2001

Minutes 2000-2001

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: 2000-2001

Format: Bound \(\times\) Loose

Order: Alpha \(\times\) Chronological \(\_\) Numerical

Index: Included \(\_\) Separate \(\times\) None

Notes

1. Colored Paper
2. Colored Ink
ASC MEETING 9/7/00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY
1:30-3:00

Call to Order

Introduction of Substitutes

Approval of Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

Amendments
External Affairs
Awards and Special Recognitions
Internal Affairs
Personnel Welfare
Professional Development
Salary
Scholarship
Ad Hoc Committee on Performance Evaluation Revision

Old Business

New Business
Bylaw restrictions
2000-2001 Goals

Good of the Order
Minutes of Administrative Staff Council Meeting  
September 7, 2000

Call to order: The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, Ann Betts, Pat Booth, Nora Cassidy, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Deborah Fleitz, Andrew Freeman, T. David Garcia, Kay Gudehus, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Sandra Miesmer, Pamella Phillips, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Nancy Vanderlugt, Robin Veitch, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: Ann Bowers for Diane Smith

Absent: William Blair, Sidney Childs, Jane B. Myers, Penny Nemitz, Keith Pogan, Charles Stocker, Jack Taylor

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

Chair Report:

The executive committee has been meeting and working on proposed goals. The committee has discussed and attempted to articulate and prioritize council’s work for the coming year. Various questions that have arisen were handled including requests for people and monetary contributions for an ice cream social on Homecoming Spirit Day and requests for examining and clarifying University policies.

Human Resources

The President’s Compensation Plan distribution for year 2 has occurred. A committee for hearing appeals was formed, the process was created, and appeals have been submitted.

Donna Wittwer’s mother died. Mary Beth Zachary sent a sympathy card on behalf of ASC. Wittwer will be out until September 11.

Mary Beth Zachary and John Clark have been meeting to help clarify ASC’s work when it intersects with the work of HR. They hope to continue the excellent working relationships with the staff in HR that they have had in the past several years.

Becca Ferguson shared with John Clark and Mary Beth Zachary a report documenting the last three years of staff hires at BGSU. The report shows that "when there are internal candidates for positions in all categories (Administrative, Classified – full-time and part-time) greater than 50% of the time the internal candidate is selected for the position.” (handout). The question was raised whether employees are always aware of vacancies on campus. Barbara Waddell said that all campus vacancies are listed in the Monitor. The suggestion was made to have a link from the ASC Website to the Human Resources Website regarding job vacancies.

Discussions regarding the interpretation and application of FMLA at BGSU began recently. The policy at BGSU is that FMLA is applied concurrently with sick leave taken. The act itself states that it is the decision of the employer and/or employee whether or not to run them concurrently. Another point being discussed is the fact that married couples who both work on campus share 12 weeks leave. The act states that the employer can do more than this. The Board of Trustees clarified this point at their meeting on June 27, 1997 but their statement does not seem to completely clear up the issue. Nancy Footer is examining their statement. Zachary and Clark will keep council informed as the discussion proceeds.

Getting the revised Administrative Staff Handbook on the web is a priority with HR.

Executive Vice President Linda Dobb

John Clark and Mary Beth Zachary met with Executive Vice President Dobb and discussed the general direction/goals of Administrative Staff. Dobb was supportive of the Spirit of BG Award.
The IT picture is looking hopeful. Dobb has hired a new budget person who will start October 1. Dobb has sent out IT updates that speak to the issues that affect us all. Zachary and Clark are in the process of setting up meetings for the year and will, of course, keep the reps up to speed with the content of those meetings.

Fall Reception
The Administrative Staff Fall Reception is September 22 in the Mileti Alumni Center 10:30 - Noon. The program will begin approximately 11:15. All are encouraged to attend and support the new Ferrari Award recipient. Also, the Administrative Staff Scholarship recipients will be introduced.

It has been strongly suggested that ASC set dates for the receptions for next year early this year. We will attempt to set a calendar for the 2001-2002 receptions with the President's office soon in order to get the dates on his calendar.

Guests
There will be guests this year at three ASC meetings. The guests will be Executive Vice President Linda Dobb at the October 5th meeting, President Sidney Ribeau at the November meeting and Provost Folkins at the January meeting. Zachary asked for suggestions for other guests who might be invited to upcoming meetings and USG President Marcos Popovich and Doug Kruzel from Employee Relations were suggested.

Spirit of BG Award
The President's Office notified us that they have added $1,000 to our budget for implementation of the Spirit of BG Award.

ASC Scholarship
The corpus of the ASC Scholarship is $89,633.24 as of 6/30/00. One of the ASC goals for this year is to increase this amount.

Constituent Group Caucus
John Clark and Mary Beth Zachary will be calling together the Constituent Group Caucus. It is ASC's turn. They will see what comes of those meetings this year. It was not an active group last year.

Legions
The Legions have met twice since the last ASC meeting. The first was the annual retreat. The major focus of the second meeting was an update of the BGSupernet project. President Ribeau spoke of several issues, one of which was the legal fight in which the University of Michigan is engaged for this entire region regarding Affirmative Action. Unlike other legal cases around this issue, 11 major corporations are supporting the efforts of Michigan to retain their Affirmative Action program. Michigan is willing to carry the battle to the Supreme Court.

Ribeau encouraged support both for the events surrounding the athletic activities this weekend and especially for homecoming activities.

Zachary announced that the campus picnic is tomorrow.

Chair-Elect Report:
John Clark reported on an update from Don Bell regarding the technology infrastructure project. The project is on target and in some cases ahead of schedule. Some areas will fully use BGSupernet by March. Clark announced that Don Bell will give a report today at 4:00 p.m. in BAA 1007.
Clark also reported on the ASC budget. The amount received this year is the same as last year: $2041. There was a $201 carry over from last year and a $746 total carry over. The total amount in the budget is $2787. The budget will be spent in the following manner: $1,800 on awards and $700 on refreshments for receptions.

Secretary's Report:
Mary Lynn Pozniak distributed the updated schedule of Council meetings and the constituent lists. She asked that the committee chairs e-mail her a copy of the reports they give at each ASC meeting.

Committee Reports

Amendments. No report.

External Affairs. Thad Long reported that the committee will meet next week and will discuss the ASC Fall reception, the possibility of having a tent at a home football game, the Homecoming Parade, and the Holiday Parade. Also, he announced that volunteers are needed to distribute ice cream and popcorn from 11:00 a.m. to 3:00 p.m. on Spirit Day, which is October 5.

Awards and Special Recognitions. Tony Howard reported that ASC received $920-$940 for the Spirit of BG Awards. ASC has been asked to work with Classified Staff Council as they will also be granting Spirit of BG Awards.

Internal Affairs: This committee is in need of a chair. Mary Beth Zachary reviewed the duties of the committee for this year. The Internal Affairs Committee will
- examine the ASC election process and find ways to streamline it;
- revise the charges of the ASC committees;
- examine the bylaws to see what effect the following changes have had: ASC is smaller than it used to be, people have to stay off council for two years between terms, and committee membership is supposed to be 50% council members; and
- make sure that bylaws agree with the Administrative Staff Handbook.

Personnel Welfare. No report

Professional Development. Ann Betts reported that feedback from the ASC Professional Development Morning indicated an interest in either having the conference during Spring Break or running it twice in the same day and having the same sessions in the morning and in the afternoon. There is interest in topics related to taking care of self and others.

Salary: David Garcia reported that the committee would meet next week.

Scholarship: No report

Ad Hoc Committee on Performance Evaluation Revision: John Clark reported that the committee has divided into three groups to write the revision. One group is writing the preamble, another group is writing the overview and rationale, and the third group is writing the timeline for evaluation. The committee will meet next week and will be finished with the revision by the end of September.

Old Business: none
New Business:
- **Bylaw restrictions.** The bylaws require that all ASC committees be composed of 50% Administrative Staff Council members. There are many people who are not on ASC who would like to be members of committees. The Amendments Committee will examine the bylaws and present alternative language that will not restrict committee membership. In order for committees to begin their work for the year and not be bound to the current restrictions, Wayne Colvin moved to suspend in Article 2, Section 2 the statement, “Non ASC members shall comprise no more than 50% of standing committee membership” until February 1, 2001 in order to allow the Amendments Committee to present alternative language. Laura Emch seconded the motion. The motion passed unanimously.

- **2000-2001 Goals.** The handout listing proposed ASC goals for the year was discussed and some modifications were suggested. Mary Beth Zachary will revise the sheet and redistribute it at the next ASC meeting.

Good of the Order:
- Paul Lopez announced that a film by Tony Howard on the topic of children grieving and coping strategies will air this Sunday at 10:30 p.m. on WBGU.
- Keith Hofacker reminded council that “Oklahoma” will be performed in Kobacker Hall this coming Friday and Saturday.
- Thad Long announced that he has two tickets to give away for the football game against Pitt this Saturday.
- Barbara Waddell passed out posters that contain the text of the University’s “Resolution Reaffirming the Commitment to Diversity”
- Claudia Clark announced the upcoming program, "Positive Images: A Body Esteem Retreat For College Women" to be held on September 16
- Wayne Colvin promised that the paving by the stadium would be completed in time for the football game on Saturday.
- Deborah Fleitz encouraged us to attend events sponsored by the College of Musical Arts. She shared the fact that 90% of the events are free.
- Cheryl Purefoy announced the following:
  - There will be a computer sale next week at the Reed Street warehouse. These computers are for home use and non-employees are also welcome to purchase these computers.
  - The fall auction will be held on October 14. Among the items to be auctioned there will be a sailboat.
  - Printing Services will accept documents for printing that are sent electronically.
  - The Post Office is recruiting for a manager.
  - The University is discouraging employees from receiving personal mail at work.

Keith Hofacker moved and Deborah Fleitz seconded to adjourn the meeting. The meeting was adjourned at 3:13 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
PROPOSED ASC Goals 2000 - 2001

- Raise the corpus of the Administrative Staff Scholarship endowment.
- Assist Human Resources (HR) with the 3rd year of the President’s Compensation Plan. Help identify positions which require market evaluations outside the CUPA and Mid-level CUPA data.
- Present the draft of the Performance Evaluation Revision to ASC mid Fall, 2000 and have it ready for implementation by January 2001.
- Begin Public Relations work to promote a Wellness Program. Prepare for and build a mandate for a survey by the upper administration about a wellness program for faculty and staff.
- Work closely with Human Resources (HR) to revise the Non-Compensation Conciliation Process.
- Initiate a discussion with the administration concerning the imposition of salary caps. (Since many state supported higher education institutions use compensations plans, how are caps handled at peer/other institutions? Are all constituent groups on the other campus handled in the same way? How/Can we get the institution to recognize the inconsistency of 100% merit and caps? HR may have a different solution.)
- Continue to offer Administrative Staff professional development opportunity support and plan and implement the “Invest in Yourself” development opportunity for the university community.
- Explore the possibility of catastrophic sick leave pool through Constituent Group Caucus.
- Pursue creation of a policy for equitable teaching compensation for Administrative Staff.
- Review and revise the bylaws and committee charges as necessary.
APPENDIX A

BYLAWS OF THE ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1: MEETINGS

SECTION 1: Regular Council Meetings
Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and shall be notified of the date, time, and location at least two weeks prior to the date.

The Executive Committee shall determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues shall have two readings. At the first reading the Council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second meeting, there may be discussion and debate. If the proposal is amended, the Chair shall determine if the change is significant enough to warrant additional review by constituents. A vote on a major issue may be taken without a second reading if there is a motion to suspend the Bylaws. The motion must be approved by a two-thirds majority of the full Council.

(Revision to Article 1, Section 1 approved by the Administrative Staff Council on 01/04/96.)

SECTION 2: Special Council Meetings
Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

SECTION 3: Administrative Staff Meetings
The entire Bowling Green State University administrative staff shall meet at a called session at least once each year. Special meetings of this group may be called upon the request of 10 percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken shall be by ballot distributed to the entire administrative staff.

SECTION 4: Executive Committee Meetings
The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee shall be called by the Chair or by a majority of the members of the Committee.
SECTION 5: Alternates at ASC Meetings
Alternates shall be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the vice-presidential or presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the Charter or Bylaws.

(Revision to Article 1, Section 5 approved by Administrative Staff Council on 01/04/96.)

SECTION 6: Attendance Policy
Each Administrative Staff Council member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice-presidential or presidential area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate shall be designated as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his or her designation as absentee, his or her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

(Revision to Article 1, Section 6 approved by Administrative Staff Council on 01/04/96.)

ARTICLE 2: COMMITTEES

SECTION 1: Executive Committee
The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

SECTION 2: ASC Standing Committees
Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:
A. **Elections Committee** - This committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect, and other council members as needed. The Committee shall assist the Secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.

B. **Professional Development Committee** - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

C. **Personnel/Welfare Committee** - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each vice-presidential area and the president's area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.

D. **Finance Committee** - The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the University budget committee.

E. **Scholarship Committee** - The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.

F. **Amendments Committee** - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.

G. **Awards and Special Recognition Committee** - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection and presentation of the awards and special recognition including the annual Ferrari Award. One member from each vice-presidential area and the president's area shall be on the committee. Committee members shall have been employed by the University for at least three years.

H. **Salary Committee** - This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.
I. **Internal Affairs Committee** – This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee also shall work toward developing ways to recognize administrative staff for their accomplishments; respond to concerns and make recommendations about the structure or configuration of Council meetings; and examine the election process and make appropriate recommendations.

J. **External Affairs Committee** – This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BG Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on- and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

(Revision to Article 2, Section 2. I. and J. approved by Administrative Staff Council on 01/04/96.)

(Revision to Article 2, Section 2 and Section 2. G. approved by the Administrative Staff Council on 05/01/97.)

**SECTION 3: University Standing Committees**

Those administrative staff members elected to University standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last three years.

**SECTION 4: Ad Hoc Committees**

ASC ad hoc committees shall be created by and responsible to the Executive Committee, which shall appoint members, including the chair, who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to University ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

(Revision to Article 2, Section 4 approved by Administrative Staff Council on 04/99.)
ARTICLE 3: APPOINTMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4: THE ELECTION/APPOINTMENT PROCESS

SECTION 1: Elections to the Administrative Staff Council

A. Nominations
On completion of the apportionment of the ASC membership, the Election Committee, annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from the total administrative staff by functional areas.

B. Elections
The Election Committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 1 approved by Administrative Staff Council on 04/02/98.)

SECTION 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of the Administrative Staff Council.

A. Nominations
Annually the Election Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

B. Elections
The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.

SECTION 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations
On completion of the election of ASC representatives, the Election Committee, shall request of the Executive Committee that it annually prepare a list of nominees for election as officers of ASC. Also, the Election Committee, by notice filed through the Monitor, annually shall solicit additional nominations for ASC officers by the total administrative staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.
B. **Elections**
The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

**SECTION 4: Nomination and Election of ASC Area Representatives to the Executive Committee**
The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

**A. Nominations**
Annually, the Election Committee shall prepare a list by functional area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

**B. Elections**
The Election Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

*(Revision to Article 4, Section 4 approved by Administrative Staff Council on 04/02/98.)*

**SECTION 5: Nomination and Appointment to ASC Standing Committees**
ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the Bylaws of the Administrative Staff Council.

**A. Recommendations and Self-Nominations**
Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-side elections to serve on ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

**B. Appointment**
From among the recommendations and self-nominations, the ASC Chair in consultation with the ASC Executive Committee annually shall fill vacancies on ASC standing committees.

**SECTION 6: General Procedures**

**A.** The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots. The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.

**B.** The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.

D. The Election Committee shall conduct nominations and elections designated in the Bylaws.

E. The final date for receipt of nomination forms and election ballots is 10 work days after distribution by the Election Committee.

F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.

G. The Election Committee shall retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.

H. The secretary of ASC shall maintain a permanent record of all nominations and election results.

I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

ARTICLE 5: VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows:

SECTION 1: ASC Chair
A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-Elect is unable to fill the position of chair for the remaining part of the year, the title of Chair-Elect shall be retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-Elect.

SECTION 2: Other Vacancies
A vacancy in other positions provided for in the Administrative Staff Council Charter and the Bylaws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Executive Committee shall appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent
group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member shall be obligated to resign.

**ARTICLE 6: FINANCE**

The Chair-Elect shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

1. **University Budgets**
   Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

   After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

2. **Foundation Account**
   This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation account will be the Chair, Chair-elect or secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation account shall be submitted to the Administrative Staff Council by October 30.

**ARTICLE 7: OFFICIAL LIAISON**

**SECTION 1: President's Representative**

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University shall have a standing invitation to meet with the council.

**SECTION 2: Media Representative**

The Monitor, published by the Bowling Green State University Office of Public Relations, shall be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the University community. Additional forms of communication may be used as deemed necessary.

**SECTION 3: Faculty Senate**

The chair of the Administrative Staff Council Executive Committee shall appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison shall attend meetings of the senate as necessary and will serve as a communication link between the two groups.
SECTION 4: Classified Staff Council
The chair of the Administrative Staff Council Executive Committee shall appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison shall attend meetings of the CSC as necessary and will serve as a communication link between the two groups.

ARTICLE 8: QUORUM

SECTION 1: ASC and ASC Committees
To conduct ASC business, two-thirds (2/3) of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action shall be taken only by a majority of the committee's membership.

(Revision to Article 8, Section 1 approved by Administrative Staff Council on 01/04/96.)

SECTION 2: Full Administrative Staff
At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9: RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10: AMENDMENTS OF THE BYLAWS

SECTION 1: The Proposal Process
A. All proposals to amend the Bylaws shall be presented to the Amendments Committee by one or more of the following:
   • Majority of the Executive Committee
   • Petition signed by 10 per cent of the ASC membership
   • The Amendments Committee
   • Petition signed by 10 per cent of the full administrative staff

B. All proposals shall be presented to the Amendments Committee in writing in the following format:
   • The original text to be amended shall be stated in its entirety first.
   • The text to be deleted or altered shall be identified (e.g., by striking through text to be deleted or by using italicized or bold typeface for text to be altered).
Teaching Compensation Proposal for Administrative Staff -- 11/8/99
Submitted by ASC Salary Committee, BGSU

Administrative staff personnel who perform official BGSU teaching* beyond the requirements of their position classification shall be offered a part-time teaching contract. The per-hour rate for this contract shall be equal to or greater than the current BGSU part-time teaching rate, congruent with the staff member's teaching experience and highest degree. Although Administrative Staff may voluntarily decline offered teaching compensation, they shall have free choice in this decision. Voluntary teaching may be considered a value-added item for an Administrative Staff employee's performance and/or merit evaluations, but teaching compensated by a part-time contract shall not be thus considered.

In summary...

- A part-time contract shall be offered for any BGSU teaching beyond the requirements of the position classification for Administrative staff.
- The teaching rate for such part-time contracts shall be equal to or greater than the standard BGSU rate for similarly qualified part-time instructors.
- Such part-time contracts, once offered, may be voluntarily declined.
- Compensated part-time teaching shall not be evaluated for "performance" or "merit" for Administrative Staff, but voluntary teaching may be.

* "Official BGSU teaching," for the purposes of this policy statement, refers exclusively to classes with these attributes: (a) university credit is awarded upon successful completion, (b) the instructor awards grades for the course [including "S" and "U"], (c) regular or formal class meetings are held, and (d) the instructor is responsible for creating/maintaining a learning environment and office hours.
ASC MEETING 10/5/00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY
1:30-3:00

Call to Order
Introduction of Substitutes

Guest Speaker: Executive Vice President Linda Dobb

Approval of September Minutes

Chair's Report - Send Claudia Chair's report

Chair-Elect's Report

Secretary's Report

Committee Reports

✓ Amendments
✓ External Affairs Date for Roy
✓ Awards and Special Recognitions
✓ Internal Affairs
✓ Personnel Welfare
✓ Professional Development
✓ Salary
✓ Scholarship
✓ Ad Hoc Committee on Performance Evaluation Revision

✓ Old Business
✓ Bylaw restrictions

✓ New Business

✓ Good of the Order - m32 - laptops - 1/7/01

Adjourn
Minutes of Administrative Staff Council Meeting
October 5, 2000

Call to Order: The meeting was called to order at 1:35 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, Ann Betts, Pat Booth, Nora Cassidy, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Deborah Fleitz, Keith Hofacker, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Anne Saviers, Jack Taylor, Nancy Vanderlught, Barbara Waddell, Mary Beth Zachary

Guest: Executive Vice President Linda Dobb

Members who sent substitutes: Claudia Clark for Mary Lynn Pozniak, Bridgette Winslow for Diane Smith, Jane Myers for Robin Veitch

Absent: William Blair, Dave Garcia, Kay Gudehus, Paul Lopez, Penny Nemitz, Keith Pogan, Cheryl Purefoy

Approval of Minutes: Laura Emch moved, Pat Booth seconded, and the minutes were approved as distributed.

Guest Speaker: Executive Vice President Linda Dobb began by reminding those present of the change in the administrative hierarchy instituted by President Sidney Ribeau last spring. At that time, he created the position currently occupied by Dobb and gave her responsibility for the following University offices and departments: Human Resources, Affirmative Action, ITS, LLR, Continuing Education, WBGU, and NWOET. Dobb then reported on the following challenges facing the new division:

1.) Affirmative Action: Barbara Waddell is moving forward on the diversity resolution passed by the Board of Trustees last June and it is hoped that the current diversity plan will lead to a continuous awareness of the need for diversity.

2.) Human Resources: HR is working on classified staff evaluations (of particular interest to those Administrative Staff who supervise classified staff) and continuing to work on the next phase of President Ribeau's 5-7 year Compensation Plan.

3.) ITS: Twelve new employees have been hired to work with staff in assigned areas on computing needs, web e-mail is being tested a web portal is being developed for students, and a 3-5 year strategic plan for ITS is being developed. The infrastructure project will also continue (e.g., a new video system is being installed which will allow users to choose a video to watch from an on-screen menu) and a system installed (CISCO Netscape View) which will allow ITS to see and diagnose problems in the network from a remote location.

4.) LLR: will be the first on-campus site for wireless computing.

5.) Continuing Education: will be improving summer offerings.

6.) WBGU: will be moving to digital equipment. They have also offered political candidates free air time and will be showing these segments through late October and early November.

7.) NWOET: will be offering a new Master's degree in Educational Technology off-site.

8.) Other developments: Dobb referred those assembled to an article which will be appearing in next Monday's "Monitor" about the increase in
insurance costs that will increase employee contributions in all three plans for the coming year. Vision insurance will no longer be available at all. Dobb remarked that the situation at BGSU is "symptomatic of what is happening in this country" and indicated that it is becoming increasingly difficult to keep insurance costs down.

A discussion period followed which resulted in the following information being shared or clarified:
1.) A Wellness Program is being looked at in terms of how many people will use it. The initial cost was projected as $35,000 (Dobb stated that it is more likely to be close to $50,000) and this cost would have to be justified by demonstrating that a sufficient number of staff would attend the programs that were offered. Other comments made were that staff needed to feel supported by their supervisors to go to these programs, that workloads don't always change when a person attends a program leading to added stress, and that wellness programs need to creatively reflect the changing times to attract a modern audience.
2.) Safety issues were discussed including the availability of Red Cross CPR training (e.g., Barbara Waddell stated that she still trains service people on campus) and fire safety (e.g., the proper use of fire extinguishers). It was noted that John Curliss of Environmental Health and Safety will offer such training with one week advance notice.
3.) Tech Grants 2000 were mentioned in terms of the fact that they will be prioritized by the dean or vice president of the staff members department or division.
4.) In response to a questions about why Continuing Education uses off-campus teachers when there are on-campus people qualified to do it, Ann Betts shared that there are a number of ways that Continuing Education develops its curriculum and that staff who are interested in teaching could approach her or Cindy Smith with their ideas about classes they would like to teach.
5.) The Family Leave Act was mentioned in terms of the stipulation that a couple working for the same employer is only entitled to 12 weeks between them rather than 12 weeks for each of the partners. Dobb stated that this "has to be looked at" in terms of how the law is applied at BGSU.

Chair Report: Mary Beth Zachary reported that there had been some resignations from council. She then thanked Anne Saviers for agreeing to chair the Internal Affairs committee along with others who are taking responsibilities on this year.
Zachary also commended the ad hoc committee on Performance Evaluation for their thoroughness, their diligence, their efforts, and their thoughtfulness on behalf of Administrative staff. Their document is now in our hands.

Zachary also reported that she and John Clark have met in their regular meetings with the Director of Human Resources and also with Executive Vice President, Linda Dobb. In these meetings they have learned:
1.) that Mercer is in this week to gather data from which to evaluate the ranges.
HR created a list of positions in each range with the position description and years in position. Mercer will select benchmark positions and run those against their market database. This analysis will take a couple of months. They'll let HR know their recommendations.
2.) Regarding the President's compensation plan year 3, HR will be identifying all positions that have not been yet touched by any of the actions to date in the compensation plan. The next step will be to identify positions for which we have market data because the positions are identified in the CUPA data. HR will then make a list of those not having market data. Those positions will have market data gathered.

3.) Regarding health insurance: Our medical costs went up last year. Because we are self-insured, when our costs go down, we can lower premiums, when our costs go up, our insurance costs will go up. This coming year, we will have increases in our insurance premiums. For those in the PPO and Plan 3, our premiums will still be less that we paid for insurance in 1994. Plan 1 costs will rise to a greater percentage than will the PPO and Plan 3. The vision plan will be dropped. It is not a good value for our faculty and staff. HR will begin detailing the information regarding the insurance situation in the Monitor.

4.) The current version of the Admin staff handbook is online via the HR website.

Zachary and Clark also met with the Constituent Group Caucus and raised the issues of the implementation of the Family Medical Leave for married couples and also the interest in creating a catastrophic sick leave pool. Zachary also reported that she and Clark would be meeting with the Board of Trustees the day following the present Council meeting. The ASC report will include updates on carry-over items such as the Performance Evaluation Revision, the compensation plan year 2, our scholarship awards. It will also include an announcement of this year's Ferrari Award winner and the ASC goals for this year. Zachary also informed those present that the next ASC report to the BOT will focus on putting human faces on Administrative Staff. Beside having a video of our BG Best Award honorees (thanks to Paul Lopez's efforts), the report will include information about Administrative Staff who are in positions of leadership outside their jobs. Zachary said that she will be calling for names via the ASC listproc.

Zachary concluded by updating the list of guests who will be attending the December ASC meeting. It is expected that Rebecca Ferguson, Donna Wittwer, Doug Kruzel, and Patrick Kelly will all be attending.

Chair-Elect Report: John Clark thanked those who attended the fall ASC reception and said that more than 90 people had attended. He also thanked Pam Phillips for providing the table decorations. Clark then gave an update on issues related to the IT Committee:

1.) ITC is expecting an announcement soon about voluntary migration to a new mail system. He directed those present to the following website for additional information: http://www.bgsu.edu/email/migrate.html. A new Eudora will also be available and users will have the option of choosing either or both.

2.) The committee is beginning to move forward on strategic plan, beginning with dividing the committee into six areas. Strategies will be discussed further at the next meeting on October 20.

3.) On the issue of desktop replacements: there are no immediate plans
for picking up replacements as has been done in the past. The first priority is to address the needs of those people who are not yet on a replacement schedule. Offices and departments are being advised to be creative in finding ways to purchase desktops with their own funds and to strongly consider getting equipment that is supported by ITS.

Clark also reported on the issues addressed at the Constituent Group Caucus meeting which were as follows:
1.) Current policies related to the Family Leave Act
2.) Developing a catastrophic sick leave pool
3.) The Wellness Program
4.) The increase in Health Plan costs
5.) The Student Health Advisory Committee is also looking at revisions to their health plan
6.) The possibility of Ohio universities forming a coalition for health care costs (this is already being explored re: prescription drug plans).
7.) A Prorated buy-in for health care coverage for part-time employees
8.) Diversity recruitment, promotion, and retention, alarm at the loss of faculty of color
9.) The possibility of establishing a "one-stop-shopping" academic advising center
10.) Improved recruitment and facilitation of international students

Secretary's Report: no report

Committee Reports:

Amendments: no report

External Affairs: Thad Long reminded those assembled that today is Spirit Day and mentioned related activities. He also thanked his committee for their work on the ASC fall reception and reminded everyone about the Holiday Parade. The date for the Spring ASC reception is being finalized based on President Ribeau's availability to attend.

Awards and Special Recognition: Tony Howard reported that the Spirit of BG Awards form is being finalized. Once this happens, the form will be mailed out once, then be available on the ASC website.

Internal Affairs: Ann Saviers reported that she has updated the ASC Orientation handbook, but has not yet received feedback from her committee members.

Personnel Welfare Laura Emch reported that the committee is discussing its charges for the year and plans to break into subgroups. She also said the committee will be doing research and fact-finding related to their various goals.

Professional Development: Ann Betts reported that the committee reviewed evaluations from last year's professional development mini-conference. She indicated that several themes had emerged and that these have been organized into a "request for feedback" to be sent to the ASC listproc. The committee has also decided to hold the event when classes are in session because of the number of staff who take time off during spring
break, which was being discussed as a possible time for the event next year. She also reported that attendance was up this past year over the previous year (104 vs. 72).

Salary: no report

Scholarship: Sandy Miesmer reported that the committee is planning a raffle to raise money for the scholarship fund this year, but no goal has yet been set.

