2004

Minutes 2003-2004

Bowling Green State University. Administrative Staff Council

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Index: ___ Included   ___ Separate   X   None

Notes

1. Colored Paper
2. Colored Ink
Agenda for Administrative Staff Council
September 4, 2003
207 BTSU

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Vice Chair’s Report

6. Secretary’s Report

7. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison

8. Old Business

9. New Business/Guests
   Amy Prigge – Homecoming
   Kent Strickland – Computer Safety

10. Good of the Order

11. Adjourn
Call to Order
Robin Veitch welcomed members to the first meeting for the 2003-2004 year and called the meeting to order at 1:33.

Members Present
Amelie Brogden, Tina Coulter, Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Kim Fleshman, Michael Ginsburg, Chris Haar, Ann Jenks, Lona Leck, Joe Luthman, Emily Monago, Penny Nemitz, Celeste Robertson, Robin Veitch, Robert Zhang, Sara Zulch-Smith

Member Substitutes
John Clark for Sue Lau

Absent
Brady Gaskins, Terry Herman, Sally Johnson, Steve Kendall, Karen Schwab (CSC), Lucie Shetzer, Phyllis Short, Ron Skulas

Approval of Minutes
Dave Crooks moved for the approval of the June minutes. Amelie Brogden seconded. The motion was approved.

Chair's Report (see attached)
- Robin welcomed past chair, Laura Emch, back from medical leave and presented her with a plague for her services as ASC Chair, 2002-2003.
  - Robin and Joe met with Donna Witwer and Becca Ferguson, Human Resources (HR), to discuss:
    - New Kronos System and its use by University employees. Student Employees are currently the only staff members who are being asked to use this system. Departments are being phased in to ensure the most effective implementation of this system. Although there is the potential for permanent staff members to utilize this system, there are no current plans to implement this system campus-wide for all employees.
    - New employees may now complete training on sexual harassment, fire safety, etc. on-line as part of their orientation.
    - Delta Dental will cover the University's new dental plan. More information about this network plan will be available in October during BGSU's open enrollment period. Changes in prescription drug co-pays are also expected.
- Several handouts were distributed outlining the following information:
  - 2003 – 2004 ASC Members (gold)
  - 2003 – 2004 ASC Committees (blue)
  - 2003 – 2004 ASC Meetings (green)
  - 2003 – 2004 ASC Goals (purple)
• Laura Emch moved to approve the 2003-2004 Goals emphasizing the continuous efforts that will need to be taken to continue to obtain goals 1 & 3. Jim Dachik seconded. The motion was approved.

Vice Chair’s Report
Joe is working on constituent list, once approved by the Executive Committee he will forward to all ASC members to begin using.

Secretary’s Report
Tina Coulter volunteered to serve as ASC Secretary 2003 – 2004. She had no report.

Committee Reports
Robin provided a handout to all ASC members outlining the purpose of each committee, committee members and committee goals for 2003-2004. Goals were established based on the small group discussions and recommendations from the June 2003 meeting.

Amendments
No Report

Awards and Special Recognition
ASC Fall Reception and General Meeting to be held Tuesday, September 16th, 2-4pm in 202B Student Union. ASC Scholarship recipients and Michael Ferrari Award recipient to be announced.

External Affairs
No Report

Internal Affairs
No Report

Personnel Welfare
No Report

Professional Development
No Report

Salary
No Report

Scholarship
No Report

Faculty Senate
No Report

Classified Staff
No Report

Old Business
Laura Emch questioned whether or not the Medical Statement allowing the Release of Information on University employees to various recipients was approved by ASC since open enrollment will soon be here and should be clearly defined by that time. In addition, Carl Dettmer asked if the new HIPAA regulations had any impact on the University’s Release of Information. Robin will check into its status.
New Business/Guests
Amy Prigge – Homecoming was unable to attend. Fliers were passed out on her behalf announcing upcoming homecoming events. Additional announcements are to be on the Marketing & Communications e-mail.

Kent Strickland – Computer Safety was unable to attend.

Good of the Order
- Sara Zulch-Smith: Alumni Office is looking for accomplished graduates for promotional efforts.
- Rob Cramer: Intramural sports are open to any faculty, staff or student.
- Penny Nemitz: Firelands has a record year for enrollment (1800 students)
- Robert Zhang: Monday, Sept. 8, 2003 is 15th day census = official University enrollment calculated as of 5pm. on this day.
- Amelia Brogden: Haven House is available to rent overnight or for meetings through Residence Life. Located behind the Milet Center. Includes full kitchen, fireplace, and sleeps 8. Fri-Sun rate = $600/wknd. Apartments are also available in Founders.
- Kim Fleshman: Northwest Ohio Tech Fair will be held Thursday, October 23rd, 10-4pm in the Ballroom, Student Union. Area high school students are invited to show their web talents to win various prizes.
- Celeste Robertson: Sept. 22 (5:30 – 7pm) – Great Careers & Interns, Union; Sept. 24 – Mock interviews begin; October 7th & 8th – Career Expo, Field House, 100+ employers; *additional schedules and resume reviews available in the Career Center
- Robin Veitch: Falcon football game, Saturday 9/6 against Purdue, GO FALCONS!!!

Adjournment
Lona Leck made a motion. Penny Nemitz seconded. The meeting was adjourned at 2:40p.m.

Next Meeting: October 2nd (1:30 – 3pm); 207 Union

Submitted by: Tina Coulter, ASC Secretary
Faculty Senate met from 2:30-4:30.

Senate Officers for 2003-04 are:

- Neocles Leontis, Chair
- Radhika Gajjala, Vice Chair/Chair Elect
- Monica Longmore, Secretary to the Senate.

In the Chair's report, Neocles Leontis described "Visions of Democracy" and a new faculty committee of "The Journey Towards Democracy Project". This initiative looks at the role of higher education in creating an informed and engaged citizen of a democratic society. The upcoming committee will look at how to educate our students to actively participate on all levels of the democratic process.

Under 'Old Business', the Academic Honesty Policy was mentioned. It is hoped by the December meeting to have a new policy presented to Faculty Senate for vote consideration.

For 'New Business', the two items addressed were:

1. Flexibility in tenure time table
2. Health Care benefits for domestic partners

Various reports were then provided by Dr. Folkins, Dr. Dobb, and Bob Waddle and Jim McArthur.

- Dr. Folkins presented fall enrollment information and updates on the Reauthorization of Higher Education Act.
- Dr. Dobb informed the Senate on the topics of the new dental plan, amorous relationships, new email features, and compensation.
- Bob Waddle and Jim McArthur gave a presentation on the latest status of the Campus Master Plan and responded to questions after the presentation.

The next Faculty Senate meeting will be on October 7th at the New Cedar Point Center on the Fireland Campus.
Professional Development Committee – This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

2003-2004 GOALS

1. Communicate in a timely fashion and effectively administrate the Professional Development Grant.

2. Working with Continuing & Extended Education, plan and oversee a 1/2 day professional development workshop. Provide timely promotion of this event.

3. Make recommendations on other Professional Development opportunities/activities for administrative staff.

4. A yearly wrap-up, in electronic word format, of the committee’s work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Carl Dettmer (chair)  carl@bgnet.bgsu.edu
Terry Herman (chair)  hermant@cs.bgsu.edu
Tina Coulter  tcoutle@bgnet.bgsu.edu
Steve Kendall  skendal@bgnet.bgsu.edu
Rosa Hanco (at-large)  rhanco@bgnet.bgsu.edu
Pa'Trice Pettaway (at-large)  plpetta@bgnet.bgsu.edu
Patrice McClellan (at-large)  pmcclel@bgnet.bgsu.edu

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

Salary Sub-Committee - This sub-committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff. In addition, the sub-committee shall continue a regular review of CUPA data and other relevant resources in order to provide an on-going, comparative history of administrative staff salaries. The chair of the Salary sub-committee shall be selected from the members of the Personnel/Welfare committee.

2003-2004 GOALS

1. Wellness program sponsored by ASC

2. Review Appendix G dealing with Administrative Staff compensation. If deemed appropriate, make recommendation for change.

3. Continue working with administration on the wording of the medical release waiver statement all employees are required to sign during the University’s Open Enrollment for health care. Assure that this release statement not only provides for the release of the required information necessary to process insurance claims, but also must protect the employee's privacy.
4. Interaction between Health & Wellness Committee reps and PWC (especially important in time of rapid change in health insurance and benefits)

5. Work on an equitable plan that will move all employees below, to or above the mid-point of their respective range in a reasonable amount of years.

6. A yearly wrap-up, in electronic word format, of the committee’s work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Dave Crooks (co-chair) dcrooks@bgnet.bgsu.edu
Robert Zhang (co-chair) rzhang@bgnet.bgsu.edu
Ron Skulas mskulas@bgnet.bgsu.edu
Steve Kendall skendal@bgnet.bgsu.edu
Brady Gaskins gaskins@bgnet.bgsu.edu
Peggy Hancock (at-large) hancocm@bgnet.bgsu.edu
Gordy Heminger (at-large) gordon@bgnet.bgsu.edu
David Hampshire (at-large) dhampsh@bgnet.bgsu.edu
Briar Wintersteen (at-large) winteb@bgnet.bgsu.edu
Mary Beth Zachary (at-large) mzachar@bgnet.bgsu.edu
John Clark (at-large) jclark2@bgnet.bgsu.edu

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

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

2003-2004 GOALS
1. Come up with ideas to increase giving.
2. Coordination of the ASC scholarship winners presentation at the Fall Reception and General Meeting.
3. A yearly wrap-up, in electronic word format, of the committee’s work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Sally Johnson (co-chair) sally@bgnet.bgsu.edu
Penny Nemitz (co-chair) pnemitz@bgnet.bgsu.edu
Mike Fitzpatrick fitzpatrck@wbgu.bgsu.edu
Deb McLean (at-large) dmclean@bgnet.bgsu.edu
Tony Howard (at-large) howard@wbgu.bgsu.edu
Nora Cassidy (at-large) ncassid@bgnet.bgsu.edu
Susan Darrow (at-large) sdarrow@bgnet.bgsu.edu

Amendments Committee – This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.
2003-2004 GOALS

1. Once grandfathered cases are complete, assure that the new Non-Compensation Conciliation Process replaces the old process in the handbook.

2. Work with Internal Affairs Committee to have a more efficient election process, so Council is able to fill all vacated positions even if no one is nominated.

3. Assure all sections of the handbook are accurate and current. Compare handbook with ASC Orientation book and ASC website.

4. A yearly wrap-up, in electronic word format, of the committee's work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Jim Dachik (chair)  
Emily Manago  
Keith Hofacker (at-large)  
Rachel Schaeffer (at-large)

jdachik@bgnet.bgsu.edu  
emonago@bgnet.bgsu.edu  
kwhofac@bgnet.bgsu.edu  
schaefr@bgnet.bgsu.edu

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

2003-2004 GOALS

1. Prepare all awards for Fall and Spring Receptions, including Ferrari (Fall) and BG Best, Leadership and Outgoing ASC awards (Spring).

