2000

Minutes 1999-2000

Bowling Green State University. Administrative Staff Council

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Pre-Microfilm Inventory

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

Location:   Bowling Green, Ohio

Title of Series: Minutes

Inclusive Dates: 1999-2000

Format:  Bound   X  Loose

Order:  Alpha   X  Chronological   Numerical

Index:  Included   Separate   X  None

Notes
To: All Administrative Staff  
From: Joyce Blinn  
Secretary Administrative Staff Council  
Re: Ballot of Slate of Officers, Ballots for Standing Committees, and Election Results

ADMINISTRATIVE STAFF- OFFICER ELECTION BALLOT

Please make your selection for the 1999-2000 Administrative Staff Council Officers by checking your choice for Chair-Elect and Secretary below.

PLEASE RUN OFF THIS BALLOT, CROSS OFF YOUR NAME AND E-MAIL ADDRESS, AND SEND BY CAMPUS MAIL TO: Joyce Blinn 213 Moseley Hall by TUESDAY, JUNE 1.

Chair Elect (unopposed)

_____ Mary Beth Zachary, Library- Head of Access Services

Mary Beth Zachary graduated from BGSU in 1971, taught in Massachusetts, and returned to BGSU to work in the library in 1986. She is currently serving her third term on Administrative Staff Council where she has served on the Personnel Welfare Committee, Executive Committee, and Amendments & Bylaws Committee. Her current position is Head of Access Services in the Library. Mary Beth sees completing the implementation of the Administrative Staff Compensation Plan, within the President’s compensation plans, as council’s priority for the coming year.

Secretary (listed alphabetically)- Check one.

_____ Claudia Clark, Clinical Psychologist Counseling Center

Claudia has served on ASC for one year. She participated in the following committee activities: ASC Professional Development Committee- proposed and helped to develop the 1999 ASC spring mini-conference and the ASC Professional Grant program; also, as co-chair of the Student Affairs Staff Development Committee 1997-98, took on the responsibility of recording and distributing minutes of monthly meetings.

Claudia hopes disseminate information to the membership as quickly and accurately as possible; to explore methods for ensuring that all members and constituents have regular access to ASC minutes and other relevant information. Good communication is one of the keys to good group process. Disseminating information quickly and accurately makes it possible for good communication to occur. It also increases the probability that group members and their constituents will participate in decisions that affect their well-being.

_____ John Clark, Assistant Director of General Studies Writing, English Dept.

In common with other ASC members, I’m sure, I have served as an officer of many professional and non-professional groups, through which experience I have gained an appreciation for organizational order and for the necessity of coherent organizational communication. (continued on next page)
As Secretary to Administrative Staff Council, I would attempt to bring my experience in similar organizational participation, my communications training, and my motivation to serve my peers to all the duties of that position. My current professional position and my training in English Rhetoric both add, I believe, to my potential as secretary for ASC. I communicate through individual email, listservs, professional letters, and telephone a large number of hours in each working day, and record-keeping has a similarly large part in my job duties. As the old saying goes, if you want something done, give the task to someone who already has too much to do. I have too much communication in my life already, to be honest, but if I can serve ASC and all BGSU Administrative Staff well by adding still more to my list of communications and record-keeping duties, I will be more than happy to do so. My ASC experience thus far has shown me the deserved respect these professionals earn for their support of BGSU, a respect I too would like to earn by increasing my contributions to Administrative Staff Council.

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SELF-NOMINATION FORM FOR PARTICIPATION ON UNIVERSITY STANDING COMMITTEES

Name _________________________ Department / Area _____________

Administrative Staff members serve on a number of university committees. Listed below are the committees that need new members next year. If you would like your name included on the ballot for that committee, please write your name next to the appropriate committee. You may choose to run for more than one committee.

PLEASE RUN OFF THIS BALLOT, CROSS OFF YOUR NAME AND E-MAIL ADDRESS, AND SEND BY CAMPUS MAIL TO: Joyce Blinn 213 Moseley Hall by TUESDAY, JUNE 1.

Equal Opportunity Compliance (3 year term) ____________________________

Health, Wellness, and Insurance (3 year term) ____________________________

(2 year term- to finish out the term of an ASC member who will be leaving the University) __________________________

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ELECTION RESULTS:

I would like to take this opportunity to thank everyone who submitted self-nominations for the recent Administrative Staff Council elections. The following is a listing of the election results:

Institutional Support- Nancy Coy

Academic Departments- Pamella Phillips
Technology - Pat Booth and Tony Howard
Academic Support - Diane Smith and Nancy Vanderlugt
Student Support - Kay Gudehus, Ron Knopf, Sr., and Laura Emch
Athletics / Sports Activities - Thad Long and Gina Parks
ADMINISTRATIVE STAFF COUNCIL
1999-2000

Academic Support
Marilyn Braatz (2001)
Keith Hofacker (2001)
Mary Beth Zachary (2001)
Diane Smith (2002)
Linda Bakkum (2002)

Firelands
Penny Nemitz (2001)

Institutional Support
Deb Boyce (1998) Past Chair
Sandy LaGro (2000)
Jane Schimpf (2000)
Cheryl Purefoy (2001)
Nancy Coy (2002)

Athletics / Sports Activities
Michael C. Giles, Jr. (2000)
William Blair (2001)**
Gina Parks (2002)
Thad Long (2002)
Jane B. Myers (2002)

Student Support
Mary Lynne Pozniak (2001)
Jan Peterson (2001)
Sidney Childs (2001)
Claudia Clark (2001)
Ron Knopf, Sr. (2002)
Laura Emch (2002)
Kay Gudehus (2002)

Technology
Paul Lopez (1998)- Chair **
Calvin Williams (2000)
Pat Booth (2002)
Tony Howard (2002)

Academic Departments
John Clark (2001)**
Lynne Blum (2000)

**Executive Committee
ASC ELECTION RESULTS

ELECTED TO ASC

**Academic Support**
- Diane Smith
- Linda Bakkum

**Institutional Support**
- Nancy Coy

**Athletics / Sports Activities**
- Gina Parks
- Thad Long
- Jane B. Myers

**Student Support**
- Ron Knopf, Jr.
- Laura Emch
- Kay Gudehus

**Technology**
- Pat Booth
- Tony Howard

**Academic Departments**
- Pamella Phillips
- Lynne Blum

ASC EXECUTIVE COUNCIL

- Paul Lopez- Chair
- Academic Departments- John Clark
- Academic Support- Matt Webb
- Institutional Support- Linda Hamilton
- Athletics / Sports Activities- William Blair
- Student Support- Laura Waggoner
- Technology- Deb Wells
Administrative Staff Council
Standing and Ad Hoc Committees

Amendments Committee

The charge of the Amendments Committee is to initiate and receive proposed amendments to the Charter or Bylaws and to report to the ASC on all proposed amendments.

Awards & Special Recognitions Committee

The charge of the Awards & Special Recognitions Committee is to develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection and presentation of the awards and special recognitions including the annual Ferrari Award.

External Affairs Committee

The charge of the External Affairs Committee is to develop ways to improve opening day activities for administrative staff and to develop good public relations with other groups on campus, off campus and with the media.

Internal Affairs Committee

The charge of the Internal Affairs Committee is to develop and update the Orientation to ASC document and to orient new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations.
Personnel Welfare Committee

The charge of the Personnel Welfare Committee is to review the Administrative Staff Handbook and to study/recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies/procedures which affect the functioning of administrative staff in their positions.

Professional Development Committee

The charge of the Professional Development Committee is to aid and encourage the professional growth and development of administrative staff. It studies and recommends action with regard to professional leaves, continuing education and recognition of professional achievement.

Salary Committee

The charge of the Salary Committee is to compile comparative data and make a salary proposal each year on behalf of the administrative staff.

Scholarship Committee

The charge of the Scholarship Committee is to administer all aspects of the administrative staff student scholarship program including advertising, selection and presentation of the scholarship.

Ad Hoc Committee on Administrative Staff Teaching Compensation Policies

This committee was formed in the Fall of 1997 to investigate concerns relative to the policies and renumeration of administrative staff members teaching at Bowling Green State University.
Minutes of Administrative Staff Council Meeting
September 2, 1999

**Call to Order:** The meeting was called to order at 1:30 by Chair, Paul Lopez

**Members Present:** Linda Bakkum, Pat Booth, Deb Boyce, Marilyn Braatz, Claudia Clark, John Clark, Nancy Coy, Michael C. Giles, Jr., Kay Gudehus, Linda Hamilton, John Hartung, Keith Hofacker, Tony Howard, Ron Knopf, Sr., Sandy LaGro, Thad Long, Paul Lopez, Jane B. Myers, Gina Parks, Pamela Phillips, Mary Lynne Pozniak, Cheryl Purefoy, Anne Saviers, Jane Schimpf, Laura Waggoner, Matt Webb, Mary Beth Zachary

**Guest/s:** Scott Borget- Monitor, Dean Gerken- Benefits, Ed O’Donnell- University Dining Services, Donna Wittwer, Human Resources

**Members who sent substitutes:** Conrad McRoberts for Laura Emch

**Absent:** William Blair, Sidney Childs, Penny Nemitz, Diane Smith

**Introduction of New Members:** Linda Bakkum, Pat Booth, Nancy Coy, Kay Gudehus, Tony Howard, Ron Knopf, Sr., Thad Long, Jane B. Myers, Gina Parks, Pamela Phillips

**Corrections to Minutes:** Cheryl Purefoy was present at the June 3, 1999 meeting.

**Approval of Minutes:** Jane Schimpf moved, Keith Hofacker seconded, and the minutes were approved as amended.

**Guest Speakers:**

Donna Wittwer reported on the progress of the Fee Waiver Task Force which has been working toward rectifying inconsistencies in the fee waiver benefits available to administrative and classified staff as compared to faculty. The committee’s goals were to review the benefits of all three groups, to note consistencies and inconsistencies, to clarify ambiguous language in the current policy, and to make recommendations for changes based on input from classified and administrative staff. The recommendations will be presented at the Board of Trustees meeting in October for approval.

Wittwer discussed current benefits, including eligibility criteria and limitations. She then discussed the major changes which include basing limitations on credit hours rather than the number of courses allowed per academic term and per year, clarifying some of the language associated with benefits to survivors of deceased BGSU administrative staff, and changing the benefit to spouses and children of full-time administrative staff who retire out of STRS or PERS to make them more consistent with retired faculty benefits. The issue of how the benefit will apply to those retiring out of ARP has not yet been settled, but will be clarified during the coming year.

**Chair Report:**

Paul Lopez began by acknowledging and thanking Deb Boyce, past chair, for all of her efforts on behalf of ASC last year.

Lopez then reported on three summer meetings of the Executive Committee during which ASC goals for the year were discussed. Responsibility for these goals was assigned to the various ASC standing committees and the recruiting of members and chairs to the committees was discussed. At the July 27 meeting, Human Resources presented their proposal for a more comprehensive New Hire Orientation and asked for ASC input.

Lopez then reported on the semi-weekly breakfast meetings between the ASC leadership team and Rebecca Ferguson from Human Resources (HR) that began on July 6 and will continue throughout the year. These meetings are for the
The purpose of facilitating communication between ASC and HR to garner support for ASC goals that depend on HR cooperation.

In a meeting with President Ribeau on August 9, Constituent Group Caucus (CGC) reps were asked for input into Opening Day activities. In another meeting on August 20, Ribeau asked all constituent groups to share their goals with him in order to find common threads that the groups might work on together. Lopez shared ASC proposed goals and clarified that they had not yet been finalized. At this meeting, Ribeau also informed those present that Eileen Sullivan would be his representative to the three constituent groups and that all groups were to communicate with him through Sullivan.

In a meeting between Paul Lopez, Mary Beth Zachary, and Provost Dobb on August 11, ASC goals were discussed and Dobb indicated which of these she was in a position to support.

A July 27 meeting of CGC included a Y2K briefing with Toby Singer and Duane Whitmire. One important issue discussed was the need to find out about systems and software of which ITS is not aware ("closet systems") to ensure that all necessary updating takes place. Lopez said that any questions about Y2K issues could be directed to Singer. The August 26 CGC meeting was cancelled due to a scheduling miscommunication.

At the September 1 Board of Trustees meeting, a $36.6 million technology plan was approved. Lopez said that the details were public and could be found in the paper.

Lopez also reported that the ASC Executive Committee had made two appointments: John M. Clark will be the Administrative Staff representative to the newly formed Information Technology Committee and Deb Boyce agreed to continue as the Administrative Staff representative to the University Planning Committee.

Chair-Elect Report:
Mary Beth Zachary stated that ASC will have a consistently communicative process this year and it was her hope that meetings would be very conversational so that everyone would feel comfortable working together on the many goals set for this year. She encouraged members to speak up at meetings and to be in contact with their constituents to facilitate the business at hand.

Zachary then reported that the ASC fall reception would take place on September 30.

Secretary’s Report:
Claudia Clark informed the group of the resignations of Deb Wells and Lynne Blum and thanked them for their previous efforts. She also thanked Deb Wells for her willingness to continue assisting ASC with the two listsprocs, AS and ASC-REPS.

Clark then requested that committee chairs share any written notes with her pertaining to their committee reports at each meeting in the interest of improving the speed and accuracy of the monthly minutes. It is hoped that this will support attempts to facilitate communication among ASC reps and their constituents.

Clark then asked reps to find out which of their constituents were not on the AS listproc and to arrange to mail or e-mail information to them separately. Clark also offered her assistance in carrying out this request. She also informed reps to contact Deb Wells with the names of any constituents that are not on the AS listproc but would like to be.

Committee Reports:
Amendments: John Hartung (chair) was informed that Jean Langendorfer had volunteered to be an at-large member of the committee. Keith Hofacker then volunteered to be a third member.

External Affairs: Mary Lynne Pozniak (chair) will be coordinating with Mary Beth Zachary on the ASC Fall reception.

Awards and Special Recognition: Laura Waggoner (chair) reported that the committee will be holding their first meeting next week.

Internal Affairs: Linda Hamilton (chair) reported that she has met with the two at-large members who are going to be working on the ASC website. They have reportedly decided not to retain any of the current set-up and will entirely redesign the site.
**Personnel Welfare:** The committee selected Sandy LaGro to chair and Sue Lau to co-chair the committee. They have also identified some goals for the coming year. Rebecca Ferguson, Paul Lopez, and Mary Beth Zachary will be attending the committee's next meeting on September 14 at 10:50 a.m. in the Student Health Service.