Ad Hoc Committee on Performance Evaluation: Mary Beth Zachary referred those present to the document generated by this committee and a discussion ensued with the following conclusions: that the document allows for individual differences between departments/offices while maintaining some consistency among them. Performance evaluation and merit have two different purposes, but the current proposal still connects the performance evaluation process to the individual department/office’s merit document. While no one can guarantee that staff will comply, it is hoped that the proposed system will yield few enough deviations that Human Resources will be able to enforce it more easily. The document will be discussed at the next ASC meeting.

Old Business: Mary Beth Zachary referred those present to the proposed changes to the bylaws. These will be discussed at the next ASC meeting.

New Business: none

Good of the Order: Barbara Waddell reminded those assembled about meetings that have been set up to discuss the Diversity Plan. Deb Fleitz reminded those assembled about the upcoming Music and Arts Festival, the details of which can be found on the College of Musical Arts Website. Ann Saviers distributed a handout about the International Friendship Program which matches international students with a family so that they have social outlets outside of the university. Mary Beth Zachary announced that Jerome Library will have wireless computing available to check out for use in the library within the next month.

Keith Hofacker moved and Ann Saviers seconded to adjourn the meeting. The meeting was adjourned at 3:05 p.m.

Respectfully submitted,
Claudia A. Clark substituting for Mary Lynn Pozniak, Secretary
Professional Development Committee

Chair’s report
October 5, 2000

Jane Schimpf, Ann Betts, and Chris Haar met on September 26.

Reviewed the evaluations from ASC Invest in Yourself that was held on March 1, 2000.

Several themes emerged and these have been organized into a ‘request for feedback’ to be sent out to the ASC listproc.

Also discussed was the suggestion that we hold the event during Spring Break so that more people can attend. It was decided that we would continue to hold the event when classes are in session because too many people are off during spring break and would not be able or willing to attend.

We did include a question about the value of repeating popular sessions in the afternoon so that more people would be able to attend.

Attached is:
A copy of the draft of the request for feedback.
A breakdown of the classifications of people who attended in 1999 and 2000
A copy of the evaluations from March, 2000

* we need to bring this up (via Crawford)
at the Dean’s council

* letter to President
  ask to mention in his address
The Professional Development committee met and reviewed the evaluations from the 2000 “Invest in Yourself” Professional Development day that was held on March 1, in Olscamp Hall.

Several themes have emerged for this year’s sessions, but we would like to give you an opportunity to share additional needs with us as we plan the March 2001 Professional Development Day.

Please e-mail Ann Betts (abetts@bnet.bgsu.edu) or call her at 2-7895 before October 13, 2000 with topic areas you feel should be included in the program.

Suggested Topics
Please indicate which of these are most of interest to you and feel free to suggest any others:
- Assertiveness – knowing how and when to say “no” gracefully
- Achieving balance in life
- Customer Service
- The Fad Diets – what is the real answer??
- The Generation Gap in the workplace
- Follow-up to Steven Fulk’s presentation last year on caring for elderly parents: Getting finances in order, power of attorney, end of life ethical questions, legal issues/concerns
- Communication
- Ron Partin – Nurturing Peak Performance Part II
- General session on health with cholesterol screening, diabetes info, blood pressure screening

Format
It has been suggested that we repeat some of the sessions in the afternoon so that more people have the opportunity to attend. If the cost of doing so is not prohibitive, would you support this change?

Thanks very much for your time!
<table>
<thead>
<tr>
<th>Breakdown for 1999:</th>
<th>72 people attended</th>
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<tbody>
<tr>
<td>Administrative Staff:</td>
<td>40</td>
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<td>Classified Staff:</td>
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<td>Faculty:</td>
<td>9</td>
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<td>Students:</td>
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<table>
<thead>
<tr>
<th>Breakdown for 2000:</th>
<th>104 people attended</th>
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<tbody>
<tr>
<td>Administrative Staff:</td>
<td>55</td>
</tr>
<tr>
<td>Classified Staff:</td>
<td>45</td>
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<tr>
<td>Faculty:</td>
<td>2</td>
</tr>
<tr>
<td>Students:</td>
<td>2</td>
</tr>
</tbody>
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119 attended

15 unknown - I will track this info down. They may be grad. student.
Session Title: Diffusing the Difficult Person  8:30 - 10:15 am  26 Respondents
Instructor: Michael Freeman

1. Instructor:
<table>
<thead>
<tr>
<th>Excellent</th>
<th>Fair</th>
</tr>
</thead>
</table>
   a. Knowledge of subject | 18 8 0 0 0 |
   b. Organization of info. | 11 13 2 0 0 |
   c. Presentation of topics | 15 9 3 0 0 |
   d. Ability to communicate | 20 7 3 0 0 |
   e. Over-all quality of instruction | 16 11 3 0 0 |

2. Content and topics covered
<table>
<thead>
<tr>
<th>Excellent</th>
<th>Fair</th>
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</table>
   a. Practicality of content | 13 13 0 0 0 |
   b. Pace and amount of content | 13 11 0 0 0 |
   c. Difficulty and clarity of content | 15 11 0 1 0 |
   d. Over-all quality of content | 16 10 1 0 0 |

3. Outcomes of the program
<table>
<thead>
<tr>
<th>Excellent</th>
<th>Fair</th>
</tr>
</thead>
</table>
   a. Met your expectations | 12 12 3 1 0 |
   b. Progress you made | 10 13 3 0 0 |
   c. Ability to use knowledge | 14 13 0 0 0 |
   d. Over-all satisfaction w/outcome | 14 11 2 0 0 |

4. Suggestions for improving the program (consider instruction & content)
The size of the room, relative to the group was distracting.
I'm a mental health counselor so already knew most of it. Hoped for more specific help @coworkers with whom work long term.
Would like the handouts to be in outline form(like overheads) *easier to follow along.
All CAPS on handouts is very hard to read.
Need to be little bit longer (more time).
I enjoyed very much!
Excellent speaker, presentation and valuable topic.
Could have been longer- Great!
Program could be used to train parents w/difficult children, shouldn't we just all grow-up and be mature?
Why aren't we? Whose responsible for teaching us these qualities, and does lack of them in general population point to failure of modern family lifestyle?
The handouts were difficult to read – need upper and lower case type and indents.
Session Title: Nurturing Peak Performance 8:30 - 10:15 am
Instructor: Ron Partin 23 Respondents

1. Instructor:
   - Knowledge of subject: Excellent 21, Fair 2, Overall 0, Fair 0, Poor 0
   - Organization of info.: Excellent 22, Fair 1, Overall 0, Fair 0, Poor 0
   - Presentation of topics: Excellent 23, Fair 0, Overall 0, Fair 0, Poor 0
   - Ability to communicate: Excellent 23, Fair 0, Overall 0, Fair 0, Poor 0
   - Overall quality of instruction: Excellent 23, Fair 0, Overall 0, Fair 0, Poor 0

2. Content and topics covered:
   - Practicality of content: Excellent 19, Fair 3, Overall 0, Fair 0, Poor 0
   - Pace and amount of content: Excellent 17, Fair 6, Overall 0, Fair 0, Poor 0
   - Difficulty and clarity of content: Excellent 20, Fair 1, Overall 1, Fair 0, Poor 0
   - Overall quality of content: Excellent 20, Fair 2, Overall 0, Fair 0, Poor 0

3. Outcomes of the program:
   - Met your expectations: Excellent 19, Fair 4, Overall 0, Fair 0, Poor 0
   - Progress you made: Excellent 14, Fair 8, Overall 0, Fair 0, Poor 0
   - Ability to use knowledge: Excellent 18, Fair 5, Overall 0, Fair 0, Poor 0
   - Overall satisfaction w/outcome: Excellent 21, Fair 2, Overall 0, Fair 0, Poor 0

4. Suggestions for improving the program (consider instruction & content)
   - Wow! The time went so fast.
   - Well Done!
   - Perfect as is w/stories, interaction, humor...
   - More Time!
   - Reinforced a lot of things I have known already or heard elsewhere.
   - Great Session!
   - Possibly more interactions w/in groups.
   - None-except possibly having opportunities for follow-up.
   - Have him back again on another topic!! Ron was super! Just what I needed!
   - Ron does a great job!
   - Make presentation longer to provide more content.
Administrative Staff Council Professional Development Program
Wednesday, March 1, 2000

Session Title: The Balancing Act – Part 2  8:30 – 10:15 am
Instructor: Lori Wilmarth-Dunn

19 Respondents

1. Instructor:
   a. Knowledge of subject  Excellent ......................... Fair
      18  1  0  0  0
   b. Organization of info.  Excellent ......................... Fair
      15  3  1  0  0
   c. Presentation of topics  Excellent ......................... Fair
      12  6  0  0  0
   d. Ability to communicate  Excellent ......................... Fair
      15  2  2  0  0
   e. Over-all quality of instruction  Excellent ......................... Fair
      14  5  0  0  0

2. Content and topics covered
   a. Practicality of content  Excellent ......................... Fair
      11  6  3  0  0
   b. Pace and amount of content  Excellent ......................... Fair
      8  6  3  0  1
   c. Difficulty and clarity of content  Excellent ......................... Fair
      9  6  2  1  0
   d. Over-all quality of content  Excellent ......................... Fair
      10  5  4  0  0

3. Outcomes of the program
   a. Met your expectations  Excellent ......................... Fair
      9  7  3  0  0
   b. Progress you made  Excellent ......................... Fair
      8  7  3  0  1
   c. Ability to use knowledge  Excellent ......................... Fair
      10  6  2  1  0
   d. Over-all satisfaction w/outcome  Excellent ......................... Fair
      9  8  2  0  0

4. Suggestions for improving the program (consider instruction & content)
   Content and topics covered – too fast. This isn’t what I expected, but I learned from it. A longer time frame
   is necessary to present everything we tried to cover today.
   Great- I wish I heard part 1.
   Thank you. Better to stop short than run over.
   Giver her more time, next time.
   Need more time.
   More time to cover topics better.
Session Title: Protecting Yourself from Litigation on the Job, Public Records Guidelines and E-Mail Etiquette

Instructor: Nancy Footer

| Session Title: Protecting Yourself from Litigation on the Job, Public Records Guidelines and E-Mail Etiquette
| Instructor: Nancy Footer

1. Instructor:
   a. Knowledge of subject
   - Excellent: 30
   - Fair: 0
   - Total: 30
   b. Organization of info.
   - Excellent: 26
   - Fair: 0
   - Total: 26
   c. Presentation of topics
   - Excellent: 23
   - Fair: 2
   - Total: 25
   d. Ability to communicate
   - Excellent: 27
   - Fair: 1
   - Total: 28
   e. Over-all quality of instruction
   - Excellent: 27
   - Fair: 0
   - Total: 27

2. Content and topics covered
   a. Practicality of content
   - Excellent: 28
   - Fair: 0
   - Total: 28
   b. Pace and amount of content
   - Excellent: 25
   - Fair: 7
   - Total: 32
   c. Difficulty and clarity of content
   - Excellent: 26
   - Fair: 0
   - Total: 26
   d. Over-all quality of content
   - Excellent: 28
   - Fair: 0
   - Total: 28

3. Outcomes of the program
   a. Met your expectations
   - Excellent: 26
   - Fair: 5
   - Total: 31
   b. Progress you made
   - Excellent: 22
   - Fair: 5
   - Total: 27
   c. Ability to use knowledge
   - Excellent: 26
   - Fair: 1
   - Total: 27
   d. Over-all satisfaction w/outcome
   - Excellent: 25
   - Fair: 6
   - Total: 31

4. Suggestions for improving the program (consider instruction & content)
   - Next time give the flip-side what to do if an employee is being harassed/treatment by supervisor/director.
   - Nancy is terrific!
   - Focus the topic- I was really only interested in e-mail/public records info.
   - Nancy does a good job. Made legal information understandable for those who aren’t use to it.
   - Everyone on campus should attend a seminar like this from Nancy! Should be Mandatory!
   - Learned a lot! Lots of pertinent info. shared! Room was a little too noisy with vents, etc. Is there other options for microphone, or reduced noise?
   - More handouts esp. w/1st half of topics.
   - Good presentation!
   - Discuss retention of records issues.
Session Title: Working With Others Who Are Not Like Me  
10:30 am – Noon
Instructor: Anne Saviers

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<tr>
<th>1. Instructor:</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>a. Knowledge of subject</td>
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<td>b. Organization of info.</td>
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<th>2. Content and topics covered</th>
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<td>b. Pace and amount of content</td>
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<tr>
<th>3. Outcomes of the program</th>
<th>Excellent</th>
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<td>a. Met your expectations</td>
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<td>4  4  3  0  0</td>
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<td>c. Ability to use knowledge</td>
<td>5  4  3  0  0</td>
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<td>d. Over-all satisfaction w/outcome</td>
<td>5  4  3  0  0</td>
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4. Suggestions for improving the program (consider instruction & content)
I liked hearing about examples (Anne told from personal experience)
Would have liked handouts
Nice dialogue among participants. Type size on overheads too small!!
Session Title: Belonging to the Sandwich Generation 10:30 am - Noon
Instructor: Steven Fulks

12 Respondents

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<thead>
<tr>
<th>1. Instructor</th>
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<tbody>
<tr>
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<tr>
<td>c. Presentation of topics</td>
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<td>d. Ability to communicate</td>
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<td>e. Over-all quality of instruction</td>
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<th>2. Content and topics covered</th>
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<tbody>
<tr>
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<td>c. Difficulty and clarity of content</td>
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<td>d. Over-all quality of content</td>
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<th>3. Outcomes of the program</th>
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<td>a. Met your expectations</td>
<td>7 4 1 0 0</td>
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<td>b. Progress you made</td>
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<tr>
<td>c. Ability to use knowledge</td>
<td>5 6 1 0 0</td>
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<td>d. Over-all satisfaction w/outcome</td>
<td>6 5 1 0 0</td>
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4. Suggestions for improving the program (consider instruction & content)
Another, follow-up session would be great on financial aspects of caring for an elderly family member and for financially preparing ourselves and our family for our elderly years.
Suggested themes in that presentation:
- will, -living wills, -power of attorney, including double power of attorney, -how to handle financial assets.
INTERNATIONAL FRIENDSHIP PROGRAM
FAMILY REGISTRATION FORM
Center for International Programs
Bowling Green State University
Bowling Green, OH 43403
372-2247

Name ____________________________ Phone __________________

Address __________________________________________ E-mail __________________

Occupation (Husband) ____________________________ (Wife) ____________________________

Do you have foreign language ability (this is not a necessity; all students are good and becoming better in English)? __________________________________________

Overseas experience? __________________________________________

Number and ages of children at home __________________________________________

Special interests (sports, music, hobbies, etc.) __________________________________________

________________________________________

Does anyone in the family play a musical instrument? __________________________________________

International student preference*, if any, regarding:

Age ________ Sex ________ Nationality ____________________________

Graduate or undergraduate

*Although we do our best, we cannot always match your preferences exactly, especially with regard to nationality! Please know that the students who request to participate in this program are ALL very eager to get to know an American "family"!

Regrettably, we often have more students than families asking to participate in the International Program and thus, some students do not get matched with a family. Would you be willing to accept two students? _____ More than two? ____ A married couple? ______

Comments or suggestions __________________________________________

________________________________________

Please fill out and return to the Center for International Programs, 1106 Offenhauer West, BGSU.

Date form completed: ____________________________
International Friendship Program

Bowling Green State University has over 450 international students from over 70 countries around the world. These students are very excited about being in the U.S. and are eager to learn about American family life in addition to experiencing American university life. In order to help the students meet community members, the Center for International Programs, in conjunction with the International Friendship Program Committee, matches interested students with interested families. Please note that many American "families" consist of a single person, a retired couple, a widow or widower, or a divorced person. An American "family" may or may not have children, or it may, for example, have grown children who are living independently. Also, there is NO financial or housing obligation associated with this program!

Many of our community members have "adopted" international students as occasional guests for meals, outings, visits to museums, barbecues, etc. You may do as little or as much as your schedules and mutual interests suggest. Additionally, the International Friendship Program Committee tries to plan another group function for families and students during the academic year.

Once a family has been matched with a student, we hope that they will continue to participate in the program throughout the academic year. Usually, we find that once a family and a student have been matched, they continue the association throughout the student's stay at BGSU. Often, students and families brought together through this program remain friends for life, even after the student has completed his or her schoolwork and moved on. We do understand, however, that sometimes schedules change, crises occur, and things happen which prevent a family from continuing their participation in the program. If this should happen to you at any time, we do hope that you will let the Center for International Programs know so that another family can be found for your student.

If you are interested in the International Friendship Program, please complete and return the enclosed form as soon as possible. We have many students who would like to be matched with a family. If you have any questions about this program, or if you know of other persons who might be interested in participating in it, please contact the Center for International Programs at 372-2247.

The International Friendship Program has proved to be very rewarding for those families and students who have participated in it. We hope you decide to join!!

09/00
Dear CGC representatives,

Following are notes from the 10/5/00 Constituent Group Caucus session. If you have suggestions for these notes, please advise.

Attending the 10/5/00 Meeting of the BGSU Constituent Group Caucus: Steve Dietrich and Bill Arnold, Graduate Student Senate; Leigh Chiarelott, Faculty Senate; Marcos Popovich, Undergraduate Student Government; Laurel Zawodny and Anne Tracy, Classified Staff Council; Mary Beth Zachary and John Clark, Administrative Staff Council.

The caucus discussed the possibility of meetings throughout the year. Administrative Staff Council is responsible for convening the caucus this (fall) term, with Graduate Student Senate responsible in the spring. The next caucus was determined for Thursday, November 30th, somewhere in the library (tba).

Mary Beth Zachary suggested as startup procedure for this year that the constituent groups try to determine where we share goals, where goals might conflict, and where we might find consensus. Mentioned as a rationale for the convening of CGC was gaining unified support for initiatives across the university constituencies.

ASC, CSC, and FS representatives all expressed concern about the university policy of concurrent application of sick leave and Family Medical Leave.

Zachary also brought up an ASC concern, which has been discussed with H.R. Director Ferguson and Executive V.P. Dobb, about employees whose spouse also works for BGSU receiving a combined 12 weeks per year Family Medical Leave.

Zachary promised to send CGC representatives the board minutes being interpreted by Human Resources as the university policy on FMLA.

Classified Staff (CSC) representatives expressed an interest similar to ASC’s in exploring the possibilities of a catastrophic sick leave pool. Chiarelott (FS) also mentioned interest. The possibility of abuse and how such a pool might be arranged were also discussed, briefly.

A Wellness-Program initiative also was mentioned by Zachary as an ASC goal; the “Wellness Connection” program currently existing for students was noted.

Dietrich (GSS) brought up a graduate student concern about increases in the cost of their health plan. The Student Health Advisory Committee, he noted, is currently working on revision of their plan.

Chiarelott suggested that employees of Ohio’s state colleges and universities should form a coalition for group health insurance.

Zachary stated another ASC goal, to allow prorated buy-in for university health insurance for part-time employees. Chiarelott suggested raising this issue in the October 26th President’s Panel.

The CSC representatives mentioned having some discussion with Human Resources about taking this idea to IUC (Inter-University Council). Zachary promised to contact Judy Amend about getting it on the agenda for the next President’s Panel.

The GSS representatives also brought up their discussions and concerns about diversity recruitment and retention for faculty. Recent losses of faculty of color, they stated, have been viewed with alarm by graduate students. Popovich shared USG concerns that faculty and administrators of color aren’t being recruited or promoted appropriately, attaining high levels within the university in appropriate
numbers. He also noted that a Diversity Task Force, headed by Dr. Alberto Gonzalez, will be looking into these issues.

Chiarelott noted that spousal hires might be more aggressively promoted, to aid faculty retention.

Popovich mentioned academic advising as another particular concern of USG. He suggested that a campaign might be needed to optimize productive interactions between students and advisers. Chiarelott suggested, with support from Tracy, that an academic advising and registration center be established, a one-stop-shopping center for informed, accurate, up-to-date information on requirements, requirements completed, current course availability, etc. Chiarelott noted that faculty advisers are a good source for student career advice but often not the best source for current registration advice.

Another issue the GSS representatives will add to the agenda for President's Panel was mentioned, improved recruitment and facilitation for international students. Dietrich noted a lack of consistent communication between the International Program and other supporting or potentially supporting groups. Centralized responsibility for meeting international students' needs, on an ongoing basis, was declared a must. The disconnects that sometimes leave international students at the airport without transportation or in B.G. without housing must, caucus representatives agreed, be avoided. The CGC representatives in attendance noted that various members of central administration are aware of this problem but that an action plan is not yet known.
10-17-00 Executive Committee Agenda

Welcome Colby Blair

Questions for President Ribeau

No meeting with HR today

Spirit of BG Award process / letter

Performance Evaluation Revision approach to the discussion (for November)

Email

CGE update

BOT briefing

Legions briefing
Call to Order
Introduction of Substitutes

Guest Speaker: President Sidney Ribeau

Approval of October Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

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

Old Business
Performance Evaluation revision
2000-2001 Goals
Amendment

New Business

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting  
November 2, 2000

Call to order: The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Deborah Fleitz, Kay Gudehus, Keith Hofacker, Tony Howard, Paul Lopez, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Keith Pogan, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Diane Smith, Robin Veitch, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: Carl Dettmer for Ann Betts, Phyllis Hartwell for Pat Booth, Doug Martin for Nora Cassidy, Barry Gaskins for Thad Long

Absent: William Blair, T. David Garcia, Penny Nemitz, Jack Taylor, Nancy Vanderlugt

Guests: President Sidney Ribeau, Eileen Sullivan, Beverly Stearns, Bonnie Blankinship

Approval of Minutes: Anne Saviers moved, Sandy Miesmer seconded, and the minutes were approved as distributed.

Chair Report:

Mary Beth Zachary reported that she attended meetings with the Executive Committee, Human Resources, Legions (10/12/00 and 11/2/00), and the President's Panel.

Executive Committee: ASC still has three unfilled seats on council. Everyone who has been asked has (with some degree of reluctance) said no. They're too busy. As we get busier, it will become more difficult to get folks to serve. It becomes increasingly more difficult to fill slots when prior members of council must be kept off council for two years. Some individuals who are interested are blocked from continuing their service. Perhaps amendments and bylaws and internal affairs could explore possible solutions.

Human Resources:
- President's Compensation Plan-3rd year and after-- The year will cover a review of the ranges by Mercer, a discussion of the caps issue, and identification of those not yet dealt with in the past two years of compensation. Those who have market data available, (e.g. CUPA and Mid-Level-CUPA data) will be those who are targeted for market evaluations this year. HR will share with us how the total number of Admin staff break out into the groups who have been or will be addressed in the President's Compensation Plan. Many positions have been covered already by various by being included in the first two years of the President plan, by submitting a new JAQ because there was a vacancy in the position, or because there existed a gross/blatant disconnect between the compensation for a position and the market.

- Soft money/grant funded positions-- How do applicants/prospective applicants know that positions are grant funded (or funded through soft-money)? Are the implications communicated to employees. If HR is made aware that a position is grant-funded that information is communicated to applicants and is advertised as such. If the money is grant funded but has been renewed regularly over a period of years, it is possible that information will be not be in the advertisement but will be discussed with those interviewed.

- Using vacation the first year of employment* It is possible that one can use vacation during one's first year of employment at BGSU. HR will clarify that it can be used with the caveat that if the employee uses vacation and leaves during the first year of employment vacation, that the
individual must pay back the vacation days. They'll be working on a more consistent approach to that policy.

President's Panel discussion topics included:

Concerns about international students; how are we helping to speed their way here, to assist with living and socializing, adapting when they arrive, adjusting to the classroom cultures while here, and a variety of other issues involving international students and the International Studies Program. Suggestions included involving inter'l student in the discussions, focus groups, having a program or person coordinating efforts (Linda Dobb offered the new Interim Assoc. Dean of Continuing Ed (Distance Ed and International Programs) as a starting point for coordinating efforts around this issue.

There is a task force on diversity headed by Alberto Gonzalez working on the larger issue of representation of the Latinos and African Americans in the university community as a whole. Also discussed were the problems of being a TA and an international student.

Health benefits for Part-time employees. The answer is just simply "we can't."

Fee-waivers for Cont Ed classes - can't

Professional Development money - classified staff asked

Wellness Program - Ball State

Student Academic Advising

Funding of Student Organizations

Guest Speaker:

President Sidney Ribeau began by speaking about the performance challenge monies the state of Ohio distributes. There are four types. The first is Access Challenge for two year and regional campuses to provide opportunities for high school graduates to move into higher education. The money was granted for the purpose of stabilizing and then rolling back tuition. The second type of performance challenge is Success Challenge. BGSU received four million dollars in Success Challenge monies in this funding cycle. The bulk of state funding for higher education is still allocated through the traditional method, although Success Challenge funding may move up to 20%. Universities compete for Success Challenge dollars and continuation of funding is not guaranteed. A position funded through Success Challenge cannot be guaranteed beyond the end of the funding period. Continuation of the position depends on how the person is hired and how the continuation of funds occurs. The other two types of performance challenge awards are for jobs and research.

Ribeau then addressed the upcoming budget picture relative to state funding. Initially the Board of Regents submitted a request for a 16% increase for higher education funding for the first year of the funding cycle and larger for the second year. Two areas that were allowed to request higher increases were higher education and K-12 education. Then there was an emergency meeting on October 31. Due to increased Medicare costs, money that must be sent to Washington, and a decrease in state tax revenues, funding levels will not be as good as hoped for. A realistic funding increase will be 3 - 5%. The governor will submit a budget in January or February to the state assembly for discussion. At BGSU the budget is much tighter than was thought three months ago due to rising costs of fuel oil and increased health care expenditures.

In response to a question about how much of a budgetary priority is higher education in the state Ribeau replied that the first priority of the state is Medicare. The second priority is K-12
education. There is a nationwide concern with improving the quality of K -- 12 education. Many seem to think that the answer is more tests as a quick fix rather than examining teaching, learning, and creating an environment conducive to learning. Higher education is looked upon more favorably than it was five years ago. The former governor supported two year colleges and the current governor is more supportive of higher education but there is less money available now. There will be a statewide total of $500 million – $1 billion available for increases. K – 12 education is asking for $2 billion. Higher education asking for $700 million. Higher education needs to show how we add value to the state economically.

Ribeau stated that BGSU needs to control what can be controlled in order to increase the budget. The state supplies 48% of our budget. The remaining 52% comes from tuition, grants, contracts, and donations. Money allocated from the state is based largely on enrollment. As enrollment increases we can get near the maximum amount of money possible. We need to increase our enrollment by 2% per year for the next few years until we reach 16,000 FTE. We do not have the physical plant to accommodate more students than this. Our cap may be raised but we cannot increase our numbers beyond the current cap except through off site courses, distance learning, and weekend college for masters degree programs. Firelands is expected to grow after the new building is completed. BGSU needs to become more independent and self reliant in regard to distance learning.

In response to a question about the Diversity Plan at BGSU Ribeau asked Barbara Waddell to discuss the plan. She outlined three challenges. The first challenge is public image. BGSU is perceived as unwelcoming to people of color. There is outreach through the media to counter this image. The second challenge is to increase the number of people of color in certain job groups. Staff in positions to hire others are asked to increase the number of minority applicants. The third challenge is to create a civil, inclusive environment that is free from discrimination and harassment. It was suggested that BGSU work with the larger community also. Waddell stated that the city of Bowling Green has asked for help to make the municipality more welcoming.

Ribeau stated that the private sector has addressed diversity because they cannot function effectively without doing so. It is about money. The University of Michigan has much private sector support for their Affirmative Action programs for this reason. Ribeau said that the Diversity Plan is about the kind of world in which you would like to live. People want to be respected for who they are rather than identified by exterior markers. People learn by having difference around them. The University needs to have goals, not quotas, and accountability. Each area has goals related to diversity.

In closing, Ribeau discussed the future of the University. He sees the University as an organism that is different in the year 2000 than it was in 1950, 1960, and 1970. BGSU will continue to grow and change. In order to be a great university, it is important to establish and maintain the kind of aspirations, values, and relationships that allow us to continuing achieving. It is important to create an environment where people can grow to reach their human potential.

Chair-Elect Report: no report

Secretary's Report: no report

Committee Reports: see appendices

Old Business:
- Performance Evaluation revision

  Inge Klopping reported on the revised Performance Evaluation. The purpose was to add to it and add to its credibility. This document can be used as an umbrella over the unit document or to replace it.

  It was suggested that the document should go out to the Administrative Staff listproc to try to make sure that the widest possible audience can review it and provide feedback before it is approved.


  Wayne Colvin moved and Laura Emch seconded to approve the 2000-2001 ASC goals. The motion passed unanimously.

- Amendment

  There was concern about requiring the chair to be a former committee member. That sentence was removed. The proposed changes to the bylaws were approved.

New Business: none

Good of the Order: none

Keith Hofacker moved and Sandra Miesmer seconded to adjourn the meeting. The meeting was adjourned at 3:17 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
As proposed:

Article 2 Section 2: ASC Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees. The chair of ASC shall appoint a chair for each standing committee from the ASC membership. The appointee for chair of a committee should have been a member of that committee prior to serving as its chair. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the ASC standing committees are...
Amendments committee Report:

Amend Article 2 Section 2 of the bylaws. The committee recommends the following three changes. The proposed changes are in italics with a number. The number is footnoted as to what the change will be. At the end I have presented article 2 section 2, as it would read with the changes.

Article 2 Section 2: ASC Standing Committees

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Recommendations:

1. Omit: "Non-ASC members shall comprise no more than 50% of standing committee membership."

2. Omit: "... whose members need not be ASC representatives."

3. Add: "The appointee for chair of a committee should have been a member of that committee prior to serving as its chair."
The PWC members are meeting each Friday morning.

