2002

Minutes 2001-2002

Bowling Green State University. Administrative Staff Council

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Order: ___ Alpha  X  Chronological  ___ Numerical

Index: ___ Included  ___ Separate  X  None

Notes

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

2001-2002

Academic Support

Mary Beth Zachary (2001) Past Chair**
Diane Smith (2002) Secretary**
Linda Bakkum (2002)
Deborah Fleitz (2003)
Ann Betts (2003)**
Carl Dettmer (2004)

Firelands

(R) Sandra DiCarlo (2003)

Institutional Support

Barbara Waddell (2003)**
Sandra Miesmer (2003)
Keith Pogan (2003)

Athletics/Sports Activities

Thad Long (2002)
Jane B. Myers (2002)
(R) Robin Veitch (2003)**

Student Support

Laura Emch (2002) Chair-Elect **
Kay Gudehus (2002)
Sally Dreier (2002)
(R) Susan Sadoff (2002)
(R) Jack Taylor (2002)
David Garcia (2003)**
Tina Coulter (2004)
Sally Johnson (2004)
Sue Lau (2004)
Clarence Terry (2004)

Technology

Pat Booth (2002)
Tony Howard (2002)
(R) Tom Scavo (2003)
Wayne Colvin (2003)**
Mike Fitzpatrick (2004)
Phyllis Short (2004)

Academic Departments

John Clark (2001)-Chair **
Pamella Phillips (2002)**
Nora Cassidy (2003)
Jim Dachik (2004)

**Executive Committee

(R) replacement for an elected representative who did not complete his/her term. Will be eligible to run immediately when replacement term is finished.
Administrative Staff Council

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Revised 05/01
Bowling Green State University
Administrative Staff Council

Chair
215 East Hall
(419) 372-7885

Proposed 2001-2002 Goals for Administrative Staff Council

1. With Human Resources, draft a consistent, equitable, and market-conscious long-term compensation plan for administrative staff at BGSU, aimed at recruitment, retention, and rewarding of the highest possible quality administrative employees. Also, collaborate with the President’s Compensation Working Group on evolving/updating a philosophy of compensation for administrative staff.

2. Encourage implementation of the Administrative Staff Teaching Compensation Proposal. (ASC has been working for four years toward more equitable teaching compensation for administrative staff employees. At this time, our proposal has been folded into a comprehensive Dean’s Council review of all BGSU part-time teaching compensation.)

3. Revise the administrative staff non-compensation conciliation process

4. Continue and improve efforts toward administrative staff professional and career development

5. Support continued growth of the administrative staff scholarship fund and of administrative staff support for the BGSU Family Campaign

6. Complete updates of Appendix G in the Administrative Staff Handbook, which describes general processes relating to administrative staff compensation

7. In these times of budget and staffing exigency, promote [reason][able] and healthy working conditions for administrative staff employees at BGSU: appropriate hours in typical workweeks, appropriate physical and mental demands, and appropriate performance expectations

8. Continue to improve communication among university constituencies, in general and in regard to issues of significance. (Recent improvements include meetings of the Constituent Group Caucus, an information meeting for all BGSU administrative staff, regularly scheduled meetings between ASC and CSC leaders, and a Faculty Senate invitation for ASC representation at their meetings.)
# ASC Committees — 2001-2002

## Amendments

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## Executive Committee

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## Internal Affairs

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<td>Roxanna Foster</td>
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<td>Krisztina Ujvagi</td>
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## Awards & Recognition

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## Personnel Welfare

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<td>Kristen Lindsay</td>
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<td>Judy Donald (Co-Chair)</td>
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<td>Greg Guzman</td>
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Professional Development

Ann Betts (Chair)
Amelie Brogden
Tina Coulter
Susan Sadoff
Robert Zhang
Jeffrey Waple

Scholarship

Nora Cassidy (Chair)
Montique Cotton
Sue Lau
Sandy Miesmer
Diane Smith
Deb Freyman
Aimee Zimmer
Ramona Meraz
Susan Darrow

Salary (PWC Subcommittee)

Carl Dettmer
Mike Fitzpatrick
David Garcia (Chair)
Robin Veitch
Hi -

I've looked through the past financial history to fiscal year 96. This is what I found. This past year is the first one that the budget went into a deficit.

1995-96: actual budget $1,391 + carryover from previous year $538.78 = total $1,929.78
1996-97: actual budget $1,391 + carryover from previous year $796.90 = total $2,187.90
1997-98: actual budget $1,391 + carryover from previous year $281.25 = total $1,672.25
1998-99: actual budget $2,041 + carryover from previous year $307.35 = total $2,348.35

(note: the increase of $650 to the actual budget was for the BG Best awards)

1999-2000: actual budget $2,041 + carryover from previous year $545.19 = total $2,586.19
2000-01: actual budget $2,041 + carryover from previous year $746.55 = $2,787.55
2001-02: actual budget $3,041 + deficit carryover from previous year ($18.90) = $3,022.10

(note: the increase of $1,000 to the actual budget was for the Spirit awards)

It looks like last year a lot more was spent than in previous years. Again, I don't know exactly on what but I can get additional information if John Clark does not have the printouts from last year.

If you have other questions, be sure to let me know.

Linda

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Linda L. Hamilton
Director of Budgeting
Office of Finance and Administration
Bowling Green State University
Bowling Green, OH 43403-0080
Phone: (419) 372-8262
Fax: (419) 372-8446
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Chair’s Report—September 6, 2001

1. Discussions with Human Resources: Chair-elect Emch and I met bi-weekly at breakfast throughout the summer with H.R. representatives Ferguson and Wittwer. Early-summer discussions focused on final revision touches on our compensation process document, ASC Handbook Appendix G. Mid-summer, we discussed the University’s selective hiring freeze and proactive planning for administrative staff salary growth. Our late-summer meetings concentrated on health plan proposals and implications thereof. (More to follow on this item from Chair-elect Emch.)

2. Other meetings: Chair-elect Emch and I are meeting monthly with Classified Staff Council leaders Anne Tracy and Barbara Garay, with an eye toward determining how our councils can productively collaborate. One such collaboration we intend to pursue is sharing advertising costs for Spirit of BG nominations. We also are scheduled to meet monthly with Executive Vice President Dobb, once each term with President Ribeau, and once each term with the President’s Panel. Our bi-weekly meetings with H.R. will continue throughout the year.

3. Executive Committee: Executive Committee, which met on June 19, August 14, and August 28, recently has focused on health benefits and optimization of ASC budget.

4. FMLA/Leaves Committee: Nancy Vanderlugt and Beverly Stearns are representing us on this large, all-constituency committee. Human Resources V.P. Ferguson reports progress toward allowing 12+12 (for spouses who both work at BGSU) if we tighten our definition of “family” to more closely align with the legal definition. The issue: According to Ferguson, BGSU presently uses a more inclusive, more extended definition of “family” in its policy documents.

5. Salary market adjustment distributions: Five administration staff hired in position in 1995 (prior to Mercer implementation) received in August 2001 (retroactive to 7/1/01) market adjustment distributions H.R. considers commensurate with the group who had 5-8 years in position as of 12/31/99. “Commensurate,” in this context, was defined as “3rd quartile between the minimum and first quartile...of...pay grade.” To recap, all administrative staff with 9 or more years’ experience in position as of 12/31/99 were brought up to the midpoint of their 99/00 pay ranges in May 2000.
In August of 2000, employees with 5-8 years' experience in their current positions were brought to a specified position within their 99/00 pay ranges and closer to the midpoint. (Source: BGSU office of Human Resources.) As of 12/31/00, a strong majority of this 5-8 group (as of 12/31/99) was at or above pay range midpoint. Notably, the small group of employees who most recently received market adjustment distributions—employees now serving their 7th year in current position—still are below 1st quartile in their pay ranges and below many of their peers who started in position 1998-2001.

6. Non-compensation conciliation process: The process and process description document for non-compensation conciliation will be revised this fall, with a goal of presentation to Council in January and February (two readings) and presentation to the Board of Trustees on March 4. Council will also need to decide the manner of placing this document in our Handbook—e.g., as another appendix—because at present it exists only in online form on the H.R. website. (More from Personnel Welfare Committee on this issue.)

7. Council guest speakers: ASC Secretary Smith has arranged for the following guests to speak in upcoming Council sessions—Executive Vice President Dobb, October 4; President Ribeau, November 1; Provost Folkins, January 10. Smith also is working toward scheduling Board of Trustees Chair David Bryan for a visit to Council. Prior to each visitor’s Council appearance, we will seek questions or issues from Council Reps and constituents. As a courtesy to our guests, we will send these questions or issues to them at least two weeks prior to their visit.

8. Total Compensation Reports: H.R. has had a goal for several years of sending each BGSU employee a “Total Compensation Report” prior to fall open enrollment for health care plans. This fall, H.R. hopes to kick off this procedure, but the reports could not be distributed prior to open enrollment. Definition of what might be included in such a report is not complete, but it probably would include items such as total dollars applied in benefits in the previous year (dollar value of fee waivers, University payments in employee health care, etc.).

9. Professional Development Fund: The office of Human Resources is holding $6,000 for us this year in a professional development fund ($4,000 per year, plus carryover from last year). These funds are intended for distribution to administrative staff employees for professional development activities such as conference fees or related travel expenses. (More from Professional Development Committee on this item.)

10. Unofficial updates: The selective hiring freeze continues, although with some “thawing.” Recently, University and College administrators have kicked off a process of selective classified staff reassignment in order to fill vacancies without additional hiring.

11. Ferrari Award Reception: September 20th, 3:30-5:00 p.m., Mileti Alumni Center. (More from Awards & Recognition Committee.)

Report respectfully submitted by John M. Clark, 2001-2002 ASC Chair
Health Wellness and Insurance (HWI) Committee

On August 8, 2001 the HWI committee met to hear the report from a consultant from Findley Davies, Inc. The consultant reported the following:

1. If BGSU maintains the current medical, prescription drug and dental benefit plan designs, total funding will need to increase by 26.6% or $2.9 million, over the current funding levels in order to keep pace with projected cost increases.

2. BGSU's current plan designs have remained largely unchanged since September 1994. Most employers either adjust deductibles and copayments every 3-4 years, or index deductibles and copayments annually based upon medical inflation data.

3. Utilization (the number of services used by an individual) of medical services has increased significantly.

4. BGSU's policy of not requiring spouses to elect coverage through their own employer, coupled with BGSU's relatively rich benefits and low monthly employee contributions provides incentives for spouses to enroll in BGSU's benefit plans. Therefore, the University is responsible for health care costs for many people that would otherwise have their medical benefits paid by their own employer.

5. BGSU is not utilizing generic drugs (35%) as much as the national average (40%-42%) of total number of prescriptions filled.

6. Dental claims have been increasing 6%-9% over the past six years.

Some of the recommendations from Findley Davies:

1. For dental, increase the current $25.00 deductible/person to $50.00.

2. Review structure of payment for prescriptions.

3. Increase the doctor office visit copayments.

4. Eliminate medical Plans 1 (Traditional Basic Plus) and 3 (Traditional Comprehensive). All employees are under PPO (Preferred Provider Organization) Plan.

5. Increase deductibles.

6. Increase out of pocket maximums.

7. Require spouses of BGSU employee who work full time and whose employer offers health care coverage and pays at least 50% of health care premiums to enroll in their employer's health care plan. The spouse can then enroll in BGSU's plan as well. In this case, BGSU would be considered the secondary payer, while the spouse's employer would be the primary payer.
Please initial next to your name.

- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.

- Guest(s), please sign your name at the bottom in the space provided.

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Appendix G - Administrative Staff Compensation Plan
From the Administrative Staff Handbook
September 6, 2001

1. It was a charge to the PWC (Personal Welfare Committee) last year to update this document and recommend an equitable means for the compensation appeal process.

2. PWC researched and received input from various members of the BGSU community and also administrative members from other similar University communities. Discussions of Appendix G were held in Administrative Staff Council last year.

3. During the summer months, the PWC recommendations to Appendix G have been reviewed, modified, and approved by Human Resources (HR) and the ASC Executive Committee.

4. The original document is located on HR's web site:
   http://www.bgsu.edu/offices/ohr/handbooks/admin_compen_plan.pdf

5. The modifications to Appendix G are for procedures only. Policy changes need to be presented and approved by the Board of Trustees.

6. Two readings and approval are needed by Administrative Staff Council members to move this document forward. We can only submit Handbook recommended changes once a year at the March Board of Trustee meeting.
Minutes of Administrative Staff Council
September 6, 2001

Call to order: The meeting was called to order at 1:35 by Chair John Clark

Members Present: Linda Bakkum, Ann Betts, Amelie Brogden, Nora Cassidy, Tina Coulter, Jim Dachik, Carl Detter, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, David Garcia, Brady Gaskins, Kay Gudehis, Tony Howard, Sally Johnson, Sue Lau, Thad Long, Sandra Miesmer, Jane Myers, Pamella Phillips, Keith Pogan, Susan Sadoff, Diane Smith, Phyllis Short, Jack Taylor, Robin Veitch, Mary Beth Zachery, Robert Zhang

Guests: None

Members who sent substitutes: Joyce Blinn for Sally Dreier, Diane Regan for Barbara Waddell, Penny Nemitz for Sandra DiCarlo

Absent: Pat Booth, Wayne Colvin, Montique Cotton, Tom Scavo, Clarence Terry

Corrections to Minutes: Jim Dachik should have been added as a guest. James Dettmer should have been Carl Dettmer.

Approval of Minutes: Mary Beth Zachary moved, David Garcia seconded, and the minutes were unanimously approved.

Chair Report:
Discussions with Human Resources: Chair-elect Emch and Chair Clark met bi-weekly at breakfast throughout the summer with H.R. representatives Ferguson and Wittwer. Early-summer discussions focused on final revision touches on compensation process document, ASC Handbook Appendix G. Mid-summer, they discussed the University’s selective hiring freeze and proactive planning for administrative staff salary growth. Late-summer meetings concentrated on health plan proposals and implications thereof.

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Unofficial updates: The selective hiring freeze continues, although with some “thawing.” Recently, University and College administrators have kicked off a process of selective classified staff reassignment in order to fill vacancies without additional hiring.

Ferrari Award Reception: September 20th, 3:30-5:00 p.m., Mileti Alumni Center.

Penny Nemitz questioned ‘reasonable’ on goal #7. John Clark explained hours have not changed but stress has. Mary Beth Zachary explained it would be what is considered “normal.”

Chair-Elect Report: Laura Emch reported she has been meeting to discuss ways to manage the budget. She hopes to have more formal discussions.

Secretary’s Report: Diane Smith indicated that Executive Vice President Linda Dobb would be our guest speaker for the December 6 ASC meeting and Provost/Vice President John Folkins would be our speaker for the January 10 meeting. Deborah Fleitz has volunteered to contact David Bryan, Board of Trustees Chair, to speak at an ASC meeting.
Committee Reports:

- **Amendments** - No report

- **External Affairs** - ASC will not be involved in the ice cream social this year as there were not enough constitute groups interested to hold the event. Thad Long encouraged people to participate in the Black Swamp Festival on September 7, 8 & 9. He also reported that external affairs would be setting up and taking down for the Ferrari Awards Banquet.

- **Awards and Recognition** - Ferrari Fall Reception is at Milleti Alumni Center on September 20 at 3:30. BG Best Awards were awarded every month this summer.

- **Internal Affairs** - No report

- **Personnel Welfare** - Information will be available at the next ASC meeting regarding non-compensation.

- **Salary** - Dave Garcia indicated that the committee is finishing up CUPA data comparing it to other institutions.

- **Scholarship** - Nora Cassidy reported that six scholarship recipients would be recognized at the Fall Banquet. ASC awarded five $1000.00 scholarships and one $600.00 scholarship. The committee will begin meeting next week to discuss raffle items. Council was asked to think of volunteers to help supply raffle items.

Old Business: The January 3 ASC meeting has been changed to January 10. The ice cream social will not be an event during Homecoming this year.

New Business: APPENDIX G: Charge PWC worked on last year internally and externally. Final draft presented to Human Resources and Executive committee. Intended to improve equality. Procedural changes can be handled through ASC; policy changes must be addressed through the Board of Trustees. Two readings for approval. Hope to be in the handbook after the March meeting. This is only possible once a year. Diane Regan noted sexual orientation had been omitted. Latest draft contained sexual orientation and will be sent to council. Carl Dettmer asked for clarification regarding how evaluations and re-evaluations were done. Committees went from four teams of
four to five teams of three. John Clark indicated the hope to vote on approval at the next meeting in October. Keith Pogan questioned vice presidential level versus vice presidential area. This will be addressed with Human resources. Mary Beth Zachary commended PWC for all their hard work.

HWI (Health, Wellness, Insurance) clarification Linda Hamilton is representative.
Item # 4 has been approved; spouse would take his employment insurance as his primary coverage and BGSU as the secondary coverage. Intended to have respond during open enrollment in October. Sue Lau questioned pre-existing conditions. Indication is that those people would be grandfathered in. There will be a grace period if spouse is not in open registration period. Classified Staff Council will have a presentation by Human Resources regarding health plan proposals. ASC should have a representative at that meeting. Final meeting with upper management has not yet occurred. It was suggested that council members e-mail their questions and suggestions to Human Resources. There will be open sessions to discuss options.
Jack Taylor asked if all recommendations came from Findley-Davies, if this added cost to employees and how this affected salaries. Three plans have been discussed- single, family and single + one. People who utilize the system will pay more. Single + one would cost the least to the employee. Co-pay could increase 17-20 dollars. Increase deductions $150.00 or more. There will be new tiers to the drug plan. There will be a preferred list (80/20), non-preferred (20/40), generic (co-pay), lifestyle- no deduction. Sue Lau questioned if Medical Mutual was the best plan for BGSU. Findley-Davies indicated this was the best plan for BGSU.
Keith Pogan questioned how often the committee updated the preferred drug list.

Good of the Order:
- Tony Howard wondered if we would be moving our meetings to the Union after the first of the year.
- Joyce Blinn encouraged everyone to come to the Black Swamp Festival.
- Linda Bakkum suggested changing John Clark from academic department.
- Jane Myers invited everyone to the football game. She indicated that 3000 of the free tickets had been picked up.
- Robin Veith encouraged everyone to come to the game and buy 50-50 tickets.
- Brady Gaskins announced that the pool would be open on September 10.
- Susan Sadoff said that dining services would be having Pirogue Day on September 16.
Mary Beth Zachary announced that Jim Evans and Faculty Senate warmly welcomed her. ASC would have a seat on Faculty Senate, but not a vote.

Keith Pogan moved and David Garcia seconded to adjourn the meeting. The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

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

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

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

SCOPE

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

I. Objectives

It is the intent of the Administrative Staff Compensation Plan to

- Administer the Plan in accordance with the general policies of the University

- Provide a compensation plan that is internally equitable (AS DETERMINED BY COMPARING SIMILAR UNIVERSITY POSITIONS) and externally COMPETITIVENESS with the market. WHEN APPROPRIATE, THIS PLAN WILL BE DETERMINED BY COMPARING SALARY RANGES WITHIN THE UNIVERSITY WITH SALARY RANGES FOR SIMILAR POSITIONS IN THE MARKET OUTSIDE THE UNIVERSITY.

- Ensure equitable compensation for positions requiring similar educational levels, experience levels, skills, effort, working conditions, and levels of responsibilities

- Ensure that the administration of the position evaluations and grade level assignments is consistent and uniform throughout the University
• Provide for a review process that will address inequities
• Allow for the maintenance of competitive grade levels
• Provide policies and procedures which ensure that the Plan will be equitably and efficiently administered

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

A. Administrative Staff Advisory Team Members
The Administrative Staff (AS) Advisory Team CONSISTS of 16 (SIXTEEN) administrative staff members selected by the Administrative Staff Council (ASC) Executive Committee. Team members will serve three-year terms (SEPTEMBER 1 /AUGUST 31) WITH FIVE OR SIX NEW MEMBERS JOINING THE TEAM EACH YEAR. TEAM MEMBERS MUST BE INACTIVE FOR ONE YEAR AFTER COMPLETION OF THEIR THREE-YEAR TERM BEFORE THEY CAN BE CONSIDERED FOR RE-APPOINTMENT. 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. MEMBERSHIP TO THIS COMMITTEE SHOULD INCLUDE REPRESENTATIVES FROM ALL FUNCTIONAL AREAS.

The team's PRIMARY RESPONSIBILITY IS TO collaborate with Human Resources in the re-evaluation of JOB Analysis Questionnaires. Human Resources and past members of the Administrative Staff Advisory Team TRAIN TEAM MEMBERS to analyze, evaluate, and recommend a grade level (numeric ranking) for CURRENTLY OCCUPIED ADMINISTRATIVE STAFF POSITIONS.

Each time an administrative staff position is re-evaluated, Human Resources selects FOUR members from the Team to participate in the process, ATTEMPTING TO ROTATE PARTICIPATION EQUALLY AMONG MEMBERS. ONE TEAM MEMBER MUST BE FROM THE SAME VICE-PRESIDENTIAL AREA AS THE POSITION BEING RE-EVALUATED. THE OTHER THREE TEAM MEMBERS SHOULD BE FROM DIFFERENT VICE-PRESIDENTIAL AREAS. IF ONE MEMBER OF THE FOUR-PERSON TEAM FEELS IT IS NECESSARY TO RECUSE HIM/HERSELF THE PROCESS CAN CONTINUE WITH A THREE-MEMBER TEAM. IF MORE THAN ONE TEAM MEMBER WISHES TO BE RECUSED, A NEW TEAM MAY BE ASSIGNED. THE HUMAN RESOURCE DIRECTOR APPOINTS TWO MEMBERS OF THE HUMAN RESOURCE STAFF TO SERVE AS COMMITTEE MEMBERS.

ADMINISTRATIVE STAFF TEAM members also participate in the Conciliation/Appeals process, BUT INDIVIDUAL team members MAY NOT participate in BOTH the re-evaluation AND THE APPEALS PROCESS FOR THE SAME POSITION.

ADMINISTRATIVE STAFF ADVISORY TEAM MEMBER ROTATION

THE ADMINISTRATIVE STAFF ADVISORY TEAM CONSISTS OF 16 (SIXTEEN) ADMINISTRATIVE STAFF MEMBERS SELECTED BY THE ASC EXECUTIVE COMMITTEE FOR STAGGERED THREE-YEAR TERMS.
A. Members will begin service on September 1 and serve for three years ending on August 31.

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

C. Membership to this committee should be represented by the functional areas. If the university structure changes, the next members appointed should address any committee inequities resulting from the new structure.

D. 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.

E. No members shall serve consecutive three-year terms.

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

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

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

E. Pay Range
   The pay range is the compensation for a particular grade level. Each pay range has a designated minimum, midpoint and maximum. In 2001/2002 for example, in grade level 14 the minimum is $33,404, the midpoint is $42,590, and the maximum is $51,776.

F. Administrative PRESIDENT’S Compensation Working Group
   The PRESIDENT’S Administrative Compensation Working Group is comprised of administrators appointed by the President. This group routinely reviews issues regarding the plan and decides the outcome of the appeals process.

III. Policies
   The following policies have been established for the maintenance and management of the Administrative Staff Compensation Plan.
A. New Administrative Staff Hire
New administrative staff generally is hired between the minimum and midpoint of a grade level. A salary assigned above the midpoint requires prior approval by the Vice-President, after consultation with the Offices of Human Resources and EQUITY, DIVERSITY AND IMMIGRATION SERVICES (EDIS). (Number 2 - Approved by Board of Trustees, September 13, 1996.)

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

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

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

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

D. Interim/Acting Positions
Definition:
A staff member is assigned to a position on an interim/temporary/acting basis.

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy:
Staff progress through pay ranges based on meritorious performance. Human Resources, in conjunction with the Administrative Staff Council Executive Committee, will develop by the year 2002 criteria and a process for staff to reach the midpoint of a pay range.

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

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

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

IV. Administrative Compensation Plan Position Evaluation/Re-evaluation Processes
The position evaluation process is the method by which positions are evaluated against a uniform set of criteria and assigned to established grade levels and appropriate pay ranges. Human Resources conducts the evaluations for new positions. Human Resources AND THE Administrative Staff Advisory Team JOINTLY conduct the re-evaluation of OCCUPIED positions. RE-EVALUATION OCCURS WHEN INITIATED BY THE INCUMBENT, THE SUPERVIOR(S), OR HUMAN RESOURCES. It is anticipated THAT RE-EVALUATION INITIATED BY THE INCUMBENT OR THE SUPERVIOR(S) FOR A SPECIFIC POSITION WILL OCCUR no more than once every
two years. Position evaluations/re-evaluations are normally completed in twelve (12) weeks FROM THE TIME THE JAQ IS SUBMITTED TO HUMAN RESOURCES unless there is an agreement to extend the timelines AND ALL PARTIES ARE INFORMED.

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

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

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

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

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

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

Re-evaluation Process for Administrative Staff Positions INITIATED BY THE INCUMBENT AND/OR SUPERVISOR:

1. The initiator completes the Job Analysis Questionnaire that is found on Human Resources website http://www.bgsu.edu/offices/ohr/forms. The criteria used in the grading process is also on this website. If the initiator is the employee, the completed Questionnaire is forwarded to both the immediate supervisor and the second-level supervisor for signature and comment. When an initiator is a supervisor, area head, or Vice-President, the supervisor meets with the incumbent to discuss position responsibilities and obtain signatures on the Questionnaire. The supervisor comments, signs, and forwards the Questionnaire to the second-level supervisor. Supervisor and employee retain a copy.

2. Upon receipt of the Questionnaire, the second-level supervisor evaluates, comments, signs, and forwards THE JAQ to Human Resources.

3. Upon receipt of the completed JOB Analysis Questionnaire, Human Resources logs in THE JAQ, NOTIFIES THE INITIATOR, and begins a tracking/timeline. Human Resources reviews all documents for completeness, gathers additional information as needed, and distributes the documents to the HR/AS Advisory Team. ANY CHANGES, ADDITIONS, OR DELETIONS MADE TO THE JAQ BY HUMAN RESOURCES MUST BE FORWARDED TO THE EMPLOYEE AND SUPERVISOR.
4. The HR/AS Advisory Team analyzes, evaluates, and recommends a grade level based on the established criteria. In the event the HR/AS Advisory Team requests additional information, Human Resources gathers the additional information and forwards it to the Team.

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

6. AFTER INPUT FROM THE IMMEDIATE SUPERVISOR AND/OR THE SECONDARY SUPERVISOR, the Vice-President or President/Designee reviews all documents and forwards a written decision about the position to Human Resources.

7. IMMEDIATELY following the Vice-Presidential or Presidential/designee decision, Human Resources forwards copies of the re-evaluation results, INCLUDING DOCUMENTATION THAT SUPPORTS THE COMMITTEE'S RECOMMENDATION to the employee and the appropriate supervisory structure. Additional information can be requested from Human Resources.

8. Administrative staff and/or initiators who do not agree with the determination MAY meet with Human Resources and, if appropriate, the immediate supervisor FOR FURTHER EXPLANATION. If there is STILL no agreement, the staff member and/or initiator may follow the Conciliation/Appeals process.

V. Conciliation/Appeals Process

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

There are three steps in the process:
1. Conciliation Meeting
2. Appeals Board
3. Presidential Appeal

A. Conciliation Meeting

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

- Employee
- Immediate Supervisor
- Vice-President or President/designee
- Assistant Provost for Human Resources/designee
- ASC Review Team member from the initial re-evaluation team
The process is normally completed within four (4) weeks unless there is AN AGREEMENT to extend the timelines AND ALL PARTIES ARE INFORMED.

Process:
1. Within seven (7) calendar days after RECEIVING THE VICE-PRESIDENTIAL OR PRESIDENTIAL/DESIGNEE DECISION AND REVILENT DOCUMENTATION FROM HUMAN RESOURCES, the initiator/INCUMBENT informs Human Resources IN WRITING of the intent to enter into conciliation.

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

3. HUMAN RESOURCES COORDINATES A MEETING WITH THE APPROPRIATE PARTIES. A MEETING MUST BE CONVENED WITHIN THIRTY (30) CALENDAR DAYS OF THE REQUEST FOR CONCILIATION.

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

5. If the meeting results in a change of grade level for the position in question, Human Resources, IN CONJUNCTION WITH THE INITIATOR/INCUMBENT, RECOMMENDS the effective date of the change TO the Vice-President. No action is necessary if the meeting results in no change in the position.

6. If the initiator/INCUMBENT is not satisfied with the decision, she or he can request an Appeals Board REVIEW.

B. Appeals Board

The Appeals Board provides the initiator of the appeals process an opportunity to achieve resolution through the involvement of administrative staff in reviewing the appeal and making recommendations to the PRESIDENT'S Administrative Compensation Working Group. The Appeals Board consists of five (5) members of the Administrative Staff Advisory Team who have not been involved in the re-evaluation or conciliation process. HUMAN RESOURCES IS AVAILABLE AS A RESOURCE. The process is normally completed within SIXTEEN (16) weeks unless there is AN AGREEMENT to extend the timeline AND ALL PARTIES ARE INFORMED.

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

2. Within seven (7) calendar days of notification of the intent to appeal, Human Resources forwards the appeals packet (AN APPEAL REQUEST FORM, JAQ, FACTOR SHEET, AND SUPPORTING
DOCUMENTATION) to the initiator.

3. Within fourteen (14) calendar days of receiving the appeals packet, the initiator completes the APPEAL REQUEST FORM and forwards ANY SUPPORTING DOCUMENTATION to Human Resources.

4. Upon receipt of the completed documentation, Human Resources forwards a copy of the initiator’s completed appeals packet and any other documentation to the Vice-President or President/Desigee. Within fourteen (14) calendar days of receiving the information from Human Resources, the Vice-President or President/Desigee ACKNOWLEDGES RECEIPT OF THE PACKET AND FORWARD ANY COMMENTS, in writing, to Human Resources. Human Resources forwards a copy of the response to the initiator.

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

6. Within seven (7) calendar days of receiving the completed documentation from the Vice-President or President/Desigee, Human Resources forwards THIS documentation AND THE INITIATOR’S DOCUMENTATION to the Appeals Board.

7. Within fourteen (14) calendar days of receipt of the completed documentation, the Appeals Board meets TO REVIEW THE ORIGINAL RE-EVALUATION DECISION AND SUBSEQUENT DOCUMENTATION TRIGGERED BY THE APPEALS PROCESS.

8. Within seven (7) calendar days of the review, the Appeals Board submits its recommendation AND SUPPORTING RATIONALE in writing to Human Resources, initiator, Vice-President or President/Desigee and Administrative PRESIDENT’S Compensation Working Group.

9. Within thirty (30) calendar days of receiving the recommendation of the Appeals Board, the Administrative PRESIDENT’S Compensation Working Group, without the Vice-President or President/Desigee where the appeal occurs, reviews the recommendation of the Appeals Board and makes a decision.

10. Within seven (7) calendar days of making a decision, the Administrative PRESIDENT’S Compensation Working Group will submit the decision AND SUPPORTING RATIONALE in writing to the initiator, supervisor, Vice-President or President/Desigee, and Human Resources.

11. If the decision results in a change of grade level, Human Resources RECOMMENDS the effective date of the change with the Vice-President or President/Desigee.

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

C. Presidential Appeal
1. Within seven (7) calendar days of receiving the decision of the Administrative PRESIDENT'S Compensation Working Group, the initiator or Vice-President appeals in writing to the President or his/her designee of the University. THE DESIGNEE CANNOT BE FROM THE INITIATOR'S VICE PRESIDENTIAL AREA, HUMAN RESOURCES, OR PRESIDENT'S COMPENSATION WORKING GROUP. If the position reports directly to the President, the President appoints a designee for this process.

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

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

LAST REVISION DATE: July 3, 2001

APPROVAL FROM ASC:
ASC MEETING
October 4, 2001 1:30-3:00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

Call to Order
Introduction of Substitutes

Guest Speakers: University Vision & Values Committee
Don Nieman, Eileen Sullivan

Approval of September 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
  Reporting /summarizing ASC successes and challenges

Good of the Order

Adjourn
Chair Evans thanked the university community for the support for the memorial and following teach-ins re Sept 11. Reminded us that as citizens we should support our government and that as academics we need to remember to support academic freedom, that we are the prime venue for discussing ideas and culture.

The economy of the state is down and getting worse. Reversion of funds can be anticipated. We all need to be better advocates to our government representatives. Three presentations took the rest of the time, The New Dean of Firelands, Dr. Dobb and others speaking about distance education and tools that can be used for such, and Dr. Eileen Sullivan speaking of the work of the committee on Values and BG Experience.

The discussion of Health Care changes was postponed. That's what I was there for...
ASC Chair's Report—October 4, 2001

Compensation: Spirited discussion of compensation issues took place in Executive Committee on September 25th. The committee concluded that our highest priorities need to be (1) indexed salary range movement, (2) means for range penetration adjustments, and (3) long-term planning for increases in real spendable income.

