2005

Minutes 2004-2005

Bowling Green State University - Administrative Staff Council

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Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Minutes

Inclusive Dates: 2004-2005

Format: Bound       X Loose

Order: Alpha       X Chronological       Numerical

Index: Included       Separate       X None

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
# Administrative Staff Council Members

## 2004-2005

*Based on 6% of 647 Administrative Staff = 38 representatives (March 2004)*

### Academic Departments (3)
- Nora Cassidy (2007)*
  - Email: ncassid@bgnet.bgsu.edu
  - Phone: 2-6008
- Deb McLean (2007)
  - Email: dmclean@bgnet.bgsu.edu
  - Phone: 2-8550
- Connie Molnar (2007)
  - Email: cmolnar@bgnet.bgsu.edu
  - Phone: 2-7900

### Academic Support (8)
- Ann Jenks (2007)*
  - Email: annje@bgnet.bgsu.edu
  - Phone: 2-6936
- Sheila Irving (2007)
  - Email: sirving@bgnet.bgsu.edu
  - Phone: 2-8224
- Sally Salmon
- Connie Molnar
- Nora Cassidy
- Deb McLean
- Ann Jenks
- Sheila Irving

### Athletics/Sports Activities (5)
- Dave Crooks (2005) *
  - Email: dcrooks@bgnet.bgsu.edu
  - Phone: 2-3225
- Rob Cramer (2006)
  - Email: rcramer@bgnet.bgsu.edu
  - Phone: 2-8343
- Naomi Lee (2007)
  - Email: nplee@bgnet.bgsu.edu
  - Phone: 2-7103
- Robin Veitch (2003) Past Chair*
  - Email: rlyny@bgnet.bgsu.edu
  - Phone: 2-7063

### Firelands (1)
- Penny Nemitz (2006) Secretary*
  - Email: pnemitz@bgnet.bgsu.edu
  - Phone: 2-0614

### Institutional Support (7)
- Lona Leck (2005) Chair Elect*
  - Email: lona@bgnet.bgsu.edu
  - Phone: 2-7235
- Wendy Buchanan (2007)
  - Email: bwendy@bgnet.bgsu.edu
  - Phone: 2-7444
- Larry Holland (2007)
  - Email: loholla@bgnet.bgsu.edu
  - Phone: 2-8334
- Jeff Nelson (2007)
  - Email: nelsonj@bgnet.bgsu.edu
  - Phone: 2-2853
- Rich Peper (2007)
  - Email: rpeper@bgnet.bgsu.edu
  - Phone: 2-8418

### Student Support (9)
- Emily Monago (2005)*
  - Email: emonago@bgnet.bgsu.edu
  - Phone: 2-2642
- Celeste Robertson (2006)
  - Email: celestr@bgnet.bgsu.edu
  - Phone: 2-2356
- Greg Dickerson (2007)
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  - Phone: 2-2677
- Michael Ginsburg (2007)
  - Email: ginsbur@bgnet.bgsu.edu
  - Phone: 2-2843
- Tim Hoepf (2007)
  - Email: hoepfri@bgnet.bgsu.edu
  - Phone: 2-8075
- Susan Macias (2007)
  - Email: antonim@bgnet.bgsu.edu
  - Phone: 2-7808
- Debra Rice (2007)
  - Email: dyrice@bgnet.bgsu.edu
  - Phone: 255-2161
- Rachel Schaeffer (2007)
  - Email: schaeffr@bgnet.bgsu.edu
  - Phone: 2-7963
- Larry Spencer (2007)
  - Email: lspence@bgnet.bgsu.edu
  - Phone: 2-6058

### Technology (5)
- Joe Luthman (2005)*Chair
  - Email: jluhma@bgnet.bgsu.edu
  - Phone: 2-7750
- Steve Kendall (2006)*
  - Email: skendal@bgnet.bgsu.edu
  - Phone: 2-2882
- Kim Fleshman (2006)
  - Email: kflesh@bgnet.bgsu.edu
  - Phone: 2-9459
- Paul Lopez (2007)
  - Email: lopez@wbgus.edu
  - Phone: 2-7027

*Executive Council*
### Administrative Staff Council (ASC) Meetings 2004 – 2005
(1:30 – 3:00 p.m.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Room</th>
<th>Location</th>
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<td>June 2, 2005</td>
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### Administrative Staff Council Executive Committee Meetings 2004-2005
(11:45 – 1:00 p.m., *** 306 BTSU)

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<thead>
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<td>May 31, 2005</td>
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</table>
You’re Invited!

What: 2004 – 2005 Administrative Staff Council (ASC) Orientation/Luncheon

Where: 207 Bowen Thompson Student Union

When: Thursday, June 3, 2004; 12:00 – 1:30

Please join ASC committee chairs, officers and newly elected representatives in an 1 ½ hour orientation and luncheon, prior to attending the June council meeting (1:30 – 3:00; same place), to familiarize yourself with council members, activities and committees of ASC.

**Free Food**

Your lunch, compliments of ASC, will include your choice of a turkey, ham or vegetarian croissant, chips, cookies and assorted sodas!!

If you are able to attend, please R.S.V.P. to Tina Coulter by 5pm on Thursday, May 27th so final catering arrangements can be made. Contact information: tcoulte@bgnet.bgsu.edu or call 2-6856

*If you have a preference on the type of croissant you would like please indicate that as well.

See you on the 3rd!!
Agenda for Administrative Staff Council
September 2, 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 – not expected during our first meeting. This meeting is a good opportunity
to get a meeting/email conversation set up for the committees.
   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
   Bill Knight – Institutional Research. Biennial staff survey.
   Rebecca Ferguson and Pat Kelly. Insurance changes – spousal rule.

10. Good of the Order

11. Adjourn
Administrative Staff Council 2004 – 2005
Minutes: September 2, 2004
316 BTSU

Call to Order:
Joe Luthman called the meeting to order at 1:32 pm

Members present:

Members Absent:
Judy Amend, Greg Dickerson, Lawrence Spencer, Robin Veitch

Guests:
Bill Knight, Rebecca Ferguson, Pat Kelly

Approval of Minutes:
Dave Crooks moved to approve the minutes of June 2004. Susan Macias seconded. Minutes were approved.

Chairs Report:
See attached.

Joe Luthman thanked Robin Veitch (Past Chair) and Tina Coulter (Past Secretary) for their hard work on Administrative Staff Council last year. Also thanked were Lona Leck, Ann Jenks and the Exec Team for all their hard work getting the vacancies on the ASC filled. As some of you have noticed, the last three or four years we have had declining numbers of representatives that was corrected last year. Thanks also go to Lona Leck who has taken over the ASC website and Deb Wells for the listproc.

In October, we will have someone discuss the blackboard discussion group. It will be similar to the one the faculty already uses. If you have suggestions for future meetings and/or guests please feel free to contact an Executive Council Member

Chair Elect:
Thank you to the members of the executive committee for all their support. I have been working on the ASC website, making it more user friendly and would appreciate any feedback. The goal is to have the new website up and running by October 1st.
**Secretary:**
Presently we need three more ASC representatives. The three areas that need representatives are: Technology, Athletics and Institutional Support, but the staff member can be reassigned to any area. So if you know or would like to nominate someone please contact a member of the Executive Council.

**Committee Reports:**
Folders were handed out to chairs of this year's committees.

**Awards:** Fall Reception is Tuesday, September 21st from 2:00 - 4:00 in the 202B BTSU. The reception includes remarks from President Ribeau, introduction of the 2004 ASC Scholarship Recipients, the presentation of the Ferrari Award and a something new; a movie honoring the past recipients of the Ferrari Award.

**New Business:**
Director of Institutional Research, Bill Knight, discussed the up-coming staff questionnaire. This survey is done every three years, this will be the third time. The purpose of the questionnaire is to hear back about people's thoughts about the quality of their work life. What it is like to be an employee, what their concerns are. Although there are some demographic items on the survey, the survey will still be anonymous. Employees should be getting the survey the 1st or 2nd week of October and the Institutional Research Office would like to have the surveys returned within two weeks. This survey will be sent once, there is no follow-up. The results of the survey will be on the Institutional Research website.

Bill Knight is asking everyone to please fill out the questionnaire and return it to his office. If you cannot or do not want to fill out some parts it's alright, partially filled out surveys will be accepted. If you have any questions please feel free to contact Bill Knight in 301 Mc Fall at extension 27816.

**Old Business:**
Rebecca Ferguson and Pat Kelly from Human Resources were here to discuss the spousal rule. Handouts were distributed, including a memo from the insurance committee and answers to questions sent to them earlier from the Chair. The spousal rule has been in effect for new employees for the last two years, and will be in effect for all employees starting in 2006.

When considering whether the spouse is coming in on our insurance or not, the questions to ask are:
1. if the spouse has a full-time position
2. if the spouse's employer offers health care
3. if the spouse's employer covers 50% (minimum) of the total cost of contribution.
Therefore, the spouse's insurance is primary, so the first 'hit' goes to the spouse's employer. There are approximately 1000 spouses: ¼ will not be affected, ¼ already in program so ½ will be affected, which should give the University a savings of approximately $500,000.00.

Other questions arose concerning Merit, hiring issues and the Mercer.

The University is looking at ways to make the BGSU community healthier by offering a 50% off at the Rec Center. There are a number of incentive programs leading to points that will allow the employee a discount presently being looked at. Ideas for this type of program at Firelands are being investigated.

**Good of the Order:**
CSC will have a tent at the 9/11 football game
There will be a Tech Fair on October 21st
The Mac Dining Center has Rotisserie Chicken
WBGU has expanded
Library is assisting in Voter Registration
BGSU is up 8% in International Students
The hiring committee for the Registrar's position is currently interviewing

**Next Meeting:**
October 7, 2004 (1:30 – 3:00) 307 BTSU
Jeff Nelson from the Bookstore
Blackboard Presentation

**Adjournment:**
Rich Peper made a motion to adjourn. Dave Crooks seconded. The meeting was adjourned at 2:55 p.m.

Submitted by: Penny Nemitz  ASC Secretary
Identification Information:

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<td>Functional Area</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Title</td>
<td>Employee and Student ID Numbers</td>
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Background Information:

Currently BGSU assigns employee and student ID numbers from the Student Information System (SIS). The format of the ID is the letter "P" followed by a nine digit numeric string. The last digit in the string is a check digit.

In PeopleSoft Human Resources (HR), the database allows for an Employee ID and an optional Alternate Employee ID fields.

Information Item:

When PeopleSoft Human Resources "goes live", all current employees will be converted with a ten digit Employee ID. This all numeric ID will be created by changing the "P" to a zero followed by the nine digits from the current "P" number. The current "P" number (in its entirety) will populate the Alternate Employee ID field.

Between the time that HR "goes live" and the time that PeopleSoft Student Administration "goes live", HR will continue to have SIS generate the next employee ID number. Both ID fields in PeopleSoft HR will be populated as described in the above paragraph.

At the time that PeopleSoft Student Administration "goes live", the Alternate Employee ID field in HR will no longer be populated. Whatever the last number assigned in SIS was will be transferred to a PeopleSoft control table which will allow for automatic employee and student ID numbering. The check digit process will no longer be utilized. At this point in time all PeopleSoft systems using either the employee ID or student ID will be using the ten digit numeric field.
The BG@100 project, named in recognition of the university's centennial milestone, is committed to providing effective and high quality information and services to faculty and staff. To meet our changing needs, implementing PeopleSoft to advance the technology and serve the learning community.

Project History
Executive Steering Committee
BG@100 Information Items
BG@100 Project Organization
BG@100 Frequently Asked Questions
BG@100 Project Related Documents
BG@100 Communications
Glossary of Terms
Links

Update - August 2004

In July the BG@100 Executive Steering Committee approved the Change Control Process used during the Human Resource and Payroll conversion and all future applications, such as Student Administration that convert to PeopleSoft. The highlights of the Change Control Process document cover the following topics.

- What is a customization?
- What are acceptable customizations?
- What are unacceptable customizations?
- What is the Action Item Procedure?

A goal of the BG@100 project team as defined in the Executive Strategic Outline is to implement PeopleSoft applications as delivered. Knowing that some changes are inevitable, these are kept to a minimum in order to allow us to easily upgrade the applications in the future and keep costs associated with customizations as low as possible.

The purpose of the Change Control Process is to define a framework of what an acceptable change is and how to proceed with those changes which do not fall into acceptable categories. Action Items are created by the project team in an attempt to persuade the Executive Steering Committee that a customization is essential to the university. Action Items will be reviewed by the Executive Steering Committee for their approval by the functional team members and matter experts whom are directly impacted by their decision.

You may read the entire Change Control Document in the Project Related Documents web site.

http://www.bgsu.edu/offices/cio/page838.html
ASC Chair’s Report for September 2004

Briefly, here is a high-level view of issues we may/will see this academic year.

1) Rec Center cost reduction for spring semester for staff, in exchange for points earned in Well Aware, a wellness promotion program this fall.

2) Biennial staff survey is scheduled to be taken this fall. Bill Knight will attend our September meeting to highlight the survey and to invite as many staff as possible to participate.

3) Spousal rule proposed to go into effect for all faculty and staff. Eligible full-time-employed spouses would need to secure primary health insurance through their own employer. Rebecca Ferguson and Pat Kelly will answer questions on this issue during our September meeting.

4) "Organizing for Engagement" process launched by Dr. Ribeau in his Opening Day speech. This will be similar to the Community Building Process that ran during his first two years here at BGSU.

5) Change request for our handbook. Let's invite a Faculty Senate rep to be a full, participating member of ASC. This drive was initiated two years ago among all three constituent groups. But there was a contingency clause built into our initiative such that if Faculty Senate did not choose to follow suit, then we, too, would not invite Faculty Senate to ASC.

6) Blackboard Discussion group for administrative staff. Our October meeting will survey how this Blackboard offering will work.

7) We need a new welcoming process for staff who enter BGSU as a by-invitation-appointment. To the extent that the President must occasionally use this hiring approach, it behooves BGSU to have a process in place that helps introduce the new hire to staff, and staff to the new hire. In short, we need a process that replicates the interview.
MMO Medical and Dental Claims (Does not include Prescription Drugs) Paid by BGSU by Patient Relationship 2002

- Spouse: $2,408,482 (30%)
- Child: $1,395,114 (17%)
- Employee: $4,163,923 (52%)
- Step-Child: $58,005 (1%)
- Disabled Dependent: $112 (0%)

TOTAL MEDICAL AND DENTAL COSTS FOR BGSU, PLAN YEAR 2002: $8,025,635
MMO Medical and Dental Claims (Does not include Prescription Drugs) Paid by BGSU by Patient Relationship 2003

- Spouse: $1,911,660, 27%
- Child: $1,424,707, 20%
- Disabled Dependent: $544.20, 0%
- Step-Child: $31,817, 0%

TOTAL MEDICAL AND DENTAL COSTS FOR BGSU, PLAN YEAR 2003 $ 7,933,008.30
Responses to Questions received for HR by Administrative Staff Council
September 2, 2004

Question/Comment:
1) Just a few quick thoughts,
   A. I think the spousal rule is a good one to implement at BGSU to control our costs. One of the biggest administrative problems is to get the information about the spouse and whether their place of employment offers them health insurance - how do we follow up with the information we receive (or don’t receive).

Response:
We assume the employee is telling us the truth. When employees complete the BGSU Heath Care Enrollment and Change Form we ask – if covering a spouse:
   • Is your spouse employed?
   • If your spouse is employed, does his/her employer offer health care benefits?
   • Name of Spouse’s Employer ________________
If the employee responds in the affirmative to these questions HR’s benefits section follows up with the employee and if necessary the spouse to gather further information and/or documentation.

B. How do we determine the amount to pay a spouse to not enroll in BGSU’s plan if we elect this option, and is this going to be any easier to administer than getting information about a Spouse’s employment in the first place?

Response:
BGSU does not currently pay a spouse to not enroll in our health plan and we do not anticipate offering this as an option. There are many reasons why BGSU has not taken this approach.
   • We believe it is our responsibility to offer our full-time employees medical benefits. We do not believe we should move our employees medical cost to other employers. Just as we believe other employers should cover their employees medical cost.
   • We are a self funded insurance plan not fully-insured; we have found the private sector companies that take this approach are fully-insured. As a self funded insurance plan, this means those of us that carry our medical coverage in fact pay for the expenses of those accessing medical care. We do not believe we should pay employees to not take our medical coverage.
   • There is a concern by some at BGSU if we paid our employees to waive their medical coverage - some percentage of employees would opt to take the money and not the coverage. This could cause a problem when the employee takes the money, waives our coverage and then needs medical coverage (i.e., severe illness, accident). We would then have an employee with no medical coverage, high medical bills and inadequate ability to pay. Some argue if the employee is that short sighted it should be their problem not ours – we do not choose to take that approach.
Philosophically, one of the “perks” of working for a public employer has historically been a good benefit plan. Here are some regional facts about what is referred to as “spousal disincentive”. The City of Toledo and the Toledo Public Schools have offered a $500 spousal disincentive to employees whose spouses leave the health care plan and have health care through their own employers. The incentive is a one-time payment and must be repaid if the spouse returns to the plan, say if they lose their job or if their employer eliminates or reduces their health care plan. This was a one time offer and it is our understanding it will not be offered again, one reason for this decision is the number of spouses that have had qualifying events causing them to come back on the employer’s insurance plan.

C. On another track with health insurance, some universities in Ohio are offering coverage to domestic partners - are we cutting costs with the spousal rule only to spend more money if we consider following suit?

Response:
Ohio (IUC) colleges and universities currently offering Domestic Partner or Sponsored Dependent Benefits are: Cleveland State, Miami, Ohio State and Ohio University. There seems to be an impression that we will have some mass enrollment if we choose to offer these types of benefits, please know during Miami’s open enrollment period for Domestic Partners they had 9 employees pick up the coverage. Cleveland State is currently in open enrollment and they have had no new enrollments for domestic partners and three inquiries to date. BGSU has a faculty sub-committee studying the issue; we will not act until that committee has issued its report and recommendation. In my opinion the question is what are we costing BGSU in our inability to attract and retain high quality faculty and staff for who this is an issue?
Additionally, there is an effort to place a constitutional amendment on the November ballot in Ohio to prohibit public funded entities from providing domestic partner benefits. So, this issue is one that will continue to be debated here at BGSU, in Ohio and across the nation.

2) As a part-time administrative person, I am eligible for a tuition fee waiver for myself only. I have children who may wish to attend BGSU and a fee waiver would be most helpful. I have been with the University for over 20 years and some of that time was on a full-time basis. Is there a chance I could petition for fee waivers for my children or would I need to change jobs and become a full-time employee?

Response:
Dependent fee waiver benefits are offered as a benefit to full-time permanent employees upon completion of three years of service to BGSU. With 20 years of service when this individual moves to full time, obviously the three year waiting period has been met.
Processed Fee Waivers for 2002

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<th>Total Value of the Benefit for the employee group</th>
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<td>Administrative</td>
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<td>Faculty</td>
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Number of Fee Waivers Processed for AY 03/04

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<tr>
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<td>337</td>
<td>516</td>
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3) Please describe how the merit pay plan should work. Super-merit? Is there supposed to be a link between performance evaluation and merit/super merit? Here's a quote from one constituent.

"It was my understanding from HR that each office developed their own performance evaluation tool that was APPROVED by the staff members for use."