**Professional Development:** no report

**Salary:** John Clark (chair) reported that the committee met Tuesday of this week and discussed their potential charge by the Executive Committee, particularly the issue of how Administrative Staff are compensated for teaching classes. The committee is planning to meet twice monthly.

**Scholarship:** Cheryl Purefoy (chair) reported that the committee plans to meet next week.

**Ad Hoc Comm. on Performance Evaluation Revision:** Mary Beth Zachary thanked all who participated in the survey asking Administrative Staff to evaluate the current performance evaluation process and tool. The data has been input and a preliminary report is being prepared to present to the Executive Committee within the next two weeks. The full report is expected to be completed by the end of September.

**Ad Hoc Committee on Handbook Revision:** Mary Beth Zachary reported that there has been no current handbook since 1994. The committee is trying to assimilate changes into a new document and has reorganized the material into five categories to make it more user-friendly. The first product will be a paper copy which will be followed by an electronic version on the Web. It is currently available in PDF format on the Human Resources homepage.

**Information Technology Committee:** Deb Boyce, the University Advancement representative to the ITC, graciously consented to give this report because the interim ASC representative was unable to attend. Since then, the Executive Committee has appointed John Clark to be the ASC representative for one term in accordance with the ASC bylaws on unanticipated requests for representation. Concerns related to information technology can be relayed to John Clark via e-mail address jclark2@bgnet.bgsu.edu.

Boyce educated the group about the origins of the committee as a replacement for the former University Computing Council and the Telecommunications Committee. She stated that the committee’s charge is to advise the Provost and Vice President for Academic Affairs on all matters affecting information technology in the University. The committee will provide a forum to which students, faculty, and staff may bring for discussion concerns related to information technology. The committee is composed of six faculty; one elected representative each from ASC, CSC, USG, and GSS; one representative appointed by the Vice President for Student Affairs; and one appointed by University Advancement. Ann Marie Lancaster and Toby Singer are ex officio members.

At the August 31 meeting, a proposal regarding the University’s Technology Infrastructure Project was reviewed in anticipation of the Board of Trustees meeting on September 1. Ann Marie Lancaster also announced to the committee that a statewide consortium agreement with Microsoft had been developed in conjunction with other public universities in the state. There are no details as yet on what software would be included in the agreement, but Lancaster reported that staff and students would be able to install software on both their office and home computers. There is an extensive audit trail required to implement the agreement which will take time to develop. It is expected that a formal announcement about the proposal will be released later in September. Mary Beth Zachary asked about how the agreement will affect purchases and support of other software. Boyce replied that ITS support is already an issue in terms of ITS vs. user responsibility for seeking support. Decisions still need to be made regarding this issue.

Boyce then said that the ITC will have formal minutes which will be disseminated to the entire BGSU community once they have been approved. She also indicated that Provost Linda Dobb had likened the ITC as being akin to the Faculty Senate/University Budget Committee in that it will deal with high level technology concerns such as developing a Responsible Use Policy and identifying priorities and resource needs.

**Old Business:** none
**New Business:** Paul Lopez presented the proposed ASC goals for the coming year. Lopez said that if the goals were passed, he would like to meet with each committee chair to discuss these and any additional goals the committee might have generated. Linda Hamilton moved, Keith Hofacker seconded, and the goals were passed as distributed. Mary Beth Zachary said that passing these goals does not preclude the addition of other goals later and asked reps to check with their constituents about other possible goals.

Lopez announced that the ASC Fall Reception on September 30 from 3-5 pm would be attended by the President and Provost at approximately 4 pm. Activities beginning at 4 pm will include the introduction of scholarship recipients and the presentation of the Ferrari Award.

Lopez also announced that the Bowling Green Holiday Parade would be held this year on November 20 and asked that people share any ideas they may have with the External Affairs Committee. Anyone who would like to participate in the parade or contribute candy to be distributed during the parade should also contact the committee.

Lopez then encouraged ASC members to let BGSU administrators know how they feel about the new Falcon Creed and said that he would send out additional information about it.

**Good of the Order:** Gina Parks was given birthday congratulations.

Jane Schimpf reminded everyone of the United Way kickoff today at 4 pm in Oldscamp Hall. She also encouraged Administrative Staff to participate and said that less than 15% of staff participated last year, although Administrative Staff have the best record among the employee groups. The goal this year is to become a "pillar institution" which requires contributions totaling $100,000.

Keith Hofacker informed everyone that the Festival Series which includes such notable performers as Yo Yo Ma and the Vienna Boys Choir has only 37 subscription tickets left. This suggests that single performance tickets will be hard to come by, so interested parties should make their purchases as soon as possible.

Jane Schimpf moved and Sandy LaGro seconded to adjourn the meeting. The meeting was adjourned at 2:35 p.m.
Minutes of Administrative Staff Council Meeting
October 14, 1999

Call to Order: The meeting was called to order at 1:35 p.m. by Claudia Clark, secretary. Clark explained that, due to a last-minute scheduling conflict, the chair and chair-elect were not available and she would be chairing the meeting.

Members Present: Linda Bakkum, William Blair, Sidney Childs Claudia Clark, John Clark, Laura Emch, Michael C. Giles, Jr., Linda Hamilton, Keith Hofacker, Tony Howard, Ron Knopf, Sr., Sandy LaGro, Thad Long, Joe Luthman, Jane B. Myers, Pamella Phillips, Mary Lynne Pozniak, Anne Saviers, Jane Schimpf, Diane Smith, Nancy Vanderlugt, Laura Waggoner

Guest/s: Scott Borgelt-Monitor

Members who sent substitutes: Juan Enriquez for Cheryl Purefoy

Absent: Pat Booth, Deb Boyce, Marilyn Braatz, Nancy Coy, Kay Gudehus, John Hartung, Paul Lopez, Penny Nemitz, Gina Parks, Matt Webb, Mary Beth Zachary

Introduction of New Members: Joe Luthman, Nancy Vanderlugt

Approval of Minutes: John Clark moved, Keith Hofacker seconded and the minutes were approved as distributed.

Chair Report: Reporting from a written outline provided by Paul Lopez, Claudia Clark reported the following:

(1) Since the September ASC meeting, three ASC Executive Committee meetings have taken place (September 7th and 20th and October 4th). These meetings dealt with the following issues:

(a) Updates on meetings with Rebecca Ferguson, director of Human Resources: Regarding the working out of President Ribeau's Compensation Plan, Ferguson had indicated that Ribeau had assigned the task of setting the benchmark for Administrative Staff Salaries to Human Resources. She had also indicated that Mercer would come in during the process to review pay ranges. It was also reported at Exec that the letter to supervisors regarding the need to establish merit criteria would be going out, a task which has since been accomplished

(b) Personnel Welfare Committee issues: Meetings had taken place to discuss ASC goals assigned to this committee for the year. Ferguson and Donna Wittwer had been guests at some of these meetings to clarify the nature of these goals and how the Personnel Welfare Committee can work with HR to accomplish the goals

(c) The Falcon creed: The issue of adopting a Falcon creed had been discussed via the ASC listproc and the idea eventually discarded as redundant with the Core Values.
(d) The Fall ASC reception had been briefly discussed to check on any final preparations still needed.

(e) Feedback was requested on the Monitor article on ASC goals for the year, but none was forthcoming.

(f) A report on Legions activities was given (see Chair Elect report)

(g) The fee waiver change discussed by the guest speakers at the September ASC meeting was not presented at the October BOT meeting. It was discovered that changes to the charter needed to be made to reflect the current faculty benefit. The HR proposal is expected to be presented at the December BOT meeting.

(h) Planning for the October Board of Trustees meeting (see Chair Elect report)

(2) A September 22nd meeting took place between Eileen Sullivan, Paul Lopez, and Mary Beth Zachary. Sullivan officially identified herself as the liaison between ASC and Ribeau. Lopez and Zachary shared the ASC goals and the progress that has been made on them and expressed appreciation for the $662 market adjustment to Administrative Staff salaries, the initiation of oral contraceptive availability at the Student Health Center at a reduced cost to Administrative Staff, and the positive working relationship between ASC and the Interim Provost as well as with the Director of Human Resources.

(3) Meetings with Rebecca Ferguson on September 7th and 21st and on October 5th included continued discussions regarding ASC goals associated with HR.

(4) Meetings with Interim Provost Linda Dobb on September 8th and October 13th included discussions about progress on ASC goals and concerns about the impact of a possible Monday start date for Fall semester, 2000 which has since become a reality.

Chair-Elect Report: Reading from a written narrative provided by Mary Beth Zachary, Claudia Clark reported the following:

(1) Legions Meeting: Zachary attended the most recent legions meeting as the ASC representative. We were all asked to read “Jack Welch and the GE Way” prior to the meeting as a basis for discussion at the meeting. One goal of the meeting included, among several others, generate positive momentum for the coming year. We discussed leadership qualities and organizational imperatives that allow quick institutional response in a rapidly changing environment. In small groups, we identified the positive efforts being made by BGSU faculty, staff and students within a context of discussion topics such as “how does one act more like a leader and less like a manager, how are we communicating our vision and values, and what are examples of leaders involving others? Zachary found the experience positive and enlightening. BGSU is already doing many things well! Official notes from the meeting are forthcoming.

(2) The ASC report to the Board of Trustees on October 8th included the 1999-2000 goals and progress made toward accomplishing those goals. The report was framed with evaluation, merit criteria, compensation issues, and incentive programs being closely tied together. Updates were given when appropriate. We
thanked President Ribeau, the Interim Provost, the Director and staff of Human Resources for supporting us and our efforts to accomplish our goals. We also commented on the good working relationship with all of the previously mentioned. The board members did not have any questions. Anyone wishing to see the text can send a request to Mary Beth Zachary for a copy.

(3) The most recent meeting of the Constituent Group Caucus was October 7th. ASC, Faculty, and Graduate Student Senate were represented. We did not have a quorum so could not take any action. We did, however, discuss several issues: Faculty were surprised by the fee waiver policy revisions. We decided to wait for Faculty Senate to review and develop a proposal to incorporate their needs in order that we present a policy change request which would make the policy consistent throughout the employee groups. (This was decided after conversation with the leadership of ASC and Human Resources.) I did report to the board that we would bring this issue to them this year.

An issue was raised regarding the establishment of centers without appropriate review as stated in the charter. Faculty Senate will pursue this matter with the Interim Provost and President.

Secretary Report: Clark advised those assembled that the Administrative Staff Council roster had been revised to reflect the two new members and asked them to take a copy if they had not done so before the meeting.

Committee Reports:

Amendments: No report

External Affairs: Mary Lynn Pozniak reported on the Holiday Parade which will take place the morning of Saturday November 20th. The committee is asking that anyone who has a pickup truck and would be willing to have it used to transport volunteers in the parade to please come forward. Pozniak also requested volunteers to be in the parade and asked that ASC reps bring wrapped candy to the November ASC meeting. The candy will be thrown to the crowd by the volunteers in the parade. Clark relayed a message from Lopez underscoring the importance of this event and encouraging ASC reps to get involved.

Internal Affairs: Linda Hamilton reported that the committee is meeting monthly to work on an ASC website. She has already asked ASC Exec to review and comment on possible front pages. Hamilton will inform ASC when the new website is posted. In response to inquiry, Hamilton stated that approved minutes of ASC could be sent to D. Burns to be posted on the website.

Personnel Welfare: Sandy LaGro reported that the committee is working on a recommendation which will address the placement of employees within the pay ranges. She also stated that, when this work is finished, the committee intends to look into recommending a wellness program for employees.

Professional Development: Laura Emch reported that the committee is continuing the activities initiated last year. The Professional Connections program sent out a survey to the 43 new Administrative Staff hired since June 1st asking if they would like to be assigned to a mentor. To date, two affirmative responses have been received. The committee will soon be seeking volunteers to serve as mentors. The committee is also planning to implement a Professional Development Grant program again this year and is planning a morning mini-conference for Spring semester. The theme of the conference this year will be the Core Values.

Salary: John Clark reported that the committee is working with material that the former Ad Hoc Committee on Teaching Compensation had been working on for the
past two years and is developing a more concise representation of what they would like to propose. They are also planning to meet with HR to get Ferguson's perspective on how to approach the issue with administration.

Scholarship: Diane Smith reported that the committee has amassed most of the prizes for an upcoming raffle, the most coveted being a 6-week reserved parking space. The committee will be sending a letter out to all Administrative Staff shortly.

Ad Hoc Committee on Performance Evaluation: Reading from a written report submitted by Mary Beth Zachary: Regarding the Performance Evaluation Study commissioned by Human Resources, the full report is due next week. The working group saw a draft of the report and made comments and suggestions. The full report will go to the Director of Human Resource. The executive summary will be made available on the HR home page with the full report available for downloading. HR will decide how to release the report.

Ad Hoc Committee on Handbook Revision: Reading from a written report submitted by Mary Beth Zachary: The ad hoc committee continues to work on the ASC Handbook.

Old Business: Clarification was requested re: the delay in proposing the fee waiver change to the Board of Trustees. Clark clarified that previous changes in the faculty benefit were not put into the charter when they were passed by the Board. This was apparently an oversight that occurred during a change in personnel. Because these previous changes are not in the charter, it gives the false impression that the proposed Administrative Staff changes will create an inequity between faculty and staff. Once the previous changes have been put in the charter, the proposed Administrative Staff changes will be presented to the Board.

Addendum to Old Business: The following addendum to the minutes was proposed by Paul Lopez on 10-21-99: One of two concerns is an item passed by Faculty Senate but not included in the Charter: fee waiver benefits for part-time faculty. The other is the need to add the wording that would make the faculty benefit equal to the current proposed change. Where eligibility for fee waiver benefits after retirement for Administrative Staff would be 10 years of BGSU employment, currently the charter says emeritus status for faculty. The suggested change in wording would be something like "emeritus status or 10 years of employment at BGSU".

New business: John Clark presented a report on the Information Technology Committee. He stated that the committee has met three times and has been working to clarify its charges. They have also been discussing the issue of a Responsible Technology Use Policy. A wide range of policies have been considered and views expressed. He invited ASC and their constituents to forward their views to him or Deb Boyce (who is also on the committee) regarding such a policy.

Tony Howard asked about the progress of the proposed deal with Microsoft. John Clark said that the discussion has primarily been at the state level rather than at the local level. He also said that the issue is being presented as "an opportunity not a constraint" but that due caution is being proposed because of concerns about constraint in the use of software by other manufacturers.