On October 20th, we invited Dick Bowers to attend our meeting to discuss the upcoming Wellness survey and ways we can build support for a University Wellness program. PWC is working on several initiatives to assist in this area.

We are also starting work with on creating a recommendation for a rotation process for the Administrative Advisory Team (JAQ appeals).
PROPOSED ASC Goals 2000 - 2001

- Raise the corpus of the Administrative Staff Scholarship endowment. The Scholarship committee is to set a target this month.

- Assist Human Resources (HR) in gathering data to facilitate the implementation of the 3rd year of the President’s Compensation Plan. After HR articulates the names of individuals who are in need of market data, Administrative Staff Council will help survey institutions for the necessary information.

- Present the draft of the Performance Evaluation Revision to ASC mid Fall, 2000, get formal approval, and have it ready for implementation for the 2001-2002 evaluation cycle. This document and timeline gives time to units to make any adjustment to their schedules and documentation and ties closely performance evaluation and merit processes.

- Promote a Wellness Program to administrative staff. Prepare for and build a mandate that will reflect positively on a survey by the upper administration about a wellness program for faculty and staff.

- Work closely with Human Resources (HR) to revise the Non-Compensation Conciliation Process. This process was used for the first time Spring semester. There are several points that need to be revised to fine tune the process.

- Initiate a discussion with the administration concerning the imposition of salary caps. The first part of the process of discussion is to gather data from other institutions that use a compensation plan such as Mercer to see what, if anything, the institution does with caps.

- Continue to offer Administrative Staff professional development opportunities. Support, plan and implement the “Invest in Yourself” development opportunity for the university community.

- Explore the possibility of a catastrophic sick leave pool through the Constituent Group Caucus. Administrative staff will survey other state institutions to find best practices in this area.

- Pursue creation of a policy for equitable teaching compensation for Administrative Staff.

- Review and revise the bylaws and committee charges as necessary.
ASC MEETING 12/7/2000
FIELD HOUSE MEETING ROOM
1:30-3:00

Call to Order
Introduction of Substitutes

Guest Speakers: Representatives from the Office of Human Resources

Approval of November Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

- Amendments
- External Affairs
- Awards and Special Recognitions
- Internal Affairs
- Personnel Welfare
- Professional Development
- Salary
- Scholarship

Old Business

- Performance Evaluation revision

New Business

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting
December 7, 2000

Call to order: The meeting was called to order at 1:35 by Chair, Mary Beth Zachary. She welcomed the 3 new Reps: Sandra DiCarlo, Susan Sadoff, and Tom Scavo

Members Present: Linda Bakkum, Colby Blair, Pat Booth, Nora Cassidy, Sidney Childs, John Clark, Wayne Colvin, Sandra DiCarlo, Deborah Fleitz, David Garcia, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Jane B. Myers, Keith Pogan, Mary Lynn Pozniak, Cheryl Purefoy, Susan Sadoff, Anne Saviers, Tom Scavo, Diane Smith, Jack Taylor, Nancy Vanderlugt, Robin Veitch, Mary Beth Zachary

Members who sent substitutes: Joyce Blinn for Sally Dreier, Beth Long for Laura Emch, David Garcia for Kay Gudehus

Absent: Ann Betts, Claudia Clark, Sandra Miesmer, Penny Nemitz, Pamella Phillips, Barbara Waddell

Guests: Rebecca Ferguson, Patrick Kelly, Donna Wittwer, and Doug Kruzel, (Office of Human Resources); Paul Yon (Archival Collections)

Guest Speakers from the Office of Human Resources
Rebecca Ferguson
Rebecca Ferguson introduced Office of Human Resources staff members Patrick Kelly and Donna Wittwer from the Benefits/Compensation area; and Doug Kruzel from the Employment/Employee Relations area. She called our attention to the information sheet that was distributed which details the various areas within the office and gives names and contact information for the staff within these areas.

Donna Wittwer
Donna Wittwer spoke next and began by giving an overview of the areas within the Office of Human Resources. The Benefits area is currently working with the results of the open enrollment period for health insurance. The new plans will go into effect on January 1. Next year everyone must fill out enrollment forms for health insurance. The Health Wellness Committee will analyze benefits and eligibility. Health care costs have increased due to prescription drug cost increases that are a result of direct marketing to consumers by drug manufacturers.

The Employment/Employee Relations area works with Classified and Administrative Staff. The manager of this area, Doug Kruzel is currently working with the ASC Salary Committee regarding teaching compensation for Administrative Staff.

The Records area works with personnel files, Classified and Administrative Staff handbooks, performance evaluations, and leaves including FMLA. One issue the area will work on is spousal use of FMLA when both work at BGSU. Another project for the area will be to compare and compare all forms of leave across the three employee groups, examine similarities and differences, and note reasons for the differences. There will be also be two people from each of the three constituent groups working on this project.

Darlene Whipple and Kate Augustine staff the Training and Development area.

-Compensation
Wittwer then addressed compensation issues. Scott Cook from Mercer was hired to look at positions, especially those that are not competitive with the market. Two areas that are being looked at are ITS and Development. Some possible results could be that separate pay ranges are established for these areas or perhaps market adjustments are given. Caps are currently an issue because pay ranges were frozen. A question was raised as to why Administrative Staff are the only group with caps. The question was raised as to whether or not there is a percentile target for Administrative Staff salaries. There is not.
Wittwer next discussed the Administrative Compensation report she prepared for this meeting. The information presented is a scatter gram snapshot of the November payroll. Interim positions are not included because they skew the data. The report compares the number of years in current position to salary for 510 Administrative Staff members. This is shown by grade. The top of each grade chart is higher than the cap in order to allow those above the cap to be included.

Discussion during the presentation included a variety of points. The observation was made that there is a preponderance of staff below the salary midpoint. The point was raised that there are several new hires who are earning more than those with more years in position. Wittwer said that in some cases the person could have been re-graded or the new staff may have had a lot of prior experience. The point was raised that there could be someone in a position for several years and someone new with similar experience is hired for more money. A suggestion was made to color code the dots in the report to differentiate those who were new to BGSU from those whose were already at BGSU and their positions were reevaluated. A question was asked about how to reevaluate a position. Wittwer suggested that a good time to reevaluate the Job Analysis Questionnaire would be at the time of the Performance Evaluation if it is shown that there is a need. The signature of the supervisor is required for a reevaluation. The observation was made that there is a shelf between those with 7 years or less and those with 9 years or more in position. One reason for this could be the fact that those positions occupied with the same person for 9 or more years were examined during the first year of the Administrative Compensation Plan. The point was raised that although ASC may want to look at years of service, the administration does not. They want to look at merit. Also, if someone moved from a Classified Staff position to an Administrative Staff position, only the years in the Administrative Staff position were taken into account. Wittwer said that Human Resources is also looking at staff whose positions have not been reevaluated since 1994 to see if the positions are in the appropriate grade level. When looking at positions, there are 2 issues. The first is the grade of the position, which measures the value of the position. The second issue is the salary, which has to do with the value of the person in that position. The observation was made that the University is not doing market reviews of positions unless a person receives an offer elsewhere or there is a request for a market review from a University vice president. It was mentioned that PERS has increased benefits for those with more than 30 years of service in order to encourage staff to work longer and that there are possible changes for new hires regarding defined benefit. The concluding point was made that the goal is to work toward fairness in Administrative Staff salaries.

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

Reorder meeting agenda
Mary Beth Zachary asked that the meeting agenda be reordered so that the Performance Evaluation revision could be discussed next. Keith Hofacker moved, David Garcia seconded, and it was approved to reorder the agenda.

Old Business:
- Performance Evaluation revision
There was discussion regarding the revision. Mary Beth Zachary shared feedback that she received after the document was sent to the ASC listproc. There was concern that there is not enough consistency across campus. Inge Klopping said that the reason for developing the new document was that a survey of Administrative Staff found that the previous document was overbearing and not appropriate to units. Therefore each unit created a merit document. The Performance Evaluation document is designed to be used in conjunction with the unit merit documents. Determination of merit and super merit is addressed within the unit merit document. Some units created a merit document without employee input. If an employee feels the document is not fair, this concern should be addressed within the unit. Units should be encouraged to periodically review their merit documents. Employees who feel they were not treated fairly in the evaluation process can contact Rebecca Ferguson or Doug Kruzel.

Keith Hofacker called the question and the revised Performance Evaluation document was accepted. Inge Klopping, Judy Donald, John Clark, Doug Kruzel, Beverly Stearns, and Karen
Woods were thanked for the work they did to produce this document as members of the Performance Evaluation Revision Committee.

Chair Report:
Mary Beth Zachary reported that she attended meetings with the Executive Committee, Human Resources, and the Constituent Group Caucus. Zachary issued a reminder that the next ASC meeting is January 4th in the Pallister Conference Room with guest John Folkins.

Executive Committee:
The Executive Committee discussed, at length, what needs to be discussed with Human Resources. Topics are below in the notes of the meeting with Human Resources.

Strategies were chosen to complete the membership of council. It worked. We filled council seats in the areas of Firelands, Technology, and Student Support.

Looked at the Council's budget, this year's expenditures, and potential expenditures prompted by a request for funds for the ice cream social.

We decided to draft a "philosophy of compensation" in bullet form for consideration by the President's Compensation Group.

Human Resources:
Most discussions encompassed the information to be presented to the Council on December 7th. Topics to be addressed briefly include: An update on work with Mercer; year 3 of the compensation plan; and overall admin staff compensation picture (perhaps in the form of scattergrams); health insurance challenges and open enrollment; FMLA; performance evaluation; teaching compensation; changes in % of PERS payments after 30 years of service; violence in the workplace. The appropriate ASC committees will follow up on topics that require pursuit.

Constituent Group Caucus:
Zachary and John Clark attended the Constituent Group Caucus meeting on November 30. See the minutes, which are included in the Chair-Elect report.

Chair-Elect Report:
John Clark reported that he has heard from H.R. Director Ferguson and from Faculty Senate Chair Chiarelott that the President's Compensation Group is engaged in developing a philosophy of compensation for BGSU employees. Clark also distributed minutes from the November 30 Constituent Group Caucus meeting.

Minutes from Constituent Group Caucus 11/30/00
In attendance: Popovich (USG), Zawodny (CSC), Tracy (CSC), Chiarelott (FS), Clark (ASC), Zachary (ASC), Dietrich (GSS)
The meeting convened at approximately 10:00 a.m.

First, Chiarelott shared his intention to meet with President Ribeau in the next week to present a Faculty Senate concern: lack of formal representation by the leadership of the employee constituencies in the President's Compensation Group. Faculty Senate's position, that the discussions of the Compensation Group should include leadership from the three employee constituencies, was approved (as presented by Chiarelott) by CGC representatives from Classified Staff Council and Administrative Staff Council.

Next, Zachary brought up an invitation from Rebecca Ferguson in Human Resources. Ferguson is seeking two volunteers from each employee constituency, who would then join with H.R. representatives to form an ad hoc committee for studying, analyzing, and potentially rewriting policy documents regarding all forms of employee leaves. Chiarelott requested that Zachary ask H.R. for a formal invitation to each constituent group, which Zachary said she would do. Classified, Administrative, and Faculty representatives at today's meeting agreed that the proposed committee and its charge can be beneficial and deserve our support.

Then, reporting an ongoing concern of USG, Popovich discussed meetings of the Academic Advising Committee and their conversations aimed at improving student advising support. As Popovich reported, a forum to explore these concerns recently ended without significant resolution, but the student government representatives at that meeting and the deans and other
administrative representatives who also took part intend to continue their efforts until progress is made. Several issues have arisen in discussions to this point, but each will require further exploration.

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Respectfully submitted by John M. Clark--Administrative Staff Council

**Secretary’s Report:** Mary Lynn Pozniak asked the committee chairs to e-mail her a copy of their reports.

**Committee Reports:**

- **Amendments.** No report

- **External Affairs**
  
  Thad Long thanked all that took part in the parade and contributed candy. The date of the spring reception is May 31. Long will speak to Stephanie Jesse in the Presidents Office to set the time according to President Ribeau’s availability.

- **Awards and Special Recognitions**
Tony Howard reported that the second recipient of "The Spirit of BG" award has been selected. The first recipient, Catherine Pratt of the College of Business, was surprised. Copies of the submission forms are available here.

- Internal Affairs
Anne Saviers submitted the following written report:
The chair of the IA Committee met with ASC President Mary Beth Zachary to discuss objectives for the IA Committee for the remainder of this academic year. The following is a summary of the discussion:
- The IA Committee will review the charges to ASC committees as stated in the Administrative Staff Handbook.
- The Chair of the IA committee will meet in January with the ASC Executive Committee to discuss committee charges and to make initial suggestions for recommended changes/modifications in committee charges.
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- The current and former secretaries of ASC will be contacted regarding their input into designing a streamlined process for electing representatives to ASC again.
- The IA Committee will begin making plans to assist with the election of new ASC members during Spring semester, 2001.

- Personnel Welfare Committee
Laura Emch submitted the following report that was read by the secretary:
The PWC members met with Dick Bowers on October 20th to discuss the upcoming Wellness/Health Management survey and ways we can build support for the University Wellness program. PWC is working on several initiatives to assist in this area.
On December 1st, PWC met with Donna Wittwer and Doug Kruzel (Human Resources) to develop a rotation process for members serving on the Administrative Advisory Team for JAQ appeals.

- Professional Development
- No report

- Salary
David Garcia and Doug Kruzel reported. The committee met yesterday. Kruzel suggested a survey of administrative staff teaching. They are also looking at the earnings of part time instructors and comparing that with the overload rate of $1,500 for a staff member who teaches a 3 credit hour course. They would like to see that all staff members who teach outside work hours make the same money as part time instructors. This doesn't apply to those who teach as a part of their job within work hours. They are preparing a report for the June Board of Trustees meeting.

- Scholarship
Sandy Miesmer e-mailed the following report:
The scholarship committee has met several times fall semester. The first meeting was September 28th. It was an organizational meeting to get to know each other and discuss the committee's charge.
2nd meeting October 12th
Set goal to raise $5,000 for scholarship fund
Began discussion of raffle
Assigned tasks of starting to line up prizes for raffle
3rd meeting November 13th
Reviewed prizes in place so far such as parking permit, bookstore, theatre passes
Still working to get athletic dept prizes
Discussion on coordinating with Family campaign to designate Administrative Scholarship fund for the spring campaign
Next meeting December 11th

**New Business:** none

**Good of the Order:**
- Deb Fleitz and Keith Hofacker announced that this is the last big performance weekend of the fall semester. Half the performances are free. The performances include World Percussion, Holiday Concert, Andre Watts, Bowling Green Philharmonia, and University Choral Society.
- Robin Veitch informed us that there are hockey and basketball games this weekend.
- Sidney Childs announced that there is a Kwanzaa celebration tomorrow at 7:00 p.m. in the Field House. There will be dinner and a show.
- Beth Long announced that the Financial Aid Scholarship Guides and FAFSA forms are now available. Renewal FAFSA forms will be sent to students.
- Keith Pagan announced that he will give rides to central campus for those who need them after the meeting.
- David Garcia informed us that there were a record number of attendees this fall for the second Preview Day. Also, there will be 68 high school guidance counselors on campus tomorrow. They will have lunch, listen to President Ribeau, visit the Jerome Library, and tour residence halls.
- Paul Lopez thanked Thad Long for his work with the Holiday Parade.
- Tony Howard reminded everyone to renew PBS memberships.
- Tom Scavo announced that the phase in for the new e-mail system is going well. There is an e-mail fair next week.
- Mary Beth Zachary thanked those 90 staff members who sent her information regarding their leadership roles. She also announced a sound recordings archives sale of 8-tracks and LP’s on December 8th and 9th. There will also be comic books and posters for sale. The sale will take place in the Pallister Conference Room.

David Garcia moved and Keith Pagan seconded to adjourn the meeting.
The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
Office of Human Resources – Fall of 2000
http://www.bgsu.edu/offices/ohr

The Office of Human Resources – working together as a team within the office and throughout the University – recruits the best, retains the best and assists employees as they reinvest in their future.

General Phone Numbers:
Front Desk 372-8421
(ohr@bgnet.bgsu.edu)
Job Line:
Administrative Staff: 372-2588
Classified Staff: 372-8669

Asst. VP and Support:
- Ferguson, Rebecca 2-2259 (fergusb@bgnet.bgsu.edu)
- Buckenmyer, Marcia 2-2558 (mbucken@bgnet.bgsu.edu)

We provide Customer Service for:
Benefits/Compensation:
- Choosing and comprehending your health care plans
- Coordinating leaves (FMLA, etc)
- Starting and maintaining a tax deferred annuity
- Understanding fee waivers
- Reviewing options for retirement
- Answering questions and assisting in writing Job Analysis Questionnaires
- Conducting salary reviews and surveys
- Providing advice on salary placement for re-evaluated positions and new hires

Questions – Reach us at:
- Wittwer, Donna 2-2113 (dwwitwe@bgnet.bgsu.edu)
- Ackerman, Judy 2-2114 (judy@bgnet.bgsu.edu)
- Gerkens, Dean 2-7987 (dean@bgnet.bgsu.edu)
- Kelly, Pat 2-9272 (pdkelly@bgnet.bgsu.edu)
- Schaller, Terri 2-2112 (tlscha@bgnet.bgsu.edu)
- Shamp, Diana 2-2115 (dianaj@bgnet.bgsu.edu)

Employment/Employee Relations:
- Posting/Advertising, Recruitment & Selecting of Classified and Administrative Staff
- Coordinating EOE with the Office of Affirmative Action
- Maintaining HR web site for job listings
- Maintaining Admin/Class job line
- Coordinating and conducting Classified Staff job audits
- Coordinating New Employee Orientation Program (NEO)
- Reviewing and responding to employer and employee concerns
- Suggesting courses of actions on employee related performance issues
- Coordinating SPBR related activities

Questions – Reach us at:
- Kruzel, Doug 2-2228 (dskruzel@bgnet.bgsu.edu)
- Chandler, Sylvia 2-8422 (chandle@bgnet.bgsu.edu)
- Henson, Vicki 2-8421 (vhenson@bgnet.bgsu.edu)
- Holley, Mary 2-227 (holley@bgnet.bgsu.edu)
- Hudson, Tracy 2-8421 (hudsont@bgnet.bgsu.edu)
Records:
- Conducting records information sessions
- Maintaining all personnel files and relevant personnel records
- Maintaining Administrative and Classified staff leave balances
- Coordinating (with Benefits) FMLA
- Coordinating leave balance pay out for Administrative and Classified staff
- Acting as liaison with the Payroll Office
- Conducting exit interviews
- Functioning as resource for University, Federal and State Regulations and Policies regarding non-student employment issues
- Maintaining Administrative and Classified handbooks on the HR web sight

Questions – Reach us at:
- Woods, Karen 2-2237 (kwoods@bgnet.bgsu.edu)
- Blasius, Vicki 2-8424 (vblasius@bgnet.bgsu.edu)
- Chamberlain, Joyce 2-2559 (jchambe@bgnet.bgsu.edu)
- Good, Brenda 2-8425 (bgood@bgnet.bgsu.edu)

Internal Training and Development:
- Coordinating Activities for Divisional Training Teams
- Coordinating assessments/audits, design, application and post-training follow-up
- Acting as Consultant Network Resource

Training Center:
- Developing and delivering interactive and participatory custom training for:
  - Corp, government, and public private and non-profit agencies within NW Ohio
- Matching the best of BGSU with external customers to meet customized employee training needs:
  - Assessments, Cultural Audits, Executive Coaching, Strategic Planning

Questions – Reach us at:
- Whipple, Darlene 2-8423 (edarlen@bgnet.bgsu.edu)
- Augustine, Kate 2-2628 (rkaife@bgnet.bgsu.edu)
Administrative Compensation

Presented to ASC on December 7, 2000

Important Information

- Scatter grams - lots of dots
- Current data from Nov. 20 pay
- Interim positions not included
- Comparison - Years in Current Position to Fiscal Compensation
Additional Information

- Snapshot - fluid
- Total positions
- Computer versus my input

Grade 8 and 7

- Grade 8 - has one person whose fiscal compensation is above the third quartile
- Grade 7 - has one person whose fiscal compensation is above the max
Grade 9 (Dec. 00)

- Fiscal Compensation
- Current Years in Position
- Below midpoint-4
- Above midpoint to max is 3
- Above max is 1
- Total positions and/or persons salaries touched is 3.3

Range of grade 9
Min-$21,435
1st quartile-$24,084
Midpoint-$26,733
3rd quartile-$29,383
Maximum-$32,032

Grade 10 (Dec. 00)

- Fiscal Compensation
- Years in Current Position
- Below midpoint-4
- Above midpoint to max is 0
- Above max is 0
- Total positions and/or persons salaries touched is 3

Range of grade 10
Min-$23,197
1st quartile-$26,129
Midpoint-$29,061
3rd quartile-$31,993
Maximum-$34,925
Grade 11 (Dec. 00)

- Fiscal Compensation
- Years in Current Position
- Total people/positions in 11 is 18
  - Below midpoint-12
  - Above midpoint to max is 4
  - Above max is 2
- Total positions and or persons salaries touched is 11
- Range of grade 11
  - Min-$25,146
  - 1st quartile-$28,395
  - Midpoint-$31,642
  - 3rd quartile-$34,889
  - Maximum-$38,138

Grade 12 (Dec. 00)

- Fiscal Compensation
- Years in Current Position
- Total people/positions in 12 is 33
  - Below midpoint-24
  - Above midpoint to max is 8
  - Above max is 1
- Total positions and or persons salaries touched is 32
- Range of grade 12
  - Min-$27,303
  - 1st quartile-$30,906
  - Midpoint-$34,508
  - 3rd quartile-$38,111
  - Maximum-$41,713
Grade 13 (Dec. 00)

- Fiscal Compensation
- Years in Current Position

Grade 14 (Dec. 00)

- Fiscal Compensation
- Years in Current Position
Grade 15 (Dec. 00)

Year in Current Position

Fiscal Compensation

Total people/positions in 15 is 78
Below midpoint-38
Above midpoint to max is 33
Above max is 4
Total positions and or persons salaries touched is 52

Range of grade 15
Min-$35,295
1st quartile-$40,246
Midpoint-$45,198
3rd quartile-$50,148
Maximum-$55,099

Grade 16 (Dec. 00)

Year in Current Position

Fiscal Compensation

Total people/positions in 16 is 80
Below midpoint-29
Above midpoint to max is 45
Above max is 6
Total positions and or persons salaries touched is 47

Range of grade 16
Min-$38,574
1st quartile-$44,094
Midpoint-$49,611
3rd quartile-$55,130
Maximum-$60,647
Grade 17 (Dec. 00)

Fiscal Compensation

$80,228
$76,228
$74,228
$72,228
$70,228
$68,228
$66,228
$64,228
$62,228
$60,228
$58,228
$56,228
$54,228
$52,228
$50,228
$48,228
$46,228
$44,228
$42,228

Years in Current Position

Total people/positions in 17 is 68
Below midpoint is 18
Above midpoint to max is 24
Above max is 8
Total positions and/or persons salaries touched is 32

Range of grade 17
Min-$42,228
1st quartile-$48,301
Midpoint-$54,543
3rd quartile-$60,702
Maximum-$66,860

Grade 18 (Dec. 00)

Fiscal Compensation

$80,301
$78,301
$76,301
$74,301
$72,301
$70,301
$68,301
$66,301
$64,301
$62,301
$60,301
$58,301
$56,301
$54,301
$52,301
$50,301
$48,301
$46,301

Years in Current Position

Total people/positions in 18 is 18
Below midpoint is 4
Above midpoint to max is 9
Above max is 5
Total positions and/or persons salaries touched is 13

Range of grade 18
Min-$46,301
1st quartile-$53,182
Midpoint-$60,061
3rd quartile-$66,943
Maximum-$73,824
Grade 19 (Dec. 00)

Fiscal Compensation

<table>
<thead>
<tr>
<th>Years in Current Position</th>
<th>Salaries</th>
</tr>
</thead>
<tbody>
<tr>
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<td>13</td>
<td>$70,849</td>
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<tr>
<td>14</td>
<td>$72,849</td>
</tr>
</tbody>
</table>

Total people/positions in 19 is 14
Below midpoint 3
Above midpoint to max is 10
Above max is 1
Total positions and or persons salaries touched is 17

Range of grade 19
Min-$50,849
1st quartile-$55,547
3rd quartile-$73,943
Maximum-$81,641

Grade 20 (Dec. 00)

Fiscal Compensation

<table>
<thead>
<tr>
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<th>Salaries</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$55,935</td>
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<td>$67,935</td>
</tr>
<tr>
<td>7</td>
<td>$69,935</td>
</tr>
</tbody>
</table>

Total people/positions in 20 is 7
Below midpoint 1
Above midpoint to max is 3
Above max is 0
Total positions and or persons salaries touched is 5

Range of grade 20
Min-$55,935
1st quartile-$64,559
3rd quartile-$81,805
Maximum-$90,428
**Grade 21 (Dec.00)**

- Minimum salary: $61,628
- Midpoint: $106,628
- Maximum: $141,628

**Grade 22 (Dec.00)**

- Minimum salary: $68,011
- Midpoint: $113,011
- Maximum: $158,011
Chair’s Report of Highlights 12-7-00

Remember that our next meeting is January 7th in the Pallister Conference Room with our guest John Folkins.

Meetings with Executive Committee, Human Resources (HR), Constituent Group Caucus (CGC):

Executive Committee:

We have discussed, at length, what we might need to express and/or discuss with Human Resources. Topics are below in the notes of our meeting with HR.

We chose strategies to complete the membership of council. It worked. We filled council seats in the areas of Firelands, Technology, and Student Support.

Looked at the Council’s budget, this year’s expenditures, and potential expenditures prompted by a request for funds for the ice cream social.

We decided to draft a “philosophy of compensation” in bullet form for consideration by the President’s Compensation Group.

HR:

Most discussions encompassed the information to be presented to the Council on December 7th. Topics to be addressed briefly include: An update on work with Mercer; year 3 of the compensation plan; and overall admin staff compensation picture (perhaps in the form of scatter-grams); health insurance challenges and open enrollment; FMLA; performance evaluation; teaching compensation; changes in % of PERS payments after 30 years of service; violence in the workplace. The appropriate ASC committees will follow up on topics which require pursuit.

CGC:

Participation by representatives from each employee group in the President’s Compensation Group has been requested by Leigh Chiarelott, Chair of Faculty Senate. The President will consider the proposal and ask the Compensation Group members at their December 20th meeting for their responses. Dr. Ribeau also said that it was Dr. Linda Dobb’s group and that she would make the final decision.

We looked at a draft survey created by a committee charged by the Vice President for Student Affairs to gauge interest in a wellness program for BGSU employees. CGC members took the draft back to their constituents. Our PWC has been in contact with Dick Bowers, chair of the committee about this same issue.

In an update from the Graduate Student Senate representative about the issue of international graduate students at BGSU, an interesting and positive development has occurred. Georgia Folkins has been named the Interim Coordinator of Graduate Students Affairs to serve in Student Affairs for graduate students with an eye toward the international student perspective.

The graduate students are going to talk to the Parking Committee regarding parking for teaching assistants.
Constituent Group Caucus 11/30/00

In attendance: Popovich (USG), Zawodny (CSC), Tracy (CSC), Chiarelott (FS), Clark (ASC), Zachary (ASC), Dietrich (GSS)

The meeting convened at approximately 10:00 a.m.

First, Chiarelott shared his intention to meet with President Ribeau in the next week to present a Faculty Senate concern: lack of formal representation by the leadership of the employee constituencies in the President's Compensation Group. Faculty Senate's position, that the discussions of the Compensation Group should include leadership from the three employee constituencies, was approved (as presented by Chiarelott) by CGC representatives from Classified Staff Council and Administrative Staff Council.

Next, Zachary brought up an invitation from Rebecca Ferguson in Human Resources. Ferguson is seeking two volunteers from each employee constituency, who would then join with H.R. representatives to form an ad hoc committee for studying, analyzing, and potentially rewriting policy documents regarding all forms of employee leaves. Chiarelott requested that Zachary ask H.R. for a formal invitation to each constituent group, which Zachary said she would do. Classified, Administrative, and Faculty representatives at today's meeting agreed that the proposed committee and its charge can be beneficial and deserve our support.

Then, reporting an ongoing concern of USG, Popovich discussed meetings of the Academic Advising Committee and their conversations aimed at improving student advising support. As Popovich reported, a forum to explore these concerns recently ended without significant resolution, but the student government representatives at that meeting and the deans and other administrative representatives who also partook intend to continue their efforts until progress is made. Several issues have arisen in discussions to this point, but each will require further exploration.

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Respectfully submitted by John M. Clark--Administrative Staff Council
Internal Affairs Committee Report  
December 7, 2000

The chair of the IA Committee met with ASC President Mary Beth Zachary to discuss objectives for the IA Committee for the remainder of this academic year. The following is a summary of the discussion:

1. The IA Committee will review the charges to ASC committees as stated in the Administrative Staff Handbook.

2. The President of the IA committee will meet in January with the ASC Executive Committee to discuss committee charges and to make initial suggestions for recommended changes/modifications in committee charges.

3. IA would then work with the Amendments and By-laws committee regarding those recommendations.

4. The Chair of IA will meet with Joe Luthman to discuss the constituents lists to ensure that all constituents are fairly represented.

5. In conjunction with the Amendments and By-laws Committee, IA will revisit the issue of requiring former ASC representatives to stop out for two years (after completing an elected term) before becoming involved in ASC.

6. The current and former secretaries of ASC will be contacted regarding their input into designing a streamlined process for electing representatives to ASC again.