Response:

Please see pages 23 – 27 of the Administrative Staff Handbook. Back in 1999 Divisions, Departments and/or Units were to establish merit criteria and submit them to HR. We have some unit plans on file - we find units change these so what we have on file may be out of date. We would suggest if the employee has questions they start with their supervisor and if that individual is not able to supply the employee with the criteria for their unit please let HR know and we will locate the appropriate information or documentation. To my knowledge none of these documents require the staff member’s approval of a specific evaluation tool. The key is, do the employee and the supervisor have a understanding of what is expected and how the individual will be evaluated.
### 2004 - 2005 ASC Standing Committees Sign-up Sheet

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## 2004 - 2005 ASC Standing Committees Sign-up Sheet

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<td>Tony Howard</td>
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<td>howard@wbgu</td>
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</table>
2004 - 2005 ASC Standing Committees Sign-up Sheet

As an ASC member the expectation is that you serve on at least one of the ASC Standing Committees annually. The committee(s) in which you choose to serve on may vary each year of ASC membership. Please print your name, e-mail and phone number below. If you are interested in serving as a chair or co-chair of the committee please indicate that as well. Complete committee lists, contact information, and goals will be provided prior to the start of the new year. Thank you!

<table>
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<tr>
<th>Name</th>
<th>Functional Area</th>
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<th>Phone</th>
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<th>Chair/Co-Chair (Please)</th>
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Awards & Special Recognition (*Must be employed with BGSU min. 3 yrs.)

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<th>Acad. Depts.</th>
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<td>Stu Support</td>
<td>Laura Emch</td>
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<td>James Jackson</td>
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# 2004 - 2005 ASC Standing Committees Sign-up Sheet

## External Affairs

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<tr>
<td>Paul Lopez</td>
<td>Tech</td>
<td>lopez@wbgu</td>
<td>2-7027</td>
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<tr>
<td>Krisztina Ujvagi-Roder</td>
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## Personnel Welfare/Salary
Administrative Staff Council Agenda
October 7, 2004 1:30pm
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 – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison - Amend

8. Old Business

9. New Business/Guests
   Amy Colvin – Dance Marathon
   Jeff Nelson – Bookstore Success
   Jaqui Nathan – Faculty Senate Resolution on Domestic Partner Benefits

10. Good of the Order

11. Adjourn
Faculty Senate Resolution on Domestic Partner Benefits
April 2000

WHEREAS Bowling Green State University strives to uphold its reputation as a progressive, premier learning institution by promoting the core values of respect, cooperation, pride, growth, and creativity, and

WHEREAS Bowling Green State University's Equal Employment Opportunity Policy prohibits discrimination against employees on the basis of sexual orientation and marital status, and

WHEREAS Bowling Green State University renewed its commitment to diversity in the 1999-2000 Institutional Priorities, and

WHEREAS the health of any system of higher education depends on its ability to attract and retain the most talented and dedicated faculty, and

WHEREAS an important factor in decisions to apply for, accept, and remain in faculty positions is the availability of benefits to household members, and

WHEREAS the extension of health and related benefits to unmarried domestic partners is viewed by faculty at universities throughout Ohio as a matter of basic human rights and decency, and

WHEREAS Ohio state colleges and universities such as Antioch College System, Denison University, Kenyon College, and Oberlin College are among over 137 colleges and universities nationwide to offer domestic partner benefits, and

WHEREAS Ohio state colleges and universities such as Ohio University, University of Toledo, Wright State University, and Ohio State University, have passed resolutions in favor of domestic partner benefits, and

WHEREAS the accepted definition of domestic partnership at other Ohio universities, colleges, and major corporations states that a domestic partnership is a committed relationship between two adults, regardless of gender, that has the following characteristics: the partners live together, have been in their relationship for at least six months, are 18 years of age or older, are not related by blood closer than would bar marriage in the state of Ohio, are mentally competent to consent to a contract, are each other's sole domestic partner, and are responsible for one another's common welfare,

THEREFORE, BE IT RESOLVED THAT the Bowling Green State University Faculty Senate call upon the Ohio Board of Regents and all universities in the Ohio state university system to join the hundreds of major colleges, universities, corporations, and state and local governments that support all normal benefits to unmarried domestic partners.

submitted by
Ad hoc Committee on Domestic Partner Benefits
Bowling Green State University
Administrative Staff Council 2004 – 2005
Minutes: October 7, 2004
207 BTSU

Call to Order: Joe Luthman called the meeting to order at 1:34 pm


Member Substitutes: Steve Lashaway for Judy Amend

Members Absent: Dave Crooks, Greg Dickerson, Kim Fleshman, Lawrence Holland, Deborah Rice

Guests: Jaqui Nathan, Amy Colvin, Jeff Nelson

Approval of Minutes: Larry Spencer moved to approve minutes. Diane Regan seconded. Discussion ensued concerning certain parts of the minutes. The minutes were approved with modifications that applied to the discussion with Human Resources.

Chairs Report: See attached.

Joe Luthman highlighted chairs report, particularly BG @ 100. Discussion about proposed change in how vacation days are shown will be under New Business.

Chair Elect Report: The fall reception was a huge success with standing room only. There was a true feeling of commitment, with good coverage in the Monitor. Congratulations to JoAnn Kroll for winning the Ferrari Award. The ASC website is up and running:
http://www.bgsu.edu/organizations/asc/index.html. The website has information about all the activities concerning ASC. Each committee and Administrative Staff member needs to look at the website. Lona gave an assignment for all the committees; when you have a chance look over your particular web-site. Look at the site through the eyes of people outside the committee; see if they could understand your mission and how you are helping administrative staff. Also if you have any ideas for outside organizations that should link into your area or other places on campus, or you have applications that you need for scholarships or whatever else your committee is doing and you think it’s relevant, let us know. There is also an article in the Monitor featuring the physician and nurse practitioner at the Health Center, in the article it was mentioned that they had been the recipient of the ASC Spirit Award.

Chair Luthman praised the awards committee for all they did to make the fall reception the success it was. He particularly praised the making of the CD-Rom featuring all the past Ferrari Award winners.

Secretary: We have a new representative, Gerry Davis from NWOET. Gerry is the new representative in the Technology area. We are still looking to fill some seats on the ASC, if you know anyone who is interested please contact someone on the Exec Council. Remember that representatives do not necessarily have to be from that specific area.

Committee Reports:
External Affairs: Celeste Robertson requested that the members meet after the ASC Council meeting. The Holiday parade is coming up in November and a separate meeting is needed.

Internal Affairs: There was a quick meeting earlier today to discuss the goals for this year. Internal affairs have so far identified five goals for this year. First, to work with Lona monitoring the website, asking for opinions. Second, to look at the whole voting process to see if it is possible to do it online; online nominating, online voting instead of all the paper and counting. Third, making sure we have orientation packets for new Administrative Staff members. Looking at Robert’s Rules of Order and one other yet to be named resource; a procedure to welcome spouses who are hired by a letter of appointment.

Scholarship: Rob Cramer will be the spokesperson for scholarship as 2/3 of the members are not on ASC. The committee met, and this year is a good year with a large committee. Presently we are asking for donations for the Spring Raffle.

Professional Development: Met early on but haven’t touched base lately. They would like to talk to Lona about tying the Spring Reception together with a ½ day of professional development. Last year Dr. Ribeau ‘threw out’ the idea that we could have a ½ day just devoted to contract staff. So the possibility of tying the two programs together is something that needs to be looked into.

Faculty Senate: Robin Veitch reported that the Faculty Senate is looking at three (3) main issues and tasks for the year. They include 1) President Ribeau’s engagement initiative, 2) the fifth year evaluation of Provost/VPAA Folkins, and 3) moving from the report stage of the Ad Hoc Committee on Domestic Partners to implementation of domestic partner benefits. There was also discussion on two (2) Ad Hoc Committees: 1) concerning the Frank C. Ogg Science Library and 2) the Domestic Partners committee.

Personnel Welfare Committee: The goals this year are to look at 1) Vacation days, 2) Health care for part-time employees. At the University of Iowa there is a model program that is being looked at, 3) Salary ranges, and 4) additional vacation days at retirement, to be aligned more with Classified Staff.

Classified Staff Council: Steve Lashaway for Judy Amend. Steve talked about having a tent for the Classified Staff at the first football game. He spoke briefly about Bill Knight talking to Classified Staff Council and the filling out of his questionnaire. The main subject of the CS was about the exceptional pay raises for the members of CS in the President’s office. They are still clarifying the pay and policy process with Dr. Ribeau. The CSC is having a special council meeting to discuss this issue. We as Administrative Staff need to work together with CSC, it is important that the three groups work together but particularly CSC and ASC. Discussion ensued concerning the three groups as well as Student Government and the Graduate Student Senate getting together on a regular basis. The three groups used to get together and have an agenda; the ASC invited a Faculty Senate rep to meetings as did the CSC. The faculty senate voted down full representation for CSC and ASC reps. But this does not mean that we shouldn’t still invite them as full ex officio members of our organization.

Old Business: No Old Business

New Business: The People Soft conversion is going on in the name of BG@100. They are currently doing a fit-gap analysis where they look for things that the software provides and then compares it to what we do in our business processes now, the differences between those two is the fit-gap. One thing that the new system doesn’t have is a job that goes in the middle of July; this is a problem with our vacation leave accrual, reducing our vacation accrual to forty-four (44).
days. It was brought to HR to allow an accrual of sixty (60) days but that was vetoed because of the buying of days at retirement. If it is left at only 44 days a month you would be losing a little bit every month instead of at the end of the year. But with 66 days on the books you will have more flexibility. It was noted that in the past it had been a monthly maximum, changed to yearly and now we are going back to monthly. Discussion ensued concerning the rolling sixty-six (66) day limit; this number is three years worth of time. If the sixty-six (66) day limit is allowed, it has to be made known that this is just for monthly accounting; it is NOT for retirement purposes. PWC suggested that in December the system should show what you will accrue through July so that during the mid-year evaluation a discussion between the supervisor and supervisee would include scheduling vacation time. By doing this an administrative staff member would not have to worry about losing time. HR said 'no' to this because then it would require two changes to the system. The discussion continued on having HR run totals in January so that supervisors can see how many hours/days their supervisees have. It is important to take vacation for mental health; this proposal can actually protect the university.

PWC was given the task to draft a procedure to amending the People Soft system to allow running a sixty-six (66) day total.

An interesting comment was made: Shouldn't software fulfill our needs, not that we should change things to help the software? And if this is happening maybe we need to look at something that is more user friendly?

Amy Colvin is the Chair of the Dance Marathon. She gave us a handout with some nine (9) ideas they have come up with to help faculty/staff involvement. Amy would like input from anyone so that there can be more involvement. Go to http://www.bgsu.edu/studentlife/dancemarathon for more information. The theme of the Dance Marathon this year is: "Decade of Miracle, Lifetime of Hope"

Jeff Nelson, Director of the Bookstore came to talk about what has been happening since the move to the BTSU. He discussed the success in retaining ownership of the bookstore. It was a turning point in the Bookstore's history; Buckenmeyer only the 2nd director in the Bookstore's history was retiring, but before he left he was instrumental in the design and relocation to the BTSU. The University made the decision to explore the possibility of leasing its operation to one of the national lease operators, they received two bids. The staff went to Chris Dalton and Dr. Ribeau and lobbied to continue with the current management structure of self-operation. Dr. Ribeau supported the staff, and the operation of the store as an institutionally owned bookstore continued. Jeff was hired as the new director in 2002. The bookstore has done well, it has grown and business has increased. They are serving students and departments better and are always looking for new ways to improve. This past year was the most financially successful yet. There is now a new store; BG on Main, it is downtown and doing well. It will allow us to have more of a connection to the local community and make it easier for people off campus to shop. The bookstore also gives money to scholarships, last year they gave $135,000.00 to Graduate Student Scholarships

Next was Jacqui Nathan from the Faculty Senate. Nathan was here because she is on the ad hoc committee for domestic partner benefits, a committee that has been meeting since April 2000. She said that there was a survey being sent out to ascertain the number of people who would be utilizing the domestic partner benefits. She presented the faculty senate and graduate senate resolutions, saying that this resolution needed the support of faculty and staff. She also stated it needed to be done before the end of fall semester. Discussion ensued concerning how to draft our own resolution and still meet the time line. Paul Lopez made a motion to "study and endorse the two resolutions, because of time constraints, and then submit our own resolution, which will be done by the Exec Committee." Ann Jenks seconded, motion passed.
Merit Pay Policies was the next area to be discussed. Several years ago an attempt was made to have a 'one size fits all' policy, it was tossed out. Each individual unit then evolved their own. So now the question: 'Is the process working?' Complaints have arisen concerning super merit and from those complaints a proposal was put forth to see if we could, in the same ways as we did JAQ, evolve something that validates the merit pay policies. In other words, this process would have to be written but the idea would be if the unit wished the merit pay policy to be evaluated then the combination of peer system, HR and the vice president of the area could validate it. When the proposal was put before HR they seemed receptive. We are talking about the implementation of the University wide policy that we agree to as administrative staff. The policy is 3% or less across the board. Most of ASC knew the policy of merit, but have no idea what the criteria is for 'super merit'. It was brought up that if an ASC member's supervisor is a faculty member there is no pressure brought to bear on them for not following the merit procedure. HR is not comfortable doing that. For the record it was noted that the Finance Administration and the Library have very good working merit pay policies and their criteria are well understood. More time is needed to look at the merit pay policies. A motion was made to table this discussion until next month by Rich Peper, seconded by Susan Macias. Motion passed to have the merit pay policies to be looked at under Old Business next month.

**Good of the Order:** As it was getting late the Good of the Order was forgone.

**Next Meeting:** Next meeting will be November 4th at 1:30 p.m. in 207 BTU

**Adjournment:** Connie Molnar motioned to adjourn the meeting Larry Spencer seconded the motion. The meeting adjourned at exactly 3:00 p.m.

Submitted by: Penny Nemitz  ASC Secretary
Proposed Recommendation
Vacation Accrual

It is the recommendation of the ASC Exec Committee that administrative vacation accrual totals change slightly, simultaneous with the implementation of PeopleSoft HCM software.

The rule currently in effect for all contract staff employees limits our vacation accrual to 44 days, enforced by reducing the total to that amount once per year, sometime in July. Since PeopleSoft has no job that would carry out this policy, ASC recommends that we implement a policy change to allow vacation totals to grow to 66 days. Several characteristics need to be stipulated.

- Each month, any vacation total over 66 days would be lost. For example, if an employee had accrued 67.5 days by the end of the month, PeopleSoft payroll process would reduce that total to 66 days.
- At this time, ASC grants that the total vacation payout at job termination/retirement would remain at 44 days.

The net effect of this change would be that staff would no longer analyze their vacation total in April-June, trying to take enough vacation before June 30 so as not to lose it. Instead, this analysis would be ongoing, every month.
Administrative Staff Council Agenda
November 4, 2004 1:30pm
201A BTSU

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend
8. Old Business
   Vacation accrual
   Domestic Partner Benefits Resolution
   Merit pay criteria validation process
9. New Business/Guests
   Lona Leck/Connie Molnar – BlackBoard discussion group for ASC
   Cindy Puffer - Employee prescription through the Health Center
10. Good of the Order
11. Adjourn
Administrative Staff Council Resolution on Domestic Partner Benefits
November 2004

WHEREAS, Bowling Green State University strives to uphold its reputation as a progressive, premier learning institution by promoting the core values of respect, cooperation, pride, growth, and creativity, and

WHEREAS, Bowling Green State University’s Equal Employment Opportunity Policy prohibits discrimination against employees on the basis of sexual orientation and marital status, and

WHEREAS, Bowling Green State University renewed its commitment to diversity in the 1999-2000 Institutional Priorities, and

WHEREAS, the health of any system of higher education depends upon its ability to attract and retain the most talented and dedicated students, staff, and faculty, and

WHEREAS, an important factor in decision to apply for, accept, and remain in graduate student, staff, and faculty positions is the availability of benefits to household members, and

WHEREAS, the extension of health and related benefits to unmarried domestic partners is viewed by administrative staff at universities throughout Ohio as a matter of basic human rights and decency, and

WHEREAS, Ohio state colleges and universities such as Case Western Reserve University, Ohio State University and Ohio University are among 201 colleges and universities nationwide that offer health benefits to domestic partners, and

WHEREAS, the accepted definition of domestic partnership at other Ohio universities, colleges, and major corporations states that a domestic partnership is a committed relationship between two adults, regardless of gender, that has the following characteristics: the partners live together, have been in their relationship for at least six months, are 18 years of age or older, are not related by blood closer than would bar marriage in the state of Ohio, are mentally competent to consent to a contract, are each other’s sole domestic partner, and are responsible for one another’s common welfare, and

THEREFORE, BE IT RESOLVED THAT the Bowling Green State University Administrative Staff Council call upon the Ohio Board of Regents and all universities in the Ohio state university system to join the hundreds of major colleges, universities, corporations, and state and local governments that support all normal benefits to unmarried domestic partners.

Submitted by: Administrative Staff Council Executive Committee
Call to Order: Chair Luthman called the meeting to order at precisely 1:30 pm

Members present: Joe Luthman, Lona Leek, Penny Nemitz, Robin Veitch, Judy Amend, Wendy Buchanan, Jill Carr, Dave Crooks, Nora Cassidy, Gerry Davis, Kim Fleshman, Mike Ginsburg, Larry Holland, Ann Jenks, Steve Kendall, Naomi Lee, Paul Lopez, Deb McLean, Teresa McLove, Connie Molnar, Emily Monago, Jeff Nelson, Sally Raymont, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Larry Spencer, Mary Beth Zachary

Members absent: Rob Cramer, Greg Dickerson, Tim Hoepf, Sheila Irving, Susan Macias, Bill Wheelock (sub for Rich Peiper)

Member Substitutes:

Guests: Cindy Puffer

Approval of Minutes: Nora Cassidy moved to approve minutes. Steve Kendall seconded. Discussion ensued concerning parts of the minutes. The minutes were approved with minor modifications.

Chairs Report: See attached.

Chair Luthman stated that he and Chair Elect Leek have been meeting with various constituencies throughout the fall semester. He discussed Issue #1 and said there will be a more in-depth discussion later on in the meeting. Chair Luthman would like to have the guests give their presentations immediately after the Secretary's report so that they will not have to sit through the whole meeting. Overall agreement with this proposal.

Chair Elect Report: Leek acknowledged what a wonderful job Chair Luthman has been doing attending the many meetings and representing all of Administrative Staff. She stated that Joe "concisely puts our points together". She is also looking into the possibility of having a discretionary fund account. Leek will be giving a financial report to ASC in December. Leek also gave a reminder to ASC members to look at the web-site, so we can keep current with committees etc. Chair-elect Leek also asked the committees to please send her any information.

Secretary: Please make sure and mark your name on the attendance sheet. Welcome to Gerry Davis. Gerry is from NWOET/Northwest Ohio Education Technology Foundation. His office is located in the Tucker Center.

New Business: Connie Molnar and Lona Leek are here to present Blackboard. Connie Molnar HAND LOADED all 642 members of Administrative Staff to ensure that all had access to this area. Connie gave us a 'hands on' presentation concerning the following information:

Steps to enter ASC Blackboard organization:
1. Log onto the Blackboard Portal
   • Go to http://www.bgsu.edu
   • Click on the 'My BGSU link' located near the middle right of the screen
   • Enter your PO number, ID, and password to log in.
2. Enter the ASC organization
   • Click on the 'Community' tab
   • Click on the 'Administrative Staff Council' organization link

Things you can do in the organization:
1. To view ASC Documents
   • Click on the 'Documents' Button on the left of the screen
2. To use the Group Discussion Board for your group
   - Click on the links of the documents you wish to view
   - Click on the ‘Communication’ button on the left of the screen
   - Click on ‘Group Pages’
   - Find your name and click on it to enter your group
   - Click on ‘Group Discussion Board’
   - Click on ‘Add Forum’ to add topics to the discussion board
   - Enter a title and description
   - Select the forum settings you want to use
   - Click ‘Submit’
   - Your group members can now post messages to this forum
   - You can create as many forums as you want

3. To send email to your group
   - Click on the ‘Communication’ button on the left of the screen
   - Click on the ‘Group Pages’
   - Find your name and click on it to enter your group
   - Click ‘Send email’
   - Select the people you want to send to
   - Enter your message
   - Attach a file if you want
   - Click ‘Submit’

As ASC representatives we are the leaders of our group and your group members are the participants. There is a space to allow for ‘blind’, so that the participants can’t see everything, although the leaders can. There are tutorials at the HELP icon, as well as an area for Frequently Asked Questions. This is a good way to communicate with all the AS constituents. Connie also stated that there is a maintenance issue with this site, concerning initial hires, and those who no longer are employed at BGSU. Thanks to Connie for all her work on this project.

