May 14.

The meeting was adjourned at 3:10 P.M.

Joyce Blinn
ASC Meeting

June 3, 1999  Alumni Room  1:30-3:00

Call to Order

Introduction of Substitutes

Introduction of New Members

Approval of Minutes

Chair’s Report

Chair-Elect’s Report

Secretary’s Report

Committee Reports

- Amendments
- External Affairs
- Awards and Special Recognitions
- Internal Affairs
- Personnel Welfare
- Professional Development
- Salary
- Scholarship
- Ad Hoc Committee on Administrative Staff Teaching Compensation
- Ad Hoc Committee on Performance Evaluation Review
- Ad Hoc Comm. on Handbook Revision

Old Business

New Business

Resolution on Technology Initiatives

WHEREAS, technology plays a significant role in fulfilling the mission of this university and is an essential tool of instructional support and of conducting daily business; and

WHEREAS, changes in our technology systems impact the user community’s ability to effectively conduct University business; therefore,

BE IT RESOLVED THAT in the future, Information Technology Services utilize a collaborative and consultative process with affected constituent groups before future University-wide technology initiatives are implemented.

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting  
June 3, 1999

Call to Order: The meeting was called to order at 1:30 by Deb Boyce.

Members Present: Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Dianne Cherry, Claudia Clark, John Clark, James Elsasser, Michael C. Giles, Jr., Linda Hamilton, Sharon Hanna, Keith Hofacker, Gene Palmer, Jan Ruffner, Robin Veitch, Laura Waggoner, Matt Webb, Mary Beth Zachary.

Guest/s: Scott Borgelt- Monitor; New ASC members- Thad Long, Lynne Blum, Tony Howard, Nancy Coy, Diane Smith, Linda Bakkum, Gina Parks, Kay Gudehus, Laura Emch

Members who sent substitutes- Anita Knauss for Judy Donald, Robert Murphy for Jane Schimpf

Absent: William Blair, Sidney Childs, Mike Failor, Pat Green, John Hartung, Sandy LaGro, Paul Lopez, Dawn Mays, Penny Nimitz, Jan Peterson, Mary Lynne Pozniak, Cheryl Purefoy, Bonita Sanders-Bembry, Tim Smith, Kurt Thomas, Deb Wells, Duane Whitmire, Calvin Williams.

Corrections to Minutes- none

Approval of Minutes- Linda Hamilton moved and Matt Webb seconded, and the minutes were approved as distributed.

Chair Report:
At the Board of Trustees meeting Deb Boyce reported on the status of the Performance Evaluation process, the scholarship raffle, ASC's support for the Presidential task force on workplace satisfaction, and that the Budget Committee will get salary recommendations from ASC's Salary Committee.

Also, at the meeting, Boyce heard encouraging news reported by the President- that enrollment applications are up 5% over last year, transfer applications are up, and the paid housing contracts are up 6.7% from last year.

At the June 28 Board of Trustees meeting, the merit pool will be established. The Board is scheduled to hear the separate compensation plans for faculty and staff that the groups have been working on for months. The distribution in merit pay will be explained in a communique from J. Christopher Dalton, senior vice president for finance and administration after the Board's meeting. Also, Boyce will share ASC's 1998-99 accomplishments with the Board.

Before the Board meets, ASC will hold a special on-call meeting when the President's compensation plan (to be implemented over the next 5-7 years) is distributed by the president. The plan will be discussed and a response will be given (if necessary).

Boyce lauded all the chairs and the members of the ASC permanent committees and the ad hoc committees.

Chair-Elect's report- no report
Secretary's Report- Joyce Blinn reported on the election process thus far. Elected to the Administrative Staff Council are Diane Smith and Linda Bakkum (academic support); Nancy Coy (institutional support); Gina Parks, Jane B. Myers, and Thad Long (athletics/sports activities); Ron Knopf, Jr., Laura Emch, and Kay Gudehus (student support); Pat Booth and Tony Howard (technology); and Pamella Phillips and Lynne Blum (academic departments).

The ASC Executive Council's members are: Deb Boyce (past chair); Paul Lopez (chair); John Clark (academic departments); Matt Webb (academic support); Linda Hamilton (institutional support); William Blair (athletics/sports activities); Laura Waggoner (student support); and Deb Wells (technology).