Good of the Order: Sidney Childs reported on behalf of the Center for Multicultural and Academic Initiatives that the annual Breakfast of Champions for students with a 3.0 GPA or better for Spring 1999 and their parents will be held on October 30.
Ann Saviers shared her positive experiences as a participant in an exchange program to China where she spent this past year. She encouraged other Administrative Staff to take advantage of this opportunity and offered to speak with interested parties. Saviers did acknowledge that participation can present some financial challenges for Administrative Staff since we do not have paid sabbaticals, but indicated that there is some financial help available (e.g., Saviers was paid a small wage for teaching and was provided with an apartment and free transportation to and from China) and stated that the benefit to the participant and the university makes it worthwhile. Further information can be obtained from Tim Pogacar in the German/ Russian/East Asian Languages Department.

Keith Hofacker reported that several concerts were being held this coming weekend for the New Music and Art Festival. In addition to concerts at BGSU and in Toledo, there are several art displays at the same time in the Art Department galleries and one in Kobacker Hall. Hofacker also reported that single tickets to the Yo Yo Ma concert have sold out and that single tickets to Parson's Dance are almost sold out.

Jane Schimpf moved and Keith Hofacker seconded and the meeting was adjourned at 2:35 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
November 4, 1999

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

Members Present: Linda Bakkum, Pat Booth, Deb Boyce, Marilyn Braatz, Claudia Clark, Laura Emch, Kay Gudehus, Linda Hamilton, John Hartung, Keith Hofacker, Tony Howard, Sandy LaGro, Paul Lopez, Jane B. Myers, Pamela Phillips, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Jane Schimpf, Diane Smith, Nancy Vanderlugt, Laura Waggoner, Mary Beth Zachary

Guest: Scott Borgelt-Monitor

Members who sent substitutes: Norman Carney for Joe Luthman, Michelle Bohan for Gina Parks

Absent: William Blair, Sidney Childs, John Clark, Nancy Coy, Michael C. Giles, Jr., Ron Knopf, Sr., Thad Long, Penny Nemitz, Matt Webb

Keith Hofacker moved, Laura Emch seconded and the September minutes were approved as distributed.

Chair Report: Paul Lopez reported on the following items:

(1.) Executive Committee meetings

(a.) The October 18th meeting included an update on the activities of the Personnel Welfare Committee, the Constituent Group Caucus, the 10/8 Board of Trustees meeting (covered in the chair-elect report at the October ASC meeting), the status of the fee waiver proposal, the 10/14 President's Panel (discussed below), and the 10/13 meeting with the Provost.

(b.) The November 1st meeting included an update on the activities of the Personnel Welfare Committee, the 10/19 meeting with Rebecca Ferguson and Provost Dobb, items covered on 10/21 at a lunch meeting with President Ribeau and Eileen Sullivan (reported below), the 10/21 Legions meeting (reported below), and the question of how to proceed with regards to a communication to constituents and/or ASC reps regarding where we want to end up with our proposal to the President involving Compensation (specifically the distribution of the $160,000 for this year's market adjustments and what will happen for future years)

(2.) Meeting with Eileen Sullivan just prior to this ASC meeting

(3.) Meetings with the Director of Human Resources (HR), Rebecca Ferguson

(a.) October 19th meeting also attended by Provost Dobb which resulted in the being communicated:

- Possible adjustments to salaries at every hire if the new hire creates inversion, compression, etc. issues (per Ferguson)
- HR will be attempting to convince CUPA to add many more job descriptions to their study (fill the holes). This will take 3 years or more to do. Current CUPA data report due out in February (per Ferguson)
- "There must always be an adjustment pool" (per Provost Dobb)
- Years in position as the "market" criteria for adjustment, still needs to pass legal review
- Current scenario for implementing the Compensation Plan (see summary provided by Lopez as a handout)

(b.) November 2nd meeting resulted in the following communications/clarifications reported by Mary Beth Zachary:

- "Market" has several facets: The data available (CUPA, Mid-level CUPA data--the value of the position in the marketplace), experience in position, market demand--the "big" employment picture. If the data does not already exist in sets such as CUPA, HR needs to gather the data. They start with relatively comparable institutions within the state, then other MAC schools, then regionally, then nationally if necessary. How much would BGSU (or another institution) pay to replace you if you left today?

- "Equity" is difficult to define. Equity is a concept of the ideal--something to strive for--in this instance, in our compensation plan. In the striving, HR attempts to approach all position analyses within the market framework stated above and within the BGSU employment context as a whole (relationship to other positions above and below them in the functional area. For instance, Position "A" requests a market analysis/adjustment. Position A is similar to Position B, C, and D on campus, but may or may not be in the same functional areas. When looking at A, HR pulls the questionnaires/descriptions for B, C, and D to gauge the relative equity between the positions. They look at the BGSU Comp Plan levels of A-D, the years in position of each, the market value of the positions and try to find equity for all of the positions involved--not just for A, but for B, C, and D in relation to the other positions in the area.

- Regarding the compensation plan, it will not fix all the problems—there will continue to be irregularities, but these will be the exception rather than the rule.

- Staff Satisfaction Survey: A list of suggestions and recommendations has been forwarded to the President.

- Divisional Training/Professional Development: Requests have been made for a list of training/development needs for each division. If general themes emerge, HR will try to coordinate such development activities, but not for each individual need. For instance, if the library needs specific training for staff on using research databases, HR would not be associated with that. It would have to be developed within the library's expertise. If, however, there are several requests for professional development in diversity issues, HR would coordinate an approach campus-wide.

- Can we do anything for HR? PWC could make recommendations for the incentive/bonus situations. We need to have some ideas for implementation. The Salary Committee could look at the CUPA and Mid-level CUPA data and identify the existing holes. What positions are we missing, what positions are similar to which CUPA positions? Since HR is attempting to bring equity to positions at BG, we need to have that work done. It is the kind of help we offered at the beginning of the year in our conversations with HR.

- Ferguson says that the merit documents are coming in. After we get the documents in, maybe PWC can look at wording that might make clearer the 0% one year, but 3 year...
rolling average conundrum. If there is a 0% this year, there is no merit for this year regardless of the rolling average and the 0% is figured in the average for the coming 2 years. (According to Ferguson). We need to look at it closely to make recommendations.

- Employee Wellness-a great deal of work has already been done on this issue. Laura Emch interjected that this item got into the budget process late last year which resulted in funding not being earmarked for it. She encouraged ASC and other constituent groups to get behind this movement to have it ready by January for the budget deadline. Paul Lopez suggested that perhaps a resolution could be forthcoming from the PWC. Mary Beth Zachary proposed taking it to the Constituent Group Caucus.

(4.) Legions meeting on October 21st

(a.) Update on Union: “Pan files”, Video and stills will be on the web. November 6th will be the kickoff event at the Union (looking for University personnel to support this event); McMasters donation for the Union

(b.) Provost search: Looking to complete the search by the end of the calendar year, on-campus interviews will begin prior to the Thanksgiving break and opportunities to ask questions have been set-up for all (combining Classified and Administrative Staff at 4:30 p.m. in McFall); President Ribeau needs your feedback about your time with the candidates (wants a candidate that the whole campus can be comfortable with); Lopez asked Pozniak (chair of External Affairs to coordinate efforts to insure that at least 10 Administrative Staff attend each session.

(c.) Arts/Sciences Dean: there have been 50 applicants for the position, looking to narrow down to 15 in the next week and looking to also be done by the end of the calendar year

(d.) Institutional concerns: Binge drinking by students, attempting to combat this through:

1) Policies
2) Alternative programming
3) Study/Research
4) Alcohol committee
5) Campus civility

Also concerned about smoking, especially by women, need to provide Wellness information for informed decision-making

(e.) Student population: in 3 years we will be at our cap if we continue to grow at 2.5-3% each year; we will not look to grow any further. Retention and Student Success will continue to be priorities with the near goal of 80% retention rate (currently at 78.3%)

(f.) Alan Berkowitz will be on campus for the President’s Lecture Series (11/16, 7 p.m., Oldscamp 101)

(5.) Provost meeting October 19th w/HR Director (see above)

(6.) President’s Panel October 14th meeting: Submitted two items for discussion as requested:

(a.) What is your take on the considerations we should be making for “at-risk” students that will find our environment more challenging with the Opening day for Fall 2000 changing to Monday?
- Redesigning of Orientation to help focus students and parents on the things that needs to get done for students to come in the Fall and be ready to learn not deal with undone things.

- Virtual tour of the campus on web (to be investigated with team that is doing the Union 3D project).

**b.)** Compensation Benchmark for Administrative staff amongst peer institutions: what is it going to be (ala 70th percentile for Faculty)?

- Not yet established. Not enough data. 70% percentile suggested if data existed... Mentioned CUPA, Mid-level managers CUPA data and study Ferguson and Bill Knight are trying to put together

- position/salary

General items also discussed at the President’s Panel:

**a.)** Union administrative office will be moving to South Hall. Programming space information coming; Priority events will be University events. Pan files will be on the web. Pizza moving to Kriescher.

**b.)** Suggested increased recognition of Faculty and Staff. Cedar Point day and Presidential awards for Core Values possible outcomes.

**c.)** Potential for knowing what the compensation pool for next year will look like as soon as February/March.

**d.)** Debit card for students to use for off-campus purchases of goods and services, Vice President Ed Whipple stated that this is being worked on.

**7.)** At a lunch meeting with the Ribeau and Sullivan on October 21st, the following issues were discussed:

**a.)** Distribution of merit: a few people are reportedly unhappy with the current model of merit distribution (view it as inflexible); Lopez asked Ribeau to include ASC in any discussions that might arise regarding this issue.

**b.)** Compensation Plan (discussed below)

**c.)** Office space/Secretary (discussed by Zachary) It would help the organization of this group to have a central office space and continuous Secretary to keep the transition fray at a minimum and business of the group more organized.

**Chair-Elect Report:** Mary Berth Zachary gave her reports in the context of the Chair Report as noted above.

**Secretary’s Report:** Claudia Clark thanked Joe Luthman for providing an updated list of ASC members and their constituents and told members to expect to receive e-mail informing them about newly-hired Administrative Staff that had been assigned to them.

**Committee Reports:**

**Amendments:** No report

**External Affairs:** Mary Lynn Pozniak gave her final report on the Holiday Parade which will take place on Saturday November 20th. Participants will line up between 8:45 and 9:30 a.m. and the parade will begin at 10:00 a.m. and continue for 60-90 minutes. The parade will include 120 units, include the BGSU band. Pamellia Philips is attempting to
secure a vehicle for use by ASC participants and the committee is continuing to seek volunteers to be in the parade. Volunteers should contact Pozniak. Pozniak also requested additional donations of wrapped candy to be thrown to the crowd. The candy can be dropped off at 101 University Hall (Pozniak) or at Tucker Center (Paul Lopez).

Awards and Special Recognition: Laura Emch reported that the committee is looking into purchasing a new plaque for the Ferrari award which will be temporarily housed in the Jerome Library while the Student Union is closed. She also reported that the applications for the BG Best awards would be sent out sometime in January. There will also be an article in the BG News about Administrative Staff awards and the committee has been brainstorming about possible new awards. Discussions have included the possibility of instituting a monthly award, soliciting donations from local businesses to provide a prize (e.g., flowers). The process for nominating people for such awards is also under consideration.

Internal Affairs: Linda Bakkum reported that the committee is continuing to work on an ASC website and expects it to be up in January, 2000.

Personnel Welfare: Sandy LaGro reported that the committee is continuing to work with Human Resources on the President’s Compensation plan. Donna Wittwer recently provided a summary of positions from the beginning to the midpoint of all pay ranges. At next Tuesday’s meeting, it is expected that Wittwer will give the committee some idea of the funds needed to bring those positions to market level.

Professional Development: Laura Emch reported that the committee is working with Ann Betts from Continuing Education on a Spring Conference which has been scheduled for March 1, 2000.

Salary: Claudia Clark reported on behalf of John Clark that the committee will meet with Human Resources on Monday November 8 to discuss their revised proposal for Administrative Staff Compensation.

Scholarship: Diane Smith reported that most of the incentives are in place and the prices set. Plans will be finalized at a committee meeting on November 17.

Ad Hoc Committee on Performance Evaluation: Mary Beth Zachary reported that the committee will need to decide how to use the information obtained from the survey to develop a more useful evaluation. Data from the survey suggested that the performance evaluation process is generally satisfactory although there may be parts of the process that need tightening. Generally consensus is that the performance evaluation tool is unsatisfactory.

Ad Hoc Committee on Handbook Revision: Mary Beth Zachary reported that staff are continuing to work on keying the handbook.

Old Business: Paul Lopez distributed his summary of the current state of the President’s Compensation Plan as it pertains to Administrative Staff and invited those present to comment. He stated that ASC needs to find out what our constituents think about where the plan is currently and where it is going. The discussion resulted in the following information being communicated and clarified:

(1.) that problems of inversion and compression created by the implementation of the plan in the 1st and 2nd years will be addressed

(2.) that there is insufficient data at present to come to any firm conclusion about where the biggest problems are

(3.) that Rebecca Ferguson has invited anyone who feels that they need to contact her to do so

(4.) that the President is committed to a five year plan, although the exact nature of the plan is still ambiguous

(5.) that the interface between PWC and the Executive Committee is as follows: PWC makes recommendations to Exec, then Exec brings them to full Council

(6.) that Mercer is coming in as a consultant to look at the ranges at each grade level, not at individual salaries

(7.) that it is unclear how much input we will have into this process, although those of us

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who have seen the Administrative Staff working group's report were happy with it

(8.) that merit issues will come into play during this process

**New Business:** Paul Lopez announced that, due to the resignation of Diane Cherry, there was a need for a new Administrative Staff representative on the Child Care advisory board.

**Good of the Order:** Deb Boyce reminded those assembled that the Union kick-off event was scheduled for November 6 and encouraged all to attend. Kay Gudehus reported that she had been unable to find a sub for the last meeting and asked for advice. It was suggested that she ask one of her constituents to fill in for her when necessary. Nancy Vanderlugt announced that John Goglia would be speaking on aviation on November 12 from 6-8 p.m. in Oldscamp Hall. Keith Hofacker reported on the opera being performed this Friday and Saturday which he described as a spoof on the Mikado. Tony Howard reminded those assembled that the Christmas sale at the TV station was in progress and would continue for one more hour. Cheryl Purefoy announced that paper prices would soon be increased by 8-10%. She also told those assembled that the rumor that the USPS would begin charging five cents per e-mail was a hoax. Purefoy also reported that Printing Services would soon be getting new equipment which would include features that would enable them to receive documents over the network.