Cindy Puffer, Health Center, handed out an information sheet concerning the Health Centers ability to provide prescriptions to BGSU employees. Looking back, in 1999 the Health Center began to provide oral contraceptives, then lifestyle drugs, and now is moving towards ability to fill all prescriptions. Members of the Health Center staff went to University of Michigan and Michigan State; the Best of the Best, and brought back ideas from those Health Centers. From this, beginning January 2005, faculty and staff will be able to fill prescriptions on campus at the BGSU pharmacy. Registration for this service will start in December, make sure and check the Monitors for information. This service will allow you to fill prescriptions, transfer existing prescriptions from your local pharmacy, refill prescriptions and obtain a large selection of over-the-counter medications. Access will be through the pharmacy’s web-based ready fill system, phone or in person at the Student Health Service. The web site is: www.bgsu.edu/pharmacy. This new program is efficient and confidential. The Pharmacy knows what is and is not covered on our drug card, if a doctor prescribes something that is not covered, the Pharmacy will call the doctor and find out if another medication, that is covered will be able to be substituted. This service will allow you, as the employee, to save money. You will be able to order your prescription and have it on your desk, latest, the next day. Firelands is looking at using their courier for this ‘door to desk’ service. If you have any questions you can contact Cindy Puffer or email; rxtalk@bonet.bgsu.edu.

Discussion ensued: The hours of the Pharmacy have expanded, starting in January they will be open 8:00 to 8:00 Monday through Thursday and 8:00-5:00 on Friday, they will also be open in the summer. Co-pay would be the same, but they are working on ways to lessen the load. To have this service after retirement is being looked into. Confidentiality is a big issue, the Health Services computers are behind two fire walls and are very secure. Students have no access to records. You can pay by using your Bursar account.
Committee Reports:

Amendments: No meetings

Awards and Special Recognitions: Are asking for help in having constituents nominate employees for the Spirit Award, as there were no nominees for October. Spirit Award recipients receive balloons and $75.00. There was also some discussion on the Zuni Owl for the BG Best Award, do we want to keep the Owl or go for a Falcon? Please go to the ASC website to enter in a discussion on this subject.

External Affairs: Looking for Administrative Staff members to be part of the Holiday Parade, on November 20th from 10:00 – noon. People can help support the Holiday Parade by, walking in it, or donating candy at a number of sites throughout campus, or both. The deadline for candy is November 19th at noon. Please consider walking in the parade as there were only 5 people last year, this is an excellent way to show how we are part of the town.

Internal Affairs: Met and have discussed a number of issues. One issue was the handling of new hires, how to get their names out to the Administrative Staff. It was decided that when a new Administrative Staff member is hired the ASC Chair would send him/her a note welcoming them to BGSU and tell them about the ASC. Later, the ASC representative for that area would contact the new hire and again welcome them to BGSU and Administrative Staff. Hopefully this will help in getting new hires involved. There was also discussion on getting information concerning Roberts Rules of Order.

Personnel Welfare/Salary: Meet every two weeks. Robert Zhang has the first draft of the annual salary data broken down by grade, sex and years of service. The committee is presently looking over the data, so they can address their goals. They also met with Pat Kelly and went over the CUPA data. Conclusion is there are a lot of issues up for discussion this year and they need to prioritize. The need for prioritization is because they are constantly getting new issues to add to the old. It is time to get the Administration to listen to us (AS) and to let them know some things are not going to go away...ie...vacation usage, AS members getting denied usage, vacation accrual, vacation pay-off equity, and a sick leave pool to help address catastrophic illness to name a few.

Professional Development: There is 6,638.50 available for grants. The criteria is established. There is also discussion concerning events; the thinking is that in the spring there could be a series of events, instead of just one so that if someone can't make one of them they could possibly make others.

Scholarship: Has now met twice. The committee is trying to get more donations from different areas. The idea of utilizing the ASC web-site was discussed. We could put the raffle tickets on-line and they can be bought by using the employee charging them to their Bursar account.

Faculty Senate: The Faculty Senate met last month at Firelands, where Ribeau discussed the budget and congratulated all involved for our increase in retention. Ribeau also congratulated Firelands in their 2,000 student enrollment, Fall 2004.

 Classified Staff: The discussion concerning exceptional pay was a large part of the meeting. How it happened and how to make sure it doesn't happen again. CSC is looking into getting an ombudsman to represent staff and to help communication with Human Resources.

A recommendation was made to the Exec Committee of Ad Staff to get and read the Board Report every time the Board meets. This report has all the information; personnel changes, title changes, pay changes, etc. Chair Luthman stated that he gets and reads this report. It was brought up that it would be nice to have a place to read this type of information. Chair Luthman stated that he has been asking about an office or just some place to put ASC information. He has been told that there is no room on the campus at this time.
Old Business:

Domestic Partner Benefits. The resolution was discussed in length. Language changes were noted under #6 whereas 'Human Rights' to Civil Rights' and 'normal' changes to 'usual and customary'. There were many questions concerning this resolution: What about an affidavit of commitment to become eligible, How long does a couple need to be together? Do we want the resolution to be limited to same sex partners, as there is no civil union? Is it discriminatory to withhold the benefit from heterosexual couples? Can we go forward with this since the election and the passage of Issue #1?

Discussion ensued. A motion was made to table the Domestic Partner Resolution discussion until the members of ASC were able to get feedback from their constituents. Mary Beth Zachary made the motion. Rachel Schaeffer seconded. Motion passed. The ASC members will take this back to their constituents, get feedback and it will be discussed at the December meeting.

Good of the Order: With the lateness of the hour, Good of the Order was forgone

Next Meeting: Next meeting will be December 2, at 1:30 p.m. in 201A BTSU

Adjournment: Dave Crooks made a motion to adjourn. Kim Fleshman seconded. The meeting adjourned at exactly 3:30 p.m.

Submitted by: Penny Nemitz  ASC Secretary
Administrative Staff Council Agenda
December 2, 2004 1:30pm
201A BTSU

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests - No guests in December

8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

9. Old Business
   Domestic Partner Benefits Resolution
   Merit pay criteria validation process – asked HR for merit documents from all units &

10. New Business

11. Good of the Order

12. Adjourn
Sponsored Dependent Benefits

As part of its ongoing effort to recruit and retain high-quality faculty, staff, graduate associates and students, Ohio State will begin offering healthcare benefits, including medical, dental and vision coverage to Sponsored Dependents of faculty, staff, graduate associates and students through a phased-in approach beginning Autumn quarter, 2004.

Ohio State must remain competitive in the marketplace. In this situation, competitive means offering programs and benefits that best meet the needs of faculty and staff; healthcare benefits are an extremely important part of employment packages. We have an increasing number of faculty and staff who have household members who do not meet the traditional definition of 'dependents' for benefit plans; therefore, these benefits will help Ohio State remain competitive with other employers in Ohio and throughout the nation.

With these new benefits, Ohio State will join the ranks of the majority of Big Ten institutions and American Association of Universities that offer healthcare benefits to same-sex domestic partners of their employees. In addition, over 40 percent of Fortune 500 companies offer these benefits, along with thousands of private companies who Ohio State competes with for top talent.

While only a small number may elect to use this expanded access at any given time, the program is very important for two reasons: One is that it conveys to current and future faculty, staff, graduate associates and students, that Ohio State is progressive and family-friendly and is current with benefit trends. And two, we estimate that at least one-third of faculty and staff know they may need access to such coverage at some point during their employment with the university. So, while our enrollment at any given time may be low, many will benefit over time.

In our surveys of faculty, staff and students, the majority have consistently responded that this type of program should be available. In addition, virtually all of the university's governance bodies have issued a formal recommendation or resolution about coverage of additional partners and dependents, including the University Staff Advisory Committee, Faculty Compensation and Benefits Committee, Council of Graduate Students, Undergraduate Student Government, University Senate, Inter-Professional Council, Council on Student Affairs, and other University groups. Few issues have had such sweeping and unqualified support across the entire campus.

Benefits will be available to eligible faculty, staff and students (including graduate associates) as follows:

Faculty and Staff:

**Effective September 1, 2004,** faculty and staff will be able to enroll same-sex domestic partners and their children into the faculty/staff medical, dental and vision plans, with the same university subsidy as for spouses and other eligible dependents. Individuals enrolling their domestic partners must sign a notarized affidavit stating, among other things, that they have been in a long-term committed relationship for at least six months, are financially interdependent and share a common residence. Learn more about benefit enrollment for the same-sex domestic partners of OSU faculty and staff September 1-30.

**Effective January 1, 2005,** faculty and staff will be able to enroll other sponsored dependents into faculty/staff medical, dental and vision plans without a university subsidy, but at a group premium rate that will be actuarially determined. Examples of individuals who could be included are opposite-sex domestic partners and specified relatives who meet eligibility requirements. To enroll, eligible individuals must complete an affidavit stating they have resided with the faculty/staff member for at least six months and are financially dependent as defined by the Internal Revenue Service.

Students (including graduate associates):

[http://hr.osu.edu/benefits/dpbenefits.htm](http://hr.osu.edu/benefits/dpbenefits.htm)
Effective September 15, 2004, students will be able to enroll same-sex domestic partners and their children into the student health insurance plans at the same premiums as for spouses and other eligible dependents. Graduate associates will be eligible to receive the university subsidy at the same level as for spouses and other eligible dependents*. Individuals enrolling their domestic partners must meet the requirements of and sign an affidavit stating, among other things, that they have been in a long-term committed relationship for at least six months, are financially interdependent and share a common residence.

*Note that graduate associates have appointments with the university providing services such as teaching, research and administrative responsibilities; the health insurance subsidy is part of the total compensation and benefits package for these individuals.

Effective January 3, 2005, opposite-sex domestic partners and their children will be eligible to enroll in the student health insurance plans. To enroll, eligible individuals must complete an affidavit stating they have resided with the faculty/staff member for at least six months and are financially dependent as defined by the Internal Revenue Service. Please note that graduate associates will not be eligible to receive the university subsidy for these individuals.

There will be Enrollment Periods designated for these enrollments. Faculty, staff and students enrolling domestic partners will need to complete an enrollment form as well as an affidavit stating they meet the eligibility requirements.

Detailed information including the affidavit and enrollment materials will be made available in late August. The first Open Enrollment period for these benefits will be September 1-30.

If you have a question that is not addressed below, please email the Office of Human Resources Customer Service Center.

FREQUENTLY ASKED QUESTIONS

Who is eligible for these benefits?

Eligible individuals include faculty, staff, graduate associates and students who are already eligible for healthcare benefits through Ohio State.

Will the same healthcare benefits currently offered to legally married spouses of Ohio State faculty and staff be available to same-sex domestic partners effective October 1?

Yes. The same healthcare benefits currently offered to spouses of Ohio State faculty and staff will be offered to same-sex domestic partners, including medical, dental and vision coverage. However, because the definition of 'dependent' differs for taxation purposes, the premium contributions for same-sex domestic partners will not be eligible for pre-tax deductions. In addition, the value of the university's subsidy will most likely be considered taxable income due to IRS regulations.

Will my domestic partner be eligible for other university benefits?

In addition to healthcare benefits, domestic partners will continue to be eligible for Dependent Group Life Insurance (DGLI), GlobalCare, WholeHealth Discount Program, Family and Medical Leave, sick leave, the University Faculty and Staff Wellness Program (UFSAP) and numerous discount programs.

How do I enroll for sponsored dependent healthcare coverage?

http://hr.osu.edu/benefits/dpbenefits.htm

11/2/2004
For the first phase of the program (offering coverage to same-sex domestic partners and their children), an open enrollment period will occur this summer. To receive healthcare benefits for these individuals, you will need to sign an affidavit certifying, among other items, that you have a domestic partner with whom you share a residence, are in a long-term committed relationship and have been for at least six (6) months, are each other’s sole domestic partner and intend to remain so indefinitely. For the second phase of the program, detailed information and enrollment materials will be available Autumn Quarter.

Of the relatively large numbers of faculty, staff and students, how many might enroll in a sponsored dependent program and how much will it cost?

Based on our research of other universities and employers, we estimate that approximately one to two percent of faculty, staff, graduate associates and students will actually enroll as sponsored dependents. The addition of these benefits is estimated to increase the university’s budget for healthcare benefits by one-half to three-quarters of one percent.

Didn’t the Ohio legislature forbid universities from providing benefits to domestic partners through passage of the Defense of Marriage Act (DOMA) earlier this year?

No. We have received clarification that this bill was not intended to prevent universities from providing benefits to domestic partners and that the board of trustees of each institution has the discretion to offer these benefits.

Why are subsidized benefits available to same-sex domestic partners and not opposite-sex domestic partners?

In treating this as a competitive recruitment/retention issue, we examined the benefits programs across higher education institutions nationally. We found that the vast majority of institutions provide these benefits to same-sex partners, and not opposite-sex. Many institutions that only offer benefits to same-sex domestic partners choose to do so in order to focus on those individuals who do not have the right to get legally married and receive benefits. At this point, that is how we are initiating this program; however, we do intend to closely monitor the feedback and questions we receive about this new program and will remain flexible and open to important changes.

Will healthcare contributions for faculty and staff be negatively impacted when we expand the definition of sponsored dependents in January, 2005?

No. The premiums for sponsored dependents will be a separate group premium rate that will be actuarially determined for this specific group. Therefore, these individuals will have a separate premium and their claims experience will not impact faculty and staff contribution rates.

Why are my domestic partner benefits taxed when my married colleagues’ benefits are not?

The IRS has ruled that domestic partners cannot be considered spouses for tax purposes. Thus, employers are obligated to report the ‘fair market value’ of the domestic partner coverage as income to the employee. The employee must pay income tax on that benefit.

Is my domestic partner eligible for reimbursement through the Flexible Spending Account program?

No. Flexible Spending Accounts (FSAs) are governed by IRS rules. The IRS does not recognize spouse-equivalent status; therefore, you cannot be reimbursed for a domestic partner’s health care expenses or their children’s expenses, via an FSA account.

http://hr.osu.edu/benefits/dpbenefits.htm  11/2/2004
Domestic Partner Benefits Available 7/1/2004

Ohio University will extend benefits, including healthcare, leaves/paid time off, educational benefits, to domestic partners of faculty and staff beginning July 1, 2004.

Ohio University defines domestic partners as: individuals who are of the same sex and share a regular and permanent residence, have a committed personal relationship, can demonstrate financial interdependence, who are not related by blood and who are not legally married or in another domestic partnership.

Those seeking domestic partner benefits will be required to complete the Domestic Partner Enrollment Form and the Affidavit of Same Sex Domestic Partnership with the Human Resource office. Documentation will be required and the employee be asked to attest that the relationship has existed for at least six months. All information including forms and documentation must be submitted by August 3, 2004. The only other time changes may be made to employee’s enrollment is during the annual open enrollment period. If you have a question that is not addressed below, please email benefits@ohio.edu.

FREQUENTLY ASKED QUESTIONS

Why is the university offering benefits to domestic partners?

Ohio University is committed to diversity and equity and views the extension of benefits to domestic partners as an equity and fairness issue.

What is Ohio University’s definition of a domestic partner?

Ohio University defines a domestic partner as: individuals who are of the same sex and share a regular and permanent residence, have a committed personal relationship, can demonstrate financial interdependence and who are not legally married nor in a domestic partnership with anyone else.

Why are benefits that are available to same-sex domestic partners not available to opposite sex domestic partners?

In providing benefits to same-sex domestic partners, the university is focusing on those who do not have the right to get legally married. Ohio University is joining several of its peer institutions that have implemented domestic partner benefits in this manner.

Are all benefits currently offered to legally married spouses of Ohio University employees available to domestic partners?
The same slate of benefits offered to dependents of Ohio University employees be offered to domestic partners and their children. These include: Medical, Dental, Vision, Dependent Life Insurance, COBRA, and Educational/Tuition bene program. However, because the definition of 'dependent' differs for taxation purposes, all benefits may be taxable income to the employee. Additionally, the employee will not be eligible for the pre-tax deduction for health and dental premiums.

**Would a domestic partner’s child(ren) be considered dependent(s)?**

Yes, children of domestic partners will be considered an employee’s dependent. These children are eligible for all dependent benefits such as healthcare and educational benefits.

**Why are my domestic partner benefits taxed when my married colleagues’ benefits are not?**

The IRS has ruled that domestic partners cannot be considered spouses for tax purposes. Thus, employers are obligated to report the fair market value of the domestic partner coverage as income to the employee. The employee must pa income tax on that benefit.

COBRA rates reflect the fair market value of our health care benefit; click on the following link to view these rates:

[http://www.uhr.ohiou.edu/benefits/rates_cobra.htm](http://www.uhr.ohiou.edu/benefits/rates_cobra.htm)

**Flexible Spending Accounts**

Spending Accounts are governed by IRS rules. The IRS does not recognize spouse-equivalent status, therefore, you cannot be reimbursed for a domestic partner’s health care expenses or their children’s expenses, via a spending account.

**What additional university policies are affected?**

The following policies will be revised due to the decision to offer benefits to domestic partners of Ohio University employees:

- Sick/Bereavement time for a domestic partner and the domestic partner’s immediate family
- Family and Medical Leave for the domestic partner and children
- Membership and use of campus facilities

**In addition to required forms, what type of documentation is required?**

At least two documents must be presented that demonstrate evidence of the partner’s financial dependence or responsibility for another. These documents may include, but are not limited to:

- Real estate deeds evidencing joint ownership,
- Financial accounts showing shared expenses with respect to financing daily expenses,
- Wills, trusts, or other documents verifying monetary support is being
provided to each other.

**What other colleges and universities offer health benefits to domestic partners?**

There are currently 201 colleges and universities nationwide that offer health benefits to domestic partners; the following are the colleges and universities in:

**Ohio**
- Antioch College System
- Baldwin-Wallace College
- Case Western Reserve University
- College of Wooster
- Denison University
- Hiram College
- Kenyon College
- Oberlin College

**Other Schools in U.S.**
- Indiana University
- Iowa State University
- Purdue University
- Northern Michigan University
- New Mexico State University
- Stanford University
- Yale University
- Wake Forest University

*Source: http://www.hrc.org*

**Please Note:** the definition of 'domestic partner' differs between institutions.

In addition, other institutions such as Ohio State University, offer life insurance, family medical leave, sick leave and various discount programs partners.

**What happens if the domestic partner relationship ends?**

The employee will be required to submit a *Statement of Termination of Domestic Partnership* form to the Human Resource Office. It is the employee's responsibility to notify Human Resources. Additionally, any person who knowingly makes a false statement or misrepresentation may be subject to penalties.
ASC Chair's Report for October 2004

Several developments have occurred since last month. One is an agreement in principle to use a peer group to validate merit pay policies. Another is a possibility of a minor change in vacation accrual that would enable somewhat easier planning for using our vacation time.

Merit pay policy validation.
The basic argument is that in order to protect both BGSU, and its employees, we need to have peer participation in merit pay policy validation, similar to the JAQ practice in that both HR and peers work on JAQ re-evaluations.
There would need to be several assumptions in such a validation process.