2. New ideas to generate increased submission of nominees and to promote all ASC awards.

3. Work within the budget to give away a monthly Spirit of BG award.

4. Work to get the Ferrari Award display back in the Union.

5. A yearly wrap-up, in electronic word format, of the committee's work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Lona Leck (chair)  
Rob Cramer  
Celeste Robertson  
Kim Fleshman  
Amy Hoops (at-large)  
Wendy Buchanan (at-large)

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rccramer@bgnet.bgsu.edu  
celestr@bgnet.bgsu.edu  
kflesh@bgnet.bgsu.edu  
adhoops@bgnet.bgsu.edu  
bwendy@bgnet.bgsu.edu
Internal Affairs Committee – This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations of training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee should respond to concerns and make recommendations about the structure or configuration of Council meetings; and shall examine and conduct the election process and make appropriate recommendations. The Committee shall also maintain the ASC web site.

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

2003-2004 GOALS

1. Work with Ben Bolbach to update the ASC website.
2. Review and make recommendations for the amount of Council members per Presidential area.
3. Work with Terry Herman to ensure feasibility of on-line voting. If feasible establish.
4. Work with Amendments committee and add safety nets to the election procedure to ensure that there is proper representation on the Council.
5. Update and maintain the ASC and Administrative Staff listprocs.
   - Establish a process to add/ delete staff from listprocs.
6. Add a list of ASC members and their constituents to the website
7. Add ASC committees and their members to the website.
8. Assist in all aspects of elections.
9. Assist ASC chair by taking minutes of meetings and compiling them in electronic format.
10. A yearly wrap-up, in electronic word format, of the committee’s work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Tina Coulter (co-chair)           tcoulte@bgnet.bgsu.edu
Amelie Brogden (co-chair)        amelieb@bgnet.bgsu.edu
Sue Lau                          slau@bgnet.bgsu.edu
Michael Ginsburg (at-large)     ginsbur@bgnet.bgsu.edu
Catherine Shaffner (at-large)   cmshaff@yahoo.com

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

2003-2004 GOALS

1) New ideas for morale boosters for Administrative Staff – campus wide
   ex. Hawaiian shirt day
   ex. Ribeau designates Class. Staff day, Administrative Staff day with perks
2) Create new ideas to promote ASC to Administrative Staff and the rest of campus.
3) Generate more Administrative Staff interest in the Holiday Parade.
4) What is BG Effect? Should this be in the handbook?
5) A yearly wrap-up, in electronic word format, of the committee's work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

Phyllis Short (co-chair)  
Emily Monago (co-chair)  
Celeste Robertson  
Joan Kitchen (at-large)  
pshort@bgnet.bgsu.edu  
emonago@bgnet.bgsu.edu  
celestr@bgnet.bgsu.edu  
jpatric@bgnet.bgsu.edu
### 2003-2004 ASC COMMITTEES

**PROFESSIONAL DEVELOPMENT COMMITTEE**
- Carl Dettmer (chair)
- Terry Herman (chair)
- Tina Coulter
- Steve Kendall
- Rosa Hancock (at-large)
- Pa'Trice Pettaway (at-large)
- Patrice McClain (at-large)

**PERSONNEL/WELFARE/ SALARY COMMITTEE**
- Dave Crooks (co-chair)
- Robert Zhang (co-chair)
- Ron Skulas
- Steve Kendall
- Brady Gaskins
- Peggy Hancock (at-large)
- Gordy Heminger (at-large)
- David Hampshire (at-large)
- Brat Wintersteen (at-large)
- Mary Beth Zachary (at-large)
- John Clark (at-large)

**SCHOLARSHIP COMMITTEE**
- Sally Johnson (co-chair)
- Penny Nemitz (co-chair)
- Mike Fitzpatrick
- Deb McLean (at-large)
- Tony Howard (at-large)
- Nora Cassidy (at-large)
- Susan Darrow (at-large)

**AMENDMENTS COMMITTEE**
- Jim Dachlik (chair)
- Emily Manago
- Keith Hofacker (at-large)
- Rachel Schaeffer (at-large)

**AWARDS & SPECIAL RECOGNITION COMMITTEE**
- Lona Leek (chair)
- Rob Cramer
- Celeste Robertson
- Kim Fleshman
- Amy Hoops (at-large)
- Wendy Buchanan (at-large)

**INTERNAL AFFAIRS COMMITTEE**
- Tina Coulter (co-chair)
- Amelie Brogden (co-chair)
- Sue Lau
- Michael Ginsburg (at-large)
- Catherine Shaffner (at-large)

**EXTERNAL AFFAIRS COMMITTEE**
- Phyllis Short (co-chair)
- Emily Manago (co-chair)
- Celeste Robertson
- Joan Kitchen (at-large)

**PERSONNEL/WELFARE/SALARY COMMITTEE**
- Dave Crooks (co-chair)
- Robert Zhang (co-chair)
- Ron Skulas
- Steve Kendall
- Brady Gaskins
- Peggy Hancock (at-large)
- Gordy Heminger (at-large)
- David Hampshire (at-large)
- Brat Wintersteen (at-large)
- Mary Beth Zachary (at-large)
- John Clark (at-large)

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- Penny Nemitz (co-chair)
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- Lona Leek (chair)
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**INTERNAL AFFAIRS COMMITTEE**
- Tina Coulter (co-chair)
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- Sue Lau
- Michael Ginsburg (at-large)
- Catherine Shaffner (at-large)

**EXTERNAL AFFAIRS COMMITTEE**
- Phyllis Short (co-chair)
- Emily Manago (co-chair)
- Celeste Robertson
- Joan Kitchen (at-large)
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<td>1:30 – 3:00 p.m.</td>
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<td>June 3, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>TBA</td>
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</tbody>
</table>
### Administrative Staff Council Members 2003-2004

#### Academic Departments
- **Jim Dachik (2004)**
  - jdachik@bgnet.bgsu.edu
  - 372-8081
- **Chris Haar (2004)**
  - chaar@bgnet.bgsu.edu
  - 372-8941
- **Sara Zulch-Smith (2004)**
  - szulchs@bgnet.bgsu.edu
  - 372-7309

#### Academic Support
- **Carl Dettmer (2004)**
  - carl@bgnet.bgsu.edu
  - 372-7872
- **Ann Jenks (2004)**
  - annie@bgnet.bgsu.edu
  - 372-6936
- **Terry Herman (2005)**
  - hermant@cs.bgsu.edu
  - 372-7265
- **Ron Skulas (2005)**
  - mskulas@bgnet.bgsu.edu
  - 372-8146
- **Lucie Shetzer (2006)**
  - shetz@bgnet.bgsu.edu
  - 372-6067

#### Athletics/Sports Activities
- **Robin Velitch (2003) Chair**
  - rlinv@bgnet.bgsu.edu
  - 372-7063
- **Brady Gaskins (2004)**
  - gaskins@bgnet.bgsu.edu
  - 372-7481
- **Dave Crooks (2005)**
  - dcrooks@bgnet.bgsu.edu
  - 372-3225
- **Rob Cramer (2006)**
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  - 372-8343

#### Firelands
- **Penny Nemitz (2006)**
  - pnemitz@bgnet.bgsu.edu
  - 372-0614

#### Institutional Support
  - rzhang@bgnet.bgsu.edu
  - 372-6014
- **Lona Leck (2005)**
  - lona@bgnet.bgsu.edu
  - 372-7235

#### Student Support
- **Laura Emch (2002) Past Chair**
  - lemch@bgnet.bgsu.edu
  - 372-2945
- **Amelie Brogden (2004)**
  - amelieb@bgnet.bgsu.edu
  - 372-9225
- **Tina Coulter (2004)**
  - tcoulte@bgnet.bgsu.edu
  - 372-6856
- **Michael Ginsburg (2004)**
  - ginsbur@bgnet.bgsu.edu
  - 372-2843
- **Sally Johnson (2004)**
  - sally@bgnet.bgsu.edu
  - 372-2677
- **Sue Lau (2004)**
  - slau@bgnet.bgsu.edu
  - 372-7961
- **Emily Monago (2005)**
  - emonago@bgnet.bgsu.edu
  - 372-2642
- **Celeste Robertson (2006)**
  - celestr@bgnet.bgsu.edu
  - 372-2356

#### Technology
- **Mike Fitzpatrick (2004)**
  - fitzpatrck@wbgu.bgsu.edu
  - 372-7001
- **Phylis Short (2004)**
  - pshort@bgnet.bgsu.edu
  - 372-7760
- **Joe Luthman (2005) Chair Elect**
  - jluthma@bgnet.bgsu.edu
  - 372-7750
- **Steve Kendall (2006)**
  - skendal@bgnet.bgsu.edu
  - 372-2882
- **Kim Fleshman (2006)**
  - kflesh@bgnet.bgsu.edu
  - 372-9459

* Executive Council
Hi Robin and Joe,

Over the past few months, I have developed some concerns regarding changes with administrative staff positions throughout the campus. My concerns are based on anecdotal rather than quantifiable information. Thus, to understand if my concerns are viable ones, I am asking if Administrative Staff Council receives any information from HR regarding status changes with administrative staff positions.

Generally, my concerns pertain to the use of administrative staff positions to help solve budgetary problems or shortfalls or staffing shortages. Specifically, I think it would be helpful to have HR report to ASC information on the following:

--administrative staff positions which have become open (person in the position left BGSU or moved to another position on campus) and replaced by faculty appointments (existing faculty being given a stipend to do the administrative staff position's responsibilities), or existing classified personnel.

--administrative staff positions which have converted to classified or faculty positions (or the opposite--faculty/classified positions becoming administrative staff positions)

--changes in the number of administrative staff positions over the past 5 years (both part-time and full-time). It would be helpful to have these figures for all administrative staff and then separate out and exclude those which are grant-funded positions.

This data may already be shared with Administrative Staff Council, perhaps through PWC, and if so, I hope that it is studied for any sign of trends which may not be of benefit to administrative staff at BGSU. If not, then I would like to request that ASC ask for this data on a continuing basis and perhaps that part of PWC's responsibility is to maintain and study this data.

If you have any questions, please contact me. Thanks,

Ann

Ann Bowers
Interim Director
Center for Archival Collections
Bowling Green State University
Bowling Green, OH 43403
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(419) 372-0155 FAX
abowers@bgnet.bgsu.edu
Agenda for Administrative Staff Council
October 2, 2003
207 BTSU

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

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   i. Classified Staff Liaison

8. Old Business

9. New Business/Guests
   a. Kent Strickland – Computer Safety
   b. Terry Herman – ASC Blackboard Community Presentation

10. Good of the Order

11. Adjourn
Call to Order
Robin Veitch welcomed members and called the meeting to order at 1:35.

Members Present
Amelie Brogden, Tina Coulter, Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Kim Fleshman, Michael Ginsburg, Chris Haar, Ann Jenks, Sally Johnson, Steve Kendall, Lona Leck, Joe Luthman, Emily Monago, Penny Nemitz, Robin Veitch, Robert Zhang,

Member Substitutes
John Clark for Sue Lau
Sue Tomar for Phyllis Short

Absent
Brady Gaskins (2), Terry Herman (2), Celeste Robertson (1), Lucie Shetzer (2), Ron Skulas (resigned), Sara Zulch-Smith (1)

Approval of Minutes
After clarifying the spelling error of Hippa, Laura Emch moved for the approval of the September minutes. Mike Fitzpatrick seconded. The motion was approved.