The other two members of the ASC Executive Council, the Chair-Elect and the Secretary of ASC will be announced at the on-call meeting to be called by Boyce once the President's plan for salary compensation is distributed for reading and input. At that time the gavel will be passed to the current chair-elect, Paul Lopez.

There was a brief discussion regarding the two-year waiting period for administrative staff members going off of ASC.

Also, Blinn reported on a mistake she made in the election process. She inadvertently put one candidate in the wrong functional area. That election was invalidated, and the candidate graciously agreed to withdraw and will, hopefully, run during next year's election for ASC members.

Committee Reports

Amendments- no report

External Affairs- no report

Awards and Special Recognition- Deb Burris reported that eight "BG Best" awards were given at the spring reception. The Ferrari Award will be announced at the fall reception.

Internal Affairs- Nine out of twelve new representatives were at the Orientation Meeting held by Linda Hamilton. At that time the ASC booklet was distributed, the committee structure was shared and representatives were urged to sign up for at least one committee.

Personnel Welfare- No action has been taken by the central administration on PWC's document written to clarify a number of personnel welfare issues, presented to the Provost and Vice Provost for Human Resources in February.

Salary- The recommendations from this committee have been sent to the Budget Committee.

Scholarship- The committee will look into fine-tuning the criteria sheet used for determining scholarship recipients.
Ad Hoc Comm. on Administrative Staff Teaching Compensation Policies:- no report.

Ad Hoc Committee on Performance Evaluation Review- The focus groups have met and the second draft has been sent to the Human Subject Review Board. The survey will be out in about three weeks. Please respond to the survey which covers both the process and the tool and asks for input from administrative staff who are evaluated, faculty who supervise administrative staff, faculty administrators (e.g. the provost) who evaluate administrative staff, and administrative staff who evaluate and who are evaluated.

Ad Hoc Committee on Handbook Revision- The committee is working through the summer. It is hoped to have the project completed by the end of the summer or the beginning of the fall.

Old Business- none

New Business- none

For the Good of the Order- Deb passed out Certificates of Appreciation to those ASC members going off the Council. Certificates will be mailed to those members who were not present at this meeting.

Pat Green announced that she has resigned her position and is moving to Denver. We wish her well.

Cheryl Purefoy said that the Postal and Printing Services has a new manager, Juan Enriquez.

Guys and Dolls, the summer university-community musical, will be presented this summer July 16 and 17.

Michael Giles, Jr. said that the Student Recreation Center locker rooms will be closed July 18 to August 15, and the entire Rec Center will be closed August 7-15.

There will be an on-call meeting to solicit input from Dr. Ribeau's Salary Compensation Plan before it goes to the Board of Trustees at their June 28th meeting.

Linda Hamilton moved and Jan Peterson seconded to adjourn the meeting.

The meeting adjourned at 3 p.m.

Minutes recorded by Joyce Blinn.
Resolution on Off-Campus Internet Access

WHEREAS, technology plays a fundamental and indispensable role in fulfilling the mission of the University, and

WHEREAS, faculty, students and staff learn, communicate and conduct University business using technologies available via the campus network, and

WHEREAS, remote access to the campus network enables learning and communication to occur at all hours of the day and night, and

WHEREAS, these activities among and between students, faculty and staff do occur at all hours of the day and night, and

WHEREAS, the University has, over the past four years, increasingly encouraged and supported the use of the campus network as a learning and communications tool, and

WHEREAS, the University has provided remote access to the campus network at no additional cost during this period of increased encouragement and support, and

WHEREAS, free off-campus internet access is available at Denison University, the University of Akron, Wright State University, the University of Cincinnati, Central State University, Ashland University, Miami University of Ohio, Cleveland State University, the University of Toledo, the University of Michigan and Kent State University, and

WHEREAS, the imposition of a fee for remote access to the campus network has the potential to limit the current use and expansion of technology for learning and communication, and

WHEREAS, any fee for off-campus internet access may marginalize those with less ability to pay for this service, and

WHEREAS, current undergraduate students are already assessed a fee for the use of technology and have also been assessed an increase in tuition and fees for the 1998-99 academic year, and

WHEREAS, there was an inadequate dialogue between the central administration and the University community via the five constituent groups about off-campus internet access fees, and
WHEREAS, as BGSU defines itself as a premier learning community, it should establish policies and procedures that other institutions would want to emulate, and