Marilyn Braatz moved and John Hartung seconded and the meeting was adjourned at 3:10 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
December 2, 1999

Call to Order: The meeting was called to order at 1:31 p.m. by Chair-elect, Mary Beth Zachary.

Members present: Linda Bakkum, Pat Booth, Claudia Clark, John Clark, Laura Emch, Michael C. Giles, Jr., Kay Gudehus, John Hartung, Keith Hofacker, Tony Howard, Sandy LaGro, Thad Long, Joe Luthman, Pamela Phillips, Mary Lynn Pozniak, Anne Saviers, Jane Schimpf, Diane Smith, Nancy Vanderlugt, Laura Waggoner, Matt Webb, Mary Beth Zachary,

Guest: Bonnie Blankinship-Moniter

Members who sent substitutes: Tawn Williams-Nell for Linda Hamilton, Kent Stamm for Cheryl Purefoy

Absent: William Blair, Marilyn Braatz, Deb Boyce, Sidney Childs, Nancy Coy, Ron Knopf, Sr., Paul Lopez, Jane B. Myers, Penny Nemitz

John Hartung moved, Keith Hofacker seconded and the October minutes were approved as distributed.

Chair Report/Chair-Elect Report: In the absence of Chair Paul Lopez, Chair-elect Mary Beth Zachary reported the following: Sue Lau has resigned from the Personnel Welfare Committee because of a work project that is requiring more of her time. Zachary then reported on the following meetings:

(1.) Meetings with Rebecca Ferguson, the ASC Personnel Welfare Committee, and the ASC Leadership Team: on the issue of compensation, discussions are continuing to attempt to clarify what the administration is proposing for distributing the $160,000 set aside for this fiscal year. Zachary stated that Lopez has communicated his concerns about the distribution. She also said that the President's Compensation Panel is going to look at different ways of cutting the data to address concerns about longevity (e.g., why staff with five years are being looked at before staff who have been here longer). One current idea is to address those staff with nine or more years experience whose salaries are below the midpoint of their grade level. Zachary also reported that Ferguson and Interim Provost Linda Dobb would be present at the next ASC meeting on January 6, 2000 to present their distribution plan and address any questions or concerns. She also said that the ranges at each grade level would be reevaluated between January and March. Joe Luthman stated that the distribution could utilize one of three longevity criteria: years at BGSU, years as an Administrative Staff member, or years in position. He urged those assembled to think in those terms and to talk to their constituents to get a sense of what strong feelings people may have and what questions need to be asked.

(2.) Interim Provost Dobb: these meetings have primarily focused on reporting to Dobb the progress ASC has made toward various goals.

(3.) Legions: the most recent meeting focused on exploration of greater utilization of campus resources by developing programs to optimize the use of facilities (e.g., "weekend college" or "college around the clock"). Zachary reported that Dobb is setting up a committee to look at this issue and invited those assembled to contact Dobb if they are interested in participating.

(4.) ASC Executive Committee: the committee discussed the issue of Common Time and members were generally in favor of the idea but thought that too much time was being proposed (two and one-half hours twice per week). Zachary stated that a discussion of this issue was planned for the New Business portion of the present ASC meeting as reported below. A proposal from the Parking Committee
was submitted to ASC. Bob Holmes from that committee is scheduled to come to the December 14 ASC Executive Committee meeting to address questions and concerns.

(5.) The next Board of Trustees meeting will take place on Monday December 6. Zachary reported that the agenda includes the change in the fee waiver policy, salary adjustments, and personnel issues. Lopez will report on other BOT issues at the next ASC meeting.

(6.) The Constituent Group Caucus held a brief meeting, but there was nothing substantive to report.

Secretary's Report: No report

Committee Reports:

Amendments: No report

External Affairs: Mary Lynn Pozniak thanked all those who helped out with the Holiday parade by participating or donating candy. She also reported that she was in need of additional volunteers for tomorrow's Provost candidate session and the final sessions next week. Since Gina Parks is leaving the university and will no longer be on this committee, Pozniak also extended an invitation to those assembled to join the committee if interested. She alluded to some activities that the committee hoped to be involved in spring semester, but said that none of these have yet been solidified.

Awards and Special Recognition: None

Internal Affairs: None

Personnel Welfare: Sandy LaGro reported that Sue Lau has resigned as co-chair of PWC due to a work project that is requiring more of her time. Joe Luthman has agreed to take over Lau's position. PWC has been working on a resolution for an Employee Wellness program.

Professional Development: Laura Emch reported that she had sent out an e-mail to all Administrative Staff regarding the availability of professional development grants. She also said that she received a number of requests for applications and that the committee has received a few completed applications. She expects that the committee will make some initial decisions at their next meeting in two weeks. Emch also said that the committee is continuing to work on the professional development morning conference which will take place on March 1.

Salary: John Clark reported that the committee met with Rebecca Ferguson of Human Resources who recommended that the committee research what is already in place regarding compensation of Administrative Staff who teach. A major finding thus far has been that the College of Arts and Sciences, the largest academic unit with the greatest number of part-time instructors, already has a firm policy that anyone who teaches must have a contract. The committee has another upcoming meeting with Ferguson in which they will be sharing other findings of current departmental policies.

Scholarship: no report

Ad Hoc Committee on Performance Evaluation: Zachary reported that Ferguson has the completed report and it is awaiting distribution.

Ad Hoc Committee on Handbook Revision: Zachary reported that Beverly Stearns continues to work on keying in the handbook revision.

Old Business: none

New business:

(1.) Common time: Laura Waggoner reported that Interim Provost Dobb wants a common time and that the Faculty Committee on Academic Affairs seems to agree with this. However, Dobb indicates that more time is needed for discussion. Certain exemptions will be allowed (e.g., five hour classes and freshman classes with labs). The intent of common time is to address retention at the junior to senior year level by giving faculty and students time to work together and time for...
departments to get together to discuss common issues. A committee headed by Neocles Leontís is still looking for input from constituent groups. A discussion among those assembled brought up the following additional points. There are already departments that have a common time such as the music department and athletics. A common time will pose some problems for students who work and for offices on campus who rely heavily on student employees (e.g., the library, dining services). Joe Luthman pointed out that the proposal was aimed at the full-time non-working students. John Clark stated that retention is impacted by whether or not students can get the classes they need, so the effect of common time on the availability of classes is an important variable. The question was also raised as to whether this had ever been tried at BGSU or elsewhere. John Hartung reported that Firelands had tried it more than once and found it did not work. Matt Webb stated that classified staff would most likely be left out unless offices were closed and the issue was raised as to whether common time was really an issue for Administrative and Classified Staff at all since the proposal has been presented as being directed only toward faculty and students.

(2.) Administrative Staff Listproc: a concern was raised by an Administrative Staff member to Paul Lopez about the inconvenience of receiving e-mails on the AS Listproc that are not directly related to Administrative Staff issues. Discussion of possible options led to a consensus that information about university-wide events might be better disseminated via a general events list or bulletin. Any interested parties could subscribe separately, thus reserving the AS listproc for Administrative Staff business. Mary Beth Zachary agreed to look into this and bring it up for discussion at the next Constituent Group Caucus meeting.

**Good of the Order:**
Keith Hofacker announced that the Vienna Boys Choir would be performing tomorrow at 8:00 p.m. at Kobacker Hall. Although the concert is sold out, some seats may be available and those assembled were invited to call the box office for information about this. It was also announced that the bookstore’s 20% off sale was in progress and would continue until 8:00 this evening. Joe Luthman reported that the computer system was tested for Y2K problems and that the result was satisfactory. John Clark reported that staff should be persistent and continue to press for solutions to computer-related problems if solutions have not yet been forthcoming. He invited those assembled and their constituents to call him or Bruce Klopfenstein with any concerns. Tony Howard asked Bonnie Blankinship, today’s guest from the Monitor, about plans for the Monitor to be available electronically. Blankinship reported that the current plan was for the weekly version with up-to-date information to be distributed electronically. The paper version would be distributed monthly and would focus more on “strategic stories” regarding longer-term issues such as budgets and feature stories. Some paper copies of the monthly version would be available for those who have no access to a computer. Mary Beth Zachary encouraged those present to attend a presentation by one of the candidates for the Provost position which will take place immediately after this meeting. Those assembled were reminded that the January 6 ASC meeting would take place in the Pallister Conference Room of the Jerome Library.

Jane Schimpf moved and Keith Hofacker seconded and the meeting was adjourned at 2:35 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
January 6, 2000

Call to Order: The meeting was called to order at 1:35 by Chair, Paul Lopez

Members Present: William Blair, Pat Booth, Deb Boyce, Sidney Childs, Claudia Clark, John Clark, Michael C. Giles, Jr., Kay Gudehus, Linda Hamilton, John Hartung, Keith Hofacker, Tony Howard, Sandy LaGro, Thad Long, Paul Lopez, Joe Luthman, Pamela Phillips, Cheryl Purefoy, Jane Schimpf, Mary Beth Zachary

Guest/s: Scott Borgelt- Monitor, Linda Dobb-Interim Provost and Vice President for Academic Affairs, Rebecca Ferguson-Assistant Provost, Human Resources

Members who sent substitutes: Suzanne Fahrer for Laura Emch, Sue Zwayer for Mary Lynn Pozniak, Jeff Grilliott for Anne Saviers, Ann Bowers for Diane Smith, Gene Palmer for Laura Waggoner, Diane Regan for Matt Webb

Absent: Linda Bakkum, Marilyn Braatz, Nancy Coy, Ron Knopf, Sr., Jane B. Myers, Penny Némitz, Nancy Vanderlugt

Approval of Minutes: Cheryl Purefoy moved, Jane Schimpf seconded, and the minutes were approved as distributed.

Guest Speakers: Linda Dobb and Rebecca Ferguson facilitated a discussion about the current situation regarding the distribution of the $160,000 called for in President Ribeau’s Compensation Plan as it pertains to Administrative Staff. Ferguson initiated the discussion by reporting that Human Resources is continuing to look at the data regarding where people are in the salary range at their grade level and their years of experience in their current position. She also indicated that a large number of Administrative Staff with nine or more years of experience were still below the first quartile of their range. She stated that the Compensation Committee is close to making a decision about this year’s distribution. Dobb stated that she and Ferguson would be meeting with the Compensation Committee tomorrow to make some recommendations that would need to be examined by the University attorney prior to being implemented and that she and Ferguson were not at liberty to disclose the recommendations until this had occurred. Dobb further stated this step was vital prior to any action being taken. Dobb also said that the intent of the first cut of data was to bring those with nine or more years of experience to the midpoint. She further asserted that she was convinced that the plan would now go forward, although it was not expected to perfectly address the needs of all concerned. Ferguson then said that there had been a perception that promises were made to people with five or more years of experience and that she and Dobb are committed to the doing the right thing.

The ensuing discussion resulted in the following conclusions:
(1.) that decisions will be made on the basis of years of experience, not years at the university per se (Dobb)
(2.) that the approval by the University attorney and review by the Department of Labor is expected to take until about the end of January (Dobb)
(3.) that when a person’s salary was last adjusted and the impact of the $662.00 market adjustment earlier this year will be factors in decision-making about distribution (Ferguson)
(4.) that market exceptions may need to be made to address the salaries of those in departments or areas that are special recruitment challenges such as information technology (Ferguson)
(5.) that ASC needs to acknowledge that the current administration is attempting to do what is right in the absence of external motivators and that it will not be possible to please everyone (Luthman)
(6.) that if we go forward with the present approach it had always been the intent to address those with five to nine years of experience as of June 30, 1999 but that

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the funds available for this fiscal year will only be sufficient to address those with 9+ years (Dobb)
(7.) that Administrative Staff hired prior to 1/1/96 for the position they presently occupy would be considered '5+ years' for purposes of possible salary review. These employees might not have had access to the market-conscious salary negotiations typical of Administrative Staff hires from 1/1/96 to the present (Dobb)
(8.) that there are no commitments being made beyond those stated by Dobb and Ferguson in their opening remarks and that, in the future, years of experience working for the university will not be a criterion for adjustments because it is not a criterion in a market-driven system (Ferguson)
(9.) that market data is not available for all positions, but that Human Resources is working on other ways of getting data (e.g., creating salary surveys, asking CUPA to add categories, identifying other databases) and, in fact, routinely asks employees to get data if they believe they are dealing with a salary compression issue (Dobb and Ferguson)
(10.) that there may be a time when it will be helpful for ASC to develop a resolution regarding the Compensation Plan, but it is not necessary at the present time (Dobb and Ferguson)
(11.) that there are still many questions to be addressed and that administration is open to doing so (e.g., how do we stay competitive in the market, what works to reward and motivate, are there compensations other than salaries that can do so, etc.) (Ferguson)
(12.) that it is unlikely that we will ever develop a system in which an employee can expect to be at first quarter by year x of employment and at midpoint by year y of employment (Luthman reframing comments by Ferguson)
(13.) that Human Resources will continue to address compensation issues at the unit level when possible (Ferguson)
(14.) that Human Resources is in the processing of hiring to fill a permanent position in which the person will report to Donna Wittwer and will deal only with compensation issues. This person will work toward building a database "for all time" (Ferguson)
(15.) that Human Resources will also have a "manager of employee relations" beginning July 1, 2000. An existing position will be restructured and the person in the position will be responsible for dealing with complaints, disciplinary procedures for Administrative and Classified Staff, and training departments on how to hire

Chair Report:
Paul Lopez reported that the Provost candidate sessions with Administrative and Classified staff finished up on December 10th. He thanked Mary Lynn Pozniak and the External Affairs committee for their good job of making sure that Administrative Staff had good representation at all of the sessions.

He also reported that the leadership team (Lopez, Zachary, and Clark) represented Administrative Staff at the following meetings:
(1.) Board of Trustees meeting on (12/6). Primary business affecting Administrative Staff was the passing of the changes in the fee waiver benefit outlined in the handout that was distributed. At the Academic and Student Affairs committee meeting, Lopez learned of the change in University policy to inform parents of students' underage drinking (2nd offense). Jill Carr is the contact for specific details. Lopez also learned of the "Peer-based misperception programming" Terry Rentner of the Journalism department is doing to address the alcohol problem on our campus. Lopez expressed his opinion that ASC as a group should do something to support the efforts to combat binge drinking on the BGSU campus. He suggested the following options and invited feedback and additional ideas from others: 1) contact the appropriate group on campus (Wellness Connection) and see if a resolution from ASC would help them in their efforts, 2) ask how ASC could further the education with student employees in our areas through out the University. 3) volunteer to help with the February 25th "Big Playground" event designed to promote fun without alcohol.