7. The IA Committee will begin making plans to assist with the election of new ASC members during Spring semester, 2001.

Respectfully submitted,

Anne N. Saviers
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On December 1st, PWC met with Donna Wittwer and Doug Kruzel (Human Resources) to develop a rotation process for members serving on the Administrative Advisory Team for JAQ appeals.

Respectfully submitted by,
Laura Emch
Call to Order
Introduction of Substitutes

Guest Speaker: Provost John Folkins

Approval of December Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports
  Amendments
  External Affairs
  Awards and Special Recognitions
  Internal Affairs
  Personnel Welfare
  Professional Development
  Salary
  Scholarship

Old Business

New Business

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting
January 4, 2001

Call to order: The meeting was called to order at 1:35 by Chair, Mary Beth Zachary

Members Present: Ann Betts, William Blair, Pat Booth, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Kay Gadehus, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Sandra Miesmer, Mary Lynn Pozniak, Anne Saviers, Tom Scavo, Nancy Vanderlugt, Robin Veitch, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: Keith Hofacker for Deborah Fleitz, Kay Gadehus for T. David Garcia, Robin Veitch for Jane B. Myers, Dawn Burks for Diane Smith

Absent: Linda Bakkum, Nora Cassidy, Sandra DiCarlo, Penny Nemitz, Pamella Phillips, Keith Pogan, Cheryl Purefoy, Jack Taylor

Guest Speaker:
Provost John Felkins began by stating that he has been meeting with many groups on campus and he would like this to be the first of a series of meetings with ASC. He then shared his observations after having been on campus for eight months. Felkins feels that the people are great. They are friendly and exhibit a caring attitude toward others, the University, and the city of Bowling Green. He is excited about what is happening on campus. The Institutional priorities are the University’s guiding principles, including student success and retention. Felkins was encouraged about the state budget situation and the Success Challenge opportunities when he began at the University. Since that time the state’s economy has gone downhill. When the governor’s budget comes out we will see how the University does in light of the fact that the state has many expenses including increased health care costs. This is a new legislature as a result of term limits and the new people want to cut budgets.

Felkins then discussed three areas that he feels need to be fixed at the University. The first area involves obtaining funding in order to increase compensation for all areas. The second area involves increasing instructional resources in order to provide needed seats for students. The goal is to offer students selections that are appropriate for them and reasonable class sizes. The third area involves increasing operating budgets enough to provide for adequate staffing.

In order to provide funds for these areas, the University is working on two initiatives. The first involves increasing private funding through the University Foundation. The second involves recruitment and retention. The Office of Admissions as well as everyone else at the University is responsible for this initiative. Each college will report on new initiatives for recruitment and retention for fall 2001. Staff are invited to put plans forward and the provost will provide funds for chosen initiatives. Al Gonzales is working on a long-term strategy including the possibility of offering $1,000 scholarships to selected eighth graders.

Felkins then spoke of enabling early recruitment for instructors. Currently the offers are late and the salaries are low, and many offers are for only one year. Then the instructors receive a letter in November stating that they won’t be rehired. Faculty Senate is working on a better system that may involve changing the charter. Formerly the colleges were asked to submit yearly requests for instructor staffing to the provost. Now the money is being given to the colleges so that they can make the choices regarding how many instructors are needed in which areas. The goal is to make the funding stable year to year. The departments can then broaden their searches since they will be able to recruit earlier. Colleges were told how much money they will receive. They have responded that it is not enough.

Felkins then discussed the fact that Pepsi has pouring rights at the University. The University will receive millions of dollars that will go to benefit students through funding to student services and organizations. Staff should let Chris Dalton know if any machines are in unfavorable locations.

Discussion followed regarding compensation issues. A concern was raised regarding salary caps. Administrative staff members are the only University employees who have salary caps. Administrative staff who have been at the University long term and have been high performers...
get to the point where they can receive no further rewards. Folkins suggested moving caps up or making exceptions. The point was raised regarding the 3% salary increase being available to all who earn merit by performing their jobs satisfactorily. There are people who do their jobs very well but do not have the opportunity to do other things that would gain them super merit. It was felt that those individuals should at least receive a cost of living increase. Folkins was asked if there is a benchmark for administrative staff relative to other institutions. Folkins said that there is no benchmark established and he feels that it would be difficult to do for administrative staff. Given enough data, we may have a good idea regarding where we stand. Folkins responded to the question of whether there are any plans to increase compensation other than wages by stating that at this time there are no plans along those lines. There has been a 15% increase in health care costs.

Provost Folkins closed his remarks by thanking staff for all our efforts.

**Approval of Minutes:** Wayne Colvin moved, Pat Booth seconded, and the minutes were approved as distributed.

**Chair Report:**

**Executive Committee:**
The Executive Committee has been discussing topics and questions for our guest, Dr. John Folkins, Provost. In addition, we have been discussing what we might include in a philosophy of compensation. The representatives and past chairs will be asked to contribute their thoughts to the process within the next week.

**Human Resources:**
We have not met with Human Resources since our last meeting.

**Board of Trustees**
The Board of Trustees meeting at Firelands was cut short due to adverse weather conditions. The President's report, the constituent reports, and the report by Dr. William Balzer were not given orally but were to be submitted in writing to the secretary for distribution to board members. Our report focused on the variety of ways in which administrative staff contribute to our campus community, and to our broader communities. Our efforts are professional, compassionate, and reflect positively on the university at a minimum. The effects on recruitment and retention of students remain undocumented. The list presented to the board detailed submissions by less than 20% of administrative staff and filled 7 pages of single-spaced 10 point type. It is an impressive list of contributions.

**Legions**
The most recent Legions meeting focused on the University capital plan. Highlights included: Hanna is "up for" the next cycle of renovation, then University, and then Moseley. This set of cycles carries through 2006. Funds for these projects have been borrowed (temporarily diverted) for the Technology Infrastructure Project, but that money will soon be replaced in the budget. Theater and Chemistry and Biology are crucial capital planning needs that aren't currently in any budget--present or future.

*A word of explanation was provided: In any capital planning budget, the first biennium is the only one that is truly expected to happen. Fifteen million dollars per year must be specifically prioritized for earmarked capital expenditures, but the second half of the biennium is always kept flexible--i.e., expenditures targeted there may or may not happen.

We also heard that the university has considered a co-generation partnership for electricity with the city but has concluded that the proposed new facility would not meet our needs. New ideas for alternative power sources might be considered, though.

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

Committee Reports:

Amendments. No report

External Affairs.
Thad Long reported that the date and time for the Spring ASC Reception has been set in conjunction with the availability of President Ribeau. It will be held on Thursday, May 31, from 3:30 p.m. to 5:00 p.m.

Awards and Special Recognitions. No report.

Internal Affairs
Anne Saviers submitted the following report:
Mary Lynn Pozniak, Claudia Clark, and Anne Saviers met on December 22, 2000. Primary discussion focussed on ASC election issues:
- Executive will be asked to verify that apportionments are correct.
- Efforts will be made to streamline the election procedure.
- Chair of IA will contact Joe Luthman to review constituent lists with the goal of ensuring that functional areas are properly represented.
- The issue of stopping out for 2 years will be re-visited with regard to regulations as stated in ASC amendments and by-laws.
- By-laws pertaining to election procedures will be reviewed and suggestions for possible revisions will be submitted following consultation with the Articles and By-laws sub-committee.
- Procedures for soliciting self-nominations will be clarified.
- A schedule will be set up identifying the dates for mailing and collecting of the different ballots and voting information.
- IA Committee will develop election ballots and make sure that they are printed and distributed appropriately; ballots will be color-coded by functional area.
- Anne also asked committee chairs to look at the committee descriptions to see if more information needs to be included.

Personnel Welfare
Laura Emch submitted the following report:
During the month of December, Inge Klopping and Laura Emch met with Mary Beth Zachary to discuss the committee’s progress so far and to clarify remaining charges. The next committee meeting is January 12, 2001.

Professional Development
Ann Betts submitted a report showing the results of an e-mail request sent in October regarding topics to be addressed during a professional development day. Staff expressed an interest in the following topics: customer service, assertiveness, balance in life workshop, generation gap in the workplace. The following dates are available in Olscamp Hall: March 7, 8; April 2, 3, 9, 19, 26, 30. Betts prefers April 26 due to time constraints and other conferences. Kate Augustine will work with the committee to make sure that efforts are not duplicated.
Salary. No report

Scholarship
Sandra Miesmer reported that the committee is working on the raffle. The letters will go out on January 10. Staff will be able to designate Administrative Scholarship as a part of the Family Campaign.

Old Business: none

New Business:
The President's Compensation Group is engaged in developing a philosophy of compensation for BGSU employees. There was a discussion of recommendations that ASC can present to the group for them to consider as they develop this philosophy. One recommendation is from information contained in the Administrative Staff Handbook. The handbook proposes that funds outside the merit pool be used to correct salary inequities. Another recommendation was for job descriptions to be written so that either the job could ordinarily be completed in a 40 hour work week or if not, some additional compensation is provided. It was recommended to encourage supervisors to compensate employees in some way if and when their positions require that they work more than 40 hours per week. It was also suggested that the University give long term contracts to those who have been at the University a long time.

Good of the Order:
- Wayne Colvin reported that Hayes Hall is now on the new network.
- Thad Long informed us that he is the chair of the University Safety Committee. They met once and are discussing educating employees regarding safety issues. Bring issues to Thad.
- Kay Gudehus asked for volunteers for the Presidents' Day open house. A total of 130 are needed and 85 have responded so far.
- Robin Veitch announced upcoming men’s and women’s basketball games.
- Tom Scavo reported that the Executive Vice President signed a contract with Blackboard for a web portal. August 1 is the target date for implementation. Student information will be available on the portal including financial aid information and a listing of students’ schedules. Scavo also reported that a recruiting campaign is beginning this month including radio and television advertisements and an updated Web site.
- Mary Beth Zachary reported on the Kent State University portal. She is a KSU student and can check her grades and can register for classes through the portal.
- John Clark suggested that we check the my.ucla portal.

Keith Hofacker moved and Sandra Miesmer seconded to adjourn the meeting. The meeting was adjourned at 3:05 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
Internal Affairs Committee Report
January 4, 2001

Mary Lynn Pozniak, Claudia Clark, and Anne Saviers met on December 22, 2000.
Primary discussion focussed on ASC election issues:
   Executive will be asked to verify that apportionments are correct.
   Efforts will be made to streamline the election procedure.
   Chair of IA will contact Joe Luthman to review constituent lists with the
   goal of ensuring that functional areas are properly represented.
   The issue of stopping out for 2 years will be re-visited with regard to
   regulations as stated in ASC amendments and by-laws.
   By-laws pertaining to election procedures will be reviewed and
   suggestions for possible revisions will be submitted following consultation with
   the Articles and By-laws sub-committee.
   Procedures for soliciting self-nominations will be clarified.
   A schedule will be set up identifying the dates for mailing and collecting of
   the different ballots and voting information.
   IA Committee will develop election ballots and make sure that they are
   printed and distributed appropriately; ballots will be color-coded by functional
   area.

Respectfully submitted,

Anne N. Saviers
Good afternoon everyone,

The next scholarship committee meeting will be January 23rd at 9:30. The location has been changed to Arts & Sciences conference room. It is still on the second floor of the Administration Bldg.

Deb Freyman has worked very hard and the letters for the Scholarship raffle will be in the mail next week. I thank her very much for coordinating this effort.

Agenda items are as follows:
1. Update on Family campaign—will be able to designate Administrative Scholarship but not one of highlighted items
2. Begin discussion on getting scholarship applications out and how this will be coordinated
3. Review of raffle and answer any questions that could have come up since letters went out

Hope to see you there.

Sandy

----------------------------------------
Sandra Miesmer, Associate Bursar
Bursar's Office 405 Administration Bldg
419 372-8115 fax: 419 372-0280
Bowling Green State University
Professional Welfare Committee Report
January 4, 2001

During the month of December, Inge Klopping and Laura Emch met with Mary Beth Zachary to discuss our committee's progress so far and to clarify remaining charges. Our next committee meeting is January 12, 2001.

Submitted by
Laura Emch
Co-Chair PWC
MARY LYNN:

I WILL NOT BE ABLE TO ATTEND THE MEETING TOMORROW. I HAVE TO BE AT ST. RITA'S HOSPITAL IN LIMA. I TRIED TO FIND A SUB BUT HAD NO LUCK.

MY HUSBAND HAD HIS 3RD HEART ATTACK THE DAY BEFORE THANKSGIVING AND HE IS RECOVERING AT HOME. I HAVE TO TAKE HIM TO LIMA FOR MORE TESTS TOMORROW.

I'LL TRY TO KEEP IN TOUCH BUT THE MINUTES DO HELP AS FAR AS GETTING INFO TO THE CONSTITUENTS.

THANKS,

PAM PHILLIPS
Report from Professional Development

January 4, 2001

In response to an email sent out in October, the following topics were supported:

Customer Service X2
Assertiveness X2
Balance in Life Workshop X3
Generation gap in the workplace X2

We have our choice of the following dates in Olscamp Hall:

March 7 - Wednesday
March 8 - Thursday
April 2 - Monday
April 3 - Tuesday
April 9 - Monday
April 19 - Thursday
April 26 - Thursday
April 30 - Monday

My choice would be Thursday, April 26 Due to time constraints and other conferences.

Kate Augustine would like to work with us to make sure that we are not duplicating efforts – I will invite her to the next meeting.

We will get to work on this next week.
ASC MEETING 2/01/01
PALLISTER CONFERENCE ROOM, JEROME LIBRARY
1:30-3:00

Call to Order
Introduction of Substitutes

Approval of January Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

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

Old Business

New Business
- Teaching Compensation Proposal—Salary Committee

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting
February 1, 2001

Call to order: The meeting was called to order at 1:35 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, Ann Betts, Pat Booth, Nora Cassidy, Claudia Clark, John Clark, Sandra DiCarlo, Sally Dreier, Laura Emch, Deborah Fleitz, T. David Garcia, Kay Gudehus, Keith Hofacker, Tony Howard, Thad Long, Paul Lopez, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Mary Lynn Pozniak, Cheryl Purefoy, Anne Saviers, Diane Smith, Tom Scavo, Nancy Vanderlugt, Robin Veitch, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: none

Absent: William Blair, Sidney Childs, Wayne Colvin, Penny Nemitz, Keith Pagan, Susan Sadoff, Jack Taylor

Guests: Jan Peterson from Continuing Education, Paul Cesarini from Information Technology Services, Doug Kruzel from Human Resources

Approval of Minutes: Diane Smith moved, Sandra Miesmer seconded, and the minutes were approved as distributed.

Reorder meeting agenda
Mary Beth Zachary requested that the meeting agenda be reordered so that New Business would occur next. Her request was approved.

New Business:
David Garcia, Paul Cesarini, Jan Peterson, and Doug Kruzel of the Salary Committee submitted a proposal regarding teaching compensation for administrative staff, which calls for paying BGSU administrative staff at or above the part-time faculty level. The ASC Salary Committee originally submitted this proposal in November of 1999. This topic has been thoroughly researched and it was found that there is no consistency among departments in rate of pay for administrative staff who teach courses. Many administrators are paid at the overload rate instead of the part-time faculty rate. The pay rate for overload has remained the same for many years while part-time faculty pay rates have increased. At other institutions such as Owens Community College and the University of Toledo, administrators who teach are currently paid at a part time faculty level. Discussion followed. Mary Beth Zachary asked for work issues and a history of the work done regarding this proposal. A question was raised regarding distance learning and how it fits in the definition of “official BGSU teaching”. The committee does not want to be overly specific in addressing alternative course delivery methods within the proposal. Adjustments may need to be made at a later time.

Keith Hofacker called the question. Claudia Clark moved and Nancy Vanderlugt seconded to vote on the proposal. The following proposal passed unanimously.

Teaching Compensation Proposal for Administrative Staff - 11/8/99
Administrative staff personnel who perform official BGSU teaching* beyond the requirements of their position classification shall be offered a part-time teaching contract. The per-hour rate for this contract shall be equal to or greater than the current BGSU part-time teaching rate, congruent with the staff member's teaching experience and highest degree. Although Administrative Staff may voluntarily decline offered teaching compensation; they shall have free choice in this decision. Voluntary teaching may be considered a value-added item for an Administrative Staff employee's performance and/or merit evaluations, but teaching compensated by a part-time contract shall not be thus considered.

* "Official BGSU teaching," for the purposes of this policy statement, refers exclusively to classes with these attributes: (a) university credit is awarded upon successful completion, (b) the instructor awards grades for the course [including "S" and "U"], (c) regular or formal class
meetings are held, and (d) the instructor is responsible for creating/maintaining a learning environment and office hours.

The proposal will move next to the President's Compensation Working Group for further action.

Chair Report:

Human Resources:

In a meeting with Human Resources, Rebecca Ferguson stated that she would see to the updating of language in both the administrative and classified staff handbooks clarifying vacation use policy during the first year of employment at BGSU. Currently, during the first year, it is up to the supervisor's interpretation of the handbook whether or not the person is granted vacation. According to anecdotal evidence, some employees were allowed to take vacation and some were denied vacation until the end of the first year of employment. In order to make implementation of the policy consistent with all employees, the new language will make it clear that first year employees may take vacation as it is earned. If, however, the employee uses vacation and leaves the university before the end of the first year of employment, as is current policy, the employee must reimburse the university for the time taken. We thank Rebecca Ferguson for clarifying and articulating the policy. The language changes will be placed in the handbook.

Ferguson also stated that the President's Compensation Group would like to meet with each constituent group early in the Fall of each year to discuss compensation issues. The PCG regrets not being able to accomplish this goal this year, however, they have invited us to speak with them this semester on March 14 from 3:00PM - 5:00PM.

Ferguson has asked for a committee comprising two individuals from each employee group to examine various leaves used on campus. I will be asking for two volunteers. These volunteers need not be ASC representatives so I will ask for volunteers from the constituent group at large. The charge of the committee is essentially to find areas where language can be made consistent between the handbooks and, where leaves are substantively dissimilar, provide the rationale.

In meetings with Dr. Linda Dobb, Executive Vice President, and with Rebecca Ferguson, Human Resources, we requested access to the meeting with the President's Compensation Group's (PCG) meeting with Mercer representative Scott Cook. Both Vice President Dobb and Rebecca Ferguson said that the dynamic of the PCG would be significantly altered by attendees not of the group.

Zachary met with a gathering of past chairs of ASC to discuss compensation and to ask for advice regarding several issues. One of the reminders imparted was that ASC has a history of inviting a Board of Trustees member annually to an ASC meeting. Zachary will invite a BoT member to a coming ASC meeting. Past chairs also suggested that we continue to gather CUPA data and to develop the comparative positioning of BGSU in relation to the other institutions with which we have been compared in the past. Other efforts we should "not lose" in the transitions between chairs include continuing to pursue multi-year contracts for long-term successfully performing administrative staff, promotions through the university, progress through the ranges, and grievance processes for non-renewal of contract.

Questions that we need to answer include, has the mercerization of compensation helped those people we intended to help? Have we explored all the options we could with a compensation plan? For instance, could we "broad-band" ranges meaning could we shift to fewer levels and have broader pay ranges with which they are associated. Might there be an effective way to do away with caps? For the size of our student population, how do we compare in numbers of staff? How are we going to address the morale and equity concerns associated with caps? Bonuses may be one way to address the inequities presented by the compensation plan policies enacted by BGSU. If we are truly to be a merit-driven system, then performance must be rewarded the same way for all individuals. If merit is earned, merit should be paid. How has the plan worked to date for all staff? Certainly, minimum salaries have been improved. How has it worked for others? Should market area be the same for all positions? Could there be other ways to improve compensation? Could we, for instance, receive a higher percentage of payment for unused sick
leave at retirement? Could we identify the necessary skills for individuals to move into higher level positions?

**President's Office**

In a meeting with Eileen Sullivan, John Clark and I raised several issues of concern to administrative staff, one of which was again attending the meeting with Scott Cook of Mercer. Eileen then informed us of the PCG's desire to meet with constituent groups each Fall. We also told Eileen about the coming proposal for teaching compensation equity. We informed her that we would be participating in the ad hoc leave committee. We also told her about progress on the wellness survey. 1500 surveys were distributed. We are hoping for a positive report.

**Scott Cook of Mercer**

The meeting with Scott Cook of Mercer included:
- Executive Vice President Linda Dobb
- Rebecca Ferguson and Donna Wittwer of Human Resources
- Ann Bowers, Paul Yon, and Bryan Benner past chairs of ASC
- Joe Luthman representing ASC PWC
- Dave Garcia representing ASC Salary Committee
- John Clark and Mary Beth Zachary, ASC chair-elect and chair respectively.

Mr. Cook gave us a thumbnail sketch of how Mercer develops ranges. Mercer has a library of surveys and market tools from which they pull information about positions. Some of the surveys are highly specialized, but still they run their own surveys and purchase many others. Most of what they use for higher education is based on higher education surveys and data. They do use, however, some industry surveys in developing ranges. They include industry data to make sure our salaries are competitive. What are the markets to which we are compared? Perhaps the answer for BGSU is from where do we recruit? He will also be determining market for benchmark positions, which were provided by HR with input from administration. BGSU targeted the 50th percentile (median) as the goal for its benchmark comparisons. Mercer will work to provide external equity or competitiveness for those positions. Regarding CAPS, Mercer gave several possible ways to address caps. Bonuses are one way to offer compensation for meritorious work. Other topics addressed practices regarding salary movement to the midpoint and after the midpoint and weighting of job analysis questionnaire elements.

**Chair-Elect Report**

John Clark provided the following notes from the Legions Meeting on 1/18/01.
- Rebecca McOmber reported that main campus undergraduate enrollment is up 245 students from this time last year.
- Marcia Latta reported that BGSU employees who sign up for auto-renewal of the Toledo Blade through the University Development Office can secure a 20% contribution (after the point of renewal) for the University Union project.
- Marcia also pointed out that this year's goal for the Family Campaign is participation by 50% of University employees.
- Another announcement from the Development Office is that the Fifth Third Bank contribution to the Union renovation will put that project over the contribution goal.
- According to Gary Swegan, advance communications for President's Day (24,000 mailings) will go out Jan. 19 or 22.
- In a 4-week period, approximately 1,000 television spots will be aired, promoting President's Day (aired throughout NW and NE Ohio).
- In the 8 weeks subsequent to President's Day, another 2,000 television spots will encourage new enrollments at BGSU.
- According to Steve Ballard, "We remain behind on every one of our goals" regarding minority/diversity recruitment and retention.
- Ballard also discussed at length the evolving possibilities for research funding available to BGSU. As Ballard stated, the government is increasingly funding the biggest, hard-science research projects—projects that require huge infrastructure. Industry and the NIH will be the major funders of university (non-defense) research. One expert predicts that just 75 research universities will remain in the US by 2010, down from a current 250.
In 1998, Ballard also reported, we accrued approximately $3M in federal research funding
from a total of $12B nationally. In this regard, BGSU was second-to-last in Ohio, and our
percentage of research dollars (based on total income) has steadily fallen in recent years. In
this loss we are suffering doubly, as we also lose Ohio Research Challenge dollars.

Mansfield is the only urban area in Ohio within the top 75 national areas in terms of relative
percentage of employment relating to information & technology. Ohio in general, Ballard
asserted, is very low on a national scale of IP (information processing) economic emphasis,
as Ohio continues to rely heavily on the same manufacturing base of the past 100-200 years.

No matter how advanced BGSU is or becomes in research and intellectual property based on
IP, we will be challenged if Ohio industry doesn’t similarly change its focus to IP. As Ballard
stated, we need to develop key links between our research and the end-users of IP.

OBOR Research Challenge dollars are expected to significantly increase by 2003. The
expectation is that OBOR’s dollars will “leverage” (produce) outside dollars at a 10:1 ratio—
10 outside dollars for every 1 OBOR dollar.

Research funding is increasing through several programs, but this funding virtually excludes
areas other than science and technology.

We need to target our areas of excellence and perhaps collaborate with peers to pool targeted
resources.

BGSU’s research infrastructure also is seriously underfunded. Even in terms of regulatory
compliance for our research programs, we may already be at serious risk.

Dr. Ribeau completed the session with these remarks: In coming budgets from the State of
Ohio, we will see increasing emphasis of Economic Development as the driver of academic
agendas. Our mission, if it does not follow this trend, will increasingly lose state support to
the institutions that do follow the trend (such as Cincinnati, Columbus, and Case Western).

Secretary’s Report: Mary Lynn Pozniak reminded the reps to ask their constituents if they are
on the ASC listproc. If there are constituents who wish to be added to the listproc, the reps can
contact Pozniak or Deb Wells.

Committee Reports:

Amendments. No report.

External Affairs. No report.

Awards and Special Recognitions.

Tony Howard reported that the committee is preparing for the presentation of the BG Best
awards at the ASC spring reception.

Internal Affairs

Anne Saviers reported that she met with the ASC Executive Committee on January 16, 2001 to
discuss ASC Standing Committees and the charge for each of those committees. Several
changes for committee structure and charges were suggested. A draft of these suggested changes
will be submitted to the Amendments Committee as well as to Executive and the Chairs of the
other standing committees. These changes will be discussed at the March ASC meeting.

Personnel Welfare

Laura Emch reported that PWC supported the wellness survey efforts by sending a follow up
email on the ASC listproc encouraging staff to respond.

The committee members are performing research work in order to formulate a recommendation
to ASC Executive Committee on the rotation process for the Administrative Staff Advisory
Team. This group hears Job Analysis Questionnaire appeals. The research includes discussions
with advisory team members and Human Resources, along with investigating other University
appeal processes at similar-structured schools in Ohio, Michigan, and Indiana.

The next scheduled committee meeting is February 2.
Professional Development. No report

Salary. See New Business

Scholarship. Sandy Miesmer reported that $1,302. has been raised so far through the Administrative Staff Scholarship Raffle. The ending date of the raffle is February 21 and the drawing will be held at the March 1 ASC meeting.

Old Business:
The approved Performance Evaluation/Merit document will be placed in the Administrative Staff Handbook by Karen Woods and Becca Ferguson.

Good of the Order:
- Deborah Fleitz encouraged us to check the BGSU website for upcoming events Musical Arts events.
- Kay Gudehus announced that she is still seeking volunteers for the President’s Day open house. She is also looking for student tour guides. Student organizations can provide members to give tours as a community service initiative for their group. Kay will train the students to give 40-60 minute tours.
- Sandra DiCarlo announced that Firelands is conducting a search for a Dean.
- Ann Betts announced that Suzanne Crawford is retiring in August.
- Barbara Waddell announced that there is a program in the Pallister Conference Room on February 7 entitled “Whites in Black History” from 9:30 a.m. – 11:00 a.m.
- Claudia Clark stated that in response to the fact that there have been six student deaths since the week before Thanksgiving break, the Counseling Center is hosting a “Growing Through Grief” program on February 12 from 6:00 p.m. – 7:30 p.m.
- Tom Scavo declared that the transition to the new e-mail system is going strong. The accounts need to be migrated by the end of February.
- Jane Myers announced that the hockey renovation brick campaign would extend through the end of February.
- David Garcia shared that the University will be accepting applications for fall admission until July.

Deborah Fleitz moved and David Garcia seconded to adjourn the meeting. The meeting was adjourned at 3:03 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
Teaching Compensation Proposal for Administrative Staff -- 2/2/01
Submitted by ASC Salary Committee, BGSU

Administrative staff personnel who perform official BGSU teaching* beyond the requirements of their position classification shall be offered a part-time teaching contract. The per-hour rate for this contract shall be equal to or greater than the current BGSU part-time teaching rate, congruent with the staff member's teaching experience and highest degree. Although Administrative Staff may voluntarily decline offered teaching compensation, they shall have free choice in this decision. Voluntary teaching may be considered a value-added item for an Administrative Staff employee's performance and/or merit evaluations, but teaching compensated by a part-time contract shall not be thus considered.

In summary...

- A part-time contract shall be offered for any BGSU teaching beyond the requirements of the position classification for Administrative staff.
- The teaching rate for such part-time contracts shall be equal to or greater than the standard BGSU rate for similarly qualified part-time instructors.
- Such part-time contracts, once offered, may be voluntarily declined.
- Compensated part-time teaching shall not be evaluated for "performance" or "merit" for Administrative Staff, but voluntary teaching may be.

* "Official BGSU teaching," for the purposes of this policy statement, refers exclusively to classes with these attributes: (a) university credit is awarded upon successful completion, (b) the instructor awards grades for the course [including "S" and "U"], (c) regular or formal class meetings are held, and (d) the instructor is responsible for creating/maintaining a learning environment and office hours.
MEMORANDUM

TO: Mary Beth Zachary, President
Administrative Staff Council

FROM: Jan Peterson, Member
ASC Salary Committee

RE: Teaching Compensation Proposal for Administrative Staff

The following is a record of the work of the ASC Salary Committee leading to the Teaching Compensation Proposal for Administrative Staff. This proposal was approved by ASC on February 1, 2001. It is our hope that you will be able to take this proposal forward for consideration, and hopefully approval, by university officials.

Introduction

In May 1997 several concerns were brought to the attention of Administrative Staff Council relative to policies and subsequent remuneration when administration staff teach for BGSU. Initial investigation revealed compensation inconsistencies throughout the campus (e.g., some administrative staff taught for non-compensation, some received compensation at the overload rate, while others were paid as part-time faculty, etc.) Administrative Staff Council thought it worthy to pursue this issue, and created an Ad Hoc Committee to study the issue. The Ad Hoc Committee was disbanded after two years without consensus on a recommendation, and the issue became a two-year agenda item for the ASC Salary Compensation Committee. Now after four years of investigative research and study, a committee consensus has finally been reached, and a proposal was submitted to and approved by Administrative Staff Council at its February 1, 2001 meeting.