Faculty Senate has conducted a comprehensive study of BGSU faculty's thoughts about compensation and has proposed that merit pools be capped at 2%, anything greater than 2% going into super-merit, to be distributed as individual areas see fit.

Health-care insurance plan: Executive Vice President Dobb called constituent groups together on September 18th to update us on the thinking of the President's Cabinet. It appears likely that nearly all of the HWI Committee's recommendations will be carried forward for Board approval on October 5th. If approved, these recommendations would lead to small-forum educational sessions for employees throughout October and required open enrollment (in which all BGSU employees must participate, even if they do not elect coverage) during November. Administration's philosophical consensus is that BGSU should contribute 85-90% of employee health care expenses and employees should contribute 10-15%.

Some changes likely to be proposed are:

- Elimination of plans I and III
- Creation of a new plan category, single + one
- Small increases in prescription drug and office visit co-pays
- Small increase in annual deductibles
- Addition of a 4th tier to drug classifications; employees would pay 100% of cost for "life style" drugs (Viagra, birth control) but get reduced prices through the Health Center
- Dental visit employee payout increased for non-cleaning services
- Increases in single coverage employee payout and family coverage payout; cost savings for employees currently on family who can switch to single + one.

ASC Budgeting: Clark met in September with several representatives of ASC Awards & Special Recognitions Committee to discuss means of getting maximum effect for our budget dollars. Awards Committee agreed to look into alternate means of advertising for award nominations, including collaboration with Classified Staff Council, and our ASC webmaster Roxanna Foster plans to attend a Blackboard workshop session as a first step in getting Administrative Staff Council added to the "Organizations" list in the BGSU web portal.

Executive Committee believes we must begin to reduce catering costs for award receptions, especially the spring (BG Best) reception. A suggestion also has been made to move future ASC receptions to the University Union, in the belief that a more central location might improve attendance. We have been charged for using Olscamp, in the past.) Chair suggests that Awards Committee attempt to coordinate with Brian Benner, who suggested this move.

Meetings with administration: ASC leaders will be meeting in October with the Board of Trustees, with the Executive Vice President, with the President, with the President’s Compensation Committee, with the President’s Cabinet, with CSC leaders (we’ve already met with Constituent Group Caucus), and, as always, with H.R. Because of health plan issues, two meetings with Dr. Dobb have been postponed; we have yet to re-introduce the question of an increased budget for ASC.
Please initial next to your name.

- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.

- Guest(s), please sign your name at the bottom in the space provided.

ALTERNATE: 

SUBSTITUTING FOR: 

GUEST(S) FROM:

- Alternate: 
- Substituting for: 
- Guest(s) From:
Minutes of Administrative Staff Council
October 4, 2001

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Linda Bakkum, Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Detter, Sandra Di Carlo, Sally Dreier, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, Brady Gaskins, Kay Gudehus, Tony Howard, Sally Johnson, Sue Lau, Thad Long, Jane Myers, Pamella Phillips, Keith Pogan, Diane Smith, Tom Scavo, Phyllis Short, Jack Taylor, Barbara Waddell, Mary Beth Zachary, Robert Zhang

Guests: Linda Dobb, Don Neimen & Eileen Sullivan, University Vision & Values Committee

Members who sent substitutes: None

Absent: Pat Booth, Montique Cotton, David Garcia, Sandra Miesmer, Susan Sadoff, Clarence Terry, Robin Veith

Correction to Minutes: None

Approval of Minutes: Tina Coulter moved, Mike Fitzpatrick seconded, and the minutes were unanimously approved.

Guest Report: Linda Dobb, Executive Vice President discussed the Faculty Merit Policy. Provost Middleton put the policy forth in 1997. If raise was 3% or less you received 3% average three years of merit. Policy was adopted - Recently faculty with John Foltins- Many people believed 100% real merit or some other change. The faculty was surveyed. Stated you should be up to 2% if you met expectations and an additional percent for merit. Jim Evans and David Albrick were on the committee. Will have special session of senate. Linda Dobb shared concerns as to whether ASC and CSC would have to follow the same merit.

Mary Beth Zachary, ASC representative to Faculty Senate felt it should not be unilateral. John Clark stated that at Constituent Group Caucus, Jim Evans said Faculty Senate has a sub-committee revising the university's merit policy. Mary Beth Zachary indicated that there is no university merit policy, each group has their own policy.
At tomorrow’s board meeting (10/5/01) health care policy changes will be discussed, along with some discussion on the capital plan. Bookstore will not be outsourced.

John Clark announced that there was a plan to have open enrollment in November. Human Resources will be providing information through informational sessions in October. After tomorrow John Clark and Laura Emch will provide information to those who have questions.

Eileen Sullivan and Don Neimen from the University Vision and Values Committee provided a power point presentation outlining the charge issued to them by President Ribeau and explaining how they hoped to implement with faculty, staff and students. A handout entitled "Critical Thinking About Values: A Community Discussion" was provided for all.

Deborah Fleitz questioned giving 'carrots' to get people to attend meetings. Kay Gudehus wants work ethics to be a part of the values discussions.

**Chair Report: Compensation:** Spirited discussion of compensation issues took place in Executive Committee on September 25th. The committee concluded that our highest priorities need to be (1) indexed salary range movement, (2) means for range penetration adjustments, and (3) long-term planning for increases in real spendable income.

Faculty Senate has conducted a comprehensive study of BGSU faculty’s thoughts about compensation and has proposed that merit pools be capped at 2%, anything greater than 2% going into super-merit, to be distributed as individual areas see fit.

**Health-care insurance plan:** Executive Vice President Dobb called constituent groups together on September 18th to update us on the thinking of the President’s Cabinet. It appears likely that nearly all of the HWI Committee’s recommendations will be carried forward for Board approval on October 5th. If approved, these recommendations would lead to small-forum educational sessions for employees throughout October and required open enrollment (in which all BGSU employees must participate, even if they do not elect coverage) during November. Administration’s philosophical consensus is that BGSU should contribute 85-90% of employee health care expenses and employees should contribute 10-15%.

Some changes likely to be proposed are:
• Elimination of plans I and III
• Creation of a new plan category, single + one
• Small increases in prescription drug and office visit co-pays
• Small increase in annual deductibles
• Addition of a 4th tier to drug classifications: employees would pay 100% of cost for “life style” drugs (Viagra, birth control) but get reduced prices through the Health Center
• Dental visit employee payout increased for non-cleaning services
• Increases in single coverage employee payout and family coverage payout; cost savings for employees currently on family who can switch to single + one.

ASC Budgeting: Clark met in September with several representatives of ASC Awards & Special Recognition's Committee to discuss means of getting maximum effect for our budget dollars. Awards Committee agreed to look into alternate means of advertising for award nominations, including collaboration with Classified Staff Council, and our ASC webmaster Roxanna Foster plans to attend a Blackboard workshop session as a first step in getting Administrative Staff Council added to the “Organizations” list in the BGSU web portal.

Executive Committee believes we must begin to reduce catering costs for award receptions, especially the spring (BG Best) reception. A suggestion also has been made to move future ASC receptions to the University Union, in the belief that a more central location might improve attendance. (We have been charged for using Olscamp, in the past.) Chair suggests that Awards Committee attempt to coordinate with Brian Benner, who suggested this move.

Meetings with administration: ASC leaders will be meeting in October with the Board of Trustees, with the Executive Vice President, with the President, with the President’s Compensation Committee, with the President’s Cabinet, with CSC leaders (we’ve already met with Constituent Group Caucus), and, as always, with H.R. Because of health plan issues, two meetings with Dr. Dobb have been postponed; we have yet to re-introduce the question of an increased budget for ASC.

Chair Elect Report: No report.

Secretary's Report: Diane Smith reported that David Bryan would be attending February 7, 2002 meeting. She thanked Deborah Fleitz for making the initial contact.
Beverly Sterns from the leave committee reported via e-mail that she did not have any information more current than late August. Bev has agreed to serve as chair of the committee. She will be meeting with Dona Wittwer on October 4 to review progress the committee has made to date. Further progress reports are forthcoming.

**Committee Reports:**

- **Amendments:** No report
- **External Affairs:** The Holiday Parade is November 17. Thad Long is looking for a vehicle for the parade. He asked for candy for the parade. Candy can be dropped off at the library or the field house.
- **Awards and Special Recognition's:** Tony Howard stated that the committee had met with classified staff with the hopes of cutting costs for the awards.
- **Internal Affairs:** No report
- **Personal Welfare:** Brady Gaskins will be meeting at a later date regarding the non-compensation conciliatory document.
- **Professional Development:** Ann Betts stated that the form for professional development would go out on October 5. $500.00 is available per person.
- **Salary:** No Report
- **Scholarship:** Nora Cassidy stated that a new member has joined the scholarship committee. The committee will meet on October 5.

**Old Business:** Reading of Appendix G. This is not a policy change; Merle provides details and clarification. Two corrections from Mary Beth Zachary page 1, 11, and 12. Mary Beth Zachary moved to accept the revised draft and add it to the handbook, Brady Gaskins seconded

**New Business:** BGSU will be undergoing re-accreditation through North Central. Mark Gromko contacted John Clark. ASC has been asked to write a section of the report on tracking the successes and challenges of Administrative Staff Council. Since this information is available in several other offices, ASC has been asked to provide a
summary of challenges and successes. Mark Gromko wants the report by October 22. Mary Beth Zachary said it would be good to point up successes, a general statement of scholarship, efforts toward staff development. Nora Cassidy asked if this information had been reported in past minutes. Pam Phillips suggested that each committee submit a paragraph. Wayne Colvin suggested that past chairs be contacted. Mary Beth Zachary said she would ask University Archivist, Ann Bowers.

**Good of the Order:**

- John Clark said that the BGSU staff questionnaire would be going out. He encouraged all to return.

- Jim Dachik announced "Opening Night at Ballyhoo" for October 5. Also encouraged all to attend the performance of Eva Marie Saint and husband.

- Wayne Colvin informed us that the new phone would be changed over beginning on October 11. Voice mail will be down for part of the day. He reminded all to sign up for training.

- Sally Dreier announced the Learning Fair for October 18. All students are invited.

- Mary Beth Zachary clarified that there is no university merit. She also announced that Jim Evans thanked all administrative staff for attending the memorial service for Sept. 11 and for supporting academic freedom.

- Pam Phillips asked all to give blood on October 22 at the bloodmobile.

- Jack Taylor apologized for not having the United Way Pledge cards out yet. They should be out by Tuesday, October 9. The drive runs through the second Friday in November (11/9)

Wayne Colvin moved and Mike Fitzpatrick seconded to adjourn the meeting. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Diane Smith
Secretary
ASC Compensation Goals—2001/2002
Talking Points with President’s Compensation Committee—10/22/01

1. Equitable, “regularized” compensation for extra-duty administrative teaching
   a. Issue statement: Administrative staff who teach BGSU classes outside their assigned position responsibilities often receive no compensation or, if they do, usually receive “overload” compensation well below the rate paid to adjunct instructors with similar or lesser credentials. Four-plus years of research on this topic have revealed 40-50 admin staff teaching each term (some within contracted duty) and no historical rationales for the administrative teaching overload procedure.
   b. Perceived effects:
      i. Improved morale
      ii. Contracting for all instructors of record protects the University
      iii. Evens the playing field for adjuncts and admin staff alike
      iv. Decreases exploitation of admin staff
      v. Minimal economic impact: While increased teaching compensation might result, departments should already have budgeted adjunct salaries for unstaffed sections
   c. Discussion:

2. Annually indexed administrative staff salary range adjustments
   a. Issue statement: Based on Mercer Co.’s recommendation, the original (1995/96) aggregate placement for BGSU administrative staff salary ranges was 50th percentile of relevant market. In July 2001, Mercer judged our admin salary range mean as 43rd percentile of market. ASC’s primary compensation goal for 2001-2002 is annual range adjustment indexed to keep our ranges at or near the 50th percentile of market.
   b. Perceived effects:
      i. Keep appropriate market-oriented compensation benchmark within view
      ii. Allow realistic proportional measurement of salaries relative to market (e.g., employees holding steady within pay range are holding steady relative to market if the range is holding steady)
      iii. If individual annual merit equals or is lesser than annual indexed range movement, range maximum will not constrain (except for employees already above maximum)
      iv. If employee salary is below first quartile of range and annual merit is significantly lower than indexed range movement, adjustment to minimum may be required. In years of weak merit, most individual salaries would lose range penetration
   c. Discussion:
3. **Hire-in-position salaries not below 25th percentile without approval of a hiring team consisting of hiring officer, H.R. representative, and area V.P.**
   a. Issue statement: Since 1995/96, even with relatively strong state economies and institutional economic growth, only one-time market adjustments and upward position reevaluations have created significant salary range penetration for individual employees. ASC's goal for individual salaries is at least the 50th percentile of realistically market-based range for administrative staff with consistently meritorious performance, "full competency," and significant years in position. Hire-in salary at or above the 25th percentile of range is essential for employees to reach range midpoint within 10-15 years, barring extra-procedural adjustment.
   b. Perceived effects:
      i. Improved administrative recruitment
      ii. Improved administrative retention
      iii. Higher productivity and performance quality
      iv. Lower replacement-associated cost and use of employee resources for hiring-related activities
      v. Along with annually indexed movement of ranges, some necessity of inversion/compression raises for continuing employees (current employees could not be allowed to slip below 25th percentile)
      vi. If the conditions of item v were true, an increased percentage of our admin staff salaries probably would be clustered around the middle of the pay ranges (ideal)
   c. Discussion:

4. **Targeted growth in real, spendable income for administrative staff**
   a. Issue statement: Since 1995/96, annual merit available to BGSU's administrative staff has averaged approximately 3.1% while annual increases in consumer price index have averaged 3.4%. Even in periods of relative financial plenty, one-time across-the-board or individual market adjustments appear necessary just to maintain financial status quo for our administrative staff. To avoid financial slippage contradictory to the employee's professional growth and value to the institution, BGSU should place a high priority on annual merit thresholds greater than the increase in regionally adjusted c.p.i.
   b. Perceived effects:
      i. After aggregate ranges have been readjusted to the 50th percentile of relevant market, merit even .1% greater than regionally adjusted c.p.i. movement for the year will assure some degree of real salary penetration of realistic salary ranges
      ii. Even a 10% increase in annual merit pool (perhaps 1/5 of a percent) will necessitate further sacrifice—by institution and individual employees
   c. Discussion:
5. Market adjustment pool  
   a. Issue statement: We must establish clearly articulated guidelines for possible "market" salary adjustments. If we accept a 50th percentile of market as an appropriate salary target for meritorious admin staff and accept 25th percentile of range as an appropriate lower threshold for hiring, the minimum adjustment of merit pools necessary to permit growth in real spendable income still would fall short of growing salaries from 25th to 50th percentile of range within 10 years. If, additionally, we allow some employees and some supervisors to negotiate accelerated salary growth, equity demands that clear articulation of rational guidelines for such market adjustments.
   b. Perceived effects:  
      i. The articulated possibility of market-based salary adjustment may aid in retention of some of our best administrative employees, particularly those whose expertise is not amenable (or less amenable) to lateral movement within BGSU  
      ii. Salary increases and open pursuit of equal opportunity increase morale  
      iii. Ideally, budget would be balanced by improved retention and productivity  
   c. Discussion:  

6. Non-compensation conciliation revision  
   a. Statement of issue: A revision draft is attached for the administrative staff non-compensation conciliation process. The previous policy statement contained flaws that, when the conciliation process was tested this past year, led to employee dissatisfaction. In addition to minor editing revisions, we are proposing significant changes: (1) streamlined process timeline, with full communication at every step; (2) the possibility of an advocate to accompany the employee during conciliation; (3) movement of the area V.P. to the second process stage, conciliation appeal.
   b. Perceived effects:  
      i. Employee is fully apprised of judgments/responses and is not kept in suspense for months—debilitating to health and productivity—for a decision.  
      ii. A colleague or peer in attendance may reduce employees' anxiety and increase their success in objectively, cogently presenting their perspectives  
      iii. Moving the area V.P. from the first conciliation meeting to the appeal stage allows the employee a fresh and presumably unbiased appeal audience  
   c. Discussion:
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Total: 518

Percentages of total only using employees that are not in interim positions or in grades above 0.

Interim positions and positions graded 00 not in years in current position or on the ranges counts or percentages.
BGSU HealthCare Enrollment and Change Form

(PLEASE USE BALL POINT PEN)

**ENROLLEE:**
- **CHANGE**
- **NEW ENROLLEE**
- **GROUP #**

**CHANGES:**
- Add Dependents due to:
  - Marriage, Birth, Adoption
  - Divorce, Death, Other-

**Last Name** First Name M Initial

**Address**

**Employee Date of Birth** MO. DAY YR.  MO. DAY YR.  MO. DAY YR.

**Daytime Phone #**

**Sex**

**Marital Status:**
- Single
- Married
- Legally Separated
- Widowed
- Divorced

**BGSU ID #**

**Employee Social Security Number**

**Date of Hire/Full Time MO. DAY YR.**  MO. DAY YR.  MO. DAY YR.

**Admin **

**Faculty **

**Classification **

**Level of Benefits:**
- Employees
- Employee + 1 Family

**MEDICARE INFORMATION**
- Are you covered by Medicare?

- YES NO

- If YES, Medicare No.

- Effective Date:

- Is your spouse covered by Medicare?

- YES NO

- If YES, Medicare No.

- Effective Date:

- Is Hemodialysis your spouse covered by Medicare?

- YES NO

- If YES, Medicare No.

- Effective Date:

**QUESTIONS**

- Is your spouse employed?

- YES NO

- NC Full-time Part-time Self-Employed

- Name of Employer

- Are you or any of your family members have other health/vision insurance? (This includes coverage with any other plan or any other medical mutual of Ohio Part)

- DOES NO

- Active Retired

- If YES, by whom?

- Name of Insurance carrier

**OTHER INSURANCE INFORMATION**

**What date did your most recent health insurance program become effective?**

- If yes, check box if no previous/current coverage?

- CHANGES:

- D New

- OTHER EVENT

**RELATIONSHIP**

**BIRTHDATE**

**MO. DAY YR.**

**SEX**

**ONLY IF DIFFERENT**

**FIRST NAME**

**SOC. SEC. NO.**

**OVER AGE DEPENDENT STATUS**

- **Spouse**

- **Child**

- Adopted

- Stepchild

- Other

- **Disability**

- Disabled Medicare Elig.

- Hemodialysis

- Disability

- Student

- **Other**

- D Disabled Medicare Elig.

- Hemodialysis

- Disability

- Student

- **Seniors**

- Hemodialysis

- Disability

- Student

- **Student**

- Hemodialysis

- Disability

- Student

- **Student**

- Hemodialysis

- Disability

- Student

- **Student**

- Hemodialysis

- Disability

- Student

**SIGNATURE**

Applicant's Signature ______________________  Date: __________

**WAIVER**

I hereby waive coverage under the health insurance program.

[ ] FOR MYSELF  [ ] FOR MYSELF AND FAMILY MEMBERS

I understand that if I decide to enroll or add family members at a later date, I may be required to meet certain medical underwriting requirements before coverage will be offered.

Signature ______________________  Date: __________

**WARNING:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. (Ohio Revised Code Section 3999.21)
Conciliation Process for Non-Compensation Complaints

(DRAFT REVISION)
October 8, 2001

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

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

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

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues. Issues regarding alleged discrimination or harassment will be investigated by the Office of Equity, Diversity and Immigration Services (OEDIS) through established procedures.

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

There are two three steps in the process:

1. Conciliation Meeting with Second Level Supervisor.
2. Vice Presidential Appeal
3. Presidential Appeal—Review

Step 1: Conciliation Meeting with Second Level Supervisor.
The Conciliation Meeting, facilitated by the Assistant Provost Vice President for Human Resources/designee, provides the staff member and the Vice President or President/Designee his/her second level supervisor with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:

- Employee Staff Member/ Advocate.
- Immediate Supervisor.
- Vice President or President/Designee, Second Level Supervisor
- Assistant Provost Vice President for Human Resources/Designee

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

Process:
The staff member will inform Human Resources and the immediate supervisor in writing that she or he requests to enter into conciliation. This notice shall be given within fourteen (14) calendar days of the incident prompting the request for conciliation.

1. Upon receipt of the request to enter conciliation, Human Resources begins a tracking/timeline.
2. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources forwards the documentation to all involved and schedules the meeting.
3. A current member of the BGSU Administrative Staff (non-family member) acting as an advocate may accompany the employee to the conciliation meeting. Advocates may assist in clarifying points discussed in the meeting.

4. In the event the second level supervisor is the division Vice President, a designee will be appointed so the Vice President is able to participate in step 2, if required.

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

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

7. If no resolution is reached, and the staff member is not satisfied with the decision, she or he can appeal directly to the Divisional Vice President.

Step 2: Presidential Vice Presidential Appeal
1. Within seven (7) calendar days of receiving the decision, the staff member appeals, in writing, to his/her Vice President and the Office of Human Resources of the University. If the staff member filing the complaint reports directly to the President, the President appoints a designee for this process.

2. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources schedules the meeting. Attendees are the same as at Step 1 with the addition of the Vice President.

3. Within thirty (30) fourteen (14) calendar days after receiving the appeal meeting, the Vice President or designee responds, in writing, to the staff member, supervisor, vice president, and Human Resources.

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

The decision of the President or designee is final.

Step 3: Presidential Review
1. Within seven (7) calendar days of receiving the Vice President’s decision, the staff member may request a review, in writing, to the President of the University.

2. The President will review the staff member’s request for review, the Vice President’s decision and the written outcome of the original conciliation meeting and render a decision.

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

Approved by Administrative Staff Council on May 7, 1998
ASC MEETING
November 1, 2001 1:30-3:00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

Call to Order
Introduction of Substitutes

Guest Speakers: President Sidney Ribeau

Approval of October Minutes

Chair's Report

Chair-Elect's Report

Secretary's Report
Questions and/or issues for Linda Dobb to discuss at December ASC meeting

Committee Reports

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

Old Business

New Business
- Update on enrollment forms
- Constituent list procs as message service for general university announcements
- Jewel Hanna- methods for ASC to assist with medical issues

Good of the Order

Adjourn
ASC Chair's Report—November 1, 2001

A number of news and discussion items have arisen from meetings during the past month of ASC leadership with University administration and/or other constituency leaders.

Board meeting, October 5th. There were no surprises at this Board meeting. The trustees adopted the health care proposals without significant discussion or argument. In the finance subcommittee session, Bob Waddle reported a projected completion date for the Union renovation of December 28th. Finance subcommittee chair Valerie Newell noted that the increase in student general fee that will result from the Union renovation ($80) precisely matches the target established five years ago, when planning for the renovation began.

Compensation: Spirited discussion of compensation issues took place in Executive Committee on September 25th. The committee concluded that our highest priorities need to be (1) indexed salary range movement, (2) means for range penetration adjustments, and (3) long-term planning for increases in real spendable income. At the meeting with President's Compensation Committee on October 22nd, Clark and Emch presented these items as requests, along with another request for action on the teaching compensation proposal and further explanation of our proposed revision of non-compensation conciliation. Developments are noted in the following list (also see separate presentation handout):

- Teaching compensation—The chair of the PCC, Executive V.P. Dobb, noted that the best approach to equitable teaching compensation for administrative staff might lie in adjustment to the rates for all "overload" teaching; the committee agreed, and this idea received further discussion in President's Panel on Oct. 22nd. Although there is significant high-level support for this solution, present economic circumstances might delay its adoption.
- Annually indexed salary range adjustments—PCC are in favor of this proposal and have promised to move it toward approval. As the presentation handout indicates, two likely by-products of annual range indexing are no "cap" impingement and, in low merit years, possible percentile drops (not dollar drops) of individual salaries within range.
- Hire-in-position salaries not below the 1st quartile without approval—PCC and ASC leadership agreed on this proposal in principle, including a provision that some positions (expected to be short-term) might be exempt. PCC also noted, however, that some "education" of University leaders might be needed. Dobb and Ferguson agreed to work toward this goal.
- Annual merit increases for meritorious admin staff greater than the regionally adjusted increase in c.p.i.—Again, the PCC agreed to this proposal in principle, though present circumstances might delay implementation.
- Maintenance and augmentation of a market adjustment pool, with clear articulation of access procedures—In both the PCC meeting and the President's Panel, University leaders agreed that policy articulation for market-based salary adjustments should be more clearly organized and comprehensively articulated.
- Non-compensation conciliation—Three significant revisions appear in the latest draft prepared by PWC and H.R. The first is a speeding-up of timeline from 30 to 14 days in each step; the second is removal of the area V.P. from step 1 so that s/he may provide an objective "appeal" hearing in step 2. University administration has shown the most concern for the third revision, allowance for an advocate to accompany the conciliation claimant, but administration approval of these revisions looks likely.

Merit discussions: Faculty Senate continues to discuss its compensation committee proposal to cap "regular merit" at 2% and distribute any remaining funds via super-merit. Some contention exists among Faculty Senators regarding this proposal, but President Ribeau has assured us that there is no reason each employee constituency cannot have its own procedures for merit distribution, as long as procedures comply with the Board requirement of 2 performance-based merit system.
Health-care insurance plan: Open enrollment and enrollment Q&A sessions are scheduled through the end of November. All University employees are required to complete and submit the enrollment form. Some discussion has taken place regarding the wording of the disclosure statement near the bottom of this form. Board trustees and University leaders shared a concern that, with health care costs rising everywhere, the better our health care provisions look, the more spouses of University employees might migrate to BGSU as their primary health care provider. Human Resources report that the group with the greatest claims increases within the past few years (in numbers of claims and in dollars) has been employee spouses.

Miscellaneous updates:

- A data table prepared for us by Donna Wittwer, H.R., shows 518 administrative staff currently at BGSU, compared to approximately 530 a year ago. Percentages by years in position and by position within salary ranges remain virtually unchanged from a year ago—73% with fewer than 6 years in position, 9% with 6-10 years in position, and 18% with 11+ years in position; 54% below salary range midpoint, 26% within the 3rd quartile, and 20% in the top quartile to above range maximum. Wittwer will further research the 26% of administrative employees between minimum and 25th percentile and share her findings with us, in hopes that we might determine for which positions a starting salary in the first quartile might be appropriate.

- Classified Staff Council has asked permission for University employees to do walking inside the Eppler Complex during lunchtime. The President is in support of this proposal, and possibilities for staff-oriented exercise and health workshops in the same facility also will be explored.

- Our salary ranges were raised 3.65% this past summer. Prior to this range movement, Mercer judged our salary range aggregate as the 43rd percentile of our administrative staff market. The range adjustment should have resulted in some growth relative to market, because our 3% increase for meritorious admin staff was the second highest among the 13 state universities in Ohio.

- The President and Provost report a lot of discontent and discussion among the leaders of Ohio’s universities concerning proposals to do away with state-funded “challenge” programs. BGSU has done well, Provost Folkins reports, in the success challenge, relatively well in the 4-year-graduation challenge, and poorly in the research challenge and other challenges. “Don’t be surprised,” Folkins noted, “if these challenges go away.” As the Provost also predicts, elimination of the challenge subsidy programs probably would result in some return of those monies to general subsidy. However, should this occur, he does not expect all of the challenge money to make its way back to Ohio’s institutions of higher education, and any effort to keep a program alive that was founded on challenge grant dollars would be an additional drain on institutions.

- Total enrollment growth at BGSU this year has been reported as 3.6%.
ASC Compensation Goals—2001/2002
Talking Points with President’s Compensation Committee—10/22/01

1. Equitable, “regularized” compensation for extra-duty administrative teaching
   a. Issue statement: Administrative staff who teach BGSU classes outside their assigned position responsibilities often receive no compensation or, if they do, usually receive “overload” compensation well below the rate paid to adjunct instructors with similar or lesser credentials. Four-plus years of research on this topic have revealed 40-50 admin staff teaching each term (some within contracted duty) and no historical rationales for the administrative teaching overload procedure.
   b. Perceived effects:
      i. Improved morale
      ii. Contracting for all instructors of record protects the University
      iii. Evens the playing field for adjuncts and admin staff alike
      iv. Decreases exploitation of admin staff
      v. Minimal economic impact: While increased teaching compensation might result, departments should already have budgeted adjunct salaries for unstaffed sections
   c. Discussion:

2. Annually indexed administrative staff salary range adjustments
   a. Issue statement: Based on Mercer Co.’s recommendation, the original (1995/96) aggregate placement for BGSU administrative staff salary ranges was 50th percentile of relevant market. In July 2001, Mercer judged our admin salary range mean as 43rd percentile of market. ASC’s primary compensation goal for 2001-2002 is annual range adjustment indexed to keep our ranges at or near the 50th percentile of market.
   b. Perceived effects:
      i. Keep appropriate market-oriented compensation benchmark within view
      ii. Allow realistic proportional measurement of salaries relative to market (e.g., employees holding steady within pay range are holding steady relative to market if the range is holding steady)
      iii. If individual annual merit equals or is lesser than annual indexed range movement, range maximum will not constrain (except for employees already above maximum)
      iv. If employee salary is below first quartile of range and annual merit is significantly lower than indexed range movement, adjustment to minimum may be required. In years of weak merit, most individual salaries would lose range penetration
   c. Discussion:

3. Hire-in-position salaries not below 25th percentile without approval of a hiring team consisting of hiring officer, H.R. representative, and area V.P.
   a. Issue statement: Since 1995/96, even with relatively strong state economies and institutional economic growth, only one-time market adjustments and upward position reevaluations have created significant salary range penetration for individual employees. ASC’s goal for individual salaries is at least the 50th percentile of realistically market-based range for administrative staff with consistently meritorious performance, “full competency,” and significant years in position. Hire-in salary at or above the 25th percentile of range is essential for employees to reach range midpoint within 10-15 years, barring extra-procedural adjustment.
   b. Perceived effects:
      i. Improved administrative recruitment
      ii. Improved administrative retention
      iii. Higher productivity and performance quality
      iv. Lower replacement-associated cost and use of employee resources for hiring-related activities
      v. Along with annually indexed movement of ranges, some necessity of inversion/compression raises for continuing employees (current employees could not be allowed to slip below 25th percentile)
      vi. If the conditions of item v were true, an increased percentage of our admin staff salaries probably would be clustered around the middle of the pay ranges (ideal)
   c. Discussion:
4. **Targeted growth in real, spendable income for administrative staff**  
   a. Issue statement: Since 1995/96, annual merit available to BGSU’s administrative staff has averaged approximately 3.1% while annual increases in consumer price index have averaged 3.4%. Even in periods of relative financial plenty, one-time across-the-board or individual market adjustments appear necessary just to maintain financial status quo for our administrative staff. To avoid financial slippage contradictory to the employee’s professional growth and value to the institution, BGSU should place a high priority on annual merit thresholds greater than the increase in regionally adjusted c.p.i.  
   b. Perceived effects:  
      i. After aggregate ranges have been readjusted to the 50th percentile of relevant market, merit even .1% greater than regionally adjusted c.p.i. movement for the year will assure some degree of real salary penetration of realistic salary ranges  
      ii. Even a 10% increase in annual merit pool (perhaps 1/3 of a percent) will necessitate further sacrifice—by institution and individual employees  
   c. Discussion:  

5. **Market adjustment pool**  
   a. Issue statement: We must establish clearly articulated guidelines for possible “market” salary adjustments. If we accept a 50th percentile of market as an appropriate salary target for meritorious admin staff and accept 25th percentile of range as an appropriate lower threshold for hiring, the minimum adjustment of merit pools necessary to permit growth in real spendable income still would fall short of growing salaries from 25th to 50th percentile of range within 10 years. If, additionally, we allow some employees and some supervisors to negotiate accelerated salary growth, equity demands that clear articulation of rational guidelines for such market adjustments.  
   b. Perceived effects:  
      i. The articulated possibility of market-based salary adjustment may aid in retention of some of our best administrative employees, particularly those whose expertise is not amenable (or less amenable) to lateral movement within BGSU  
      ii. Salary increases and open pursuit of equal opportunity increase morale  
      iii. Ideally, budget would be balanced by improved retention and productivity  
   c. Discussion:  

6. **Non-compensation conciliation revision**  
   a. Statement of issue: A revision draft is attached for the administrative staff non-compensation conciliation process. The previous policy statement contained flaws that, when the conciliation process was tested this past year, led to employee dissatisfaction. In addition to minor editing revisions, we are proposing significant changes: (1) streamlined process timeline, with full communication at every step; (2) the possibility of an advocate to accompany the employee during conciliation; (3) movement of the area V.P. to the second process stage, conciliation appeal.  
   b. Perceived effects:  
      i. Employee is fully apprised of judgments/responses and is not kept in suspense for months—debilitating to health and productivity—for a decision.  
      ii. A colleague or peer in attendance may reduce employees’ anxiety and increase their success in objectively, cogently presenting their perspectives  
      iii. Moving the area V.P. from the first conciliation meeting to the appeal stage allows the employee a fresh and presumably unbiased appeal audience  
   c. Discussion:  

ASC Comp. Discussion—10/22/01—p. 2
Please initial next to your name.

- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

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Minutes of Administrative Staff Council
November 1, 2001

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Linda Bakkum, Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Tina Coulter, Jim Dachik, Carl Detter, Sally Dreier, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, David Garcia, Brady Gaskins, Tony Howard, Sally Johnson, Thad Long, Sandra Miesmer, Jane Myers, Keith Pogan, Diane Smith, Tom Scavo, Robin Veith, Mary Beth Zactary, Robert Zhang

Members who sent substitutes: Mary Lou Stradtman for Sandy DiCarlo, Sue Tomor for Phyllis Short

Absent: Wayne Colvin, Montique Cotton, Kay Gudehus, Sue Lau, Pamela Phillips, Jack Taylor, Clarence Terry, Barbara Waddell

Correction to Minutes: Corrected minutes were sent to ASC members; a typing error was noted.

Guest Report: President Sidney Ribeau addressed budgetary concerns. He stated that Ohio and the Nation are slowing down and in recession after September 11. Ohio, as a manufacturing state, was hit hard. Not like California, North Carolina, and Georgia, where resources are invested in new technologies. The state of Ohio has 45 billion dollars in tax revenues but only 12% allocated to higher education. The Supreme Court school-funding initiative is directed toward K-12 education. Funding was not equitable; our current budget shortfall is primarily due to DeRolph. 54% of cuts will be assumed by higher education, a disproportionate cut. If BGSU takes a 6% cut we should be okay, due to the higher freeze and other saving measures begun last semester. The President of the Ohio Senate is not supporting the Governor's plan. He wants more money cut from the budget. Governor can cut budget but can't generate more revenue. We can address a 6% cut but we are not "out of the rain." Things are very uncertain. Current priorities are to protect jobs and positions and not to propose mid-year tuition increase. Financial aid cannot keep up with tuition increases. Some unionized campuses will be having lay offs. With the enrollment up and management of our resources we can absorb 6%, but operating budgets will be affected. Of the thirteen state universities in Ohio we are in better shape than most. This is due to our fiscal responsibility and increased enrollment. We have no intention of downsizing. Even if the national budget turns around that would not affect the state budget.

John Clark asked President Ribeau about strategic planning for enrollment increase. President Ribeau indicated that we are not planning to grow. With 16,000 students we are at our cap. Regarding the physical plant, we are where we want to be. We would like to decrease class size and student/faculty ratio. Fireland campus will grow with web based and on-site classes. Our goal is to align our enrollment with our resources.

Keith Pogan indicated that when he first came to BGSU there were open forums; now there seems to be only single representation. President Ribeau said open forums were a possibility as there are no secrets about what is going on. 80% of budget goes to personnel. The state is not supporting higher education. Public policy issues are 10-15 years out of sync. Ohio used to be seventh in the country in per capita income; now we are in the thirties. Ohio is going to have to figure out how to generate revenue.
Mary Beth Zachary asked why we are in a downward cycle? President Ribeau attributed it to the legislators. He went on to say that the term limits changed things radically. They are operating on a short-term mentality. There is no long-term investment. They are not able to learn the complexity of the budget in three years. They are thinking about tomorrow, not long term. Voinovich didn't support higher education; he supported two year and tech schools. He supported schools that trained people for jobs that won't exist in ten years. Graduates of four-year institutions know how to learn, but Ohioans are tied to industries that are not growth industries. In northeast Ohio, Akron and Kent had no comprehensive voice during good times, no successful lobby. Governor Taft is listening. Engler is taking money out of rainy day fund. We are not giving up, however; this difficulty will pass. We need to continue to lobby when money comes back into the system. The thinking [among state legislators] should be that we are not an expenditure; we are an investment.

John Clark indicated that the undergraduate student leaders want to go to constituents to lobby for the principle of higher education.

President Ribeau further stated that we need to do a better job of retaining students. We have a 20% loss of students between the first and second year. Revenue would be helped if we didn't have to recruit. It costs more to recruit than it does to retain. According to institutional research, students who leave say it is because they feel alienated from the institution. We need to do a better job of retaining. All facilities need to show they care, and students need to know we are investing in them. We need to do a better job of getting scholarship money. Spring of 2003 may get better. We need to put pressure on industry to put pressure on legislators.

Laura Emch asked what the outlook was for the programs that are based on success challenge money. President Ribeau said this is not baseline money. These monies are special one-time allocations. He told the Vice Presidents not to hire personnel using success challenge money. We have "challenge" money for the next two years. Bowling Green, Ohio U, and Miami U. get the most from success challenge. We are asking that a percentage of the success challenge money be rolled back into the regular instructional subsidy funding.

Deborah Fleitz asked where we stacked up to other states in terms of support. President Ribeau indicated that Ohio is number forty-two. We are in the top ten percent in costs of tuition and fees. There is a lot of independence in admissions and a good mix of institutions, but not as well in funded and sponsored research. We have an allegiance to the institution. In three to five years we hope to convince that additional money is important. In 5-7 years, we might strive for new building and/or programs. We are still planning, even though we don't have the resources.

President Ribeau discussed the new vision and values committee. This is a committee of students, staff, and faculty. They are working on ways to incorporate visions and values into the curriculum. We need to establish during recruitment that students need to get invested in the university. It is too late when students have begun at the institution—values-related problems such as cheating and drinking already may have become ingrained. The committee said that we need to start an early outreach. Students need to view the world in a way that will allow them to be productive. Eileen Sullivan will be having discussion groups. The group, along with President Ribeau, hope that faculty, staff, and community will share concerns and
accolades. The role of BGSU will be discussed. Facilitators will have four questions to initiate discussion. These can be viewed on the web. This is not a program to teach a particular set of values. Instead, it will be teaching reason, rationality, ideas, and sound rational discourse. The charge is assessment of values. Students should come with a series of questions about what is important to them. Eileen Sullivan encourages all to fill out survey in a few weeks.

President Ribeau concluded by saying that both he and the Board of Trustees highly value the Administrative Staff Council for the amount and quality of work. He praised the strong constituent leadership. He feels that it is important that ASC has a voice, as it is the only way we can go from where we are to where we want to be.

He stressed that he is committed to staying the course. We can manage our way through these times.

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Merit discussions: Faculty Senate continues to discuss its compensation committee proposal to cap “regular merit” at 2% and distribute any remaining funds via super-merit. Some contention exists among Faculty Senators regarding this proposal, but President Ribeau has assured us that there is no reason each employee constituency cannot have its own procedures for merit distribution, as long as procedures comply with the Board requirement of a performance-based merit system.

Health-care insurance plan: Open enrollment and enrollment q&a sessions are scheduled through the end of November. All University employees are required to complete and submit the enrollment form. Some discussion has taken place regarding the wording of the disclosure statement near the bottom of this form. Board trustees and University leaders shared a concern that, with health care costs rising everywhere, the better our health care provisions look, the more spouses of University employees might migrate to BGSU as their primary health care provider. Human Resources report that the group with the greatest claims increases within the past few years (in numbers of claims and in dollars) has been employee spouses.

Miscellaneous updates:

• A data table prepared for us by Donna Wittwer, H.R., shows 518 administrative staff currently at BGSU, compared to approximately 530 a year ago. Percentages by years in position and by position within salary ranges remain virtually unchanged from a year ago—73% with fewer than 6 years in position, 9% with 6-10 years in position, and 18% with 11+ years in position; 54% below salary range midpoint, 26% within the 3rd quartile, and 20% in the top quartile to above range maximum. Wittwer will further research the 26% of administrative employees between minimum and 25th percentile and share her findings with us, in hopes that we might determine for which positions a starting salary in the first quartile might be appropriate.

• Classified Staff Council has asked permission for University employees to do walking inside the Eppler Complex during lunchtime. The President is in support of this proposal, and possibilities for staff-oriented exercise and health workshops in the same facility also will be explored.

• Our salary ranges were raised 3.65% this past summer. Prior to this range movement, Mercer judged our salary range aggregate as the 43rd percentile of our administrative staff market. The range adjustment should have resulted in some growth relative to market, because our 3% increase for meritorious admin staff was the second highest among the 13 state universities in Ohio.
The President and Provost report a lot of discontent and discussion among the leaders of Ohio’s universities concerning proposals to do away with state-funded “challenge” programs. BGSU has done well, Provost Folkins reports, in the success challenge, relatively well in the 4-year graduation challenge, and poorly in the research challenge and other challenges. “Don’t be surprised,” Folkins noted, “if these challenges go away.” As the Provost also predicts, elimination of the challenge subsidy programs probably would result in some return of those monies to general subsidy. However, should this occur, he does not expect all of the challenge money to make its way back to Ohio’s institutions of higher education, and any effort to keep a program alive that was founded on challenge grant dollars would be an additional drain on institutions.

- Total enrollment growth at BGSU this year has been reported as 3.6%.

Chair Elect Report: No report

Secretary’s Report: Diane Smith asked that ASC members contact constituents for questions for Linda Dobb at the December ASC meeting.

Old Business: None

New Business: Mary Beth Zachary raised the question with Becca Ferguson regarding the consent statement on the health form. She and others questioned the wording “other person” and “copies of records.” Becca stated that this wording has been on the form since 1994, and, since the forms have already been run, it is too late to change. We will be looking at statements that we feel we can sign with some degree of privacy. Becca will look into crossing out some items. Statement will change next year.

Faculty Senate, CSC, and ASC have had complaints regarding what should be allowed to be sent out via constituent group listprocs. President Ribeau said he would have Eileen Sullivan look into the matter with ITS and come up with a policy. Kim McBroom thinks it is a great idea to have a general listproc. Messages will be compiled in the PM to be opened in the AM. Dick Haverman will work on that with Bruce Petryshak. Kim McBroom has promised John Clark a progress report. Jim Evans, Faculty Senate, says they will not send any extraneous messages via their listproc.

Jewel Hanna, administrative staff in dining services, has been accruing massive medical bills due to cancer. ASC was asked if they could help in some way. Suggestions were to make donations to a religious affiliation and to find out what Dining Services is doing.

Good of the Order:

- Deborah Fleitz announced Saturday night chamber orchestra performing, November 15 Air Force concert, opera Veteran’s day weekend—Cinderella.

- Tony Howard announced the upcoming Marcia Adams program “Change of Heart,” airing in December.
Jim Dachik announced "Story Theatre" opening tonight, based on Grimm's Fairy Tales and 2 weeks from tonight "The Skin of Our Teeth" by Thorton Wilder.

Robert Zhang thanked everyone for returning questionnaires and encouraged those who didn't do so to return surveys by November 9.

Jane Myers encouraged all to attend the BGSU-Miami game at 4 p.m. on Saturday. Sold excess of 20 thousand tickets. Krogers is offering buy one get one free.

Tina Coulter announced 2002-03 scholarships available online in January.

Mary Beth Zachary encouraged all to bring candy for the BG Holiday Parade.

Mary Lou Stradtman informed us that Firelands broke ground for the Cedar Point Center. It will include distance learning and conference rooms on the first floor. This is the first new building since 1972. 2002 enrollment up 48%, transfers up 100%, 61% overall.

Mary Beth Zachary moved and Laura Emch seconded to adjourn the meeting. The meeting was adjourned at 3:17 p.m.

Respectfully submitted,

Diane Smith
Secretary
President's Perspective-State Budget Issues-10/17/01

Over the past few weeks it seems I've received more questions and spent more time discussing the "value of higher education and BGSU's financial situation and budget" rather than "values education." So I'd like to update the campus community on the budget and urge your continued patience and cooperation as we meet some of the tough financial challenges ahead.

Yesterday (Oct. 16) Governor Taft announced a proposal that would begin to deal with and close this financial shortfall. In addition, he signed an executive order mandating many state agencies to make budget reductions of 6 percent retroactive to the start of the state's fiscal year on July 1, 2001. This makes the cuts equivalent to an 8.5 percent reduction for the remainder of the year. In addition to the budget reduction, other measures in the proposal to close the revenue gap include dipping into
Ohio's rainy day fund, using money from the state's tobacco settlement, and taking action to modestly enhance state revenues.

**Background:**
Primarily, two major state issues are affecting our financial situation. The first is the recently announced projected shortfall in state tax revenue - a shortfall that has worsened over the past two weeks. Compounding this shortfall is the recent DeRolph K-12 school funding decision.

**What we know right now. (as of 10-17-01)**

**State Revenues**
The Ohio Office of Budget and Management recently projected that the state will fall $709 million short of meeting revenue estimates for this fiscal year and more than $1.47 billion short by the end of the current biennium in June 2003. Compounding the problem, revenue from sales taxes fell drastically for September-12 per cent below estimates. When all taxes were tallied, Ohio took in $119 million less than expected.

**DeRolph Decision.**
Adding complexity to the state's immediate fiscal crisis are recent developments in the long-standing legal case over K-12 school funding. In the aftermath of the court's original decision, the involved parties agree that it would cost the state about $1.2 billion per year to resolve - a threefold increase from the initial estimates of the potential costs of complying with the DeRolph decision.

**What all that means for us.**
The effect on BGSU is substantial. For each one percent
reduction in the state budget, we need to reduce our operating budget by approximately $820,000. Consequently, a 6 percent state budget reduction mean almost $5 million in permanent reductions need to be made.

The good news is that the University is on solid financial footing.

**What we've already done.**
Fortunately, as a result of sound contingency planning that the University's management team has done, we began last May to implement some reductions intended to provide a financial cushion as well as fund salary increases. These actions included a temporary hiring freeze and a 3 percent budget rollback for support areas (1.5 percent rollback in instructional-related areas). Those prudent financial management actions have already resulted in a reduction of nearly $3 million in educational budget expenses for the University. This leaves only $2 million of additional reductions to identify at this time.

While we have done a sound management job, I also know that cuts of this magnitude are painful and, unfortunately, permanent.

**What we still need to do.**
Our goals for this effort are clearly focused:
- Continue to try to improve the quality and integrity of education programs we offer to students.
- Maintain our workforce, to the extent possible, without lay-offs. (However, we cannot rule out the possibility that personnel reductions will be needed after the first of the year if there are additional cuts from the state.)

I used the word "we" with due consideration, for I truly believe
this is an issue that impacts all of us and that each of us must resolve to do our own part to reduce expenses and to be part of the solution rather than leave decision-making to the administration.

Immediate Actions:
- Enrollment: Continue our focus on gaining and keeping students.
- Recruitment: Continue rebuilding our faculty by hiring new tenure-track and tenured faculty.
- Other hiring: Be conservative in our staffing decisions, approve urgent needs only.
- Operating budgets: Pare expenses in non-mission critical areas and be prepared for programmatic reductions.
- Staff re-alignment: Organize ourselves and prioritize our workload effectively. The College of Arts & Sciences recently completed work in this area and reassigned staffing. I applaud both Dean Nieman and the staff for their flexibility in thinking "out of the box" and adjusting to new ways of doing business.
- Health care: Contain escalating health costs by slightly modifying our health-care program while maintaining the high standard of coverage. Due to the foresight of Rebecca Ferguson and Donna Wittwer, along with the dedication of the Health, Wellness and Insurance Committee, BGSU continues to be able to offer premier health coverage to its employees.
- Supply agreements: Pursue contractual purchase arrangements for materials and services we buy in significant quantities.
- Co-op buying arrangements: Leverage the power of joint buying arrangements with other institutions in Ohio.
- Technology: Use our improved infrastructure to streamline procedures and create new revenue streams.
Unfortunately, the uncertainty generated by the state budget situation and DeRolph doesn't allow for quick or easy solutions with definite answers. I have utmost confidence in our management team and the actions we have taken to allow us to focus on priorities and to continue the very positive mission of this University.

What we've learned over the past few months and from recent national events is that uncertain times like these require us to be certain in our resolve, flexible in our response and decisive in our actions once direction has been established.

We promise to keep you posted as things progress and change in this very fluid and volatile budgetary arena. I know that each of you will do your own part in helping BGSU achieve its objectives as we work together to bring the University through these troubled times in the best shape possible. And I thank you again for all you do each day in support of that.

Dr. Sidney A. Ribeau
President

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John M. Clark
Office of Registration & Records
110 Administration Building
372-7993
LEAVE COMMITTEE REPORT

November 27, 2001
1. The Committee reviewed and discussed further the draft revisions to the BGSU FMLA Policy. Members reached consensus regarding the proposed grammatical revisions and revisions to the definitions of "health care provider" and "serious illness." These definitions were revised to directly reflect the more comprehensive language and examples provided by the FMLA law.

2. The Committee unanimously endorsed the revision that provides for both spouses who are employed by the University each to be entitled to 12 weeks of FML. Additional language suggests how leave will be used when both spouses work in the same unit or department.

3. The Committee discussed at length the definition of "family member." B. Steams distributed copies of FMLA policies from peer IUC institutions specifically pertaining to the definition of "family member." No consensus regarding revision of the BGSU policy was reached, and the topic was tabled in favor of convening a meeting on Monday, December 3, with Becca Ferguson to investigate cost analysis and other factual data that would inform the Committee's discussion and subsequent recommendation.

December 3, 2001
R. Ferguson provided the Committee with historical information related to the BGSU FMLA Policy and implementation issues. She responded to questions regarding the University process for reviewing and approving policy revisions. Additionally, R. Ferguson agreed to gather FML use and cost analysis data in H.R. to assist the Committee in its deliberation regarding the definition of "family member." She will notify B. Stearns of the timeline within which we can expect to receive this information before the Committee meets next on December 18. It is hoped that the Committee will be prepared to send the draft of proposed changes to constituent groups and Cabinet early in January so timing will coincide with each group's process for reviewing and discussing policy/handbook change.
Bowling Green State University
Administrative Staff Council

John M. Clark, Chair
Office of Registration & Records
(419) 372-7993

ASC Chair's Report—December 6, 2001

Health-care insurance plan: Human Resources reports that this year's Open Enrollment for BGSU health care coverage was very successful, a great improvement over the 1994 Open Enrollment.

Telecommuting: Based on a constituent's query, we have discussed some possibilities for full-time BGSU staff telecommuting with H.R. An administration perception is that BGSU should establish a telecommuting policy, and Continuing Education has drafted a set of guidelines for their area.

Policy on Violence: A proposed draft is expected to be submitted to ASC for approval in the early part of spring 2002 term. Prior to that submission, ASC Executive Committee will have an opportunity to review a summary of past discussions and decisions from the group that created the initiative. [More details from Chair-elect Emch]

Non-Compensation Conciliation Document: Despite some delay during Open Enrollment, we have been told to expect a proposed draft of this document to come to ASC for approval at approximately the same time as the Policy on Violence—January-February or February-March.

FMLA/Leaves Committee: H.R. Assistant Vice-President Ferguson has informed us that two issues of significance were recently passed from the Leaves Committee to the President's Cabinet:
1. According to Ferguson, our FMLA policy now will be interpreted to allow up to 12 weeks of FMLA to each University employee in a single event, including employees whose spouse also works for BGSU.
2. General consensus among Cabinet is that BGSU must restrict FMLA leaves to immediate family, following the legal definition of: self, spouse, child, parent.

Dependent Fee Waiver Policy: Executive Vice President Dobb has asked that the dependent fee waiver policy be updated and articulated in more detail in the Administrative Staff Handbook. Of particular concern, as H.R. 's Ferguson informs us, is the three-year waiting period for new employees to access dependent fee waivers. H.R. will send us background information on fee waivers from ours and comparable institutions. We may need a small committee to review the issues.

Compensation Issues: We have renewed our efforts toward establishing annual indexing of administrative staff salary ranges, relative to the consumer price index and/or other indexes. H.R. representatives Ferguson and Wittwer agree that such indexing is appropriate, and that another major concern is University support for a salary equity pool.

My Organizations: ASC webmaster Roxanna Foster related to Executive Committee on December 4th some possibilities of Blackboard and the BGSU web portal for ASC communications and committee work. Foster and PWC Chair Brady Gaskins will initiate groundwork to establish an ASC sector on the portal. Foster will visit an upcoming Council session to elaborate upon our options and initiate broader discussion.

Respectfully submitted,

John M. Clark
The Ferrari Award winner receives a check, generated by payroll, for the $1000.00 prize. This award was incorrectly charged to our general budget number (550-3331) and should have been charged to a non-ASC budget (255-1944). I appreciate with research work done by Linda Hamilton and Lori Schumacher in correcting this ASC budget charge concern.

On November 16, the Policy on Violence Committee held a meeting inviting the constituent groups of the University. I attended this meeting representing ASC. This committee was organized after the Women's Center received $400,000 from the Department of Justice to create the Transformation Project to address all University domestic and sexual violence, including stalking within the BGSU community. At this meeting we were provided with the first draft proposal for BGSU's Policy on Violence. An updated draft proposal is being developed, and when the Policy on Violence Committee are ready to present it, the final draft proposal will be brought forth to ASC executive committee members, and then to all ASC representatives.

Respectfully submitted by,

Laura Emch
ADMINISTRATIVE STAFF COUNCIL 2000-2001
ATTENDANCE SHEET FOR September 6, 2001

Please initial next to your name.

- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

Linda Bakkum
Ann Betts
Pat Booth
Amelie Brogden
Nora Cassidy
John Clark
Wayne Colvin
Montique Cotton
Tina Coulter
Jim Dachik
Carl Dettmer
Sandra DiCarlo
Sally Dreier
Laura Emch
Mike Fitzpatrick
Deborah Fleitz
T. David Garcia
Brady Gaskins
Kay Gudehus
Tony Howard

Sally Johnson
Sue Lau
Thad Long
Sandra Miesmer
Jane B. Myers
Pamella Phillips
Keith Pogan
Susan Sadoff
Diane Smith
Tom Scavo
Phyllis Short
Jack Taylor
Clarence Terry
Robin Veitch
Barbara Waddell
Mary Beth Zachary
Robert Zhang

ALTERNATE:
Laura Waggoner

SUBSTITUTING FOR:
Sandy DiCarlo
Sue Lau

GUEST(S) FROM:

ASC MEETING
December 6, 2001 1:30-3:00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

Call to Order

Introductions of Substitutes

Guest Speaker: Executive Vice President Linda Dobb

Approval of November Minutes

Chair'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
- the listproc concerns
- establishing reciprocal membership between Faculty Senate and ASC
Minutes of Administrative Staff Council  
December 6, 2001

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Tina Coulter, Jim Dachik, Sally Dreier, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, Tony Howard, Thad Long, Sandra Miesmer, Jane Myers, Pamela Phillips, Keith Pogan, Diane Smith, Tom Scavo, Phyllis Short, Jack Taylor, Robin Veith, Barbara Waddell, Mary Beth Zachary, Robert Zhang.

Members who sent substitutes: Mary Lou Stradtman for Sandy DiCarlo, Laura Waggoner for Sue Lau.

Absent: Linda Bakkum, Wayne Colvin, Montique Cotton, Carl Dettmer, David Garcia, Brady Gaskins, Kay Gudehus, Sally Johnson, Clarence Terry.

Corrections to Minutes: None

Guest Report: Executive Vice President Linda Dobb attended the meeting and addressed several issues and answered constituent questions. In response to the question regarding the current State of Ohio budgetary impact on administrative staff at BGSU, Linda Dobb indicated there were no plans for layoffs. There has been no final DeRolph decision. We will know how the state sales tax goes for the year in June/July. Linda Dobb shared how budgetary concerns were being handled in her division. There will be a 'wait and see' attitude. Hiring will be slow and they will be looking at ways to re-assign personnel. She doesn't want to get into having to lay off new hires. Those people who were hired under success challenge money will be reviewed very carefully.

Mary Beth Zachary asked if the administration is looking at slowing down any of the new initiatives. Linda Dobb indicated that she didn't foresee taking on many new initiatives. The centers were established to get grant funded money. All centers are on a three-year cycle for renewal.

Keith Pogan asked if people were aware that they were hired through success challenge money. Linda Dobb confirmed that they were.

Jim Dachik asked what happens with classified staff if they are hired on soft money. Linda Dobb explained that full time classified staff employees can 'bump' someone else on campus.

Linda Dobb then addressed wellness issues for administrative staff. She announced that Eppler gym would be available beginning this spring semester from 11:30 to 1:15 for walking. There will be no charge for use of the facility. Showers and lockers will be available. There will also be a series of five lectures on wellness issues such as good nutrition, stress management, exercising at your desk, etc. Dates for the series will be 1/24, 2/7, 2/21, 3/21, 4/4. She further asked for ideas for summer and fall semesters. (i.e. implementing other forms of exercise) She wants this to be employee driven. Linda Dobb indicated that the President would be amenable to low cost perks that would be staff morale boosters.

Linda Dobb asked Deborah Fleitz if discount tickets could be offered 48-24 hours before a performance. Deborah Fleitz will look into this.

Linda Dobb addressed the state of the IT budget. She stated that BGSU is still in debt. We are digging out slowly. Lotus cost the university 4-5 million dollars. We will be paying loans until 2005. We are still paying the leases on desktop units. Bruce Petryshak, chief information officer for ITS, will give a realistic assessment to Chris Dalton. There is a need to replace the administrative systems; maintenance on the supernet until 2003 costs 3 million dollars per year.

Linda Dobb thanked all for turning in health forms in a timely fashion.

Linda Dobb will be trying to get someone to update the Administrative Staff Handbook.
On the list proc issue- Marketing will send out communications on general events. Mary Beth Zachary asked for a timeframe on this, Linda Dobb indicated January 1, 2002.

John Clark asked about compensation points such as indexing of pay ranges, equity and market adjustment pool, five year renewal of JAQ, (check for salary inversion, tools to do job). Linda Dobb indicated that administrative staff members who teach part time should receive an annual teaching compensation increase in line with full time teachers' increase. She also mentioned progress in working on grievance procedures.

Sandy Miesmer asked her to elaborate on the student dissatisfaction with the internet. Her office is getting letters from parents saying they don't want to pay the $88 technology fee that students in residence halls are charged. Linda explained the overload of usage coming from the residence halls. New methods will have to be looked into to handle excesses.

Keith Pogan praised the idea of having ISTS building representatives to handle computer difficulties.

**Chair Report:** Health-care insurance plan: Human Resources reports that this year's Open Enrollment for BGSU health care coverage was very successful, a great improvement over the 1994 Open Enrollment.

Telecommuting: Based on a constituent's query, we have discussed some possibilities for full-time BGSU staff telecommuting with H.R. An administration perception is that BGSU should establish a telecommuting policy, and Continuing Education has drafted a set of guidelines for their area.

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1. According to Ferguson, our FMLA policy now will be interpreted to allow up to 12 weeks of FMLA to each University employee in a single event, including employees whose spouse also works for BGSU.
2. General consensus among Cabinet is that BGSU must restrict FMLA leaves to immediate family, following the legal definition of: self, spouse, child, parent.
   - Barbara Waddell asked about stepchildren. John Clark indicated they would be covered if BGSU employee was primary care giver.
   - Deborah Fleitz questioned life partners being covered.

Dependent Fee Waiver Policy: Executive Vice President Dobb has asked that the dependent fee waiver policy be updated and articulated in more detail in the Administrative Staff Handbook. Of particular concern, as H.R.'s Ferguson informs us, is the three-year waiting period for new employees to access dependent fee waivers. H.R. will send us background information on fee waivers from comparable institutions and ours. We may need a small committee to review the issue/s.

Additional comments/discussion on fee waivers:
- Nora Cassidy contacted President Ribeau via letter when she had been employed at BGSU for one and one-half years. Her request was approved for fee waiver.
- The purpose of the three-year waiting period has been because of the impact on the auxiliary budget.
- Becca Ferguson will get data from other institutions on fee waiver policy.
Compensation Issues: We have renewed our efforts toward establishing annual indexing of administrative staff salary ranges, relative to the consumer price index and/or other indexes. H.R. representatives Ferguson and Wittwer agree that such indexing is appropriate and that another major concern is University support for a salary equity pool.

My Organizations: ASC webmaster Roxanna Foster related to Executive Committee on December 4th some possibilities of Blackboard and the BGSU web portal for ASC communications and committee work. Foster and PWC Chair Brady Gaskins will initiate groundwork to establish an ASC sector on the portal. Foster will visit an upcoming Council session to elaborate upon our options and initiate broader discussion.

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Secretary's Report: Diane Smith announced that the January ASC meeting would be on the 10th not on the 3rd. John Folkins will be attending the January 10 meeting. She asked that question for John Folkins is addressed to her, John Clark or Laura Emch.

Committee Reports:
- Amendments- No report
- External Affairs- Thank you to Phyllis Short for providing a Corvette in the Holiday Parade. Thanks to all for contributing candy to the Holiday Parade.
- Awards and Recognitions: First Fall Spirit of BG went to Neal Allen
- Internal Affairs- Committee has met two times. They are reviewing and updating ASC Orientation Handbook. They are also setting up a timeline for elections with Diane Smith and Mary Lynn Pozniak.
- Personnel Wellness- The Non- Compensation Conciliation Policy is almost complete.
- Professional Development- Approval has been given for the funding for several people for $500.00.
- Salary- None
- Scholarship- Raffle items have been finalized. Letters will be sent out in January.

Old Business: None

New Business:
- Faculty Senate has published a document outlining specific uses for Faculty Senate list proc. Tom Scavo stated that it would be good to centralize. Limit attachments to ASC list proc, tighten up controls to list proc. Mary Beth Zachary suggested two owners for the list proc. She also suggested sending no attachments.
- Faculty Senate goal is to have ASC and CSC member on Faculty Senate with full voting rights. Discussion has taken place to have charter amendment. Faculty Senate would like to have a member on ASC and CSC.

Good of the Order:
- Laura Waggoner announced that Sue Lau has a baby girl. Mother and daughter are doing fine.
Mary Beth Zachary stated that visions and values would have to blue sheet any course that is developed or revised. This is a large issue that has not yet been resolved.

Mary Beth Zachary also announced that Jan Pallister had been awarded an honorary degree, Doctor of Letters.

Deborah Fleitz announced Verdi for Sunday (12/9) at 3 p.m., and Moscow Philharmonic for Saturday (12/8) night at 8 p.m. both in Kobacker.

Mary Lou Stradtman announced student orientation at Firelands 12/6-12/8. There are 195 new freshman and transfers.

Keith Pogan moved and Sandy Miesmer seconded to adjourn the meeting. The meeting was adjourned at 3:00 p.m.

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

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

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

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues. Issues regarding alleged discrimination or harassment will be investigated by the Office of Equity, Diversity and Immigration Services (OEDIS) through established procedures.

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

There are three steps in the process:

1. Conciliation Meeting with Second Level Supervisor.
2. Vice Presidential Appeal
3. Presidential Review

Step 1: Conciliation Meeting with Second Level Supervisor.
The Conciliation Meeting, facilitated by the Assistant Vice President for Human Resources/designee, provides the staff member and his/her second level supervisor with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:

- Staff Member/Advocate
• Immediate Supervisor

• Second Level Supervisor

• Assistant Vice President for Human Resources/Designee

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

Process:
The staff member will inform Human Resources and the immediate supervisor in writing that she or he requests to enter into conciliation. This notice shall be given within fourteen (14) calendar days of the incident prompting the request for conciliation.

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

2. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources forwards the documentation to all involved and schedules the meeting.

3. A current member of the BGSU Administrative Staff (non-family member) acting as an advocate may accompany the employee to the conciliation meeting. Advocates may assist in clarifying points discussed in the meeting.

4. In the event the second level supervisor is the division Vice President, a designee will be appointed so the Vice President is able to participate in step 2, if required.

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

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

7. If no resolution is reached, and the staff member is not satisfied with the decision, she or he can appeal directly to the Divisional Vice President.

Step 2: Vice Presidential Appeal

1. Within seven (7) calendar days of receiving the decision, the staff member appeals, in writing, to his/her Vice President and the Office of Human Resources.

2. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources schedules the meeting. Attendees are the same as at Step 1 with the addition of the Vice President.

3. Within fourteen (14) calendar days after the appeal meeting, the Vice President responds, in writing, to the staff member, supervisor, and Human Resources.

4. If no resolution is reached, and the staff member is not satisfied with the decision, she/he can appeal directly to the President.
Step 3: Presidential Review

1. Within seven (7) calendar days of receiving the Vice President’s decision, the staff member may request a review, in writing, to the President of the University.

2. The President will review the staff member's request for review, the Vice President's decision and the written outcome of the original conciliation meeting and render a decision.

3. The decision of the President is final.

Approved by Administrative Staff Council on May 7, 1998

requests of VP's

Submit to HR. + Appellate
Conciliation Process for Non-Compensation Plan Complaints
(DRAFT REVISION - with corrections showing)
January 2002

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

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

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

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues. ISSUES REGARDING ALLEGED DISCRIMINATION OR HARASSMENT WILL BE INVESTIGATED BY THE OFFICE OF EQUITY, DIVERSITY AND IMMIGRATION SERVICES (OEDIS) THROUGH ESTABLISHED PROCEDURES.