- VP can override decisions.
- HR participates in merit pay policy validation.

Assuming ASC is interested in taking on the work, the first order of business is to evolve a review policy. Examples could include something such as:

1) Policies need to be validated every 4 years.
2) Process should include staff from the area, an ASC subcommittee, and HR.
3) Signoff by ASC, HR, and VP in charge of area.

SUMMARY: this is probably a multi-year initiative.
Year one: evolve a policy and rotation practice recommendation.
Year two: begin to review.

Vacation Accrual.
When major administrative conversions take place, a fit gap analysis is one of the first long studies undertaken. With PeopleSoft Human Resources (the B@100 project) one of the shortages noticed is that there is no job such as we have in the AMS HR system to narrow down our accumulated vacation days to 44 days, each July.
One compromise that may help in the conversion is for us to use 66 days as a ‘rolling’ upper limit for any month (not just in July). If ASC proposes, and the administration accepts it, we could make our own vacation planning a bit easier, and enable the conversion team to avoid writing a job.
One catch is that we need to agree to an upper limit of 44 days at retirement time. We’ve tried several times last year to get the retirement vacation accrual raised from 44 days to 60.

Respectfully submitted by Joe Luthman
Call to Order: Joe Luthman called the meeting to order at 1:34 pm


Members Substitutes: Steve Lashaway for Judy Amend

Members Absent: Dave Crooks, Greg Dickerson, Kim Fleshman, Lawrence Holland, Deborah Rice

Guests: Jaqui Nathan, Amy Colvin, Jeff Nelson

Approval of Minutes: Larry Spencer moved to approve minutes. Diane Regan seconded. Discussion ensued concerning certain parts of the minutes. The minutes were approved with modifications that applied to the discussion with Human Resources.

Chairs Report: See attached.

Joe Luthman highlighted chairs report, particularly BG @ 100. Discussion about proposed change in how vacation days are shown will be under New Business.

Chair Elect Report: The fall reception was a huge success with standing room only. There was a true feeling of commitment, with good coverage in the Monitor. Congratulations to JoAnn Kroll for winning the Ferrari Award. The ASC website is up and running: http://www.bgsu.edu/organizations/asc/index.html. The website has information about all the activities concerning ASC. Each committee and Administrative Staff member needs to look at the website. Lona gave an assignment for all the committees; when you have a chance look over your particular web-site. Look at the site through the eyes of people outside the committee; see if they could understand your mission and how you are helping administrative staff. Also if you have any ideas for outside organizations that should link into your area or other places on campus, or you have applications that you need for scholarships or whatever else your committee is doing and you think it’s relevant, let us know. There is also an article in the Monitor featuring the physician and nurse practitioner at the Health Center, in the article it was mentioned that they had been the recipient of the ASC Spirit Award.

Chair Luthman praised the awards committee for all they did to make the fall reception the success it was. He particularly praised the making of the CD-Rom featuring all the past Ferrari Award winners.

Secretary: We have a new representative, Gerry Davis from NWOET. Gerry is the new representative in the Technology area. We are still looking to fill some seats on the ASC, if you know anyone who is interested please contact someone on the Exec Council. Remember that representatives do not necessarily have to be from that specific area.

Committee Reports:
External Affairs: Celeste Robertson requested that the members meet after the ASC Council meeting. The Holiday parade is coming up in November and a separate meeting is needed.

Internal Affairs: There was a quick meeting earlier today to discuss the goals for this year. Internal affairs have so far identified five goals for this year. First, to work with Lona monitoring the website, asking for opinions. Second, to look at the whole voting process to see if it is possible to do it online; online nominating, online voting instead of all the paper and counting. Third, making sure we have orientation packets for new Administrative Staff members. Looking at Robert's Rules of Order and one other yet to be named resource; a procedure to welcome spouses who are hired by a letter of appointment.

Scholarship: Rob Cramer will be the spokesperson for scholarship as 2/3 of the members are not on ASC. The committee met, and this year is a good year with a large committee. Presently we are asking for donations for the Spring Raffle.

Professional Development: Met early on but haven't touched base lately. They would like to talk to Lona about tying the Spring Reception together with a ½ day of professional development. Last year Dr. Ribeau ‘threw out’ the idea that we could have a ½ day just devoted to contract staff. So the possibility of tying the two programs together is something that needs to be looked into.

Faculty Senate: Robin Veitch reported that the Faculty Senate is looking at three (3) main issues and tasks for the year. They include 1) President Ribeau's engagement initiative, 2) the fifth year evaluation of Provost/VPAA Folkins, and 3) moving from the report stage of the Ad Hoc Committee on Domestic Partners to implementation of domestic partner benefits. There was also discussion on two (2) Ad Hoc Committees: 1) concerning the Frank C. Ogg Science Library and 2) the Domestic Partners committee.

Personnel Welfare Committee: The goals this year are to look at 1) Vacation days, 2) Health care for part-time employees. At the University of Iowa there is a model program that is being looked at, 3) Salary ranges, and 4) additional vacation days at retirement, to be aligned more with Classified Staff.

Classified Staff Council: Steve Lashaway for Judy Amend. Steve talked about having a tent for the Classified Staff at the first football game. He spoke briefly about Bill Knight talking to Classified Staff Council and the filling out of his questionnaire. The main subject of the CS was about the exceptional pay raises for the members of CS in the President's office. They are still clarifying the pay and policy process with Dr. Ribeau. The CSC is having a special council meeting to discuss this issue. We as Administrative Staff need to work together with CSC, it is important that the three groups work together but particularly CSC and ASC. Discussion ensued concerning the three groups as well as Student Government and the Graduate Student Senate getting together on a regular basis. The three groups used to get together and have an agenda; the ASC invited a Faculty Senate rep to meetings as did the CSC. The faculty senate voted down full representation for CSC and ASC reps. But this does not mean that we shouldn't still invite them as full ex officio members of our organization.

Old Business: No Old Business

New Business: The People Soft conversion is going on in the name of BG@100. They are currently doing a fit-gap analysis where they look for things that the software provides and then compares it to what we do in our business processes now, the differences between those two is the fit-gap. One thing that the new system doesn't have is a job that goes in the middle of July; this is a problem with our vacation leave accrual, reducing our vacation accrual to forty-four (44)
days. It was brought to HR to allow an accrual of sixty (60) days but that was vetoed because of the buying of days at retirement. If it is left at only 44 days a month you would be losing a little bit every month instead of at the end of the year. But with 66 days on the books you will have more flexibility. It was noted that in the past it had been a monthly maximum, changed to yearly and now we are going back to monthly. Discussion ensued concerning the rolling sixty-six (66) day limit; this number is three years worth of time. If the sixty-six (66) day limit is allowed, it has to be made known that this is just for monthly accounting; it is NOT for retirement purposes. PWC suggested that in December the system should show what you will accrue through July so that during the mid-year evaluation a discussion between the supervisor and supervisee would include scheduling vacation time. By doing this an administrative staff member would not have to worry about losing time. HR said 'no' to this because then it would require two changes to the system. The discussion continued on having HR run totals in January so that supervisors can see how many hours/days their supervisees have. It is important to take vacation for mental health; this proposal can actually protect the university.

PWC was given the task to draft a procedure to amending the People Soft system to allow running a sixty-six (66) day total.

An interesting comment was made: Shouldn't software fulfill our needs, not that we should change things to help the software? And if this is happening maybe we need to look at something that is more user friendly?

Amy Colvin is the Chair of the Dance Marathon. She gave us a handout with some nine (9) ideas they have come up with to help faculty/staff involvement. Amy would like input from anyone so that there can be more involvement. Go to http://www.bgsu.edu/studentlife/dancemarathon for more information. The theme of the Dance Marathon this year is: "Decade of Miracle, Lifetime of Hope"

Jeff Nelson, Director of the Bookstore came to talk about what has been happening since the move to the BTSU. He discussed the success in retaining ownership of the bookstore. It was a turning point in the Bookstore's history; Buckenmeyer only the 2nd director in the Bookstore's history was retiring, but before he left he was instrumental in the design and relocation to the BTSU. The University made the decision to explore the possibility of leasing its operation to one of the national lease operators, they received two bids. The staff went to Chris Dalton and Dr. Ribeau and lobbied to continue with the current management structure of self-operation. Dr. Ribeau supported the staff, and the operation of the store as an institutionally owned bookstore continued. Jeff was hired as the new director in 2002. The bookstore has done well, it has grown and business has increased. They are serving students and departments better and are always looking for new ways to improve. This past year was the most financially successful yet. There is now a new store; BG on Main, it is downtown and doing well. It will allow us to have more of a connection to the local community and make it easier for people off campus to shop. The bookstore also gives money to scholarships, last year they gave $135,000.00 to Graduate Student Scholarships

Next was Jacqui Nathan from the Faculty Senate. Nathan was here because she is on the ad hoc committee for domestic partner benefits, a committee that has been meeting since April 2000. She said that there was a survey being sent out to ascertain the number of people who would be utilizing the domestic partner benefits. She presented the faculty senate and graduate senate resolutions, saying that this resolution needed the support of faculty and staff. She also stated it needed to be done before the end of fall semester. Discussion ensued concerning how to draft our own resolution and still meet the time line. Paul Lopez made a motion to "study and endorse the two resolutions, because of time constraints, and then submit our own resolution, which will be done by the Exec Committee." Ann Jenks seconded, motion passed.
1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

8. Old Business
   Vacation accrual
   Domestic Partner Benefits Resolution
   Merit pay criteria validation process

9. New Business/Guests
   Lona Leck/Connie Molnar – BlackBoard discussion group for ASC
   Cindy Puffer – Employee prescription through the Health Center

10. Good of the Order

11. Adjourn
ASC Chair’s Report for November 2004

The leadership team has represented ASC at several meetings since the October meeting. We’ve met twice with HR, once with the President’s Council (all three employee groups plus grad and undergrad student councils), and the Compensation Committee. This last meeting included Steve Kendall and Dave Crooks from PWC/Salary Committee. Additionally, Lona and I met with President Ribeau, in our once-per-semester standing meeting. Finally the Chair represented ASC during the Board of Trustees meeting on October 15.

In 11/03 Compensation Committee meeting, Chris Dalton described the dire state budget picture. In the last 50 billion dollar budget, 3.8 billion was made up with ‘one-time’ funds, comprised of 2.8 billion through the penny sales tax and 1 billion through tobacco settlement money. The penny sales tax is not likely to be renewed. The only ‘good’ news may be that the state portion of BGSU money has shrunk to 1/3 of the BGSU total revenue; resulting in a smaller impact to our total revenue when state cuts are experienced. Governor Taft proposes his budget in January, and the new two-year budget should be in place by June 30. This, then, is that year where the university financial picture isn’t known until July 1. For ASC, this may mean that we have a stronger need for creativity than usual. PWC/Salary is already working on some ideas.

The passing of State Issue 1 colors our discussion on the Domestic Partner Benefits Resolution. It may mean that universities with existing, working resolutions would be sued in order to stop the flow of tax funds. Our own Exec Committee was divided on this resolution, with two of us wanting to restrict the language to same-sex couples.

I’d like to take this opportunity to recommend to Faculty Senate that issues such as DPB illustrate the value of including Classified Staff Council in the initial phases of conceptual development, as this was the only group that shared the taxpayers’ point of view. It appears that we need to better engage our own BGSU staff in similar types of discussions.

From HR, we’ve received a standing invitation to use Room 3 at CPOB for committee meetings, should we so desire. We need only call them to reserve the room. This may help quite a bit, as parking is more abundant and free at CPOB.

Upcoming activities include the Board of Trustees meeting on 12/17, and continued meetings with the leadership teams of Faculty Senate and Classified Staff Council.

Respectfully submitted by
Joe Luthman
Blackboard Information for ASC  
November, 2004

Steps to enter the Administrative Staff Council Blackboard organization:
1. Log onto the Blackboard portal:
   • Go to http://www.bgsu.edu.
   • Click on the “MyBGSU link” located near the middle right of the screen.
   • Enter your PO number, ID, and password to log in.

2. Enter the ASC organization.
   • Click on the “Community” tab.
   • Click on the “Administrative Staff Council” organization link.

Things you can do in the organization:

To view ASC Documents.
   • Click on the “Documents” button on the left of the screen.
   • Click on the links of the documents you wish to view.

To use the Group Discussion Board for your group.
   • Click on the “Communication” button on the left of the screen.
   • Click on “Group Pages”.
   • Find your name and click on it to enter your group.
   • Click on “Group Discussion Board”.
   • Click on “Add Forum” to add topics to the discussion board.
   • Enter a title and description.
   • Select the forum settings you want to use.
   • Click “submit”.
   • Your group members can now post messages to this forum.
   • You can create as many forums as you want.

To send email to your group:
   • Click on the “Communication” button on the left of the screen.
   • Click on “Group Pages”.
   • Find your name and click on it to enter your group.
   • Click “Send email”.
   • Select the people you want to send to.
   • Enter your message.
   • Attach a file if you want.
   • Click “Submit”.

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Administrative Staff Council Resolution on Domestic Partner Benefits
November 2004

WHEREAS, Bowling Green State University strives to uphold its reputation as a progressive, premier learning institution by promoting the core values of respect, cooperation, pride, growth, and creativity, and

WHEREAS, Bowling Green State University's Equal Employment Opportunity Policy prohibits discrimination against employees on the basis of sexual orientation and marital status, and

WHEREAS, Bowling Green State University renewed its commitment to diversity in the 1999-2000 Institutional Priorities, and

WHEREAS, the health of any system of higher education depends upon its ability to attract and retain the most talented and dedicated students, staff, and faculty, and

WHEREAS, an important factor in decision to apply for, accept, and remain in graduate student, staff, and faculty positions is the availability of benefits to household members, and

WHEREAS, the extension of health and related benefits to unmarried domestic partners is viewed by administrative staff at universities throughout Ohio as a matter of basic human rights and decency, and

WHEREAS, Ohio state colleges and universities such as Case Western Reserve University, Ohio State University and Ohio University are among 201 colleges and universities nationwide that offer health benefits to domestic partners, and

WHEREAS, the accepted definition of domestic partnership at other Ohio universities, colleges, and major corporations states that a domestic partnership is a committed relationship between two adults, regardless of gender, that has the following characteristics: the partners live together, have been in their relationship for at least six months, are 18 years of age or older, are not related by blood closer than would bar marriage in the state of Ohio, are mentally competent to consent to a contract, are each other's sole domestic partner, and are responsible for one another's common welfare, and

THEREFORE, BE IT RESOLVED THAT the Bowling Green State University Administrative Staff Council call upon the Ohio Board of Regents and all universities in the Ohio state university system to join the hundreds of major colleges, universities, corporations, and state and local governments that support all employee benefits to unmarried domestic partners.

Submitted by: Administrative Staff Council Executive Committee
1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guests - No guests in December

8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

9. Old Business
   Domestic Partner Benefits Resolution
   Merit pay criteria validation process

10. New Business

11. Good of the Order

12. Adjourn
ASC Chair’s Report for December 2004

Several questions were posed since last month – answers are given below.

1) Annuities. There are several companies through which all staff may dedicate some portion of their pay to be invested in annuities. BGSU does stipulate, though, that a minimum number of employees must use a company, or the investment choice will be withdrawn. You may benefit by asking how many employees use your investment company in order to determine if you risk having to move your money some years down the road. The federal requirement is that 30 employees use a company, while BGSU has relaxed that to 20.

2) Budget problems at BGSU will probably result in some non-renewals this year. We will all gain by giving support to affected staff.

3) Diane Regan chaired a committee that worked for the better part of last year to compile a one-source common handbook reference for supervisors who manage multiple groups of employees. We will discuss this common handbook during our January meeting. You will soon see a web link anchored on our ASC site that enables all to read the PROPOSED Handbook of Commonly Shared Employment Policies.

4) Finally, a question was raised as to the definition of ‘family’ as used in the FMLA, family medical leave, policy. The federal definition differs from the BGSU one in that ours includes more members. HR, however, stipulates that NO STAFF MEMBER, including faculty, has used FMLA for any qualifying event exceeding the federal definition.

5) Regarding last month’s guest visit by Cindy Puffer discussing the Jan 1 launch of staff ability to purchase prescriptions through BGSU Health Center, several classified staff have requested that we also study the ability to purchase our 90-day prescription quantities.

Upcoming activities include the Board of Trustees meeting on 12/17, and continued meetings with the leadership teams of Faculty Senate and Classified Staff Council.

Respectfully submitted by
Joe Luthman
WHEREAS, Bowling Green State University strives to uphold its reputation as a progressive, premier learning institution by promoting the core values of respect, cooperation, pride, growth, and creativity; and

WHEREAS, Bowling Green State University's Equal Employment Opportunity Policy prohibits discrimination against faculty, staff and students on the basis of sexual orientation and marital status; and

WHEREAS, Bowling Green State University renewed its commitment to diversity in the 1999-2000 Institutional Priorities; and

WHEREAS, the health of any system of higher education depends on its ability to attract and retain the most talented and dedicated graduate students; and

WHEREAS, an important factor in decisions to apply for, accept, and remain a graduate student at Bowling Green State University is the availability of benefits to household members; and

WHEREAS, the extension of health and related benefits to unmarried domestic partners is viewed by graduate students at universities throughout Ohio as a matter of basic human rights and decency; and

WHEREAS, the chair of Student Health Services Advisory Board, Cynthia Mahaffey, has stated that, "The Student Health Services Advisory Board resolves that it is committed to supporting domestic partner benefits for faculty, students, and staff at Bowling Green State University in its mission in support of health services for all here at Bowling Green State University"; and

WHEREAS, Ohio state colleges and universities are beginning to see the necessity of domestic partner benefits and are taking action. Such as Wright State University, which offers domestic partner benefits and Ohio State University, which has passed resolutions in favor of domestic partner benefits; and

WHEREAS, the accepted definition of domestic partnership at other Ohio universities, colleges, and major corporations states that a domestic partnership is a committed relationship between two adults, regardless of gender, that has the following characteristics: the partners live together, have been in their relationship for at least six months, are 18 years of age or older, are not related by blood closer than would bar marriage in the state of Ohio, are mentally competent to consent to a contract, are each other's sole domestic partner, and are responsible for one another's common welfare; and

WHEREAS, allowing domestic partners to be qualified as dependents under the student health insurance policy will not incur any additional expense to the university due to the fact that students pay the full cost of the insurance premium regardless of status. (This annual cost is $854 for a graduate student and $2,466 for a graduate student and spouse.),

THEREFORE, BE IT RESOLVED the Bowling Green State University Graduate Student Senate call upon the Ohio Board of Regents and all universities in the Ohio state university system to join the hundreds of major colleges, universities, corporations, and state and local governments that support all normal benefits to unmarried domestic partners.
Frequently asked questions

Extending benefits to domestic partners is a significant change to an organization's way of conducting business. There are many concerns that need to be addressed when considering such a change. Following are responses to some of the questions and concerns that commonly arise. These responses come primarily from the WorkNet Project of the Human Rights Campaign (http://www.hrc.org/).

Why should we be thinking about extending benefits to families of unmarried employees?

Old benefits models that rely on marriage to determine who is eligible for coverage ignore dramatic changes in the American family in recent years. In 1970, the percentage of households fitting the "traditional" definition of the family -- a husband and wife living with their children -- was 40 percent, according to the U.S. Census Bureau. By 1998, only 25 percent of the nation's 102 million households fit that definition. Meanwhile, the number of Americans living in unmarried partner households is large and growing more rapidly than the number living in married households. From 1994 to 1998, the number of married couple households in the United States increased by just 2 percent, while the number of unmarried partner households increased 11 percent. In 1998, there were 5.9 million unmarried partner households in the United States. Of these, approximately 28 percent, or 1.7 million households, contained unmarried partners of the same sex.