Methodology

1. Survey of Administrative Staff

   The committee convened Fall Semester 1997 and (naively) decided to initiate the investigation by surveying all Administrative Staff regarding the issue of part-time teaching compensation. A survey instrument was developed and distributed to all Administrative Staff. As a result of the initial survey, the committee quickly realized the issue was far from clear. Several areas of concern were identified, and there were numerous questions within each area.

   Two of the major areas identified involved the definition of teaching and the relationship of teaching responsibilities to one's job description. How is teaching defined? Are teaching and administrative responsibilities separate? Is teaching a requirement of the position?

   Another area of concern involved the issue of compensation: how does the teaching fit in with the individual's administrative staff compensation plan (i.e., job description, etc.)? Is one paid for teaching as part of one's administrative contract, as a part-time faculty position, or as an overload administrative position?

   The questions went on and on, with many of the major areas of concern overlapping, illustrating how what was thought to be a "simple question" soon becomes the proverbial "thorny issue": Some issues included questions of credit versus non-credit classes; are the courses being taught as independent study, or workshops, or off-campus seminars/classes; are these courses taught voluntarily or at the request of one's supervisor, etc.

2. Contacted other four-year public institutions in Ohio to determine what were their policies on said teaching.

3. Met with Human Resources and analyzed job descriptions of five administrative staff members who teach, to determine if teaching was part of their job analysis by Mercer.
4. Contacted the Office of the Provost to track the origination of the overload teaching compensation, only to go back 30 years without any documentation on its origin and how/when it was determined to be used for administrative staff compensation for teaching guideline.

5. In 1999/00, a draft of the final proposal document was developed.

6. The 2000/01 committee examined a roster of administrative staff teaching Fall Semester 2000 and reviewed it to determine whether there was compensation or not, and if so, whether there was any consistency in salary.

7. Contacted the College of Arts & Sciences, the largest employer of part-time faculty, to educate ourselves on how part-time faculty teaching is budgeted or not, and how it is determined whether a course is taught in load/overload or by part-time contract.

8. Sought information about funding sources for UNIV 100 classes. Credit classes receive revenue for the institution and subsequent subsidy revenue from OBR.

Findings

- If you are an employee of another 2 or 4 year institution of higher education and come to BGSU to teach part-time, you are paid by BGSU according to the part-time faculty teaching rate.
- If you are a BGSU administrative staff member teaching at another institution of higher education, you are offered a part-time faculty teaching contract and paid accordingly.
- If a BGSU administrative staff member teaches for BGSU, they may not be paid for their efforts or may be paid only the overload rate versus the higher part-time faculty salary.
- Compensating administrative staff at the Part-time faculty compensation rates should not create a major budget impact on colleges.
- Learned that for the last two years, UNIV 100 classes requested and received Success Challenge Grant funding to pay their instructors.

Conclusion

After a thorough and in-depth four-year investigation, the Teaching Compensation Proposal for Administrative Staff is one that provides the university with an equitable and consistent method of compensation for administrative staff who teach part-time (i.e., over and above their job descriptions) for BGSU.

Attachment: Proposal
Teaching Compensation Proposal for Administrative Staff -- 11/8/99
Submitted by ASC Salary Committee, BGSU

Administrative staff personnel who perform official BGSU teaching* beyond the requirements of their position classification shall be offered a part-time teaching contract. The per-hour rate for this contract shall be equal to or greater than the current BGSU part-time teaching rate, congruent with the staff member's teaching experience and highest degree. Although Administrative Staff may voluntarily decline offered teaching compensation, they shall have free choice in this decision. Voluntary teaching may be considered a value-added item for an Administrative Staff employee's performance and/or merit evaluations, but teaching compensated by a part-time contract shall not be thus considered.

In summary...

- A part-time contract shall be offered for any BGSU teaching beyond the requirements of the position classification for Administrative staff.
- The teaching rate for such part-time contracts shall be equal to or greater than the standard BGSU rate for similarly qualified part-time instructors.
- Such part-time contracts, once offered, may be voluntarily declined.
- Compensated part-time teaching shall not be evaluated for "performance" or "merit" for Administrative Staff, but voluntary teaching may be.

* "Official BGSU teaching," for the purposes of this policy statement, refers exclusively to classes with these attributes: (a) university credit is awarded upon successful completion, (b) the instructor awards grades for the course [including "S" and "U"], (c) regular or formal class meetings are held, and (d) the instructor is responsible for creating/maintaining a learning environment and office hours.
### PART-TIME AND OVERLOAD RATES, EFFECTIVE FALL SEMESTER, 2000

<table>
<thead>
<tr>
<th>BASE RATE FOR PART-TIME (first year &amp; &lt; 9 hrs)</th>
<th>INSTRUCTOR</th>
<th>ASSISTANT</th>
<th>ASSOCIATE</th>
<th>PROFESSOR</th>
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<tr>
<td>$635</td>
<td>$685</td>
<td>$740</td>
<td>$815</td>
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<tr>
<td>$685</td>
<td>$740</td>
<td>$820</td>
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</tr>
</tbody>
</table>

For any part-time assignment of 9 or more credit hours per semester in one college, add $50 per credit hour, became effective fall semester 1991.

Part-time rates increased 3.5% effective Fall semester 1998.

Part-time rates increased 3.0% effective Fall semester 2000.

Rates adjusted effective spring 1992.

Rates adjusted effective fall 1994 (by $10/cr hr).

Rates adjusted effective spring 1996 (by $30/cr hr).

Rates adjusted effective fall 1996 > 72 hours @ $975, $1025.

Rates adjusted effective fall 1997 > 72 hours @ $1005, $1055.

Rates adjusted effective fall 1998 > 72 hours @ $1040, $1090.

Rates adjusted effective fall 1999 > 72 hours @ $1075, $1125.

Rates adjusted effective fall 2000 > 72 hours @ $1110, $1160.
Chair's Report - February 1, 2001

In a meeting with Human Resources, Rebecca Ferguson stated that she would see to the updating of language in both the administrative and classified staff handbooks clarifying vacation use policy during the first year of employment at BGSU. Currently, during the first year, it is up to the supervisor's interpretation of the handbook whether or not the person is granted vacation. According to anecdotal evidence, some employees were allowed to take vacation and some were denied vacation until the end of the first year of employment. In order to make implementation of the policy consistent with all employees, the new language will make clear that first year employees may take vacation as it is earned. If, however, the employee uses vacation and leaves the university before the end of the first year of employment, as is current policy, the employee must reimburse the university for the time taken. We thank Rebecca Ferguson for clarifying and articulating the policy. The language changes will be placed in the handbook.

Ferguson also stated that the President's Compensation Group would like to meet with each constituent group early in the Fall of each year to discuss compensation issues. The PCG regrets not being able to accomplish this goal this year, however, they have invited us to speak with them this semester on February 28th from 3:00PM - 5:00PM.

Ferguson has asked for a committee comprising two individuals from each employee group to examine various leaves used on campus. I will be asking for two volunteers. These volunteers need not be ASC representatives so I will ask for volunteers from the constituent group at large. The charge of the committee is essentially find areas where language can be made consistent between the handbooks and, where leaves are substantively dissimilar, provide the rationale.

In meetings with Dr. Linda Dobb, Executive Vice President, and with Rebecca Ferguson, Human Resources, we requested access to the meeting with the President's Compensation Group's (PCG) meeting with Mercer representative Scott Cook. Both Vice President Dobb and Rebecca Ferguson said that the dynamic of the PCG would be significantly altered by attendees not of the group.

Zachary met with a gathering of past chairs of ASC to discuss compensation and to ask for advice regarding several issues. One of the reminders imparted was that ASC has a history of inviting a Board of Trustees member annually to an ASC meeting. Zachary will invite a BoT member to a coming ASC meeting. Past chairs also suggested that we continue to gather CUPA data and to develop the comparative positioning of BGSU in relation to the other institutions with which we have been compared in the past. Other efforts we should “not lose” in the transitions between chairs include continuing to pursue multi-year contracts for long-term, successfully performing administrative staff, promotions through the university, progress through the ranges, and grievance processes for non-renewal of contract.

Questions that we need to answer include, has the mercerization of compensation helped those people we intended to help? Have we explored all the options we could with a compensation plan? For instance, could we “broad-band” ranges meaning could we shift to fewer levels and have broader pay ranges with which they are associated. Might that be an effective way to do
away with caps? For the size of our student population, how do we compare in numbers of staff? How are we going to address the morale and equity concerns associated with caps? Bonuses may be one way to address the inequities presented by the compensation plan policies enacted by BGSU. If we are truly to be a merit-driven system, then performance must be rewarded the same way for all individuals. If merit is earned, merit should be paid. How has the plan worked to date for all staff? Certainly, minimum salaries have been improved. How has it worked for others? Should market area be the same for all positions? Could there be other ways to improve compensation? Could we, for instance, receive a higher percentage of sick leave at retirement? Could we identify the necessary skills for individuals to move into higher level positions?

In a meeting with Eileen Sullivan, John Clark and I raised several issues of concern to administrative staff, one of which was again attending the meeting with Scott Cook of Mercer. Eileen then informed us of the PCG’s desire to meet with constituent groups each Fall. We also told Eileen about the coming proposal for teaching compensation equity. We informed her that we would be participating in the ad hoc leave committee. We also told her about progress on the wellness survey. 1500 surveys were distributed. We are hoping for a positive report.

The meeting with Scott Cook of Mercer included:
- Executive Vice President Linda Dobb
- Rebecca Ferguson and Donna Wittwer of Human Resources
- Ann Bowers, Paul Yon, and Bryan Benner past chairs of ASC
- Joe Luthrnan representing ASC PWC
- Dave Garcia representing ASC Salary Committee
- John Clark and Mary Beth Zachary, ASC chair-elect and chair respectively.

Mr. Cook gave us a thumbnail sketch of how Mercer develops ranges. Mercer has a library of surveys and market tools from which they pull information about positions. Some of the surveys are highly specialized, but still they run their own surveys and purchase many others. Most of what they use for higher education, however, they use some industry surveys in order develop the ranges. They include industry standards to make sure that our salaries are competitive
Notes from Legions Meeting, 1/18/01--John Clark

- Rebecca McOmber reported that main campus undergraduate enrollment is up 245 students from this time last year.
- Marcia Latta reported that BGSU employees who sign up for auto-renewal of the Toledo Blade through the University Development Office can secure a 20% contribution (after the point of renewal) for the University Union project.
- Marcia also pointed out that this year's goal for the Family Campaign is participation by 50% of University employees.
- Another announcement from the Development Office is that the Fifth Third Bank contribution to the Union renovation will put that project over the contribution goal.
- According to Gary Swegan, advance communications for President's Day (24,000 mailings) will go out Jan. 19 or 22.
- In a 4-week period, approximately 1,000 television spots will be aired, promoting President's Day (aired throughout NW and NE Ohio).
- In the 8 weeks subsequent to President's Day, another 2,000 television spots will encourage new enrollments at BGSU.
- According to Steve Ballard, "We remain behind on every one of our goals" regarding minority/diversity recruitment and retention.
- Ballard also discussed at length the evolving possibilities for research funding available to BGSU. As Ballard stated, the government is increasingly funding the biggest, hard-science research projects--projects that require huge infrastructure. Industry and the NIH will be the major funders of university (non-defense) research. One expert predicts that just 75 research universities will remain in the US by 2010, down from a current 250.
- In 1998, Ballard also reported, we accrued approximately $3M in federal research funding--from a total of $12B nationally. In this regard, BGSU was second-to-last in Ohio, and our percentage of research dollars (based on total income) has steadily fallen in recent years. In this loss we are suffering doubly, as we also lose Ohio Research Challenge dollars.
- Mansfield is the only urban area in Ohio within the top 75 national areas in terms of relative percentage of employment relating to information & technology. Ohio in general, Ballard asserted, is very low on a national scale of IP (information processing) economic emphasis, as Ohio continues to rely heavily on the same manufacturing base of the past 100-200 years.
- No matter how advanced BGSU is or becomes in research and intellectual property based on IP, we will be challenged if Ohio industry doesn't similarly change its focus to IP. As Ballard stated, we need to develop key links between our research and the end-users of IP.
- OBOR Research Challenge dollars are expected to significantly increase by 2003. The expectation is that OBOR's dollars will "leverage" (produce) outside dollars at a 10:1 ratio--10 outside dollars for every 1 OBOR dollar.
- Research funding is increasing through several programs, but this funding virtually excludes areas other than science and technology.
- We need to target our areas of excellence and perhaps collaborate with peers to pool targeted resources.
- BGSU's research infrastructure also is seriously underfunded. Even in terms of regulatory compliance for our research programs, we may already be at serious risk.
Dr. Ribeau completed the session with these remarks: In coming budgets from the State of Ohio, we will see increasing emphasis of Economic Development as the driver of academic agendas. Our mission, if it does not follow this trend, will increasingly lose state support to the institutions that do follow the trend (such as Cincinnati, Columbus, and Case Western).
Internal Affairs Committee Report
February 1, 2001

The Chair of the Internal Affairs Committee met with the ASC Executive Committee on January 16, 2001 to discuss ASC Standing Committees and the charge for each of those committees. Several changes for committee structure and charges were suggested. A draft of these suggested changes will be submitted to the Amendments Committee as well as to Executive and the Chairs of the other standing committees.

Respectfully submitted,

Anne N. Saviers
PWC supported the wellness survey efforts by sending a follow up email on the ASC listproc encouraging staff to respond.

The committee members are performing research work in order to formulate a recommendation to ASC Executive Committee on the rotation process for JAQ appeals. The research includes discussions with JAQ members, HR, and investigating other University appeal processes at similar-structured schools in Ohio, Michigan, and Indiana.

Our next scheduled meeting is February 2.
LEAVE COMMITTEE CHARGE  
January 2001

As follow up to many conversations surrounding the Family Medical Leave Act (FMLA) and other leave usage on campus I am requesting that we form an ad-hoc working group (committee) of representatives from the faculty, administrative and classified staff to work with the Office of Human Resources to review all of our current leave policies and how they integrate with FMLA. The charge to the working group would be as follows:

Charge:
Working collaboratively, representatives of the faculty, administrative and classified staff, and the Office of Human Resources will:

- Identify all types of leave benefits by employee group.
- Review leave benefit differences between employee groups and if possible identify the rationale for the differences.
- Review the current FMLA policy and how it integrates with other leave benefits by employee group.

Possible recommendations that may rise from the charge:

- Recommend changes to the current FMLA policy and/or procedures.
- Recommend changes to existing charter or handbooks to increase the consistent application of the same leave across employee groups. Understanding types of leaves may vary between employee groups.
- Recommend avenues of education to the various employee groups regarding these leave benefit differences.

If recommendations for changes are brought forward a rationale and cost analysis of the change must accompany the recommendation.

Timeline - Spring 2001

1. Members of the group will be appointed (by whatever means each constituent group finds appropriate) and names will be forwarded to Rebecca Ferguson, AVP for OHR, by February.
2. Ms. Ferguson and/or members of her staff will hold the first meeting in March.
3. The group will review the charge and develop a time line for recommendations to be moved forward to the leadership of each employee group no later than the end of fall semester 2001.
4. This time line is set with the understanding that recommendations for the issues of application and eligibility of the 12 weeks of FMLA for married BGSU employees may be acted upon early in the process.

Thank you for your willingness to work together on these issues.
Call to Order
Introduction of Substitutes

Administrative Staff Scholarship Raffle

Guest Speaker: Family Campaign

Approval of February Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

- Amendments
- External Affairs
- Awards and Special Recognitions
- Internal Affairs
- Personnel Welfare
- Professional Development
- Salary
- Scholarship

Old Business

New Business

- **ASC Standing Committee charges** - Internal Affairs

- **Administrative Staff Advisory Team Member Rotation** – Personnel Welfare Committee

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting
March 1, 2001

Call to order: The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, William Blair, Pat Booth, Nora Cassidy, John Clark, Sally Dreier, Laura Emch, Deborah Fleitz, T. Keith Hofacker, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Mary Lynn Pozniak, Susan Sadoff, Anne Saviers, Diane Smith, Tom Scavo, Jack Taylor, Nancy Vanderlugt, Mary Beth Zachary

Members who sent substitutes: William Blair for Jane Myers, Deb Freyman for Pamella Phillips

Absent: Ann Betts, Sidney Childs, Claudia Clark, Wayne Colvin, Sandra DiCarlo, David Garcia, Kay Gudehus, Paul Lopez, Penny Nemitz, Keith Pogan, Cheryl Purefoy, Robin Veitch, Barbara Waddell,

Guests: Amy Davis from Development/Foundation, Suzanne Fahrer from Financial Aid, Deb Freyman from Biological Sciences, Sue Lau from Registration and Records, Jim Mahoney from Development/Foundation

Administrative Staff Scholarship Raffle
Sandy Miesmer reported that the Scholarship Committee sold 3,587 raffle tickets and raised $2,739 for the ASC Scholarship Fund this year. Miesmer and other Scholarship Committee members conducted the raffle drawing. The prizes and winners are listed below.

- Continuing Education Certificate: Deb Freyman
- Theatre season tickets: Connie Black-Post
- WBGU cookbook: Tom Cummings
- WBGU videos: Dennis Wojtkiewicz
- Recreation Center pass: John Clark
- Football season tickets: Mary Lynn Pozniak
- Season tickets (basketball or hockey): Tom Folk
- Golf (4 rounds): Martha Mazzarella
- Music Festival series: Rich Peper
- Bed and Breakfast package: Sue Perkins
- Bookstore gift certificate: Dorothy Grassley
- Dining Services gift certificate: Beth Casey
- Krogers gift certificate: Diane Whitmire
- Krogers Gift Certificate: Lisa Meyer
- Anderson's Gift basket: Michael Hachtel
- Reserved parking space: Sue Paxton

Guest Speakers: Family Campaign
Amy Davis and Jim Mahoney from Development/Foundation spoke about the Family Campaign. Prospective donors to BGSU want to know if employees give to the University and this campaign was started in 1999 as a way to encourage BGSU employees to donate money. In 1999 there was 35% participation. In 2000 there was 42% participation. This year the goal is 50% participation. The percentage of administrative staff who contribute to the campaign is greater than the percentage of classified staff who contribute and greater than the percentage of faculty who contribute. The Development/Foundation Office has information regarding the various funds to which employees can contribute. The ASC Scholarship Fund is one that is part of this campaign. The speakers encouraged staff to wear the button that will be sent after a contribution is made.
Approval of Minutes: Anne Saviers moved, Pat Booth seconded, and the minutes were approved as distributed.

Chair Report:

President’s Compensation Working Group

On February 21, 2001, ASC sent Linda Dobb, Chair of the President’s Compensation Working Group (PCWG) both the Teaching Compensation Proposal approved by ASC on February 1, 2001 and the document referred to in other ASC meetings as the ASC Philosophy of Compensation. Both documents are being handed to the secretary with the attached cover memo to include for our archival record.

Human Resources

Mary Beth Zachary sent the names of the two administrative staff Leave Policy Committee representatives to Rebecca Ferguson. They are Beverly Stearns and Nancy Vanderlugt. Classified staff have chosen their two representatives. The committee will begin meeting after faculty representatives are named.

In meetings with Human Resources, Rebecca Ferguson stated that language regarding vacation use during the first year of employment has been approved by the President’s Cabinet. It will be presented to the April Board of Trustees meeting for their approval. The proposed policy will be that during the first year of employment, vacation can be taken as earned. Also approved by the President’s Cabinet will be language concerning changes in personal leave. It will be still assigned to an individual based on the amount of sick leave, however, it will not be converted hours from sick leave nor will it be returned to sick leave if it is not used. Although we talked about the vacation use policy with Human Resources, ASC was not asked for an opinion about the personal leave changes.

In conversations with Human Resources it has become apparent that there is confusion about the administrative staff compensation plan with some staff. Some of the processes and policies involving the plan are not clear. Since the University has hired a number of administrative staff in recent years and because there seems to be some confusion about the plan with many staff, Zachary and John Clark decided to call a meeting for all administrative staff from 8:30 - 10:30 on May 1st in 101 Olscamp. In initial discussions with Human Resources, it was decided that there would be information presented about compensation plan issues (e.g. range vs salary in the range), evaluation and re-evaluation of position issues and processes surrounding JAQ’s. In addition, suggestions for beginning and writing JAQ’s will be given. It is planned to take questions from the audience. More discussions about the presentation will occur.

In informal email discussions, John Clark has begun to ask questions about the data presented by Human Resources to ASC in our December meeting. We will work with HR in analyzing the data.

President’s Office with Eileen Sullivan

Conversations with Eileen continued regarding compensation issues and the upcoming meeting with the President’s Compensation Working Group (PCWG).

Executive Vice President

The next meeting with Linda Dobb will be on Friday, March 2. Discussion points will be, the meeting with the PCWG and topics for the planned all administrative staff meeting.

Chair-Elect Report:

Compensation issues

John Clark reported that he has been studying the scatter sheets that Human Resources distributed at the December ASC meeting. Clark found 23 administrative staff at or near the top of their pay ranges. There were 80 below the first quartile. Five of those have been at the University for five or more years. As of December 2000, approximately 19% of administrative staff in ranges 9-16 were below 1st quartile in their pay range, while approximately 5% of administrative staff in grades 17-22 were below 1st quartile.
Clark will make suggestions for compensation possibilities for next year which do not involve money.
Donna Wittwer suggested providing professional development within the University that can prepare administrative staff to move up within BGSU.

Budget report
Clark reported that $408 was spent on ASC Scholarship-related costs and suggested that designations within the ASC budget might be changed to more accurately represent where monies are spent.

Secretary’s Report:
Mary Lynn Pozniak reported that the ballots to self nominate for a position as an Administrative Staff Council Representative have been sent to administrative staff in the five functional areas that will be in need of representation for the next three year term.

Committee Reports:
Amendments. No report.
External Affairs. No report

Awards and Special Recognitions.
Tony Howard reported that the committee is working on the BG Best awards. The nomination forms have been distributed. Past winners are listed on the ASC website: http://www.bgsu.edu/organizations/asc/awards.htm

Internal Affairs. See New Business

Personnel Welfare
Laura Emch reported that PWC is continuing to review wording and procedures of the Administrative Staff Compensation Plan, as currently stated in Appendix G of the Administrative Staff Handbook.
PWC has submitted to Administrative Staff Council a proposal for Administrative Staff Advisory Team Member Rotation. See New Business.

Professional Development. No report. A question was raised regarding the date of the Professional Development Day. Another question was raised regarding the availability of grant money for professional development. Mary Beth Zachary will check with the committee chair, Ann Betts.

Salary. No report

Scholarship
Students who met the requirements of the ASC Scholarship have been e-mailed and encouraged to apply. The application is available on the Web and in college offices.

Old Business: None.

New Business:

ASC Standing Committee Charges
Proposed changes for ASC standing committee charges were distributed and read. The proposed changes will be discussed in the April meeting as Old Business.

Administrative Staff Advisory Team Member Rotation
The Personnel Welfare Committee submitted a proposal for Administrative Staff Advisory Team Member Rotation. The proposal reads as follows:
The Administrative staff advisory team consists of 15 administrative staff members selected by the ASC executive committee for staggered three-year terms. Members will begin service on September 1 and serve for three years ending on August 31st. Each year five new members will be appointed to replace the five who are completing their service. Committee membership must be equally balanced among the University’s functional areas. If a committee member cannot complete his/her term, ASC’s executive committee will appoint a member from the same functional area to complete the term. No member shall serve consecutive three-year terms.

Recommendation for implementation. The ASC Executive Committee should designate five members of the current committee to serve an additional two years, five members to serve an additional year, and five members to end their service. ASC’s Executive Committee should then appoint five new members to begin the three-year rotation outlined in the new policy. It is important that during this transition period committee membership be balanced among the functional areas.

Anne Saviers moved and Sandy Miesmer seconded the motion. Keith Hofacker called the question. The proposal passed unanimously.

Good of the Order:

- Keith Hofacker announced that the opera The Merry Wives of Windsor will be performed in Kobacker Hall this Friday and Saturday at 8:00 p.m.
- Deb Fleitz encouraged staff to attend the Festival Series performance on March 21. On that evening the performances for next year’s Festival Series will be announced.
- Tom Scavo announced that tomorrow is the last day to migrate to the new e-mail system. On Monday, March 19 from 1:00 p.m. – 4:00 p.m. in Olscamp 101 there will be a Web Fair. Also, on March 8 there will be a presentation by Black Board regarding the new University Web portal.
- Colby Blair announced that this coming weekend is the final home hockey weekend. He also stated that the last regular season men’s basketball game is this Saturday. There is a post season game at home on March 5th.
- Tony Howard thanked Deb Fleitz for requesting that students not monopolize the exercise machines at the Student Recreation Center. Howard also announced that the WBGU pledge break begins this coming Monday. Martha Reeves will be a program guest on Tuesday.

Keith Hofacker moved and Deb Fleitz seconded to adjourn the meeting. The meeting was adjourned at 2:55 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
January 10, 2001

TO: BGSU Faculty and Staff

FROM: Administrative Staff Scholarship Committee: Beth Casey, Nora Cassidy, Susan Darrow, Deb Freyman, Suzanne Fahrer, Sue Lau, Lisa McHugh, Sandy Miesmer, Diane Smith

RE: Administrative Staff Scholarship Raffle

Once again, the Administrative Staff Council Scholarship Committee will recognize outstanding BGSU students by awarding the ASC Scholarship. Recipients of the scholarship are undergraduate students who rank in the top ten percent of their college, demonstrate financial need, and provide leadership/service to BGSU and the Bowling Green community.

In addition to selecting scholarship recipients, the ASC Scholarship Committee raises the funds to provide for the scholarship. To help make this year’s scholarship drive a huge success, we welcome your generous support through your raffle ticket purchases and any donations you wish to make to the fund.

Prizes for the 2001 raffle include:

* $25 gift certificate toward a Continuing Education class
* Two season tickets to 2000-2001 BGSU Theater productions
* WBGU-TV gift package (WBGU Cooks’ Series- 5 cookbooks)
* WBGU-TV gift package (Set of three videos on areas of local interest)
* A Fall 2001 (one semester) pass to the BGSU Recreation Center (pass admits a family of four)
* Two season tickets to Fall 2001 Falcon home football games
* Two season tickets for recipient's choice of one: men's basketball, women's basketball or hockey
* Four rounds of golf with golf cart at Forrest Creason course ($112 value)
* Two season tickets to the 2001-2002 College of Musical Arts Festival Series
* Bed and Breakfast at McKenna's Inn, Port Clinton
  (one night includes wine/cheese basket and continental breakfast)
* $50 gift certificate from the University Bookstore
* $30 debit card from University Dining Services
* 2 $25 gift certificates from Kroger
* Gift basket from Andersons
* One semester reserved parking space

The raffle drawing will be held at the March 1, 2001, ASC meeting, 1:30 p.m. You need not be present to win.

Please return the bottom portion of this form along with cash, check payable to the Administrative Staff Scholarship, or indication of Bursar charge, c/o Suzanne Fahrer, Office of Financial Aid, by February 21, 2001. We look forward to your outstanding support of our Administrative Staff Council Scholarship!
Chair's Report, March 1, 2001

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Executive Vice President

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February 21, 2001

To: Linda Dobb  
Chair, President's Compensation Working Group

From: Administrative Staff Council

Re: Compensation Discussion

Enclosed are two items for discussion with the President's Compensation Working Group (PCWG) when we meet to discuss compensation issues.

The first set of documents is a proposal, with cover memo, approved by the Administrative Staff Council (ASC) which offers a solution to address the inequities surrounding compensation for teaching by administrative staff.

The second document offers a discussion of our perspective, both philosophical and practical, on administrative staff compensation issues in general.

If the members of the PCGW have need of more information about the documents presented, John Clark or I would be happy to address those issues specifically. In addition, if the PCGW has specific expectations of our meeting—something that we should bring to the meeting or provide prior to the meeting—please let us know.
February 14, 2001

To: President's Compensation Working Group

From: Administrative Staff Council

Re: Philosophy of Compensation

Thank you for the invitation to meet with the President's compensation group. The Administrative Staff Council (ASC) leadership has decided to provide for you some of our thoughts about compensation so that you may be able to discuss them prior to or at that meeting.

We fully support the language from and the intent of our handbook: "A salary system should be designed to promote internal salary equity (based upon the Administrative Staff Compensation Plan) as well as external salary equity (based upon salary comparisons among individuals in similar positions from similar universities, colleges, or departments). The institution should monitor and ensure that employees' salaries continue to be commensurate with individual employee's skills, abilities, and experience."

Again from our handbook: "Each year, the university should identify, review, and address employee salaries, which may be inequitable. Funds should be made available on a regular, on-going basis to correct salary inequities, make market adjustments and salary adjustments deemed appropriate following comprehensive reviews of employee performance and salary, and to support raises for promotions. These funds should not be considered part of the annual merit pool." Administrative Staff at Bowling Green believe that an open, visible process for salary/market adjustments must be accessible to individuals. As well, compensation for upgrades should not depend on the vagaries of the availability of departmental funds.

Regarding the growing work week, we also believe that positions of professional administration at BGSU should be designed and articulated to be performed typically within the forty-hour work week. As our handbook states, "Under normal circumstances, a full-time administrative staff member is expected to work a minimum of 40 hours per week. There may be occasions beyond the 40 hours in order to fulfill the contracted obligations. ...When an administrative staff member's normal duties perpetually require work beyond the 40 hour week, it is assumed that this situation will be taken in account in the employee's overall compensation and that the employee will be given the opportunity for a variable work schedule." With increased enrollment and a consistent flow of administrative employee turnover, longer and longer work weeks are becoming endemic to the administrative staff positions at BGSU. For the well-being of both employees and institution, this fact must be appropriately addressed, although not solely via compensation.