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

There are three steps in the process:

1. Conciliation Meeting WITH SECOND LEVEL SUPERVISOR
2. VICE PRESIDENTIAL APPEAL
2.1 Presidential Appeal-REVIEW

STEP 1: Conciliation Meeting WITH SECOND LEVEL SUPERVISOR.
The Conciliation Meeting, facilitated by the Assistant Provost VICE PRESIDENT for Human Resources/designee, provides the staff member and the Vice President or President/Designee of HIS/HER SECOND LEVEL SUPERVISOR with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:
• Employee STAFF MEMBER/ ADVOCATE.

• Immediate Supervisor.

• Vice-President or President/Designee: SECOND LEVEL SUPERVISOR

• Assistant Provost VICE PRESIDENT for Human Resources/Designee

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

Process:
The staff member will inform Human Resources and the immediate supervisor in writing that she or he requests to enter into conciliation. THIS NOTICE SHALL BE GIVEN WITHIN FOURTEEN (14) CALENDAR DAYS OF THE NOTIFICATION FROM HUMAN RESOURCES REGARDING THE INVESTIGATION OF THE INITIAL INCIDENT REPORT.

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

2. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources forwards the documentation to all involved and schedules the meeting.

3. A CURRENT MEMBER OF THE BGSU ADMINISTRATIVE STAFF (NON-FAMILY MEMBER) ACTING AS AN ADVOCATE MAY ACCOMPANY THE EMPLOYEE TO THE CONCILIATION MEETING. ADVOCATES MAY ASSIST IN CLARIFYING POINTS DISCUSSED IN THE MEETING.

4. IN THE EVENT THE SECOND LEVEL SUPERVISOR IS THE DIVISION VICE PRESIDENT, A DESIGNEE WILL BE APPOINTED SO THE DIVISION VICE PRESIDENT IS ABLE TO PARTICIPATE IN STEP 2, IF REQUIRED.

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

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

7. If no resolution is reached, and the staff member is not satisfied with the decision, she or he can appeal directly to the DIVISIONAL VICE President.

STEP 2: Presidential VICE PRESIDENTIAL APPEAL

1. Within seven (7) calendar days of receiving the decision, the staff member appeals, in writing, to the HIS/HER DIVISIONAL VICE President, OR THEIR DESIGNEE, AND THE OFFICE OF HUMAN RESOURCES, of the University. If the staff member filing the complaint reports directly to the President, the President appoints a designee for this process.
2. WITHIN FOURTEEN (14) CALENDAR DAYS OF RECEIVING THE REQUEST TO ENTER CONCILIATION, HUMAN RESOURCES SCHEDULES A MEETING. ATTENDEES ARE THE SAME AS AT STEP 1 WITH THE ADDITION OF THE DIVISION VICE PRESIDENT.

3. Within thirty (30) fourteen (14) calendar days after receiving the appeal MEETING, the DIVISION VICE-President or designee responds, in writing, to the staff member, supervisor, vice-president, and Human Resources.

4. If no resolution is reached, and the staff member is not satisfied with the decision, she-or-he/she/he can appeal directly to the President. The decision of the President or designee is final.

STEP 3: Presidential Appeal REVIEW

1. Within seven (7) calendar days of receiving the DIVISIONAL VICE PRESIDENT’S decision, the staff member appeals MAY REQUEST A REVIEW, in writing, to the President of the University. If the staff member filing the complaint reports directly to the President, the President appoints a designee for this purpose.

2. Within thirty (30) calendar days after receiving the appeal REQUEST FOR REVIEW, the President or designee responds in writing REVIEWS THE DIVISIONAL VICE PRESIDENT’S DECISION AND THE WRITTEN OUTCOME OF THE ORIGINAL CONCILIATION MEETING. THE PRESIDENT OR DESIGNEE ISSUES A WRITTEN DECISION to the staff member, supervisor, DIVISION Vice-President, and Human Resources.

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

Approved by Administrative Staff Council on May 7, 1998
Policy on Violence
01/07/02

Note: This final draft emerged from the Violence Against Women Policy Committee, which emerged from a Department of Justice mandate that accompanied the funding of the Transformation Project at the BGSU Women's Center.

Committee members include: Deidra Bennett (Transformation Project Advocate), Julie Broadwell (Consultant to Transformation Project, SAAFE Program), Jill Carr (Associate Dean of Students), Michelle Clossick (Transformation Project Coordinator and Chair of this Committee), Elizabeth Cole (Associate Dean, College of Arts and Sciences), Tony Dotson (BGSU Police Officer), Rebecca Ferguson (Asst. VP, Human Resources), Nancy Footer (General Counsel), Barbara Hoffman (CASO Chair and Wellness Connection), Heath Huber (Transformation Project Community Educator), Becky Hurst (Consultant to Transformation Project, Domestic Violence Advocate), Mary Krueger (Director, Women's Center and Transformation Project), Rebekah Sandlin (Graduate Student and CASO member), Peter Shields (Assoc. Professor and Member of Faculty Senate), Janice Wasserman (Classified Staff representative), Jim Wiegand (Director, BGSU Public Safety), and Elizabeth Yarris (Assoc. Director, Counseling Center).

It is the policy of BGSU that acts of violence, threats of violence, or intimidation will not be tolerated. In its mission to become a premier learning institution, BGSU recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

For purposes of this policy, the following definitions apply. Acts of violence include any exercise of force against another person or against property that could result in physical or emotional harm. Threats of violence include any verbal or non-verbal communication that inflicts harm. Intimidation includes any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

In many situations, these actions are also considered criminal acts under the Ohio Revised Code. Acts defined in this subsection include but are not limited to: physical assault or abuse, sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon, and damage or destruction of another's property.

BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the University collaborates with community agencies and professionals in providing services and referrals. All members of the BGSU community are asked to report violations of the policy on violence to appropriate authorities.
January 10, 2002

RE: Policy on Violence

Laura Emch
Chair-Elect, Administrative Staff Council
231 Administration Building
Bowling Green, OH 43403

Dear Laura,

I am writing as a follow-up to the Policy on Violence meeting you attended on November 16, 2001. First I wanted to thank you for attending and for giving thoughtful consideration and feedback regarding the Policy on Violence. Our committee has incorporated the feedback of each constituent group and General Counsel into a final draft of the Policy on Violence. I have outlined some of the changes so that you could better understand this final draft. The enclosed final draft of the Policy has the full support of all members of the Violence Against Women Policy Committee and General Counsel. We appreciate your taking this to Administrative Staff Council.

Prior to discussing the final draft, I wanted to provide a brief history of the proposed Policy on Violence so that members of Administrative Staff Council can have a better context for understanding the policy statement.

History of Policy on Violence
The Violence Against Women Policy Committee was formed after the BGSU Women’s Center received $400,000 to fund the Transformation Project. One of the minimum requirements of the Department of Justice funding is that

“Campus leadership should convey the message that domestic violence, sexual assault, and stalking are serious crimes that will not be tolerated on campus. This commitment can be demonstrated through implementing campus protocols, publicly communicating expectations about appropriate conduct, and actively participating in reform efforts.”

Out of this mandate, the Policy Committee was formed. In the original grant proposal, the Women’s Center agreed that the Transformation Project Coordinator would chair/coordinate the policy development process. Our first meeting was in May 2001. Since that time we have developed the proposed Policy on Violence. It is the intention of the Committee to focus on policy issues at this time, knowing that protocols and procedures will follow for the different constituent groups as appropriate. The
Transformation Project staff plans to participate and provide technical expertise in the development of any protocols to be developed at a later date.

During the development of the Policy on Violence, the Committee’s primary considerations have been:

1. Does the policy statement meet the mandates from the Department of Justice?
2. Is it consistent with the culture and vision of BGSU?
3. How can model policies from other institutions inform our policy statement?
4. Is the policy statement applicable to faculty, staff, and students?
5. Does the policy address sexual assault, domestic violence, and stalking?
6. Is the policy statement distinct from procedures and protocol?
7. Does the policy statement meet compliance requirements for BGSU such as the Clery Act and FERPA?
8. Is the policy applicable to perpetrators?
9. Is the policy applicable to victims?
10. Is the policy enforceable?

Policy on Violence

I thought it might be important to highlight some important components of the enclosed Policy on Violence and to describe changes we made since November 16, 2001, when we met with each of the constituent groups.

1. We agreed to begin the Policy statement with a strong value statement that we hoped the University community could support.
   a. In earlier drafts of the Policy we had a section entitled “consequences” later in the policy statement. We removed this section and moved a piece of it up into this first paragraph as part of the value statement.
   b. The language “may be subject to disciplinary action” conveys the seriousness of a violation of the Policy on Violence while giving flexibility in how the violations are handled. We deliberately removed the following language of
      i. “Serious misconduct,”
      ii. “Will be the basis of disciplinary action,” and
      iii. “Up to and including termination and expulsion.”

2. Two paragraphs on definitions are included to clarify the terms used in the value statement.
   a. This section was modified slightly for clarity and enforceability. Specifically, the language used to describe threats of violence has been modified based on feedback by the University Police and General Counsel.

3. The final paragraph addresses the issue of University and community resources that are relevant to the Policy on Violence and communicates that such resources are available.
   a. This paragraph has been modified slightly to more accurately reflect the role of community agencies in providing services and referrals that are relevant to the Policy on Violence.
Location of Policy on Violence in Academic Charter
In the November 16, 2001 meeting with constituent groups, we discussed possible locations for the Policy on Violence in the Academic Charter. As per the input of Jim Evans (Chair, Faculty Senate), we considered suggesting that the Policy on Violence be located in the Equal Opportunity and Anti-Harassment subsection of Section F, “Ethical Responsibilities,” of the Faculty Handbook. However, after reviewing this section, General Counsel informed us that this would be inappropriate for the following reasons:

1. This subsection refers to Federal laws that are historical in nature, while the Policy on Violence is related to state laws and institutional policies.
2. Violations of this subsection are dealt with by very specific federally mandated procedures.
3. The Office of Equity, Diversity, and Immigration Services deals with violations in this subsection, and this would be an inappropriate office for addressing violations of the Policy on Violence.

With input from General Counsel, we are instead suggesting that the Policy on Violence be located in Section F on “Ethical Responsibilities” as a stand-alone policy similar to the Drug-Free Workplace Policy. This raises a few issues:

1. We have included the Policy statement in its entirety instead of including only the first paragraph, as Jim Evans had originally suggested. When we were considering locating the Policy in the Equal Opportunity and Anti-Harassment subsection it might have been more appropriate to include only the first paragraph. However, as a stand alone Policy, the entire statement seems relevant and consistent with the other stand alone policies.
2. We included the statement, “Any person found in violation of this policy maybe subject to disciplinary action” because we felt this was consistent with the statement in the Drug-Free Workplace policy.

I hope this summary is helpful to you and other members of Administrative Staff Council who will be reviewing the Policy on Violence. If you have any questions or concerns, please do not hesitate to contact me (372-7253 or mlcloss@bgsu.edu). Thank you and members of Administrative Staff Council for your thoughtful consideration of this matter.

Best regards,

Michelle L. Clossick, M.S.
Coordinator, The Transformation Project

Enclosures (2)

cc: Policy on Violence Committee members
SECTION F: ETHICAL RESPONSIBILITIES

Faculty members shall follow professional ethical standards in conducting the affairs of the University. These standards are articulated in the Ohio Ethics Law, the Statement on Teaching Responsibilities, the Sexual Harassment Policy, the Racial and Ethnic Harassment Policy, THE POLICY ON VIOLENCE, the Drug-Free Workplace Policy and professional codes of ethics.

1. The Ohio Ethics Law (General Assembly of Ohio, 1973)

   The Ohio Ethics Law was enacted in 1973 by the General Assembly to ensure the integrity of government and to improve public confidence in government officials and employees. The following eleven points describe the major provisions of the law:

   a) Conflict of Interest. The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

   Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

   Section 102.04 prohibits public servants, whether elected, appointed, or employed, from appearing before or selling goods and services to other agencies within the same governmental entity. The section does, however, exempt nonelected public officials and employees from the prohibition if they first declare their intent in the form of a statement filed with both the agency with which they serve and the agency with which the business is to be conducted.

   b) Investigations. The Commission responds to complaints and conducts its own investigations into alleged conflicts of interest.

   c) Confidentiality. All matters concerning investigations are confidential. If, after a hearing, a complaint is dismissed, the accused person may ask that the matter be made public.

   d) Hearings. The Commission conducts hearings on complaints filed with it after it has been determined that the complaint is not frivolous and that there is reasonable cause to believe the facts as alleged would constitute a violation.

   e) Report of Findings. If the Commission finds, based on a preponderance of the evidence, that a public official has violated the Ethics Law, the evidence is turned over to the appropriate prosecuting authority.

   f) Penalties. Persons found guilty under the Ohio Ethics Law may be fined a maximum of $1,000 or imprisoned up to six months or both. Persons required to file a financial disclosure statement, but who fail to do so, face a maximum fine of $250 and up to thirty days' imprisonment.

   g) Financial Disclosure. All candidates for public office, except those running for village, township, or school board office, and all elected officials, except those holding village, township, or school board office, are required to file a financial disclosure statement with the appropriate Ethics Commission each year. Also, certain appointed State officials are required to file a disclosure statement. The statement requires that sources of income and other financial interests be disclosed. Most public officials are required to file with their respective Ethics Commission by April 15 each year. Candidates are required to file thirty days prior to the first election in which they appear. Statements are available from any county board of elections or from the Commission.
h) **Public Inspection.** Financial disclosure statements on file with the Commission are open to public inspection and copies are available on written request.

i) **Special Rules.** The Ohio Ethics Commission has adopted two rules under its rule-making authority that extend the financial disclosure filing requirement to certain classes of public officials. The first such rule, EC-2, requires the chief administrative officers of about 100 state boards, commissions, and other agencies to file an annual statement. The second rule, EC-3, requires the members of the same boards, commissions, and other agencies to file a disclosure statement.

j) **Four Ethics Commissions.** The administration of the Ohio Ethics Law is entrusted to four separate agencies, each having a distinct jurisdiction. The House Legislative Ethics Committee and the Senate Legislative Ethics Committee are concerned with candidates for and members and employees of the General Assembly. The Supreme Court Board of Commissioners on Grievances and Discipline is concerned with judicial officers, employees, and candidates for judicial office. The Ohio Ethics Commission has jurisdiction over all other public officials, employees, and candidates for public office under the purview of Chapter 102 of the Revised Code.

k) **Advisory Opinions.** The Commission issues advisory opinions in response to questions relating to ethics, conflicts of interest, and financial disclosure.
2. Teaching Responsibilities

a) Introduction

Generations of teacher-scholars have recognized that membership in the academic profession carries with it special responsibilities. The nature of the educational process, the circumstances necessary to search for truth, and the use, extension, and transmission of knowledge have resulted in various statements of the concept of academic freedom. Always, this demand for freedom has been accompanied by an awareness of a concomitant responsibility, which has been part of the conduct of reasonable, learned, and humane men and women who practice the worthy and dignified profession of teacher-scholar.

Although many aspects of this sense of responsibility have been, and will remain, unwritten and understood, the faculty of BGSU wishes to reaffirm in a formal way its recognition of its special responsibilities as set forth in the following statement.

b) Statement

The faculty of BGSU reaffirms that the following are an accepted part of their responsibilities as teacher-scholars:

1. The responsibility to assure the student's freedom to learn, through maintaining an atmosphere conducive to free inquiry, the respect of the student as an individual, and the evaluation of students based on professionally judged academic performance without regard to personal or political matters irrelevant to that performance.

2. The responsibility to exercise intellectual honesty, through the development and improvement of one's scholarly competence, the exercise of critical self-discipline and judgment, and the avoidance of subsidiary interests that compromise or hamper freedom of inquiry.

3. The responsibility to state clearly the objectives of the courses taught, to direct the instruction toward the fulfillment of these objectives, and to avoid the persistent intrusion of material irrelevant to the established course definition or apart from the faculty member's area of scholarly competence.

4. The responsibility to participate meaningfully and constructively in the governance of the institution, and the maintenance of high professional standards in the objective evaluation of colleagues.

5. The responsibility to meet classes and other academic obligations regularly and at scheduled times, to assist in arrangement when emergencies intervene, to maintain reasonable opportunities for student contact and conference, and to provide information on progress and evaluation as part of the student learning experience.

6. The responsibility to determine the amount and character of the work done outside the institution with due regard to one's paramount responsibility within it.

7. The responsibility, while acting as a private citizen with the rights and obligations of any citizen, to avoid creating the impression that one speaks or acts for the University.

8. The responsibility to observe the stated regulations of the institution, but to guard the right to criticize and seek revision peacefully.

3. Equal Opportunity and Anti-Harassment Policies

Bowling Green State University is committed to providing faculty, staff and students with an environment where they may pursue their careers or studies free from discrimination. The
Office of Affirmative Action is responsible for administering the University's Equal Opportunity and Anti-Harassment Policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.


a) Equal Employment Opportunity Policy

Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The Office of Affirmative Action is responsible for equal opportunity compliance.

b) Equal Education Opportunity Policy

Bowling Green State University is committed to providing equal education opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The policy with respect to sexual orientation does not apply to the University's relationships with outside organizations including the federal government, the military, and ROTC. The Office of Affirmative Action is responsible for equal educational opportunity compliance.

c) Anti-Harassment Policy

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, sexual orientation, race, color, religion, ancestry, national origin, disability, age, and status as a special disabled or Vietnam-era veteran. Sexual harassment is the subject of a separate policy which is more fully discussed below. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Affirmative Action.

d) Sexual Harassment

Sexual harassment is a violation of Chapter 4112 of the Ohio Revised Code. Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;

(2) submission to or rejection of such conduct by a person is used as the basis for employment decisions or academic decisions affecting such individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or education environment.
Members of the University community should bring problems or questions regarding sexual harassment to the attention of the Office of Affirmative Action.

e) Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Affirmative Action.

f) Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility with which to deal with the wide range of incidents that fall under the terms "unlawful harassment or discrimination including sexual, racial, and ethnic harassment." They are intended to be responsive to the situation at hand and will be as formal or informal as the allegations under review indicate.

(1) Procedure for the Complainant

(a) A person who believes that he/she has been unlawfully harassed or discriminated against should contact the Office of Affirmative Action. Staff in this Office will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

(b) Initial discussions with staff in the Office of Affirmative Action should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

(c) Before the Office can begin its investigation, the allegations shall be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.

(d) An investigation will be conducted by a staff person in the Office of Affirmative Action only if the complainant has filed a formal, written complaint.

(e) The role of the Office of Affirmative Action in the processing of the complaint will include, but is not limited to, the following:

i) consultation with the complainant;

ii) discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of complaint;

iii) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent.
(f) If the complainant is not satisfied with the action taken by the Vice President, the complainant may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(2) Procedure for the Respondent

(a) Investigations regarding alleged instances of unlawful harassment and discrimination will be conducted by staff in the Office of Affirmative Action only if a formal, written complaint has been filed with the Director of Affirmative Action.

(b) The role of the Office of Affirmative Action in the processing of the complaint will include, but is not limited to, the following:

i) consultation with the respondent;

ii) discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;

iii) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent. All files of the grievance shall be kept in the Office of Affirmative Action for a minimum of three years. After this three-year period, maintenance of files should be consistent with University policy.

(c) If the respondent is not satisfied with the action taken by the Vice President, the respondent may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(3) Principles

In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:

(a) Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.

(b) The investigation will be conducted as fairly and expeditiously as possible.

(c) In investigating complaints of sexual harassment, confidentiality will be accorded with the utmost respect for both the complainant and the respondent.
A person bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.

The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

4. POLICY ON VIOLENCE

IT IS THE POLICY OF BGSU THAT ACTS OF VIOLENCE, THREATS OF VIOLENCE, OR INTIMIDATION WILL NOT BE TOLERATED. IN ITS MISSION TO BECOME A PREMIER LEARNING INSTITUTION, BGSU RECOGNIZES THE IMPORTANCE OF PROVIDING A SAFE ENVIRONMENT FOR ALL ITS MEMBERS. IN THIS COMMUNITY, VICTIMS/SURVIVORS WILL BE TREATED WITH DIGNITY AND RESPECT. ANY PERSONS FOUND IN VIOLATION OF THIS POLICY MAY BE SUBJECT TO DISCIPLINARY ACTION. VIOLATORS MAY ALSO BE SUBJECT TO CRIMINAL PROSECUTION.

FOR PURPOSES OF THIS POLICY, THE FOLLOWING DEFINITIONS APPLY. ACTS OF VIOLENCE INCLUDE ANY EXERCISE OF FORCE AGAINST ANOTHER PERSON OR AGAINST PROPERTY THAT COULD RESULT IN PHYSICAL OR EMOTIONAL HARM. THREATS OF VIOLENCE INCLUDE ANY VERBAL OR NON-VERBAL COMMUNICATION THAT INFlicts HARM. INTIMIDATION INCLUDES ANY VERBAL OR NON-VERBAL ACT TOWARDS ANOTHER PERSON, THE PURPOSE OF WHICH MAY BE TO COERCE, AND THE RESULT OF WHICH COULD CAUSE THE OTHER PERSON TO FEAR FOR HIS OR HER SAFETY OR THE SAFETY OF OTHERS.

IN MANY SITUATIONS, THESE ACTIONS ARE ALSO CONSIDERED CRIMINAL ACTS UNDER THE OHIO REVISED CODE. ACTS DEFINED IN THIS SUBSECTION INCLUDE BUT ARE NOT LIMITED TO: PHYSICAL ASSAULT OR ABUSE, SEXUAL ASSAULT OR ABUSE, STALKING, VERBAL OR OTHER THREATS OF PHYSICAL OR SEXUAL ASSAULT, THREATS THAT MAY INCLUDE A WEAPON, AND DAMAGE OR DESTRUCTION OF ANOTHER'S PROPERTY.

BGSU IS COMMITTED TO PROVIDING EDUCATION, PREVENTION, ADVOCACY, INTERVENTION, AND SUPPORT SERVICES WHICH ADDRESS ACTS OF VIOLENCE, THREATS OF VIOLENCE, AND INTIMIDATION. IN ADDITION, THE UNIVERSITY COLLABORATES WITH COMMUNITY AGENCIES AND PROFESSIONALS IN PROVIDING SERVICES AND REFERRALS. ALL MEMBERS OF THE BGSU COMMUNITY ARE ASKED TO REPORT VIOLATIONS OF THE POLICY ON VIOLENCE TO APPROPRIATE AUTHORITIES.

4.5. Drug-Free Workplace Policy

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate effort to provide rehabilitative support before giving consideration to termination of employment for cause as stipulated in B-I.C.3.c) of the Academic Charter and Sect. 3345.22-25 of the Ohio Revised Code.
## ADMINISTRATIVE COMPENSATION STAFF GRADING TEAM

All Divisions (save the President) will have | 3 Representatives
---|---
President's Division will have | 1 Representative

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Cheryl Takata</td>
<td>Development</td>
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<td>Monique Cotton</td>
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<td>Amy Davis</td>
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<tr>
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<tr>
<td>Sherry Hamilton</td>
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| Deb Wells             | Executive Vice President   | On team one more year             |
| Ann Bowers            | Executive Vice President   | On team one more year             |
| Joe Luthman           | Executive Vice President   | Yes                               |
| Bev Stearns           | Executive Vice President   | Yes                               |

| Jane Schimpf          | Finance and Administration | On team one more year             |
| Jim Stainbrook        | Finance and Administration | Yes                               |
| Lori Schumaker        | Finance and Administration | Yes                               |
| Larry Smith           | Finance and Administration | Yes                               |

| Mary Lynn Posniak     | Provost                    | Yes                               |
| Rachel Schaffer       | Provost                    | Yes                               |
| Sue Lau               | Provost                    | Yes                               |
| David Garcia          | Provost                    | Yes                               |
ASC MEETING  
January 10, 2002 1:30-3:00  
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

→ Call to Order

→ Introductions of Substitutes

  Guest Speaker: John Folkins, Provost
  Roxanna Foster, NWOET

Approval of December Minutes

Chair's Report

Chair Elect 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/FS cross-representation
• CSC/ASC cross-representation.
ADMINISTRATIVE STAFF COUNCIL 2000-2001
ATTENDANCE SHEET FOR September 6, 2001

Please initial next to your name.

- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

Linda Bakkum
Ann Betts
Pat Booth
Amelie Brogden
Nora Cassidy
John Clark
Wayne Colvin
Montique Cotton
Tina Coulter
Jim Dachik
Carl Dettmer
Sandra DiCarlo
Sally Dreier
Laura Emch
Mike Fitzpatrick
Deborah Fleitz
T. David Garcia
Brady Gaskins
Kay Gudehus
Tony Howard

___ Sally Johnson
___ Sue Lau
___ Thad Long
___ Sandra Miesmer
___ Jane B. Myers
___ Pamela Phillips
___ Keith Pogan
___ Susan Sadoff
___ Diane Smith
___ Tom Scavo
___ Phyllis Short
___ Jack Taylor
___ Clarence Terry
___ Robin Veitch
___ Barbara Waddell
___ Mary Beth Zachary
___ Robert Zhang

ALTERNATE:
Bob Graham
Rachel Schaffer
Tina Bunce

SUBSTITUTING FOR:
M. B. Zachary
Sue Lau
Deborah Fleitz

GUEST(S) FROM:
Rochanna Foster (Nudor)

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Minutes of Administrative Staff Council
January 10, 2002

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Ann Betts, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Sandra DiCarlo, Sally Dreier, Laura Emch, Mike Fitzpatrick, Dave Garcia, Brady Gaskins, Kay Gudehus, Tony Howard, Jane Myers, Pamella Phillips, Diane Smith, Tom Scavo, Phyllis Short, Robin Veith, Robert Zhang

Members who sent substitutes: Bob Graham for Mary Beth Zachary, Rachel Schaeffer for Sue Lau, Tina Bunce for Deborah Fleitz, Brady Gaskins for Thad Long, Joyce Blinn for Linda Bakkum.

Absent: Montique Cotton, Carl Dettmer, Sally Johnson, Sandra Meismer, Keith Pogan, Susan Sadoff, Jack Taylor Clarence Terry, Barbara Waddell.

Corrections to Minutes: None

Guest Report: Following are questions proposed to Dr. John Folkins and his responses.

1. What do you see as the greatest challenges facing academic support areas within the University in the immediate future? One example of such an area might be Academic Enhancement. What goals or efforts do you suggest, if any, to improve their functioning?

Dr. Folkins said that he places a high priority on student advising. He is currently working on an analysis of student advising. Dr. Al Gonzales is coming up with a plan on how to address student advising. They will be looking at advising potential students, current students and past students. Student retention is a very high priority. 78% continue from freshmen to sophomore year. This is low compared to some elite schools. We do well given the profile of student we have.

2. How do you perceive your role within the University, and what goals do you have for your division in general in the next 6-24 months?

Dr. Folkins sees his role as one of facilitating the academic functioning of the university. His vision is to evaluate leadership roles. He is interested in the need to raise salaries for faculty and staff. He will fight to bring up salaries.

3. At present, some areas are being asked not to fill vacant positions, while others apparently have a more positive budget position and are being allowed to hire replacements. Concerning the inequities of the situation—replacement decisions based on V.P. area or positioning within the organizational chart—should the University engage in a more holistic approach to saving money than the serendipity of which person leaves and the organizational chart assignment?

Dr. Folkins stated that the President has a plan. Dr. Ribeau wants to keep salaries up. He asked for a 3% reallocation. Units directly related to student instruction have received a 1.5% reallocation. Admissions and public safety were not cut back. Instructional staff 1.5%, administration 3%, 
Dean's offices 3%. BGSU has experienced a 6% budget cut this year. The cut last year was $800,000. We are not anticipating laying off employees.

4. With the new high-speed network in place and our expertise in digital video spread throughout many areas, is it time to develop a “media union” with technology czar to lead all these areas in a comprehensive, consolidated direction?

Dr. Folkins replied that Bruce Petryshak is our technology czar. He is moving forward. Things look wonderful down the road. We have just begun to see what comes out of the supernet. This will have an impact for years into the future. Digital media has huge potential and is the positive direction to go.

Joyce Blinn asked Dr. Folkins to speak about the recent return of Mercer to campus. He indicated that the study went to Human Resources. Rebecca Ferguson can address the findings.

Kay Gudehus asked Dr. Folkins to address the Master Plan for the campus. He explained that a consulting firm from Columbus has been contacted and will spend eighteen months evaluating such things as where to build new buildings, a 30 year growth projection, long term plan for the physical structure of the university, energy conservation, etc. A plan was last done decades ago.

Roxanna Foster from NWOET explained the possible services that Blackboard could provide and how the Administrative Staff Council could use it.

Chair Report: Points of interest from Board of Trustees meeting 12/11/01:

- Doug Smith (University Advancement) proposed changes in “naming” benchmarks,” raising the dollar minimums for several items commonly named after University contributors, and proposed an expanded Naming Committee. This committee is to be appointed by the President and is to include representatives from all constituent groups. The motion passed.
- The Board also passed a motion to purchase a house south of campus, on Wooster, for $141,000. The rationale is to begin purchasing bordering properties to allow for future expansion of the University. To additionally facilitate such purchases, the Board also passed a motion granting the Chief Financial Officer limited powers to make offers for similar properties without pre-approval by the Board.
- Bob Waddle noted that we expect to assume occupancy of the renovated Student Union on December 28, 2001 and to have that facility open to students by the beginning of the spring 2002 term. Waddle further noted that not all Union facilities are expected to be operational by the beginning of the term, but the last Union dining facility is expected to be in service by February 4th.
- Following the open Board session in the afternoon of 12/11/01, the Board went into Executive Session and voted President Ribeau an annual salary increase of approximately $43,000—making his salary the second-highest among Ohio’s university presidents.

We have not yet received “final” revised drafts of two procedural documents we are expected to consider for ASC approval prior to the April Board of Trustees meeting: the BGSU policy on violence and the non-compensation conciliation process.
Chair Elect Report: None

Secretary’s Report: Diane Smith reminded all that David Bryan would be our guest at the February ASC meeting. Questions should be forwarded to her, John Clark or Laura Emch.

Committee Reports:
- Amendments: Jim Dachik stated that the committee has begun the process of looking at the bylaws.
- External Affairs- no report
- Awards and Special Recognition: Kay Gudehus said that the committee is revamping the award process. A report via e-mail will follow.
- Internal Affairs- The committee is working on a revised draft of the orientation manual.
- Personnel Wellness- Brady Gaskins indicated that the non-compensation document had been forwarded to Nancy Footer.
- Professional Development- Ann Betts said there is still money left for professional development.
- Salary- Dave Garcia stated that the committee is comparing BG salaries with other institutions in Ohio. They are working with CUPA.
- Scholarship- Nora Cassidy said the mailing will go out on January 14. There is a concern with raffling 'university property'.

Old Business: None

New Business: John Clark asked the council to consider the possibility of cross representation with Classified Staff Council for the next meeting.

Good of the Order:
Amelie Brogden announced that a virtual tour of the residence halls is on the web. She asked all to check it out.
Kay Gudehus asked for volunteers for President’s Day.
Joyce Blinn stated that Ron Knopf won the state award- Ohio Association for Developmental Education Adjunct Professor Award for 2001.

Kay Gudehus moved and Amelie Brogden seconded to adjourn the meeting. The meeting was adjourned at 3:05 p.m.

Respectfully Submitted,
Diane Smith
Secretary
**Blackboard Services for Organizations**

**COMMON BLACKBOARD SERVICES**

**Announcements**
- Users can view important messages from the institution, staff, and faculty on the Announcements page.
- Users can sort announcements by category (courses or institution) and post date.

**Calendar**
- The dates and events that appear on the Course Calendar are for all users in a specific course.
  
  Suggested items to include in the calendar:
  - Meetings
  - Task Due Dates
  - Guest Speakers

**Groups**
- Build project / task groups using the Manage Groups page.
- Instructors can add, remove, and modify groups of users within a course from the Manage Groups page.
- The instructor has the option of giving the group discussion board functions, virtual classroom functions, group file exchange functions, and group email functions.

**Documents**
- Post course documents, staff information, assignments, announcements, assessments, etc.
- Incorporate text, spreadsheet, slideshow, and graphics files; audio and video clips; and interactive simulations.

**Email**
- Users access email functions for specific courses through the Send Email page. Users are able to send messages to other course participants.
Discussion Board
- This feature is similar to the chat, but is designed for asynchronous use (users are not present at the same time to converse on-line). For example, email is asynchronous.
- An additional advantage of the discussion board is that user conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

Virtual Classroom
- The virtual classroom, or the chat room, can be used to hold real-time, online classroom discussions, TA sessions, and office hour type question/answer forums.

External Links
- Add links to external resources.

Digital Dropbox
- The Digital Dropbox is a tool that users can use to exchange files. The dropbox works by uploading a file from a disk or a computer to a depository.
- Files can be sent back in forth from the instructor's Drop Box to the Drop Box of other users.