Chair's Report

1. Personally, I thought the Fall Reception went very well. I was glad to see so many people show up. I would like to thank the Scholarship committee for putting together the announcement of the ASC scholarship recipients, the Awards committee for organizing the presentation of the Ferrari Award, Dr. Ribeau for speaking, and Catering for the great food. Also would like to congratulate Becky McComber and Sheila Brown for receiving this year's Ferrari Award. Are there other comments and critiques?

Suggestions/comments from council members: co-awards diminish the effect of the award—this year was an exception, not the rule. The committee will consider the number of awards on an annual-basis.

2. Regarding Kronos... it was confirmed that staff was not using it in the facilities area as mention at last meeting

3. Everyone should have received the letter from Dr. Dobb about amorous relationships on campus. There has been no incident at BGSU to instigate this; she just hoped to be pre-emptive.

4. From HR:
- Open enrollment for health care will start in late October

Next Meeting: November 6th (1:30 – 3pm); 316Union
Submitted by: Tina Coulter, ASC Secretary
5. Want to remind everyone of the University closing on January 2. You need to remind your co-workers and constituents to make sure they save up vacation or sick time to take that day off.

6. Need an administrative staff person to fill a vacant position on the Equal Opportunities Committee. (Diane Whitmire)

7. Need an administrative staff person to fill a position on the Faculty Senate Ad Hoc Committee on Domestic Partnership Benefits. (Christina Guenther)

8. Need someone in the Academic Support area to fill a position on the Council. If you know somebody that might want to serve for a year, let me know.

9. Need someone to be an ASC rep to the Classified Staff Council. Joe Luthman volunteered to fill position.

Vice Chair’s Report
Joe distributed constituent list via e-mail. The list will be updated as often as possible with a new list potentially sent to council members in January.

Purpose of the constituent lists and ASC member responsibilities: The constituent list is a listing of all administrative staff members on-campus divided by representative areas. Each ASC member is assigned a number of staff from the list to represent. ASC members should contact the staff on their list, introduce themselves, forward minutes from the ASC meetings, or other pertinent information from council, as well as serve as the liaison for future administrative staff issues or concerns that they may have.

Secretary’s Report
No Report

Committee Reports
*All committees are to meet by the next scheduled ASC meeting.

Amendments
No Report

Awards and Special Recognition
Committee met to review goals for the year. Working on making updates to the ASC website in regards to awards and recognition. Discussed and are working on having the Dr. Michael Ferrari award (plaque) moved back to the Bowen-Thompson Student Union (currently in the library). Discussing options to collaborate with CSC on future Spirit of BG Awards.

External Affairs
11/22/03 (10:00am) is the holiday parade. This year’s theme will be “Hollywood Holidays”. Candy and volunteers will be needed.

For the first time, ASC is being asked to help WBGU with their telethon. Additional information and details will be forthcoming.

Next Meeting: November 6th (1:30 – 3pm); 316 Union
Submitted by: Tina Coulter, ASC Secretary
**Internal Affairs**
No Report

**Personnel Welfare/Salary**
No Report

**Professional Development**
Co-chairs met and have divided up responsibilities. They will be meeting soon with entire committee.

**Scholarship**
Doing follow-up with recent fall reception and reviewing last year’s activities for fundraisers, etc. for 03-04 scholarships.

**Faculty Senate**
*See attached submitted by Laura Emch. One item of discussion was the University’s Master Plan. It was suggested that ASC have a presentation of the Master Plan as a topic for a future meeting.*

**Classified Staff**
No Report

**Old Business**
None for discussion

**New Business/Guests**
Terry Herman, unable to attend. Robin explained briefly what Terry was to present on. Terry will be creating a Blackboard Community for ASC. The Community will involved several different sub-communities that will allow for discussion groups across various participants as well as open the door for on-line elections and posting any minutes and hand-outs. Terry will be asked to present at the next meeting.

**Good of the Order**
- Kim Fleshman: Northwest Ohio Tech Fair will be held Thursday, October 23rd, 10-4pm in the Ballroom, Student Union; 3 weeks from this date. Area high school students are invited to show their web talents to win various prizes.
- Lona Leck: Sunday, October 26th, 3:30 – 5:30 will be Trick or Treat at the Rink.
- Chris Haar: Family & Consumer Science is offering Nutrition Training for any one who wants to improve their health/habits.
- Emily Monago: October is Hispanic Heritage Month several activities are being scheduled. Contact the Center of Multicultural Affairs and Academic Initiatives for more details.
- Robin Veitch: Lots of Homecoming activities planned. Snake dance starts at 5:30 from the BTSU and will go to the pep rally. Events are planned for all day on Saturday.

**Adjournment**
Penny Nemitz made a motion to adjourn. Kim Fleshman seconded. The meeting was adjourned at 2:14 p.m.

**Next Meeting:** November 6, 2003 (1:30 – 3:00) *Rm. 316 BTSU*

Submitted by: Tina Coulter, ASC Secretary
Student Affairs
CSC ASC chairs

HR
Bruce Dona
New exit interview - dates vary (12/1)
Form filled out
Why they leave
Anonymize
Low parent participation

Pbara
Monthly
Back day lunch spread for reception
He will contribute funds

UC
Structure to move staff to midpoint
Assess services
#5
What people are doing
Agenda for Administrative Staff Council
November 6, 2003
316 BTSU

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Vice Chair’s Report
6. Secretary’s Report
7. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
8. Old Business
9. New Business/Guests
   a. Charitable Giving Campaign
   b. Terry Herman – Blackboard presentation
10. Good of the Order
11. Adjourn
Summary of October 7th and November 4th Faculty Senate meetings

Submitted by Laura Emch to ASC
November 6, 2003

The October 7th Faculty Senate meeting was held in the Cedar Point Center at the Firelands College. The major business item for this meeting was the 'Resolution in Support of Issue 1'. This Resolution was passed.

Other items for this meeting included:

- Dr. James Smith, the Dean of Firelands, announced that student enrollment continues to grow with 1827 students this fall, which is the largest enrollment ever at Firelands College.
- A resolution to extend benefits to Domestic Partners was introduced. An Ad Hoc committee was formed to study this matter and make recommendations to the Senate.

The November 4th meeting was held in the Assembly Room in the McFall Center. New business items included:

- Faculty Learning Communities
- How you can help manage health care costs at BGSU
- BGSU Charitable Campaign
- Faculty Center Network – a searchable database of over 300 textbooks
- Dance Marathon Presentation

The Graduate Student Senate (GSS) Representative announced they are working on several pieces of legislation regarding commuter lot parking. GSS members are also working with Undergraduate Student Government (USG) Senate, BGSU Administration, and the city of Bowling Green to create additional shuttle routes that will service the south and west ends of towns. They are hoping that BG staff members and students could use the shuttle to get to work/school rather than drive to a BGSU lot to free up more spaces.

The Undergraduate Student Senate Representative stated there is a current motion in progress to prohibit Faculty/Staff members from parking in commuter lots.

The December 2nd Faculty Senate meeting plans to include two new business items of 'Proposed Merit Policy' and "Academic Honesty". Due to other work commitments I am unable to attend this meeting. Robin Veitch has agreed to substitute for me. (Thank you Robin!)
Call to Order
Robin Veitch welcomed new Classified Staff Council representative, Judy Amend and called the meeting to order at 1:36.

Members Present
Judy Amend, Tina Coulter, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Kim Fleshman, Brady Gaskins, Michael Ginsburg, Chris Haar, Terry Herman, Ann Jenks, Lona Leek, Joe Luthman, Emily Monaco, Celeste Robertson, Lucie Shetzer, Phyllis Short, Robin Veitch, Sara Zulch-Smith

Member Substitutes
Jie Wu for Robert Zhang

Absent
Amelie Brogden (1), Rob Cramer, Mike Fitzpatrick, Sally Johnson (2), Steve Kendall (2), Sue Lau (1), Penny Nemitz

Approval of Minutes
After clarifying in the Chair's report that January 2, 2004 must be taken as vacation or personal time; not sick leave, Brady Gaskins moved for the approval of the October minutes. Dave Crooks seconded. The motion was approved.

Chair's Report
*See attached submitted by Robin Veitch, ASC Chair.

Vice Chair's Report
No Report.

Secretary's Report
No Report.

Committee Reports
Amendments
Committee will be reviewing Appendix A: Committee make-up by-laws to ensure the consistency of terms are being used and that committees are represented in accordance to the by-laws.

Awards and Special Recognition
The Bowen-Thompson Student Union staff are considering where to place the Michael Ferrari Award at in the Family Room of the Union. This will become it's new home.

ASC Spirit Award nominations will soon be requested for a December Award. A standard deadline (last Friday of each month) has been agreed upon for monthly nominations.

Next Meeting: November 6th (1:30 – 3pm); 316 Union
Submitted by: Tina Coulter, ASC Secretary
BG Best Award Nominations will have a February 6th deadline once applications become available. Hardcopy nominations will be used.

**External Affairs**

11/22/03 (10:00am) is the holiday parade. This year's theme will be "Hollywood Holidays". Candy and volunteers are still needed. Contact co-chairs, Emily Monago or Phyllis Short for more details.

ASC has been asked to help WBGU-PBS with their telethon. Six staff members have volunteered and filled all available spots.

**Internal Affairs**

Committee members are working on three items: web updates; contacting various supervisors of each administrative staff to confirm constituent list is still accurate; and reviewing/revising the orientation packets/information given to new ASC members.

**Personnel Welfare/Salary**

Committee has met with HR to discuss CUPA positions – which jobs are used in this data? Which job descriptions are looked at? How does this compare to BGSU JAQ's? They have also asked that ASC be provided more detailed information from any Exit Interviews conducted by Administrative staff so the committee can use the data collected when determining pay increases, etc.

PWC/Salary is also looking at their goals and how to achieve them, including getting mid-level administrators to their mid-point salary range.

Committee is working on having a joint committee meeting with the Personal Health and Wellness Committee to combine efforts on various issues.

**Professional Development**

Using a budget of $7200 for the year, the committee is working on the details of systematically evaluating requests for professional development funds as well as the details of the professional development day to be held in March or April 2004.

**Scholarship**

No Report.

**Faculty Senate Liaison – Laura Emch**

*See attached submitted by Laura Emch, ASC liaison to Faculty Senate.

**Classified Staff Liaison – Joe Luthman**

CSC discussed recognizing the passing of active or retired classified staff members by planting a tree, etc. in their remembrance. Faculty Senate writes a resolution for each faculty member that has died. This resolution becomes a permanent part of the Faculty Senate minutes. Question was asked if ASC should be doing something for administrative staff. No decisions were made.