(2.) Lunch scheduled with Eileen Sullivan & Interim Provost Dobb (12/9), but not attended by Sullivan. The following information and questions were shared with Dobb:
- Lopez's understanding of the timetable for the communication of what will happen in this upcoming second year of the Compensation Plan. Confirmed that late February to March was the time President Ribeau said he would have the figures he needed to make this communication.
- Lopez asked whether or not a communication from President Ribeau would be appropriate in motivating those that have not yet submitted Merit documents. Dobb replied that the main areas that needed to report were academic and that
she would be handling this.
- Lopez also requested that Dobb to give copies of the ASC draft resolution and the
historical paperwork on a comprehensive Wellness Plan to Eileen Sullivan in the
hopes of getting feedback from Ribeau about the plan.

(3.) Breakfast meeting with the Director of Human Resources Rebecca Ferguson
(12/14).
- Lopez sought input on the Wellness resolution proposal to let her know it was
coming to a vote at today's meeting. He also asked if there were anything ASC
could do to help make this year's compensation distribution happen. Ferguson
suggested taking it up with
Sullivan and Ribeau.

(4.) ASC Executive Committee met 12/14 and was invited to a combined session
with PWC on 12/21. Primary discussions were on the two PWC resolutions,
Wellness and Compensation. The Wellness resolution is being presented today.
The Compensation resolution is to be reviewed by the Executive Committee next
Tuesday (1/11). A Parking committee representative was asked to attend the
12/14 meeting but was unable to do so. They will, however, attend the 1/11
Executive Committee meeting.

Chair-Elect Report: Mary Beth Zachary reported on the current financial
situation of ASC. She stated that ASC started the fiscal year with $2,586 and that
there is currently a $1,713.88 balance. It is anticipated that this will be sufficient
to meet ASC's needs for the remainder of this fiscal year.
Zachary also reminded those assembled that ASC elections would begin soon. She
encouraged everyone to think seriously about running for office for next year. She
also stated that she intended to continue using the present model of a leadership
team during her tenure as chair.

Secretary's Report: none

Committee Reports:
Amendments: no report
External Affairs: no report

Awards and Special Recognition: Tony Howard reported that a mailing would
be going out seeking nominations for the BG Best Awards. He also said that the
committee was finishing up their plan to institute a "Spirit of BG" award which
would include a gift of flowers in a hand-blown vase. Howard also indicated that
Laura Waggoner would be speaking with someone about putting the new Ferrari
award on a kiosk instead of a plaque in the Student Union when it reopens.
Waggoner is reportedly investigating the possibility that the Union might pay for
it.

Internal Affairs: Linda Hamilton reported that the ASC website would be
finalized next week.

Personnel Welfare: no report

Professional Development: Laura Emch reported that the next meeting of the
committee will be next Tuesday. The business to be addressed at this meeting will
include choosing the topics for the ASC conference which will be organized around
the Core Values. Kay Gudehus invited those assembled to let the committee know
of any possible topics of interest. Emch also reported that decisions about
professional development grants will be made at these meeting. Lopez advised
that the committee keep track of the number of applications with a view towards
possibly getting additional funding for this in the future.

Salary: John Clark reported that the committee is continuing to meet with
Rebecca Ferguson and has clarified a few more issues about the teaching
compensation issue (e.g., exactly how much teaching is being done by
Administrative Staff). He also stated that compensation has usually been at the
faculty overload rate of $500.00 per credit hour (less than the rate for part-time
faculty), but the committee is uncertain as to whether this rate is mandated by the
charter. The committee will be looking into this matter. He also reported that
there are programs such as UNIV 100 that have typically relied on volunteers,
although UNIV 100 is now offering stipends and that the issue is being taken to the
Dean’s Council. Lopez then suggested to John Clark that the Salary Committee might be interested in working with the Personnel Welfare Committee on a plan to reward meritorious Administrative Staff who have reached the cap of their grade level’s salary range.

**Scholarship:** Cheryl Purefoy reported that a letter is being sent out as announced in the e-mail she sent to the listproc earlier this week regarding the scholarship raffle.

**Ad Hoc Committee on Handbook Revision:** Mary Beth Zachary reported that a draft of the handbook is expected to be ready for the Executive Committee to look at in the next two weeks, but the final version will probably not be ready for the March Board of Trustees meeting.

**Old Business:** Sandy LaGro discussed issues related to the Compensation Plan including the issue of what the Personnel Welfare Committee’s role could be vis a vis the plan given the information shared by today’s guest speakers. Lopez indicated that it might be appropriate to draft a resolution to inform administration of ASC’s preferences regarding the distribution of available funds. LaGro then presented the resolution calling for a comprehensive Employee Wellness Plan for the consideration of those assembled. There was no discussion. Keith Hofacker moved, Michael Giles seconded and the resolution was passed as distributed.

**New Business:** none

**Good of the Order:** Mary Beth Zachary reported that the library now has copies of Microsoft software available for staff to borrow to install on their work and home computers. These include Office 98 and Front Page for Macintosh, and Windows 98 and 95, Visual Studio Probe, and Office 2000 for PC’s. All of these programs are on CD-ROM. Technical questions related to installation or use of these programs should be directed to ITS. Cheryl Purefoy reported that the Copy Center in University Hall will be open starting Monday January 10. Kay Gudehus reported that the information regarding President’s Day was distributed with the incorrect date. The correct date is Monday February 21. A correction letter will be going out.

Michael Giles moved and Jane Schimpf seconded to adjourn the meeting.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
February 3, 2000

Call to Order: The meeting was called to order at 1:35 by Chair, Paul Lopez

Members Present: Linda Bakkum, William Blair, Marilyn Braatz, Claudia Clark, John Clark, Laura Emch, Michael C. Giles, Jr., Linda Hamilton, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Joe Luthman, Jane B. Myers, Pamela Phillips, Mary Lynn Pozniak, Anne Saviers, Jane Schimpf, Diane Smith, Jack Taylor, Nancy Vanderlult, Laura Waggoner, Matt Webb, Mary Beth Zachary

Guests: Carrie Claypool and Linda Ragone (Harbor Behavioral Healthcare, Employee Assistance Program); Karen Wood, Beverly Stearns, Michelle Simmons (Administrative Staff Handbook Ad Hoc Committee)

Members who sent substitutes: Conrad McRoberts for Pamella Phillips

Absent: Pat Booth, Deb Boyce, Sidney Childs, Nancy Coy, Kay Gudehus, John Hartung, Sandy LaGro, Penny Nemitz, Cheryl Purefoy

Introduction of New Members: Jack Taylor will be completing the term vacated by Gina Parks

Approval of Minutes: Jane Schimpf moved, Linda Hamilton seconded, and the minutes were approved as distributed.

Guest Speakers: Carrie Claypool and Linda Ragone from Harbor Behavioral Healthcare spoke to those assembled about the Employee Assistance Program. They also passed out information about the program and answered questions.

Chair Report:

Paul Lopez reported on the following activities:

(1.) He gave the Wellness resolution to Eileen Sullivan asking for her to share it with the President. He had previously shared our draft with the Provost and gave Rebecca Ferguson a copy of the resolution passed at the January ASC meeting.

(2.) He emailed the Chairs of the Faculty Senate and the Classified Staff Council regarding an awards display reported later in today’s meeting by the Awards and Special Recognitions committee. No response from them has been received yet.

(3.) The leadership team (Lopez, Zachary, and Clark) represented Administrative Staff at breakfast meetings with the Director of Human Resources (1/11 & 1/25). Primary issue discussed was what is happening with regard to the distribution of the "market money" allocated by the Board of Trustees last June 28th. No definitive word on when the distribution will take place, much discussion on process but we are not getting this inside info. Hopeful statements have been, "Linda Dobb is working hard on this" and that "she wants to report to the Board in March, it is done."

(4.) ASC Executive committee met 1/11 and the 25th. Primary discussions were on response to inaction regarding the distribution of the compensation money as noted above (nothing firm as yet). Also firmed up support of the resolution for Parking committee policy (led by Mary Beth Zachary).

Chair-Elect Report: Mary Beth Zachary reported that Patrick Kelly is the new compensation person for Human Resources. He has two Master’s degrees, one in Public Administration and one in History and will begin in his position on February 21. Zachary is hoping to bring him to the March meeting to meet the ASC
representatives.

Secretary's Report: Claudia Clark reminded those assembled to sign the attendance sheet for each meeting lest they be counted as absent. She also reported that the election process for next year's ASC would begin in late February.

Committee Reports:

Amendments: no report

External Affairs: Mary Lynn Pozniak reported that she had spoken with Chris Hageman of the Wellness Connection about how ASC can help with efforts to address binge drinking among BGSU students. Hageman reportedly would welcome helpers at the Playground Event, a non-alcohol party which will take place on a weekend night from 10 p.m. to 1 a.m. AASC can also help by educating students we may have contact with. It was also suggested that Hageman be invited to come to the next ASC meeting. Pozniak also reported that the committee has targeted three events for Administrative Staff to attend as a group to show support for student activities: one to be a sports event (possibly a women's basketball game), one a music event (possibly a university band concert, college chorale, or jazz lab), and one theater event (Possibly Romeo and Juliet in April). Other suggestions for Administrative Staff involvement included activities sponsored by the Bowling Green department of Parks and Recreation (Bob Callecold, Director), getting involved in campaigning for the school levy, or collaborating with the student government in distributing literature for various USG activities (Clint Gault, President).

Pozniak also reminded those assembled that the Dance Marathon is looking for volunteers to help with staffing, registration, putting food out, and security. She also suggested that reps ask their constituents to donate food for the event. Pozniak will be sending out an e-mail reminder.

Michelle Simmons also told those assembled that a workshop was being planned by the Student Employment Office for supervisors of students. The workshop will take place from 9:00-11:00 a.m. and will focus on recognizing signs and symptoms of students who are dealing with health, substance abuse, and mental health issues. Other topics will include how to make a referral and how to approach students who may be having difficulties. Preregistration is required and enrollment will be limited to 35-40 participants.

Awards and Special Recognition: Laura Waggoner distributed a handout calling for nominations for the Spirit of BG Award, a new award to recognize Administrative Staff who are "caught showing the Spirit of BG" as defined by the nominator. The monthly prize will be a bouquet of flowers in a hand-blown glass vase designed and made by Bud Hurlstone of the BGSU School of Art. The committee will initially send out nomination forms and later will make them available at various campus locations. The committee expects to begin giving out the awards this summer. Waggoner also inquired about the availability of funds for this award and Lopez agree to check with Eileen Sullivan about this.

Waggoner then reported that the Ferrari Award plaque is being moved to the Jerome Library. The committee is also looking into the possibility of a touch screen kiosk for the Student Union once it has re-opened. Waggoner also said that it might be possible for such a kiosk to include the major award recipients from all three constituent groups and raised the question of how such a project might be funded. Lopez stated that he has e-mailed the chairs of Faculty Senate and Classified Staff Council to see if they would be interested in collaborating on this. He also said that if the Constituent Group Caucus agrees to this, they could then go to President Ribeau to fund the project. It was also agreed that ASC could move forward with a kiosk for Administrative Staff only if none of the other groups are interested.

Internal Affairs: Linda Hamilton reported that the ASC website is up and has current information. The address is http://www.bgsu.edu/organizations/asc/.

Personnel Welfare: Joe Luthman reported that the committee is looking at the issue of bonus pay, specifically whether or not to endorse the awarding of bonus pay to employees at their cap (and possibly others), then to discuss the parameters of such a plan if the idea is endorsed.

Professional Development: Laura Emch reported that the committee still has $2000 available for Professional Development grants and has done budget transfers...
for those applications that have already been approved. She also reported that the brochure for the Administrative Staff Development Conference on March 1 was being finalized and that the conference would also be advertised on the listserv.

Salary: John Clark reported that the committee is waiting for Rebecca Ferguson of Human Resources to set up a time for them to speak with the Dean’s Council about teaching compensation for Administrative Staff. He also said that he has sent Ferguson an e-mail reminder but has not yet heard back.

Scholarship: Matt Webb reported that 2200 raffle tickets have been sold yielding $1400 in revenues for the Scholarship fund. He also stated that scholarship applications would be going out soon.

Ad Hoc Committee on Handbook Revision: Mary Beth Zachary reported that the revised handbook would probably not go to the Board of Trustees for approval because there are no substantive changes. Beverly Stearns distributed copies of the revised handbook and directed the attention of those assembled to the memo attached to it. She asked that the Personnel Welfare Committee check the revision for inconsistencies. She also reported that section on the Compensation Plan might not be complete and that it may eventually include the original 24 point document with recommendations or some other way of clarifying the information currently included.

Old Business: Mary Beth Zachary reported that the Parking resolution slated for today’s meeting was postponed because Faculty Senate is still looking at the Parking Committee’s document. She also encouraged those assembled to review the draft of the policy sent via campus mail and send questions to the reps list.

New Business: none

Good of the Order: none

Keith Hofacker moved and Laura Waggoner seconded to adjourn the meeting.

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
March 2, 2000

Call to Order: The meeting was called to order at 1:35 by Chair, Paul Lopez

Members Present: Linda Bakkum, Pat Booth, Marilyn Braatz, Sidney Childs, Claudia Clark, John Clark, Sally Dreier, Laura Ench, Michael C. Giles, Jr., Kay Gudexus, Linda Hamilton, John Hartung, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Joe Luthman, Pamella Phillips, Mary Lynn Pozniak, Jane Schimpf, Diane Smith, Jack Taylor, Nancy Vanderlugt, Matt Webb, Mary Beth Zachary

Guests: Bonnie Blankinship (Monitor), Chris Hageman (The Wellness Connection) Marcia Latta (Development, Family Campaign), Karen Woods (Performance Evaluation)

Members who sent substitutes: Tom Piccirillo for William Blair, Kent Stamm for Sandy LaGro, Nadine Johnson for Laura Waggoner

Absent: Deb Boyce, Nancy Coy, Jane B. Myers, Penny Nemitz, Cheryl Purefoy, Anne Saviers

Introduction of New Members: Sally Dreier will be completing the term vacated by Ron Knopf.

Approval of Minutes: Keith Hofacker moved, Jane Schimpf seconded, and the minutes were approved as distributed.