Address Book
- Users store contact information in the Address Book. The Address Book is empty until the user enters contacts. Users must enter in a profile for anyone they wish to add to their address book, even if the contact is a system user.

Identification of Objectives
- Communication
- Committee Work

Selection of Services to Meet Objectives
- Communication
  - Current Services (Listproc, Website, Email)
  - Blackboard Services (Discussion Board, Virtual Classroom)
- Committee Work (ex: Document Sharing)
  - Current Services (Email / Attachments)
  - Blackboard Services (Digital Dropbox, Attachments to Discussion Board Messages)

Identification of Audience
- ASC Members
- Administrative Staff
Hello John, Laura, and Diane:

I am reporting to ASC on behalf of the Leave Committee regarding the progress we have made during our last two meetings:

October 9, 2001
1. Committee members decided to focus first on their charge to review and make recommendations related to the BGSU Family and Medical Leave Act Policy. The committee's goal is to make recommendations to present the constituent groups by the end of the fall semester. Areas under review include the eligibility of spouses who are BGSU employees each to have 12 weeks of FML; differences between the FMLA law and BGSU policy in the definition of terms (e.g., "serious illness," "immediate family"); and other inconsistencies or confusing language that may need clarification.

The committee requested that H.R. survey other IUC institutions including Miami, Kent State, andOU regarding their FML policies and how they define the terms we are reviewing. Further discussion in this regard was tabled until results from the survey became available.

2. The committee agreed that in looking at FML, we will also need to consider the other types of leaves that could intersect with FML insofar as FML is used concurrently with other leaves at BGSU.

3. In spring semester 2002 the committee will focus on the remainder of its charge to identify inconsistencies between employee groups in the application of other types of leaves including vacation, maternity/paternity, personal, sick, special, voting, etc. Recommendations will be made as to which leaves could be applied more equitably among employee groups.

October 30, 2001
1. The committee discussed the importance of recommending University-wide education and training related to FMLA, the law and BGSU's policy. As an institution we are required by federal law to report FML use to the Department of Labor annually and yet H.R. is not being informed by staff or...
their supervisors about impending medical leaves until after the fact if at all.

2. The group identified differences between the FMLA law and BGSU policy and provided a rationale for each recommendation to change the policy. The recommendation for married employees to each receive 12 weeks FML will include a statement that spells out the need for coordination when married employees work in the same unit or department. Additionally, we will recommend rewriting the BGSU policy to directly reflect the language of the law regarding adoption and serious illness. Even though the intent is the same as the law, the policy language is confusing. (As yet H.R. has not received survey responses from IUC institutions.) We identified other areas of the policy where specificity would help clarify meaning.

3. B. Stearns and N. Vanderlugt will prepare a draft of the recommended policy changes to present at the next meeting (Tues., Nov. 27).

-Beverly

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

Beverly J. Stearns
Director, Administrative Programs and Services
Libraries and Learning Resources
Bowling Green State University
Bowling Green OH 43403
Phone: 419.372.7891
FAX: 419.372.7996
bstearn@bgnet.bgsu.edu

Printed for Diane Smith <dlsmith@bgnet.bgsu.edu>
Hello Linda,

This is a long email, but I wanted to clarify two discussion items from today's Leave Committee meeting. (and thanks again for lunch!)

1. The Administrative Staff handbook does contain procedures for submitting monthly leave reports. If all offices are not following this, then training and follow up is needed. You can find a copy of the 'Administrative Staff Leave Form' on the HR site at: http://www.bgsu.edu/offices/ohr/forms/pdf/adm leave_form.pdf

2. What I heard today is the Chairs, Vice-Chairs, Deans, etc are following the HR/Administrative Staff Handbook guidelines, but are only reporting leave once/year. After reading the two major leave policies (sick and vacation) and not considering other leave possibilities mentioned in the Administrative handbook, there are issues that may need to be addressed that we did not bring up at the meeting today.

For example, if a Dean takes a vacation longer than 22 days, is he/she getting permission in advance from the contracting officer? If a Chair is sick longer than 3 days, or really needs to have a leave under FMLA instead of sick leave, is this being addressed? Since leave is only reported once/year, what process (and by what office/s) is used to clarify monies either owed to staff member or to the University, if a person leaves prior to the year (for any reason: termination, new job, retirement, death). Are vacation balances monitored and not exceeding 44 days?

The Administrative Staff Handbook is located at: http://www.bgsu.edu/offices/ohr/handbooks/admin_hand.pdf

I've highlighted below the section on the Admn. Staff Handbook that describes the procedure that should be used for reporting leave:

**Sick Leave Policy**

The sick leave policy is designed to provide an administrative staff member with
continued income during a period of illness or recovery. Sick leave shall be earned at the rate of 10 hours or 1.25 days per month for full-time, 12 month staff beginning with the first month of employment. There is no limit on the amount of sick leave that can be accrued. Sick leave is the authorized absence from duties due to
a. Personal illness, injury, pregnancy, exposure to contagious disease that could be communicated to other employees; and to illness, injury, or death in the staff member's immediate family.* The area supervisor may approve sick leave in the case of a member of the immediate family not living in the same household.
b. Medical, dental or optical examination or treatment of staff member or member of the immediate family.
c. Death in the immediate family (limited to 10 working days).
d. Attendance at the funeral of a friend or relative not identified as immediate family (limited to one working day).

* Definition of immediate family: brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandparent, a legal guardian or other person who stands in place of a parent. When a staff member is unable to work, the immediate supervisor (or other designated person) should be notified on the first day of absence, if possible. Otherwise, the absence may be charged to leave without pay. The administrative staff member should complete a report for every use of sick leave by using the Leave Reporting Form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage. Supervisors may request medical documentation for sick leave absences. Accrued, but unused sick leave balances are reflected on the monthly paycheck stub. In the event a staff member exhausts accumulated sick leave because of an extended illness, the staff member may be retained on the payroll in an unpaid status for an additional period of time if...
recommended by the area head, and approved by the vice president or President. Consideration should be given to years of service, extent of illness, or other extenuating circumstances.

Full-time staff members who are contracted for less than 12 months and part-time staff earn sick leave on a prorated basis, according to the number of hours or days per month in their contract.

A staff member eligible for Workers’ Compensation may choose to use sick leave before such payments are made (sick leave is usually of greater advantage to the staff member). At the date of retirement into Public Employee Retirement System or upon death while an employee of the University, each administrative staff member, who has 10 or more years of service with the State of Ohio, is eligible to receive payment for one-fourth of the value of their accrued but unused sick leave credit. The maximum payment allowed, however, is for 30 days. Such payment shall be based on the staff member's rate of pay at the time of retirement or death. Payment for sick leave on this basis will eliminate all sick leave credit accrued by the staff member, such a payment may be made only once to any employee in the case of retirement or to his/her estate in the case of death.

Questions about the sick leave policy and procedures should be addressed to the Office of Human Resources.

The Vacation section reads as follows (highlighted for procedure info.):

**Vacation Policy**

All full-time, 12-month administrative staff members earn vacation time at the rate of 22 days for each year of service. All full-time nine or ten month administrative staff members, except those excluded below, earn vacation time at the rate of 1.83 days (14 hours and 40 minutes) per month. During the first year of employment, vacation accrual may not be used until the first year's employment is completed. If employment begins on July 1, 1992, a 12 month full-time administrative staff member would be eligible to use accrued vacation starting July 1, 1993. Nine or ten month full-time administrative staff members must complete one year of service before vacation may be used. Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension.
or while employed elsewhere.

An annual vacation is important to the well being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided they are requested in advance and the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the contracting officer. A full-time, 12-month staff member's vacation balance cannot exceed 44 days (352 hours) at the end of each fiscal year (June 30 of each year). For full-time, 10-month employees the balance cannot exceed 36.6 days (293 hours, 20 minutes); for full-time, 9-month employees the balance cannot exceed 33 days (264 hours).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, dean, or a vice-president, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be 352 hours (44 days). In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code. This policy excludes Student Health Services medical doctors, residence hall directors and managers, complex coordinators, and employees whose contract period is for less than 12 months but who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work 50 percent for 12 months and works part of each week, earns vacation at one-half the normal rate (11 days each year or 7 hours 20 minutes per month). Part-time, 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff members are eligible for payment of unused vacation credit not to exceed two years maximum accrual.
The President or vice-presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records. The administrative staff member should complete a report for every use of vacation using the Leave Reporting form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage. Accrued but unused vacation leave balances are reflected on the monthly paycheck stub.

Questions about the vacation policy and procedures should be addressed to the Office of Human Resources.

Any questions or additional information desired, just let me know.

--

Laura F. Emch
Associate Director, Student Financial Aid
231 Administration Building
Bowling Green State University
Bowling Green, OH 43403-0145
Phone: 419-372-2651
Email: lemch@bgnet.bgsu.edu
ADMINISTRATIVE STAFF COUNCIL 2000-2001
ATTENDANCE SHEET FOR September 6, 2001

Please initial next to your name.
- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

[Signatures of staff members]

[Signatures of alternates]

[Signatures of guests]

ALTERNATE:

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SUBSTITUTING FOR:

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GUEST(S) FROM:

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Sent e-mail 1/02
ASC MEETING
February 7, 2002 1:30-3:00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

Call to Order

Introductions of Substitutes

Guest Speaker: David Bryan, Trustee Chair

Approval of January Minutes

Chair's Report

Chair Elect Report

Secretary's Report

• Elections

Committee Reports

• Amendments

External Affairs

• Awards and Special Recognitions

Internal Affairs

• Personnel Welfare

Professional Development

• Salary

Scholarship

Old Business

• ASC/CSC/F.S. cross representation

• List proc

New Business

• First reading of the Policy on Violence — March meeting

• First reading of the Non-compensation Conciliation Policy revision — March meeting
 ADMINISTRATIVE STAFF COUNCIL 2000-2001
ATTENDANCE SHEET FOR February 7, 2002

Please initial next to your name.

- Alternates, please sign your name in the space provided as well as the name of
  the person for whom you are substituting. Do not initial for the person for
  whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

| ✔ Linda Bakkum                  | ✔ Sally Johnson                  |
| ___ Ann Betts                   | ___ Sue Lau                     |
| ___ Pat Booth                   | ___ Thad Long                   |
| ✔ Amelie Brogden                | ✔ Sandra Miesmer                |
| ___ Nora Cassidy                | ___ Jane B. Myers               |
| ✔ John Clark                    | ___ Pamella Phillips            |
| ___ Wayne Colvin                | ___ Keith Pogan                 |
| ___ Montique Cotton             | ___ Susan Sadoff                |
| ___ Tina Coulter                | ___ Diane Smith                 |
| ___ Jim Dachik                  | ___ Tom Scavo                   |
| ___ Carl Dettmer                | ___ Phyllis Short               |
| ✔ Sandra DiCarlo                | ___ Jack Taylor                 |
| ___ Sally Dreier                | ___ Clarence Terry              |
| ___ Laura Emch                  | ___ Robin Veitch                |
| ___ Mike Fitzpatrick            | ___ Barbara Waddell             |
| ___ Deborah Fleitz              | ___ Mary Beth Zachary           |
| ___ T. David Garcia            | ___ Robert Zhang                |
| ___ Brady Gaskins               | ___                        |
| ___ Kay Gudehus                 | ___                        |
| ✔ Tony Howard                  | ___                        |

ALTERNATE:

| Paul Lopez                        | Mike Fitzpatrick               |
| Robert Cramer                     | Thad Long                      |
| Mary Lou Stradtmier               | Sandra DiCarlo                 |
| Julia Wagoner                     | Sue Lau                        |

GUEST(S) FROM:

| Jane Myers                       | Robin Veitch                   |

SUBSTITUTING FOR:

| Mike Fitzpatrick                 |                               |
| Thad Long                        |                               |
| Sandra DiCarlo                   |                               |
| Sue Lau                          |                               |
| Robin Veitch                     |                               |
Minutes of Administrative Staff Council
February 7, 2002

Call to order: Chair John Clark called the meeting to order at 1:40.

Members Present: Linda Bakkum, Amelie Brogden, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Sally Dreier, Laura Emch, Deborah Fleitz, Brady Gaskins, Tony Howard, Sally Johnson, Sandra Miesmer, Jane Myers, Keith Pogan, Diane Smith, Phyllis Short, Jack Taylor, Barbara Waddell, Mary Beth Zachary, Robert Zhang

Members who sent substitutes: Paul Lopez for Mike Fitzpatrick, Robert Cramer for Thad Long, Mary Lou Stradtman for Sandra DiCarlo, Laura Waggoner for Sue Lau, Jane Myers for Robin Veitch.


Corrections to Minutes: None

Approval of Minutes: Sandy Miesmer moved, Mary Beth Zachary seconded, and the minutes were approved.

Guest Report: David Bryan – BGSU Board of Trustee Chair.

David Bryan began his presentation by explaining the make-up of the board and what he perceived to be its role. The Board of Trustees should not micro manage or serve as a rubber stamp. If there are problems, the Board needs to be more involved. When the University is running smoothly the Board should serve in a monitoring position. The Board of Trustees does not manage the University. It is involved in broad decision making in areas such as hiring/firing the President, overseeing the financial picture.

While reviewing the audits and budgets the Board members needed to ask questions, get information, test the information and be informed about the direction of the University. It was important that they understood the process.

Chair Bryan outlined what he perceived that BGSU needed in a President when Dr. Ribeau was hired. He believed that BGSU needed a better spirit of collegiality on campus. He feels that Dr. Ribeau has provided leadership. During his tenure learning communities were established, Springboard began, and values initiatives were established. A major strength of Dr. Ribeau has been his ability to articulate a vision and a mission.

One of the biggest weaknesses he has seen has been that the Trustees were not able to understand the financial information because of the reporting process. This problem has been addressed and changed. Internal controls have also been a weakness. This area is starting to improve with the internal auditor looking at the internal controls.

When asked about market based compensation for faculty and administration Chair Bryan said it is important to know what people’s perceptions are. We are better off than we were in 1999. We now have a compensation plan with objective measurable goals. In order to improve faculty compensation a plan needs to be in place. The Board of Trustees can think this is a top priority but without a plan in place of how this will be achieved it is just a resolution.

Chair Bryan faults the State of Ohio for not putting higher education as a priority.

Chair Bryan noted that there is a perception that retention and recruitment in the area of Administrative Staff is weak. He indicated that it depended upon what area and age group one was looking at. He perceives large retention and recruitment problems in the area of ITS.

Asked about a compensation plan for administrative staff, Chair Bryan said we are making strides but are not there yet. He further stated that it is a responsibility to see that administrative staff members are paid
appropriately. If we underpay, we lose the best and cannot move toward becoming the 'Premiere Learning Community'.

Mary Beth Zachary pointed out that time spent with the Board of Trustees broadens one's perspective giving a more global picture of the University.

Deborah Fleitz asked Chair Bryan if the Board of Trustees had considered the impact on morale when they decided to give Dr. Ribeau a 19% raise in the face of a financial crunch. He indicated that they didn’t consider the morale and were surprised by the negative responses. He felt that this was in the best interest of the University. An unintended consequence of this decision has been that the Board has become more aware of the Faculty and Administrative staff compensation plans. Chair Bryan believes that the President has the most effect on how a university progresses. The decision for the 19% raise was entirely the decision of the Board of Trustees. He stated that it is not in the best interest of the University to underpay the president. Dr. Ribeau can communicate education better than any other can. Legislatures think very highly of Dr. Ribeau. With his salary increase Dr. Ribeau will be in the top tier of MAC schools.

**Chair Report:** John Clark announced that general announcements have been posted to the list proc under the header of Marketing and Communications. He will meet with Linda Dobb to see if she can make information more generally known.

Updated Appendix G on the web site.

Michelle Claussen and Human Resources will be at the March ASC meeting.

**Chair Elect Report:** None

**Secretary’s Report:** Notice has been sent to the Monitor asking for self-nominations. Letters will be forthcoming.

Jim Dachik will replace Tom Scavo as Chair of the Amendments committee.

**Committee Reports:**

**Amendments:** Jim Dachik is working with the committee via e-mail. He should have something to report at the next meeting.

**External Affairs:** No report

**Awards and Special Recognition:** No report

**Internal Affairs:** Sandy Miesmer stated that the handbook has been finished and is ready to be distributed.

**Personnel Welfare:** None

**Professional Development:** Amelie Brogden said that funds are still available.

**Salary:** None

**Scholarship:** Sandy Miesmer indicated that raffle sales were going well. The application has been revised.

**Old Business:** John Clark stated that the past chair would be the representative to Faculty Senate. No decision has yet been made as to how the representative should be selected for Classified Staff Council.

Laura Emch said that The Policy on Violence would be going to the constituent groups. It is not much different than before.
Mary Beth Zachary informed council that the Policy on Violence had been proposed to the Faculty Senate. Some of their issues were concern about infringement on academic freedom and what would be considered as a violent act. Faculty Senate voted down the policy. They recommended that the phrase 'emotional acts of violence' be removed.

**New Business:** None

**Good of the Order:**

Laura Emch announced that Financial Aid was having a scholarship bake sale on February 14.

Mary Beth Zachary indicated that Faculty Senate moved to give ASC/CSC voting membership. An amendment has been proposed.

Barbara Waddell invited all to Voices of Africa with Dr. William Julius for Diversity Day Saturday February 9 from 12-6 p.m. Entertainment and refreshments available.

Mary Lou Stradtman said that enrollment at Firelands is up sixty-six students.

Keith Pogan moved and Tina Coulter seconded to adjourn the meeting. The meeting was adjourned at 3:10 p.m.

Respectfully Submitted,

Diane Smith
Secretary
REVISED OVERLOAD RATES, EFFECTIVE FALL SEMESTER, 2002
(RATES WILL BE ADJUSTED IN RELATION TO SALARY POOL FOR AY 2002-03)

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<tr>
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<th>LECTURER/INSTRUCTOR</th>
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OFF-CAMPUS OVERLOADS

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L.L.Has 2/21/02
Conciliation Process for Non-Compensation Plan Complaints
(DRAFT REVISION – with corrections showing)
February 2002

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

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

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

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues as stated in the Administrative Staff Handbook. ISSUES REGARDING ALLEGED DISCRIMINATION OR HARASSMENT WILL BE INVESTIGATED BY THE OFFICE OF EQUITY, DIVERSITY AND IMMIGRATION SERVICES (OEDIS) THROUGH ESTABLISHED PROCEDURES.

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

There are two THREE steps in the CONCILIATION process:

1. Conciliation Meeting WITH SECOND LEVEL SUPERVISOR
2. VICE PRESIDENTIAL APPEAL
3. Presidential Appeal REVIEW

STEP 1: Conciliation Meeting WITH SECOND LEVEL SUPERVISOR.
The Conciliation Meeting, facilitated by the Assistant Provost VICE PRESIDENT for Human Resources/designee, provides the staff member and the Vice President or President/Designee HIS/HER SECOND LEVEL SUPERVISOR with an opportunity to resolve the complaint in a collaborative, informal fashion. Participants in the meeting include:

- Employee STAFF MEMBER/ADVOCATE.
- Immediate Supervisor.
- Vice President or President/Designee. SECOND LEVEL SUPERVISOR
The process is normally completed within four (4) weeks unless there is a MUTUAL decision to extend the timelines.

Process:
The staff member will inform Human Resources and the immediate supervisor in writing that she/he requests to enter into conciliation. THIS NOTICE SHALL BE GIVEN WITHIN FOURTEEN (14) CALENDAR DAYS OF THE NOTIFICATION FROM HUMAN RESOURCES REGARDING THE INVESTIGATION OF THE INITIAL INCIDENT REPORT.

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

2. Within fourteen (14) calendar days of receiving the request to enter conciliation, Human Resources forwards the documentation to all involved and schedules the meeting.

3. A CURRENT MEMBER OF THE BGSU ADMINISTRATIVE STAFF (NON-FAMILY MEMBER) ACTING AS AN ADVOCATE MAY ACCOMPANY THE EMPLOYEE TO THE CONCILIATION MEETING. ADVOCATES MAY ASSIST IN CLARIFYING POINTS DISCUSSED IN THE MEETING.

4. IN THE EVENT THE SECOND LEVEL SUPERVISOR IS THE DIVISION VICE PRESIDENT, A DESIGNEE WILL BE APPOINTED SO THE DIVISION VICE PRESIDENT IS ABLE TO PARTICIPATE IN STEP 2, IF REQUIRED.

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

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

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

STEP 2: Presidential VICE PRESIDENTIAL APPEAL

1. Within seven (7) calendar days of receiving the decision, the staff member appeals, in writing, to the HIS/HER DIVISIONAL VICE President, OR DESIGNEE, AND THE OFFICE OF HUMAN RESOURCES of the University. If the staff member filing the complaint reports directly to the President, the President appoints a designee for this process.

2. WITHIN FOURTEEN (14) CALENDAR DAYS OF RECEIVING THE REQUEST TO ENTER CONCILIATION, HUMAN RESOURCES SCHEDULES A MEETING. ATTENDEES ARE THE SAME AS AT STEP 1 WITH THE ADDITION OF THE DIVISION VICE PRESIDENT, OR DESIGNEE.

3. Within thirty (30) fourteen (14) calendar days after receiving the appeal MEETING, the DIVISION VICE President or designee responds, in writing, to the staff member, supervisor, vice-president, and Human Resources.

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

The decision of the President or designee is final.
STEP 3: Presidential Appeal REVIEW

1. Within seven (7) calendar days of receiving the DIVISIONAL VICE PRESIDENT'S decision, the staff member may request a review, in writing, to the President of the University. If the staff member filing the complaint reports directly to the President, the President appoints a designee for this purpose.

2. Within thirty (30) calendar days after receiving the appeal request for review, the President or designee responds in writing reviewing the divisional vice president's decision and the written outcome of the original conciliation meeting. The President or designee issues a written decision to the staff member, supervisor, division vice president, and human resources.

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

Approved by Administrative Staff Council on May 7, 1998
ASC MEETING
March 7, 2002 1:30-3:00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

/ Call to Order


/ Introductions of Substitutes

/ Guest Speaker: Michelle Clossick, Rebecca Ferguson- Policy on Violence
Rebecca Ferguson, Marsha Serio, Donna Wittwer- Non-Compensation Conciliation Policy

/ Approval of February Minutes

/ Chair's Report

/ Chair Elect Report

/ Secretary's Report

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

/ Old Business
/ Second reading/ discussion Policy on Violence
/ ASC/CSC cross representation

/ New Business

Fac Senate Report.
Please initial next to your name.
- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

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<td>Linda Bakkum</td>
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<td>Sandra DiCarlo</td>
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Minutes of Administrative Staff Council
March 7, 2002

Call to Order: Chair John Clark called the meeting to order at 1:35 p.m.

Members Present: Amelie Brogden, Nora Cassidy, John Clark, Tina Coulter, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Deborah Fleitz, Brady Gaskins, Tony Howard, Sally Johnson, Thad Long, Sandra Miesmer, Keith Pogan, Diane Smith, Tom Scavo, Phyllis Short, Mary Beth Zachary, Robert Zhang

Members who sent substitutes: None

Members Absent: Linda Bakkum, Ann Betts, Wayne Colvin, Sandra Di Carlo, Sally Dreier, David Garcia, Kay Gudehus, Sue Lau, Jane Myers, Jack Taylor, Robin Veitch, Barbara Waddell

Corrections to Minutes: None

Approval of Minutes: Keith Pogan Moved, Brady Gaskins seconded, and the minutes were approved.

Guest Report: Michelle Clossick and Rebecca Ferguson - Policy on Violence
Work was first begun in the fall of 2000 on the Policy on Violence. BGSU was one of eighteen institutions who received a grant to work on a policy. BGSU was the only institution who concentrated on workplace violence, as well as, student issues. Students, Administrative Staff Council, Faculty Senate and Classified Staff Council worked on writing the policy. There were huge discussions over the language in the document. A concern was raised about the liability for BGSU if a victim didn’t feel they were treated with respect and dignity.

Mary Beth Zachary asked what would happen if all constituent groups didn’t pass the policy. Becca Ferguson said it could go to the Board of Trustees with three of the four groups in agreement.

Amendments would be addressed as ‘unfriendly’ changes and would be documented. Some members of faculty senate were concerned that the policy ‘flies in the face of academic freedom’.

/15
**Guest Report:** Rebecca Ferguson and Marsha Serio- *Non-Compensation Conciliation Policy*

Several concerns voiced by the Administrative Compensation Working Group were aired regarding policy as it stands. Policy is unclear for those employees who report directly to the president. Provost won't undercut the Deans. Colleges have autonomy; Deans need to be involved. In some areas the second level supervisor may not be the Dean, therefore, Dean would not be aware of a situation. Advocate must be a non-family member. Family members can be too emotional. In cases involving health or retirement issues, a family member may be involved.

Mary Beth Zachary suggested that except in rare circumstances disciplinary action would not be taken until case was completed.

**Scholarship Raffle:**

Members of the Scholarship Committee drew raffle winners. 2897 tickets were sold for a total of $2026.00

- $25.00 Krogers gift certificate
- $25.00 Continuing Education gift certificate
- $30.00 debit card from Dining Services
- $40.00 Mitchell Photography certificate
- $50.00 gift certificate University Bookstore
- $50.00 gift certificate Union Bookstore
- $50.00 National City Bank Savings Bond
- Fall 2002 pass to Rec. Center- Family of 4
- BGSU Gift Basket from Alumni Office
- Four rounds of Golf at Forest Creason ($120)
- Four piece desk set from For Keeps
- $50.00 gift certificate from Anderson's
- Longenberger basket donated by Lisa McHugh
- One night stay at the Quality Inn-BG
- One semester reserved parking space
- Stained glass piece donated by Suzanne Fahrer
- Two tickets to a BGSU football game
- Two tickets to a BGSU hockey game
- Two tickets to BGSU women's basketball game
- Two night stay at Maumee State Park
- Two season tickets to BGSU theater productions

Carol White  
Shirley Summersett  
Angela Shope  
Martha Mazzarella  
Ellen Williams  
Ginny Keen  
Sandy Miesmer  
Liz Cole  
Jessica Wade  
Lynn Huber  
Diane Whitmire  
Nora Cassidy  
Ruth Maas  
Ramona Meraz  
Matt Webb  
Sue Lau  
Kathy Wagner  
Scott Gallaway  
Cheryl Kurfess  
Deanne Snively  
Lawrence Bedee
Two season ticket to the Festival Series
Two season tickets to the Summer Music Series
Port Clinton B&B one night

Ed O'Donnell
Tom Cummings
Theresa Clickner

Chair’s Report: Points of interest from Board of Trustees meeting 2/26/02:
- Chris Dalton: The approved 7% tuition increase for summer 2002 would have had to be 3% higher to fully offset losses in state share of instruction in this calendar year. Costs of instruction are expected to increase an additional 8%+ for 2002-03.
- Chris Dalton: Ohio’s twenty-year slide from per capita income 10% above the national average to its current per capita status of 5-10% below national average parallels its slide in per capita percentage of baccalaureate degrees.
- A study of mechanical/electrical systems updating for Jerome Library estimates costs at $15-20 million.
- In February, we were just beginning to be impacted by the $5.5 million cut in state share of instruction. $3 million in cuts “volunteered” by divisions has been placed in budget reserve; another $2.5 million must be earmarked before June 30.
- BGSU did well in Success Challenge income this year, receiving approximately $3.6 million or a $1 million increase over last year.
- ITS expenditures have risen significantly, due to firmer/more timely replacement of desktop systems.

Other news:
- Administrative Staff Advisory Team: Executive Committee has accepted 10 replacements and several alternates selected by the Chair and Chair-elect in collaboration with Human Resources. The need for 10 replacements on the 15-member team in one year and a late start in replacement planning—coupled with the need for significant training of new team members—didn’t allow self-nomination for positions in this cycle. Executive Committee would like next year’s timeline to allow comprehensive advertisement of team openings.
- Teaching compensation revision has been approved, effective 2002-2003.
- Marketing & Communication has launched daily BGSU News service.
- Comprehensive release time for April 16 legislative visit has been denied.
- Starting salaries are generally stronger, but significant numbers of administrative staff, especially in grades 13-16, linger below 25th percentile after several years.
- We have heard central administration support for annual range indexing and are awaiting at least 3 different models (based on percentage of increase relative to c.p.i.) from Human Resources.
Faculty Senate has voted down the proposal for full voting members from ASC/CSC

Chair Elect Report:
Board of Trustee:
John Clark and I attended the February 26, 2002 Board of Trustee session. At this meeting, John attended the Financial Affairs and Facilities Committee meeting, and I attended the Academic and Student Affairs Committee.

The Academic and Student Affairs Committee agenda consisted of one action item of Personnel Changes since December 11, 2001, and four discussion items.

The first discussion item was an update to the 'Values Initiative' program, lead by Eileen Sullivan, Ph.D., and Don Nieman, Ph.D. The second item was a report on the 'Firelands Program Review'. The essential elements of the program review were extremely positive. The last two discussion items, lead by Dr. Folkins, were 'Enrollment and Retention Updates' and 'Honorary Degree' recommendations.

In the 'Enrollment and Retention Updates', we were provided with the following statistics as of February 26, 2002:

Spring BGSU total new student enrollment is up 570, or 3.1%, to a total of 19,245.
  -Main Campus is up 447, or 2.8%, to a total of 16,594
  -BGSU Firelands is up 44, or 2.9%, to a total of 1,548.
  -Extensions is up 79, or 7.7%, to a total of 1,103.

Fall freshmen applications are up 229, or 2.58%.
Fall transfer applications are down 37, or 8.51%.
Fall freshmen admits are up 223, or 2.84%
Fall new student goal is 4,300 freshmen plus transfers.

Fall 2001 actual = 4,303

ASC Budget:
On February 20, 2002, I submitted to Dr. Dobb the ASC budget request for 2002-03. Dr. Dobb has forwarded this request to Dr. Dalton for consideration.

ASC Reception:
Mark your calendars and help spread the word that our Spring Reception will be held at Miletti on May 13th from 3:30 PM to 5:00 PM.

**Secretary's Report:** All eligible Administrative Staff members have been sent self-nomination ballots. Deadline to return ballots is March 8.

**Committee Reports:**

- **Amendments:** Jim Dachik wants to approach CSC to have voting rights.

- **External Affairs:** None

- **Awards and Recognitions:** None

- **Internal Affairs:** None

- **Personnel Welfare:** Brady Gaskins asked that comments be sent to him by Tuesday, March 12.

- **Professional Development:** Amelie Brogden said there is $1100.00 still available for professional development, $2000.00 has been spent.

- **Salary:** Mike Fitzpatrick said a meeting has been proposed for next week.

- **Scholarship:** Due date for Scholarship applications is March 22.

**Old Business:** Policy on Violence. 2/3 of full Administrative Staff Council is necessary to approve major issues. Voting will take place at a later date. Questions arose regarding the vagueness of the policy.

**Good of the Order:**

Mary Beth Zachary announced that Jan Pallister would receive a Doctorate of Letters on March 19. All are welcome. She also announced that David Bryan told Faculty Senate that the Board of Trustees will continue progress on faculty compensation, evaluate values' initiatives and work on ways to obtain state money.

Tina Coulter reminded council to donate to the Family Campaign.
Deborah Fleitz moved and Carl Dettmer seconded to adjourn the meeting. The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Diane Smith
Secretary
Points of interest from Board of Trustees meeting 2/26/02:

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Respectfully submitted,

John M. Clark
Administrative Staff Council  
March 7, 2002

Chair-Elect Report

Board of Trustee:
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ASC Reception:
Mark your calendars and help spread the word that our Spring Reception will be held at Miletti on May 13th from 3:30 PM to 5:00 PM.

Respectfully submitted by,

Laura Emch
ASC Chair-elect
Date: Sun, 31 Mar 2002 09:26:21 -0500  
From: jclark2@bgnet.bgsu.edu  
To: ASC-REPS <asc-reps@listproc.bgsu.edu>  
Reply-To: asc-reps@utility.bgsu.edu  
Sender: owner-asc-reps@utility.bgsu.edu

Dear ASC representatives,

Appended below is a tentative agenda for the upcoming ASC meeting. If you would like to add items to our agenda, please send them to me (jclark2@bgnet), as Secretary Diane Smith is off campus this week.

Regards,

John

ASC MEETING 4/4/02
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
Awards and Special Recognitions
External Affairs
Internal Affairs
Personnel Welfare
Professional Development
Salary
Scholarship
Faculty Senate Liaison

[Note: Our by-laws calls for a written summary of each ASC committee’s activities for the year to be presented at our June (6/6) council session.]

Old Business

- Report on elections forthcoming
- Legislative visit to Columbus April 16th
- By-laws amendment establishing cross-representation

New Business

- Discussion of ASC salary recommendation for 2002-2003

Good of the Order

Adjournment
March 20, 2002

To: Dr. Sidney Ribeau

CC: Faculty Senate Budget Committee
    Classified Staff Council

From: Administrative Staff Council


Bowling Green State University is experiencing an all time high in student enrollment. Because of the hard work and dedication of BGSU’s faculty, classified staff members, and the administrative staff members, Bowling Green State University is on track to becoming the “Premier Learning Community” in Ohio and one of the best in the nation.