The concept of merit is not foreign or unwelcome to administrative staff; however, a viable merit pool is a
necessary part of an incentive program. First, no employee who satisfactorily performs the duties articulated in her/his job description should be penalized for working at BGSU because of external economic growth. Thus, meritorious Administrative Staff should be assured that each contract will at minimum provide the same indexed purchasing power as the previous year's contract. Second, compression and inversion problems created by the implementation of our compensation plan must be addressed to assure equity. When merit barely meets or does not meet annual increases in cost of living, meritorious administrative employees in the upper quadrants of their pay ranges cannot be expected to remain stagnant or to fall back in real purchasing power. And equally, merit pools or compensation plans that do not allow for timely progression toward range midpoints surely hurt the morale and retention of administrative staff in the lower quadrants of their pay ranges.

Administrative Staff at BGSU hope the President's Compensation Group will recognize several additional tenets of successful plans for professional compensation. One such tenet is that successful performance by one individual is usually based on a complex inter-dependency of competencies of support by many others. Another tenet is that the relationship between the employer and staff member is one of mutual benefit which should carry increased care and responsibility over years of service. This would include attempts to place and retrain staff who through no failure of performance on their part may be forced from an administrative position after five or more years of service.

We also feel strongly that caps are detrimental to the morale and in opposition to the philosophy of a merit-based compensation system. As a university, the value communicated to individuals who have performed at high levels over the course of their careers at BGSU and who now have reached the top of their established salary range is that the university no longer cares about that individual's performance or is taking that employee's satisfaction, performance, and retention for granted. In addition, the policy of imposing salary caps to only one employee group of the three is systematically unfair.

All staff groups within a single institution should have the same general principles guiding their compensation.

Other areas of compensation or suggestions for compensation that we consider valuable include the following items:

• Administrative staff members who have performed well for a minimum of five years and whose position is in no imminent danger of deletion should be provided multiple-year contracts.

• Administrative Staff should have some reasonable expectation/guidelines as to how they are going to progress through the pay range in their current position and how they might progress, if they desire to do so, in an upward career path within the institution. The present projection of time from minimum-wage (for range) hire-in to range midpoint is 22.2 years, and even hire-ins at first quartile take far longer to reach range midpoint than the expected time in position to reach full proficiency or productivity. This angle of ascent in compensation is much too shallow to suggest retention in position beyond 2-5 years; if institutional resources do not permit lower-quadrant acceleration, we should develop formal processes to encourage upward mobility within the university.

• In the interest of supporting each other in this community, a catastrophic leave pool should be established. Appropriate regulations to prevent abuse of a system could be developed.
As an incentive toward productivity, a higher percentage of sick leave should be paid out at retirement.

Given the growing work week and work load of many staff, it is difficult for some individuals to find time in which to take vacation. Currently, at a given point in the year, any hours accumulated over the allowed 44 days are lost. The university should consider paying the individual for those days or removing the cap on administrative vacation accrual. The paradox of too much responsibility to take vacation and the loss of this benefit through too much commitment to the institution must be eliminated. Compounding the problem, every time we lose an administrative employee because our working conditions or compensation are not market-competitive, the employees who remain in that employee's unit are likely to realize an immediate downturn in their working conditions—just one example of which is the loss of accrued vacation time.

Currently, when a position is re-evaluated and assigned a higher level as a result of a significant expansion in the position’s existing duties and responsibilities, the incumbent is guaranteed at least a 5% minimum increase in salary or the minimum of the new level. To remain competitive and to reward those who assume additional responsibility, salary should be increased a minimum of 10% and negotiated with the consideration of years of experience, etc. as a condition—as they would be with a new hire.
BGSU -- BUSINESS OFFICE
MONTHLY ORGANIZATION DETAIL REPORT
AS OF 31 JAN 2001

FUND:  1000 Mn Campus I&G
AGENCY:  550 Human Resources
ORGANIZATION:  3331 Administrative Staff Council

ORG MANAGER:  Zachary M

ACTIVITY:

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John Clark

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John Clark

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John Clark

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**AGENCY:** 550 Human Resources  
**ORGANIZATION:** 3331 Administrative Staff Council  
**ORG MANAGER:** Zachary M  

**ACTIVITY:**  

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"Spirit of '66"  

annual bud $3041/
Hi

Here's my report:

PWC has submitted to Administrative Staff Council a proposal for Administrative Staff Advisory Team Member Rotation. PWC is continuing to review wording and procedures of the Administrative Staff Compensation Plan, as currently stated in Appendix G of the Administrative Staff Handbook.

Laura F. Emch
Associate Director, Student Financial Aid
231 Administration Building
Bowling Green State University
Bowling Green, OH 43403-0145
Phone: 419-372-2651
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ASC Professional Development Day

******Feedback requested******

The Professional Development team has met and reviewed the evaluations from the 2000 “Invest in Yourself” Professional Development day that was held on March 7 in Olscamp Hall.

Several themes have emerged, but we would like as much input from the Administrative Staff members as possible before we proceed.

Please email Ann Betts (abetts@bgnet.bgsu.edu) or call at 2-7895 to give us your input before October 13, 2000.

Suggested Topics
Please indicate which of these are most of interest to you and feel free to suggest any others:
Assertion – knowing how and when to say “no” gracefully
Achieving balance in life
Customer Service
The Fad Diets – what is the real answer??
The Generation Gap in the workplace
Follow-up to Steven Fulk’s presentation last year on caring for elderly parents: Getting finances in order, power of attorney, end of life ethical questions.
Freedom of Information Act
Communication
Ron Partin – Nurturing Peak Performance Part II
General session on health with cholesterol screening, diabetes info, blood pressure screening.
Yoga, Tai-Chi

Format
It has been suggested that we repeat some of the sessions in the afternoon so that more people have the opportunity to attend. If the cost of doing so is not prohibitive, would you support this change?

Thanks very much for your time!
SECTION 5: Alternates at ASC Meetings
Alternates shall be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the functional area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the Charter or Bylaws.

(Revision to Article 1, Section 5 approved by Administrative Staff Council on 01/04/96.)

SECTION 6: Attendance Policy
Each Administrative Staff Council member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice-presidential or presidential area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate shall be designated as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his or her designation as absentee, his or her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

(Revision to Article 1, Section 6 approved by Administrative Staff Council on 01/04/96.)

ARTICLE 2: COMMITTEES

SECTION 1: Executive Committee
The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

SECTION 2: ASC Standing Committees
Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are
Committees need to work closely regarding overlapping issues.

eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

A. Elections Committee - This committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect, and other council members as needed. The Committee shall assist the Secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.

B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

C. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each vice-presidential area and the president's area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.

D. Finance Committee - The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the University budget committee.

E. Scholarship Committee - The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.

F. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.

G. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection and presentation of the awards and special recognition including the annual Ferrari Award. One member from each vice-presidential area and the president's area shall
be on the committee. Committee members shall have been employed by the University for at least three years.

H. Salary Committee - This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.

Subcommittee under PWC with its own chair.

Continue review of CUPA data in order to provide (historical perspective) comparative ongoing history of Admin salaries.
I. **Internal Affairs Committee** - This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee also shall work toward developing ways to recognize administrative staff for their accomplishments; respond to concerns and make recommendations about the structure or configuration of Council meetings; and examine the election process and make appropriate recommendations.

J. **External Affairs Committee** - This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BG Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on- and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

(Revision to Article 2, Section 2. I. and J. approved by Administrative Staff Council on 01/04/96.)

(Revision to Article 2, Section 2 and Section 2. G. approved by the Administrative Staff Council on 05/01/97.)

**SECTION 3: University Standing Committees**

Those administrative staff members elected to University standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last three years.

**SECTION 4: Ad Hoc Committees**

ASC ad hoc committees shall be created by and responsible to the Executive Committee, which shall appoint members, including the chair, who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to University ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

(Revision to Article 2, Section 4 approved by Administrative Staff Council on 04/99.)
ARTICLE 3: APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4: THE ELECTION/APPOINTMENT PROCESS

SECTION 1: Elections to the Administrative Staff Council

A. Nominations
   On completion of the apportionment of the ASC membership, the Election Committee, annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from the total administrative staff by functional areas.

B. Elections
   The Election Committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 1 approved by Administrative Staff Council on 04/02/98.)

SECTION 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of the Administrative Staff Council.

A. Nominations
   Annualy the Election Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

B. Elections
   The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.

SECTION 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations
   On completion of the election of ASC representatives, the Election Committee, shall request of the Executive Committee that it annually prepare
a list of nominees for election as officers of ASC. Also, the Election Committee, by notice filed through the Monitor, annually shall solicit additional nominations for ASC officers by the total administrative staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections
The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

SECTION 4: Nomination and Election of ASC Area Representatives to the Executive Committee
The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations
Annually, the Election Committee shall prepare a list by functional area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections
The Election Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 4 approved by Administrative Staff Council on 04/02/98.)

SECTION 5: Nomination and Appointment to ASC Standing Committees
ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the Bylaws of the Administrative Staff Council.

A. Recommendations and Self-Nominations
Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-side elections to serve on ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

B. Appointment
From among the recommendations and self-nominations, the ASC Chair in consultation with the ASC Executive Committee annually shall fill vacancies on ASC standing committees.
SECTION 6: General Procedures

A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots. The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.

B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.

C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.

D. The Election Committee shall conduct nominations and elections designated in the Bylaws.

E. The final date for receipt of nomination forms and election ballots is 10 work days after distribution by the Election Committee.

F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.

G. The Election Committee shall retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.

H. The secretary of ASC shall maintain a permanent record of all nominations and election results.

I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

ARTICLE 5: VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows:

SECTION 1: ASC Chair
A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.
If the Chair-Elect is unable to fill the position of chair for the remaining part of the year, the title of Chair-Elect shall be retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-Elect.

SECTION 2: Other Vacancies
A vacancy in other positions provided for in the Administrative Staff Council Charter and the Bylaws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Executive Committee shall appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member shall be obligated to resign.

ARTICLE 6: FINANCE
The Chair-Elect shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

1. University Budgets
   Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

   After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

2. Foundation Account
   This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation account will be the Chair, Chair-elect or secretary.
AS IT IS CURRENTLY:
APPENDIX A

BYLAWS OF THE ADMINISTRATIVE STAFF COUNCIL

ARTICLE 2: COMMITTEES

SECTION 1: Executive Committee
The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

SECTION 2: ASC Standing Committees
Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

A. Elections Committee - This committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect, and other council members as needed. The Committee shall assist the Secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.

B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

C. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each vice-presidential area and the president's area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.
D. Finance Committee - The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the University budget committee.

E. Scholarship Committee - The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.

F. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.

G. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection and presentation of the awards and special recognition including the annual Ferrari Award. One member from each vice-presidential area and the president's area shall be on the committee. Committee members shall have been employed by the University for at least three years.

H. Salary Committee - This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.

I. Internal Affairs Committee - This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee also shall work toward developing ways to recognize administrative staff for their accomplishments; respond to concerns and make recommendations about the structure or configuration of Council meetings; and examine the election process and make appropriate recommendations.

J. External Affairs Committee - This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BC Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on- and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

(Revision to Article 2, Section 2.1. and J. approved by Administrative Staff Council on 01/04/96.)
(Revision to Article 2, Section 2 and Section 2. G. approved by the Administrative Staff Council on 05/01/97.)
SUGGESTED CHANGES

SECTION 2: ASC Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. ADD: WHEN NECESSARY, IT SHALL BE INCUMBENT ON COMMITTEES TO WORK CLOSELY ON ISSUES WHICH OVERLAP, EG. THE AMENDMENTS COMMITTEE AND THE INTERNAL AFFAIRS COMMITTEE MAY BE REQUIRED TO WORK TOGETHER ON PROPOSED CHANGES TO ASC BYLAWS.

The duties and responsibilities of the following ASC standing committees are:

A. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

B. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. DELETE THIS SENTENCE: The Committee shall include at least one member from each vice-presidential area and the president's area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.

1. SALARY SUB-COMMITTEE - This sub-committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff. ADD: IN ADDITION, THE SUB-COMMITTEE SHALL CONTINUE A REGULAR REVIEW OF CUPA DATA AND OTHER RELEVANT RESOURCES IN ORDER TO PROVIDE AN ON-GOING, COMPARATIVE HISTORY OF ADMINISTRATIVE STAFF SALARIES. THE CHAIR OF THE SALARY SUB-COMMITTEE SHALL BE SELECTED FROM MEMBERS OF THE PERSONNEL/WELFARE COMMITTEE.

C. Finance Committee - The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the University budget committee.

D. Scholarship Committee - The responsibility of the committee shall be to administer all
aspects of the administrative staff scholarship program.

E. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.

F. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection and presentation of the awards and special recognition including the annual Ferrari Award. DELETE THESE TWO SENTENCES: One member from each vice-presidential area and the president's area shall be on the committee. Committee members shall have been employed by the University for at least three years.

G. Internal Affairs Committee - This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. DELETE: The Committee also shall work toward developing ways to recognize administrative staff for their accomplishments; (ADD: THE COMMITTEE SHOULD) respond to concerns and make recommendations about the structure or configuration of Council meetings; and (SHALL) examine (AND CONDUCT) the election process and make appropriate recommendations. ADD: THE COMMITTEE SHALL ALSO MAINTAIN THE ASC WEBSITE.

1. Elections ADD: SUB-COMMITTEE - This sub-committee shall be composed of the ASC Secretary, who shall be the chair of this sub-committee, the Chair-Elect, and other council members as needed. The Elections sub-committee shall initiate, conduct, tabulate and announce the results of nominations and elections for both ASC and appropriate University standing committees and shall maintain election eligibility and voting records. It is expected that there will be clear and frequent communication between the ASC Secretary/Elections Chair and the Chair of the Internal Affairs Committee.

H. External Affairs Committee - This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BC Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on- and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.
Administrative Staff Advisory Team Member Rotation

Proposal from PWC
March 1, 2001

The Administrative staff advisory team consists of 15 administrative staff members selected by the ASC executive committee for staggered three-year terms.

- Members will begin service on September 1 and serve for three years ending on August 31st.

- Each year five new members will be appointed to replace the five who are completing their service.

- Committee membership must be equally balanced among the University's functional areas.

- If a committee member cannot complete his/her term, ASC's executive committee will appoint a member from the same functional area to complete the term.

- No member shall serve consecutive three-year terms.

Recommendation for Implementation

The ASC executive committee should designate five members of the current committee to serve an additional two years, five members to serve an additional year, and five members to end their service. ASC's executive committee should then appoint five new members to begin the three-year rotation outlined in the new policy. It is important that during this transition period committee membership be balanced among the functional areas.
Call to Order
Introduction of Substitutes

Guest Speaker: Larry Weiss, University Relations and Governmental Affairs

Approval of March Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

- Amendments
- External Affairs
- Awards and Special Recognitions
- Internal Affairs
- Personnel Welfare
- Professional Development
- Salary
- Scholarship

Old Business

- ASC Standing Committee charges
- Amendments Committee

New Business

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting
April 5, 2001

Call to order: The meeting was called to order at 1:33 by Chair, Mary Beth Zachary

Members Present: Ann Betts, William Blair, Pat Booth, Nora Cassidy, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laurz Emch, Deborah Fleitz, Kay Gudehus, T. Keith Hofacker, Tony Howard, Paul Lopez, Pamella Phillips Keith Pogan, Mary Lynn Pozniak, Susan Sadoff, Diane Smith, Tom Scavo, Jack Taylor, Nancy Vanderlugt, Robin Veitch, Barbara Waddell Mary Beth Zachary

Members who sent substitutes: Julie Ash for Linda Bakkum,

Absent: Sandra DiCarlo, David Garcia, Thad Long, Sandra Miesmer, Jane B. Myers, Penny Nemitz, Anne Saviers

Guest Speaker: Larry Weiss

Larry Weiss from University Relations and Governmental Affairs spoke regarding the state budget for higher education. In the Governor’s budget introduced in January, the amounts discussed were increases of between 5.25% and 6.25% in the State Share of Instruction for the coming year. There are several factors that have since impacted the state budget and the ability of the state to support the proposed increase. The state has had declining revenues. Also, the state is required to find a new way to fund K – 12 education because in the old method there was an over-reliance on property taxes. The state put more money into K – 12 education but the Ohio Supreme Court said that it was not enough and that lawmakers have until June 15 to answer to the Ohio Supreme Court. In addition, there is a major Medicare shortfall. The state must balance the budget each year. There could be a possibility of utilizing “rainy day funds” to balance the budget, however there is no agreement on this in Columbus.

The state budget process began in January, when the Governor introduced his version of the budget. From there it went to the House Finance Committee and to a subcommittee. It was due to be voted upon in the House yesterday but that did not occur. Due to vacation, this vote will now take place at the end of April. The budget will then move to the Senate. The Senate will want a version of the budget that is different from the House version. There will be a committee composed of members of both groups that will meet to resolve the differences. They are aiming for June 1 to pass the budget. They would then have two weeks to submit information to the Ohio Supreme Court regarding K – 12 funding.

The State Share of Instruction for higher education has been reduced in the proposed budget to a 2% increase. According to some senators, the Challenge Grants are in peril. Success Challenge affects Main Campus and Access Challenge affects Firelands. There may be an exemption on the 6% maximum increase in fees allowed per year perhaps allowing as much as a 9% increase. Tuition increases however would not be enough to make up for the shortfall. In addition, universities will draw criticism if they increase tuition more than the current 3-4% rate of inflation.

Weiss suggested that BGSU employees, students, and parents call or write to the legislators in Columbus and ask that the Governor’s budget of 5.25% - 6.25% for higher education be reinstated. He suggested that staff mention the benefits of higher education for students and how our services help students. It is important to write on private stationery and not to utilize University stationery. Weiss referred us to handouts he distributed listing points in favor of increased funding for higher education, and a directory of state legislators. He suggested that we send letters to members of the House in the next seven to ten days and that we target the list of House leaders from Householder to Miller. The letters should be addressed to Honorable (name), Ohio House of Representatives, 77 South High Street, Columbus, OH 43266. He also suggested sending letters to the Senate in two weeks and targeting the list of senators from Finan to Mallory. These letters should be addressed to State Senator (name), Ohio Senate, Senate Office Building, Columbus, OH 43215.
Corrections to Minutes: Pamella Phillips had a substitute last month. The substitute was Deb Freyman.

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

Chair Report:
President’s Compensation Working Group
Mary Beth Zachary and John Clark were invited to have conversation with the President’s Compensation Working Group (PCWG). In a prepared presentation, they called for a discussion of values and philosophy upon which to build a compensation plan. The reasons for building a plan are to:
• Aid in recruitment, allowing potential employees to visualize opportunities at BGSU
• Reinforce the value of BGSU’s current administrative employees
• Assist in building employee morale and retention
• Create common ground; minimizes surprises and disappointments
• Minimize differing or unmet expectations and mis-communications
• Build appropriate expectations for compensation-related "events"
• Allow employees to make informed, rational employment decisions
• Aid institutional and unit planning
• Reduce policy conflicts and policy application discrepancies
• Provide stability for employee and employer.

Administrative Staff Council hopes to enter into a plan-building discussion to articulate policies and procedures regarding the following:
• Range evaluation and movement of ranges
• Periodic, systematic market review of all positions
• Acceleration to/toward range midpoint (a Mercer assumption)
• Salary progression throughout the ranges
• Salary inversions and egregious compressions

In the meeting, many of the participants asked questions and raised issues. It was a positive meeting, however, Zachary and Clark have yet to hear a formal response from PCWG as regards the content of the presentation.

Also at the meeting, Zachary and Clark learned that forming a catastrophic sick leave pool could not happen at BGSU. Nancy Footer, University Council, said that she had looked into the issue of creating a sick leave pool and BGSU can not, by law, do it. There is explicit language that articulates the specific uses of sick leave for state employees. Pooling sick leave is not one of them. There is an exception for collective bargaining agreements. There is also a court opinion supporting Footer’s contention. The only remedy she saw was legislative action to rewrite the law.

Human Resources
In meetings with Human Resources, Zachary and Clark discussed agenda items for the all-administrative staff meeting on May 1, 2001 from 8:30 - 10:30 in Olscamp Hall. Zachary put out a call to gather questions from administrative staff members and received messages from two individuals.

While working on developing a rotation process for the Administrative Staff Advisory Team, Personnel Welfare Committee discovered some ambiguities in language and some potential points of confusion in the Handbook. They have proposed some changes to the Handbook section "Administrative Staff Compensation Plan" which have been sent to Rebecca Ferguson. Most of the changes are editorial in nature. Some are not. Discussion of the proposed changes will begin on April 10, 2001.

Constituent Group Caucus
There was a Constituent Group Caucus meeting this morning. Representatives from GSS, USC, CSC and ASC were present. The issues discussed from GSS were forming a cross-
functional committee to address international student concerns, graduate students being required to take 12 hours to be considered full-time students in order to qualify for assistantship, the insufficiency of graduate student stipends. Of concern for both student groups were the funding amounts and processes regarding student fee allocation to student organizations, the allocation of "Pepsi contract" money, and safety on campus with regard to Blue Emergency light visibility.

Legions
The most recent Legions meeting included a presentation by Dr. Don Neiman, Dean, Arts & Sciences and Marcia Latta on family campaign progress. Also presented by the Office of Vice President for Student Affairs was the Student Emergency/Crisis Plan. Jill Carr addressed University responses to student emergencies and crises. She asked that anyone knowing about a student in crisis notify her office.

President's Office with Eileen Sullivan
John Clark and Mary Beth Zachary met with Eileen Sullivan to talk about the President's Compensation Working Group (PCWG) presentation. Eileen will follow up the discussion with members of the PCWG.

Regarding the Human Resource Leave Committee, one faculty name has been submitted to Human Resources to serve on the committee. Zachary had hoped to move the Board of Trustees minutes regarding FMLA use by married couples to the forefront of the discussion so that the policy could be clarified before the beginning of the next contract year.

Zachary requested an update from Richard Bowers of the Wellness Program Survey. He responded with the following news: "The report was completed and submitted to Linda Dobb, Ed Whipple, and Becca Ferguson. At Dr. Whipple's request, copies of the report were also forwarded to the President's Cabinet for review. There was a 42 percent return rate on the 1,500 surveys sent. A commendable level of interest was expressed within the returned surveys."

ASC has been asked to submit topics for discussion at the President's Panel. The following two issues will be submitted:
• What can the students and employees of the university do to help assist legislators to understand the implications of under-funding higher education in Ohio?
• ASC hopes to work with the President's Compensation Working Group to articulate a systematic approach to compensation for administrative staff that is broad enough to provide flexibility to the administration and clear enough to provide for appropriate expectations by staff.

Zachary is working with ITS representatives to reinstate the ASC link to the Offices and Organizations page on the BGSU web page.

Council member Cheryl Purefoy is leaving the university and will take a position at the University of Akron. Her last day is April 6. We wish her well.

Zachary asked all ASC reps to complete the Student Union Survey.

Zachary will submit Keith Pogan's name to serve on the University Planning Council.

Chair-Elect Report:
John Clark reported that council members have approached him regarding ASC awards. They hope that when giving awards, ASC will also remember staff members who have not been at the University as long.

Secretary's Report:
Mary Lynn Pozniak announced the winners of the elections for ASC reps in the following functional areas:
Academic Departments: Jim Dachik
Academic Support: Carl Dettmer
Institutional Support: Montique Cotton and Robert Zhang
Student Support: Amelie Brogden, Tina Coulter, Sally Johnson, Sue Lau, and Clarence Terry
Technology: Mike Fitzpatrick and Phyllis Short

Pozniak also announced that the candidate for ASC Chair-Elect is Laura Emch and the candidate for ASC Secretary is Diane Smith.
Committee Reports:

Amendments. See Old Business

External Affairs.
There was a request by Matt Webb to speak to ASC that has been referred to External Affairs for consideration.

Awards and Special Recognitions.
Tony Howard reported that the committee is working on the mailing for the Ferrari Award and he expects that it will be sent the second week in May. Howard also announced that the BG Best Awards would be presented at the ASC Spring Reception on May 31 from 3:00 p.m. to 5:00 p.m. in the Miletli Alumni Center. Lastly, Howard asked the Reps to remind their constituents to nominate administrative staff for the monthly Spirit of BG Award.

Internal Affairs No report

Personnel/Welfare
Laura Emch reported that PWC has been working diligently on updates to the Administrative Compensation Plan Position Evaluation/Re-evaluation Process. The current process in use can be viewed at http://www.bgsu.edu/offices/ohr/handbooks/ under: Additional Administrative Handbook Information/Administrative Staff Compensation Plan.

Professional Development.
Ann Betts reported that brochures for the Professional Development Day have been distributed. Some sessions filled quickly and had to be moved to a location that could accommodate more participants.

Salary. No report

Scholarship No report

Old Business:
ASC Standing Committee Charges

Amendments Committee Report April 5, 2001
After reviewing, the proposed changes to Appendix A Article 2. The committee recommends that all of the proposed changes with the exception of one be sent to the floor of the full council. The committee does not recommend the deletion of "One member from each vice presidential area and the presidential area shall be on the committee. Committee members shall have been employed by the University for at least three years" from section F. These two sentences should be maintained to insure a fair, diverse and broad knowledge base for the decision making process. One of the functions of the committee is to select the winners of the various awards given by the ASC. The committee selects the recipients not the council as a whole and thus the varied committee compliment needs to be maintained. Most of the other committee's must report their work to the full council before their work is approved; the Awards committee does not. We recommend that the terms vice presidential area and presidential area is changed to functional areas so as to adhere to the present terminology.

Such that Section F to read as follows:
Awards and Special Recognition Committee - This committee shall be composed of at least one member from each functional area. Committee members shall have been employed by the University for at least three years.

Thad Long, Chair of the External Affairs Committee, proposed that the phrase "provide assistance for BG Effect" in Section 2H be deleted from the charges of External Affairs.
Laura Emch, Chair of the Personnel/Welfare Committee proposed a change to Section 2B, Personnel/Welfare Committee. Emch proposed that the word “be” in the last sentence should be replaced by “also serve”. The sentence would then read: “The chair of PWC shall also serve on the Executive Committee.”

Claudia Clark moved to accept the suggested changes to the ASC committee charges and Wayne Colvin seconded the motion. The motion passed unanimously.

**New Business:** None

**Good of the Order:**

- Robin Veitch announced that the Falcon Club Auction would occur on May 19. The items to be auctioned are listed on their website.
- Deb Fleitz shared that the 2001-2002 Festival Series was announced last week. Included in the schedule is the Moscow Philharmonia, a Russian baritone, and a jazz violinist. Fleitz encouraged all to buy tickets. Fleitz also announced that next week there will be a dance company performance and cautioned that the performance will include partial nudity.
- Tom Scavo announced that there will be Black Board training for faculty next week and faculty will be given access to begin to develop coursework. Scavo explained that Black Board is both a portal and a course management tool. As a portal, students will have a personalized sign-on page, called “My BGSU”, where they will have access to news and information. Authentication is being worked on. As a course management tool, faculty can develop syllabi. There are tools to help facilitate a unified presentation to students for both Web based and traditional courses. The system will be available on August 1 in a limited form.

Wayne Colvin moved and Deborah Fleitz seconded to adjourn the meeting. The meeting was adjourned at 2:46 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
TALKING POINTS
FUNDING FOR HIGHER EDUCATION

Intro

- Critical to maintain Executive Budget recommendations for higher education
- Critical to support the entire continuum of education and not build quality for one segment of education at the expense of another

  > Investing in higher education will lead to short-term and long-term growth in economy and is the only way for the state to maintain adequate long-term funding for K-12.
  > Higher education has many partnerships with K-12 that focus on enhancing K-12 student achievement, teacher preparation, technology use and infusion in the classroom, and teaching & learning research; at BGSU these would be jeopardized or diminished with funding cuts.

- Economic success dependent upon increasing number of Ohioans with 4-year degrees
  > Strengthen workforce development
  > Strengthen standard of living -- per capita personal income has fallen from 6th to 22nd in the nation since 1960
  > BGSU has enjoyed enrollment success in recent years; 8% increase in Ohioans attending BGSU over last 5 years

The Executive Budget (see attached)

- Not everything we had hoped for but did signal that the Governor believes, even in tight budget times, that higher education is part of the engine of economic success.

- State Share of Instruction (subsidy) is our core state support for campus instruction & operations. Overall, this only goes up 2% a year. Does not keep pace with either inflation or enrollment increases.
  > We have double digit health care cost increases and huge spikes in utility bills.
  > IT guarantee and College Net are not funded at all -- yet Ohio campuses have to spend hundreds of millions of dollars per year to keep pace with technology (comes out of our operating budgets).

Conclusion

- Critical to maintain funding provided in Executive Budget. Not really keeping up with inflation and enrollment growth with Executive Budget. Cutting any further will be cutting into the muscle and bone of our operations and undermine the infrastructure of higher education.