BE IT RESOLVED, that because remote access to the campus network is a common and daily part of the University's educational and business activities, the off-campus computer access fee be eliminated, and

BE IT FURTHER RESOLVED, that the leadership of all constituent groups work with the central administration to promptly identify ways to provide high quality, reliable, remote access at no additional cost to students, faculty and staff, and

BE IT FURTHER RESOLVED, that the central administration include all constituent groups in planning and implementation of current and future technology initiatives.
Rationale for Placement in the Administrative Staff Compensation Plan

Since implementation of the Administrative Staff Compensation Plan (Plan) in January 1996, positions have been assigned grade levels and new employees are being hired at competitive salaries. Equitable policies and procedures have been developed and operationalized to insure continued success of the Plan.

At the time of implementation, administrative staff below the minimum of the pay range received salary adjustments to bring them up to the minimum. One issue related to the implementation of the Plan, however, that has not been addressed is placement within the pay ranges of administrative staff members who were hired prior to the Plan (January 1996). During this past year, the Administrative Staff Personnel Welfare Committee (PWC) and Human Resources (HR) began compiling data and are in the process of updating the data and completing the analysis of these administrative staff’s placement within the pay ranges.

With the implementation of the Plan, the Mercer consultants for the project indicated that it is typical for employees to progress to the first quartile in a pay range within four to six years and to the midpoint within seven to nine years. (Please note that this is not an assumption for current or future progression through the ranges, only a method to determine past placement issues.) Working from this assumption, our data indicate that about one-third of administrative staff, employed at Bowling Green prior to implementation of the Plan, are not placed correctly within their ranges according to these guidelines recommended by Mercer. This group of people includes administrative staff members who have received all possible merit increases since their employment with BGSU. Therefore, administrative staff members’ placement in the range is not due to performance, but due to a variety of reasons, which include:

- lack of a compensation plan
- low hiring salaries
- no raises for one and one-half years (calendar years 1991 and 1992)
- less than adequate market adjustments

The Administrative Staff Personnel Welfare Committee (PWC) recommends the following be implemented for administrative staff:

- those employed with BGSU for four to six years (as of 98-99 salary year) receive salary adjustments to the first quartile *
- those employed with BGSU for seven years and more (as of the 98-99 salary year) receive salary adjustments to the midpoint *
- those employed prior to implementation (as of the 98-99 salary year) who do not fall in either of the above categories be evaluated on an individual basis and receive salary adjustments accordingly *

*There will be individual exceptions determined by Human Resources

This would be a one-time adjustment of salaries and would place all administrative staff on an equal par, which is essential, as we move toward 100% merit-based performance.
Attached are several scenarios recommending ways to correct the placement issues and to operationalize other necessary aspects of the Plan. The scenarios include a one-year, two-year, and three-year plan to implement the recommendation for salary adjustment. With each scenario, the associated cost is included based on data retrieved October 1998.

PWC recommends that scenario one is implemented. In this scenario all salary placement adjustments are made at one time.

In anticipation of correcting these placement issues, the following will be identified by Human Resources:

- all administrative staff with four or more years of service who are not appropriately placed in the pay range (these staff members have already been identified already based on the 1998-99 salary year)
- the amount of money necessary to make the correction for each administrative staff member
- the projected date of correct placement for each administrative staff member

It is assumed that the amount of money necessary to make these adjustments will fluctuate due to normal attrition, retirement, correct placement in the range due to promotion, freezing of the pay ranges, or larger merit increase initiated by departments. Human Resources will track these changes and update as necessary.

Approved ASC 11/06/98
The attached scenarios were designed to deal with the issue of placement in the ranges. However, the compensation plan must be viewed as a whole. Therefore, other aspects of the plan that must be simultaneously addressed are included in the scenario timelines.

In each of the scenarios provided, the following factors are constant:

- PWC, on behalf of administrative staff, assumes funds used to correct placement should be allocated from sources other than the salary pool.

- The movement of the pay ranges (currently 1% less than salary increase) is frozen until correct staff placement in the ranges is achieved. Then, a market survey is conducted for the whole compensation structure, and the ranges are adjusted accordingly.

- Future movement of the pay ranges is based on a market survey conducted by Human Resources every three years. Therefore, ranges will be frozen for two years and adjusted in the third based on the results of the market survey.