Domestic partner benefits offer an easy method for employers to adapt to the changing needs of their employees by simply expanding the eligibility for existing benefits programs. If one purpose of a benefits program is to provide a safety net for employees and their families, thereby enabling employees to focus better on work, a plan that does not include domestic partner benefits ignores a growing portion of the workforce.

How would it be beneficial?

A domestic partner benefits program will improve employees' productivity by alleviating personal stress that may keep them from focusing fully on work. At least one workplace advocate has employed a simple formula to measure the dollar amount of increased productivity created by a fair and inclusive work environment for GLBT workers. The formula conservatively assumes the number of GLBT employees in any workplace to be 5 percent and the amount of productivity associated with a safe and equitable workplace to be 10 percent. Using these figures, you can illustrate how much money a company might lose by not providing a safe and equitable workplace. (For example: A company with a workforce of 1,000 employees would have 50 GLBT employees [1,000 x 0.05=50]. If the average salary is $40,000, the average loss in productivity per GLBT worker per year is $4,000 [$40,000 x 0.10=$4,000]. Thus, the total annual loss to the company in productivity would be $200,000 [50 x$4,000=$200,000].)

Also, domestic partner benefits can have a positive impact on hiring and retention. With national unemployment running near 4 percent through the 1990s -- its lowest level in decades competitive benefits packages have become key in attracting the best employees.

Not only do DP benefits provide an inexpensive enhancement to the overall compensation package, they are one of the hallmarks of a progressive company that
values diversity. Indeed, domestic partner benefits were ranked as the No. 1 most effective recruiting incentive for executives and the No. 3 most effective recruiting incentive for managers and line workers. Plus, domestic partner benefits can improve a company's employee retention rate. Any CEO can tell you, turn over is bad for business. Some studies have put the cost of recruiting a new employee as high as $75,000. Costs include advertising, interviewing, training, testing, relocation expenses, lost productivity and recruitment incentives.

Will insurance carriers be willing to include domestic partners? Will they add a surcharge?

When domestic partner benefits were first offered, the few insurance carriers that wrote such policies usually added a charge to cover any unexpected cost increase. Today, many insurance companies will cover domestic partners and most of those have stopped adding a surcharge. In cases where this still happens, the surcharge is often reduced or eliminated after the cost of the additional coverage is shown to be minimal.

How much is this going to cost us?

Nearly two decades of employer experience in offering domestic partner health benefits have proven that the overall cost is quite low. Numerous empirical studies, as well as the testimonials of human resource professionals who have implemented domestic partner benefits programs, have shown this to be the case. In February 1999, Sally Fox, Seattle's benefits and safety director, told The Associated Press, "After nine years of doing this, I'm here to tell you it's one of the best things we did. Our health costs increased in proportion to the people we were covering, but their costs were the same as everyone else's." Because enrollment in domestic partnership programs is generally low, Seattle's overall health insurance costs increased between 2 percent and 3 percent. This experience is repeated time and again at major corporations and governments across the United States. Eastern Michigan University reports that they experienced no financial burden with the institution of domestic partner benefits.

That still doesn't say how much it's going to cost!

To estimate the overall health insurance cost increase for extending benefits to domestic partners, two questions must be answered. How many employees will enroll a domestic partner for coverage? And, what will be the cost of treating a domestic partner? Several studies have shown that enrollment rates tend to be in the 1 percent to 2 percent range. Employers that offer benefits to opposite-sex couples as well will experience enrollment rates at the higher end of this range. A 1995 survey of employers by the International Society of Certified Employee Benefits Specialists found that 75 percent of companies with domestic partner policies reported an enrollment rate of 2 percent or less.
The following table shows the enrollment experience of several companies that offer domestic partner benefits.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>PERCENT OF EMPLOYEES ENROLLED</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Inc.</td>
<td>&lt; 1.0</td>
<td>Same-sex partners</td>
</tr>
<tr>
<td>Adolph Coors</td>
<td>&lt; 1.0</td>
<td>All employees</td>
</tr>
<tr>
<td>Apple Computer</td>
<td>0.7</td>
<td>Same-sex partners</td>
</tr>
<tr>
<td>Levi Strauss</td>
<td>0.8</td>
<td>All employees</td>
</tr>
<tr>
<td>Lotus Development</td>
<td>0.5</td>
<td>Same-sex partners</td>
</tr>
<tr>
<td>Silicon Graphics</td>
<td>0.4</td>
<td>Same-sex partners</td>
</tr>
</tbody>
</table>


The second component of overall cost is expenses incurred for coverage of the domestic partner. Numerous studies have shown that the cost of covering a domestic partner is equivalent to that of covering a spouse. In fact, the September 1997 issue of Risk Management reported that many companies found that covering a domestic partner is typically less expensive than covering a spouse. Andrew Sherman of the Segal Co., a benefits consulting company, told Corporate Cash flow in August 1994 that gay couples may cost less because they tend to be younger and usually don't have children. The U.S. Census Bureau's Current Population Survey found that 65 percent of same-sex unmarried partners were under age 35, as were 60 percent of opposite-sex unmarried partners.

Early anxiety that a disproportionate number of HIV- and AIDS-related claims would inflate domestic partner costs have proved unfounded. "A lot of people with HIV stick with their insurer," says Cynthia Goldstein, contract compliance officer for the San Francisco Human Rights Commission, who works closely with companies considering implementing DP benefits. "And the actual claims experience of someone with HIV is not any higher than other major health problems."

An Excel spreadsheet and further responses to questions are available at [http://www.iglss.org/pubs/highlights/highlights.html](http://www.iglss.org/pubs/highlights/highlights.html).

What about fraud? Won't people cheat to get added benefits?

Many employers require the employee to sign a legally binding statement attesting to the existence of the partnership. That affidavit can be used to exact repayment from any
employee who fraudulently receives domestic partner benefits. There is no reason to assume that domestic partners are any more likely to falsify a partnership than married couples. Married couples are not usually required to provide any proof of marriage, unlike domestic partner who may be required to show shared bills, a rental agreement or a joint checking account. Further, individuals in same-sex partnerships may be reluctant to identify themselves to their employers as gay. In the absence of a comprehensive federal law protecting employees from discrimination on the basis of sexual orientation, such a disclosure may bring discrimination. This means that it is unlikely that an employee would claim a relationship falsely. Lastly, in the almost two decades since domestic partner benefits were first offered, there have been no cases of domestic partner fraud reported.

**Considering where we live, might there be some backlash to implementing domestic partner benefits?**

The vast majority of companies that implement DP benefits do so entirely outside of public view. For those that do garner outside attention, experience has shown that it is far more likely that media coverage will be positive. Companies such as IBM, Wells Fargo, Eastman Kodak, BankAmerica, Xerox and Coors Brewing Co. have all received positive publicity from their domestic partner benefits plan. Some fear of public backlash no doubt derives from the well-publicized boycott of the Walt Disney Co. by the Southern Baptist Convention. In 1996, the Southern Baptist Convention, with 15.7 million members, voted to boycott Disney because of its gay-friendly policies. The results? Disney posted record earnings that year. Heterosexual consumers very rarely make purchasing decisions based on a company's gay employment policies, and if they do, such reaction will probably be short-lived. Also, there is probably just as much potential for gaining consumers who agree with a decision to implement DP benefits.

Companies can manage public backlash by anticipating an attack and being prepared with responses. First and foremost, the employment policies of a corporation are not designed to change personal values; they are designed to foster an atmosphere of fairness and professional respect at work. Domestic partner benefits are equal pay for equal work, a tool for attracting and keeping the best employees and a means of improving employee productivity.
Dance Marathon 2005
“A Decade of Miracles, A Lifetime of Hope!”
Faculty and Staff Relations

- Faculty/Staff newsletters
  - Will include important dates and events, as well as more Dance Marathon information

- Letters sent to Faculty/Staff identified by student Dance Marathon participants asking for support.

- Dress down Fridays combined with a donation jar.
  - Pay a dollar on Fridays to raise money for Children’s Miracle Network.
  - The office with the most money raised by the week of Dance Marathon will win a breakfast for the office.

- Dance Marathon 5K Run/Walk November 13, 2004 10:30am, Perry Field House.

- The second annual Dance Marathon Benefit January 29, 2005.
  - A formal event involving dinner and dancing for Faculty, Staff, and the Bowling Green community.

- Dance Marathon decorating contest.
  - Decorate the offices during the week before Dance Marathon to show support for the students participating.

  March 19-20, 2005
  During Dance Marathon

- Volunteer to help with Core Committees, including Security, Registration, Catering, and Family Relations.

- Actually Dance!
  - Get together a team of 4-6 Faculty and Staff members and divide the 32 hours between you.


- Sunday morning breakfast with the kids for Faculty and Staff members (March 20, 2005).

- Tours of the event given throughout Dance Marathon.

- Faculty and Staff Hour
  - Chance to meet with students involved with Dance Marathon.
  - Boost morale!

Suggestions
Please contact Amy Colvin, the Faculty/Staff Chair, at acolvin@bgnet.bgsu.edu
Holiday 5k Run/Walk
Dance Marathon Fundraiser
all proceeds go to the
Children's Miracle Network

November 13th, 2004
BGSU Perry Field House
Registration @ 10:30 am
Race @ 11:00 am

$15 if you pre-register by Nov. 3rd
$18 if you register on the day of the run/walk
DJ, Free Food, Prizes to top finishers

Name: ___________________________ Phone #: ___________________________
Address: ___________________________________________________________________
Organization (if applicable): ___________________________________________________________
Method of Payment (select one):
□ Bursar:
   PO# ___________________________
□ Enclosed is my check written out to BGSU Dance Marathon
□ Enclosed is fifteen dollars in cash

Please contact Ashley Zergott with any questions at azergot@hotmail.com or ....
Return the bottom of this form stapled to the liability form to your DGR or the Dance
Marathon office – 417 Union, FOR THE KIDS!
One Bookstore’s Journey

Bowling Green State University
Bookstore’s Journey to Success
During a Time of Transition

by Jeff Nelson

A Chinese proverb states that the journey of ten thousand miles begins with one step. Each of us is on a journey, on a path that began with that first step at birth, brought us to where we are now and continues into our future, to what ever will be our fate. Although this individual journey is intensely personal and unique, it also crosses many other paths – and at these intersections, may change the course of our own journey. Organizations and institutions also take on a life of their own, following a path that includes birth, growth and inevitably, dissolution. Take, for instance, any group of which you are a member and consider its history over time – founding, growth, present day circumstance and future.

History

The University Bookstores at Bowling Green State University have had an interesting journey over the past seventy years. Though not unique as compared to other collegiate retailers, nonetheless, there are a few things worthy of mention. The first records of operation of a bookstore at BGSU date to the 1930s when library funds helped build a “counter service”
The bookstore remained in Saddlemire for thirty-four years, with no expansion and little renovation. At the end of this term, the store volume and student enrollment had fast outstripped the ability of the facility to effectively serve the campus. Long lines and increasingly limited space for merchandise display were common, especially at the beginning of each term during book rush.

It is interesting to note that during the long history of the University Bookstore at BGSU, there have been only three store directors. Paul D. Shepard was the first and served from 1946 to 1978. In 2001, the second director of the bookstore, John Buckenmeyer, announced his retirement. This proved to be an interesting crossroad in the journey of the University Bookstore.

A newly renovated and significantly expanded Student Union building was designed and under construction. Before retirement, John was instrumental in the design of a new bookstore to be relocated back across campus as a part of the new Bowen-Thompson Student Union project. This was a critical time in the life of the bookstore.

The bookstore was featured in The College Store Journal at the time and hailed as the largest bookstore in Northwestern Ohio...
A New Path
Because of the pending construction and relocation of a new and expanded bookstore, the Director's retirement and the service challenges that had been faced in recent years, the University made the decision to explore the possibility of leasing its operation to one of the national lease operators. Although the store had always been profitable, this is a very common practice, given the circumstances.

The current bookstore management and staff were also given the opportunity to submit a proposal for continued operation as an institutionally owned store. The development of this business plan was supported and advocated by Connect2One, a buying group to which the bookstore has membership. Two national companies also submitted proposals for consideration.

Jane Schimpf, Assistant Vice President for Auxiliary Services, expertly handled the process and provided her leadership to the entire process from beginning to her retirement this year.

The evaluation process was difficult and at times very emotional for all of the parties involved. There were some who considered what a national company could offer to be significant and would be a way to "bring the store to a new level!" Others felt strongly that the existing management and staff should be allowed to continue the operation of the store and prove what could be accomplished in a new, modern and expanded bookstore.

“We feel strongly that we can deliver all of the same levels of service, income and bookstore expertise as any national company...”

Organizational Issues
The Bowen-Thompson Student Union was a very high profile project and the bookstore's role in the new building significant. For this reason the deliberation about the management structure of the bookstore operations was considered seriously by Dr. Sidney Ribeau, the University President and Board of Trustees. Everyone wanted to attain the best possible solution, one that would maximize the success of the new building.

As this debate continued, the bookstore staff, with their future considered somewhat uncertain, collectively lobbied Senior Vice President for Finance & Administration Dr. Chris Dalton for the opportunity to continue with the current management structure of self-operation. "We feel strongly that we can deliver all of the same levels of service, income and bookstore expertise as any national company" was the message.

In the end, the University President supported the continued operation of the store as an institutionally owned bookstore and a national search commenced to hire the third director of the University bookstores at BGSU, with precious little time remaining before the store's impending move. In 2002, one month before relocating the bookstore back across campus to the new student union building, I entered the journey.

During Spring Break of 2002, we took annual physical inventory and then moved the entire bookstore - merchandise, equipment, computer systems and staff. On Monday morning after the holiday, the bookstore opened for the students return in the new location. This was a momentous task, accomplished only by the dedication and hard work of our team, skillful advance planning, the resources of a company that specialized in moving libraries and the support of virtually the entire campus community.
Successful Payoff
Since that time, the University Bookstore has enjoyed tremendous success in many aspects. The expanded new, two-level store in a higher pedestrian traffic location of campus has shown continued annual sales increases in excess of enrollment. In addition, the new space and design permitted expansion of the number of customer checkouts as well as the addition of customer service stations throughout the store.

These improvements and the efforts of the bookstore team contributed to an enhanced customer service environment for all bookstore shoppers. On the busiest day of the beginning of semester book rush, the store serviced 7,700 customers with a wait time of only 10 to 15 minutes.

The bookstore staff has been recognized individually and collectively with multiple awards in the past two years for their efforts to improve campus life.

The new and very modern looking store allowed for an expansion of existing product categories such as BGSU apparel and gifts as well as the addition of new product lines such as music and movies. Technology products including software, computer hardware and accessories, and even video games and systems such as Play Station and XBox were significantly expanded. These items continue to be a growth area for the store.

In addition to the larger, full service bookstore, a 1,506 square foot convenience store, The Peregrine Shop, was also designed with a connecting gated entry that can be shuttered to allow for separate operation of the C-Store on an extended hours schedule, limiting the overhead, but allowing full access to the same wide range of products on demand. A connecting hallway was also included as part of the overall building design, leading from the second floor of the bookstore where textbooks are located, to a medium sized multi-purpose room. This is used by the bookstore as an area to expand operations during peak times such as end of term buyback, beginning of term text reservations and refunds. The connecting hallway is not only convenient for staff access to move products, but is also used during new student orientation, to allow parents and students direct access to the bookstore from the final program so that they can buy textbooks and other products.

All of the physical changes and service improvements over the two years since the store relocated would not have been possible without the dedication of a staff that has grown from a small core who worked at the old store location, to include many new members of the team. Many talented new employees have been recruited to help the store continue along its successful journey, most coming from traditional retail operations, but also including systems and accounting specialists.

Good Partners Make the Difference
The "bricks and mortar" presence is only one aspect of the path, however. Much work has been concentrated upon both internal systems and establishment of a vibrant web presence. Internally, the University bookstore partners with MBS Textbook Exchange for point-of-sale and inventory management systems, including web applications such as e-commerce for BGSU clothing, gifts, faculty authored books and course materials.

Recently, a new feature was implemented that allows a student to branch directly from their on-line class schedule to the bookstore e-commerce system, bringing up a customized list of course materials for the classes in which the student is enrolled. The student can then browse books for prices, order
for shipment or request the books be "reserved" - picked and pulled for them before the start of classes.

The bookstore continues along the journey today, growing, learning and improving every day. A vital component of the store's success today is due to our direct involvement within the campus community, collectively and person-to-person, always seeking new opportunities to serve. Another important element has been our collaboration with the textbook industry and seeking solutions through national level resources to obstacles we faced on campus.

About Bowling Green State University

Bowling Green State University, located 20 minutes south of Toledo, OH, combines the personality of a small college with the opportunities of a large college atmosphere. With a student to faculty ratio of 17:1, BGSU's 20,200 students always receive the attention they deserve. Over 7,000 students live on campus in one of the 17 residence halls which are all wired with high-speed connection to the University's computing network. The spacious new Bowen-Thompson Student Union features multiple dining venues, the University Bookstore, a theatre, computer lab, student organization office space, student support services and several lounges. Students can choose from 200 undergraduate majors and programs. BGSU also includes the Firelands branch campus in Huron, OH. Beyond academics there are many opportunities for involvement at BGSU with more than 300 student organizations. BGSU also competes in NCAA Division I athletics, which include 18 sports. There are also several intramurals, sports clubs, musical arts and fine arts centers. Please visit http://Bookstore.BGSU.edu for more information about BGSU's Bookstore, the Bowen-Thompson Student Union or the University.

Location, Location, Location...

The bookstore is in an excellent location for those who are already on campus and traveling by foot. The synergy of the various operations in the new Bowen-Thompson Student Union with its food outlets, meeting spaces and student offices, is integral to the convenience aspect and success of the store. However, despite a gated lot with validated parking and metered parking immediately behind the building, access to the store has been difficult for those visiting campus such as alumni, parents and the local community.

For this reason, as well as in the interest of community outreach, involvement and connection between the institution and the local residents, a new retail location is currently under construction in the downtown area. The store name will be "BGSU on Main" and it will be managed and operated as an integrated branch of the larger university store. This new store will carry primarily BGSU soft goods and gifts, but will also feature general reading books and such unique items as the BGSU signature coconut cream pie dessert. A centralized ticketing system will also be installed at the new location, allowing easy access for the general public to purchase tickets for sporting, musical, theatrical and other events.

The University Bookstore at Bowling Green State University has proven that, in the face of self-doubt, achievement of significant success is possible, especially with the support of a collaborative campus community and the expertise of a team of collegiate retail professionals. This past year was the most successful yet, both financially and in terms of service, in the journey of this store. The road ahead continues to look bright as the new branch store is opened and plans are developed for the bookstores to contribute to the campus in new ways that will benefit students, faculty, staff and the local community.
To: Dr. Dalton, Senior Vice President for Finance and Administration,  
Dr. Dobb, Executive Vice President  

From: Health, Wellness, and Insurance Committee  

CC: Rebecca Ferguson, Assistant Vice President for Human Resources  

Date: July 15, 2004  

Re: Recommendation for Implementation of the Spousal Rule for all BGSU Employees  

The members of the Health, Wellness, and Insurance Committee would like to recommend that Bowling Green State University extend the current spousal rule to all university employees. Currently, all spouses of individuals hired after January 1, 2002 must pick up their employers health care coverage if:  

- The spouse is employed full time  
- The spouses employer offers health insurance  
- The spouses employer covers at least 50% of the cost of the health insurance  

The committee would recommend this rule be placed into effect January 1, 2006. This will allow for two open enrollment periods to educate current employees on the need for this action.  

This recommendation also arises out of the following information:  

- Overall healthcare costs continue to rise nationally and locally.  
- For the plan year 2002, BGSU spouses cost our plan $2,360,000.  
- For the plan year 2003, BGSU spouses cost our plan $1,911,700.  
- Some local employers are monetarily incenting their employees (our spouses) to come off their coverage and pick up ours.  