- Invest any available additional resources in State Share of Instruction, focusing on technology and programs through which higher education helps to improve K-12.
**HIGHLIGHTS OF EXECUTIVE BUDGET RECOMMENDATIONS**
For 2002-03 Biennium

<table>
<thead>
<tr>
<th>Program</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Share of Instruction (subsidy)</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>Success Challenge (4 yr-BGSU)</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Research Challenge (4 yr-BGSU)</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Eminent Scholars (4 yr-BGSU)</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Jobs Challenge (2 yr.-Firelands)</td>
<td>23%</td>
<td>10%</td>
</tr>
<tr>
<td>Access Challenge (2 yr.-Firelands)</td>
<td>18%</td>
<td>17%</td>
</tr>
<tr>
<td>College Net (2 &amp; 4 yr.-BGSU &amp; Firelands)*</td>
<td>No Funding Recommended</td>
<td></td>
</tr>
<tr>
<td>K-16 Initiatives</td>
<td>$.6M</td>
<td>$.1M</td>
</tr>
<tr>
<td>BGSU Canadian Studies</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Rural University Projects (BGSU)</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>IT Guarantee (2 yr.)*</td>
<td>No Funding Recommended</td>
<td></td>
</tr>
<tr>
<td>(new program to provide IT competency for Ohio workers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Market Competitiveness*</td>
<td>No Funding Recommended</td>
<td></td>
</tr>
<tr>
<td>(new program to enhance study abroad programs; mainly scholarships for student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohio Plan*</td>
<td>$10M</td>
<td>$30M</td>
</tr>
<tr>
<td>(new program targeting investments in biotech, info tech, &amp; nanotech at OSU, U. of Cincinnati, Case Western)</td>
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*New Programs
There was a Constituent Group Caucus meeting this morning. Representatives from GSS, USC, CSC and ASC were present. The issues discussed from GSS were forming a cross-functional committee to address international student concerns, graduate students being required to take 12 hours to be considered full-time students in order to qualify for assistantship, the insufficiency of graduate student stipends. Of concern for both student groups were the funding amounts and processes regarding student fee allocation to student organization, the allocation of “Pepsi contract” money, and safety on campus with regard to Blue Emergency light visibility.

The most recent Legions' meeting was a presentation by Dr. Don Neiman, Dean, Arts & Sciences and Marcia Latta on family campaign progress. Also presented by the Office of Vice President for Student Affairs was the Student Emergency/Crisis Plan. Jill Carr addressed university responses to student emergencies and crises. She asked that anyone knowing about a student in crisis, notify her office.

J. Clark and Zachary met with Eileen Sullivan to talk about the President’s Compensation Working Group (PCWG) presentation. Eileen will follow up our discussion with members of the PCWG.

Regarding the Human Resource Leave Committee. One faculty name has been submitted to Human Resources to serve on the Leave Committee. I had hoped to move the Board of Trustees minutes regarding FMLA use by married couples to the forefront of the discussion so that we could clarify the policy before the beginning on the next contract year.

I have requested an update from Richard Bowers of the Wellness Program Survey. He responded with the following news: “The report was completed and submitted to Linda Dobb, Ed Whipple, and Becca Ferguson. At Dr. Whipple's request, copies of the report were also forwarded to the President's Cabinet for review. There was a 42 percent return rate on the 1,500 surveys sent. A commendable level of interest was expressed within the returned surveys.”

We have been asked to submit topics for discussion at the President’s Panel. We will be submitting two issues:

What can the students and employees of the university do to help assist legislators to understand the implications of under-funding higher education in Ohio?

We hope to work with the President's Compensation Working Group to articulate a systematic approach to compensation for administrative staff that is broad enough to provide flexibility to the administration and clear enough to provide for appropriate expectations by staff.

I am working with ITS representatives to reinstate the ASC link to the Offices and Organizations page on the BGSU web page.

Council member Cheryl Purefoy is leaving the university and will take a position at the University of Akron. Her last day is April 6. We wish her well.
John Clark and I were invited to have conversation with the President's Compensation Working Group (PCWG). In a prepared presentation, we called for a discussion of values and philosophy upon which to build a compensation plan. By building a plan, we

- Aid in recruitment, allowing potential employees to visualize opportunities at BGSU
- Reinforce the value of BGSU’s current administrative employees
- Assist in building employee morale and retention
- Create common ground; minimizes surprises and disappointments
- Minimize differing or unmet expectations and mis-communications
- Build appropriate expectations for compensation-related “events”
- Allow employees to make informed, rational employment decisions
- Aid institutional and unit planning
- Reduce policy conflicts and policy application discrepancies
- Provide stability for employee and employer.

We hope to enter into a plan-building discussion to articulate policies and procedures regarding the following:

- Range evaluation and movement of ranges
- Periodic, systematic market review of all positions
- Acceleration to/toward range midpoint (a Mercer assumption)
- Salary progression throughout the ranges
- Salary inversions and egregious compressions

In the meeting, many of the participants asked questions and raised issues. It was a positive meeting, however, we have yet to hear a formal response from PCWG as regards the content of the presentation.

As an aside, we did hear that forming a catastrophic sick leave pool could not happen at BGSU. Nancy Footer, University Council, said that she had looked into the issue of creating a sick leave pool and we can not, by law, do it. There is specific language that articulates the specific uses of sick leave for state employees. Pooling sick leave is not one of them. There is an exception for collective bargaining agreements. There is also a court opinion supporting her contention. The only remedy she saw was legislative action to rewrite the law.

In meetings with Human Resources, we discussed agenda items for the all-administrative staff meeting on May 1, 2001 from 8:30 - 10:30 in Olscamp Hall. Zachary put out a call to gather questions from administrative staff members and received messages from two individuals.

While working on developing a rotation process for the Administrative Staff, PWC discovered some ambiguities in language and some potential points of confusion. They have proposed some changes to the Handbook section “Administrative Staff Compensation Plan” which has been sent to Rebecca Ferguson. Most of the changes are editorial in nature. Some are not. Discussion of the proposed changes will begin on April 10, 2001.
Amendments Committee Report

After reviewing, the proposed changes to Appendix A Article 2. The committee recommends that all of the proposed changes with the exception of one be sent to the floor of the full council.

The committee does not recommend the deletion of "One member from each vice presidential area and the presidential area shall be on the committee. Committee members shall have been employed by the University for at least three years" from section F. These two sentences should be maintained to insure a fair, diverse and broad knowledge base for the decision making process. One of the functions of the committee is to select the winners of the various awards given by the ASC. The committee selects the recipients not the council as a whole and thus the varied committee compliment needs to be maintained. Most of the other committee's must report their work to the full council before their work is approved; the Awards committee does not. We recommend that the terms vice presidential area and presidential area is changed to functional areas as to adhere to the present terminology. Such that Section F to read as follows:

Awards and Special Recognition Committee - This Committee... The Committee shall be composed of at least one member from each functional area. Committee members shall have been employed by the University for at least three years.
Professional Welfare Committee Report
April 4, 2001

We have been working diligently on updates to the Administrative Compensation Plan
Position Evaluation/Re-evaluation Process. The current process in use can be viewed at
Information/Administrative Staff Compensation Plan.

Submitted by
Laura Emch
Co-Chair PWC
Thursday, April 26, 2001

REASSIGNING YOUR PERCEPTIONS    LEARNING TO INTERACT SUCCESSFULLY    IMPROVING YOUR PEOPLE SKILLS

8:30–10:15 am
Option 1

Rethinking How Stress Affects Your Overall Wellness
Lori Wilmarth-Dunn, PhD, Owner of LifePaths

Assess your needs, analyze your perceptions of stress and identify your stress response. Learn what you can do about stress and how you can initiate change.

10:15–10:30 am
Break

10:30 am–noon
Option 2

Defining Personal Values, Your Guiding Force
Lori Wilmarth-Dunn, PhD Owner of LifePaths

Values are an important part of who we are and what we do to ensure wellness. Discover your top seven global or long term values and your top seven operational or daily values. Begin to identify the values that you are living every day and the values that you are leaving out of your daily life. You will write a mission and a vision statement reflecting your values.

To register call Continuing Education, International & Summer Programs
2.8181
Key Code 3069301

8:30–10:15 am
Option 3

Deciding and Communicating Effectively
Bonnie Fink, Lecturer/BA Coordinator
English Department, BGSU

Your ability to take charge of a situation, evaluate it and then communicate your decision is crucial to well-being and success in your professional and personal life. You want to "think like a person of action" and "act like a person of thought." Examine strategies for effective decision-making and assertive communication. Interact more successfully with your professional community, as well as with individuals you meet in daily life.

10:15–10:30 am
Break

10:30 am–noon
Option 4

Going Back to the Basics of Customer Service
Catherine Pratt, Assistant to the Dean for College Relations
College of Business Administration, BGSU

8:30–10:15 am
Option 5

Bridging the Generation Gap at Work
Kate Augustine, Coordinator
Internal Training & Development, Human Resources, BGSU

Four generations—veterans, boomers, xers and netters/nexters—work together in America every day. Differences in values, work habits and expectations are causing more conflict than ever before. Join with your colleagues of all ages to consider these questions: How do generations see each other? What are the stereotypes, concerns and barriers? How do I communicate effectively with members of a different generation? What motivates staff from another generation? How can I better manage and mentor the individuals who work for me?

10:15–10:30 am
Break

10:30 am–noon
Option 6

Communicating Cross-Culturally and Across Gender
Barbara Waddell, Director of University Initiatives
Bettina Shuford, Director of Multicultural Affairs, BGSU

Bowling Green State University is an EO/AA employer and educator.
Promotional materials developed by Marketing & Promotion
Continuing Education, International & Summer Programs, Bowling Green State University
Relieve stress by changing how you respond to it
Achieve more successful interaction by improving your communication skills
Promote harmony by cultivating your people skills.

Choose from six cutting-edge options in this FREE professional development program.

Call 2.8181 today to Invest in Yourself.
Register for one or two options. Enrollment is limited.

8:00–8:30 am
Registration and coffee

8:30–10:15 am
Options 1, 3, 5

10:15–10:30 am
Break

10:30 am–noon
Options 2, 4, 6

INVEST IN YOURSELF

Spend a little time to improve the one constant of your life... YOU!

A Free Professional Development Program
Open to all BGSU faculty, staff and students

Sponsored by
Administrative Staff Council
Bowling Green State University

Thursday, April 26, 2001
8:30 am–12:00 pm, Olscamp Hall
Agenda Executive Committee 04/24/01

Hiring Freeze - Anything we should be doing? If may till June 30 nothing after June 30?

Columbus/Lettres

May 1st – Last chance for input into the agenda

Draft of Admin Staff Comp Plan

Cancel May 6 - exee

Paul tape the 16 Best Awards?
ASC MEETING 5/03/01
PALLISTER CONFERENCE ROOM, JEROME LIBRARY
1:30-3:00

Call to Order
Introduction of Substitutes

Approval of April Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Committee Reports

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

Old Business

New Business

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting
May 3, 2001

Call to order: The meeting was called to order at 1:33 by Chair, Mary Beth Zachary

Members Present: Linda Bakkum, William Blair, Pat Booth, Nora Cassidy, Sidney Childs, Claudia Clark, John Clark, Wayne Colvin, Sally Dreier, Laura Emch, Kay Gudehus, Keith Hofacker, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Mary Lynn Pozniak, Anne Saviers, Diane Smith, Tom Scavo, Jack Taylor, Barbara Waddell, Mary Beth Zachary

Members who sent substitutes: Keith Hofacker for Deborah Fleitz, Jane Myers for Robin Veitch

Absent: Ann Betts, Sandra DiCarlo, David Garcia, Paul Lopez, Penny Nemitz, Keith Pogan, Susan Sadoff, Nancy Vanderlugt

Approval of Minutes: Barbara Waddell moved, Pat Booth seconded, and the minutes were approved as distributed.

Chair Report:
Executive Committee
Meetings of the Executive Committee included discussion about topics to be covered on May 1st and a very preliminary discussion of possible goals for next year.

Human Resources
Since April 5th, meetings with Human Resources (HR) have been concerned with two subjects, proposed revisions to the administrative staff handbook section regarding the Compensation Plan section and the May 1st all-administrative staff meeting.

HR and the leadership of PWC and ASC have decided to approach the proposal by agreeing on what are editorial changes to provide clarifications and making those changes to the handbook directly. Those changes do not require approval by the Board of Trustees (BOT). The changes that would require a change of policy will be identified as such and will be addressed by the ASC leadership and HR in the coming year, hopefully to put before the BOT next March.

Regarding the May 1st presentation to all staff, Mary Beth Zachary commended John Clark and Donna Wittwer for the massive amount for work they put into the presentation. The immediate responses have been positive, but some comments suggest that there is still confusion. It is planned to provide access to the Power Point portion of the presentation via the HR web site. Zachary asked HR to provide a question/answer section to the presentation along with an email address to send questions. HR will collate the results of the assessment and provide those results to ASC. Zachary also acknowledged and offered gratitude to Rebecca Ferguson for providing staff, advice, and support of the program from HR.

Mary Beth Zachary asked HR to make the exemption decisions public with annotations/rationale as that will tend to give both internal and external constituencies the opportunity to understand degradations in services experienced without assuming the remaining individuals are incompetent. Zachary believes that the openness will explain why some positions are allowed to be filled and others not, such as in cases with a different funding source that the university-- outside or grant funding. This should lend reason to the process and stop mythologies and rumors from growing.

Faculty Senate has provided two names to Rebecca Ferguson to serve on the Leave Committee. When the names are shared with Zachary, she will enter them into this record.

Zachary gave her final report to the Board of Trustees on April 9th. It included a brief summary of work toward goals as of that date and an acknowledgment of the collaborative work of the Constituent Group Caucus members, Human Resources, members of the University administration and ASC.
The President’s Panel met on April 19th and the report of that meeting will be given by John Clark.

Members of the leadership of each constituent group went to Columbus on April 25th, along with some BGSU students and faculty to show support for funding higher education in Ohio. They met with Larry Weiss who arranged a meeting with Senator Randy Gardner. Senator Gardner, who is a traditional supporter of higher education, was candid in his remarks about the possibilities being floated at that time. The group expressed gratitude for his support and voiced concerns about the consequences of inadequate funding by the state of higher education.

**Chair-Elect Report:**

**President’s Panel Notes:**
- Immediate, selective hiring freeze
- Scott Cook, from Mercer, will be returning to BGSU on May 23rd for further consultation.
- One of the issues he will be discussing is movement of the pay ranges. John Clark and Mary Beth Zachary will get to meet with Mr. Cook for one hour. Clark asked for questions from ASC.
- BGSU has returned $800,000 of its 2000-2001 OBR support money to Columbus
- Responding to Clark’s request for feedback on Clark and Zachary’s March 14th presentation to the President’s Compensation Working Group, Executive Vice President Dobb stated that the Working Group clearly heard the need to bring administrative staff with five or more years in position up to at least the first quartile of their pay range. Other issues, Dobb stated, will require further discussion between ASC and Human Resources.
- In later discussion, President Ribeau agreed that it is prudent for ASC and HR to create together a comprehensive, systematic compensation plan for administrative staff. As the President stated, we must plan for the time when we will have money, so that we can appropriately reward employees who have supported the institution through more difficult financial times.

**May 1st Compensation Meeting:**
- Good attendance (estimated 175 administrative staff and guests) and much positive interaction.
- Attendees were prompted to complete a questionnaire following the meeting and to suggest on that form additional topics for future discussions or meetings. Several dozen forms were collected.
- The presentation consisted primarily of PowerPoint slides, with several stages for questions and answers. The slides will be published on the Human Resources website [http://www.bgsu.edu/offices/ohr/](http://www.bgsu.edu/offices/ohr/) following presentation of this material on the Firelands campus, May 24th.

**BG Best Spring Banquet:**
- Thursday, May 31st from 3:00-5:00
- Mileti first floor meeting room
- Refreshments will be served

**Secretary’s Report:**
- Mary Lynn Pozniak announced the winners of the elections for ASC Executive Committee in the following functional areas:
  - **Academic Departments:** Pam Phillips
  - **Academic Support:** Ann Betts
  - **Athletics/Sport Activities:** Robin Veitch
  - **Institutional Support:** Barbara Waddell
  - **Student Support:** David Garcia
  - **Technology:** Wayne Colvin
- Pozniak also announced that the newly elected Athletics/Sport Activities representative is Brady Gaskins

**Committee Reports:**

**Amendments.**
Keith Hofacker reported on the amendments that were approved this year including the elimination of quotas for ASC committee membership and the changes made to the ASC committee charges. Hofacker thanked Wayne Colvin and Tom Scavo for their work on the committee.

External Affairs.
Thad Long reported that the committee is preparing for the spring ASC reception on May 31.

Awards and Special Recognitions.
Tony Howard reported that the committee will select the BG Best Award recipients next week. Howard also asked the Reps to remind their constituents to nominate administrative staff for the Ferrari Award.

Internal Affairs
Anne Saviers reported that the committee is planning the luncheon for the new ASC representatives orientation meeting on June 7.

Personnel/Welfare
Laura Emch reported on the updates that PWC has recommended regarding the Administrative Compensation Plan Position Evaluation/Re-evaluation Process. Emch met with Becca Ferguson and found that the wording changes can be done this year. Policy changes will be addressed next year.

Emch corresponded with Dick Bowers regarding the Wellness Survey. Bowers asked that Emch clear up two misconceptions that many staff members hold: the Student Recreation Center is not free for students; and the SRC is not more expensive for BGSU employees to join than the YMCA. There followed a discussion including the suggestion that the University promote wellness by providing access to the SRC for staff. The point was raised that the original intent of the SRC was to be funded and utilized solely by students. It was mentioned that the Department of Public Safety paid for staff SRC memberships. Discussion concluded with an enumeration of projects taking place in the SRC this summer including air conditioning and work on the pool.

Professional Development.
Mary Beth Zachary reported that 141 people attended the ASC Professional Development Day on April 26. The results of the evaluations are being tallied and will be sent to Zachary.

Salary. No report.

Scholarship
Sandra Miesmer reported that 39 applications were received for the ASC Scholarship. The committee interviewed 10 students and chose 6, awarding a total of $5600. The recipients and amounts received are listed below:
$1000.00 to Jaime Taylor
$1000.00 to Elizabeth Pecek
$1000.00 to Bucky Emans
$1000.00 to Tamara White
$1000.00 to Lisa Durse
$600.00 to Kimberly Arbogast

Old Business: None
New Business: None

Good of the Order:
- Keith Hofacker announced that the University summer musical is “The King and I”. It will run the second and third weekends in July.
- Jane Myers reminded us that the Falcon Club auction will take place on May 19. They will take bids for silent auction items in advance. Some of the items that will be raffled include travel, a parking pass, services, and food.
- Kay Gudehus informed council that Admissions has a goal of recruiting 700 more students for the fall semester.
- Mary Beth Zachary introduced John Clark as the 2001-2002 Administrative Staff Council Chair.

Keith Hofacker moved and Linda Bakkum seconded to adjourn the meeting. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
Meetings of the Executive Committee included discussion about topics to be covered on May 1st and a very preliminary discussion of possible goals for next year.

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I have asked HR to make the exemption decisions public with annotations/rationale as that will tend to give both internal and external constituencies the opportunity to understand degradations in services experienced without assuming the remaining individuals are incompetent. I also believe that the openness will explain why some positions are allowed to be filled and others not, such as in cases with a different funding source that the university--outside or grant funding. This should lend reason to the process and stop mythologies and rumors from growing.

Faculty Senate has provided two names to Rebecca Ferguson to serve on the Leave Committee. When the names are shared with me, I will enter them into this record.

I gave my final report to the Board of Trustees on April 9th. It included a brief summary of work toward goals as of that date and an acknowledgment of the collaborative work of the Constituent Group Caucus members, Human Resources, members of the University administration and ASC.

The President’s Panel met on April 19th and the report of that meeting will be given by John Clark.

Members of the leadership of each constituent group went to Columbus on April 25th, along with some BGSU students and faculty to show our support for funding higher education in Ohio. We met with Larry Weiss who arranged a meeting with Senator Randy Gardner. Senator Gardner, who is a traditional supporter of higher education, was candid in his remarks with us about the possibilities being floated at that time. We expressed our gratitude for his support and voiced our concerns about the consequences of inadequate funding by the state of higher education.
ASC Chair-elect Report—5/3/01—Submitted by John M. Clark

President’s Panel Notes:

- Immediate, selective hiring freeze
- Scott Cook, from Mercer, will be returning to BGSU on May 23rd for further consultation. One of the issues he will be discussing is movement of the pay ranges. We will get to meet with Mr. Cook for one hour. Questions?
- BGSU has returned $800,000 of its 2000-2001 OBR support money to Columbus
- Responding to our request for feedback on our March 14th presentation to the President’s Compensation Working Group, Executive Vice President Dobb stated that the Working Group clearly heard the need to bring administrative staff with five or more years in position up to at least the first quartile of their pay range. Other issues, Dobb stated, will require further discussion between ASC and Human Resources.
- In later discussion, President Ribeau agreed that it is prudent for ASC and HR to create together a comprehensive, systematic compensation plan for administrative staff. As the President stated, we must plan for the time when we will have money, so that we can appropriately reward employees who have supported the institution through more difficult financial times.

May 1st Compensation Meeting:

- Good attendance (estimated 175 administrative staff and guests) and much positive interaction.
- Attendees were prompted to complete a questionnaire following the meeting and to suggest on that form additional topics for future discussions or meetings. Several dozen forms were collected.
- The presentation consisted primarily of PowerPoint slides, with several stages for questions and answers. The slides will be published on the Human Resources website http://www.bgsu.edu/offices/ohr/ following our presentation of this material on the Firelands campus, May 24th.

BG Best Spring Banquet:

- Thursday, May 31st from 3:00-5:00
- Miletii first floor meeting room
- Refreshments will be served
Scholarship Committee Report

We are closing out a very successful year for the scholarship committee. Below are the past month activities:

1. We just awarded $5,600.00 in scholarships for the 2001-2002 school year
   $1000.00 Jaime Taylor
   $1000.00 Elizabeth Pecek
   $1000.00 Bucky Emans
   $1000.00 Tamara White
   $1000.00 Lisa Durst
   $ 600.00 Kimberly Arbogast
   Each one has received a personal telephone call of congratulations.

2. Letters were sent to the other 33 applicants

3. Letters were sent to all the areas and people who donated prizes for the raffle thanking them for their participation.

4. Need date for fall reception so can notify the winners.

5. No final tally on the family campaign yet, but approximately $2000.00 pledged

6. Final meeting of our group will take place 5-16 to wind up the years activities.
Call to Order
Introduction of Substitutes

Approval of April Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report

Year End Committee Reports
  Amendments
  External Affairs
  Awards and Special Recognitions
  Internal Affairs
  Personnel Welfare
  Professional Development
  Salary
  Scholarship

Old Business

New Business

Good of the Order

Adjourn
Minutes of Administrative Staff Council Meeting  
June 7, 2001

Call to order: The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

Members Present: Ann Betts, John Clark, Sandra DiCarlo, Laura Emch, Deborah Fleitz, David Garcia, Kay Gudehus, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Mary Lynn Pozniak, Anne Saviers, Diane Smith, Nancy Vanderlugt, Robin Veitch, Mary Beth Zachary

Guests: New representatives Amelie Brodgen, Tina Coulter, Jim Dachik, Carl Dettmer, Mike Fitzpatrick, Sally Johnson, Sue Lau, Phyllis Short, Clarence Terry

Members who sent substitutes: Tim Heff for Susan Sadoff, James Jackson for Sidney Childs,

Absent: Linda Bakkum, William Blair, Pat Booth, Nora Cassidy, Claudia Clark, Wayne Colvin, Sally Dreier, Keith Hofacker, Paul Lopez, Penny Nemitz, Keith Pogan, Tom Scavo, Jack Taylor, Barbara Waddell

Approval of Minutes: Anne Saviers moved, Sandra Miesmer seconded, and the minutes were approved as distributed.

Chair Report:
Mary Beth Zachary highlighted handouts that she distributed. The handouts were the minutes from the May 23 meeting with Scott Cook from Mercer (Appendix A), a copy of the administrative staff salary recommendation memo that was sent to Dr. Ribeau (Appendix B), and the proposed goals for Administrative Staff Council for 2001-2002 (Appendix C).
Zachary also reported on the University budgetary situation. Salary savings from the selective hiring freeze will be used for raises. Positions that are critical to the mission of the University are exempt from the freeze.
Zachary thanked the ASC representatives who are completing their terms on Council and gave all who were present a certificate of appreciation. The departing members are Keith Hofacker (Academic Support), Penny Nemitz (Firelands), Colby Blair (Athletics/Sports Activities), Sidney Childs (Student Support), Claudia Clark (Student Support), Anne Saviers (Student Support), Paul Lopez (Technology and Past Chair), and Nancy Vanderlugt (Academic Departments).

Chair-Elect Report:
No report

Secretary's Report:
Mary Lynn Pozniak gave an update on elections, distributed a list of ASC Representatives and Executive Committee members for next year, and distributed the schedule of upcoming council meetings.

Committee Reports:
The committee chairs or their representatives presented their final reports for the year. The chairs of the committees are listed and the reports are included as appendices to the minutes as indicated below:
Amendments: Appendix D, Keith Hofacker

Awards and Special Recognitions: Appendix E, Tony Howard

External Affairs: Appendix F, Thad Long

Internal Affairs: Appendix G, Anne Saviers
New Business:
- There was a request that Administrative Staff Council be involved in an ice cream social in connection with the fall welcome programming. This request was forwarded to the External Affairs Committee for consideration.
- Faculty Senate asked for an administrative staff member to be a member of the Alternative Transportation Issues Committee. Lee Norden, Library, will serve on the committee.
- There was some discussion regarding the possibility of moving or canceling the January ASC meeting as it occurs so close to the beginning of the month. This issue was referred to the Executive Committee for consideration.

Good of the Order:
- John Clark announced that the governor signed the budget. The budget is not as bad as it might have been because of our enrollment growth and a budgetary increase of 1.8%. The hiring freeze may be softened a great deal. Tuition caps were revoked across the state. There will be a 9% increase at BGSU. Of this amount, 6% tuition and 3% general fee to pay down on the infrastructure and Union projects.
- Ann Betts reported that the fire school is finished and thanked everyone for their patience. Most fire fighters stayed on campus. The University received a year round charter from the Department of Public Safety. Classes will now be held at various times throughout the year and there will not be as large a group in the summer. Betts also announced that Bill Balzer is the new Dean of Continuing Education.
- Amelie Brogden reported that Boys State will begin on Saturday and that Mercer will be one way as the participants arrive.
- Jane Myers announced that the Athletic Department auction tickets were sold out and the event raised in excess of $100,000.
- Kay Gudehus expressed concern regarding the budgetary situation.
- Jim Dachik announced that the Huron Playhouse opens on July 3. The schedule of performances can be found on the Theater Department website.
- Tina Coulter reported that the Student Financial Aid Office has received many calls from concerned parents regarding tuition increases and the fact that there is less scholarship money available from BGSU than from other universities.
- Sandy Miesmer reported that the Bursar’s Office has been receiving calls inquiring about room costs. They have not yet been set. Also, tuition costs may be different in fall and spring semesters. Spring tuition may be higher due to costs related to the Student Union.
- Sandra DiCarlo stated that Firelands was sad to lose Dr. Balzer. He was well liked. Firelands now has a new dean – Dr. Smith.
- Nancy Vanderlugt reported regarding the leave committee. The committee has twelve members and one issue they are addressing is the FMLA effect on spouses. Currently married couples that are both administrative staff at the University share 12 weeks of FMLA leave.
- Mike Fitzpatrick shared that the WBGU mini fund drive is underway. He encouraged all to become members.
- Anne Saviers stated that she enjoyed working with Mary Beth Zachary and that she looks forward to John Clark’s lead.
- David Garcia reported that Gary Swegan is now the Director of Admissions. He thanked everyone who helped with recruiting for this coming fall 2001 students.
David Garcia moved and Deborah Fleitz seconded to adjourn the meeting. The meeting was adjourned at 2:38 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
# Administrative Staff Council Meeting Schedule 2001-2002

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<th>Location</th>
<th>Details</th>
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Notes from Mercer Meeting: 5/23/01

On May 23, 2001, ASC representatives John Clark, Laura Emch, and Mary Beth Zachary met with Mercer Inc. consultant Scott Cook, H.R. representatives Becca Ferguson and Donna Wittwer, and Executive V.P. Linda Dobb to discuss Mercer's follow-up recommendations on administrative staff compensation to the President's Compensation Working Group. The following are notes from that meeting, compiled by John M. Clark—2001-2002 ASC Chair.

1. Mercer's History with BGSU: In 1995, Mercer came to BGSU to assess the market competitiveness of our administrative/professional staff compensation. In particular, their focuses were 1) base pay, 2) pay ranges, and 3) review of IT positions.

2. In 2001, Mercer conducted a follow-up study based on 57 "benchmark" administrative positions. These positions were chosen as benchmarks by the vice presidents based on their representativeness of the entire administrative employee group.

3. In this year's (2001) Mercer study, special emphasis again was given to IT positions.

4. Mercer compiled salary data from 24 surveys, reflective of salary medians, representative of our geographic recruiting area (for each benchmark position), and adjusted to July 1, 2001 (i.e., the data were "aged" to be representative of the market on the beginning of our next fiscal year).

5. Data matching was done based on job content, not type of position. (This reinforces Mercer's consistent focus on skill sets rather than department or specific position.)