- With the implementation of the 100% merit-based performance policy, Human Resources, in conjunction with PWC, will develop a Bonus policy plan this year and communicate it to administrative staff and their supervisors. For the purpose of the compensation plan, a bonus is defined as a one-time monetary reward not added to the base pay.

Approved ASC 11/06/98
<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>Year</th>
<th>Cost</th>
<th>Year</th>
<th>Year</th>
<th>Year</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correction of placement in the ranges is done at one time</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Merit Policy - implemented &amp; operationalized</td>
<td></td>
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<tr>
<td>Placement in the range-all done at one time</td>
<td></td>
<td>100%</td>
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<tr>
<td>Merit-100%</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Merit Policy - implemented & operationalized
- Placement in the range-all done at one time
- Freezing the movement of the range
- Policy needs to be developed to address movement of the pay range
- Market Review Completed - with Mercer
- Pay range move due to market review
- Performance Evaluation Tool - Evaluate effectiveness
- Re-Develop with rating for merit
- Departments identify merit criteria
- Training of all supervisors regarding form and merit
- Merit-100%
- Development of Bonus Plan - HR

**Funding needed to move people in the range is allocated from sources other than future administrative salaries**

*Estimated figure pending verification
<table>
<thead>
<tr>
<th>Scenario 2</th>
<th>2 year scenario-placement in the range is accomplished over two years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td>1</td>
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<tr>
<td></td>
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</tbody>
</table>

*Approximate figures based on verification
** Funding needed to move people in the range is allocated from sources other than future administrative salaries

Correction in the first year is for administrative staff members who have worked at BGSU for >10 years and are not at the midpoint, be moved to midpoint.

Correction of placement in the second year is for administrative staff members who have worked for BGSU between 4-9 years. Those with 4-6 years are moved to the 1st quartile with those with 7-9 be moved to the midpoint.
### Scenario 3

**3 year scenario: placement in the range is accomplished over 3 years**

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>2</td>
<td>$264,312*</td>
</tr>
<tr>
<td>3</td>
<td>x</td>
</tr>
<tr>
<td>4</td>
<td><strong>See below</strong></td>
</tr>
<tr>
<td>5</td>
<td>x</td>
</tr>
<tr>
<td>6</td>
<td>$85,646*</td>
</tr>
</tbody>
</table>

*Funding needed to move people in the range is allocated from sources other than future administrative salaries.

**Correction of placement in the first year is for administrative staff members who have worked at BGSU for > 10 yrs. & are not at the midpoint be moved to midpoint.**

**Correction of placement in the second year is for administrative staff members who have worked at BGSU for 7-9 yrs. & are not at the midpoint be moved to midpoint.**

**Correction of placement in the third year is for administrative staff members who have worked at BGSU for 4-6 years and are not at the 1st quartile, be moved to first quartile and others identified employed before January 1999.**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Event</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement in the range</td>
<td>First year - 10 +years to midpoint</td>
<td>x</td>
<td><strong>See below</strong></td>
<td>$264,312*</td>
<td><strong>See below</strong></td>
<td>x</td>
<td>$145,186*</td>
</tr>
<tr>
<td></td>
<td>Second year - 7-9 years to midpoint</td>
<td><strong>See below</strong></td>
<td>x</td>
<td>$145,186*</td>
<td><strong>See below</strong></td>
<td>x</td>
<td>$85,646*</td>
</tr>
<tr>
<td></td>
<td>Third year - 4-6 years to first quartile</td>
<td><strong>See below</strong></td>
<td>x</td>
<td>$85,646*</td>
<td><strong>See below</strong></td>
<td>x</td>
<td>$64,566*</td>
</tr>
<tr>
<td>Merit Policy - includes implementation and operationalize</td>
<td>partial</td>
<td>dev. criteria</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeze the movement of the range</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy needs to be developed to address movement of the pay range</td>
<td>x</td>
<td>implement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Market Review Completed</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay range move due to market review</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Evaluation Tool</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Evaluate effectiveness</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Re-Develop with rating for merit</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Departments identify merit criteria form and merit</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Training of all supervisors regarding new tool utilized</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Merit-100%</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Development of Bonus Plan -HR</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
## Retirement Plan Details ARP/PERS Comparison