Therefore, the Administrative Staff Council is recommending a salary increase of 5% across the board plus a 1.5% merit base award.

The following items will solidify our reasoning for this appropriate request:

• In April of 2001, the administrative staff, classified staff, and non-instructional faculty experienced a hiring freeze for 5 months. In many cases, positions could not be filled, therefore making some people work two jobs without additional compensation. Yet, we were able to continue to provide the quality customer service our students have come to expect.

• BGSU Administrative staff’s compensation compared to ten peer institutions in Ohio, as documented in a College and University Personnel Association (CUPA) report, suggest a continuation of a downward competitive spiral. This continued downturn has made it difficult for BGSU to attract and retain qualified applicants for administrative positions at BGSU.

• Mercer Corporation informed us last year that, between July 1996 and July 2001, our administrative ranges fell from market midpoint (50th percentile) to 43rd percentile.

• Enrollment at BGSU is at an all time high. Administrative staff has continued to work above and beyond their job duties to give the best service to the students they possibly can. Administrative staff members have also continued to volunteer for recruitment programs such as Preview Days, President’s Day, etc.

The Administrative Staff Council understands the economic situation of the State of Ohio and of the University. However, if we continue to not be able to retain our experienced staff and recruit new quality employees, then BGSU may find it more difficult to make BGSU the premier learning community in Ohio and one of the best in the nation.
ASC MEETING 4/4/02
PALLISTER CONFERENCE ROOM, JEROME LIBRARY (1:30-3:00)

Call to Order

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Approval of Minutes

Chair's Report

Chair-elect's Report

Secretary's Report

Committee Reports

Amendments

Awards and Special Recognitions

External Affairs

Internal Affairs

Personnel Welfare

Professional Development

Salary

Scholarship

Faculty Senate Liaison

[Note: Our by-laws calls for a written summary of each ASC committee's activities for the year to be presented at our June (6/6) council session.]

Old Business

• Report on elections forthcoming
• Legislative visit to Columbus April 16th
• By-laws amendment establishing cross-representation

New Business

• Discussion of ASC salary recommendation for 2002-2003

Good of the Order

Adjournment
Bowling Green State University
Administrative Staff Council

April 10, 2002

MEMORANDUM

TO: Tom Scavo
FROM: Diane Smith, Secretary
Administrative Staff Council
SUBJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

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 these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/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 ASC member from office.

According to my records, you have been absent three times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: John Clark, Chair
Laura Emch, Chair-Elect
MINUTES OF ADMINISTRATIVE STAFF COUNCIL MEETING

April 4, 2002

Call to Order: Chair John Clark called the meeting to order at 1:35 p.m.

Members Present: Linda Bakkum, Amelie Brogden, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Sally Dreier, Mike Fitzpatrick, Deborah Fleitz, Dave Garcia, Brady Gaskins, Tony Howard, Sally Johnson, Sue Lau, Jane Myers, Pam Phillips, Robin Veitch, Barbara Waddell, Robert Zhang

Members who sent substitutes: Joe Luthman for Phyllis Short; Lee Norden for Mary Beth Zachary

Members Absent: Ann Betts, Sandra Di Carlo, Laura Emch, Kay Gudehus, Sandra Miesmer, Keith Pogan, Diane Smith, Tom Scavo, Jack Taylor

Corrections to Minutes: None

Approval of Minutes: Tina Coulter moved, Amelie Brogden seconded, and the minutes were approved.

Chair's Report:
1. Year-to-date progress on 2001-2002 goals:
   Long-term compensation plan: have identified and achieved administrative support for annual range indexing above c.p.i., but no specifics yet in place.
   Teaching Compensation Proposal approved, with teaching index actually higher than our minimum goals.
   Significant progress on non-compensation conciliation revision; nearing approval.
   Professional development grants to administrative staff significantly increased this year.
   Economic downturn this past year reduced our foundation income for scholarship.
   Appendix G (compensation plan) completed and updated in our handbook.
   Administration, particularly the President, has consistently noted the necessity of offering services commensurate with our resource levels (no plans to do more with less).
   Plans to reinforce cross-representation; more communication with CSC and F.S. leadership via email and face-to-face meetings.

2. Meeting April 10th with President's Compensation Committee; plan to submit salary recommendation prior to that meeting. Primary points of discussion: 5-year plan for range indexing, with targeted real income growth and continued reinforcement of appropriate hire-in salaries and growth toward midpoint in years 0-6.
3. Vote on Draft Policy on Violence: Because a 2/3 majority of full council is required for a major policy decision, vote of Council by email was conducted. A ratification majority was realized, with 25 yes votes on the motion to accept and 3 no votes.

However, we have received word from Executive Vice President Dobb that the drafting committee for the P.O.V. may amend the policy statement in answer to criticisms from Faculty Senate. Depending upon the extent of those amendments, a re-vote of our Council may or may not be needed. [We have reminded Dobb and President Ribeau that collaboration is needed on establishing procedures for implementation.]

4. We have asked the President and Executive Vice President for their help in amending the release of medical history statement in the Health Care Open Enrollment form to better protect the privacy of BGSU employees. The immediate response was that (a) the statement on the form is standard practice in the (health care) industry and that (b) our health care insurer will not allow us to customize or remove the statement (concerning which medical information may be shared, and by/with whom). However, Dr. Dobb has agreed to further research the issue and, specifically, to look for possibilities of inserting need to know or appropriate-sharing phrasing.

5. Due to the planned (June) retirement of Council representative Keith Pogan, Chair of the University Planning Committee Bill Knight has asked for a replacement for Keith on that standing committee. Executive Committee discussed the question at its 3/26 meeting and decided to recommend Ann Betts as our appointee, with Wayne Colvin as an alternate if Ann's schedule doesn't mesh well with the committee meetings.

There was continued discussion on the Policy on Violence (P.O.V.), specifically in terms of the voting procedures. The pros and cons of electronic voting were discussed. Carl Dettmer liked the ability to discuss the policy and vote electronically. He felt that more time should have been allotted to this form of discussion and then waiting for a final vote.

Linda Bakkum asked if the release of medical history issue is related to workman's compensation claims. John Clark said no, they are just for straightforward health care.

With regard to item #2 of the Chair's Report, Joe Luthman inquired about the compensation plan. John Clark elaborated on the procedures for submitting the council's recommendations. He said that there was a market adjustment pool of money available for cases where an employee is way below the first quartile. New hires should come in at first quartile.

Chair Elect Report: John Clark submitted this in Laura Emch's absence.

On March 8, 2002, Linda Dobb informed ASC that Dr. Dalton had agreed to increase the ASC operating budget by $700 for the 02/03 academic year. A big thank you was
expressed to both of them for their support of ASC and for providing the additional funding.

Committee Reports:

Amendments: Jim Dachik informed us that CSC has been approached for cross-representation with voting privileges. By-laws for both bodies are being checked for any potential problems regarding instituting this. Agreement on full voting rights is dependent upon full reciprocation between ASC and CSC. As previously discussed, Faculty Senate does not want to grant the ASC rep full voting rights. Our amendment concerning this is ready to go, and a vote will be taken at the next ASC meeting in May.

Awards: None

External Affairs: There is a meeting scheduled for April 5.

Internal Affairs: None

Personnel Welfare: Brady Gaskins reported that the non-compensation conciliation plan is being worked on with HR.

Professional Development: Tina Coulter stated that there are no more funds available, all having been disbursed. They are planning a one-day workshop for the spring.

Salary: Thanks to Chair John Clark for his persistence in helping gain approval for the teaching compensation increases for administrative staff members who teach.

Scholarship: None

Faculty Senate Rep: None

Old Business: A report on the recent ASC election will be available soon. Also, additional staff members are encouraged to sign up for the upcoming legislative trip to Columbus.

New Business: Discussion of ASC salary recommendation for 2002/2003 commenced. Dave Garcia reported on the committee's findings. There was a friendly discussion based on the faculty's recommendation of a 6.5% increase. Part of the rationale for this is that enrollment is up and that the administrative staff makes a huge contribution towards this increase. The large numbers attending the President's Day Open house is indicative of this commitment. Administrative staff was also under a five-month hiring freeze, which affected morale and contributed to heavy work loads. Even UT is ahead of us on average staff salaries. Dave thanked John Clark for his help with the committee's recommendations.
Exec Committee discussed the issue of a 5% plus 1.5% merit increase, but that the phrase "across the board" should be removed, as it is believed that the Board of Trustees will not be receptive to that wording.

Dave Garcia thinks that BGSU is not attracting qualified job candidates due to the low salaries being offered, and that the turnover in administrative staff is due in no small part by people moving on to jobs elsewhere that offer competitive salaries. He has been on a number of search committees where the candidate pools have been very poor.

Carl Dettmer asked how the removal of the above-mentioned phrase would affect salary increases. According to John Clark, it hopefully will lead to a 5% base merit, 1.5% super merit increase.

Sue Lau inquired about the three-year rolling average for super merit, and reminded us that departments were asked several years ago to submit their own plans for distribution of super merit. None was given out last year.

Sally Dreier asked how Mercer relates to 9-month administrative staff employees with regard to merit. John Clark responded that they are treated the same as 12 month staffers. He also said that 73% of administrative staff members have been in position for six or fewer years and were not directly affected by the significant salary adjustments of 1999 and 2000.

Dave Garcia moved to approve the ASC salary recommendation. Linda Bakkum seconded, and the motion was voted on and approved unanimously.

Good of the Order: Jim Dachik announced that the Department of Theatre will present Stephen Sondheim’s Into the Woods this weekend and the next. Also, their final production, Pictures at an Exhibition, will take place later this month.

Tina Coulter announced that Merit Scholarship amounts will be increased for incoming freshmen.

Deb Fleitz announced the College of Musical Arts’ Jazz Week and appearance by jazz artist Regina Carter.

Dave Garcia moved and Sue Lau seconded to adjourn the meeting. The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Deborah Fleitz, Substitute Secretary
ASC Chair’s Report—April 4, 2002

1. Year-to-date progress on 2001-2002 goals:

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   - Appendix G (compensation plan) completed and updated in our handbook.
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Respectfully submitted,

John M. Clark
March 20, 2002

To: Dr. Sidney Ribeau

CC: Faculty Senate Budget Committee
     Classified Staff Council

From: Administrative Staff Council


Bowling Green State University is experiencing an all time high in student enrollment. Because of the hard work and dedication of BGSU’s faculty, classified staff members, and the administrative staff members, Bowling Green State University is on track to becoming the “Premier Learning Community” in Ohio and one of the best in the nation.

To begin movement toward compensation commensurate with the quality of work expected, Administrative Staff Council is recommending an administrative staff salary increase for 2002-2003 of 5%, plus a 1.5% merit (super-merit) pool. After many years of real-income loss for the administrative staff aggregate at BGSU, the recommended increases could begin to move all of BGSU administrative staff back toward a market target of 50th percentile of comparable institutions.

The following items exemplify some of the reasoning behind this recommendation:

- Comparison of BGSU Administrative staff compensation to ten peer institutions in Ohio, as documented in College and University Personnel Association (CUPA) reports, shows a continuing downward spiral in competitiveness. This continued loss of competitiveness within our market or recruiting area has made it difficult for BGSU to attract and retain well-qualified personnel for administrative positions at BGSU. Retention of skilled, experienced administrators has been especially difficult, approximately 73% of administrative staff having served fewer than six years in position.
- Mercer Co. has noted that between July 1996 and July 2001 our administrative salary ranges dropped from an aggregate market midpoint (50th percentile) to 43rd percentile.
- Enrollment at BGSU is at an all time high. Administrative staff has continued to work above and beyond their job duties to give the best possible service to our students. Administrative staff members have also continued to work above and beyond the eight-to-five workday and to volunteer for recruitment programs such as Preview Days, President’s Day, and Gear Up.

Administrative Staff Council understands the economic situation of the State of Ohio and of the University. However, if our difficulties continue in retaining our experienced staff and recruiting new quality employees, BGSU’s quest to become the premier learning community in Ohio and one of the best in the nation may be seriously hindered.
The Family and Medical Leave Act ("FMLA") provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. This Compliance Guide summarizes the FMLA provisions and regulations, and provides answers to the most frequently asked questions. More detail on the FMLA may be found in the regulations (29 CFR Part 825).

Summary

The FMLA became effective August 5, 1993, for most employers and employees. (For those covered by a collective bargaining agreement (CBA) in effect on that date, the FMLA became effective on the expiration of the CBA or February 5, 1994, whichever was earlier.)

This law covers only certain employers; affects only those employees eligible for the protections of the law; involves entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; sets requirements for notice and certification of the need for FMLA leave; and protects employees who request or take FMLA leave. The law also includes certain employer recordkeeping requirements.

Purposes of the FMLA

The FMLA allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women.

Employer Coverage

FMLA applies to all:

- public agencies, including State, local and Federal employers, and local education agencies (schools); and,
- private sector employers who employ 50 or more employees for at least 20 workweeks in the current or preceding calendar year? including joint employers and successors of covered employers.

For FMLA purposes, most Federal and Congressional employees are under the jurisdiction of the U.S. Office of Personnel Management (OPM) or the Congress.

Employee Eligibility

To be eligible for FMLA leave, an employee must work for a covered employer and:

1. have worked for that employer for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,
3. work at a location where at least 50 employees are employed at the location or within 75 miles of the
Leave Entitlement

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent -- but not a parent "in-law") with a serious health condition; and
- when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement. (See CFR Section 825.201)

Spouses employed by the same employer may be limited to a combined total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;
- for the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- to care for an employee's parent who has a serious health condition.

Intermittent/Reduced Schedule Leave - The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (See CFR Section 203)

- Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition.
- Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer's approval.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave. Employers may account for FMLA leave in the shortest period of time that their payroll systems use, provided it is one hour or less. (See CFR Section 825-205)

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates recurring periods of leave better than the employee's regular job.

Substitution of Paid Leave - Employees may choose to use, or employers may require the employee to use, accrued paid leave to cover some or all of the FMLA leave taken. Employers may choose, or employers may require, the substitution of accrued paid vacation or personal leave for any of the situations covered by FMLA. The substitution of accrued sick or family leave is limited by the employer's policies governing the use of such leave.

Serious Health Condition - "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a
health care provider; or
• any period of incapacity due to pregnancy, or for prenatal care; or
• any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
• a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
• any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Medical Certification - An employer may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a health care provider. The employer must allow the employee at least 15 calendar days to obtain the medical certification.

An employer may, at its own expense, require the employee to obtain a second medical certification from a health care provider. The employer may choose the health care provider for the second opinion, except that in most cases the employer may not regularly contract with or otherwise regularly use the services of the health care provider. If the opinions of the employee's and the employer's designated health care providers differ, the employer may require the employee to obtain certification from a third health care provider, again at the employer's expense. This third opinion shall be final and binding. The third health care provider must be approved jointly by the employer and the employee. The "Certification of Health Care Provider" (optional form WH-380) may be used to obtain the certifications.

Health Care Provider - Health care providers who may provide certification of a serious health condition include:

• doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices;
• podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice under State law;
• nurse practitioners, nurse-midwives, and clinical social workers authorized to practice under State law and performing within the scope of their practice as defined under State law;
• Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;
• any health care provider recognized by the employer or the employer's group health plan's benefits manager; and,
• a health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

Maintenance of Health Benefits

A covered employer is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

Where appropriate, arrangements will need to be made for employees taking unpaid FMLA leave to pay their share of health insurance premiums. For example, if the group health plan involves co-payments by the employer and the employee, an employee on unpaid FMLA leave must make arrangements to pay his or her normal portion of the insurance premiums to maintain insurance coverage, as must the employer. Such payments may be made under any arrangement voluntarily agreed to by the employer and employee.

An employer's obligation to maintain health benefits under FMLA stops if and when an employee informs the employer of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The employer's obligation also stops if the employee's
premium payment is more than 30 days late and the employer has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

In some circumstances, the employer may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Other Benefits - Other benefits, including cash payments chosen by the employee instead of group health insurance coverage, need not be maintained during periods of unpaid FMLA leave.

Certain types of earned benefits, such as seniority or paid leave, need not continue to accrue during periods of unpaid FMLA leave provided that such benefits do not accrue for employees on other types of unpaid leave. For other benefits, such as elected life insurance coverage, the employer and the employee may make arrangements to continue benefits during periods of unpaid FMLA leave. An employer may elect to continue such benefits to ensure that the employee will be eligible to be restored to the same benefits upon returning to work. At the conclusion of the leave, the employer may recover only the employee's share of premiums it paid to maintain other "non-health" benefits during unpaid FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using (but not necessarily during) FMLA leave.

"Key" Employee Exception - Under limited circumstances where restoration to employment will cause "substantial and grievous economic injury" to its operations, an employer may refuse to reinstate certain highly-paid, salaried "key" employees. In order to do so, the employer must notify the employee in writing of his/her status as a "key" employee (as defined by FMLA), the reasons for denying job restoration, and provide the employee a reasonable opportunity to return to work after so notifying the employee.

Notice

Employee Notice - Eligible employees seeking to use FMLA leave may be required to provide:

- 30-day advance notice of the need to take FMLA leave when the need is foreseeable;
- notice "as soon as practicable" when the need to take FMLA leave is not foreseeable ("as soon as practicable" generally means at least verbal notice to the employer within one or two business days of learning of the need to take FMLA leave);
- sufficient information for the employer to understand that the employee needs leave for FMLA-qualifying reasons (the employee need not mention FMLA when requesting leave to meet this requirement, but may only explain why the leave is needed); and,
- where the employer was not made aware that an employee was absent for FMLA reasons and the employee wants the leave counted as FMLA leave, timely notice (generally within two business days of returning to work) that leave was taken for an FMLA-qualifying reason.

Employer Notices - Covered employers must take the following steps to provide information to employees about FMLA:

- post a notice approved by the Secretary of Labor (WH Publication 1420) explaining rights and responsibilities under FMLA;
- include information about employee rights and obligations under FMLA in employee handbooks or other written material, including Collective Bargaining Agreements (CBAs); or
- if handbooks or other written material do not exist, provide general written guidance about employee rights and obligations under FMLA whenever an employee requests leave (a copy of Fact Sheet No.
provide a written notice designating the leave as FMLA leave and detailing specific expectations and obligations of an employee who is exercising his/her FMLA entitlements. The employer may use the "Employer Response to Employee Request for Family or Medical Leave" (optional form WH-381) to meet this requirement. This employer notice should be provided to the employee within one or two business days after receiving the employee's notice of need for leave and include the following:

- that the leave will be counted against the employee's annual FMLA leave entitlement;
- any requirements for the employee to furnish medical certification and the consequences of failing to do so;
- the employee's right to elect to use accrued paid leave for unpaid FMLA leave and whether the employer will require the use of paid leave, and the conditions related to using paid leave;
- any requirement for the employee to make co-premium payments for maintaining group health insurance and the arrangement for making such payments;
- any requirement to present a fitness-for-duty certification before being restored to his/her job;
- rights to job restoration upon return from leave;
- employee's potential liability for reimbursement of health insurance premiums paid by the employer during the leave if the employee fails to return to work after taking FMLA leave; and
- whether the employee qualifies as a "key" employee and the circumstances under which the employee may not be restored to his or her job following leave.

**Unlawful Acts**

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by this law. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

Employers cannot use the taking of FMLA leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions; nor can FMLA leave be counted under "no fault" attendance policies.

**Enforcement**

FMLA is enforced by the Wage and Hour Division of the U.S. Department of Labor's Employment Standards Administration. This agency investigates complaints of violations. If violations cannot be satisfactorily resolved, the Department may bring action in court to compel compliance.

An eligible employee may bring a private civil action against an employer for violations. An employee is not required to file a complaint with the Wage and Hour Division prior to bringing such action.

**Other Provisions**

Some special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when the leave is needed intermittently or when leave is required near the end of a school term (semester).

Several States and other jurisdictions also have family or medical leave laws. If both the Federal law and a State law apply to an employer's operations, an employee is entitled to the most generous benefit provided under either law.

Employers may also provide family and medical leave that is more generous than the FMLA leave requirements.

The FMLA does not modify or affect any Federal or State law which prohibits discrimination.
Questions and Answers

Q: How much leave am I entitled to under FMLA?

If you are an "eligible" employee, you are entitled to 12 weeks of leave for certain family and medical reasons during a 12-month period.

Q: How is the 12-month period calculated under FMLA?

Employers may select one of four options for determining the 12-month period:

- the calendar year;
- any fixed 12-month "leave year" such as a fiscal year, a year required by State law, or a year starting on the employee's "anniversary" date;
- the 12-month period measured forward from the date any employee's first FMLA leave begins; or
- a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

Q: Does the law guarantee paid time off?

No. The FMLA only requires unpaid leave. However, the law permits an employee to elect, or the employer to require the employee, to use accrued paid leave, such as vacation or sick leave, for some or all of the FMLA leave period. When paid leave is substituted for unpaid FMLA leave, it may be counted against the 12-week FMLA leave entitlement if the employee is properly notified of the designation when the leave begins.

Q: Does workers' compensation leave count against an employee's FMLA leave entitlement?

It can. FMLA leave and workers' compensation leave can run together, provided the reason for the absence is due to a qualifying serious illness or injury and the employer properly notifies the employee in writing that the leave will be counted as FMLA leave.

Q: Can the employer count leave taken due to pregnancy complications against the 12 weeks of FMLA leave for the birth and care of my child?

Yes. An eligible employee is entitled to a total of 12 weeks of FMLA leave in a 12-month period. If the employee has to use some of that leave for another reason, including a difficult pregnancy, it may be counted as part of the 12-week FMLA leave entitlement.

Q: Can the employer count time on maternity leave or pregnancy disability leave as FMLA leave?

Yes. Pregnancy disability leave or maternity leave for the birth of a child would be considered qualifying FMLA leave for a serious health condition and may be counted in the 12 weeks of leave so long as the employer properly notifies the employee in writing of the designation.

Q: If an employer fails to tell employees that the leave is FMLA leave, can the employer count the time they have already been off against the 12 weeks of FMLA leave?

In most situations, the employer cannot count leave as FMLA leave retroactively. Remember, the employee must be notified in writing that an absence is being designated as FMLA leave. If the employer was not aware of the reason for the leave, leave may be designated as FMLA leave retroactively only while the leave is in progress or within two business days of the employee’s return to work.

Q: Who is considered an immediate "family member" for purposes of taking FMLA leave?

An employee's spouse, children (son or daughter), and parents are immediate family members for purposes of
FMLA. The term "parent" does not include a parent "in-law." The terms son or daughter do not include individuals age 18 or over unless they are "incapable of self-care" because of a mental or physical disability that limits one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission (EEOC) under the Americans With Disabilities Act (ADA).

Q: May I take FMLA leave for visits to a therapist, if my doctor prescribes the therapy?

Yes. FMLA permits you to take leave to receive "continuing treatment by a health care provider," which can include recurring absences for therapy treatments such as those ordered by a doctor for physical therapy after a hospital stay, or for treatment of severe arthritis.

Q: Which employees are eligible to take FMLA leave?

Employees are eligible to take FMLA leave if they have worked for their employer for at least 12 months, and have worked for at least 1,250 hours over the previous 12 months, and work at a location where at least 50 employees are employed by the employer within 75 miles.

Q: Do the 12 months of service with the employer have to be continuous or consecutive?

No. The 12 months do not have to be continuous or consecutive; all time worked for the employer is counted.

Q: Do the 1,250 hours include paid leave time or other absences from work?

No. The 1,250 hours include only those hours actually worked for the employer. Paid leave and unpaid leave, including FMLA leave, are not included.

Q: How do I determine if I have worked 1,250 hours in a 12-month period?

Your individual record of hours worked would be used to determine whether 1,250 hours had been worked in the 12 months prior to the commencement of FMLA leave. As a rule of thumb, the following may be helpful for estimating whether this test for eligibility has been met:

- 24 hours worked in each of the 52 weeks of the year; or
- over 104 hours worked in each of the 12 months of the year; or
- 40 hours worked per week for more than 31 weeks (over seven months) of the year.

Q: Do I have to give my employer my medical records for leave due to a serious health condition?

No. You do not have to provide medical records. The employer may, however, request that, for any leave taken due to a serious health condition, you provide a medical certification confirming that a serious health condition exists.

Q: Can my employer require me to return to work before I exhaust my leave?

Subject to certain limitations, your employer may deny the continuation of FMLA leave due to a serious health condition if you fail to fulfill any obligations to provide supporting medical certification. The employer may not, however, require you to return to work early by offering you a light duty assignment.

Q: Are there any restrictions on how I spend my time while on leave?

Employers with established policies regarding outside employment while on paid or unpaid leave may uniformly apply those policies to employees on FMLA leave. Otherwise, the employer may not restrict your activities. The protections of FMLA will not, however, cover situations where the reason for leave no longer exists, where the employee has not provided required notices or certifications, or where the employee has misrepresented the reason for leave.
**Q: Can my employer make inquiries about my leave during my absence?**

Yes, but only to you. Your employer may ask you questions to confirm whether the leave needed or being taken qualifies for FMLA purposes, and may require periodic reports on your status and intent to return to work after leave. Also, if the employer wishes to obtain another opinion, you may be required to obtain additional medical certification at the employer's expense, or recertification during a period of FMLA leave. The employer may have a health care provider representing the employer contact your health care provider, with your permission, to clarify information in the medical certification or to confirm that it was provided by the health care provider. The inquiry may not seek additional information regarding your health condition or that of a family member.

**Q: Can my employer refuse to grant me FMLA leave?**

If you are an "eligible" employee who has met FMLA's notice and certification requirements (and you have not exhausted your FMLA leave entitlement for the year), you may not be denied FMLA leave.

**Q: Will I lose my job if I take FMLA leave?**

Generally, no. It is unlawful for any employer to interfere with or restrain or deny the exercise of any right provided under this law. Employers cannot use the taking of FMLA leave as a negative factor in employment actions, such as hiring, promotions or disciplinary actions; nor can FMLA leave be counted under "no fault" attendance policies. Under limited circumstances, an employer may deny reinstatement to work – but not the use of FMLA leave – to certain highly-paid, salaried ("key") employees.

**Q: Are there other circumstances in which my employer can deny me FMLA leave or reinstatement to my job?**

In addition to denying reinstatement in certain circumstances to "key" employees, employers are not required to continue FMLA benefits or reinstate employees who would have been laid off or otherwise had their employment terminated had they continued to work during the FMLA leave period as, for example, due to a general layoff.

Employees who give unequivocal notice that they do not intend to return to work lose their entitlement to FMLA leave.

Employees who are unable to return to work and have exhausted their 12 weeks of FMLA leave in the designated "12 month period" no longer have FMLA protections of leave or job restoration.

Under certain circumstances, employers who advise employees experiencing a serious health condition that they will require a medical certificate of fitness for duty to return to work may deny reinstatement to an employee who fails to provide the certification, or may delay reinstatement until the certification is submitted.

**Q: Can my employer fire me for complaining about a violation of FMLA?**

No. Nor can the employer take any other adverse employment action on this basis. It is unlawful for any employer to discharge or otherwise discriminate against an employee for opposing a practice made unlawful under FMLA.

**Q: Does an employer have to pay bonuses to employees who have been on FMLA leave?**

The FMLA requires that employees be restored to the same or an equivalent position. If an employee was eligible for a bonus before taking FMLA leave, the employee would be eligible for the bonus upon returning to work. The FMLA leave may not be counted against the employee. For example, if an employer offers a perfect attendance bonus and the employee has not missed any time prior to taking FMLA leave, the employee would still be eligible for the bonus upon returning from FMLA leave.
On the other hand, FMLA does not require that employees on FMLA leave be allowed to accrue benefits or seniority. For example, an employee on FMLA leave might not have sufficient sales to qualify for a bonus. The employer is not required to make any special accommodation for this employee because of FMLA. The employer must, of course, treat an employee who has used FMLA leave at least as well as other employees on paid and unpaid leave (as appropriate) are treated.

For more information, please contact the nearest office of the Wage and Hour Division; or access the FMLA page here on the internet.

SEVERE WEATHER POLICY AND PROCEDURE

On occasion, weather conditions develop which may cause employees to experience difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. Even when situations such as these occur, many essential functions at Bowling Green State University must continue to operate. These include the preparation and serving of meals to the students, the provision of lighting and heating to University buildings, law enforcement and public safety, snow removal from parking areas and sidewalks, and other activities.

The President, or designee, in consultation with the Provost, Vice Presidents and other personnel as appropriate will determine when conditions warrant a complete closure or a cancellation of classes or both. The Dean of Firelands is responsible for designating functions in that area will close.

In the event of severe weather (Wood County declared Level 3), any decision to close the University will be communicated by the Office of Public Relations Marketing and Communications, which will notify the University Fact Line (372-2445), WBGU-FA (88.1), WFAL-AM (680), WFOB, WOHO, WCWA, WLQR-FM, WRON-FM, WFIN, and WGTE. In addition WBGU-TV (CHANNEL 27) and three Toledo television stations (CHANNELS 11, 13, and 24) will also be notified. Every effort will be made to notify these media by 7:00 a.m. on the day of closing.

Whenever a severe weather emergency occurs there is always some confusion regarding radio/television announcements. Employees should confirm the announcement by listening to more than one radio/TV station. As an alternative method of checking, they may also call a University answering service number (372-SNOW) to confirm whether the university is actually closed or not.

The University closes only in times of emergency. If weather or other conditions warrant limiting University activities, a decision will be made to either operate classes and offices or close them both cancel classes, cancel classes and close offices, or during hours of no classes to close offices and limit operations. If complete closure is determined, only designated emergency employees are expected to report or remain at work. Designated emergency employees are those individuals who have been issued ID cards identifying them as such. Classified staff, specifically advised in advance or called in specifically for the emergency will be paid two-and-one-half (2-1/2) times their hourly rate of pay for all hours worked during the emergency. Administrative staff will receive time off at the rate of 2 hours off for each hour worked.

If the University is not completely closed, but local police Wood County authorities declare a Level 3 emergency and roads are closed for safety reasons, it is expected that employees who live in the affected area, or must drive through it, will report to work as soon as the emergency has been lifted. If less than two hours of work time remain at the time the
emergency is lifted, employees will not be required to report to work. Under this circumstance, employees will be paid for the entire day. At Levels 1 or 2 declared emergencies in all other cases, employees who do not report to work at a reasonable time will be required to use vacation, personal leave, or compensatory time, or leave without pay to cover those scheduled work hours which were missed. If employees have no vacation, personal leave, or compensatory time balances, authorized leave without pay will be granted.

During periods of severe weather when no emergency is declared, employees who report to work at a reasonable time during their workday will be compensated for the entire day. For example, an employee who normally works from 8:00 a.m. to 5:00 p.m. and reports to work at 10:00 a.m. will be paid for the entire workday. An employee who reports to work at 1:00 p.m. will be paid for half the workday. Those employees unable to report to work may use accrued but unused vacation, compensatory time, or personal leave for that day to complete a full 40-hour workweek.

Firelands College will generally comply with these rules and procedures but may modify them to meet a specific need within their county and surrounding area.

If an emergency, a complete closure and/or a cancellation of classes, is declared during regular work hours, caused by events such as tornadoes, severe snow storms, disruptions, power failure, explosions, etc., employees may be dismissed only after an announcement by each area vice-president or his/her designee. Individual areas or departments cannot dismiss employees without authorization.

If an early release announcement by the area VP/designee is made during the working day, University employees on the job released from work will be paid for the remainder of the work shift. Employees who desire to leave work before an early release announcement is made may request this from their immediate supervisor. If approved, these employees may use accrued but unused vacation, compensatory time, and personal leave. or leave without pay to complete the working day. If employees have no vacation, personal leave, or compensatory time balances, authorized leave without pay will be granted.

Employees who are required to work beyond their normal shift during an emergency will be paid accordingly. Time spend in non-duty status, such as sleep, will not be compensated.

A summary of attendance pay policies in severe weather situations is included as part of this policy and procedure.
ASC MEETING
May 2, 2002 1:30-3:00
PALLISTER CONFERENCE ROOM, JEROME LIBRARY

Call to Order

Introductions of Substitutes

Approval of April Minutes

Chair's Report

Chair Elect Report

Secretary's Report
- Chair-elect and secretary nominations
- Results of University Committees elections
- Soliciting nominations

Committee Reports
Amendments
External Affairs
Awards and Special Recognitions
Internal Affairs
\[\text{Personnel Welfare}\]
\[\text{Professional Development}\]
\[\text{Salary}\]
\[\text{Scholarship}\]

Old Business
- Cross-representation amendment

New Business
- Severe weather policy
- Unused/surplus vacation pool for catastrophic illness usage
- ASC draft goals for 2002-2003

Passing of the gavel
Administrative Staff Council
May 2, 2002

Chair-Elect Report

1. Year-End reports reminder:

Sent to all ASC members on April 30, 2002

As our 2001-02 ASC year comes to a close, I want to remind all ASC committee members that your yearly committee activity report should be received by June 1, 2002. The Chair of your committee should submit this electronically to:

    Diane Smith, ASC Secretary,
    Dlsmith@bgnet.bgsu.edu

This year, it would also be very appreciated if your committee would also submit separate notes that describes your committee's procedures on your various activities. It is our hope to begin building written procedures for each ASC committee to provide assistance in understanding tasks and time lines from one year to the next. We have excellent committee work performed by our members in one year, but if there are not the same members on the committee the following year, many procedural questions tend to be addressed again. This holds the new year committee from moving forward. In this separate report, please do also state any items you feel your committee does well and should not change, as well as challenges you faced that should be addressed.