Further, the number of employees to be affected is somewhat small. In 2003, the number of covered spouses was 944. It is estimated that about 500 of the spouses would not meet the criteria above and thus remain in BGSU's plan. About 250 of the spouses are covered by BGSU as secondary insurance. That would leave about 250 spouses that do meet the above criteria and would be affected by the proposed change recommended by this committee.  

Based on the above evidence, as well as concern for the continued financial health of the BGSU benefit plan, the Health, Wellness, and Insurance Committee asks that you consider this request.
Proposed Recommendation HWIC July 2004
BGSU Spousal Rule

It is the recommendation of the Health Wellness and Insurance Committee (HWIC) that the BGSU spousal rule, put into effect for new employees hired January 2002 and after, should be put into effect for all employees – effective January 2006.

The rule currently in effect for new employees would now apply to all full-time employees and would be as follows:

Effective January 1, 2006 spouses of all full-time employees must choose their employer’s medical coverage if:
- The spouse works full time
- The spouse’s employer offers health care coverage
- The spouse’s employer covers at least 50% of the contribution toward the company’s health care coverage

HWIC further recommends this change be communicated through open enrollment materials during the fall of 2004 and 2005. Further, this change should be covered during open enrollment education session in fall of 2004 and 2005. Further, that additional communication be directed to plan participants during 2005 to ensure current participants are fully aware of the forthcoming change. HWIC understands that if participants fail to read information provided by Human Resources or choose not to attend educational sessions, it is still the participant's responsibility to be aware of and understand the change.
BGSU STAFF QUESTIONNAIRE

Please use a pencil or heavy black pen to blacken the oval that best matches your answer for each item. If you want to change your answer, please erase your old answer completely. If any item does not apply to you, simply do not blacken any of the ovals for it. All answers will remain anonymous and will not be seen by anyone outside of the Office of Institutional Research.

<table>
<thead>
<tr>
<th>I am ___ with BGSU as an employer.</th>
<th>Very Satisfied</th>
<th>Very Dissatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am ___ with my chances for a job promotion.</td>
<td>Satisfied</td>
<td>Dissatisfied</td>
</tr>
<tr>
<td>I am ___ with my health benefits.</td>
<td>Not Satisfied or Dissatisfied</td>
<td></td>
</tr>
<tr>
<td>I am ___ with the training and professional development opportunities available to me.</td>
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<tr>
<td>I am ___ with how I hear about policies, decisions, and changes that affect my job.</td>
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<tr>
<td>I am ___ with BGSU's awards for employee excellence and service.</td>
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<tr>
<td>I am ___ with the job being done by BGSU's top management.</td>
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<tr>
<td>I am ___ with my current job at BGSU.</td>
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<tr>
<td>I am ___ with my department as a place to work.</td>
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<td>I am ___ with how University policies are followed in my department.</td>
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<tr>
<td>I am ___ with how well staff are treated in my department.</td>
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<tr>
<td>I am ___ with how my department treats or interacts with students.</td>
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<tr>
<td>I am ___ with how the staff of my department work together as a team.</td>
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<td>I am ___ with how my department works with other departments.</td>
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<tr>
<td>I am ___ with the opportunity I have to grow and develop in my job.</td>
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<tr>
<td>I am ___ with my workload compared to others who do similar jobs.</td>
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<tr>
<td>I am ___ with my salary in comparison to my responsibilities.</td>
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<tr>
<td>I am ___ with my ability to get my job done in the time I have.</td>
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<tr>
<td>I am ___ with the equipment and supplies available to do my job.</td>
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<tr>
<td>I am ___ with the conditions (amount of space, condition of the building, etc.) of my work site.</td>
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<tr>
<td>I am ___ with how well performance evaluations have helped me to do my job better.</td>
<td></td>
<td></td>
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<tr>
<td>I am ___ with the help that I have received from my supervisor to do a good job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am ___ with understanding what is expected from me in my job.</td>
<td></td>
<td></td>
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<tr>
<td>I am ___ with my ability to influence the way my work is done.</td>
<td></td>
<td></td>
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<tr>
<td>I am ___ with the freedom I have to express ideas, questions, or concerns to my supervisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am ___ with the help that I have received from other employees in my department.</td>
<td></td>
<td>(not my supervisor) to do a good job.</td>
</tr>
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</table>

More Questions on Back Side
I am ____ with having enough staff in my department to get the work done.
I am ____ with overall safety conditions in my office or primary workplace.
I am ____ with overall safety conditions within the building where I spend most of my time.
I am ____ with the adequacy of training on fire safety and other job safety issues.
I am ____ with my sense of personal safety on campus.
I am ____ with the fairness of my supervisor (in enforcing rules, determining salary raises, recognizing outstanding work, etc.).

What is your gender?
- Female
- Male

What is your age?
- Less than 30
- 30-39
- 40-49
- 50-59
- 60 and over

How would you describe yourself?
- African-American / Black
- American Indian / Native American
- Asian American
- Hispanic / Latino / Latina
- International
- White/Caucasian

How many years have you been employed at BGSU?
- Fewer than 5
- 5-9
- 10-14
- 15-19
- 20 and over

How many years have you had your current job?
- Fewer than 5
- 5-9
- 10-14
- 15-19
- 20 and over

What is your employment category?
- Administrative Staff
- Classified Staff

What is your employment status?
- Permanent Full-Time
- Permanent Part-Time
- Temporary Full-Time
- Temporary Part-Time

To what part of BGSU does your office report?
- Executive Vice President Area (all departments)
- Finance and Administration (all departments)
- President's Office / General Counsel
- Provost / Academic Affairs (all colleges, Academic Enhancement, Admissions, Financial Aid, Registration and Records, etc.)
- Student Affairs (all departments, including residence halls, dining halls, and Athletics)
- University Advancement / Alumni Affairs / Development / Marketing and Communications
If you marked that you are dissatisfied or very dissatisfied for any of the items on the questionnaire, what would you suggest to improve the situation?

What other information would you like to share about how you feel about your job at BGSU?
## Administrative Staff Scholarship Recipients
### 2004-2005

<table>
<thead>
<tr>
<th>Name</th>
<th>Field</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Vaughn</td>
<td>Business</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Joe Gerwin</td>
<td>Education</td>
<td>$750.00</td>
</tr>
<tr>
<td>Brian Billings</td>
<td>Education</td>
<td>$750.00</td>
</tr>
<tr>
<td>Susan Hersheiser</td>
<td>Education</td>
<td>$750.00</td>
</tr>
<tr>
<td>Nicholas Reinemeyer</td>
<td>Health &amp; Human Services</td>
<td>$750.00</td>
</tr>
</tbody>
</table>
To: Colleen Coughlin <colleen@bgnet.bgsu.edu>
From: "Ann B. Jenks" <annje@bgnet.bgsu.edu>
Subject: Re: domestic partner questionnaire
Cc: 
Bcc: 
Attached:

thanks!

At 01:23 PM 10/12/2004, you wrote:
Ann -

I shared your question with Christina Gunther (the head of the Ad Hoc Committee) and here is her response - I vaguely remember some discussion but wasn't able to make the last two meetings due to teaching conflicts - so the committee must have come to a consensus about this.

"Same-sex partners do not have the option of marrying, the same benefits are not available to them as to partners of opposite sex. We've decided to narrow the definition. We may extend the definition. The definition that we chose is similar to most definitions of dpb used at other comparison companies and universities.

This is so important to people that work full time but do not get any benefits for their partners like their co-workers receive."

Hope that helps!

Colleen

At 11:56 AM 10/12/2004, you wrote:
It says it right at the top just past instructions on how properly to use a pencil and it's component part, the eraser:

Definitions of Domestic Partner: In general, "domestic partnership" has been defined as an ongoing relationship between two adults of the same-sex who are:
sharing residence
over the age of 18
emotionally interdependent
are not married
are not related by blood closer than would bar marriage in the state of Ohio
and intend to reside together indefinitely

At 10:25 AM 10/12/2004, you wrote:
Ann -

Does it really? I thought I looked at it and it didn't say that - and I already sent mine back so I
can't remember for sure. In all our discussions in committee what we discussed was unmarried adults - it didn't matter if was a same sex or opposite sex couple - let me pass this along to Christina (I'll do it from my perspective - not your's) and see what's up. It could have been a definition just for the survey - but I can't remember where on the survey it says that - sigh - early brain failure is so depressing isn't it!

Colleen

At 10:11 AM 10/12/2004, you wrote:
Colleen,

Before I fill out this questionnaire, can you tell me how the definition of domestic partner was agreed upon? I was surprised to see it was restricted to two adults of the same sex. If domestic partner benefits are extended to the university community, will two adults of different sex be excluded even if they meet all the other criteria? ASC Exec is supposed to compose a resolution in support of this asap as did Faculty Senate and GSS and I know this will come up.

Thanks,

Ann

Ann B. Jenks
University Archivist
Center for Archival Collections
5th Floor Jerome Library
Bowling Green State University
Bowling Green OH 43403
(419) 372-2411

Colleen Coughlin
Coordinator, Circulation Unit
Assistant Department Head: Access Services
Jerome Library, University Libraries
Bowling Green State University

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(419) 372-2411

Colleen Coughlin
Coordinator, Circulation Unit
Assistant Department Head: Access Services
Jerome Library, University Libraries
Bowling Green State University
October 7, 2004

MEMORANDUM

TO: Fulltime Faculty and Staff at BGSU

FROM: Dr. Radhika Gajjala
Faculty Senate Chair

RE: Self-study - Domestic Partner Benefits Questionnaire

The Faculty Senate convened an Ad Hoc Committee on Domestic Partner Benefits to develop an implementation plan for the Resolution on Domestic Partner Benefits passed by the Faculty Senate in April 2000. As a part of the self-study process, we are asking you to complete this questionnaire. The responses will ascertain information from the BGSU community regarding the potential interest and usage of domestic partner benefits and will aid in estimating the potential cost of DPB to Bowling Green State University. No decision regarding domestic partner benefits at BGSU has been made.

In order to assure that your participation will be handled in strict confidence, the survey should be submitted directly to the Office of Institutional Research for scoring. Please complete and return the survey by October 22. Please use the pre-addressed envelope provided.

If you have any questions, feel free to contact Dr. William Knight, Director of Institutional Research. He will be able to assist you while preserving your anonymity. Thank you for taking the time to help us in this effort. Your willingness to participate in this survey is appreciated.

Enclosure
Domestic Partner Benefits (DPB) Questionnaire

Directions: Please use a pencil to blacken the oval that most accurately represents your anticipated use of domestic partner benefits. If you want to change your answer, please erase your old answer completely.

Definitions of Domestic Partner: In general, "domestic partnership" has been defined as an ongoing relationship between two adults of the same-sex who are:

- Sharing residence
- Over the age of 18
- Emotionally interdependent
- Are not married
- Are not related by blood closer than would bar marriage in the state of Ohio
- And intend to reside together indefinitely

1. Do you currently have a domestic partner?
   - Yes, if Yes, please continue to questions 4-9.
   - No. But I might consider to have one in the future.
     → If you currently don’t have a domestic partner but might consider having one in the future please answer question 2 and 3 only. Then you will have completed the survey.
   - No and I will never consider to have one in the future.

2. If you currently do not have a domestic partner, will you support domestic partner benefits at BGSU?
   - Yes
   - No

3. If you might consider having a domestic partner in the future, would you make use of Health Care Benefits for the domestic partner? (Such benefits may include: Medical benefits, dental care, dependent life insurance, accidental death and dismemberment benefits, tuition assistance, long-term care, day care, flexible spending accounts.)
   - Yes
   - No

4. If you currently do have a domestic partner, which benefits might you utilize for your partner? (Please mark all that apply)
   - Medical benefits
   - Dental benefits
   - Dependent life insurance
   - Accidental death and dismemberment benefits
   - Tuition assistance
   - Flexible spending accounts
   - Other:

5. How many dependent children younger than age 21 are in your household who would need health care coverage?
   - 0
   - 1
   - 2 or more

6. Does your domestic partner have access to insurance at her/his place of employment?
   - Yes
   - No
   - Not applicable

7. What is your gender?  Male  Female

8. What is your status at the University? (Please mark all that apply)
   - Faculty
   - Administrative staff
   - Classified staff

9. What is your age?
   - 19 years or younger
   - 20-30 years
   - 31-40 years
   - 41-50 years
   - 51-60 years
   - above 60 years
Administrative Staff Council 2004 – 2005
Minutes: December 2, 2004
201A BTSU

Call to Order: Chair Luthman called the meeting to order at precisely 1:30 pm


Substitutions: Bruce Rutter for Judy Amend, Gerry Davis for Paul Lopez, for Mary Beth Zachary

Members Absent: Robin Veitch

Approval of Minutes: Dave Crooks moved to approve the minutes of November 4, 2004. Susan Macias seconded. The minutes were approved as written.

Chairs Report: Chair Luthman stated that the Penny Tax will not be renewed and that there is no indication that an adjustment will be made to make up for the loss of revenue.

Chair Luthman also thanked Diane Regan for chairing a committee that worked on a pamphlet called The Handbook of Commonly Shared Employment Policies. Diane also came to the Exec Committee and answered questions concerning the proposed handbook. There will be more discussion on this issue in January.

A question/concern was raised concerning the definition of the Family Medical Leave Act. There seems to be some discrepancy in the way Human Resources is stating the guidelines in relationship to the Federal guidelines and what was passed by the Board of Trustees. Chair Luthman stated that he and Chair Elect Leek will be discussing this with HR at their next meeting.

Cindy Puffer called to add to last month’s discussion that the question has been raised concerning the purchasing of 90 day prescriptions. This is now being looked into; it will mean additional work for both the pharmacy and HR, but savings for us.

The Board of Trustees meets December 17th. Chair Luthman and Chair Elect Leek will meet with the chairs and chair elects of Faculty Senate and Classified Staff once a month.

Chair Elect Report: The website is pretty active; we have been receiving between 200 to 400 hits every week. We are still accepting information from any committees that would like any further information about their activities posted on the website. The portal has also been active since our last meeting. There have been discussions concerning the Zuni Owl and the Domestic Partner Benefits. It is a great place for discussion and hopefully we will be utilizing it more in the future.

Secretary: Please make sure and mark the attendance sheet to let us know you are here. Also, if you have an alternate, make sure they fill out the bottom of the sheet.

Committee Reports:

Amendments: Monago and Schaeffer met and reviewed some of the goals left from the previous term. They will be getting that out to the committee.

Awards and Special Recognition: There were two people nominated for the Spirit Award. From feedback given, people want to keep the Zuni Owl.
External Affairs: The Holiday Parade was a big success. There was lots of candy, a wonderful crowd and Jeep let us have a brand new Jeep Wrangler complete with a driver. There are pictures being passed around that were taken at the parade. These pictures are up on the website. Celeste Robertson thanked everyone who participated.

Internal Affairs: Has started working on the overall welcoming of new employees in administrative staff instead of focusing on the spousal hires at this time. Chair Elect Leck talked to HR about getting the announcements for new hires as soon as possible. We want to put the new hires and transfers in the Monitor and are waiting to hear back from them. Mike Ginsburg brought us a packet containing Roberts Rules of Order.

Personnel Welfare/Salary: The committee met yesterday and reviewed the salary spreadsheets prepared by Robert Zhang. The committee asked Robert to do some additional analysis so that we could do more in depth comparisons based on the average years of service, by gender and the average salary in each. There was also discussion concerning the non-renewal issue and options to prevent those from taking place. Any ideas will be appreciated. Discussion took place on this issue. A question was asked: 'It seems that there is a possibility that the hiring freeze may be reinstated - if so would it be possible to move the non-renewals to another department?' At the present time the University policy is 'no layoffs'.

Professional Development: The committee discussed having a seminar on how to write your JAQ. There are many problems with writing the JAQs. Many of us do not know how to 'blow your own horn' and it just doesn't occur to anyone to write down everything you do and praise yourself. This seminar would be greatly beneficial for all Administrative Staff.

Scholarship: We have some great prizes this year. Thanks to Lakeshia Dowlen who put together the new look for our ticket order. The best value is 100 tickets for $50.00. Thanks also to Deb McLean for volunteering to get all the mailing labels and order forms ready to mail and to Nora Cassidy who will be collecting the returned tickets.

Faculty Senate: Did not meet during November

Classified Staff: Met with Cindy Puffer concerning the new prescription plan. The question was raised 'if there were any profits from this, could they be used to help offset the rising insurance premiums?' This was an interesting question and ASC is also interested in the response.

Old Business:
The Domestic Partner Benefits resolution had been tabled in order to give the council members a chance to talk and get input from their constituents. There was a motion to accept the resolution, there was no second so the chair recognized the floor open for discussion. The resolution was discussed in length. Language changes were discussed under #6 whereas 'Human Rights' to 'Civil Rights' and 'normal' changes to 'usual and customary'. There were many questions concerning this resolution: Do we want the resolution to be limited to same sex partners, as there is no civil union? Is it discriminatory to withhold the benefit from heterosexual couples? Many council members had discussions with their constituents concerning the fact that Issue #1 did not pass in the November election so the question is...can we go forward? It seems that other institutions in the state (5) have decided to continue with their domestic partner benefits. Questions were also raised about the benefits, at the beginning it specifically talks about health care but later on it says that we will support usual and customary benefits to unmarried, domestic partners. There seemed to be a shift in the body of the resolution. Many of the council members brought issues to the table that were sent to them by their constituents. Another agenda was brought up within this discussion; the problem that our part-time people are not allowed benefits under University policy.

Rich Peper made the motion to Call the resolution. This was seconded by Diane Regan.
The vote will be on the Domestic Partner Resolution as written...no changes. Ballots were distributed, collected and counted. The resolution passed with 14 for/11 against/3 abstained.
The Administrative Staff Council has voted to pass the Domestic Partner Resolution as written.

Moving forward to the merit pay criteria validation process. This was an idea that was discussed with HR about having a process that validates merit pay criteria policies, much like we have a process that validates JAQ's. It seems that not all of the departments on campus have merit pay criteria documents. We need to validate that there is a process in place for everyone. Chair Luthman sees this as a process that needs to be looked at in stages 1) to have a consensus that a process is needed 2) to write and evolve that process 3) to effect that process. Right now we need PWC to look at what is on file for the merit pay criteria. There is supposed to be a merit pay criteria like the faculty have when they publish. So right now we will need to collect, assess, bring information back and share it with everybody to see what is needed.

**New Business:** We as a body need to consider having a treasurer instead of having the budget go to the chair elect. This idea was sent to Amendments.

For a point of information; the minutes are only sent to ASC members BUT the minutes, after they are approved are posted on the ASC website.

**Good of the Order:**
Lena Leck: Free public skating, and Santa at the Ice Arena. For more information go to: [http://www.bgsu.edu/offices/SA/icearena/promotions2.htm](http://www.bgsu.edu/offices/SA/icearena/promotions2.htm).

Celeste Robinson: I want everyone to please consider going to a hockey game, the Falcon Hockey team works very hard as do all the participants in all the ice arena programs.

Kim Fleshman: Please nominate people for the Spirit Award.

Dave Crooks: Encourages everyone to go to the Hockey Game.

Susan Marcias: Go to the Women's BB games, they are having an outstanding year and they are and exciting team.

Chair Luthman ended the last meeting of the year on a humorous note!