<table>
<thead>
<tr>
<th><strong>ARP</strong></th>
<th><strong>PERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who Is Eligible</strong></td>
<td>You are eligible to participate in this plan if you are an administrative staff member with a full-time contract of sufficient duration to qualify for health care benefits and have fewer than five years of service credit in PERS.</td>
</tr>
<tr>
<td><strong>Employee Contributions</strong></td>
<td>You currently contribute 8.5% of your pay to the plan. Your contributions are made on a pre-tax basis.</td>
</tr>
</tbody>
</table>
| **BGSU Contributions** | BGSU contributes an amount equal to 13.31% of your pay for retirement benefits. The contribution is allocated as follows:  
• An amount equal to 7.31% of your pay goes to your ARP account.  
• An amount equal to 6% of your pay goes to PERS to fund past service liabilities as required by law. | The institution contributes an amount equal to 13.31% of your pay to the Employers Trust Fund. |
| **Vesting** | Vesting is your right to a benefit from the plan. Your contributions are always 100% vested. BGSU contributions are vested immediately. | • Your contributions are immediately vested for a refund.  
• After 1.5 years of service you are vested for survivor benefits which currently includes access to health care coverage for your survivors; eligibility continues for 27 months following your last day of PERS-covered employment.  
• After 5 years of service you are vested for disability benefits which currently includes access to health care coverage; eligibility continues for two years following your last PERS-covered employment.  
• After 5 years of service you are vested for an age and service retirement benefit at age 60.  
• After 10 years of service you are vested for an age and service retirement benefit at age 60, which currently includes access to health care coverage. |
<p>| <strong>Payment Of Benefits/Retirement Date</strong> | You can receive your full, vested account balance once you are no longer continuously employed (which is currently defined as a one-year break in service). | If you terminate employment, you can receive a refund of your contributions as described in &quot;portability.&quot; You can receive a retirement benefit if you meet the plan's age and service requirements for retirement. |</p>
<table>
<thead>
<tr>
<th>ARP</th>
<th>PERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Methods</strong></td>
<td>You choose from a number of payment options including:</td>
</tr>
<tr>
<td></td>
<td>• lump sum, or</td>
</tr>
<tr>
<td></td>
<td>• lifetime monthly annuity,</td>
</tr>
<tr>
<td></td>
<td>• lifetime monthly annuity with continuing survivor protection,</td>
</tr>
<tr>
<td></td>
<td>• partial cash withdrawals, or</td>
</tr>
<tr>
<td></td>
<td>• fixed period payments over a set number of years.</td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
<td>There are important tax issues associated with how and when you receive your benefit. You should consult your personal tax advisor before you receive any benefit from the plan.</td>
</tr>
<tr>
<td><strong>Survivor Benefits</strong></td>
<td>In the event of your death, your beneficiary receives your vested account balance. He or she has the same options as you when it comes to choosing when and how to receive benefits.</td>
</tr>
<tr>
<td></td>
<td>In the event of your death, your beneficiary may receive a monthly benefit based on the number of dependents. This benefit is a minimum of 25% of your final average salary with one dependent. The maximum benefit is 60% of your final average salary with five or more dependents. Survivors would have the same right you would have had to purchase additional service credit and may also have access to health care coverage.</td>
</tr>
</tbody>
</table>
Comparing Your Retirement Program Options

**Administrative Information**

<table>
<thead>
<tr>
<th>Kind Of Plan</th>
<th>ARP</th>
<th>PERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This plan is called a <em>Defined Contribution Plan</em>. This means:</td>
<td>This is a <em>Defined Benefit Plan</em>. This means:</td>
</tr>
<tr>
<td></td>
<td>• You have an account balance that is made up of contributions made by you and the institution, plus investment return.</td>
<td>• Your benefit is guaranteed.</td>
</tr>
<tr>
<td></td>
<td>• Your benefit is determined by your account balance and the payment option you choose when you apply to receive it.</td>
<td>• Your benefit is predetermined by a calculation that considers your age, years of service credit, and final average salary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Your benefit is not affected by PERS investment performance.</td>
</tr>
</tbody>
</table>

**How The Plan Works**

**How Your Benefit Grows**

Your account grows through continued contributions by you and the institution and the investment return your account earns.

In addition to contributing service, you may be eligible to obtain credit for other types of public service.

In addition to your formula benefit, you can make additional annuity deposits, which earn interest, and may be refunded, or provide the basis of an additional annuity.