    Your help would be very beneficial to everyone on Council.

2. ASC Reception:
Mark your calendars and help spread the word that our Spring Reception will be held at Milleti Alumni Center on May 13th from 3:30 PM to 5:00 PM.

Respectfully submitted by,

Laura Emch
Minutes of Administrative Staff Council
May 2, 2002

Call to order: Chair John Clark called the meeting to order at 1:30.

Members Present: Linda Bakkum, Amelie Brogden, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Jim Dachik, Carl Dettmer, Sally Dreier, Laura Emch, Deborah Fleitz, Brady Gaskins, Kay Gudehus, Tony Howard, Sally Johnson, Sue Lau, Thad Long, Sandra Miesmer, Jane Myers, Pamella Phillips, Diane Smith, Tom Scavo, Phyllis Short, Robin Veitch, Barbara Waddell, Mary Beth Zachary, Robert Zhang

Members who sent substitutes: None

Absent: Arin Betts, Sandra DiCarlo, Mike Fitzpatrick, David Garcia, Keith Pogan.

Corrections to Minutes: None

Chair Report: ASC Executive Committee recently queried several council members about their desire to remain on council for next year, in light of three or more absences from council sessions (without substitute) in this council year. One representative, whose term ended this semester, has resigned from ASC. The remainder wish to remain on council, however, and Executive Committee voted to grant this privilege. Past Chair Zachary has suggested that ASC create an on-call substitute pool from the administrative staff constituency, ready to step in when necessary for any council member who must miss a meeting.

Executive Committee also has made representative appointments to two ad hoc committees quickly formed by Executive Vice President Dobb. The first is an all-employee-groups committee to meet this summer and review/revise the Severe Weather Policy; our appointed representatives are Mary Beth Zachary and Josh Kaplan. The second group will meet throughout 2002-2003 as a task force to help integrate technology across the university curriculum; our appointed representative is John Clark.

Our presentation to the Administrative Compensation Working Group was well received. Late-breaking statistics show that administrative merit awarded over the past five years slightly outpaced national inflation. At the same time, however, our aggregate pay ranges lost 7 percentile points to our competitive market. We have recommended a 4.2% increase in all pay ranges, as a catch-up. We also have recommended that Mercer come in every three years to recalibrate our pay ranges.

Additional stats:
Our aggregate “range penetration” (average for all) as of March 2002 was 49th percentile (remember that our ranges are out of balance with the market, however)
In grades 18-22, 58 staff average 81st percentile of range, approx. 9 staff over maximum
In grades 16 & 17, 134 staff average 60th percentile of range, approx. 47 staff below midpoint
In grades 14 & 15, 196 staff average 39th percentile of range, approx. 114 staff below midpoint
In grades 9-13, 147 staff average 39th percentile of range, approx. 103 staff below midpoint

We also recommended to the Compensation Group a 5% base merit increase for 2002-03 and a 1.5% super merit pool.
All matters of compensation and policy change will be delayed until an extra, June 19 Board meeting.
Depending upon further discussion and possible action in Faculty Senate, Assistant Vice President Ferguson notes that a revised Policy on Violence might go to the Board for approval on June 19.
Ferguson also notes that she will try to gain administration approval for the revised non-compensation conciliatory document and will try to get it to the June 19 Board session.
Finally, Ferguson will try to bring FMLA revisions to the Board in June; the plan at this time is to temporarily back off from revision of all leaves and continue this work next fall.

President’s Panel, April 18:
President Ribeau led significant discussion of the Severe Weather Policy and its application on 3/25/02. As points of interest, the President asserted that campus was not closed on 3/25, so classified employees who worked evening shifts cannot (by law) be paid overtime for that evening. Also, the President related, “offices” (as applied in this policy) might be ambiguous, meaning business offices to some and all employees to others. All parties agreed to a committee review of the policy, with two constituent-appointed representatives for each employee group.
ASC representatives to the panel raised discussion of central administration support for electronic communication (suggestion: a more centralized effort and articulated philosophy). Based on a prior suggestion from H.R.’s Ferguson, we also raised for discussion the idea of a central policy manual (maintained by H.R.) for those employee policies that are common across constituencies. Panel representatives and administration spoke favorably about both issues.
**Chair Elect Report:**

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This year, it would also be **very appreciated** if your committee would also submit separate notes that describes your committee’s procedures on your various activities. It is our hope to begin building written procedures for each ASC committee to provide assistance in understanding tasks and time lines from one year to the next. We have excellent committee work performed by our members in one year, but if there are not the same members on the committee the following year, many procedural questions tend to be addressed again. This holds the new year committee from moving forward. In this separate report, please do also state any items you feel your committee does well and should not change, as well as challenges you faced that should be addressed. Your help would be very beneficial to everyone on Council.

2. **ASC Reception:**
Mark your calendars and help spread the word that our Spring Reception will be held at Milleti Alumni Center on May 13th from 3:30 PM to 5:00 PM.

**Secretary's Report:** Diane Smith reported the following as new members on University Standing committees, Health, Wellness & Insurance: Emily Monago, ITC: Carol Hague, Equality Opportunity Compliance: Dawn Burks. Elections for chair-elect and secretary continue until May 6, 2002. We are still in need of two ASC representatives for athletics and one for student support. Present council members have until May 6 to withdraw their names from the ballot for Executive council.

**Committee Reports:**
- Amendments- No report
- External Affairs- Phyllis Short announced that Kathy Baltz will perform on the dulcimer for the Spring Reception.
• Awards and Special Recognition- BG Best winners have been selected. Spirit of BG Awards will be given four times a year instead of monthly.
• Internal Affairs- They are working on the June reception and orientation for new ASC representatives.
• Personnel Wellness- No report.
• Professional Development- The Invest in Yourself workshop was (5/2), Linda Bakkum attended one of the sessions and enjoyed it. There seemed to be more classified staff than administrative.
• Salary- No report
• Scholarship- The fifty applicants were narrowed to nine candidates. The finalists were interviewed. The committee decided to award five scholarships. Two for $1000, one for $800 and two for $500.

Old Business: Jim Dachik handed out the final draft of proposed changes to bylaws article 7 sections 3 & 4 and ASC charter section 3. Discussion issued regarding the cross representation amendment. Mary Beth Zachary indicated that faculty senate would probably not let ASC representative have voting rights. Classified Staff Council has no problem with giving ASC voting rights. Phyllis Short raised the point that CSC appoint a member who could have voting rights and FAC could appoint a member who would not have voting rights. Motion to vote with indicated changes, the motion was to accept as written with these exceptions: use appropriate/current version of Section III of the ASC Charter [which turns out to be February 1998 version] and change "visa versa" to "vice versa."

• Linda Bakkum seconded, amendment passed.

New Business: Severe weather policy- CSC had an objection to the severe weather policy. This issued will be revisited this summer. Main point of contention (last full paragraph front page…” the University closes only…” President Ribeau said classes should not have been cancelled. Overtime couldn’t be paid by law since the University was not closed. Mary Beth Zachary said that before 1993 they would have had to pay the overtime. Employees would have to take vacation time; comp time or personal leave before they could use emergency leave.

John Clark received an inquiry from a constituent asking if ASC had considered or requested a pool of unused/surplus vacation time for catastrophic illness usage. Mary Beth Zachary said it could possibly be used as part of collective bargaining.

Laura Emch handed out goals for the 2002-03 Administrative Staff Council. She would like to vote on goals at the June meeting.
Good of the Order:

- Amelie Brogden announced that State Fire School would begin May 12. List of summer events is on the website.
- Deborah Fleitz encouraged all to subscribe to the Festival Series
- Sue Lau said that diplomas have been redesigned.
- Mary Beth Zachary informed council that Faculty Senate passed a version of the Policy on Violence. The policy has been cut to the first paragraph. She also asked for all to return or renew library books.

The gavel was passed from Chair John Clark to Chair-Elect Laura Emch.

Amelie Brogden moved and Sandy Miesmer seconded to adjourn the meeting. The meeting was adjourned at 3:00 PM.

Respectfully submitted,
Diane Smith, Secretary
ASC Chair's Report—May 2, 2002

- ASC Executive Committee recently queried several council members about their desire to remain on council for next year, in light of three or more absences from council sessions (without substitute) in this council year. One representative, whose term ended this semester, has resigned from ASC. The remainder wish to remain on council, however, and Executive Committee voted to grant this privilege. Past Chair Zachary has suggested that ASC create an on-call substitute pool from the administrative staff constituency, ready to step in when necessary for any council member who must miss a meeting.

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- We also recommended to the Compensation Group a 5% base merit increase for 2002-03 and a 1.5% super merit pool.
- All matters of compensation and policy change will be delayed until an extra, June 19 Board meeting
- Depending upon further discussion and possible action in Faculty Senate, Assistant Vice President Ferguson notes that a revised Policy on Violence might go to the Board for approval on June 19.
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(see reverse)

• President’s Panel, April 18:
  o President Ribeau led significant discussion of the Severe Weather Policy and its application on 3/25/02. As points of interest, the President asserted that campus was not closed on 3/25, so classified employees who worked evening shifts cannot (by law) be paid overtime for that evening. Also, the President related, “offices” (as applied in this policy) might be ambiguous, meaning business offices to some and all employees to others. All parties agreed to a committee review of the policy, with two constituent-appointed representatives for each employee group.
  o ASC representatives to the panel raised discussion of central administration support for electronic communication (suggestion: a more centralized effort and articulated philosophy). Based on a prior suggestion from H.R. ‘s Ferguson, we also raised for discussion the idea of a central policy manual (maintained by H.R.) for those employee policies that are common across constituencies. Panel representatives and administration spoke favorably about both issues.

Respectfully submitted,

John M. Clark
ADMINISTRATIVE STAFF COUNCIL 2001-2002
ATTENDANCE SHEET FOR May 2, 2002

Please initial next to your name.
- Alternates, please sign your name in the space provided as well as the name of the person for whom you are substituting. Do not initial for the person for whom you are substituting.
- Guest(s), please sign your name at the bottom in the space provided.

Linda Bakkum
Ann Betts
Amelie Brogden
Nora Cassidy
John Clark
Wayne Colvin
Tina Coulter
Jim Dachik
Carl Dettmer
Sandra DiCarlo
Sally Dreier
Laura Emch
Mike Fitzpatrick
Deborah Fleitz
T. David Garcia
Brady Gaskins
Kay Gudehus
Tony Howard

SUBSTITUTING FOR:

Sally Johnson
Sue Lau
Thad Long
Sandra Miesmer
Jane B. Myers
Pamella Phillips
Keith Pogan
Diane Smith
Tom Scavo
Phyllis Short
Jack Taylor
Robin Veitch
Barbara Waddell
Mary Beth Zachary
Robert Zhang

ALTERNATE:


SUBSTITUTING FOR:


GUEST(S) FROM:


ADMINISTRATIVE STAFF COUNCIL
2002-005 BALLOT

The following administrative staff members have nominated themselves to be considered for a three-year term on Administrative Staff Council. Please vote for staff members in your functional area. You can e-mail your votes to me at dlsmith@bgnet.bgsu.edu or send to: Diane Smith, ASC secretary, Undergraduate Student Services, 365 Education Building, by 5:00 p.m. Monday, April 8, 2002.

ACADEMIC SUPPORT
VOTE FOR THREE:
Terry Herman
Ron Skulas
Cindy Smith

INSTITUTIONAL SUPPORT
VOTE FOR ONE:
Bahram Hatefi

ACADEMIC DEPARTMENTS
VOTE FOR TWO:
Deborah Knigga
Susan Kozal

STUDENT SUPPORT
VOTE FOR THREE:
Peter Farquharson
Kim Grilliot
Nicole Vorhees

TECHNOLOGY (will receive paper ballots)

* If you do not know your functional area, I can tell you.
ASC Reps who have been on council for at least one year are eligible to run for election for the ASC Executive Committee for the 2002-03 academic year. Exec meetings are held every other Tuesday from 11:45 to 1:15 in Founders Club 57. Those reps eligible to run are listed below. If your name is on this list and you DO NOT wish to be on the ballot for Exec, please let me know by May 6 at 5PM.

ACADEMIC SUPPORT
Deborah Fleitz
Ann Betts
Carl Dettmer

FIRELANDS
Sandra DiCarlo

INSTITUTIONAL SUPPORT
Sandra Miesmer
Robert Zhang

ATHLETICS
Robin Veitch
Brady Gaskins

STUDENT SUPPORT
David Garcia
Amelie Brogden
Tina Coulter
Sally Johnson
Sue Lau

TECHNOLOGY
Wayne Colvin
Mike Fitzpatrick
Phyllis Short

ACADEMIC DEPARTMENTS
Nora Cassidy
Jim Dachik
ADMINISTRATIVE STAFF COUNCIL OFFICER ELECTION BALLOT

Please make your selection for the 2002-2003 Administrative Staff Council Officers by checking your choice for Chair-Elect and Secretary:

Chair-Elect

Robin Veitch  
Assistant Director of the Falcon Club

Being a 1990 BGSU alumna and the Assistant Director of the Falcon Club since 1993, I can honestly say that I take great pride in this institution. But while I am proud of BGSU and the direction it is taking, I am also concerned about the potential effect of these changes on the people of this community, especially Administrative staff.

I have worked on several ASC committees (awards, external affairs, salary), as well as other campus committees, and each, in its own way, has broadened my understanding of this campus community and the great people who work here. I see an opportunity to promote administrative staff on campus and as chair-elect, I would do my best to make sure administrative staff has a bigger voice in this community. I look forward to the chance to work with Laura Emch on the goals she has set forth for the coming year for ASC and to continue these endeavors into the future.

Wayne Colvin  
Assoc Infrastructure manager, ITS

Secretary

Deborah Fleitz  
Director of Public Events, College of Musical Arts

I am hereby declaring my candidacy for the position of ASC Secretary for the 2002/2003 academic year, which will be my final year on council. It is with great humility that I place myself on the ballot, having nothing but the deepest admiration for our current Secretary, Ms. Diane Smith, and the splendid job she has done transcribing our every word! In fact, it was Diane who encouraged me to run, as she thinks I did a good job subbing for her several months ago....little does she know, I hired a ghostwriter! I ask for your support, but alas cannot promise free tickets to concerts or the like, as that would compromise my strict code of ethics...as well as get me in big trouble with my Dean!

But seriously, fellow Administrative Staff members, serving on ASC has been very rewarding, as it has given me the opportunity to interact with colleagues from around campus who I would not normally encounter in my day-to-day doings; that has proved to be an enriching experience, as has been the educational aspects of learning about campus procedures/policies and how they impact on the staff.

Robin Veitch  
Fund raising assistant, Athletics

Having served on several different ASC committees, including Executive Council this year, I have an understanding of the different committees of ASC and the procedures involved in planning and running meetings. I look forward to the challenge of keeping administrative staff more informed on ASC business, so we may have more input on administrative staff issues from the entire constituency.

ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE ELECTION BALLOT

ACADEMIC DEPARTMENTS

The following 2002-03 ASC Representatives are eligible for election from the ACADEMIC DEPARTMENTS functional area to the 2002-03 Executive Committee. Please circle the name of ONE representative:

PLEASE CIRCLE THE NAME OF ONE REPRESENTATIVE FOR WHOM YOU WISH TO VOTE:

Nora Cassidy
Jim Dachik

Please return this ballot to Diane Smith, ASC secretary 365 Education Building by May 17.
ELECTION RESULTS FOR ADMINISTRATIVE STAFF COUNCIL 2002-03

ASC representatives for 2002-05

Kim Grilliot, Bahram Hatefi, Terry Herman, Deborah Knigga, Susan Kozal, Joe Luthman, Rachel Melchiorre, Emily Monago, Ron Skulas, Cindy Smith and Nicole Vorhees.

ASC representatives to University Standing Committees for 2002-05

Health, Wellness and Insurance - Emily Monago
ITC - Carol Hague
Equal Opportunity Compliance - Dawn Burks

ASC Chair-Elect and Secretary for 2002-03

Chair-elect: Robin Veitch
Secretary: Deborah Fleitz

EXECUTIVE COMMITTEE for 2002-03

Academic Departments  Jim Dachik
Academic Support    Ann Betts
Athletics/Recreational Sports  Brad Gaskins
Institutional Support  Sandy Miesmer
Student Support  Sue Lau
Technology    Wayne Colvin
FINAL DRAFT OF PROPOSED CHANGES TO ASC BYLAWS; ARTICLE 7: SECTIONS 3 & 4 AND ASC CHARTER: SECTION III PRESENTED TO THE ASC FOR A VOTE 05/02/02

Original Wording in Black
Additions/ Changes in *italics*

The wording in italics shall be added to the existing wording of ASC Bylaws Article 7: Official Liaison Sections 3 & 4

PROPOSED CHANGES TO ASC BYLAWS:
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 (*Faculty Senate*). This liaison shall attend all scheduled meetings of the Faculty Senate as necessary and will serve as a communication link between Faculty Senate and ASC. *This designee shall be granted rights and privileges as deemed appropriate by Faculty Senate. A reciprocal seat to the ASC for a representative from the Faculty Senate shall be granted.*

Any changes in the rights and privileges deemed appropriate by the Faculty Senate to the ASC liaison to the Faculty Senate shall result in a reciprocal change in the rights and privileges of the Faculty Senate liaison to the ASC, and visa versa. Due notice of such changes shall be given to the Chairs of the ASC and/or the Faculty Senate and implementation of said changes will occur concurrently between the Faculty Senate and the ASC.

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 (*CSC*). This liaison shall attend all scheduled meetings of the CSC as necessary and will serve as a communication link between CSC and ASC. *This designee shall be granted rights and privileges as deemed appropriate by the CSC. A reciprocal seat to the ASC for a representative from the CSC shall be granted.*

Any changes in the rights and privileges deemed appropriate by the CSC to the ASC liaison to the CSC shall result in a reciprocal change in the rights and privileges of the CSC liaison to the ASC, and visa versa. Due notice of such changes shall be given to the Chairs of the ASC and/or the CSC and implementation of said changes will occur concurrently between the CSC and the ASC.

RESPECTFULLY SUBMITTED BY THE AMMENDMENTS COMMITTEE:
Jim Dachik (Chair)
Sandy DiCarlo, Tom Scavo, Keith Hofacker
FINAL DRAFT OF PROPOSED CHANGES TO ASC BYLAWS; ARTICLE 7: SECTIONS 3 & 4 AND ASC CHARTER: SECTION III PRESENTED TO THE ASC FOR A VOTE 05/02/02

Original Wording in Black
Additions/ Changes in *italics*

The wording in italics is to replace the wording of the ASC charter: Section III following the phrase "Upon the recommendation of the Executive Committee...".

PROPOSED CHANGES TO ASC CHARTER:
Section III Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 10 percent of the full membership and shall be determined through election by the administrative staff members. The administrative Staff Council shall be selected from each of the functional areas of the University. Firelands College shall have its own proportional representation, elected by the administrative staff of Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms, and are eligible for re-election after completing a two-year waiting period.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

PROPOSED RE-WORDING:
Upon the recommendation of the Executive Committee *additional seats may be established.*

RESPECTFULLY SUBMITTED BY THE AMMENDMENTS COMMITTEE:
Jim Dachik (Chair)
Sandy DiCarlo, Tom Scavo, Keith Hofacker
To: Administrative Staff Members <asc@listproc.bgsu.edu>
Subject: ASC meeting schedule for 2002-03

Administrative Staff Council Meeting Schedule 2002-03

⇐ All meetings will be in the Pallister Conference Room on the first floor of the Jerome Library.

⇐ All meetings will run from 1:30 PM to 3:00 PM.

MEETING DATES

SEPTEMBER 4, 2002
OCTOBER 3, 2002
NOVEMBER 7, 2002
DECEMBER 5, 2002
JANUARY 9, 2003
FEBRUARY 6, 2003
MARCH 6, 2003
APRIL 3, 2003
MAY 1, 2003
JUNE 5, 2003

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Diane L. Smith, Assistant Director
Undergraduate Student Services
College of Education and Human Development
Bowling Green State University
Bowling Green, Ohio 43403
Phone (419) 372-7390
FAX (419) 372-7484
e-mail <dlsmith@bgnet.bgsu.edu>
Diane Smith, Re: final election results

To: Diane Smith <dlsmith@bgnet.bgsu.edu>
From: John Clark <jclark2@bgnet.bgsu.edu>
Subject: Re: final election results
Cc:
Bcc:
Attached:

At 12:44 PM 5/20/02 -0400, you wrote:
· John/Laura-

Election results:
Chair-elect: Robin Veitch
Secretary: Deborah Fleitz

EXEC committee members:
Academic departments: Jim Dachik
Academic support: Ann Betts
Institutional support: Sandy Miesmer
Student support: Sue Lau
Athletics: Robin won (might want to put Brady Gaskins in her place since she will be on anyway).
Technology: Tie between Wayne Colvin and Mike Fitzpatrick

--
Diane L. Smith, Assistant Director
Undergraduate Student Services
College of Education and Human Development
Bowling Green State University
Bowling Green, Ohio 43403
Phone (419) 372-7390
FAX (419) 372-7484
e-mail < dlsmith@bgnet.bgsu.edu >
Call to Order

Introductions of Substitutes

Approval of May Minutes

Chair's Report

Chair Elect Report

Secretary's Report

Committee Reports (summary of annual reports)
Amendments
External Affairs
Awards and Special Recognitions
Internal Affairs
Personnel Welfare
Professional Development
Salary
Scholarship

Old Business
- Exec committee appointment as liaison to CSC
- ASC draft goals for 2002-03
- Policy on Violence update

New Business
- Collect e-mail listings for reps to update asc-reps list proc
- Collect committee sign-ups for 2002-03
- Good bye to members leaving council

*Signature*
Policy on Violence
01/07/02

Note: This final draft emerged from the Violence Against Women Policy Committee, which emerged from a Department of Justice mandate that accompanied the funding of the Transformation Project at the BGSU Women’s Center.

Committee members include: Deidra Bennett (Transformation Project Advocate), Julie Broadwell (Consultant to Transformation Project, SAAFE Program), Jill Carr (Associate Dean of Students), Michelle Clossick (Transformation Project Coordinator and Chair of this Committee), Elizabeth Cole (Associate Dean, College of Arts and Sciences), Tony Dotson (BGSU Police Officer), Rebecca Ferguson (Asst. VP, Human Resources), Nancy Footer (General Counsel), Barbara Hoffman (CASO Chair and Wellness Connection), Heath Huber (Transformation Project Community Educator), Becky Hurst (Consultant to Transformation Project, Domestic Violence Advocate), Mary Krueger (Director, Women’s Center and Transformation Project), Rebekah Sandlin (Graduate Student and CASO member), Peter Shields (Assoc. Professor and Member of Faculty Senate), Janice Wasserman (Classified Staff representative), Jim Wiegand (Director, BGSU Public Safety), and Elizabeth Yarris (Assoc. Director, Counseling Center).

It is the policy of BGSU that acts of violence, threats of violence, or intimidation will not be tolerated. BGSU recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

For purposes of this policy, the following definitions apply. Acts of violence include any exercise of force against another person or against property that could result in physical or emotional harm. Threats of violence include any verbal or non-verbal communication that inflicts harm. Intimidation includes any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

In many situations, these actions are also considered criminal acts under the Ohio Revised Code. Acts defined in this subsection include but are not limited to: physical assault or abuse, sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon, and damage or destruction of another’s property.

BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the University collaborates with community agencies and professionals in providing services and referrals. All members of the BGSU community are asked to report violations of the policy on violence to appropriate authorities.
ELECTION RESULTS FOR ADMINISTRATIVE STAFF COUNCIL 2002-03

ASC representatives for 2002-05

Kim Grilliot, Bahram Hatefi, Terry Herman, Deborah Knigga, Susan Kozal, Joe Luthman, Rachel Melchiorre, Emily Monago, Ron Skulas, Cindy Smith and Nicole Vorhees.

ASC representatives to University Standing Committees for 2002-05

Health, Wellness and Insurance- Emily Monago
ITC- Carol Hague
Equal Opportunity Compliance- Dawn Burks

ASC Chair-Elect and Secretary for 2002-03

Chair-elect: Robin Veitch
Secretary: Deborah Fleitz

EXECUTIVE COMMITTEE for 2002-03

Academic Departments Jim Dachik
Academic Support Ann Betts
Athletics/Recreational Sports Brad Gaskins
Institutional Support Sandy Miesmer
Student Support Sue Lau
Technology Wayne Colvin
ASC Chair’s Report—June 6, 2002

- Policy on Violence: A 5-sentence “core” version of the P.O.V. will go to the Board for approval on June 19th. Sometime in June, original committee chair Michelle Clossick is expected to reconvene the committee to begin planning for procedures drafting, including determination of representation in the drafting group. Because faculty procedures in respect to P.O.V. will be determined by the Charter, faculty might not participate in this process. Clossick is leading this effort because federal funding has established it as part of her position responsibilities. (Discussion to be continued in “Old Business.”)
- Grants and grant-funded positions: H.R.’s Ferguson also reports that a significant number of BGSU grants soon will end, posing particular employment threats to classified staff. Contingency planning for reduction/elimination in Success Challenge funding also has begun in Cabinet.
- Salary: H.R. is continuing support, in Cabinet discussions, of a 4.2% administrative salary-range adjustment for 2002-03.
- CSC liaison: ASC’s Executive Committee has appointed Mary Beth Zachary as our 2002-03 liaison to Classified Staff Council.
- A personal thank-you: I am indebted to every member of the 2001-2002 Administrative Staff Council for her/his collegiality, collaborative spirit, and efforts. The list of significant individual contributors is too long for notation here, but a special thank-you is due to Executive Committee; to our key contributors in standing and other committees; and to ASC officers Laura Emch, Diane Smith, and Mary Beth Zachary.

Respectfully submitted,

John M. Clark
Administrative Staff Council  
June 6, 2002

Chair-Elect Report

If you have any outstanding bills for ASC for 2001-02, please be sure all proper documentation for payment request is submitted to me immediately.

The 2002-03 ASC budget request has been submitted for approval.

Respectfully submitted by,

Laura Emch  
ASC Chair-elect
Bowling Green State University

Orientation to Administrative Staff Council

2001-2002
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Welcome to ASC

Dear Administrative Staff Member:

I'd like to specifically thank all new and returning members of Administrative Staff Council for their demonstrated commitment to ASC. BGSU wisely supports participatory governance for and by its employees. Truly, everyone gains by your participation in Administrative Staff Council. As difficult as the challenges facing this university and its constituents might be, we are best equipped to meet those challenges when we are involved, informed, and interactively connected with the university community.

When I came onto Council three years ago, I was uncertain of my capability to be a useful, effective ASC representative, but I was welcomed in every possible way, and my experiences through ASC have been gratifyingly educational. I have learned, for instance, that every member of ASC is equally important, and that ASC members contribute to the university and community in many, many ways. From my perspective, these contributions help the givers just as much as the recipients.

As you begin or continue a term on Administrative Staff Council and consider involvement in our committees or subcommittees, please bear in mind my message above about the importance of ASC to all of us. In Council meetings, we share news, discuss issues, and occasionally vote on questions, but much of the real work of Council is accomplished outside of general sessions. Through our ASC standing committees, subcommittees, and special interest or ad hoc committees, policy documents are rewritten, procedural decisions are influenced, and many worthy initiatives are advanced. By reinvesting some of your individual talents and resources in the good works of ASC committees, you will improve your networking across campus, promote the viewpoints you represent, gain crucial knowledge about the operations of the university, and add to your own professional development concurrent with building a better BGSU.

John M. Clark
ASC Chair, 2001-2002
ASC Mission

The purpose of the ASC is to support the mission of Bowling Green State University through representing administrative staff members by promoting their general welfare; seeking professional development opportunities; maintaining communications among staff members; and reviewing, initiating, and making recommendations on institutional policies.

ASC: Who We Are

Articulate
Awesome
Concerned
Culturally diverse
Curious
Dedicated
Dynamic
Educated
Energetic
Friendly
Fun
Inquisitive
Professional
Respected
Responsible
Talented

Administrative Staff Council: A Look at our Past

In May 1982, a group of contract staff met informally to explore the possibility of forming a representative group to "assess and express the needs and concerns of all contract staff members here at BGSU." Staff members present at the meeting unanimously passed a motion to form an ad hoc steering committee to investigate and propose an ongoing, permanent organizational structure. Members of the founding group communicated the motion on June 24, 1982, in a letter to Dr. Paul Olscamp, President:

Recognizing the need to establish a representative group to serve as an advocate of contract staff interests and concerns, we move that an ad hoc committee be established to explore and propose an ongoing organizational structure through which this purpose can be fulfilled.

All contract staff received a charter for voting in October 1982, and by November, the first elections were held. Communication continued throughout this process between contract staff and President Olscamp, still president at Western Washington University.

By the beginning of the following year, the group organized as the Administrative Staff Council (ASC), developed a charter (found in the Administrative Staff Handbook as Appendix B), initiated bylaws (listed in the Administrative Staff Handbook as Appendix A), and convened a special meeting on February 1, 1983 to discuss, unexpectedly, an issue regarding a PERS pick-up proposal. The standard was set in March 1983 for meetings to take place on the first Thursday of every month, from 1:00 p.m. to 2:30 p.m. The Ferrari Award Committee, Merit Committee, Bylaws Committee, Professional Development Committee, and Handbook Revision Committee, (later changed to Personnel
Welfare Committee) were established at this meeting. Executive Committee meetings were set for the second and fourth Tuesdays of the month during the lunch hour. The first guest speaker was Dr. Paul Olscamp at the May 1983 meeting, a tradition that has continued each year in the fall.

In August 1983, ASC held its first opening day reception. Monies remaining from contributions to fund the reception were used to create an ASC foundation account. The Professional Development Committee began to sponsor workshops during the first year and later added a luncheon workshop series. Funds for professional development were added to the ASC budget in the 1989-90 year.

Dr. Suzanne Crawford received the first Ferrari Award, established in the name of Dr. Michael Ferrari, which recognizes outstanding university leadership. A BGSU faculty member presented the award to Dr. Crawford in the form of an original work of art. Funding for the Ferrari Award was appropriated from the ASC operating budget until 1991, when the Council campaigned to endow the award. During fall semester 1992, the award was changed from an original artwork to a cash award of $1,000, to be funded subsequently through the Vice President of Academic Affairs area.

In September 1983, Council passed a resolution requesting that discussion be initiated with President Olscamp regarding ASC representation on the University Board of Trustees. ASC Chair Gregg DeCrane, serving his second term, began attending the Board committee meetings and full Board meetings as an ASC representative in the fall of 1990.

Enthusiastic Council members generated strong interest in establishing an Administrative Staff Scholarship late in 1984. The initial goal was to establish a pledge program and award a student scholarship in 1986, from the endowment of $5,000 at that time. The scholarship/pledge program was the first of its kind on campus. Other groups have since borrowed this concept. The goal of $5,000 was reached, and the first scholarship was awarded during the 1985-86 year. Currently, this growing endowment exceeds $89,000. The Foundation periodically announces that it will match up to $5,000 in funds raised for the scholarship.

ASC recognized the importance of providing more opportunities for administrative staff members to socialize with each other. In January 1990, ASC held its first winter reception. GASP (Gathering of Administrative Staff Personnel) meetings were held during the evenings of the ASC meetings. These gatherings discontinued because attendance gradually declined. Council members are investigating other opportunities for social interaction.

Since 1982, ASC has dealt with many issues, hosted interesting guest speakers, and gained representation on all university standing committees. In the first ten years, ASC has grown into an effective and well-respected constituent group.