**Next Meeting:** Next meeting will be January 3, 2005, at 1:30 p.m. in Olscamp 101A.

**Adjournment:** Larry Spencer made a motion to adjourn. Rob Cramer seconded. The meeting adjourned at exactly 3:10 p.m.

Submitted by: Penny Nemitz  ASC Secretary
1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
   Proposed Handbook of Commonly Shared Employment Practices – Diane Regan
8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend
9. Old Business
10. New Business
    Christmas/Hanukkah closing for 2005. 12/28/2005 – 12/30/2005. This would enable time away from work, Friday 12/24/2005 to Monday 1/2/2006 inclusive. Some areas will still need personnel to work on some of these days. Does ASC endorse??
11. Good of the Order
12. Adjourn
ADMINISTRATIVE STAFF COUNCIL
January 6, 2005

Wendy Buchanan
Jill Carr
Nora Cassidy
Rob Cramer
Dave Crooks
Gerry Davis
Greg Dickerson
Kim Fleshman
Michael Ginsburg
Tim Hoepf
Larry Holland
Sheila Irving
Ann Jenks
Steve Kendall
Lona Leck
Naomi Lee
Paul Lopez
Joe Luthman
Susan Macias
Deb McLean
Teresa McLove
Connie Molnar
Emily Monago
Jeff Nelson
Penny Nemitz
Rich Peper
Sally Raymont
Diane Regan
Deborah Rice
Celeste Robertson
Rachael Schaeffer
Larry Spencer
Robin Veitch
Mary Beth Zachary

Substitutes Substituting for
Chris Haas for Sheila Irving
Bill Wheelock for Rich Peper
Tony Howard for Paul Lopez
Jim Crandall - Rachael Schaeffer
Boo Casands - Jill Carr
1. Please provide a brief description of engagement activities that you, or your unit, are currently involved in that connect the university to the external community, either at the local, regional, statewide, national, or international levels. Please include information on the nature of the activity, name(s) of key staff, students (undergraduate or graduate), faculty, or administrators involved, the external community or communities served, resources that support the activity (if any), involvement by students (undergraduate or graduate, if any), and the impact of the activity.

2. Please provide a brief description of engagement activities that you, or your unit, might be interested in pursuing with external community partners at the local, regional, state, national or international levels. Please include information on any support you, or your unit, might need (policies, support structures, etc.) to pursue these activities.
Dance Marathon 2005
“A Decade of Miracles, A Lifetime of Hope!”

Opportunities to GET INVOLVED

**DANCE MARATHON** March 19-20, 2005 Student Recreation Center

- **Actually Dance!**
  - Get together a team of 6-8 members from your department or office and divide some of the 32 hours into shifts.

- **Join the Students and Other Faculty and Staff for a Theme Hour!**
  - Challenge students and other faculty and staff participants in relay races at 11:30am on Sunday, March 20.
  - Play with Miracle Children.
  - Boost Student Morale!

- **Volunteer to help with Security or Registration at Dance Marathon.**
  - Security Volunteers help monitor areas of the dance floor and the Rec Center to ensure things are running smoothly. You might have the responsibility of making sure dancers are escorted off the floor with moralers or that only individuals with guest passes and actual DM participants are entering the floor.
  - Registration Volunteers help with the initial registration starting at 8:00am on Saturday, March 19 with getting the dancers ready for the weekend. You would then also work shifts throughout the weekend at the registration table checking in guests and providing guests with floor passes.

- **Attend tours of the event given throughout Dance Marathon. Saturday, March 19 at 1:00 and 5:00 or Sunday, March 20 at 1:00.**

**Please contact Amy Colvin, the 2005 Faculty/Staff Chair, with comments or questions at acolvin@bgnet.bgsu.edu**
Call to Order
Joe Luthman called the meeting to order at 1:30.

Members Present
Wendy Buchanan, Rob Cramer, Dave Crooks, Kim Fleshman, Michael Ginsburg, Ann Jenks, Steve Kendall, Naomi Lee, Joe Luthman, Teresa McLove, Connie Molnar, Emily Monago, Jeff Nelson, Sally Raymont, Diane Regan, Robin Veitch, Mary Beth Zachary

Member Substitutes
John Clark for Rachael Schaeffer, Chris Haar for Sheila Irving, Brady Gaskins for Jill Carr, Tony Howard for Paul Lopez, Bill Wheelock for Rich Peper

Absent
Nora Cassidy, Gerry Davis, Greg Dickerson, Tim Hoepf, Larry Holland, Lona Leek, Susan Macias, Deb McLean, Penny Nemitz, Deb Rice, Celeste Robertson, Larry Spencer

Approval of Minutes
The addition of Dave Steen as substitute for Mary Beth Zachary was made to the December 2004 minutes. Motion made by Connie Molnar to approve. Robin Veitch 2nd, motion to approve passed.

Chair's Report
1. Joe Luthman attended the Board of Trustees December meeting and cited the tradition in the past of the University re-hiring administrative staff whose contracts are not renewed due to budgetary issues whenever openings come available. A discussion of non-renewals followed. In December somewhere between 8 and 12 administrative staff received letters of non-renewal. It was clarified that administrative staff employed more than three years must receive a 120 day notice of non-renewal of contract. Staff with less than three years of service must be given a 90 day notice. Rumors are circulating of more non-renewals to come in March. It is not known in which vice presidential areas the non-renewals occurred. Human Resources says there is a confidentiality issue in making public a list of the people who are not being renewed as a possible deterrent in job searches these employees may have underway. It is up to the employee to make disclosure of his/her situation. On the other hand, Council can not take any action if it is not apprised of whom these staff are and in what area they work. Dave Crooks said we have always worked at the pleasure of the president, however, thus far there has been the period of notice given to those whose contracts will not be renewed. It is rumored that the upper administration would like to move change the December and March notifications to inform Administrative Staff whose contracts will be renewed as a corollary to the paperless contract. Luthman and Lona Leek will take these non-renewal issues up with Rebecca Ferguson at their January 17 meeting.

2. Cindy Puffer told ASC at her presentation last fall that the Health Center pharmacy can fill 30 day prescriptions, but not yet 90 day prescriptions. Classified Staff Council has asked the pharmacy to look into the possibility of filling the 90 day prescriptions. ASC can now express its interest in the 90 day prescription.

Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
Vice Chair's Report
No Report.

Secretary's Report
No Report.

Guests
Diane Regan introduced the Proposed Handbook of Commonly Shared Employment Practices, beginning with the history of how it came to be. Several years ago the Provost's Office gave a professional development workshop for those in the academic areas who supervise faculty, administrative, and classified staff. The policies for each constituent group were sometimes the same, sometimes different, and not always easy to find. Linda Dobb decided to create a handbook of commonly shared policies and appointed a committee to work on it comprised of staff from all three constituent groups and chaired by Diane.

The committee only listed policies held in common by all three groups. An FMLA policy was not included because the Board of Trustees-approved definition of family member as noted in the Faculty Charter includes in-laws and for administrative and classified staff does not. Official policies must be approved by the Board of Trustees and additions/changes will come across our desks. It behooves all employees to watch for policy changes—a policy handbook is only as good as people who look at it and use it.

Council thanked Regan for her work on this handbook.

Committee Reports

Amendments
The committee is working on a draft amendment to add the office of Treasurer to:
- oversee the budget, centralize all budget reports, maintain a history of the ASC budget process, oversee fund-raising and grants, and to sit on Executive Committee.

Awards and Special Recognition
The December ASC Spirit Award was given to Michelle East, Dining Services.

The committee is accepting nominations for the BG Best Award. A letter will be going out to all administrative staff members to promote both the Spirit and BG Best Awards. Deadline for BG Best nominations is February 25, 2005.

Currently the Spirit Award winner receives a $75 check, balloons, and a certificate, while the BG Best winner receives a Zuni owl. The committee would like to ask all administrative staff via Blackboard if the BG Best winners should also receive a cash award in addition to the Zuni owl since it is a more prestigious honor than the monthly Spirit Award. It was not known whether the budget had funds available for the additional cash awards and Executive Committee will have to look into this.

External Affairs
No Report.

Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
**Internal Affairs**
No Report.

**Personnel Welfare/Salary**
As of the last meeting, the committee did not have the latest salary spreadsheet showing years at the University, years in position, and gender. It was noted that some of the data on the last spreadsheet was inaccurate. There is a problem with data warehousing in which in some cases there is a data set used in the offices that are copies from the administrative system. If a backup is not made in the administrative system the data may not be current. This is a problem that will be addressed in the implementation of the new Oracle/PeopleSoft system.

It was asked if staff will have an opportunity to check their HR record for accuracy before the information is migrated to the new system. Historical data will not be converted and data verification is essential prior to turnover because it will be the only data in existence.

PWC is prioritizing goals and breaking them down into annual goals and long-term goals. Some of the long term goals are: giving all staff who meet expectations one personal day; increasing the vacation bank for each employee to 480 hours; getting the University to clarify work expectations; and having a plan in place for raising staff to the mid-point.

There was a discussion concerning the exit interview process, whether or not the interviews are being conducted, and how ASC can get information on who is leaving and why. Collection of employee statistics on level of education, race, disability, and other information has not been done since the retirement of Dean Gerkens. Marshall Rose should be contacted to determine the status of this exit interview information.

**Professional Development**
A rolling application process has been implemented to allow for professional development awards to staff who may be attending conferences later in the year.

Plans are in the works for a Job Analysis Questionnaire seminar to be offered in March and at another time later in the year. The committee is working on ideas for the ASC Spring Reception. An upcoming presentation by CASO (Coalition Against Sexual Offenses) will possibly be videotaped and put on the ASC website.

**Scholarship**
The donation drive for raffle items has been very successful. The committee is working on putting the application process on the website. Registration and Records is supplying a list of students who are in the top 10% for GPA. They will receive letters of invitation to apply for scholarships.

**Faculty Senate Liaison – Robin Veitch**
No Report.

** Classified Staff Liaison – Lona Leek**
No Report.

**Old Business**
None to report.

*Next Meeting*: February 5, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Coulter, ASC Secretary
New Business
The administration is looking at a possible closing of the University from Monday December 26 through Monday January 2. The holidays would be Monday December 26, Tuesday December 27, and Monday January 2. For the remaining three days, Wednesday December 28 through Friday December 30, employees would be required to take vacation or leave without pay.
A discussion followed in which it was pointed out that classified staff would be the group most affected, since some only have 10 paid vacation days a year. For many offices such as the Bookstore, Bursar, International Programs, Student Financial Aid, and Registration this is one of the busiest times and they would work regardless of a closing. ASC would like to see more documentation of how this benefits BGSU in light of our concerns for the student centered approach.

Good of the Order
Robin Veitch reminded staff that Faculty/Staff tickets are available for the January 12 women's basketball game against EMU and the January 15 men's basketball game. All teams are going well and look for support from faculty and staff. Women's tickets will be available at the door and men's tickets are available at the Memorial Hall ticket window.

Jeff Nelson said that a committee will be appointed to investigate a one card system for all University transactions. Nelson is co-chairing with Jim Lach. Dining Services' current system will no longer be supported after this year and since it will need to make a change it might be a good time to look into a University wide system. The committee will be asking for feedback. In the discussion that followed it was pointed out that the library is a heavy user of the ID card and need to be included in the process from the start. Also while there are many benefits associated with the one card approach, it has been studied previously and was not implemented.

Connie Molnar said that Continuing and Extended Education will be offering Blackboard training for administrative and classified staff for the first time.

Mary Beth Zachary encouraged all to attend the Feb 5 women's basketball game which is taking place during a Title IX symposium on Women in Sports. BGSU women athletes from previous years will be recognized in a halftime presentation. For more information go to the Athletics Department website.

Adjournment
Diane Regan made a motion to adjourn. Teresa McLove seconded. The meeting was adjourned at 3 p.m.

Respectfully submitted,
Ann Jenks for Penny Nemitz

Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU
Submitted by: Tina Cosler, ASC Secretary
SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 6 percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the functional areas of the University. Firelands College shall have its own proportional representation, elected by the administrative staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The Executive Committee shall reassess the apportionment yearly. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms, and are eligible for re-election after completing a two-year one-year waiting period.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established. An additional voting seat for each Liaison to the Administrative Staff Council from the Faculty Senate and the Classified Staff Council may also be established.

(Revision to Section III approved by Administrative Staff Council on 04/02/98. Revision to Section III approved by Administrative Staff Council on 05/02/02.)
Administrative Staff Council Agenda  
February 3, 2005 1:30pm  
207 BTSU (Union)  

1. Call to Order  

2. Introduction of Substitutes  

3. Approval of Minutes  

4. Chair’s Report  

5. Chair Elect's Report  

6. Secretary’s Report  

7. Guests  

8. Committee Reports  
   a. Amendments – Monago and Schaeffer  
   b. Awards & Special Recognitions – Fleshman and Emch  
   c. External Affairs - Robertson  
   d. Internal Affairs - Nemitz  
   e. Personnel Welfare/Salary – Crooks and Kendall  
   f. Professional Development – Irving and Haar  
   g. Scholarship – Cramer and Fahrer  
   h. Faculty Senate Liaison - Veitch  
   i. Classified Staff Liaison – Amend  

9. Old Business  

10. New Business  

11. Good of the Order  

12. Adjourn
Attention All BGSU Faculty and Staff!!!

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 drive a huge success, we welcome your generous support through your raffle ticket purchases and donations.

2005 Scholarship Raffle

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 25, 2005. We look forward to your outstanding support of our Administrative Staff Council Scholarship.

The winners will be announced at the March 3, 2005 ASC meeting @ 1:30 pm.

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Name: _____________________________ BGSU ID# ______________________
Campus Address: ____________________________ Phone: ____________________

Please indicate your ticket purchase choices below:

- 1 ticket for $2
- 5 tickets for $5
- 15 tickets for $10
- 35 tickets for $20
- 65 tickets for $35
- 100 tickets for $50 BEST VALUE!!!

- I wish to make a donation of $__________
- I wish to charge tickets/donation to my bursar account
  ($5 minimum to charge to Bursar account)
- I have enclosed cash/check for my tickets/donation

*--please note that this gift is tax deductible--*
2004-2005 ASC SCHOLARSHIP COMMITTEE RAFFLE ITEMS

One free parking space for a semester
One year family pass to BGSU recreation center
One-year family membership to the Toledo Zoo
Four rounds of golf w/two golf carts at Forrest Creason-up to $140.00
One 18 hole game of golf at Stone Ridge Golf Club
One certificate for $35 at Bowling Green Massage Therapy Clinic
One certificate for $35 at Bowling Green Massage Therapy Clinic
One certificate for $35 at Bowling Green Massage Therapy Clinic
Tuition for one or more continuing education courses-up to $80.00
One $25 gift certificate from Target
One $25 gift certificate to North Branch Nursery
$20 gift certificate to Bostdorff Greenhouse
One $20.00 debit card from BGSU Dining Services
One $20.00 debit card from BGSU Dining Services
One $20.00 gift certificate to BGSU Bookstore
One $20.00 gift certificate to BGSU Bookstore
One $20.00 gift certificate from Krogers
One $20.00 gift certificate from Krogers
One $20.00 gift certificate to DiBenedetto's Pasta & Subs
Stained glass piece donated by Suzanne Fahrer
One jewelry set (necklace, bracelet, earrings) donated by Suzanne Fahrer
Hand-blown glass piece donated by Mary Lynn Pozniak
One hand painted slate piece donated by Penny Nemitz
Two season tickets to 05-06 Theater production
One potted planter donated by BGSU greenhouse
Hanging spider plant donated by BGSU greenhouse
BGSU T-shirt
BGSU T-shirt
Two BGSU Ice arena passes
Two BGSU Ice arena passes
Two BGSU Ice arena passes
Two BGSU Ice arena passes
One set of passes to Huron Playhouse (summer production)
One VHS tape produced by WBGU of BG Local Historical Programs (Electric Auto-Lite Strike, Grand Rapids, Apple Butter Festival, and Story of the Great Black Swamp)
One VHS tape produced by WBGU of BG Local Historical Programs (Electric Auto-Lite Strike, Grand Rapids, Apple Butter Festival, and Story of the Great Black Swamp)
One BGSU T-shirt, baseball cap & tote bag donated by WBGU
One set of WBGU-TV cookbook collection
One set of WBGU-TV cookbook collection
Two BGSU Season Football Tickets 05-06
Two BGSU Season Hockey Tickets 05-06
Two BGSU Women's Basketball Tickets 05-06
Two season tickets to the 05-06 College of Musical Arts Festival Series
Two BGSU Intramural Sport T-Shirts
Two BGSU Intramural Sport T-Shirts
Five free visits to the Tanning Center in BG
One Clubby beanie baby dressed and decorated by Catherine Pratt
One Mother beanie baby dressed and decorated by Catherine Pratt
One Decade beanie baby dressed and decorated by Catherine Pratt
One Hippity/Flopplity rabbit beanie baby dressed/decorated by Catherine Pratt
One beanie baby to order by winner - dressed and decorated by Catherine Pratt
One certificate for "bread for year" (monthly bread) donated by Panera's
One certificate for "bread for year" (monthly bread) donated by Panera's
One certificate for "bread for year" (monthly bread) donated by Panera's
One certificate for "bread for year" (monthly bread) donated by Panera's
Two free pitas from Pita Pit
Two free pitas from Pita Pit
Two free pitas from Pita Pit
One Polo-computer T-shirt (XL)
Coca-Cola T-shirt
Coca-Cola T-shirt
Coca-Cola T-shirt
Coca-Cola T-shirt
Coca-Cola T-shirt
Coca-Cola T-shirt
Pepsi T-shirt
Pepsi T-shirt
One Chase Bank T-shirt (Lg)
One Chase Bank T-shirt (Lg)
One Chase Bank T-shirt (Lg)
One medium zipped polo jacket
One Chase Bank portfolio
One Chase Bank portfolio
One soft cooler from Chase Bank
Call to Order: Joe Luthman called the meeting to order at 1:33 pm


Members Absent: Judy Amend, Jill Carr, Greg Dickerson, Kim Flashman, Lawrence Holland, Sally Raymont, Celeste Robinson,

Member Substitutes: Jena Ault for Jeff Nelson

Approval of Minutes: There were four areas that needed to be changed: the heading data, the date of the next meeting, the chairs report (section #1) to read 180 days instead of 120 and who the minutes were submitted by. With these changes, Robin Veitch moved to approve the minutes of June 2004. Mike Ginsburg seconded. Minutes were approved with corrections.

Chairs Report: Chair Luthman passed around thank you cards from two of the 2004-2005 Scholarship Recipients and a card from Marcia Latta.

Emily Monego has a change to the handbook that we will talk about later under New Business.

The Engagement Initiative, although aimed more towards the faculty, is an important document for the Administrative Staff as well. Initially it talks about rewards for the faculty, especially in terms of salary, this of course is an important issue for AS as there would be a possibility of salary inequities. Faculty are concerned with the Engagement Initiative, because at this time research and teaching are heavily favored for salary increases. The service engagement is being looked at as it is not so heavily weighted in the merit pool. This initiative may heavily impact new faculty. Luthman brought up using release time to get involved in initiatives; this was shot down. Discussion ensued concerning the Governor's Commission on Higher Education (CHEE) and the public perception problem that primarily affects the faculty.

Two years ago Human Resources was asked to do a ‘turnover study’ for ASC, it was never completed. Chair Luthman asked Linda Dobb and Chris Dalton for this information during the fall compensation meeting, he was asked to wait until PeopleSoft came online. The problem with waiting was that the information would not be readily available and we, as AS members would have to wait another 3-5 years. Luthman and Leck stated that this was too long to wait. It was then decided that HR would do the study. The study was done using the parameters of vice presidential area. We requested further studies by: Gender, Pay Grade and Age by Decades (20-30, 30-40, etc).

A commercial message: please think about being chair-elect or secretary, they are rewarding positions.

In March we will also have two members of the faculty come and talk about an alternative to the Spousal Exclusion Policy. The faculty committee would like to see this proposed policy be put on hold, in order to collect more data and look at possible alternatives. Presently this policy is scheduled to begin for the continuing employees beginning in ’06. It is already in place for new hires.