Note: This comparison is intended to provide a comparison of the Alternative Retirement Plan and the Public Employees Retirement Plan. It is not intended to act as a guarantee of benefits or describe all features of the plans. In the event that any of the information in this comparison is inconsistent with the terms of the relevant plan documents, the relevant plan documents will control.
**Plan Features**

<table>
<thead>
<tr>
<th>ARP</th>
<th>PERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Portability</strong></td>
<td>If you terminate your employment you may:</td>
</tr>
<tr>
<td>- If you terminate from the institution, you can take your full, vested benefit with you by:</td>
<td>- receive a refund of your employee contributions subject to any federal tax withholding.</td>
</tr>
<tr>
<td>- rolling it into a new account with a different employer.</td>
<td>- rollover any pre-tax contributions into an IRA or other qualified retirement plan.</td>
</tr>
<tr>
<td>- rolling it into an Individual Retirement Account (IRA).</td>
<td>- leave your account on deposit for future benefits.</td>
</tr>
<tr>
<td>- receiving it as a lump sum distribution.</td>
<td>- combine with any future public employment in Ohio for retirement purposes.</td>
</tr>
<tr>
<td>- receiving it as an annuity.</td>
<td>You will forfeit any employer (institution) contributions if you terminate.</td>
</tr>
<tr>
<td>- If you move to a different Ohio institution, you can remain with the plan and keep contributing to it.</td>
<td></td>
</tr>
<tr>
<td>If you move to a non-Ohio institution that offers a similar plan through the same provider company, you can transfer your vested account balance to the new plan with your current carrier.</td>
<td></td>
</tr>
<tr>
<td>You can receive your full vested account balance once you are no longer continuously employed by the institution (which is currently defined as a one-year break in service).</td>
<td></td>
</tr>
</tbody>
</table>

**Tax-Deferred Benefits**

Your contributions are made on a pre-tax basis. Federal and state taxes are deferred until benefits are paid.

The investment return your account earns is also tax-deferred.

Your contributions are made on a pre-tax basis if your employer has a qualified “pick-up” plan. Federal and state taxes are deferred until benefits are paid.

Benefits are excluded from local or municipal taxes within Ohio, except school district income tax.
Investment Options

When you join the plan, you select one of the following provider companies through which you invest your account:

- Aetna
- Equitable
- Great American
- Lincoln National
- MetLife
- Nationwide
- TIAA-CREF
- VALIC

Each company offers you the choice of several investment options. You select the investment options that best fit your needs and goals.

You can invest your entire account in one option or diversify your account by spreading it among several options. You assume the cost of any management fees (or loads) associated with your investments.

Each company offers several fixed and variable options. For more information, see the materials provided by the provider companies.

Investment Risk And Reward

The options offered through your provider company will each have a different level of potential risk and reward.

Because you select the investments for your account balance, you assume all investment gains and risk:

- If your investments perform well, you accept the gain.
- If your investments don’t perform well, you accept the loss.

You can reduce risk by diversifying your investments.

How you invest depends on your retirement needs, personal risk tolerance and your time horizon.

PERS invests in a variety of financial assets to meet future liabilities. No investment knowledge or action is needed by you, there is no individual investment risk, and you pay no investment management fees.
Bowling Green State University
Family Campaign
1998-99 Timeline

January 29
Hold first Steering Committee Meeting with Campaign Liaisons
Campus Education by division begins immediately

February 1 week
Post “I’m a Family Campaign Liaison” signs for all Committee Members

February 4
Presentation to Administrative Staff Council

February 8 week
Weekly series on campaign begins in Monitor
Hold second Steering Committee Meeting

February 15 week
Send Family Campaign plan and materials to all VP’s, Deans, etc
to inform staff
BGSU Explorer page up and running on Family Campaign information

February 17
Presentation to Classified Staff Council
Campaign brochure completed

February 22 week
Hold solicitation training sessions for Committee (3rd meeting)

March 1 week
Spring Break

March 8 week
Send Kick-off invitation and Campaign information to all employees
Hold fourth Steering Committee Meeting—Final rally!

March 15 week
Hold mini-kickoffs within division
Peer solicitations begin and continue through April 30
Insert March Payroll stuffers

April 5 week
Thank you visits begin to those employees who have already given
this fiscal year—continues as gifts come in
Insert April Payroll stuffers

April 26 week
Recognition event hosted by Dr. Ribeau for donors $100 and above and committee members
Committee meets for final reports and evaluation

May 3 week