Guest Speakers:
Chris Hageman from The Wellness Connection came in response to the External Affairs Committee expressing ASC's interest in helping to combat binge drinking on campus. Hageman presented material related to the Social Marketing campaign related to this issue which is now going on at BGSU. This campaign is designed to correct the misperceptions that students have that their peers drink a great deal more than they actually do. Such misperceptions may lead students to increase their alcohol consumption to more closely approximate what they believe their peers are doing, according to Hageman. Hageman also informed those assembled that there is an alcohol counselor available at the Wellness Connection (Carrie Belair) who can help students deal with alcohol problems. She also announced an upcoming teleconference called "Binge Drinking-Understanding to Action" which will take place on Thursday March 16 from 1-4 p.m. in Olscamp Hall. Hageman also said that Residence Life is enforcing a "three strikes, you're out" disciplinary procedure in response to violations of university alcohol policies along with interventions aimed at correcting problems. She also distributed handouts she had developed specifically for this meeting (e.g., "How To Help Someone With A Drinking Problem") and encouraged those assembled to share these with their colleagues.

Marcia Latta and Matt Webb presented information to those assembled about this year's Family Campaign. The theme of the campaign, which will run until March 30, is "Rooted in Success". The goal is to increase the percentage of employees participating from the 35% that contributed last year. The priority project is again the Family Room of the Student Union, but participants may designate the recipient program or department of their choice.

Chair Report:
Paul Lopez reported on the following activities:
(1) Neither Henry Garrity (Faculty Senate) nor Scott Blackwood (Classified Staff Council) have contacted Lopez regarding sharing the proposed awards display in the new Union. He will see them both tomorrow and hopes to talk with them.
(2) The Parking committee has not yet contacted Lopez on a final draft of their reserved parking spaces policy which is reportedly being reviewed in Faculty Senate.

(3) Lopez and Mary Beth Zachary represented Administrative Staff at the following meetings:

(a) Lunch with Eileen Sullivan (2/10/00)

- Inquired about the $160K market adjustments distribution timeline, but Sullivan had no information.
- Reported information received from Rebecca Ferguson about the Wellness resolution, communicated that we thought the President's cabinet had taken a "no-movement" position on the issue. Sullivan agreed to follow-up on what was decided to see if this was true.
- Requested funding for Spirit of BG award and Sullivan agreed to discuss this with President Ribeau.
- Expressed concern over compensation of individuals who are at their caps and asked Sullivan to inform the President that we were interested in his perspective on this. Sullivan expressed genuine concern and asked for the specific numbers of people that would be at their caps. This information was forwarded to her from Human Resources (there are currently 27 Ad Staff at cap, but some are in positions that are being evaluated and others are market exceptions or retiring, so the actual number is lower), but no response has yet been received.

(b) Meeting with Interim Provost Linda Dobb (2/28/00)

- Informed her of the "Invest in Yourself" Professional Development half-day occurring on Wednesday and of the fact that ASC has awarded the entire $4000 of allocated Professional Development grant funds for this year, shared with her some of the grant recipients' names and what they were using the grants for.
- Shared positive feedback about the Executive VP restructure and the confidence many have expressed in her.
- Discussed issues related to the Compensation Plan, but received no new information.
- Discussed the possibility of funding for the Spirit of BG Awards requested of Eileen Sullivan on 2/10/00; Dobb expressed some concern about how this might match up with Faculty awards but did agree to check on the request. She also noted that the staff appreciation dinner budget had been increased by $5000 for "better gifts" when concerns were expressed about equity in awards.

(c) Breakfast meetings with Rebecca Ferguson, the Director of Human Resources (2/8 & 2/22)

- Primary topic of discussion continues to be the status of distribution of the market adjustment funds allocated by the board of Trustees last June 28th. Ferguson reported that "additional data cuts are being worked on for our Washington lawyers."

(d) ASC Executive committee (2/8/00 and 2/22/00)

2/8/00 meeting:

- Update: Ferguson meeting 2/8/2000
- Athletics replacement of Jerry Wollmering on the Re-evaluation appeals review panel (3-year term) needed.
- Administrative Staff representation on Student Success proposal evaluation committee (Lee Meserve, chair) requested; Interested are Linda Swaisgood, Assoc. Dir., Marketing & Communications and Ellen Dalton, Budget Coordinator, College of Musical Arts; Linda Hamilton suggested that since Ellen had expressed interest in this that we let her do it, we referred Ellen Dalton to Lee Meserve)

http://www.bgsu.edu/organizations/asc/minutes/9900/mar00.htm

11/12/03
• Agenda for lunch with Sullivan (see above)

2/22/00 meeting:

• Update: Ferguson meeting 2/22/2000
• President’s Panel discussion questions (some discussion)
  o Compensation Plan
  o Awards
  o BOT report (some discussion)
  o Prof Dev event and grants
  o Corpus of ASC Scholarship endowment
  o Concern over time taking to distribute $160K market money allocated June 28, 1999
  o “Spirit of BG” award
  o Concern over capped persons possibly not receiving the merit they have earned over the last year.

Chair-Elect Report: Mary Beth Zachary encouraged those assembled to consider running for Chair Elect or Secretary or volunteering to chair an ASC committee next year. She expressed her commitment to continuing in the collaborative way that Paul Lopez has shaped Council and its leadership this year. She also remarked that ASC will continue to work on compensation and other issues that will have long-term effects and urged those present to consider volunteering for an ASC committee next year even if their Council term has ended.

Secretary’s Report: no report

Committee Reports:

Amendments: no report

External Affairs: Mary Lynn Pozniak reported that upcoming events include the Jazz Band concert and “Romeo and Juliet”. Keith Hofacker may be able to reserve a section for AD Staff with enough prior notice.

Awards and Special Recognition: Tony Howard reminded those assembled that the deadline for BG Best awards is March 24. He also reported that Ferrari award applications would be sent out in early April. Howard also said that Wanda Overland, Dean of Students, is very enthusiastic about the awards kiosk being discussed in ASC. The committee now needs to write a proposal for this project to move forward.

Internal Affairs: no report

Personnel Welfare: Joe Luthman reported that the committee has approved the changes to the Administrative Staff handbook. He also said that the minutes of that meeting will be available after they have been approved.

Professional Development: Laura Emch reported that 114 people attended yesterday’s ASC mini-conference. Ann Betts of Continuing Education will compile the evaluations and do a follow-up evaluation in about two months.

Salary: John Clark reported that the committee is still working toward more consistent teaching compensation and is still waiting for an opportunity to present the issue to the Dean’s Council. He also reported that the committee has another meeting with Human Resources on March 16.

Scholarship: The committee held its raffle during the present meeting. Winners will be notified by Diane Smith, committee chair. Smith congratulated the winners and thanked those involved for making the raffle a success. She also reported that March 17 was the deadline for scholarship applications and that interviews of applicants would occur on April 17 and 18.

Performance Evaluation Revision: Karen Woods distributed a summary of the evaluation of the University’s Performance Evaluation system completed by the
Institute for Psychological Research and Application (IPRA). She also told those assembled that the report would be available on the Internet at http://www.bgsu.edu/departments/psych/ipra/ under Project Results. A hard copy is also available through the library. Mary Beth Zachary reported that a small ad hoc committee would be formed to carry out the recommendations of the review committee. She also thanked Karen Woods and Inge Klopping for their work on the review committee and said that they would probably continue. Zachary also stated that the new committee would be Ad Hoc through ASC and work with Karen and HR to develop a new tool and suggest how merit and performance evaluation might work together. Zachary also encouraged those assembled to let someone know if someone was interested in working on this committee. John Clark and Sidney Childs volunteered.

Old Business: John Clark made a request for clarification of an entry in the January minutes because of a concern shared with him by someone involved with the UNIV program. He stated that the absence of a comma at the end of a phrase made it unclear as to what is being presented to the Dean’s Council. The statement should read as follows: “He also reported that there are programs such as UNIV 100 that have typically relied on volunteers, although UNIV 100 is now offering stipends, and that the issue (of Administrative Staff teaching compensation) is being taken to the Dean’s Council.”

New Business: Keith Hofacker introduced the issue of comp time which he would like to see ASC discuss at the next meeting. He stated that some of his constituents would like to see a university-approved document so that policies would be consistent. The brief discussion which ensued resulted in the following conclusions: that there is no comp time for Ad Staff, that some units may have flex time, and that there is a more general concern about quality of work life (e.g., balancing personal and professional responsibilities) that some would like to see addressed.

Good of the Order: Claudia Clark reminded those assembled of a session on grieving for students which will take place at the Counseling Center on March 14 from 6-7:30 p.m.

Linda Hamilton wished the BGSU Women’s basketball team good luck on their game in Cleveland tonight.

Sidney Childs reported that the Center for Multicultural and Academic Initiatives has three events coming up: the annual Trio luncheon (April 5), a trip to Detroit for students to the Museum of African American History (March 25) and the annual “Breakfast of Champions” (March 18).

Marilyn Braatz reported that there will be a meeting of the Dining Services Advisory Board in Club 57 on March 17 at 4:00 p.m.

Kay Gudehus reported that at least 6,000 people attended the President’s Day activities on campus. She thanked all the volunteers who made this possible.

Jane Schimpf moved and Pat Booth seconded to adjourn the meeting.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
April 6, 2000

Call to Order: The meeting was called to order at 1:35 by Chair, Paul Lopez

Members Present: Linda Bakkum, William Blair, Deb Boyce, Sidney Childs, Claudia Clark, John Clark, Sally Dreier, Laura Emch, Michael C. Giles, Jr., Linda Hamilton, John Hartung, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Joe Luthman, Pamella Phillips, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Jane Schimpf, Diane Smith, Jack Taylor, Nancy Vanderlugt, Laura Waggoner, Matt Webb, Mary Beth Zachary

Guests: President Sidney Ribeau, Eileen Sullivan (President's Office), Bonnie Blankinship (Monitor)

Members who sent substitutes: Neal Allen for Kay Gudehus, William Blair for Jane B. Myers

Absent: Pat Booth, Marilyn Braatz, Nancy Coy, Sandy LaGro, Penny Nemitz

Approval of Minutes: Jane Schimpf moved, Keith Hofacker seconded, and the minutes were approved as distributed.

Guest Speaker: President Ribeau reported that he will be asking the Board of Trustees for an increase in student fees at the May meeting. He stated that this is to offset a decrease in state subsidy from 5% to 2-2/1/2% for the second half of this biennium. He also said that the budget had been based on a model that included an increase of 300 FTE students, but it is not certain if this will be achieved. Transfer students will be especially important this coming year to increase enrollment, Ribeau said. He also reported that he may be asking for a 6% increase, the maximum allowable, although he did not do so last year because he has concerns about limiting access to BGSU if it does not remain affordable.

Ribeau also educated those assembled about other funding issues, including the perspective of the board members who are coming from the private sector and a "cutting cost" philosophy of financial management. Ribeau explained that 80% of the University's costs come from personnel (operating budgets currently being at bare minimum), so the only ways possible to balance the budget are to cut personnel or increase revenues.

Ribeau also reported that he plans to ask the board to increase funding for staff and that the Board will reaffirm its 1987 resolution supporting diversity. There is a possibility that the Board will present a new resolution to support diversity more strongly in the work force, the student population, international programs, and study-abroad opportunities.

Ribeau stated that our students will be expected to compete in a global economy and need to be prepared for this. Less than 5% of our students study abroad as compared to other universities where this is required of certain majors Ribeau commented.

Ribeau also thanked Administrative Staff for their involvement in the Family Campaign. He stated that it is important to demonstrate staff support of University initiatives when seeking funding from outside sources. He also said that funding for the Student Union renovations via the Family Campaign will make it possible to minimize the impact of the Union renovation on student fees. He also indicated that some of the funding for this is from matching gifts that we will lose of we fail to raise $4 million by December. Ribeau also pointed out that the University
needs to increase its investment in development. He noted that the size of our development staff is significantly less than those at Ohio University and Miami and that we could potentially make three dollars for every dollar we invest in development staff and activities. He gave the example of needing staff to work in areas where BGSU alumni live in order to increase alumni giving. Ribeau also remarked that we need to develop a network of volunteers with access to corporate executives in order to solicit contributions for such items as scholarships, building improvements, endowed chairs, and artists in residence which state funding does not support but which can bring in additional revenues. Ribeau underlined the importance of creating additional scholarships to ensure that BGSU remains accessible, especially to first generation college students who comprise more than 50% of BGSU's student population. BGSU also has a need for access to the most recent and reliable technology to stay abreast of advances in the field. He acknowledged that the majority of BGSU staff are committed to working hard, are dedicated to the institution, and are aware that their efforts are an investment in the future.

In response to questions about the Success Challenge Grants, Ribeau said that, because they are "soft money" (i.e., are not guaranteed), they cannot be used to hire permanent staff. Most initiatives that are funded by these moneys are also one-time and time-limited because of this. Ribeau did not know of the status of decision-making regarding these grants for next year, but agreed to look into this.

In response to questions about the distribution of market adjustments for this year's portion of the Compensation Plan, Ribeau stated that he had not been aware that these funds had not yet been distributed, but would look into this. Eileen Sullivan stated that the current proposal was being checked for its potential impact on issues of race and gender. Ribeau apologized on behalf of those involved for the delays in this process. He also said that it was not yet known how much funding would be available for the next phase of the plan.

In response to questions about the possibility of designing reserve sick time and excess accrued vacation time funds, Ribeau stated that the former would need to be looked at in terms of how this would work under the Ohio Revised Code. He also said that he has supported reserve sick time plans in the past (e.g., people suffering from catastrophic illness who run out of their own accrued sick time could draw on a bank of days contributed by other employees) and was amenable to seeing this happen at BGSU. The idea of using excess accrued vacation time for another purpose was, however, not possible because the University does not encumber money against those days (i.e., there is no accrual system, but runs on the assumption that not everyone will use all of their days all at once).

In response to a comment about the perception that the work week is getting longer, Ribeau agreed and tied this to financially troubled times in the past when higher education took on the business model of not-for-profit organizations and began downsizing. In order to protect as many people's jobs as possible, staffing and operating budgets were cut, leading to increased demands on those remaining. Ribeau stated that outsourcing certain job functions is a possibility but would be considered a last resort as long as the University has dedicated employees. He also acknowledged that it was unlikely that institutions of higher education would ever get the kind of budgets that they did 20 years ago, particularly in Ohio which has always been in the bottom quartile nationally in terms of state funding. But, he said, through the professional development of our human resources, we may find alternative ways of working together to get things done (i.e., in teams, collaborative efforts). Ribeau also remarked that BGSU may have to find ways of being more flexible in how we use campus resources such as having year-round campuses or weekend college to make the best use of the physical plant and optimize the use of faculty. He suggested that interested staff get together and think of ways to do things differently. Eileen Sullivan also said that some strategies were being looked at and Ribeau mentioned that the new Executive Vice President Linda Dobb will be trying to operationalize the idea of the weekend college in particular.