Several issues, however, remain unaddressed. In the spring of 1993, the Executive Committee developed a long-range plan for approaching these issues in the Council's second decade. If the past is a prologue to the future, the next ten years will be even more challenging and exciting for the ASC.
Accomplishments Since 1982

Since 1982, ASC has assessed the needs of its constituents; acted on their concerns; encountered challenges from all levels of the University and community; and successfully developed a list of accomplishments of which it can be proud. Most notably, ASC has:

- Produced a professional development day, “Invest in Yourself,” that included attendees from administrative and classified staff, students, and faculty
- Assisted Human Resources in the preliminary work of the President’s Compensation Plan, Year 2
- Implemented a new design for the ASC web page
- Passed a resolution in support of a Wellness Plan for university staff and faculty, to be followed up in successive years
- In concert with Human Resources, worked to ensure that all units on campus have “merit” award documents and processes in place
- Raised the number of vacation days from 20 to 22
- Achieved representation on the Board of Trustees
- Sent resolutions to the State regarding funding inequities in higher education
- Encouraged and implemented representation from the Firelands campus
- Successfully lobbied for two days personal leave for administrative staff members
- Lowered the waiting period for dependent fee waivers from five to three years of employment
- Served on constituent committees, such as the Health Care Task Force, to ensure adequate representation of administrative staff concerns on critical issues
- Participated in the development of an administrative staff performance evaluation instrument to be used consistently across all campus areas
- Developed policies and procedures for the Administrative Staff Compensation Plan
- Reorganized the ASC election process
- Established Saturday course offerings for BGSU staff, created the Professional Connection Program, and expanded staff recognition opportunities

While this list is far from exhaustive, it reflects the efforts of a conscientious organization dedicated to meeting the needs of administrators, and, ultimately, all members of the Bowling Green State University community.

ASC Meetings

Regular Council meetings are held on the first Thursday of every month during the academic year, and as needed in the summer, from 1:30 p.m. to 3:00 p.m. Council members are informed of the date,
time, and location of each of these meetings through a comprehensive list of meetings provided by the Secretary. In addition, minutes of the previous month's meeting are distributed to all administrative staff at least two weeks prior to the meeting. If you are unable to attend a meeting, you may designate an alternate from your functional area to attend in your place. No Council member may have an alternate attend more than three meetings per year.

ASC meetings are generally 90 minutes in length and follow Robert's Rules of Order, Newly Revised on parliamentary procedure. Meetings are convened by the Chair, who calls the meeting to order. Following approval of the minutes, the Chair, Chair-Elect, and Secretary each give a report. If there is a guest speaker, s/he typically addresses the Council and any questions, prior to the officer reports. The Chair then leads the Council through the agenda by soliciting reports from each committee. Prior to adjournment, each representative is allowed the opportunity to participate in “For the Good of the Order,” an activity which allows each member to update the Council on activities in their area or department.

ASC Bylaws

The governing rules by which the ASC operates are called the bylaws. The Amendments Committee is responsible for initiating or accepting suggestions for changes to the bylaws. The bylaws serve as an excellent resource for clarifying questions about the election process, meeting structure, and committee work. If changes in the bylaws are recommended, they must be approved by a three-fourths (3/4) vote of the members present at the Council meeting where the amendments are discussed. The ASC bylaws are listed in your Administrative Staff Handbook as Appendix A.

ASC Leadership

Each year, following the election of ASC representatives, the Election Committee requests nominees for officers from the Executive Committee and the general administrative staff via public notice in The Monitor. The entire administrative staff votes for the three positions of Chair, Chair-Elect, and Secretary.

Chair

The Chair serves a one-year term. This position carries with it extensive responsibilities which include: presiding at and preparing agendas for monthly Council and all Executive Committee meetings; representing the ASC at appropriate meetings including the Board of Trustees committee and full board meetings; appointing, with Executive Committee approval, chairs of ASC committees and overseeing committee progress; with assistance from the Chair-Elect, submitting the annual budget request; appointing a liaison for the Classified Staff Council and for the Faculty Senate; and preparing, with the Executive Committee, an annual summary of activities and accomplishments.

Chair-Elect

The Chair-Elect maintains the budget for ASC. S/he assumes all responsibilities of the Chair in case of the Chair's absence or resignation. The Chair-Elect accepts Chair responsibilities with the passing of the gavel at the end of the June meeting, when all newly elected and outgoing ASC representatives are present.
**Secretary**

The Secretary maintains accurate minutes of all Council and Executive Committee meetings and ensures that they are distributed to all administrative staff members. The Secretary assists with correspondence, records and attendance, chairs the Elections Subcommittee (which is part of the Internal Affairs Subcommittee), distributes ballots and maintains election eligibility and voting records.

**ASC Committees: An Overview of their Functions**

Administrative staff members at BGSU are responsible for promoting a healthy climate for learning and professional growth, and for asserting the leadership and support essential to enhance the University’s programs and services. All administrative staff members should share a sense of working towards a common goal--that of maintaining the high standards of the University and its vision to be the premier learning community in Ohio and one of the best in the nation. To this end, ASC has established a committee structure, which provides administrative staff members with the means for addressing their needs and for promoting their efforts.

**Executive Committee**

The ASC Executive Committee acts for the Administrative Staff Council between meetings and serves as or designates a liaison between the ASC and other governance groups, individuals, and agencies. Nominations are handled annually by the Internal Affairs Committee who prepares a list by functional area of those ASC members eligible for election to the Executive Committee.

**ASC Standing Committees**

The members of ASC standing committees include ASC members and administrative staff members-at-large as appointed by the Chair. ASC representatives and administrative staff members-at-large are nominated or may self-nominate to serve on ASC standing committees. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Duties and responsibilities of each ASC standing committee are listed as follows:

**Amendments Committee**

This committee both initiates and receives proposed amendments to the Charter or Bylaws and reports to the ASC on all proposed amendments.

**Awards and Special Recognitions Committee**

This committee develops and recommends to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognition including the annual Ferrari Award. Committee members shall represent each functional area and shall have been employed by the University for at least three years.

**External Affairs Committee**

This committee is responsible for developing community involvement projects for administrative staff; developing ways to improve opening day activities for administrative staff; and working on developing good public relations with other groups on campus, off campus and with the media.
Finance Committee
The Chair-Elect annually prepares the ASC budget and submits it to ASC for approval prior to its submission to the University Budget Committee.

Internal Affairs Committee
This committee is responsible for developing and updating the Orientation program and orientation handbook for new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations. This committee also maintains the ASC web site.

A subcommittee of the internal Affairs committee is the Elections Subcommittee, which is responsible for initiating, conducting, tabulating, and announcing the results of elections for ASC and appropriate University standing committees.

Personnel Welfare Committee
This committee annually reviews the Administrative Staff Handbook and studies and recommends 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 committee includes at least one representative from each functional area. The chair serves on the Executive Committee.

A subcommittee of the Personnel Welfare Committee is the Salary Subcommittee. This subcommittee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. The chair of this subcommittee is selected from members of the Personnel Welfare Committee.

Professional Development Committee
This committee is charged with aiding and encouraging professional growth and development of administrative staff. It studies and recommends action with regard to requests for professional leave, continuing education, and recognition of professional achievement.

Scholarship Committee
This committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarship. This committee is also responsible for initiating ways to raise funds for the scholarship.

University Standing Committees
Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff.

Ad Hoc Committees
ASC ad hoc committees are created by the Executive Committee, which appoints members. These members need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee, through action of the Amendments Committee.

For more detailed information about committees, refer to the Bylaws, Appendix A of the Administrative Staff Handbook.

ASC Member Responsibilities
ASC members are committed to service and excellence at Bowling Green State University. Election to ASC is an honor.
among peers and carries with it responsibilities and obligations as follows:

- Attend all ASC meetings
- Participate on ASC standing or ad hoc committees
- Participate on University standing committees by election or appointment
- Contact and get to know your constituent group at the beginning of the year
- Inform your constituent group of issues involving administrative staff in a timely fashion by phone or memo
- Poll your constituent group about issues which will be voted on at ASC meetings
- Personally contact new constituents to welcome her/him to the University, explain the roles of ASC and Council members
- Represent views of administrative staff in the public arena
- Participate in policy making at Bowling Green State University

ASC Goals 2001-2002

1. With Human Resources, draft a consistent, equitable, and market-conscious long-term compensation plan for administrative staff at BGSU, aimed at recruitment, retention, and rewarding of the highest possible quality administrative employees. Also, collaborate with the President’s Compensation Working Group on evolving/updating a philosophy of compensation for administrative staff.

2. Encourage implementation of the Administrative Staff Teaching Compensation Proposal. (ASC has been working for four years toward more equitable teaching compensation for administrative staff employees. At this time, our proposal has been folded into a comprehensive Dean’s Council review of all BGSU part-time teaching compensation.)

3. Revise the administrative staff non-compensation conciliation process.

4. Continue and improve efforts toward administrative staff professional and career development.

5. Support continued growth of the administrative staff scholarship fund and of administrative staff support for the BGSU Family Campaign.

6. Complete updates of Appendix G in the Administrative Staff Handbook, which describes general processes relating to administrative staff compensation.

7. In these times of budget and staffing exigency, promote reasonable and healthy working conditions for administrative staff employees at BGSU including appropriate hours in typical workweeks, appropriate physical and mental demands, and appropriate performance expectations.

8. Continue to improve communication among university constituencies, in general and in regard to issues of significance. (Recent improvements include meetings of the Constituent Group Caucus, an information meeting for all BGSU administrative staff, regularly scheduled meetings between ASC and CSC leaders, and a Faculty Senate invitation for ASC representation at their meetings.)
Administrative Staff Council 2001-2002

**Academic Departments**
- John Clark (2001) Chair*
- Pamella Phillips (2002)*
- Nora Cassidy (2003)

**Athletics/Sports Activities**
- Thad Long (2002)
- Jane B. Myers (2002)
- Robin Veitch (2003)*

**Institutional Support**
- Barbara Waddell (2003)*
- Sandra Miesmer (2003)
- Keith Pogan (2003)

**Technology**
- Pat Booth (2002)
- Tony Howard (2002)
- Tom Scavo (2003)*
- Wayne Colvin (2003)*

**Academic Support**
- Mary Beth Zachary (2001) Past Chair*
- Diane Smith (2002) Secretary*
- Linda Bakkum (2002)
- Ann Betts (2003)*
- Deborah Fleitz (2003)
- Carl Dettmer (2004)

**Firelands**
- Sandra Dicarlo (2003)*

**Student Support**
- Laura Emch (2002) Chair-Elect*
- Sally Dreier (2002)
- Kay Gudehus (2002)
- Susan Sadoff (2002)*
- Jack Taylor (2002)*
- Dave Garcia (2003)*
- Tina Coulter (2004)
- Sally Johnson (2004)
- Sue Lau (2004)
- Clarence Terry (2004)

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* Officers are in bold.
* Member of the Executive Committee
* Replacement for an elected representative who did not complete his/her term. Will be eligible to run immediately when replacement term is finished.
Critical Thinking About Values: A Community Discussion

Fall 2001 Presentation

Eileen G. Sullivan, Ph.D.
Executive Assistant to the President & Policy Analyst
Co-chair, University Committee on Values and the BG Experience

Don Nieman, Ph.D.
Dean, College of Arts and Sciences
Co-chair, University Committee on Values and the BG Experience
Critical Thinking About Values:  
A Community Discussion  
Fall 2001 Presentation

Eileen G. Sullivan, Ph.D.  
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Dean, College of Arts and Sciences  
Co-chair, University Committee on Values and the BG Experience

Why are issues of values exploration, character development, and civic and moral engagement so important in higher education today?

Multiple Purposes of Colleges and Universities

1. Disciplinary Expertise
2. Educate and Graduate Principled Citizens
What we know about today's college students...

1. There is an increase in community service/volunteerism.
2. Character development in students is influenced by a number of campus experiences.
3. There is concern over academic preparation and engagement of students.
4. There is a decline in political participation.
5. There is a decline in civic and community leadership.

The thing that I do with my life that I consider to be the most rewarding by far right now is teaching... I deal with young people mostly between the ages of 18 and 22... And there is an assumption often in the population that young people today are indifferent or selfish. That's not the case. The young people I see at my university and at other universities are more involved in their communities, are volunteering more, are more concerned about what's going on around them than any generation I've ever seen. When it comes to national politics they are deeply cynical... they feel that they have no effect. That politics is sort of a spectator sport. That they watch it on television and they feel that they have nothing whatever to do with it...

The danger is that they look to national politics and they see nothing in it that inspires them, no greatness, no heroes, no sense that they could aspire to public office or to large visions of the future. And I think that's what we are lacking now. That's what we desperately have to restore.

-Robert Reich, former Secretary of Labor and current Professor of Social and Economic Policy at Brandeis University
Many HIED leadership organizations have made civic engagement a top priority.

"...The biggest educational challenge we face revolves around developing character, conscience, citizenship, tolerance, civility, and individual and social responsibility in our students."

-The W.K. Kellogg Foundation in *The Student Experience*

Of growing concern are the serious ethical and behavioral problems of some students.

1. High profile cases nationwide have shocked the public and received much media attention.
2. Campuses have had more crime reporting, parental notification and intervention, and stronger rules and strategies.
3. The greater challenge is beyond addressing these troubling behaviors. It is to ensure students' good decision-making based on their sense of moral and civic responsibility.
Presidential Leadership

1. Observations by Theodore Hesburgh, President Emeritus of the University of Notre Dame, on today's University President

2. President Ribeau's public stand on values exploration
   A. Written values letter to the university community
   B. Conducted speaking engagements on values (regionally and nationally)
   C. Involved with the Journal of College and Character (www.CollegeValues.org)
   D. Contributed to many values-focused national publications
   E. Written op-ed pieces on values
   F. Delivered major addresses on values

BGSU Vision Statement and Fifth Supporting Tenant

Bowling Green State University aspires to be the premier learning community in Ohio and one of the best in the nation. Through the interdependence of teaching, learning, scholarship and service, we will create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Bowling Green State University serves the diverse and multicultural communities of Ohio, the United States and the world.

Our vision is supported by:

5. An educational environment that develops culturally literate, self-assured, technologically sophisticated, productive citizens who are prepared to lead, to inspire and to preserve the great traditions of our democracy.
Creating a Principled Learning Community, 1996-2001

- Role of Values in Summer O-Reg, Residence Life Programming, New Staff Orientation
- Chapman and IMPACT Residential Learning Communities
- Service Learning Opportunities (e.g. Literacy Serve & Learn)
- President's Leadership Academy
- University Committee on Vision & Values 2000-2001

UCVV Mission Statement

In order to prepare graduates to be reflective citizens of a democratic society and to create a richer environment in which to live and learn, the BGSU community should be one that articulates, critiques, and practices values exploration and creates diverse opportunities for values enactment. The BGSU core values are a starting point for serious consideration of values. However, we must move beyond these to ensure a critical exploration of values at all levels of the curriculum, in co-curricular activities, and in administrative practice. Our goal as a committee is to use these principles to encourage transformation of the curriculum, enhancement of co-curricular activities, and attention to personal and professional development opportunities for faculty, staff, and students.
Key UCVV Recommendations

- Intensive August Orientation focusing on Values and Civic Engagement
- General Education Course on Critical Thinking About Values taken by all Freshmen
- A Program of Co-curricular Experiences/Service Learning Opportunities
- An Intensive Junior Year Experience and Senior Capstone in the Major
- Affirmations by Incoming Students, Faculty, Staff, Administrators, Graduating Seniors
- Center on Values

What's happening now?

- Summer Research
- University Committee on Values and the Bowling Green Experience
- Exploration of External Funding Opportunities/working with SPAR & University Development
- Presentations to University Constituent Groups
- Faculty/Staff/Student Survey and Discussion Groups (held on Mon., Nov. 5 and Tues., Nov. 6) and analysis of both
What's happening now? (continued)

- Pilots of General Education Course/Intensive August Orientation
- Recruitment of Faculty, Staff and Students for Fall Pilot
- Establishment of Faculty Development Program for those who will be involved in Fall Pilot Courses
- Training for Faculty, Staff and Students who will lead the Pilots for Intensive Orientation Week

In higher education, there are many questions regarding the future of leadership.

But perhaps we can be certain of the answer to one such question...

"Who will lead us? We know of course that we will be led by those we have taught, and, they will lead us as we have shown them they should."

-William Richardson, President & CEO of the Kellogg Foundation, from the foreword to “Leadership Reconsidered: Engaging Higher Education in Social Change”, a report of the Kellogg Foundation
As you will recall, it was about this time last year that I established the University Committee on Vision and Values (UCVV). Chaired by Dr. Don Nieman, Dean of the College of Arts and Sciences, the 23-member committee whose membership included faculty, staff and students was given a rather daunting task. In my charge to the UCVV, I challenged the group to:

...Consider how we can best integrate values education, critical thinking, character development and civic responsibility throughout the entire academic and co-curricular experience...

In operationalizing this charge, the UCVV created its own working mission statement that guided its work:

In order to prepare graduates to be reflective citizens of a democratic society and to create a richer environment in which to live and learn, the BGSU community should be one that articulates, critiques, and practices values exploration and creates diverse opportunities for values enactment. The BGSU core values are a starting point for serious consideration of values. However, we must move beyond these to ensure a critical exploration of values at all levels of the curriculum, in co-curricular activities, and in administrative practice. Our goal as a committee is to use these principles to encourage transformation of the curriculum, enhancement of co-curricular activities, and attention to personal and professional development opportunities for faculty, staff, and students.

The work of the UCVV culminated in May with a year-end report submitted to me for my consideration. In the report, the committee advanced some exciting and creative recommendations that will move us closer to establishing a more integrated, intellectually rigorous, and holistic experience for our students; one that will help them become principled citizens who are prepared to think critically about the ethical issues they will confront in their personal and professional lives.

BGSU Vision Statement

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

BGSU Core Values

Respect for One Another, Cooperation, Intellectual and Spiritual Growth, Creative Imaginings and Pride in a job well done.
I am extremely grateful to UCVV committee members for their time and commitment to this endeavor, as well as their best thinking on how we can, as stated in their year-end report, “encourage students to be aware of the larger world in which they live and to apply their critical thinking skills and ethical awareness to matters beyond the campus.” Without question, the work of the UCVV is groundbreaking, certainly for a major comprehensive institution, perhaps for any institution. If we are successful in our endeavor to transform the educational experience at BGSU, we will certainly leave a unique legacy for the future faculty who will research and teach here, the staff who will work here and the students who will study here.

However, as exciting as these committee recommendations are, what is now needed is the engagement of the entire community in a vigorous discussion of the committee’s recommendations and how we can best proceed to implement them. With this in mind, I have appointed a smaller implementation group to move this process forward during the coming year. Co-chaired by Dean Don Nieman and Dr. Eileen Sullivan, my Executive Assistant, the University Committee on Values and the Bowling Green Experience (UCVBG) will meet to begin discussing implementation strategies. Perhaps most importantly, the committee will be organizing and facilitating focus group discussions among BGSU community members in November. My decision on how to best proceed will be informed by the recommendations of the UCVV, the findings and suggested strategies of the new committee, the UCVBG and the revelations that come from the larger community through the campus-wide dialogue that will take place in the focus groups. While I recognize that there will be challenges throughout this journey, I also recognize that failing to create such an educational environment will mean we have fallen short in meeting our responsibility to our various stakeholders, as well as the society that sustains higher education.

I ask that you take the time to read this important institutional report and view it as a starting point for discussion regarding values and the Bowling Green experience. I also request that you participate in the focus group meetings in November. More information regarding these meetings will be forthcoming from Don and Eileen. Much like the “Focus on February” component of the Faculty Senate initiated Building Community Project, the focus group discussions this fall are designed to initiate community-wide dialogue that will help further shape our institutional values initiative and in so doing further advance us on our journey to become the premier learning community in Ohio and one of the best in the nation.

I look forward to an exciting new academic year where together we will explore how we might create an educational experience that fosters critical thinking about ethical issues, encourages civic engagement, promotes seriousness of purpose, and forges a strong institutional identity that builds on our traditions and recent accomplishments. Meanwhile, I hope that the remainder of your summer is relaxing as well as productive.
Executive Summary

End of the Year Report to the President from the University Committee on Vision and Values
May 2001

As the committee began its work in September 2000, it was charged with integrating “values education, critical thinking, character development and civic responsibility throughout the entire academic and co-curricular experience” to ensure that graduates “leave . . . campus having grown intellectually and spiritually, committed to life-long learning, with the felt responsibility for giving, serving, and succeeding within the framework of principled and ethical interaction with others.”

To meet this ambitious charge, the committee proposes creating “The Bowling Green Experience”—a set of initiatives that integrate critical thinking about values into the curriculum and co-curricular experiences, afford students rich opportunities for values enactment, build relationships and spaces that facilitate serious discussion of ethical issues, and foster civic engagement. If fully developed, the Bowling Green Experience will provide a powerful unifying theme for education at BGSU, create a unique institutional identity, promote students’ personal and intellectual growth, and develop reflective, civic-minded citizens who are prepared to lead.

The Bowling Green Experience would begin with a week-long, intensive orientation for freshmen the week before classes begin in August. Orientation groups of 25 students led by a faculty member, a student affairs staff member, and a junior or senior would engage in discussions of the core values, the role of values in a university education, and a common reading addressing an important ethical issue. In addition, these groups would engage in community service projects and share and participate in informal, outdoor activities designed to build strong relationships among faculty, staff, and students. This intensive orientation would culminate with a freshman convocation that concluded with students signing a pledge to become familiar with and abide by the University’s academic honesty policies and to consider the social and ethical consequences of their actions as a BGSU student and a citizen. The freshman pledge would be followed by a senior pledge, taken at graduation.

As classes begin, all freshmen would enroll in a general education course focusing on critical thinking about values. These courses would be developed by a variety of departments but share a common set of learning outcomes related to critical thinking about values and application of values. They should be limited to 25 students
and be taught by the faculty member who led the students’ orientation group. In addition to introducing students to critical thinking about values, these classes would connect students with a faculty member, help them explore the relationships among their classes, and better understand the nature of general education. To reinforce the work begun in the general education values course, the General Studies Writing courses would address values through readings and writing assignments.

Promoting faculty participation is critical. To do so, course development grants should be made available to faculty who design values education courses and money placed in faculty development accounts for those faculty who lead orientation groups.

In addition to these curricular innovations, we propose a series of Freshman Expectations designed to further connect students with the university. These include enrolling in a first-year experience course or program, participating in a service learning project, joining and participating in a student organization, becoming affiliated with a learning community, introducing themselves to a faculty mentor in the department of their major or prospective major, and completing a “voice project” by getting to know an individual who is different from her/him. Students who fulfill all these expectations might be given a partial tuition rebate that would pay for itself through higher retention.

Carrying the theme of values and civic engagement beyond the first year experience is critical if we are to shape ethically aware graduates. To do this the committee recommends a variety of initiatives. The University should institute Values Week. During this period, the entire campus would focus on an important ethical issue through lectures, discussions in living groups and student organizations, and classes. We should also create a Junior Bridge Experience—a one week program (in January before classes begin, over spring break, or after classes end in May) in which faculty would lead students in an activity with an outdoor and a service component. In addition, students should prepare a developmental (electronic) portfolio featuring reflection on personal values and goals, civic engagement, and leadership, complete a senior capstone experience that incorporates a values component, and have the opportunity to pursue independent research through a UROP (Undergraduate Research Opportunity Program).

Coordination of the Bowling Green Experience, should be provided by a vice provost who would provide administrative coordination, ensure cooperation of units in Academic Affairs, and serve as a liaison with Student Affairs. Leadership for the program should be provided by the director of a Center for Values who would report to the vice provost and coordinate the freshman orientation experience, the general
education values course, workshops for faculty and staff on values education, Values Week, service learning opportunities, and the Junior Bridge Experience.

In order to begin implementation of its proposals, the Committee recommends that the President appoint a smaller Committee on Values and the Bowling Green Experience. The committee would begin meetings with key administrators in Academic Affairs, Student Affairs, and Finance and Administration to obtain suggestions that will help refine the plan and build support. Of particular importance is working closely with the Vice President for Finance to discuss the budgetary requirements and implications. The committee would also coordinate forums and focus groups in which UCVVV's proposals could be shared with faculty and staff, create pilots for the general education values course, the intensive orientation, and the Junior Bridge Experience, launch Values Week, and begin the Freshman Expectations Program. These activities would prepare the way for full-scale implementation of the Bowling Green Experience as early as August 2003.
Charge to the University Committee on Vision and Values

Sidney A. Ribeau
President, Bowling Green State University
April, 2000

As you may or may not know, during a campus town meeting on November 17, 1995, I extended an open invitation to all members of the University community to become participants in change management at BGSU. What followed was the launch of the 1996 Building Community Project. Over 1500 faculty, staff and students participated in this initiative, an iterative process, open to all, that ultimately led to the establishment of an institutional vision and five core values. The history of higher education reminds us that the study of values at one time was part of the daily life of colleges and universities, as well as the society that sustained them.

The past century has been much different. Both administrators and faculty members have devoted much time to determining what students should know, with little attention given to why they should know it. If we are to truly become a premier learning community it is essential that we view learning through a much broader lens. Students should leave their campus community having grown intellectually and spiritually, committed to lifelong learning, with the felt responsibility for giving, serving, and succeeding both personally and professionally within the framework of principled and ethical interaction with others. With all of this in mind, I have established the University Committee on Vision and Values (UCVV).

As members of the UCVV, I ask you to consider what is required for BGSU to become the premier learning community in Ohio and one of the best in the nation. What for example is the role of the core curriculum in this endeavor? Boyer (1987) described the integrated core as “a program of general education that introduces students not only to essential knowledge, but also to connections across the disciplines, and in the end, to the application of knowledge to life beyond campus” (p. 91). The core curriculum is important to our success, because at its best, the core curriculum challenges students to see relationships between broad concepts within different disciplines while synthesizing how those concepts, across disciplines, fit into the context of the greater society. In addition to the importance of an interdisciplinary, interconnected experience within the core curriculum, we must also provide students with global or “universal” experiences. Boyer advanced that “the integrated core concerns itself with the universal experiences
that are common to all people, with those shared activities without which human relationships are diminished and the quality of life reduced" (p. 97).

Additionally, I ask you to consider how we can best integrate values education, critical thinking, character development and civic responsibility throughout the entire academic and co-curricular experience. I need your help and your leadership in creating an integrated intellectual and ethical foundation for teaching and learning at BGSU. The result of your deliberations will inform program development and curricular reform in the academic planning process. It is time to connect vision and values with curricula and in so doing, establish a coherent academic program.

Thoughtful consideration regarding answering the aforementioned questions and addressing the previously mentioned issues will undoubtedly contribute to positively impacting today’s students… and those that come after them. This will ensure that while our students may arrive on campus seeking a degree, they will graduate with an education.

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<tr>
<th>Name</th>
<th>Department</th>
<th>Office Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Augustine</td>
<td>Human Resources</td>
<td>100 College Park</td>
<td>220 McFall Center</td>
</tr>
<tr>
<td>Ed Danziger</td>
<td>History Department</td>
<td>22 Williams Hall</td>
<td>203 Alpha Sigma Phi</td>
</tr>
<tr>
<td>Mark Gromko</td>
<td>Provost's Office</td>
<td>230 McFall Center</td>
<td>225 Shatzel Hall</td>
</tr>
<tr>
<td>Tom Klein</td>
<td>Chapman Learning Community</td>
<td>140C Chapman Hall</td>
<td>517 Admin Bldg</td>
</tr>
<tr>
<td>Kate Newnam</td>
<td>424 Clough St</td>
<td>Bowling Green OH 43402</td>
<td></td>
</tr>
<tr>
<td>Amy O'Donnell</td>
<td>Office of Student Life</td>
<td>405 Student Services Bldg</td>
<td>405 Student Services Bldg</td>
</tr>
<tr>
<td>Deanne Snavely</td>
<td>Photochemical Sciences</td>
<td>132B Overman Hall</td>
<td></td>
</tr>
<tr>
<td>Gary Swegan</td>
<td>Admissions</td>
<td>110 McFall Center</td>
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<tr>
<td>Melody Bennett</td>
<td>Office of the President</td>
<td>220 McFall Center</td>
<td></td>
</tr>
<tr>
<td>Al Gonzalez</td>
<td>Vice Provost for Academic Services</td>
<td>3rd Floor McFall Center</td>
<td></td>
</tr>
<tr>
<td>Jodi Haney</td>
<td>Division of Teaching &amp; Learning</td>
<td>137 Life Science Bldg</td>
<td></td>
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<tr>
<td>Neocles Leontis</td>
<td>Chemistry</td>
<td>212 Phys Sci Lab</td>
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<tr>
<td>Don Nieman</td>
<td>Dean, Arts &amp; Sciences</td>
<td>205 Admin Bldg</td>
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<tr>
<td>Marina Oshana</td>
<td>Philosophy Department</td>
<td>339 Shatzel Hall</td>
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<tr>
<td>Carney Strange</td>
<td>College Student Personnel Program</td>
<td>330 Education Bldg</td>
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<tr>
<td>Craig Vickio</td>
<td>Counseling Center</td>
<td>320 Student Services</td>
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<tr>
<td>Neil Browne</td>
<td>Economics</td>
<td>306 Business Admin Bldg</td>
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<tr>
<td>Nick Gresko</td>
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<tr>
<td>Mark Hernandez</td>
<td>Romance Languages</td>
<td>225 Shatzel Hall</td>
<td></td>
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<tr>
<td>Kim McBroom</td>
<td>Marketing &amp; Communications</td>
<td>517 Admin Bldg</td>
<td></td>
</tr>
<tr>
<td>Becca Nieto</td>
<td>(Summer Contact)</td>
<td>Development</td>
<td></td>
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<tr>
<td>Wanda Overland</td>
<td>Office of Student Life</td>
<td></td>
<td></td>
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<tr>
<td>Eileen Sullivan</td>
<td>Office of the President</td>
<td>220 McFall Center</td>
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University Committee on Vision and Values 2000-2001
For the past six years, the Bowling Green State University community has been engaged in a quest to create "the premier learning community in Ohio and one of the best in the nation." An important part of this quest is to create a community that is focused on student learning, connects students and faculty members, recognizes the centrality of values to higher education, integrates students' curricular and co-curricular experiences, and prepares graduates who are principled citizens. Our ultimate goal is to produce distinctive graduates who are recognized not only as skilled professionals but reflective, ethically aware individuals who will become leaders in their communities.

Together, we have accomplished a great deal and have moved steadily toward our goal. Last year, in an effort to build on our accomplishments and develop a strategy to create an integrated undergraduate experience that nurtures ethical leaders, I appointed the University Committee on Vision and Values (UCVV)—a committee on which many of you served. Its charge was to develop proposals designed to "integrate values education, critical thinking, character development, and civic responsibility throughout the entire curricular and co-curricular experience." The committee had an ambitious charge, and it produced an equally ambitious set of recommendations in its year-end report. The committee’s proposals are bold and imaginative, yet realistic and within our grasp to achieve. They offer us an opportunity to accomplish something that no large comprehensive public university has done: make values education and civic engagement central to the student experience. If we seize this opportunity, we can create a sharply defined institutional identity and offer our students a holistic education.

As exciting as the UCVV’s proposals are, much work remains before we can develop a final plan and move toward campus-wide implementation. Because we will only succeed if this is a community effort that enjoys broad support from faculty, staff, and students, we must engage the community in discussion of the UCVV’s proposals and its vision for reshaping the Bowling Green experience. And because campus-wide implementation of any plan will be logistically complex and very challenging, we must develop small-scale pilots to explore possibilities and pitfalls.

(Charge to the UCVBG continued)
To help us take the next, critical step, I ask you to:

- Develop strategies to engage the entire campus community in a discussion of the UCVV's recommendations and explore with community members how we might best make critical thinking about values the defining element of the Bowling Green experience.

- Digest and assess the response of community members and provide me with both data and analysis I can use in making decisions about how we can best move forward as a community in this critical area.

- Assess the challenges we face in implementation of the UCVV's recommendations, consult widely with University leaders and community members about how best to address them, and suggest strategies for meeting them.

- Develop a limited number of pilot projects based on recommendations in the UCVV's report to assess feasibility, discover potential problems that we may encounter in implementation on a larger scale, and give greater precision to the committee's grand vision.

I look forward to the results of your work, confident that you will help us operationalize the UCVV's vision of making critical thinking about values central to the Bowling Green experience. Doing so will help us establish a unique institutional identity, provide our students with a rich educational experience, educate principled citizens, and make us a truly premier learning community.

Sidney A. Ribeau
University Committee on Values and the BG Experience 2001-2002

Dr. Neil Browne  
Economics  
306 BA Bldg

Chaz Giles  
Senior  
345 Anderson

Dr. Mark Gromko  
Provost/VPAA  
230 McFall Center

Dr. Milt Hakel  
Psychology  
234 Psychology Bldg

Kate Newnam  
Senior  
239 Anderson

Dr. Marina Oshana  
Philosophy  
339 Shatzel Hall

Dr. Wanda Overland  
Student Life  
405 Stud Serv Bldg

Dr. Carney Strange  
HIED  
330 Education Bldg

Co-chairs:  
Dr. Don Nieman  
College of Arts and Sciences  
205 Admin Bldg

Dr. Eileen Sullivan  
President's Office  
306 McFall Center

Ex-officio Members:  
Betsy Barre  
Senior  
1011 Offenhauer West

Krisztina Ujvagi-Roder  
President’s Office  
306 McFall Center