Concerns were raised by CSC staff that they had not been given enough time to prepare for the January 2, 2004 mandatory University closing. HR has

*Next Meeting: November 6th (1:30 – 3pm); 316Union*

Submitted by: Tina Coulter, ASC Secretary
provided a section on their website for Q & A's regarding the closing of the 2nd. Suggestion was made by ASC that someone should provide a listing of the offices/departments that will be available during the holidays. Further discussions were held by ASC in regards to which constituent group made the recommendation for the mandatory closing on 1/2/04 (neither ASC or CSC claim to have made the recommendation) and what is the intent? (cost savings?, etc.) Recommendation was made to have both chairs of ASC/CSC write a letter of concern to HR in regards to the way the decisions have been made surrounding this day, as well as determine what is being evaluated for future continuance of this leave.

Old Business
Vacancies update: Emily Monago is serving on the Equal Opportunity Committee; vacancies remain for an ASC representative from Academic Support Services (replacing Ron Skulas) and for the Committee on Domestic Partnership Benefits. E-mail requests will be sent to help recruit volunteers from the Administrative Staff.

New Business/Guests
Charitable Giving Campaign is underway. United Way has joined forces with Northwest Ohio Community Shares.

Terry Herman presented ASC Blackboard Community Options to include features such as ASC minutes, meetings, committees, e-mail, on-line voting, as well as the ability to set-up discussion boards for specific committees. ASC favored the idea of setting up the new community. Terry will continue setting it up and E-mail when it is available for council members to view it on their own. Point of clarification: the Blackboard Community will NOT be the only means of communication, e-mail and the ASC website will continue to be utilized.

Good of the Order
Several upcoming/past events across campus and publicized on the Marketing and Communications e-mail including:

- Native Perspectives: Crossing Cultural Bridges (Nov. 5th & 6th) – Emily Monago
- Career Fair (Nov. 5th) and Nov. 18th (6-8pm; Ballroom, BTSU) – Celeste Robertson
- BGSU Hockey (Nov. 7th); BGSU Football last home games (Kent: 11/15; UT: 11/28) – Robin Veitch
- Fiddler on the Roof (Nov. 14, 15, 16, 21, 22, & 23), Eva Marie Saint Theatre – Jim Dachik

Other:
- Library Administrative Staff Team is in process of reviewing Administrative Staff website – Ann Jenks

Adjournment
Carl Dettmer made a motion to adjourn. Michael Ginsburg seconded. The meeting was adjourned at 2:55p.m.

Next Meeting: December 4, 2003 (1:30 – 3:00) Rm. 207 BTSU

Next Meeting: November 6th (1:30 – 3pm); 316Union
Submitted by: Tina Couler, ASC Secretary
Call to Order
Robin Veitch was unable to attend. Joe Luthman called the meeting to order at 1:30.

Members Present
Tina Coulter, Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Kim Fleshman, Brady Gaskins, Chris Haar, Terry Herman, Ann Jenks, Steve Kendall, Lona Leck, Joe Luthman, Emily Monago, Penny Nemitz, Celeste Robertson, Phyllis Short, Robert Zhang, Sara Zulch-Smith

Member Substitutes
Georgia Folkins for Michael Ginsburg
Greg Nickerson for Sally Johnson

Absent
Amelie Brogden (2), Laura Emch, Mike Fitzpatrick (2), Sue Lau (2), Lucie Shetzer (3), Robin Veitch, Judy Amend (CSC)

Approval of Minutes
Dave Crooks motion to approve November 2003 minutes as is. Penny Nemitz seconded. Motion was approved.

Chair’s Report
Joe reported on Robin’s behalf the following:
1. Be sure to check with Delta Dental to make sure your dentist is covered.
2. BG Experience will begin on Thursday, Aug. 19, 2004 next year. This means approximately half of the freshman class will be moving into the residence halls earlier than in the past.
3. On 11/21/03 PWC, Salary, and HR met to coordinate data requests.

Vice Chair’s Report
No Report.

Secretary’s Report
No Report.

Committee Reports
Amendments
Reviewing what exactly is defined as “functional area”.

Awards and Special Recognition
ASC Spirit Award nominations were due and the first nominee for the year will be announced next week.

External Affairs
11/22/03 (10:00am) was the holiday parade. Thank you to everyone who contributed in some way. Although we had lots of candy, more could have been used.

Internal Affairs
Committee is continuing to work on reviewing the ASC website for updates as well as the ASC Orientation program.

Personnel Welfare/Salary
Looking into the PERS retirement system and the % of funding coming from the state. They will be e-mailing our state legislatures to get more information and voice our opinions.

Next Meeting: January 8, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
Professional Development
Working on a better system for determining who should receive the professional development funds. Considering a new policy to address the "gray area" of reimbursement to a department vs. individual reimbursements.

Scholarship
In process of looking for/gathering raffle items for fund raiser.

Faculty Senate Liaison – Laura Emch
No report.

Classified Staff Liaison – Joe Luthman
Reminder that University employees who qualify for health insurance, were hired after 1/1/02, and have a spouse who can get their own health insurance through their employer must do so first, prior to receiving health care benefits through BGSU as a spouse.

Old Business
None to report.

New Business/Guests
Guest speakers Jim McArthur, Campus Architect and Bob Waddle, Capital Planning presented the Campus Master Plan. The plan has been under review and consideration for the past 18-24 months and will be implemented over the course of the next 39 years once approved and underway. The plan involves not only the campus members, but it also takes into consideration the city and county needs. The overall goal of the plan is to create quads across campus in which students can relate buildings to, while opening the campus up (especially along Wooster St.). The plan also addresses access to campus and modifying the image visitors receive when visiting from the I-75 direction.

Following are seven distinctive goals that are being followed in the plans creation:
1. Be distinctive; be attractive
2. Create & engage learners
3. Expand the Campus Experience
4. Foster one B.G., Campus and the community
5. Grow the campus while maintaining the current 7,000 beds
6. Stay "green"
7. Seek investment critical mass

Some of the changes/additions being proposed include:
1. A new Admissions Bldg.
2. Pedestrian parkway
3. Theatre facility
4. Replace South Hall with a new building with lots of windows so you can still see the inner campus.
5. Open window to the library from Wooster Street.
6. Replace the Centrex Bldg. with a Central Plaza (this would reduce some parking in that area).
7. Build 3 parking garages: 1) West side of campus (power plant area); 2) NW – Offenhauer area; and 3) behind the Health Center. Each garage would hold 600 cars.

The last time a Master Plan was done was in 1965. The plan was followed very closely with 80% of the plan executed.

*The complete Master Plan will be available on the web in the next 6mos. Questions/Comments can be sent to Jim at: jmcarth@bgnet.bgsu.edu in the meantime.

Good of the Order
Theatre production: Time Square Angel
Kwanzaa activities in the BTSU Ballroom (12/9/03, 6-9pm)
December Preview Day in the BTSU Ballroom and Multipurpose Rm. (12/6/03, 9-12am)

Next Meeting: January 8, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
**Adjournment**

Brady Gaskins made a motion to adjourn. Carl Dettmer seconded. The meeting was adjourned at 3:06 p.m.

**Next Meeting:** January 8, 2004 (1:30 – 3:00) *Rm. 207 BTSU*
1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Vice Chair’s Report

6. Secretary’s Report

7. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison

8. Old Business

9. New Business/Guests

10. Good of the Order

11. Adjourn
Call to Order
Robin Veitch called the meeting to order at 1:34.

Members Present
Tina Coulter, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Chris Haar, Ann Jenks, Sally Johnson, Steve Kendall, Lona Leek, Joe Luthman, Emily Monaco, Judy Amend (CSC), Phyllis Short, Robin Veitch, Robert Zhang, Sara Zulch-Smith

Member Substitutes
Georgia Folkins for Michael Ginsburg

Absent
Rob Cramer (2), Kim Fleshman, Brady Gaskins (3), Terry Herman (3), Penny Nemitz (2), Celeste Robertson (2)
Resigned from council: Amelie Brogden, Sue Lau, Lucie Shetzer

Approval of Minutes
Spelling correction made to substitute Greg Dickerson’s name on December 2003 minutes. Motion made by Carl Dettmer to approve. Dave Crooks 2nd, motion to approve passed.

Chair’s Report
1. Robin reminded staff, as stated on the Marketing & Communications website from HR, that administrative staff have until 1/9/04 to turn in their December 2003 Leave Report. Anyone wanting to use personal time for the January 2, 2004 mandatory day off should report that time on their December form.
2. Faculty Senate is discussing updates to the Academic Honesty Policy.
3. She attended the Board of Trustees Meeting on 12/16/03. Several presentations were given including an educational session on the campus environment and safety. Crime is up off-campus but has decreased on-campus.
4. Administrative Staff Day (new event) will be held either 3/17/04 or 3/18/04. The day will include the annual Professional Development Workshop, lunch/keynote speaker, as well as the annual ASC Spring Reception. The day has Dr. Ribeau’s support. External Affairs will assist in the coordination and advertising for the day. Anyone with suggestions/ideas for the workshop or the keynote speaker should let Robin know.

Vice Chair’s Report
No Report.

Secretary’s Report
No Report.

Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
Committee Reports

Amendments
Upon reviewing the definition of “functional area” the committee made a recommendation to keep this wording in the amendments where applicable. Functional areas are less likely to change vs. Vice Presidential areas.

Awards and Special Recognition
The first ASC Spirit Award was given to Betty Ward, Arts & Sciences. December ASC Spirit Award will be announced next week. Committee is still receiving very few nominations. Need to continue to promote this award.

B.G. Best Award Nominations form was sent out to all administrative staff members. Deadline for nominations is February 6, 2004. The winners will be announced at the Administrative Staff Day in March.

Delays have occurred in moving the Dr. Michael Ferrari Award to the BTSU. The committee continues to work with the appropriate parties.

External Affairs
No Report.

Internal Affairs
Administrative Staff Day will be used to help promote elections for next year. ASC Exec will demo an on-line election through the portal to see if it is an option for the upcoming elections.

Personnel Welfare/Salary
Committee met with HR to discuss ASC compensation and ways to advance staff to the midpoint of their salary ranges. According to the Mercer report, staff should reach the midpoint within 4-7 years of employment. Advancements beyond that point would require exemplary performance. HR recommended that ASC create a salary range plan, in addition to the annual salary recommendation, that would address these concerns and show how staff would be moved up the scale. It was further recommended that ASC find ways to set-up a pool of money to be used to pay these staff members (Faculty were able to use a pool of money they saved from ERIP).

An electronic version of top administrative staff status’ (showing years served, pay rates, etc.) was received by committee chairs and is currently under analysis. Longevity, not just new hires will be reviewed.

President’s Council would like recommended compensation plan for 2004-2005 by 2/29/04.