In response to a question about the University's progress in developing enrollment strategies to moderate budgetary impacts, Ribeau stated that we are not currently close to accomplishing this, but that the new Provost will have as part of his function a charge to be more directive in his
enrollment management strategies. He also stated that we would like to have a net growth of about 2-1/2 %, but may not reach this goal. He did note that, although enrollment is not increasing, it is at least not declining. The current strategy receiving the most attention is to improve the rate of retention of current students, he said, because it is more costly to recruit than to maintain a student population.

Ribeau also commented on the Employee Wellness proposal, acknowledging that this could be an important factor in dealing with the increasing cost of health care and the effects of stress. He said that Ed Whipple, Vice President for Student Affairs has been actively pushing for such a plan, but the issue of funding is also a factor here.

In response to a question about the Board's continued commitment to a 100% merit model, Ribeau stated that this was indeed their commitment based as it is on a business model. In his closing statements, Ribeau remarked that the school of thought in the Assembly today is that K-12 is the priority. They don't understand, he added, that K-12 depend on higher education. He also again commented on the loyalty and commitment of BGSU staff and his appreciation of this.

**Chair Report:** In the interest of time, Lopez distributed a written report (see Appendix A).

**Chair-Elect Report:** Mary Beth Zachary reported on her attendance at the Legions meeting in which the evaluation of universities was discussed. Zachary stated that there is an implication that universities may be "graded" in the future and that the assigned grade may have an impact on funding. She also said that it is not clear what criteria are being considered for this process. Zachary also informed those assembled that the ASC Executive Committee had passed the charge to the Ad Hoc Performance Evaluation Revision Committee (see Appendix B).

**Secretary's Report:** Claudia Clark reported that John Clark had been nominated for Chair-Elect for next year's ASC and had accepted the nomination. She also reported that Joe Luthman had come forward as a possible candidate for Secretary and that there was an additional nominee who had not yet accepted the nomination. Additional nominations were solicited, but none were received.

**Information Technology Committee Report:** John Clark had been invited to give an update on the activities of the ITC. In the interest of time, Clark distributed a written report (see Appendix C) and asked those assembled to share this with their constituents and send him any feedback.

**Committee Reports:**

**Amendments:** no report

**External Affairs:** Mary Lynn Pozniak reported that the Jazz Band concert will take place at 8 p.m. tonight at Kobacker.

**Awards and Special Recognition:** Laura Waggoner reported that nominations for the BG Best Awards are closed. She said that 19 people had been nominated and that final decisions would be made at a meeting tomorrow. Council is looking at possible dates for the Spring Reception which will include the presentation of the awards. It was suggested that President Ribeau be invited and the date be planned to accommodate his schedule. Waggoner also reported that Ferrari Award applications have been sent out.

**Internal Affairs:** Linda Hamilton alerted ASC committee chairs to the orientation luncheon for new ASC reps which will take place beginning at 11:30 a.m. on Thursday June 1. She urged them to attend the luncheon to speak to the new reps about the activities in which each of their committees is involved.

**Personnel Welfare:** Joe Luthman reported that the committee is continuing to work on the conciliation process for non-compensation plan complaints.
Professional Development: no report

Salary: John Clark reported that the committee has decided to recommend a salary increase of 5% for the next fiscal year for Administrative Staff. He stated that universities across the country had a 5% increase for 1999-2000, but that comparative data for Ohio institutions have not yet been compiled.

Scholarship: Diane Smith reported that scholarship applications have been evaluated and narrowed down to 10 candidates. Interviews will take place in a week or so. Smith also said that there may be more than three scholarships awarded this year.

Performance Evaluation Revision: no report

Old Business: none

New Business: none

Good of the Order: Claudia Clark reminded those assembled of a session on grieving for students which will take place at the Counseling Center on April 10 from 6-7:30 p.m.

Cheryl Purefoy reported that Inventory Management has a number of dressers and student desks for sale. Inventory Management can be contacted at 2121 to inquire about this.

Paul Lopez reminded those assembled about the Health Fair which will take place on April 13 from 10 a.m. to 4 p.m.

Claudia Clark reminded those assembled about the Latino Issues Conference on April 13 and referred them to Sidney Childs and the Center for Multicultural and Academic Initiatives for further information.

Keith Hofacker moved and Sidney Childs seconded to adjourn the meeting.

The meeting was adjourned at 3:10 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Minutes of Administrative Staff Council Meeting
May 4, 2000

Call to Order: The meeting was called to order at 1:35 by Chair, Paul Lopez

Members Present: Pat Booth, Deb Boyce, Marilyn Braatz, Sidney Childs, Claudia Clark, John Clark, Sally Dreier, Laura Emch, Michael C. Giles, Jr., Kay Gudehus, Linda Hamilton, Keith Hofacker, Tony Howard, Sandy LaGro, Thad Long, Paul Lopez, Joe Luthman, Jane B. Myers, Mary Lynn Pozniak, Anne Saviers, Jane Schimpf, Diane Smith, Nancy Vanderlugt, Laura Waggoner, Matt Webb, Mary Beth Zachary

Guests: Bonnie Blankinship (Monitor)

Members who sent substitutes: Jane Myers for William Blair, Sheila Kratzer for Pamella Phillips, Kent Stamm for Cheryl Purefoy

Absent: Linda Bakkum, John Hartung, Penny Nemitz, Jack Taylor

Approval of Minutes: Jane Schimpf moved, Deb Boyce seconded, and the minutes were approved as distributed.

Chair Report: Paul Lopez reported that the $160,000 of "market adjustment" money allocated by the Board of Trustees on June 28th of 1999 was distributed. Those that received an adjustment received it along with a letter in their April paychecks. Those appealing their exclusion should have contacted Human Resources for an appeals packet.

He also reported that he, Mary Beth Zachary, and/or Claudia Clark had represented Administrative Staff at the following meetings:

1. Lunch meeting w/Eileen Sullivan & Linda Dobb 4/13
   - "Spirit of BG" award funding ($1000 requested). Asked again about status of funding this award. Dobb will get back to us about it.
   - Compensation
     1st year: see above
     2nd year: hopefully, if funded, employees with 5 or more years in their position will be placed appropriately within the second quartile.
     Caps: there may be a stipend (equal to the merit pay earned) for this year for those at caps.
   - Wellness proposal: discussed President Ribeau's statement at the April ASC meeting: "I don't have a plan" implying from anyone; Vice President for Student Affairs Ed Whipple was at the table and interjected his support of a Wellness program. Provost Dobb stated it would not be moving very fast without a campus groundswell of support. Lopez and Mary Beth Zachary thought this issue should go back to Constituent Group Caucus for the ground swell. Lopez also said that there is a plan to do a survey in the fall to see if there is sufficient support for the plan and asked those present to encourage their constituents to send it in when this happens.

2. Legions meeting 4/27/2000
   - Planning Retreat: June 7th, French Quarter.
   - Family Campaign update:
     - Admin. Staff second to Retirees in giving at $112,000. 302 of 450+.
     - Total so far: $401K as compared to $354K last year

http://www.bgsu.edu/organizations/asc/minutes/9900/may00.htm

11/12/03
- 36% campus-wide up 1% from last year

- Bill Knight study, "Effects Upon Time to Degree Attainment for 1998-1999 Baccalaureate Graduates"

- Success Challenge funding in Ohio motivated the study
- Strongest predictor was average credit hour load per semester
- Summer school was not a factor supporting shorter time to graduation
- Perhaps the 12 hour full-time policy should be examined in light of findings

- Remarks by Ribeau

- Noted faculty salaries at BGSU went up 6.2% last year, the highest in the state of Ohio, gaining some ground. Also noted this year they would probably keep their relative position maybe even lose ground.
- Congratulated Administrative Staff for their support of the Family Campaign
- Talked a bit about the goals of the Legions retreat June 7th. Looking to match up Unit plans with the University Planning Committee's take on what the institution should be prioritizing.
- Talked a bit about enrollment/retention expectations not being met...300 additional Freshmen forecasted; 200, maybe only 150, thought to be coming. With regards to retention, he sees no evidence of why he should feel retention will be any better than last year. Lopez stated that his perception of Ribeau's comment was that we've talked about retention a good deal but he (i.e., Ribeau) doesn't see what we've done differently than last year.
- Suggested he will be asking the BOT for the maximum tuition rate increase of 6%. Last year the increase was 4.8%.
- "We will not be growing as much as we'd projected" Lopez quoted Ribeau as saying

3. Breakfast meetings with the Director of Human Resources (4/18 & 5/2)

- Year Two Compensation Plan: 12/31/99 is the adjustment determination date (for 9+ years and 5+ years adjustments). Those with a 12/31/1994 and before hire date included in 5+ years adjustment. Missing in the adjustment group are the group hired 1/1/95 to 12/31/95 before Mercer took effect on 1/1/96. The whole point of the PWC plan was to "place" individuals correctly that were hired before the Mercer Plan began and started to make an experience-based determination on where people were hired in at in their salary range. Ferguson brought a list of hires she found that fell into the above qualification. She showed Lopez that all but two of them had completed a Job Analysis Questionnaire. He convinced her to re-cut the data to include this group of people for their consideration of including them in the next round of adjustments.

- Mercer review of the ranges inquired about: How does it impact those at cap? Will there be a cap this year? If so, how will those at the cap be compensated for Merit they've earned in the last year? Can we have a list of those that will be at cap?

- Review of the ranges has not happened. When it does happen, Ferguson will be looking to make the "cap" issue moot. More to come later.

http://www.bgsu.edu/organizations/asc/minutes/9900/may00.htm

11/12/03
- Salary inversion/compression issues. Process of identifying and dealing with them? Will there be funds allocated for this?

  • HR will continue to deal with these issues as they are identified and Ferguson is confident there will be funds available to do that.

Do all Administrative Staff units have merit documents? (Lopez stated that he was attempting to confirm that all administrative staff units had completed this ASC goal.) They have.

Handbook: is it updated on the web? HR responsibility to keep it updated? Who is the contact for ASC in working out concerns?

  • Yes, the handbook is updated except for Fee Waiver change and language about pro-rated merit deadline. Practice has been since last year that merit is pro-rated from the date of hire no matter when that is. Current language in on-line handbook states you must be hired after 12/31 of the contract year to receive any merit. Our HR contact for the Handbook is Karen Woods. We need our PWC group to call and ask her how we can help that change happen right away. Ferguson stated that it would not change back to the 12/31 date.

4. ASC Executive Committee (4/18 & 5/2)

- Update from PWC

  • “Cap” Response as discussed above
  • Joe Luthman passed out the 1st draft of the Conciliation Process for Non-Compensation Complaints. Minor editing by Exec. Plan was to poll PWC for a possible first reading at ASC this Thursday with Second reading and vote at the June meeting. (see below for update under committee reports) Year Two Compensation Plan concerns
  • Salary Recommendation (see report below)
  • ITC update (see report below)
  • Board Of Trustees report: Lopez asked for other accomplishments that can be communicated at BOT meeting on Friday along with our goals update.
  • Spring reception June 1st, 3:30p-5:30p, Mileti Alumni Center

Chair-Elect Report: no report

Secretary’s Report: Claudia Clark gave an update on elections (officers and executive committee ballots due May 12, self-nominations for University Standing Committees closed yesterday)

Information Technology Committee Report: John Clark reported that Interim Provost Dobb came to the most recent meeting and laid out multiple decisions and directions for ITC based on recommendations made by consultant Mark Resmer. Included were: Lotus Notes phase out (replacement not yet determined, but possibly something web-based), assignment of “building techs” to high usage areas, and offering financial incentives for developing distance learning proposals. She also advocated strongly for immediate implementation of the proposed “Acceptable Use Policy” and expressed interest in exploring commercial uses of university technology for profit. It is also possible that the university will move toward supplying or requiring laptop computers for all students instead of having open labs. A discussion followed which yielded the following conclusions: that there was concern that Resmer did not have any interactions with any administrative office, that he did meet with the Directors of Finance and Research to get a feel for what was needed, that there will be a section in his final report on administrative computing functions, and that ITC will have access to all non-sensitive parts of the report (with “sensitive” defined as anything having to do with a particular employee). Clark invited those assembled to forward any specific questions to him.
Committee Reports:

Amendments: no report

External Affairs: Mary Lynn Pozniak reported that volunteers are needed for the Black Swamp Festival which will take place September 8-10. She mentioned some of the activities that were looking for volunteers (e.g., security and youth arts).

Awards and Special Recognition: Laura Waggoner reported that nominations for the Ferrari Award are due on Friday. The committee is still working on the Spirit of BG Awards and is hoping to make the first award in July of this year.

Internal Affairs: Linda Hamilton reminded ASC committee chairs and Executive Committee members about the orientation luncheon for new ASC reps which will take place beginning at 11:30 a.m. on Thursday June 1.

Personnel Welfare: Joe Luthman reported that the committee is continuing to work on the conciliation process for non-compensation plan issues. In order to ensure that a satisfactory outcome is achieved, the committee has decided to postpone bringing their recommendations to full Council until the September and October meetings.

Professional Development: no report

Salary: John Clark discussed the rationale for the salary increase of 8% that the committee recommended. He stated that the recommendation was based on data that demonstrated that BGSU Ad Staff had lost ground last year in comparison to other similar universities in Ohio. An 8% increase could win back the ground lost last year, but only if comparative university salaries remained steady.

Scholarship: Diane Smith announced the winners of this year’s ASC scholarships. They are: Shannon Fullenkamp ($1,000), Jill Wenzlick ($800), Josh Lesure ($800), Shelly Howard ($800), and Bryan Reaume ($500).

Performance Evaluation Revision: no report

Old Business: none

New Business: none

Good of the Order: Mike Giles announced that summer memberships to the Rec Center are now available. He also announced that both pools would be shut down for renovations beginning June 19 until the week before fall semester begins. He also said that the Rec Center will be getting air conditioning.

Jane Myers announced that the Falcon Club membership drive is in progress and encouraged all to join. As an incentive, she said that tickets to the Michigan game on September 2 are highly sought after and their availability is tied into Falcon Club membership.

Marilyn Braatz announced that she is leaving BGSU and moving to Columbus. She also invited those assembled to a reception today from 3-5 p.m.

Mary Beth Zachary reported that library books must be presented in person for renewal by the end of the semester. She also encouraged those present to think about committee involvement for next year and be prepared to sign up at the June 1 meeting, stressing the need for continuity of the work that committees are doing. She also asked that people think about ASC goals for next year.