6. Elements of Mercer's Competitive Assessment

   • Actual salaries and pay ranges compared to [recruiting area] market
   • Variance between ratios not typical
     ◦ Actual salary ratios may vary due to differences in employee credentials
     ◦ Midpoint ratios may vary due to valuation differences placed on the position by different institutions (a one-grade difference from "market" is OK, but not three or four grades difference in a position)
     ◦ IT is judged separately
   • Ratios calculated by comparing...
     ◦ actual salaries to market (average of all incumbents in a position)
     ◦ range midpoints to market
7. Actual Salary Competitiveness:

- In 1995, all administrative/professional jobs at BGSU were at 99% of market (market being the 50th percentile for each position, this means our average was the 49.5 percentile)
- In 2001, all administrative jobs at BGSU, as a group, are at 95% of market (or 47.5 percentile)
- Our IT are presently worst in relation to market—88% or 44th percentile
- Distribution in relation to pay range and market is also crucial; the above percentiles are averages, and individual persons or positions can be higher or lower than BGSU average

8. Pay Structure Competitiveness:

- The administrative/professional ranges, as an aggregate, now are at 89% (44.5 percentile) of market—these ranges were set in 1995 exactly at 100%, or the 50th percentile, of market
- Our IT pay ranges now are at 83% of market, or the 41.5 percentile
- "Outliers" could be inappropriately graded, or the market valued the job differently than the institution (e.g., pharmacists, physicians, IT)

9. Salary Range Placement:

- Ranges set at 100% of market (50th percentile) in 1995
- In January, 1996, implementation of the BGSU Mercer Plan raised administrative employees only to minimum of range
- This implementation also created some salary compression—brought some newer employees close to the salaries of longer-term employees in the same unit and/or similar position
- Midpoint (50th percentile of pay range) is Mercer’s recommended market target for admin.
- Mercer also notes that the market “norm” for administrative/professional positions is for employees to reach midpoint of pay range within 4 to 7 years in position

10. A Mercer Model for Advancement through Pay Range:

- Mercer posits that administrative employees in the first quartile, minimum to 25th percentile, should be in the “learning and growing” stage for the position (and, conversely, that employees beyond the learning and growing stage should be higher in the pay range)
- Mercer considers administrative employees in the second pay range quartile, 26th percentile to midpoint, “seasoned and competent” for their positions
- Mercer considers administrative employees in the third pay range quartile, 51st to 75th percentiles, “outstanding and sustained performers” for their positions
- Mercer considers administrative employees in the top pay range quartile, 76th percentile to range maximum, inhabitants of “premium territory”—employees whose base salary at the beginning of the contract year puts them among the highest-paid in the market for their positions
- Mercer notes that “best practice” of institutions across the U.S. now considers it appropriate for 15-20% of the total workforce to be in the “outstanding sustained performance” and “premium” salary levels—and that these base salaries relative to market for the position be established by performance, not longevity alone
Finally, Mercer notes that best compensation practices or plans across the country include a pay and performance-reward package to accelerate movement of good performers in years 0-7 (within position) to range midpoint.

11. As consultant Scott Cook explained, the portion of "best compensation practice" least understood is that institutional expectations are much higher for the midpoint-and-up, "premium" base pay area than for the minimum-to-midpoint (0-50th percentile) area. All of an employee's experience, knowledge, and superior performance over the years plus an excellent performance in the past equal a premium salary that might be increased for the upcoming year.

12. Range "Penetration":

- Average of all BGSU administrative/professional employees is 57th percentile of range
- Average years in position for all BGSU administrative employees is 6 years
- Increased penetration of range by some administrative staff could be offset by decreased penetration by others

13. Mercer Recommendations:

- Adjust pay ranges (note: ranges are not salaries) to align with market median. Adjustment required for our ranges to get back to 50th percentile of market would be 8-9%. One option, if range adjustment of this magnitude were considered unmanageable, would be smaller pay-range increases over the next one to three years—a phasing-in approach.
- Re-examine internal pay-range placements of positions in the Development area
- Establish a separate pay-range structure for IT positions
- Re-evaluate significant outliers with respect to midpoint ratios (positions significantly out of market norm relative to the position pay range)
- Review current employee salaries, after the structural or pay-range adjustment, to re-establish internal and external pay equity
June 4, 2001

To: Dr. Sidney Ribeau
CC: Faculty Senate Budget Committee
    President’s Compensation Working Group

From: Administrative Staff Council

Re: Administrative Staff Salary Recommendation 2001 - 2002

Given the highly volatile nature of the budget situation in Ohio at this time while also acknowledging the financial constraints under which we are all working, Administrative Staff Council finds it difficult to recommend as appropriate a specific percentage increase in salary for the next contract year.

ASC has charted comparatively, for more than a decade, Bowling Green State University (BGSU) administrative staff compensation against ten peer institutions in Ohio as documented in College and University Personnel Association (CUPA) reports. A thorough analysis offered in last year’s salary recommendation showed that on the average our CUPA-defined administrative positions had lost ground—in both dollars and in statewide ranking—against all ten of the peer institutions that define our competitive recruitment market. Recent data analysis suggests a continuation of that downward competitive spiral. To reach even the fifth place or mid-range of our peer institutions in Ohio, a competitive placement we enjoyed in the mid-90s, clearly would require a double-digit percentage of salary increase. In the current fiscal situation, we realize that such a request would seem selfish, even ludicrous.

Given, however, that administrative staff, classified staff, and non-instructional faculty have borne and will bear the burden of the selective hiring freeze, Administrative Staff Council recommends that whatever raise is given to the employees of BGSU for the 2001-2002 contract year, however small, is given in a fair and equitable manner—i.e., that each employee group be given the same percentage of salary increase. Differential increases among employee constituent groups, especially in a time when many staff are covering the work of unfilled colleague positions, easily could give rise to significant morale problems.

We look forward to contributing positively and constructively in facing the coming challenges.
Proposed 2001-2002 Goals for Administrative Staff Council

1. With Human Resources, draft a consistent, equitable, and market-conscious long-term plan for administrative staff compensation at BGSU

2. Bring to implementation an improved policy for Administrative Staff Teaching Compensation (our 5th consecutive year of working toward this objective)

3. Revise the administrative staff non-compensation conciliation process

4. Continue and improve efforts toward administrative staff professional development

5. Continue the growth of the administrative staff scholarship fund and administrative staff support of the University Family Campaign

6. Promote a University Wellness program or initiative

7. Finalize revisions of Appendix G, Administrative Staff Handbook

8. Promote reasonable and healthy working conditions for administrative staff employees at BGSU, including but not limited to appropriate hours in typical workweeks, appropriate physical and mental demands, and appropriate performance expectations

9. Promote improved communication among all University constituencies

May 29, 2001
Amendments Committee 2000-2001

At the May ASC meeting, Keith Hofacker reported on the amendments that were approved this year including the elimination of quotas for ASC committee membership and the changes made to the ASC committee charges. Hofacker thanked Wayne Colvin and Tom Scavo for their work on the committee.
Chair Report
ASC Awards & Recognitions Committee
For 2000/01
Tony Howard

It's been a fruitful year for the ASC Awards and Recognitions Committee. This was the first year we instituted the monthly "Spirit of BG" award. So far, each recipient has received a hand-blown vase by Graduate Student Ona Magaro of the BGSU School of Art and a certificate, signed by the Chairperson of the Administrative Staff Council as well as the chairperson of the Awards and Recognitions Committee. The vase was filled with flowers purchased from Krogers or Meijers. When the ASC chairperson presented the award, the nominator usually arranged a surprise party for the recipient with cake and punch. Many of the recipient's co-workers were invited, as well as the area vice-president. The award and its presentation excited everyone present. The award winner was recognized in the Monitor, as well as the "Spirit of BG" Winners page on the ASC website.

There are several issues that have surfaced with the inception of this new award. First, at least one member of the committee thought that the Classified Staff upstaged us by presenting a monetary reward ($75.00) instead of something like the vase. Our committee last year came up with the idea for the award and was instructed by Eileen Sullivan to partner with the Classified Staff as far as receiving money. Our questioning member thought the ASC recipients deserved more.

Secondly, people just don't seem to know about the award. We mailed a nomination form near the beginning of the school year to all administrative staff. We also sent out a monthly email reminder asking people to nominate someone caught in the act of being good. The email also gave the names of past winners and explained where application forms were located and presented the URL where the forms could be downloaded. An ad was placed monthly in the BG News. I requested ASC members at the monthly meetings to remind their constituents to nominate someone. However, many people still don't know about the Spirit of BG, or get it mixed up with the BG Best and Ferrari awards. I'm not sure what more can be done to make this clear in the minds of the administrative staff. The result was that we carried forward some of the better nominations for four months in the event we didn't receive any recent ones. To show how low things got in the month of March, there was only one nomination -- for myself by someone at my worksite. Of course, I told the nominator that I was ineligible.

Thirdly, we originally asked Bud Hurlstone of the School of Art to make the vases, and he agreed. However, he became ill, and I asked Ms. Magaro to do the vases for free, which was OK. However, when someone has no financial incentive to do
something, things often are not finished in a timely manner. This is especially true if one of the people is not a communicator. The point is that a purchased material item needs to be presented to the award recipient instead of something produced for free. I believe the Awards and Recognition budget has money next year for something purchased.

All that said, members of the Awards Committee who attended the presentations said that the recognition and vase sincerely touched the recipients. The award is a good thing and should continue.

On May 31st, the BG Best Awards were presented. Again, all recipients were excited (and surprised) about receiving the award.

Earlier in the year, the Awards committee presented the annual Ferrari Award to Linda Swaisgood. It's funny to note that Linda, as a writer who was working in the University Relations office at the time, is a keen observer. Because of this, there were a couple of "clandestine" meetings in the street away from the University Relations office in the Admin Building to deliver the publicity materials to Bonnie Blankenship in that office. Even then, there was a definite feeling that Linda was watching us. After conversations with Linda after she received the award, she was sincerely surprised. The committee pulled it off, despite the paranoia!

I would like to say it's been a real pleasure to work on this committee with some truly caring, concerned and fun people: Laura Waggoner, Pat Booth, Kevin Work, Ellie McCreery, Robin Veitch, Colby Blair, Kay Gudehus, and Keith Pogan. I felt we made at least a tiny impact on the university administrative staff, providing an atmosphere that helps makes BGSU a premier learning community.
Fall Reception – helped with set-up, decorations, and tear down.
Spirit Day Ice Cream Social – solicited administrative staff volunteers to serve ice cream sundaes to the BGSU community, along with CSC, Faculty Senate, GSS, and USG.
BG Holiday Parade – invited all administrative staff to participate in the parade, where collected candy was distributed via walkers. Also enjoyed Cheryl Purefoy getting us a convertible this year!
Spring Reception – will be helping with set-up, decorations, and tear down.
Assisted Internal Affairs in revising our committee’s charge.

Committee Notes:
Historically, this committee appeared to help advertise some special events like the Black Swamp weekend, Dance Marathon, and others. This year there appeared to be plenty of email, flyer, and Monitor notices already being done by the event organizers. This committee should continue to monitor such events, and lend a PR hand when necessary.
I would like to see the committee get more involved in seeking administrative support for some programs like a sports event, music, theater, etc. Good intentions are not as valuable as actions I’m afraid, since I didn’t get that done this year.

Submitted by Thad Long, chair
Internal Affairs Committee
Year End Report
2000 – 2001

During the 2000 – 2001 academic year, the Internal Affairs Committee reviewed the charges for each of ASC Standing Committees and made suggestions for changes for some of the committees. These changes were then proposed to the Administrative Staff Council as a whole and were reviewed by the Amendments and By-laws Committee. Most changes were approved and have since been incorporated in the ASC Handbook section which defines the responsibilities of each committee.

The Elections Sub-committee, with Council Secretary Mary Lynn Pozniak as chair, supervised ASC elections during Spring semester.

Finally, the Internal Affairs Committee sponsored the luncheon held for new members at the end of Spring semester after election results were finalized.

Respectfully submitted,

Anne N. Saviers

Appendix G
6/7/01 Minutes
Administrative Staff Professional Development Conference
April 26, 2001

The Professional Development Committee was charged with planning the third annual ASC Professional Development Day.

146 people (an increase of 27 from 2000) from over 50 offices registered for the conference. 41 people did not sign on the sheets that were passed around in the sessions. CEISP will contact these individuals to see if they did in fact attend and simply did not see the sheets.

Participant Feedback (evaluations) were distributed that included questions about topics that would interest people in the future and whether or not it would be beneficial to repeat the sessions in the afternoon so that more people could attend. These are currently being tallied by a student assistant and will be forwarded to the Chair of ASC when they are completed.

Total cost of the conference: $2743.25

Records of those who have attended for the past three years are on permanent file at Continuing Education. If the university decides to initiate a program to reward staff for professional development, we could use these records.

Certificates will be sent out when attendance is verified – over the summer.

Attached:
Final Budget
Participant Feedback Form
Brochure
Roster sorted by Department
Roster sorted by Alphabet
Roster by who signed in
<table>
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<tr>
<th>ASC</th>
<th>Professional Development</th>
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<td><strong>Invest in Yourself Final Budget</strong></td>
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<tr>
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<td></td>
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Circle a number 4, 3, 2, 1 or letters "NA" (not applicable) to indicate your response to the course. A 4 means “excellent” or that you strongly agree; a 1 indicates “poor” or strongly disagree.

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<th>Strongly Disagree</th>
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<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>2 I gained practical, usable ideas that will assist me on an individual, departmental and college level.</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<td>3 Handout materials (if used) were a valuable supplement.</td>
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<td>4 The promotional material I saw accurately described the program.</td>
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<td>5 I would recommend this program to others.</td>
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<td>10 Bridging the Generation Gap – Kate Augustine</td>
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<td>11 Communicating Cross-Culturally &amp; Across Gender Barbara Waddell &amp; Bettina Shuford</td>
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Please check your classification:

___ Administrative Staff  ___ Faculty  ___ Guest
___ Classified Staff     ___ Graduate Student  ___ Undergrad Student

PLEASE COMPLETE THE REVERSE SIDE OF THIS SHEET AS WELL

Please take a little extra time to complete the following questions:
1. The most valuable aspect of the program was

2. Other program topics that would interest me are:

3. Suggestions and additional comments about the program

---

May we quote you for promotional use? □ YES

Printed Name ___________________________ Your Position/Job ___________________________

Signature ___________________________ Department ___________________________

*****Were there two or more programs going on at concurrent times that you would have liked to have been able to attend?

_____ YES _____ NO

*****Would more staff in your area be able to participate if we offered a repeat of this entire program in the afternoon?

_____ YES _____ NO
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<td>Assess your needs, analyze your perceptions of</td>
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<td>stress and identify your stress response. Learn</td>
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<td>what you can do about stress and how you can</td>
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<td>Definition Personal Values, Your Guiding Force</td>
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<td>Values are an important part of who we are and</td>
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<td>what we do to ensure wellness. Discover your</td>
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<td>top seven global or long term values and your</td>
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To register call Continuing Education, International & Summer Programs 2.8181
Key Code 30690301

Bowling Green State University is an EO/AA employer and educator.
Promotional materials developed by Marketing & Promotion
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10:15–10:30 am
Break

10:30 am–noon
Options 2, 4, 6

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Open to all BGSU faculty, staff and students

Sponsored by
Administrative Staff Council
Bowling Green State University

Thursday, April 19, 2001
8:30 am–12:00 pm, Olscamp Hall
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ASC Professional Development

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<tr>
<th>2001 Participant Feedback</th>
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<tbody>
<tr>
<td>1. The program was well organized.</td>
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<td>2. I gained practical, usable ideas that will assist me on an individual, departmental and college level.</td>
<td>39</td>
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<tr>
<td>3. Handout materials (if used) were a valuable supplement.</td>
<td>42</td>
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<td>4. The promotional material I saw accurately described the program.</td>
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<td>5. I would recommend this program to others.</td>
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<tr>
<td>6. Rethinking Stress – Lori Willmarth-Dunn</td>
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<td>7. Defining Personal Values – Lori Willmarth-Dunn</td>
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<tr>
<td>8. Deciding &amp; Communicating Effectively – Bonnie Fink</td>
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<td>9. Back to Basics Customer Service – Catherine Pratt</td>
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<td>10. Bridging the Generation Gap – Kate Augustine</td>
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<td>11. Communicating Cross-Culturally &amp; Across Gender Barbara Waddell &amp; Bettina Shuford</td>
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Classification
4 Faculty
16 Administrative Staff
40 Classified Staff

The most valuable aspect of the programs was:

▷ Helping people become aware of self-help principles to increase well-being in all aspects of life.
▷ Interactive/participative exercises
▷ It forced me to take a serious look at my life to find what is good and what I need to work on.
▷ Awareness to come out of the box!! Wonderful subject material.
▷ Take home material that reminded me of the program. Great Program!!
▷ Learning about the different generations and how to work with them about their ideas. Learning ideas about different customer services too.
▷ I received information that is helpful and useful.
▷ To look at my life as a whole instead of as separate work/home/places or issues.
▷ Lori Willmarth-Dunn was fantastic. Very thought provoking!
▷ Examples were just great, her humor kept it flowing well.
▷ The presenter was Bonnie Fink and she is great!
▷ Step-by-step process identified to break down material and make it more useful.
▷ How I was able to customize material/ideas to my personal life.
▷ It helped affirm practices that I’m currently using and gave me new ideas that I could try to improve and/or change the way things could be done more effectively.
Bonnie ties concepts to examples—making the conceptual. Lori provided a process.

Other program topics that would interest me are:
- Ethical decision making; problem solving
- What is this “RA-KEY” – a Tibetan form of achieving energy balance?
- Stress Management
- Bridging the generation gap
- Deciding/Communicate Effectively- I had to be put on a waiting list
- Deciding to unclutter
- Motivational speakers

Suggestions and additional comments about the program:
- This was so wonderful. Thank you for this opportunity to explore and investigate.
- The rooms were not set up very well. Screens not placed well. Seating not very good.
- Presenters were well prepared and knowledgeable.
- The “Defining Personal Values” lecture should be a longer session. The pace was stressful and (in my opinion) life choices should not be made within a 1.5 hour session.
- Offer these sessions again to take other courses that were offered at same time as this one.
- Have it again! There were several at the same time that I wanted to go to.
- Have more of these sessions—have more advanced.
- Not long enough sessions, maybe 2 hours instead.
- Very upbeat presentation. Basic thing I learned: I do not need to STOP letting myself worth be dependant on external things.
- This will help me in both my personal and my professional lives.
- Bonnie’s a dynamic speaker; I’ll bet she’s an awesome teacher!

Were there two or more programs going on at concurrent times that you would have liked to have been able to attend??
31 Yes 15 No

Would more staff in your area be able to participate if we offered a repeat of this entire program in the afternoon?
22 Yes 13 No
ASC Scholarship Committee Report

2000/2001

Scholarship Committee Members:
Sandra Miesmer, chair
Diane Smith
Susan Darrow
Suzanne Fahrer
Deb Freyman
Nora Cassidy
Sue Lau
Lisa McHugh
Beth Casey

* Met to determine goals for year-increase amount of endowment by $5,000 for the year
* Acquired prize incentives from various offices on campus and off
* Revised and sent out letter to all faculty and staff inviting them to participate by purchasing tickets for the raffle prizes
* E-mail sent to ASC list proc to advise of upcoming raffle
* Revised the ASC scholarship application
* Had the application put on the ASC web page has PDF file so students could print hard copy to complete.
* Had registration and Records run focus job to determine top 10% of classes
* Sent e-mail to each student inviting them to apply
* Also gave academic college offices and financial aid office copies of application
* Sent e-mail to all Administrative staff asking them to consider contributing to the family campaign and designate the scholarship since this was 15th anniversary of date scholarship was started. To date approximately 1500.00 in pledges
* Sold $2739.00 in raffle tickets and had drawing at March ASC meeting
* Reviewed 39 applications and determined top 10 to interview
* Held interviews and awarded 5600.00 in scholarships to Jaime Taylor $1000, Elizabeth Pecek 1000, Bucky Emans 1000, Tamara White 1000, Lisa Durst 1000, Kimberly Arbogast 600.
* Wrote letters to those who did not win and called the winners
* Letters were sent to all areas and people who donated prizes for the raffle to thank them for their contributions
* Letters being sent to the scholarship winners letting them know the Fall reception will be September 20, 2001 at 3:30 in the Miletì Alumni Center
* Final meeting of scholarship committee took place May 16, 2001 to wind up the years activities
SALARY REPORT
by Dave Garcia, Chair

The salary committee focused on three objectives last year.

The first objective was to bring to a conclusion the Administrative Teaching Compensation Request. This proposal was brought forward and approved by the ASC committee as written. Right now, it sits in the hands of higher administrators.

The second objective was to participate with a meeting with the Mercer Corporation. This was done to get a better understanding of the salary ranges that are in place for the administrators at BGSU.

Finally, the third objective was to recommend a salary increase to the executive board of ASC. It was determined that no specific amount of increase would be included in our request but that a statement that all constituents be compensated fairly and equally.

This concludes my report.

--

Dave Garcia
Interim Associate Director of Admissions
Bowling Green State University
110 McFall - Admissions
Bowling Green, Ohio 43403
(419) 372-7803
(419) 372-6955 fax
e-mail: tgarcia@bgnet.bgsu.edu
Wellness/Health Management

PWC members met with Dick Bowers to discuss the Wellness/Health Management survey and ways PWC can build support for the University Wellness program. PWC worked on several initiatives to assist in this area including supporting the wellness survey efforts by sending a follow up email on the ASC listproc encouraging staff to respond. Laura Emch corresponded with Dick Bowers regarding the Wellness Survey results.

Administrative Staff Advisory Team Member Rotation

PWC met with Donna Wittwer and Doug Kruzel (Human Resources) to develop a rotation process for members serving on the Administrative Advisory Team for JAQ appeals. This group hears Job Analysis Questionnaire appeals. The research includes discussions with advisory team members and Human Resources, along with investigating other University appeal processes at similar-structured schools in Ohio, Michigan, and Indiana.

Proposal for Administrative Staff Advisory Team Member Rotation

The Personnel Welfare Committee submitted a proposal for Administrative Staff Advisory Team Member Rotation. The proposal passed unanimously.

The proposal reads as follows:

The Administrative staff advisory team consists of 15 administrative staff members selected by the ASC executive committee for staggered three-year terms. Members will begin service on September 1 and serve for three years ending on August 31st. Each year five new members will be appointed to replace the five who are completing their service. Committee membership must be equally balanced among the University’s functional areas. If a committee member cannot complete his/her term, ASC’s executive committee will appoint a member from the same functional area to complete the term. No member shall serve consecutive three-year terms.

Recommendation for implementation. The ASC Executive Committee should designate five members of the current committee to serve an additional two years, five members to serve an additional year, and five members to end their service. ASC’s Executive Committee should then appoint five new members to begin the three-year rotation outlined in the new policy. It is important that during this transition period committee membership be balanced among the functional areas.

Appendix G of the Administrative Staff Handbook

PWC reviewed wording and procedures of the Administrative Staff Compensation Plan, as currently stated in Appendix G of the Administrative Staff Handbook. PWC recommended updates regarding the Administrative Compensation Plan Position Evaluation/Re-evaluation Process. Laura Emch met with Becca Ferguson and found that wording changes can be done this year. Policy changes will be addressed next year.
Minutes of Administrative Staff Council Meeting
June 7, 2001

Call to order: The meeting was called to order at 1:30 by Chair, Mary Beth Zachary

Members Present: Ann Betts, John Clark, Sandra DiCarlo, Laura Emch, Deborah Fleitz, David Garcia, Kay Gudehus, Tony Howard, Thad Long, Sandra Miesmer, Jane B. Myers, Pamella Phillips, Mary Lynn Pozniak, Anne Saviers, Diane Smith, Nancy Vanderlugt, Robin Veitch, Mary Beth Zachary

Guests: New representatives Amelie Brodgen, Tina Coulter, Jim Dettmer, Mike Fitzpatrick, Sally Johnson, Sue Lau, Phyllis Short, Clarence Terry

Members who sent substitutes: Tim Heff for Susan Sadoff, James Jackson for Sidney Childs,

Absent: Linda Bakkum, William Blair, Pat Booth, Nora Cassidy, Claudia Clark, Wayne Colvin, Sally Dreier, Keith Hofacker, Paul Lopez, Penny Nemitz, Keith Pogan, Tom Scavo, Jack Taylor, Barbara Waddell

Approval of Minutes: Anne Saviers moved, Sandra Miesmer seconded, and the minutes were approved as distributed.

Chair Report:
Mary Beth Zachary highlighted handouts that she distributed. The handouts were the minutes from the May 23 meeting with Scott Cook from Mercer (Appendix A), a copy of the administrative staff salary recommendation memo that was sent to Dr. Ribeau (Appendix B), and the proposed goals for Administrative Staff Council for 2001-2002 (Appendix C).
Zachary also reported on the University budgetary situation. Salary savings from the selective hiring freeze will be used for raises. Positions that are critical to the mission of the University are exempt from the freeze.
Zachary thanked the ASC representatives who are completing their terms on Council and gave all who were present a certificate of appreciation. The departing members are Keith Hofacker (Academic Support), Penny Nemitz (Firelands), Colby Blair (Athletics/Sports Activities), Sidney Childs (Student Support), Claudia Clark (Student Support), Anne Saviers (Student Support), Paul Lopez (Technology and Past Chair), and Nancy Vanderlugt (Academic Departments).

Chair-Elect Report:
No report

Secretary's Report:
Mary Lynn Pozniak gave an update on elections, distributed a list of ASC Representatives and Executive Committee members for next year, and distributed the schedule of upcoming council meetings.

Committee Reports:
The committee chairs or their representatives presented their final reports for the year. The chairs of the committees are listed and the reports are included as appendices to the minutes as indicated below:
Amendments: Appendix D, Keith Hofacker
Awards and Special Recognitions: Appendix E, Tony Howard
External Affairs: Appendix F, Thad Long
Internal Affairs: Appendix G, Anne Saviers
Personnel/Welfare: Appendix H, Laura Emch

Professional Development: Appendix I, Ann Betts

Salary: Appendix J, David Garcia

Scholarship: Appendix K, Sandra Miesmer

Old Business: none

New Business:
- There was a request that Administrative Staff Council be involved in an ice cream social in connection with the fall welcome programming. This request was forwarded to the External Affairs Committee for consideration.
- Faculty Senate asked for an administrative staff member to be a member of the Alternative Transportation Issues Committee. Lee Norden, Library, will serve on the committee.
- There was some discussion regarding the possibility of moving or canceling the January ASC meeting as it occurs so close to the beginning of the month. This issue was referred to the Executive Committee for consideration.

Good of the Order:
- John Clark announced that the governor signed the budget. The budget is not as bad as it might have been because of our enrollment growth and a budgetary increase of 1.8%. The hiring freeze may be softened a great deal. Tuition caps were revoked across the state. There will be a 9% increase at BGSU. Of this amount, 6% tuition and 3% general fee to pay down on the infrastructure and Union projects.
- Ann Betts reported that the fire school is finished and thanked everyone for their patience. Most fire fighters stayed on campus. The University received a year round charter from the Department of Public Safety. Classes will now be held at various times throughout the year and there will not be as large a group in the summer. Betts also announced that Bill Balzer is the new Dean of Continuing Education.
- Amelie Brogden reported that Boys State will begin on Saturday and that Mercer will be one way as the participants arrive.
- Jane Myers announced that the Athletic Department auction tickets were sold out and the event raised in excess of $100,000.
- Kay Gudehus expressed concern regarding the budgetary situation.
- Jim Dachik announced that the Huron Playhouse opens on July 3. The schedule of performances can be found on the Theater Department website.
- Tina Coulter reported that the Student Financial Aid Office has received many calls from concerned parents regarding tuition increases and the fact that there is less scholarship money available from BGSU than from other universities.
- Sandy Miesmer reported that the Bursar’s Office has been receiving calls inquiring about room costs. They have not yet been set. Also, tuition costs may be different in fall and spring semesters. Spring tuition may be higher due to costs related to the Student Union.
- Sandra DiCarlo stated that Firelands was sad to lose Dr. Balzer. He was well liked. Firelands now has a new dean – Dr. Smith.
- Nancy Vanderlugt reported regarding the leave committee. The committee has twelve members and one issue they are addressing is the FMLA effect on spouses. Currently married couples that are both administrative staff at the University share 12 weeks of FMLA leave.
- Mike Fitzpatrick shared that the WBGU mini fund drive is underway. He encouraged all to become members.
- Anne Saviers stated that she enjoyed working with Mary Beth Zachary and that she looks forward to John Clark’s lead.
- David Garcia reported that Gary Swegan is now the Director of Admissions. He thanked everyone who helped with recruiting for this coming fall 2001 students.
David Garcia moved and Deborah Fleitz seconded to adjourn the meeting. The meeting was adjourned at 2:38 p.m.

Respectfully submitted,
Mary Lynn Pozniak
Secretary
RESOLUTION
BGSU EMPLOYEE WELLNESS PROGRAM

WHEREAS, on October 9, 1997, a subcommittee of the Health, Wellness and Insurance Committee drafted a Wellness Plan for BGSU. Phase I of this plan involved creation of a BGSU Employee Wellness Program with an estimated annual budget of $44,000, to include Education/Awareness Information; Health Screenings; Incentive Programs; and, Staffing of a Graduate Assistant; and

WHEREAS, this plan was endorsed by the Health, Wellness and Insurance Committee and recommended to President Ribeau in a letter dated December 8, 1997; and,

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

WHEREAS, health promotion literature suggests that approximately 5 percent of the total health dollars of an organization should be devoted to health and wellness promotion and programming with a return in investment of $2 to $6 savings in health care expenses for every dollar invested in preventive programs; and

WHEREAS, currently the University offers no formal, centralized program for efforts regarding health, wellness and fitness promotion for employees;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council, jointly endorses with Classified Staff Council and Faculty Senate the Wellness Plan for BGSU, and recommends implementation of Phase I during the 2000-2001 fiscal year.