Professional Development
Committee has begun awarding the ASC Professional Development Funds (1 awarded to-date). Announcements on Mktg/Comm e-mail, in the Monitor, and ASC listproc.

Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
Continue to work on Professional Development Workshop. Any suggestions may be sent to Carl Dettmer or Robin.

**Scholarship**
Raffle items are set and announcements/raffle ticket order forms will be coming out soon for the ASC Scholarship Fund Raiser.

**Faculty Senate Liaison – Laura Emch**
No Report.

**Classified Staff Liaison – Joe Luthman**
Jeff Nelson, University Bookstore clarified that the money earned at the Bookstore does go back the University.

CSC salary/compensation recommendations at this time will be $.50/hr. across the board raise for all classified staff members.

Following their December meeting, CSC hosted a holiday meal with Dr. Ribeau & Dr. Dobb as guests.

**Old Business**
None to report.

**New Business/Guests**
Joe Luthman provided sample resolutions that had been written for deceased faculty members. Similar resolutions will be written for administrative staff members, Dr. Joshua Kaplan, Health Services Director and Randy Sokoll, Ice Arena Director, both passed away over the holiday break.

**Good of the Order**
Student Financial Aid (SFA) now has a Searchable Scholarship Guide on the Web at [www.bgsu.edu/offices/sfa](http://www.bgsu.edu/offices/sfa) They will also be sponsoring a SFA & Scholarship Fair on Wednesday, January 21\* in the Ballroom of BTSU. It is free and open to the public. Door prizes (including Monopoly games, t-shirts, and gift certificates) will be available for those that attend and turn in an evaluation.

Center for Multicultural Affairs and Academic Initiatives will be sponsoring several events in honor of Martin Luther King Jr. and Black History Month. Watch for upcoming announcements.

February 12 – 14\* will be hockey weekend. In honor of the 20\* anniversary of the BGSU Hockey team winning the National Hockey Championship, several activities are being planned for that weekend. You may contact the Athletic Dept. for more information and tickets.

**Adjournment**
Dave Crooks made a motion to adjourn. Robert Zhang seconded. The meeting was adjourned at 2:24 p.m.

*Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU*
*Submitted by: Tina Coulter, ASC Secretary*
January 12, 2004

TO: BGSU Faculty and Staff

FROM: Administrative Staff Scholarship Committee: Nora Cassidy, Susan Darrow, Suzanne Fahrer, Mike Fitzpatrick, Tony Howard, Sally Johnson, Deb McLean, Penny Nemitz

RE: Administrative Staff Scholarship Raffle

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

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

The raffle drawing will be held at the March 4, 2004 ASC meeting at 1:30 p.m. You need not be present to win.

Please return the bottom portion of this form along with cash, check payable to the Administrative Staff Scholarship, or indication of Bursar charge, c/o Nora Cassidy, Chemistry Department, by February 27, 2004. We look forward to your outstanding support of our Administrative Staff Council Scholarship.

Name _________________________________ BGSU ID# ______________________________

Campus Address ________________________________ Phone __________________

Please indicate your ticket purchase choices:

_____ 1 ticket for $2  _____ I wish to make a donation of $__________

_____ 5 tickets for $5  _____ I wish to charge tickets/donation to my bursar

_____ 15 tickets for $10  account ($5 minimum to charge to Bursar)

_____ 35 tickets for $20 (best value)  _____ I have enclosed cash/check for my tickets/donation

_____ 65 tickets for $35

_____ 10 tickets for $50
2004 Administrative Staff Scholarship Raffle Prizes:

* $25 gift certificate to Barnes Nursery
* $30 debit card from BGSU Dining Services
* $30 gift certificate to BGSU Bookstore
* BGSU T-shirt (L)
* BGSU T-shirt (XL)
* BGSU T-shirt (XL)
* Coca-Cola T-shirt (gray)
* Coca-Cola T-shirt (gray)
* Coca-Cola T-shirt (gray)
* Coca-Cola T-shirt (red)
* Coca-Cola T-shirt (red)
* Family pass to the BGSU Recreation Center for 2004-05
* Five free visits to the Tanning Center in Bowling Green
* Four rounds of golf with two golf carts at Forrest Creason course ($112 value)
* Four VHS tapes of locally-produced WBGU-TV programs (German Catholic County in Ohio, The Blizzard of '78, Cedar Point Memories, Stirring Up the Past - Grand Rapids Applebutter Fest)
* Four VHS tapes of locally-produced WBGU-TV programs (German Catholic County in Ohio, The Blizzard of '78, Cedar Point Memories, Stirring Up the Past - Grand Rapids Applebutter Fest)
* Four VHS tapes of locally-produced WBGU-TV programs (German Catholic County in Ohio, The Blizzard of '78, Cedar Point Memories, Stirring Up the Past - Grand Rapids Applebutter Fest)
* Gift basket from Andersons ($50 value)
* Hanging spider plant donated by the BGSU Greenhouse
* One Haley Hints Package (VHS tape, book and tote) from WBGU-TV
* One semester reserved parking space
* One WBGU-TV Cooks Collection (one apron and three pre-selected cookbooks)
* One WBGU-TV Cooks Collection (one apron and three pre-selected cookbooks)
* One WBGU-TV Cooks Collection (one apron and three pre-selected cookbooks)
* One WBGU-TV Cooks Collection (one apron and three pre-selected cookbooks)
* One WBGU-TV Cooks Collection (one apron and three pre-selected cookbooks)
* One-year family membership to Toledo Zoo ($55 value)
* Pepsi polo shirt
* Pepsi polo shirt
* Pepsi T-shirt
* Pepsi T-shirt
* Pepsi T-shirt
* Sawmill Creek Lodge Sweater
* Spring bulb garden donated by the BGSU Greenhouse
* Stained glass piece by Suzanne Fahrer
* Tech Prep To-Go Cup (blue)
* Tech Prep To-Go Cup (red)
* Tuition for one or more Community Education courses (through Continuing and Extended Education up to $80)
* Two BGSU Men's Basketball Season Tickets for 2004-05
* Two BGSU Season Football Tickets for 2004-05
* Two BGSU Season Hockey Tickets for 2004-05
* Two BGSU Women's Basketball Season Tickets for 2004-05
* Two BGSU Women's Volleyball Season Tickets for 2004-05
* Two free tickets to a 2004 Toledo Mud Hens Game ($16 value)
* Two free tickets to a 2004 Toledo Mud Hens Game ($16 value)
* Two free tickets to a 2004 Toledo Mud Hens Game ($16 value)
* Two free tickets to a 2004 Toledo Mud Hens Game ($16 value)

(Raffle items continued on back)
ASC Raffle items continued:

* Two free tickets to a 2004 Toledo Mud Hens Game ($16 value)
* Two free tickets to a 2004 Toledo Mud Hens Game ($16 value)
* Two passes to Huron Playhouse (summer production)
* Two season tickets to 2004-05 BGSU Theater production
* Two season tickets to the 2004-05 College of Musical Arts Festival Series
Agenda for Administrative Staff Council
February 5, 2004
207 BTSU

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Vice Chair’s Report

6. Secretary’s Report

7. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison

8. Old Business

9. New Business/Guests
   Salary/Compensation Proposal

10. Good of the Order

11. Adjourn
Call to Order
Robin Veitch called the meeting to order at 1:33.

Members Present
Tina Coulter, Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Kim Fleshman, Brady Gaskins, Michael Ginsburg, Chris Haar, Ann Jenks, Sally Johnson, Steve Kendall, Lona Leck, Joe Luthman, Emily Monago, Penny Nemitz, Celeste Robertson, Robin Veitch, Robert Zhang

Member Substitutes
Sue Tomor for Phyllis Short

Absent
Mike Fitzpatrick (3), Terry Herman (4), Judy Amend (CSC), Sara Zulch-Smith (2)

Approval of Minutes
Laura Emch moved to approve the January 2004 minutes. Robert Zhang seconded. Minutes were approved.

Chair’s Report
See attached.

Vice Chair’s Report
No Report.

Secretary’s Report
1. A list of ASC meeting dates and locations for spring 2004 was disbursed.
2. A list of upcoming needs for ASC elections was passed out. Will need 26 new ASC members beginning in 2004-2005. Discussion on ways council can obtain and keep ASC representatives was held. Amendments committee to look into the wording and options of changing the wait period between terms served from 3 years to 1 year.

Committee Reports
Amendments
No Report
Awards and Special Recognition
ASC Spirit of BG Award nominations coming in slowly. Selection very soon.

B.G. Best Award Nominations coming in. Have received some team awards that include classified staff members, what do we do with them? Committee will contact nominators and advise them to submit their names for CSC awards. Deadline for nominations is February 6, 2004. The winners will be announced at the Administrative Staff Day in March.

External Affairs
No Report.

Next Meeting: March 4, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
Flourno papers 1st Floor room Joe contact each room to confirm attendance

2nd Floors 1 minute

2nd nomination for:
Personnel Welfare Committee Report

ASC Meeting February 5, 2004

Discussion Points

1. Plan to get ASC members to salary Mid-point in specific number of years.
   Recommend asking for 2 years

2. Plan to have salary range adjustments conducted at specific times.
   Recommend asking for adjustments every 3 years.

3. Recommend asking for a change in the minimum salary increase granted for:
   [a] Serving in an Interim role in a higher salary graded position or
   [b] Having a Mercer position Job Description rewriting result in a higher salary grade.
   Recommend a 10% minimum salary increase for these.

4. Recommend an increase in the amount of vacation an ASC member may accumulate and be paid for at retirement.
   Also recommend sick leave accumulation payment at retirement be increased.
   Recommend both be increased to the following: Vacation payoff maximum 480 Hrs and Sick Leave payoff maximum 480. These payoff increases could be made be available to university staff, for example, with over 20 years of service to BGSU at retirement.

5. A minimum of 8 hours of Personal Leave could be made available to all employees based on earning a merit salary increase. The current Personal Leave system should also continue.