Paul Lopez reported that the Legions retreat would take place on June 7 and that the group would look at the work of the University Planning Committee to define goals and priorities for next year. He also said that the new ASC Executive Committee would be meeting in mid-June at Firelands to solidify goals for the coming year. He expressed his hope that our goals would be consistent with those of the university as a whole.

Linda Hamilton moved and Michael Giles seconded to adjourn the meeting. The meeting was adjourned at 2:22 p.m.

Respectfully submitted,

http://www.bgsu.edu/organizations/asc/minutes/9900/may00.htm 11/12/03
Minutes of Administrative Staff Council Meeting
June 1, 2000

Call to Order: The meeting was called to order at 1:30 by Chair, Paul Lopez

Members Present: Linda Bakkum, William Blair, Pat Booth, Sidney Childs, Claudia Clark, John Clark, Michael C. Giles, Jr., Kay Gudehus, Linda Hamilton, John Hartung, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Joe Luthman, Jane B. Myers, Mary Lynn Pozniak, Anne Saviers, Jane Schimpf, Diane Smith, Jack Taylor, Laura Waggoner, Matt Webb, Mary Beth Zachary

Guests: New members Deborah Fleitz, Keith Pogan, Barbara Waddell, Andrew Freeman, Nora Cassidy were introduced by Paul Lopez

Members who sent substitutes: Tina Coulter for Laura Emch

Absent: Deb Boyce, Marilyn Braatz, Sally Dreier, Sandy LaGro, Penny Nemitz, Pamella Phillips, Cheryl Purefoy, Nancy Vanderlugt

Approval of Minutes: John Clark moved, Jane Myers seconded, and the minutes were approved as distributed.

Chair Report: Paul Lopez highlighted the following key items which appear in their entirety in his written report (Appendix A):
1.) His report to the Board of Trustees on June 5, including a final report on ASC goals for 1999-2000.
2.) The Awards and Special Recognition Committee will continue to look for funding for the Spirit of BG awards and will be working with Eileen Sullivan on this.
3.) Optimism regarding the second year distribution of the Compensation Plan-Lopez stated that we have moved forward another step from Human Resources being able to articulate our concerns to Linda Dobb to Dobb articulating them to the President's Compensation Committee.

Lopez then thanked those ASC members who are completing their terms on Council this semester and presented each with a certificate of appreciation. The departing members are: Matt Webb (Academic Support), John Hartung (Firelands), Deb Boyce (Institutional Support and Past Chair), Sandy LaGro (Institutional Support), Linda Hamilton (Institutional Support), Jane Schimpf (Institutional Support), Michael C. Giles, Jr. (Athletics/Sports Activities), Laura Waggoner (Student Support), Joe Luthman (Technology), and Nancy Vanderlugt (Academic Departments).

Chair-Elect Report: Mary Beth Zachary encouraged everyone to serve on an ASC
committee next year. She pointed out the benefits of being involved in committee activities and sharing the workload among more people.

Secretary's Report: Claudia Clark gave an update on elections, distributed the list of representatives and Executive Committee members for the 2000-2001 year, and distributed the new schedule of Council meetings.

Information Technology Committee Report: John Clark distributed a written report which appears in Appendix B. He also entertained some questions which resulted in the following information: When ITS switches over to a web-based e-mail system, users will be able to use the POP software of their own choosing, but will still have to use a web browser to get mail. The new system cannot automatically delete mail as does the present system, so mail will remain on the server until the user actively deletes it. A concern was also raised about alerting users to undelivered mail that ITS may be holding for them. Suggestions included having ASC reps alert their constituents to the possibility that they may have undelivered mail or having ITC send out a "snail mail" memo about this. It was also suggested that there is a "root level conflict" between the POP software and Lotus Notes which is resulting in undelivered mail. Users who want to check for undelivered mail can contact the Help Line at 2-0999 or send an e-mail to tsc@bgnet.bgsu.edu

Committee Reports: Committee chairs or their representatives presented their final reports for the academic year. These reports are included as appendices to the minutes as indicated below:

Amendments: Appendix C, John Hartung
External Affairs: Appendix D, Mary Lynn Pozniak
Awards and Special Recognition: Appendix E, Laura Waggoner
Internal Affairs: Appendix F, Linda Hamilton
Personnel Welfare: Appendix G, Joe Luthman
Professional Development: Appendix H, Laura Emch (verbal report by Kay Gudehus)
Salary: Appendix I, John Clark
Scholarship: Appendix J, Diane Smith

Old Business: none

New Business: none

Good of the Order: Keith Hofacker reported that the musical "Oklahoma" is being presented in July.
Linda Hamilton reported that employment contracts for Administrative Staff would be going out Monday.

Ann Saviers urged those assembled to consider letting an international student stay with them for a night or two in August before the semester begins. She reported that there are no longer short-term accommodations available to these students in the residence halls and they are not able to make arrangements for off-campus housing prior to their arrival. Thus her office is anticipating a need for temporary housing for 100-175 new graduate students in the fall.

Deb Fleitz encouraged those assembled to subscribe to the Festival Series for next year and described several events that will be taking place including performances by the Ray Brown Trio, the Eroica Trio, Andre Watts, and Pilobolus Dance Theater.

Jack Taylor reported that there has been an encouraging increase in the average GPA of BGSU athletes.

Passing The Gavel: Paul Lopez officially welcomed Mary Beth Zachary as the new Chair of ASC for the academic year 2000-2001 by presenting her with the traditional gavel.

Linda Hamilton moved and Michael Giles seconded to adjourn the meeting.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,
Claudia A. Clark
Secretary
Subject: (See attached file: advisory team members0001.xls)
Mary Beth:
Attached please find a list of the current Administrative Staff Advisory Team Members and a suggested list for additions. As we discussed - these are just suggestions, we are sure there are other folks on campus that might be willing and/or interested in serving.

We are looking to double the team size and run a training session this summer. If I remember correctly Donna has already enlisted the assistance of folks already on the team to assist in the training. We would also recommend that we add Paul to the team now as an outgoing Chair - his knowledge would be very helpful. We would also suggest that we train you and John as incoming chair and vice-chair.

I think I also agreed to e-mail existing team members for their feedback/input on length of term and how to get off and on the team. I will copy you on that e-mail. I hope I have covered all we talked about - if I have forgotten something please let me know. Thanks Becca

Rebecca C. Ferguson
Assistant Vice President for Human Resources
Bowling Green State University
Office (419) 372-2259
Fax (419) 372-2920
Attachment Converted: "c:\eudora\attach\advisory team members0001.xls"
ADMINISTRATIVE STAFF ADVISORY TEAM MEMBERS - 1999

FINANCE

Jane Schimpf
Auxiliary Services
jschimpf@bgnet.bgsu.edu
372-2238

William Knight
Institutional Research
Wknight@bgnet.bgsu.edu
372-7816

Cheryl Purefoy
Materials Handling
Purefoy@bgnet.bgsu.edu
372-0521

INTERCOLLEGIATE ATHLETICS

Jerry Wollmering
Intercollegiate Athletics
Jwollmer@bgnet.bgsu.edu
372-7057

UNIVERSITY ADVANCEMENT

Cheryl Takata
Public Relations
Ctakata@bgnet.bgsu.edu
372-2756

Terri Sharp
Public Relations
Tsharp@bgnet.bgsu.edu
372-8587

STUDENT AFFAIRS

Dick Bowers
Student Recreation Center
rbowers@bgnet.bgsu.edu
372-9884

Ute Lowery
Residence Life
ulowery@bgnet.bgsu.edu
372-2011

Jill Carr
Office of Student Life
Jcarr@bgnet.bgsu.edu
372-2843

HUMAN RESOURCES STAFF

Rebecca Ferguson
Vice Provost for Human Resources
Ferguson@bgnet.bgsu.edu
372-2259

Patricia Patton
Manager, Employment
Pipaito@bgnet.bgsu.edu
372-2228

PROVOST

Denise Kisabeth
WBGU-TV
dkisabeth@wbgu.bgsu.edu
372-7378

Ann Bowers
Center for Archival Collections
abowers@bgnet.bgsu.edu
372-2411

Jeff Grilliot
International Programs
jgrilli@bgnet.bgsu.edu
372-2247

Deb Wells
Information Information Services
wells@bgnet.bgsu.edu
271-7500

Donna Wittwer
Manager, Benefits
dwittwe@bgnet.bgsu.edu
372-2113

Marcia Buckenmyer
Administrative Assistant
mbucken@bgnet.bgsu.edu
372-2558
<table>
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<th>Orginal Team - still here</th>
<th>Suggestions for new members</th>
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13 original members - we have lost Ute and Jerry.

We would also suggest as outgoing Chair folks get added to the group:

- HR Team members: Paul Lopez, Exec VP
- Donna
- Pat
- Doug
Subject: Monitor, JAQ Review
To: mzachar@bgnet.bgsu.edu
X-Mailer: Lotus Notes Release 5.0.2a November 23, 1999
From: fergusb@bgnet.bgsu.edu
Date: Fri, 19 May 2000 08:27:28 -0400
X-MIMETrack: Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
05/22/2000 08:11:11 AM

From: fergusb@bgnet.bgsu.edu on 05/19/2000 08:27 AM
To: mzachar@bgnet.bgsu.edu
cc:
Subject: Monitor, JAQ Review

Feedback from Teri - B

Rebecca C. Ferguson
Assistant Vice President for Human Resources
Bowling Green State University
Office (419) 372-2259
Fax (419) 372-2920
----- Forwarded by Rebecca C Ferguson/F&S/BGSU on 05/19/2000 08:29 AM -----

Teri Sharp
<tscharpbgsu.edu> To: fergusb@bgnet.bgsu.edu
cc: Subject: Monitor, JAQ Review
05/17/2000
11:17 PM

First alert: There will be no Monitor published on June 5, due to the Memorial Day weekend the previous week.

Second, in response to your questions of Administrative Staff Advisory Team membership:

1) How long do you think the terms of service should be? I think we have talked about 3 years but we have never put anything in place.

I think two to three years is okay. I know others in the group have reviewed far more than I, but there is so much training involved that to reap the maximum value for that training, you don't want to be doing it every 10-12 months.

2) How should you come onto the team?

Appointment by vice presidential area with a few "at large" placements for members to be recruited/selected by Ad Staff Council and by Human Resources makes sense to me, particularly since the VP areas vary so much in number of ad staff. Selective recruitment by HR could help balance out the work load for the group—if that's been a problem. (I'm basing this on comments from colleague Cheryl Takara who told me she did quite a few reviews fall semester. During my tenure to review, I've done five JAQs.)

3) Any other suggestions regarding process?

I think you should do the training in one or two days back-to-back and then let new group get started helping you, rather than take a semester to do the training. In my case, it was a full 12 months after training before I was asked to do a review...
PS: This is just an aside, but serving on this group really is educational from several perspectives. First, you have a chance to get a much better University overview of the kinds of positions here at the University and what goes into making this place run. Secondly, you get a better appreciation for the work that has gone into and will continue to be placed on fairly rewarding employees with equitable compensation through this Mercer job analysis system. It isn't easy—but BGSU is trying. Thirdly, by looking at the jobs and reporting structures, it can help develop skills in analyzing how to structure jobs...anyway, that's what I'm learning...And no, Becca, you don't need to send me a bunch more JAQs to do. I'm going to try to take some much-needed vacation soon. teri

********************************************************************************
Teri Sharp, Director of Media Relations
Bowling Green State University
Bowling Green, Ohio 43403-0051
Phone: 419.372.8587
Fax 419.372.2617
********************************************************************************
Subject: asc advisory team
To: mzachar@bgnet.bgsu.edu
X-Mailer: Lotus Notes Release 5.0.2a November 23, 1999
From: fergusb@bgnet.bgsu.edu
Date: Thu, 18 May 2000 12:38:51 -0400
X-MIMETrack: Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
05/22/2000 08:11:06 AM

From: fergusb@bgnet.bgsu.edu on 05/18/2000 12:38 PM
To: mzachar@bgnet.bgsu.edu
cc:
Subject: asc advisory team

FYI - here is feedback from Deb. Becca

Rebecca C. Ferguson
Assistant Vice President for Human Resources
Bowling Green State University
Office (419) 372-2259
Fax (419) 372-2920
----- Forwarded by Rebecca C Ferguson/F&S/BGSU on 05/18/2000 12:39 PM -----

Hi Becca,

Here's my thoughts:
1) 3 year terms seem appropriate to me
2) At least 2 training sessions from HR before coming on the team
3) On 3 member teams, only put 1 new person on at a time so that person will have 2 veterans to work with along with the folks from HR

Thanks,
Deb

>1) How long do you think the terms of service should be? I think we have
talked about 3 years but we have never put anything in place.
>2) How should you come onto the team?
>3) Any other suggestions regarding process?
>
>Look forward to hearing from all of you. Thanks Becca
Subject: Re:
To: mzachar@bgnet.bgsu.edu
cc: 
Subject: Re:

Feedback from Ann - Becca

Rebecca C. Ferguson
Assistant Vice President for Human Resources
Bowling Green State University
Office (419) 372-2259
Fax (419) 372-2920
----- Forwarded by Rebecca C Ferguson/F&S/BGSU on 05/18/2000 03:12 PM -----

Becca:

Thanks for sending these questions out to everyone for all of our input.

1) How long do you think the terms of service should be? I think we have talked about 3 years but we have never put anything in place.

   I think 3 years is appropriate...time enough to become familiar and comfortable with the process and also time enough to be able to carry through with decisions on individuals or whole offices which completed. More than 3 years, then I think we might become stale (or perhaps in northwest Ohio, moldy is a more appropriate term!). New faces and new thinking is always good. I also truly believe that the more administrative staff who experience this end of the process, the more successful the whole grading scheme will continue to be. (more and more will buy into the plan and the process because they understand it)

2) How should you come onto the team?

   I do think that rotating people on and off is the best as that way you will have some continuity. I am not sure how the logistics' would work with this, but if you can keep on each of the
three-four member smaller teams a balance of old and new, that may prove helpful in terms of training the new members and establishing times when the "older" members rotate off. I realize that this may mean for some of us "originals" a few might continue for longer than 3 years until the rotation scheme is fully operational, but we all would still have a date after which we no longer would serve.

3) Any other suggestions regarding process?

Its great process and it is most gratifying to see it really work!

Ann

Ann M. Bowers
Assistant Director and University Archivist
Center for Archival Collections
Jerome Library
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-2411
(419) 372-0155 (Fax)
abowers@bgnet.bgsu.edu