6. A Wellness program could be instituted by the University paying a portion of employees Recreation Center membership

7. Develop a merit salary pool of at least 4% for award in fiscal year 2004-05

8. Moving beyond the midpoint for longer service employees

Daid Cooper

Simp Intro/Acting
Graduate Student Senate
Bowling Green State University
402 Bowen-Thompson Student Union
Bowling Green, Ohio, 43403
www.bgsu.edu/studentlife/organizations/gss
GSS@bgnet.bgsu.edu : (419) 372-2426

Bowling Green State University
Graduate Student Senate Resolution 2003.F7
Student Health Advisory's Recommendation of a Student Health Fee

Whereas, The Student Health Center (hereafter SHC) currently provides consultation and office visits at no charge, (funded by general fees) but charge for procedures, lab tests and x-rays, and many students are directed by their insurance to go elsewhere for their medical care, despite the convenience and quality provided by the SHC; and

Whereas, approximately 250 students currently pay $50 per semester for a voluntary “Bridge Plan” that pays for tests, but not procedures and the proposed health fee would cost less and provide more; and approximately 200 students, covered as dependents of BGSU employees, receive tests and procedures without charge, in return for an annual capitation fee of about $8,000 paid to the SHC by the university’s employee insurance fund; and

Whereas, if the proposal is accepted, the university will cancel this program and save this $8,000; and

Whereas, the bursar will have substantially less work to do administering student accounts, as most students use their bursar accounts to pay for SHC charges; and

Whereas, should the proposal be accepted, it would be potentially benefiting approximately 16,000 students as well as off set the costs of health insurance to graduate students; and

Whereas, the staff would be able to order the tests they feel are necessary, even for uninsured students; and

Whereas, the implementation of the health fee will vastly improve the quality of care provided to such students, and will reduce the University’s malpractice exposure; and

Whereas, in 2001/2002 the SHC charges for fees other than pharmacy totaled $505,000 and a fee of $20 per semester would generate about $700,000, which should cover the costs of the anticipated increase in the volume of visits, x-rays, and lab tests provided; and

Whereas, this same legislation was passed by GSS last year and we are being asked by the SHC to pass it again for year for consideration by the Board of Trustees;

Therefore let it be resolved that the Graduate Student Senate, as the official voice of the Graduate student body, supports the proposal to implement a $20 health fee in order to provide students with basic health services free of charge as accepted by the Student Health Advisory Committee.


32 Yes 1 No 2 Abstentions
January 29, 2004
Deirdre Rogers, GSS President
Summary of January 20th and February 3rd
Faculty Senate meetings

Submitted by Laura Emch to ASC
February 5, 2004

Faculty Senate meets from 2:30-4:30 in the McFall Center Assembly Room.

As you may have read in the BG News, Faculty Senate's last two meetings have had intense discussions on revisions to their Performance-Based Merit System. Several sections of their policy were debated, including the following:

1- Current Policy
If the total merit pool for continuing faculty salary increments in a given year is three percent or less, all continuing faculty who qualify for merit by meeting or exceeding department/unit expectations in their annual performance reviews will receive the same percentage increase in salary.

1- Recommended Policy
If the total merit pool for continuing faculty salary increments in a given year is four percent or less, fifty percent of the merit pool, up to a maximum of 2%, shall be distributed to all continuing faculty who qualify for merit by meeting or exceeding department/unit expectations in their annual performance reviews. The remaining 50% of the merit pool shall be allocated to departments or academic units for recognition of those faculty whose level of performance exceed expectations, as defined by the department's or academic unit's internal merit policy.

2- Current Policy
Each department or academic unit shall receive the full amount available for merit as a percent of the total salaries of the continuing faculty in that department or unit. The faculty of a school or a college may decide, with the approval of its dean, to allocate merit on a school wide or college wide basis rather than on a department or academic unit basis if the faculty unanimously decides that such an approach would be more appropriate.

2- Recommended Policy
Remove this section of the current policy from this document.

After two Faculty Senate meetings discussing the Performance-Based Merit System for Faculty policy, it was voted to return the document to committee for further work.

Other agenda items in the last two Faculty Senate meetings included:
1. The Provost updated the Senate on the drive to repeal the one cent state tax increase and its impact on BGSU funding.

2. Dr. Dobb announced the widening of Wooster street project is starting this Spring.

3. The Committee on Professional Affairs had a very successful on campus legislative forum on December 12th. Another forum is planned for March 16th. On April 20th, members of all three constituent groups are encouraged to join this Committee to go to Columbus and discuss BGSU concerns with Ohio Congressmen and Senators.

4. The February 3rd meeting included a presentation by Dr. David Schulenburger, Provost and Executive Vice Chancellor of the University of Kansas on "The High Cost of Scholarly Journals".

5. Both Graduate and Undergraduate Senates are proposing that Faculty and Staff members be prohibited from parking in Commuter lots.
Senate Colleagues,

As we prepare to vote on a proposed change to our "merit system", let me recommend a report from the California State University Academic Senate. It was originally presented in 1997, but has been reviewed and re-endorsed in the last 2 years. The report can be referenced via this link: http://www.calstate.edu/acadser/E-Senator/Resolutions/1997-1998/2394a.shtml

Here are excerpts of major points:

The Merit Pay Task Force of the CSU Academic Senate found that ...

most, but by no means all, faculty are deeply suspicious of any form of merit pay other than that provided presently through retention, tenure, and promotion (RTP).

Colleagues ... accept and welcome appropriate evaluation; they are part of an enterprise that rigorously evaluates its members before hiring them, before reappointing them, before awarding them tenure, and before promoting them to higher ranks.

Faculty also believe that forms of merit pay other than RTP will prove divisive. This is especially true when faculty compensation lags so far behind comparison institutions.

Our colleagues, almost to a person, told us that the [university] should not have merit pay until the ... faculty salary gap is closed ... [that] salaries below standard make it increasingly difficult to recruit and retain quality faculty.

Faculty views on this issue closely paralleled the literature we reviewed on merit pay and the views of experts we interviewed... that the farther a company's or an institution's pay lags behind the industry standard, the harder it is to make merit pay effective.

Based on our review of the literature and interviews with experts, the Task Force concludes that merit pay cannot work unless the rationale for having it is clearly articulated. (No one they contacted, including presidents and a former Trustee, could clearly state the rationale for their merit system.)

The assumption that merit pay has proven effective in the private sector is not borne out by the literature we reviewed nor by the experts we interviewed.

Professor Ed Lawler (University of Southern California) -- a prolific writer on organizational behavior, with special emphases on pay models, May 22, 1997:

* There have been 3,000 studies of merit pay over the past two decades and only 100 claim positive results;
* Most merit pay systems fail to have any impact on motivating workers to perform better;
* The farther an organization (be it a company or government body) lags behind the market in awarding compensation, the harder it is to make a merit pay model work;
* Even though merit pay plans do not work, management continues to think they should;
Japan thinks merit pay is ridiculous; it embarrasses people.

Professor Barry Pasternack (CSU, Fullerton), whose field of expertise includes personnel relations and compensation systems - stressed that any merit pay plan had to be specific about its goals and purposes. Otherwise, there will be anger, mistrust, and discontent.

Articles... most pointed out that merit pay, for various reasons, does not motivate people. This seems especially true in education where motivations for being in the profession were not primarily monetary.

Excerpts from three articles....


... cites Professor Ed Lawler: "(From the employee's point of view) ... the difference in merit pay between the outstanding and poor performer is so small that there's no incentive value at all... It's so unclear how a person got a higher or lower raise that it takes an enormous leap of faith, or stupidity, for an employee to decide that pay and performance are really related."


... makes several compelling points:
1) "Unless a merit raise is at least 6% to 7% of base pay, it will not produce the desired effects on employee attitude and behaviors...Small merit raises are simply unlikely to make employees work any harder or better."
2) "Beyond a certain point, increases in merit pay size are unlikely to improve motivation and performance."
3) "When merit raises are too small, employee motivation and morale suffer."
4) "Very small and very large merit raises may actually obstruct an organization's motivational efforts."


Odden, a co-director of the Finance Center of the Consortium for Policy Research in Education, wrote, "What policy-makers need to realize is that merit pay has failed both in the private sector and in education because it rewards the top 15 to 20 percent of the organization's performers without making any effort to improve the overall system or result. You're rewarding individuals, whereas in education, student achievement gains are produced by people working together. Merit pay cuts against the culture of teaching-and merit pay meets the same pattern of failure in the private sector, because more and more private sector organizations are being set up in teams. ... The most common reason why merit pay hasn't worked for teachers is because funding isn't maintained. ... Versions of merit pay were tried in the 1920s, 1960s and 1980s, but individual merit pay has never worked because: it creates competition among teachers when collegiality is essential; it ignores the majority of teachers; teachers are rarely evaluated well—until recently there were no written standards of excellent teaching practice; it is often funded inadequately; and it is usually disbanded in the short term—the 1980s program in Florida lasted two years. So-called merit programs that have remained: are primarily in wealthy districts; reward tasks rarely related to instruction; often include large percentages of, if not all teachers; and are more-pay-for-more-work programs, rather than programs for the 'best' teachers."

Other University Merit Pay Systems. Not all universities nor systems have merit pay. ... Two universities, Western Michigan and Pennsylvania State, had merit pay and got rid of it. ... the CUNY [City University of New York] system has never adopted any merit pay system.

Although we conclude that no merit pay plan is likely to be a good fit with our professorial culture, we began and ended our task on the assumption that merit pay nonetheless is likely to continue.... [therefore,] we developed 12 principles... as essential elements of any merit pay package....

[see their report for details]
Current Forum: Merit Policy
Date: Mon Jan 19 2004 2:21 pm
Author: Parks, Janet B. <jparks@bgnet.bgsu.edu>
Subject: Re: Posting From Senator Keith Berhard

Keith,

Thanks for the very detailed analysis of merit pay. As noted, however, we are going to have a merit pay system at BGSU. So, my question is, "How does the proposed policy purport to be an improvement on the current policy?"

As I read the proposal, there is a 2% cap on faculty who "meet expectations," regardless of the size of the merit pool in any given year. Can any thinking person support such a divisive policy? I believe that "meeting expectations" takes enormous energy and commitment and should be rewarded, not denigrated. In my view, the current policy is more equitable than the proposed one, and I urge the Senators not to support the proposal. In fact, I'd like to see it tabled until Senators have discussed the implications with their constituents. The campus has been strangely silent on this issue.

It might be of interest to note that after my retirement in May 2004, I will be guaranteed an annual 3% raise. It doesn't seem fair for me to get a bigger raise than the folks who remain in the trenches at BGSU. I wouldn't turn it down, of course, but I wouldn't feel good about it either.

Janet Parks
Sport Management

Current Forum: Merit Policy
Date: Mon Jan 19 2004 2:23 pm
Author: Roberton, Mary Ann <mrobert@bgnet.bgsu.edu>
Subject: Decreasing raises for most of us

If I understand the proposed policy correctly, those of us who "are doing our jobs" will never receive more than a 2% raise. Is this correct? The new policy gives administrators the chance to reward high flyers, but those who hold the university together day in and day out are much better off under the current policy?
After Tuesday's discussion, I am still unclear about the answer to Ted's question—are we implementing a system of differential merit between colleges and academic units within them? Given that section 6 has been struck and the current language in section 8, are we voting on a system where the actual amount of merit allocated to a college and thereby to a department are not determined by a percentage of the base salary pool? If the allocation of merit pool dollars to academic units remains a percentage of the base salary pool of that unit, we should state it. If we are changing that system to one where the Provost allocates merit pools to the colleges based upon an evaluation of their recent productivity and each respective Dean then allocates merit funds to departments based upon the collective productivity of their faculty, then we should state that as well. By not stating unequivocally that the funds are allocated as a percentage to departments for their distribution based upon merit evaluations within the unit, we open the door for a more meritorious college to receive a greater allocation or for an academic unit to receive a greater percentage allocation relative to other academic units within that college. If that is the path that we wish to take, then the University document should be quite clear about how the process should work at each level. Why should a University document only speak to how a department might allocate merit while not discussing how that allocation is arrived at? Shouldn't a university document speak to how the University should act relative to the Colleges? The Colleges can then implement a merit policy that fits the University allocation policy, followed by the academic units instituting policies under the University and College guidelines. If this is the model that we are choosing, then the University merit document should speak to allocations of merit at each level and not just at the lowest (i.e. academic units). To me, this becomes a single question that should only be answered yes or no—

Are we instituting a policy of differential merit between Colleges and/or academic units?

A no answer implies the current allocation model based upon an academic unit's faculty base salary pool will be maintained. A yes answer implies a new model of allocation that should require a written policy as guidance comparable to that given to academic units in the current document or in the proposal being discussed. Either way, our University merit document should be clear in its intent and application.

I have attached a retrospective about the origin of the 1997 Merit Policy currently being considered for amendment. You might find this useful.
Subject: BOT incentives for >3% raise

Dr. Folkins responded that the Board responds to questions of market adjustment and salary compression rather than the impetus to grant the faculty raises greater than 3% which, I had assumed would be some incentive since under the current policy only then would the "merit" division of the amount greater than 3% occur. That assumption was in part based on the incredible amount of time faculty in University Libraries spends each year to distribute their merit $$$, however insignificant, in an atypical fashion, so that only a few are winners of a meritorious raise. Now that I find the University Libraries are atypical, I will attempt to see if I can influence UL faculty to agree to a more equitable distribution of our merit funds.

I understand the BOT's and the BGSU faculty's need to award raises according to merit. A caution though: as I mentioned in Faculty Senate, UL's attempts to reward only 2 or 3 from a faculty of 25 with merit $$$ is a considerable disincentive to the 22 or 23 others contributing to the merit pool. Based on comments from other Senators at the Jan. 20 Senate meeting, this does not appear to happen at BGSU in departments employing a more typical distribution of the merit portion of the annual salary adjustment.

Comments? Questions? TNX Cliff Glaviano

Current Forum: Merit Policy
Date: Fri Jan 30 2004 3:07 pm
Author: Pogacar, Timothy <pogacar@bgnet.bgsu.edu>
Subject: Re: Differential merit between units?

Joe Frizado formulates the question well. This point of the merit policy was discussed time and again in A&S Council in the 1990s. I agree with Joe that deleting and not replacing the point explaining allocation of "real" merit monies is not a good move. Some colleagues have already voiced suspicions about what motivates it. There is a third option, though: The merit monies previously distributed as a percentage of a unit's total salaries could be sent to units on a per capita basis. This would start to correct decades of inequities caused by sharply differing entry-level salaries, compounded by adjustments. And meritorious work in discipline X would be valued as much as meritorious work in discipline Y, just as increments for promotion are the same regardless of discipline. -Tim Pogacar (German, Russian & East Asian Languages)

Current Forum: Merit Policy
Date: Mon Feb 2 2004 9:16 am
Author: Rippey, Theodore Franks <theodor@bgnet.bgsu.edu>
Subject: Re: Differential merit between units?

My thanks to Joe Frizado for his comments. I'll briefly add one or two of my own.

If one looks carefully at the language of points 8 and 9a of the policies and procedures, it is clear that all faculty who meet expectations will receive a direct allotment (from a 50% chunk of the overall pool) and that the remainder will go to depts/units, which will allot at their discretion to those colleagues who exceed expectations. There is, however, no _explicit_ guarantee that even those who simply meet merit expectations will receive the same percentage raise.
The second allotment issue regards that chunk of the overall pool distributed to depts/units and further parceled out to those colleagues who exceed expectations. Here Joe's yes/no question and his call for clarity are, in my view, right on.

Let me reiterate that my intent was/is not to suggest intentional obfuscation on the part of those who have framed or will execute the proposed policy. It simply seems to me that our objective should be maximum transparency in the merit system. The document's language is the basis of that transparency.
Principles and Policies/Procedures of the
Performance-Based Merit System for Faculty at
Bowling Green State University-2003

The faculty and administration of Bowling Green State University believe that the following principles must form the foundation for the periodic process of faculty review and the equitable distribution of faculty salary increments. The concept of a performance-based merit system for awarding faculty salary increments is endorsed, provided that such a system is fair, equitable, and firmly grounded on these principles. In this policy, “merit” is defined as a salary increment that is allotted for the performance of duties that meets or exceeds department or academic unit expectations. The rationale for this definition is provided by the following principles:

1. An effective merit system should promote faculty recruitment and retention; adequately reward conscientious performance of normal duties and responsibilities; and provide incentives that encourage distinguished, innovative, and creative achievements to meet unusual challenges and opportunities when they arise.

2. A salary system should be designed to promote internal equity (based upon salary comparisons within the University, college or department) as well as external equity (based upon salary comparisons among individuals from similar universities, colleges, or departments). Internal salary equity promotes performance, whereas external salary equity promotes retention.

3. A performance-based merit system should be based on a collegial peer review process that places primary responsibility on the collegiate department or academic unit and that requires careful evaluation of performance utilizing the collective best judgment of faculty.

4. The merit system should engender the type, quantity and quality of performance that contributes to the achievement of university, college, and department missions and goals. The merit system also needs to recognize that there are often multiple paths that may be taken in support of missions and goals.

5. The department or academic unit approved allocations of effort and evaluative criteria should be reflected in its merit review process. That process must ensure that faculty who have unit-approved individual variations of effort are reviewed and rewarded proportionately to their own approved percentage of effort distributions.

6. The merit system needs to establish a clear connection between faculty performance and reward. A department or academic unit must clearly identify the normal expectations and performance standards for teaching, research/creative activity, and service that are expected of all faculty in the department or unit. Through this process, the department/unit must identify indicators of performances that fall below standard expectations for merit as well as those types of achievements that surpass the standard expectations of the department/unit.
7. The process of performance review should provide faculty members with results and constructive feedback that enables them to develop professionally and to make improvements in their performance.

8. Whenever resources are limited, the merit system must respond to a more restricted set of institutional priorities in order to avoid trivializing the system by spreading too thinly, and thus minimizing, the impact of any merit awards given as incentives.

9. Even the best annual review systems may produce salary inequities or may fail to appropriately reward contributions or performances that occur over longer periods of time. Thus, an individual annual performance merit reviews system needs to be supplemented by periodic a rotating schedule of five-year comprehensive reviews on a rotating schedule.

10. A performance-based merit or salary reward system should foster cooperation rather than antagonism among faculty, should reward groups and teams as well as individuals for collaborative work performance(s), and should generate wide support and general satisfaction of the University campuses.

Bowling Green State University is committed to follow the foregoing ten principles, and hereby, adopts a performance-based merit reward system for its faculty as outlined by the policies and procedures listed below:

1. This merit policy shall neither be implemented retroactively nor in the middle of a calendar year. All faculty must be aware of the revisions in department standards and processes sufficiently in advance of implementation to understand the implications of those revisions and to adjust their performance accordingly.

2. In addition to the annual merit pool for continuing faculty salary increments, funds should be made available on a regular ongoing basis to support raises for (1) promotions in rank, (2) market adjustments, and (3) equity adjustments. (4) Salary adjustments deemed appropriate following comprehensive five-year reviews of faculty performance and salary. The annual merit pool is the product of the total salaries of the continuing faculty times the percentage salary increase approved by the Board of Trustees.

3. All faculty should receive an annual performance review with informative written feedback provided to them in a timely manner. Faculty have a right to expect that their annual performance reviews accurately reflect their actual workload responsibilities, assigned duties, and the agreed upon percentage allocations of effort.

4. With the exception of external peer review, the same performance indicators described in the department policy for annual review, merit, contract renewal, promotion and tenure used in department tenure and promotion policies should be used for annual performance reviews, and they should be consistent with those criteria found in the Academic Charter.
The annual performance review should be based upon the accomplishments over the most recent three-year period on a rolling basis, i.e., each year new evaluation data are added to the file for the most recent year, and evaluation data for the oldest year are eliminated from the file. This will help to reduce inequities that can result both from differences in the merit funds available each year and from fluctuations in performance that may occur from year to year.

Each department or academic unit shall receive the full amount available for merit as a percent of the total salaries of the continuing faculty in that department or unit. The faculty of a school or college may decide, with the approval of its dean, to allocate merit on a school-wide or college-wide basis rather than on a department or academic unit basis if the faculty unanimously decide that such an approach would be more appropriate.

Continuing faculty members will be evaluated in their annual performance reviews at the department or academic unit level to determine their eligibility for merit. The department/unit shall recognize and reward levels of performance that meet or exceed its standard expectation. This recognition and reward shall be based on the policies of the department/unit and the Academic Charter criteria, with appropriate indicators, which establish standards of performance that determine whether the faculty member: (a) qualifies for merit by meeting or exceeding department/unit expectations, or (b) does not qualify for a merit increase by meeting or exceeding department/unit standards. It is expected that very few faculty will fail to qualify for merit.

If the total merit pool for continuing faculty salary increments in a given year is three percent (3%) or less, fifty percent (50%) of the merit pool (i.e., up to a maximum of 2%) shall be distributed to all continuing faculty who qualify for merit by meeting or exceeding department/unit expectations in their annual performance reviews will receive the same percentage increase in salary. The remaining fifty percent (50%) of the merit pool (i.e., up to a maximum of 2%) shall be allocated to departments or academic units for recognition of those faculty whose level of performance exceed expectations, as defined by the department's or academic unit's internal merit policy.

If the total merit pool for continuing faculty salary increments in a given year is more than three percent (3%) but less than five percent (5%) four percent (4%), it will be allocated according to the following guidelines:

a. Three Two percent (2%) of the total salaries of the continuing faculty shall be allocated as a three percent (3%) increase in salary to all faculty who meet department/unit expectations and thereby qualify for merit based on their annual performance reviews.
b. The remaining difference between the remainder of the total merit pool and the
three percent (3%) of the total salaries of the continuing faculty shall be allocated
to departments and academic units for recognition of those faculty whose level of
performance exceeds department or academic unit expectations as defined by the
merit policy of the department or unit.

10. If the total merit pool in a given year is five percent (5%) or more, it will be allocated
according to the following guidelines:

1. Sixty percent (60%) shall be allocated to departments and academic units to be
used as an equal percentage increase in salary for all faculty in the department who
meet department/unit expectations and thereby qualify for merit in their annual
performance reviews.

2. Forty percent (40%) shall be allocated to departments and academic units for
recognition and reward of those faculty whose level of performance exceeds
department or academic unit expectations as defined by the department’s/unit’s
merit policy.

10. Any faculty member who does not qualify for merit in their his/her annual performance
review should not receive a salary increase. A professional development fund equal to the
uniform percentage raise that would have been allocated to that individual, had he/she
been deemed to meet but not exceed department/unit expectations, shall be made available
to him or her. This fund shall be used exclusively for professional development activities
to improve his/her performance to a level which will meet or exceed the performance
expectations of the department/unit (as defined by the merit policy of the
department/unit), and thereby, qualify him/her for merit in subsequent performance
evaluations and rewards for merit.

11. The foregoing principles and policies/procedures of the performance-based merit system
for faculty at Bowling Green State University shall be reviewed in the fall of 1999 and
revised as appropriate. Thereafter, they shall be reviewed by the Faculty Senate and
appropriate Senate committees every three years, commencing in the fall of 2008.

Approved by the: Faculty Senate on May 6, 1997
Senate Executive Committee on 4/8/97 and 4/29/97
Faculty Welfare Committee on 4/3/97, 4/10/97 and 4/24/97

New approvals: Faculty Welfare Committee on September 18, 2003
ASC Elections 2004 – 2005
ASC Functional Areas (6% representation of 581 = 35 reps)

1. Academic Departments (2)
   *Outgoing members (2004): 3*
   - Jim Dachik
   - Chris Haar
   - Sara Zulch-Smith
   *Continuing members (2004): 0*
   New members needed: 2

2. Academic Support (6)
   *Outgoing members (2004): 2*
   - Carl Dettmer
   - Ann Jenks
   *Resigned members: 2*
   - Ron Skulas
   - Lucie Shetzer
   *Continuing members (2004): 1*
   - Terry Herman (2005)
   New members needed: 5

3. Athletics/Sports Activities (4)
   *Outgoing members (2004): 1*
   - Brady Gaskins
   *Continuing members (2004): 2*
   - Dave Crooks (2005)
   - Rob Cramer (2006)
   *Robin Veitch (2003)*
   New members needed: 2

4. Firelands (1)
   *Outgoing members (2004): 0*
   *Continuing members (2004): 1*
   - Penny Nemitz (2006)
   New members needed: 0

5. Institutional Support (5)
   *Outgoing members (2004): 1*
   - Robert Zhang
   *Continuing members (2004): 1*
   - Lona Leck (2005)
   New members needed: 4

6. Student Support (11)
   *Outgoing members (2004): 4*
   - Laura Emch
   - Tina Coulter
   - Michael Ginsburg
   - Sally Johnson
   *Resigned members: 2*
   - Amelie Brogden
   - Sue Lau
   Continuing members: 2
   - Emily Monago (2005)
   - Celeste Robertson (2006)
   New members needed: 9

7. Technology (6)
   *Outgoing members (2004): 2*
   - Mike Fitzpatrick
   - Phyllis Short
   *Continuing members (2004): 2*
   *Joe Luthman (2005)*
   - Kim Fleshman (2006)
   - Steve Kendall (2006)
   New members needed: 4

*Indicates Past Chair and Chair, voting rights are limited.
### ASC (council) Meeting Dates Spring 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 8, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>201B Union</td>
</tr>
<tr>
<td>February 5, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>207 Union</td>
</tr>
<tr>
<td>March 4, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>207 Union</td>
</tr>
<tr>
<td>April 1, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>316 Union</td>
</tr>
<tr>
<td>May 6, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>207 Union</td>
</tr>
<tr>
<td>June 3, 2004</td>
<td>1:30 – 3:00 p.m.</td>
<td>316 Union</td>
</tr>
</tbody>
</table>

### ASC Executive Meeting Dates Spring 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6, 2004</td>
<td>11:45 – 1:00 p.m.</td>
<td>309 Union</td>
</tr>
<tr>
<td>January 27, 2004</td>
<td>11:45 – 1:00 p.m.</td>
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<tr>
<td>February 10, 2004</td>
<td>11:45 – 1:00 p.m.</td>
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<td>February 24, 2004</td>
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<tr>
<td>March 9, 2004</td>
<td>11:45 – 1:00 p.m.</td>
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<td>March 23, 2004</td>
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<tr>
<td>April 6, 2004</td>
<td>11:45 – 1:00 p.m.</td>
<td>309 Union</td>
</tr>
<tr>
<td>April 20, 2004</td>
<td>11:45 – 1:00 p.m.</td>
<td>309 Union</td>
</tr>
<tr>
<td>May 4, 2004</td>
<td>11:45 – 1:00 p.m.</td>
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</tr>
<tr>
<td>May 18, 2004</td>
<td>11:45 – 1:00 p.m.</td>
<td>TBD</td>
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Revised 2/4/2004/tmc
Do you wish you could have a direct say in what kind of salary or benefit changes get proposed to higher administration? How about parking issues on-campus? Do you wish you had more “control” over your position as an administrative staff member at BGSU?

Serving as an Administrative Staff Council (ASC) member may be just the thing for you. Self-nominations are currently needed from each of the functional areas (except Firelands) to serve a 3-year term on ASC from 2004-2007.

Council meets every first Thursday of the month from 1:30-3:00 p.m. (attendance required)

As an ASC representative you will be required to serve on at least one of seven ASC Standing Committees. Information about each of these committees and the ASC Bylaws can be found in the Administrative Staff Handbook, www.bgsu.edu/offices/ohr/handbooks or by contacting a 2003-2004 ASC member.

It’s time to get involved!!

...Unable to commit to a 3-year term on ASC but still interested in serving on an ASC Standing Committee for the 2004-2005 academic year? Complete the attached form and indicate which committee you would like to serve on, as an at-large member and the Committee Chair will contact you. Although you will not be required to attend the monthly ASC meetings, just meet with the committee, as needed, all administrative staff members are welcome to sit in on ASC meetings throughout the year.

...Still looking for a way to help, but don’t think ASC is for you? Then serving on a University Standing Committee may be the answer. Self-nominations are needed for five administrative staff members to serve 3-year terms. Meeting dates and times vary by committee. Committee chairs will contact the nominated individual(s) with meeting dates and times.

*Robin Veitch, 2003-04 ASC Chair rlynn@bgnet.bgsu.edu
*Joe Luthman, 2003-04 ASC Chair-elect jluthma@bgnet.bgsu.edu

A.S.C. Self-Nomination Form 2004 - 2005

Complete the following by checking the Administrative Staff position(s) you are interested in serving in.

DEADLINE: Friday, April 1, 2004

Name: __________________________
Dept: __________________________
Ph: _______ BGNET: ____________

☐ Admin. Staff Council (ASC) Representative (2004-2007) *voting member
  - Amendments
  - Awards & Special Recognition (Must be @ BGSU for min. 3 years)
  - External Affairs
  - Internal Affairs
  - Personnel Welfare/Salary
  - Professional Development
  - Scholarship

☐ Univ. Standing Committee (2004-2007)
  - Equal Opportunity Compliance
  - Health, Wellness & Insurance
  - Insurance Appeals
  - Library Advisory
  - Parking

Return to or e-mail: Tina Coulter, ASC Sect., 231 Admin. Bldg. or tcoulte@bgnet.bgsu.edu
Call to Order
Robin Veitch called the meeting to order at 1:34 p.m.

Members Present
Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Kim Fleshman, Brady Gaskins, Michael Ginsburg, Chris Haar, Ann Jenks, Sally Johnson, Joe Luthman, Emily Monago, Penny Nemitz, Celeste Robertson, Judy Amend, Phyllis Short, Robin Veitch, Robert Zhang

Member Substitutes
None

Absent
Tina Coulter, Terry Herman, Steve Kendall, Lona Leck, Sara Zulch-Smith

Approval of Minutes
Penny Nemitz moved to approve the February 2004 minutes. Michael Ginsburg seconded. Minutes were approved.

Chair’s Report
See attached.

Vice Chair’s Report
No Report.

Secretary’s Report
Self-nominations for ASC representatives will be completed by the next meeting.

Committee Reports
Amendments
Jim Dachik reported that the committee researched the issue of how many years must an ASC representative wait until electing to serve another term. Currently, they believe two years is too long, but further discussion will take place. We may change to request nominations for others, in order to increase the number of candidates.

Awards and Special Recognition
Committee met and agonized over many submitted names. March 22 is Administrative Staff Day, with reception scheduled for 3-5pm. The Ferrari display case came to the Family Room in the Union but we’ve been advised to obtain a better case. Judy Amend stated that CSC has a contact who would be happy to construct one.

The BG Spirit Award was won by Jeff Grilliot.

External Affairs
No Report.

Next Meeting: April 1, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
**Internal Affairs**
3/15 target date to send out request for Self Nominations

**Personnel Welfare/Salary**
See old business.

**Professional Development**
Committee is working on Professional Development Workshop now set for Monday, March 22, 2004.
Work is completed on funding requests for Professional Development seminars.

**Scholarship**
Raffle recipients were drawn on March 1st and announced at the meeting. They have received 459 scholarship applications to-date.

**Faculty Senate Liaison – Laura Emch**
See attached.

**Classified Staff Liaison – Joe Luthman**
CSC has amended their salary recommendation to be 5% increase for all meritorious staff.

**Old Business**

A continuation of the Personnel Welfare Committee (PWC) 7-point salary recommendation. At the 2/20 meeting of the BGSU Compensation Committee, ASC was directed to research whether implementing a 5 year target for staff to reach the midpoint could be accommodated by lessening the entire salary increase pool for the rest of administrative staff.

On the other items of discussion:
(1) A review of the salary ranges. Is this done frequently enough?
(2) Recommendation that all administrative staff members receive a minimum of 8 hours of Personal Leave based on merit salary increases, in addition to the current Personal Leave policy.
This item was found to be ‘interesting’ – there was some support for this suggestion.
(3) There may be support for the 50% BGSU support for Rec Center membership.
(4) Developing a merit salary pool of at least 4% for awards in fiscal year 2004-05.

**New Business/Guests**
Laura Emch asked for clarifications on when FMLA kicks in during extended sick leave. There is a perception that it must be used after 3 continuous days of outage. Dave Crooks mentioned that employees often work out an agreement with their supervisors to ‘flex’ their time when outages occur in the same week.

**Good of the Order**

**Adjournment**
Michael Ginsburg made a motion to adjourn. Carl Dettmer seconded. The meeting was adjourned at 3:05 p.m.

Next Meeting: April 1, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
### ASC Salary Analysis: Total Number of Admin Staff by Grade and by Midpoint Salary Range

<table>
<thead>
<tr>
<th>Grade No.</th>
<th>Number of staff with salary on and above 50%</th>
<th>Number of staff with salary below 50%</th>
<th>Total</th>
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<td>1</td>
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<tr>
<td>8</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
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<td>1</td>
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<td>22</td>
<td>4</td>
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<tr>
<td>Total for Grade 7 to 22</td>
<td>274</td>
<td>270</td>
<td>544</td>
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<tbody>
<tr>
<td>0</td>
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<td></td>
<td>14</td>
</tr>
</tbody>
</table>

**Total Admin Staff**: 558

**Note 1**: Data source: BGSU Office of Human Resources

**Note 2**: Grade 0 is for temporary positions. There is no salary range information for Grade 0.
Agenda for Administrative Staff Council
April 1, 2004
316 BTSU

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Vice Chair’s Report
6. Secretary’s Report
7. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
8. Old Business
   Salary/Compensation Proposal
9. New Business/Guests
   Jim Evans – Committee on Professional Affairs
10. Good of the Order
11. Adjourn