March is going to be a busy month as we will also be discussing salary and compensation issues.

During our March 3rd meeting, we may have two members of the Human Resources area give a 45 minute to an hour presentation on JAQ’s beginning at 2:30 pm. It is possible though that this program may be switched to the April meeting. This presentation has already been done for Athletics and Dr. Whipple’s area. There have been a number of
questions concerning how the JAQ works and this presentation would cover areas like: how the JAQ came about, how to fill it out and how it is graded. We will need to find out how many people would be interested in attending as there will be handouts.

Lopez suggested that the JAQ seminar be changed and put on the docket for the Spring Administrative Staff Reception on March 29th. Discussion ensued. It was decided that this will be looked into. Presently we have an 1½ set aside for the Spring Reception, we are looking expanding the time and having seminars before the reception. The JAQ seminar would be a good program to offer. Also the seminar would be taped for those who would be unable to make the program. Expanding the reception was a suggestion made by Dr. Ribeau last year to Robin Veitch.

Secretary: Elections are fast approaching, please consider running for the coveted Chair or the Secretary's position. Also if you know anyone that you think would be a good representative on ASC, please talk to that person about the elections. Thanks to Ann Jenks for being the secretary at the January meeting.

Committee Reports:
Amendments: Minor changes in handbook has been looked at concerning how long, if at all a person has to be off ASC before they can run for election again. This will be talked about in new business. Also the committee is looking at the process to add a Treasurers position to the ASC.

External Affairs: Lopez handed out information concerning the Dance Marathon. The DM is trying to get more faculty and staff involved in this important event. There are a number of we as ANS can do (see attached) to be part of this event. Contact Amy Colvin if you are interested.

Internal Affairs: The committee is gearing up for elections. Nomination forms will be going out sometime in the next two weeks. Please consider running for an office or a committee. Again, if you know someone who would be a good representative, please talk to them about being part of ASC.

PWC/Salary: Met on 2/1 and worked on a draft of goals to be presented to ASC at the March meeting. Zhang has completed his analysis of gender and length of time in position and found 'no significant' results.

Professional Dev: Sheila Irving has the tape from the 1st semesters 'Coalition on Campus' which deals with the sexual assault issue. There are also other potential seminars for Administrative Staff Day.

Scholarship: Scholarship raffle tickets are available on the ASC web-site. Due date is February 28th. Scholarship applications are going out soon. The drawing for winners of the raffle is February 15th and they will be announced at the March meeting.

Faculty Senate: Barb Garay is the replacement for Diane Whitmire who recently retired. Larry Weiss gave a presentation concerning Higher Education in the State Government and how poorly we are being looked at. Larry, with help from the Alumni Association is trying to get alumni, parents etc to advocate for higher education. You can go to the Alumni Association website and click on Advocate for BGSU and get all the information.

Classified Staff: CSC is offering 12-$250.00 scholarships that go only to family members of classified staff. The January 19th meeting lasted 3 hours covering a variety salary issues. The council's salary compensation committee is drafting proposals for this year and is considering a request for some sort of longevity pay, consistency in the pay raise offered to promotions, re-classifications and new hires for equal positions. The proposed 05 Holiday Closing (December 28, 29, 30) was also discussed and CSC will ask Dr. Dobb to show them documentation on how this would save the University money before being voted on.

New Business: Potential handbook change: how long must an AS member wait, after serving their term on ASC, before they can run again. The handbook presently states: 'Membership may not hold consecutive three-year terms, and are eligible for re-election after completing a two-year waiting period.' (Page 73, Section III) Historical background was shared concerning why the statement was added to the handbook. The term limit was put in to be pro active, to a problem that never occurred. Discussion pertaining to elimination of the waiting period basically evolved around the fact that we need continuity. We, ASC, have no place to put any historical information, so we inevitably re-invent the wheel. If we eliminate the waiting period we will be keeping people on who have experience and historical information.

This is the first reading; the second reading will take place at the March meeting. A motion was made to waive the second reading. The motion passed.
Dave Crooks made a motion to "Delete the last sentence on page 73, section III of the handbook". Larry Spencer seconded the motion. Motion passed.

Senate Bill #24 was discussed. This bill is being put before the State Senate by Senator Wachtman and Senator Mumper; it will restrict the content in classrooms. The rationale for this bill is because these senators believe that faculty are too liberal. Connie Molnar will be sending a link to the ASC website so we can familiarize ourselves with the content of this Bill.

Good of the Order:

Joe Luthman congratulated Chair Elect Lona Leek on the completion of her Masters Degree
Zachary: The Symposium on Women in Sports that is presently going on in the Union
Lopez: The TV station is taping portions of the Women in Sports Symposium and will be available on MyBGSU.
He also spoke about the University Planning Committee that he is presently serving on. He encouraged everyone to go to the Institutional Research spot on the ASC website, look at the Environmental Scan and give feedback. lopez@wbgu.bas.edu
Regan: The Tsunami memorial ceremony will be held Thursday, February 10th from 4:00-5:00 in Olscamp. Four spiritual leaders have been asked to speak and the Red Cross will be available for questions and donations.
Molnar: Tsunami Relief bracelets are being sold for $2.50 and all the money goes to the Red Cross
Lee: The Women in Sports Conference includes 200 women from 22 states and other countries will be honored with plaques to recognize their Varsity experience.
Veitch: Basketball, gymnastics and Swimming events are all going on this weekend. On Saturday it's 'Wear Orange' to the Women's Basketball Game.
Monago: The Black Issues Conference is this Saturday. The title is 'Money, Power and Respect'; it is free and open to the public. The guest speaker is, Amarosa, from Donald Trump's Apprentice.
Rice: College Access Program will be putting on College Bowl Sunday; BGSU will be at Owens and Firelands.
Macias: Volunteers are needed for President's Day; 7,000 people are expected.
Crooks: Men's hockey hosted Notre Dame and won. 4,946 people attended...in other words a full house.
Freshman: 'I movie' at BG Festival. There is an awards program, Saturday, February 26th at the Clazel.
Nemitz: Student numbers are once again up at Firelands

Chair Luthman, in closing, encouraged everyone to fill out the Survey for Engagement.

Adjournment:

Gerry Davis made a motion to adjourn. Steve Kendall seconded. The meeting was adjourned at 2:51 p.m.

Next Meeting:
March 3, 2005 (1:30 – 3:00) 207 BTSU

Submitted by: Penny Nemitz ASC Secretary
Administrative Staff Council Agenda
March 3, 2005 1:30pm
207 BTSU (Union)

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guests
   HR – Marsha Serio will conduct a seminar on Job Analysis Questionnaire. Administrative Staff are invited to attend. (we may/should schedule this at the end of the meeting)

8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

9. Old Business

10. New Business

11. Good of the Order

12. Adjourn
ATTENTION:

ADMINISTRATIVE STAFF MEMBERS

Do you wish you could have a direct say in what kind of salary or benefit changes get proposed to higher administration? 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 to serve a 3-year term (2005-2008) on ASC from the following function areas: Academic Support, Athletics/Rec.Sports, Institutional Support, Student Support.

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 on the Administrative Staff website, www.bgsu.edu/organizations/asc, or by contacting a 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 2005-2006 academic year? Complete the attached form and indicate the committee you would like to serve as an at-large member, and the Committee Chair will contact you. All administrative staff members are welcome to sit in on ASC meetings throughout the year, although you will not be required to attend the monthly ASC meetings; just meet with the committee as needed.

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 time vary by committee. Committee chairs will contact the nominated individual(s) with meeting dates and times.

*Joe Luthman, 2004-05 ASC Chair jluthma@bgnet.bgsu.edu

*Lona Leck, 2005-06 ASC Chair-elect lona@bgnet.bgsu.edu

A.S.C. Self-Nomination Form
2005 - 2006

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

DEADLINE: Monday, March 14, 2005

Name: ___________________
Dept: ___________________
Ph: _______ BGNET: _______

☐ Admin. Staff Council (ASC) Representative (2005-2008) *voting member
☐ Admin. Staff Council Standing Committee (2005-2008) *at-large member
  □ Amendments
  □ Awards & Special Recognition
    (Must be @ BGSU for min. 3 yrs)
    □ External Affairs
    □ Internal Affairs
    □ Personnel Welfare/Salary
    □ Professional Development
    □ Scholarship
☐ Univ. Standing Committee (2005 - 2008)
  □ Equal Opportunity Compliance
  □ Health, Wellness, & Insurance
  □ Information Technology

Return to: Tina Coulter, 231 Admin. Bldg.
or e-mail: pnemitz@bgnet.bgsu.edu
For more information, please contact:
Penny Nemitz, ASC Secretary,
at 20614 or pnemitz@bgnet.bgsu.edu
Administrative Staff Council Agenda
March 3, 2005 1:30pm
207 BTSU (Union)

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guests
   Alternative to spousal exclusion insurance change. Paul Schauer.

8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

9. Old Business

10. New Business
    BG Best change in awards monies

11. Guest seminar on JAQ – 2:30 to 3:30
    HR – Marsha Serio and Pat Kelly will conduct a seminar on Job Analysis Questionnaire. Administrative Staff are invited to attend. (If significant interest, HR will repeat this at the end of the April meeting)

12. Good of the Order

13. Adjourn
Dr. Dobb,

Let me begin by thanking you for meeting with us before the semester break. We felt the meeting was quite productive.

Neocles and I shared your e-mail with the members of the Faculty Senate Welfare Committee. After a lengthy discussion, it was agreed that we should provide you our position as to the differences between the spousal plan and the plan we proposed and recommend some improvements to the spousal plan. A description of that position follows:

The spousal plan will:
- Meet the objective of reducing the University's health insurance costs.
- Does not address the primary problem with our health plan that an inordinate number of University employees select the University's health care program rather than their spouses.
- Increases the health care premiums of a group of people (they would have to pay both the University employee's premium and their spouse's premium) by $100 or more without any consideration with their ability to pay.
  - The total premium for administrative employee that makes $2,000 per month may increase $100 while a faculty member that makes four times that amount and whose spouse does not work will experience no increase in premium.
- There are many spouses that work, not so the family can live lavishly, but so that they can survive.
- To minimize the effect of this situation, the University should reduce the employee's health insurance contribution because the spouse was removed from the University's health insurance program. In many cases, however, even if you reduced the University's premium to zero, the employee would pay more in total premium.
- Introduce serious issues that should be addressed before the plan is implemented.
  - What disciplinary action is the University going to take if an employee falsely states that their spouse does not have health insurance?
  - How would you detect that such an employee made such false statements?
  - If an employee states that their spouse does not have health insurance, but that the University learns differently, is the University going to deny the payment of claims and seek restitution for claims previously paid.
  - Is the University going to require the spouses of employees who are also University employees to take the health insurance provided to them?
  - These are important issues for compliance with the provisions of this plan is not guaranteed. Tax research conducted using our University employees as subjects showed significant non-compliance with the Use Tax provisions of the State of Ohio. This is a tax where detection risk is low, and the penalties for non-compliance are not significant. This spousal plan suffers from many of the same problems and may suffer from a similar level of non-compliance. Non-compliance may also be greater because many employees may believe this plan is unfair and can justify non-compliance.

1 The cost of employee only coverage at the University is $340.50 in 2004. If a spouse had a similar plan they may be required to pay as much as $102.15 in premiums (thirty percent of 340.50). This amount could be even more especially in health care plans for small businesses.
• Cause disparity in the health insurance coverage available to a select group of employees.
• The University offers good health insurance benefits. Other plans that the University will require employee’s spouses to take may not be comparable and may cost the employee significantly more in out of pocket costs since deductibles and coinsurance vary greatly from plan to plan.
• To correct this situation, the University should insure the spouse as a secondary insurer. Under the general practice of coordination of benefits, if a spouse has health insurance, that insurance would be the primary carrier. In this case, the spouse’s insurance carrier would pay claims according to their schedule of benefits. The University would only pay the difference between our schedule of benefits and the spouse’s insurer schedule of benefits.

The proposed changes to the health care program that the Faculty Senate Welfare Committee proposed will:
• Meet the objective of reducing the University’s health insurance costs.
• Our proposed changes induce employees to select their spouse’s health insurance plan, not only for themselves, but for their family as well. This may significantly reduce the premiums paid by the University.
• Address the primary problem with our health plan that an inordinate number of University employees select the University’s health care program rather than their spouses.
• The increase in premium paid by the University’s employees will make the health insurance plans of their spouses more attractive thus reducing the number of employees covered under our plan at all levels of coverage.
• Our plan dramatically increases the premiums paid by the University’s employees for health care coverage, but provides them the funds to pay the premiums.
• Our plan does not discriminate against any class of individuals as the spousal plan does.
• Not have the control issues of the spousal plan.
• Participation is induced by financial gain, it is not mandated.
• Not cause any disparity in health insurance coverage for any of the University’s employees.
• Employees self select into insurance programs thus eliminating any potential disparity.

Our University faces many challenges that can be best met by a unified University community. We believe that the University’s employees view the spousal plan as inherently unfair and the implementation of such a plan can only cause dissention between the administration and the faculty and staff when cooperation is most needed.

The administration can follow the lead of other institutions and implement the spousal plan or they can have that entrepreneurial spirit we consider so important for our students and be leaders and innovators. Take a chance. Implement our plan. The worst thing that can happen is that the cost savings resulting from our plan are not sufficient so you will have to implement the spousal plan in a year or two. It has been delayed four years; another year is not that significant. Take a shot; we do not think you will be disappointed.

Respectfully,

The Faculty Senate Welfare Committee
Proposed Changes to Health Care Programs

This document is in response to the proposed modification to the University’s health insurance program that would require spouses to enroll in their employer’s health care insurance program if one is available. This document also addresses other issues with the current health insurance program. The three basic issues identified are:

- The requirement that spouses of employees enroll in any available health insurance from their employer is inherently unfair and may cause severe hardship for certain current employees.
- The employee contribution levels for health insurance currently do not provide an incentive for spouses to take advantage of the health insurance provided by their employers.
- The current pricing program provides little incentive for employees to adopt their spouses’ health care plan.

Since 2002, the University has denied coverage to the spouses of new employees whose employer provides health insurance benefits (spousal benefits). This is quite logical. Why should the University pay for benefits for an employee’s spouse and let the spouse’s employer incur no cost for benefits. But there is a major difference between this program and the proposed change to the University’s health insurance program. As a new employee, an individual can assess the impact this rule has on that individual’s total compensation and negotiate adjustments or not accept the position. Current employees do not have the same opportunity. Two actual cases are provided as examples.

The first example is a member of the classified staff who has been employed by the University for over twenty-five years. Her husband is currently covered by the University’s health insurance program. If the University drops him from their health insurance program, his annual employee contribution for health insurance would be $2,722 and his co-insurance and deductibles for doctors he is currently seeing for long term health problems would increase by $2,600. Before such a program is adopted, an explanation as to why the University would impose such a hardship on a highly qualified, hard working employee who has dedicated much of her life to the goals of this University is warranted.

The second example is a member of the faculty who is married and has two children. If his wife were required to enroll in her health care program, her annual premiums would be $410 and her deductible and co pay would increase by $600. Before the program for spousal benefits moves forward, the University must address why it believes it is fair that one employee who has a wife who is employed and has two children should pay $1,010 more for her health care than another member of the same department who has a wife who is employed, has two children but whose wife does not have health care insurance available from her employer. Although these are only two examples, there are possibly hundreds more.

Before the University institutes a policy that would impose severe hardship on certain employees and be unfair to others, it should investigate other alternatives that would meet the goal of reducing the overall costs of health insurance. There is an alternative to spousal benefits that will induce spouses to enroll in their employer’s health care insurance plans. Make it economically beneficial for them to do so. Our health care program provides little incentive, and actually a disincentive in most cases, to do so. The University’s health insurance program currently has three contribution levels; employee, employee plus one, and family. Under this structure, if you have more than one child, there is no incentive for a spouse to enroll in their employer’s health insurance program. The program should be changed to include an additional coverage level, employee plus children and change the employee plus one to employee plus spouse. Priced properly, this would provide an economic incentive for many of our employee’s
Proposed Changes to Health Care Programs

spouses to enroll in their employer’s health insurance programs. To explain this concept, a hypothetical example is provided. An employee has a husband and two children. She is currently enrolled in our health care program with family coverage and pays $86 per month. Her husband’s plan, which is quite similar to ours, would cost him $20 per month (employee only coverage is usually quite cheap). If we priced employee plus children at say $45, our hypothetical employee would save $21 a month if her husband would enroll in his plan and she enrolled in our employee plus children option ($86 current premium less $45 proposed premium for her and $20 premium for her husband). Under this plan, the University would save approximately $340 per month in health insurance premiums (the cost to insure one adult) for the $41 reduction in premiums. Under the current system, there is no incentive, and actually a disincentive (an additional $20 in premiums) for her husband to enroll in his health care insurance program.

Currently, 2,213 of 2,450 employees eligible for health insurance, or over ninety percent, select the University’s health insurance program. Employees choose the University’s insurance program for it provides good health care benefits at a bargain price. Since dramatically reducing the benefits to induce employee’s to select other health insurance programs available to them is not feasible, the price must change. Although employee contributions have increased a number of times in the past few years, the University’s health insurance program is still quite a bargain. More dramatic changes in cost should be instituted while minimally impacting the cost to the employee. That may seem impossible, but an example will clarify the process. The University provides $100 in flex dollars1 to each employee eligible for health insurance benefits. The University then increases the employee health insurance contribution by $100. For those 2,213 employees currently enrolled in the University’s health insurance program, the impact is zero for both the University and the employee. For any individual that selects their spouse’s health care program rather than the University’s, because of the increased cost, the University would save $222.25, 485.08, and 597.252 per month for employees who are currently enrolled at the health insurance coverage levels of employee, employee plus one, or family, respectively. The cost to the University would be $23,700, the cost of providing the one hundred flex dollars to those eligible for health insurance but did opt for coverage. If as a result of the increased price, only two and a half percent of eligible employees select alternative health insurance coverage, the University breaks even. This is just a simplistic example; however, the concept in the hands of a competent health care actuary could optimize the savings the University could enjoy from implementing such a program by inducing as many as twenty or thirty percent of their employees to select other health insurance alternatives available to them.

The Faculty Senate Welfare Committee strongly urges the University administration to investigate these and other alternatives prior to making a decision to deny health care benefits to spouses of employees who have such benefits available to them from their employer.

1 Flex dollars are credits that the employee can use to purchase any benefits. Unused flex dollars would be returned to the employee as 87.7 cents salary and 12.3 cents (14 percent of 87.7 cents) increased pension contributions.

2 The University’s cost for that level of coverage less the one hundred flex dollars the University would be providing to the employee.

Faculty Senate Welfare Committee
Paul C. Schauer, Author
November 11, 2004
## Proposed Changes to Health Care Programs

### Exhibit 1

**Summary of University Health Care Costs**

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Employee Contribution</th>
<th>Employer Contribution</th>
<th>Total Contribution</th>
<th>Total Cost To University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>18.25</td>
<td>322.25</td>
<td>340.50</td>
<td>277,457.25</td>
</tr>
<tr>
<td>Employee plus one</td>
<td>67.00</td>
<td>585.08</td>
<td>652.08</td>
<td>275,572.68</td>
</tr>
<tr>
<td>Family</td>
<td>86.00</td>
<td>697.25</td>
<td>783.25</td>
<td>614,277.25</td>
</tr>
<tr>
<td>No coverage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total employees</td>
<td>2,450</td>
<td></td>
<td></td>
<td>1,167,307.18</td>
</tr>
</tbody>
</table>

Cost per employee 476.45
Call to Order
Chair Luthman called the meeting to order at 1:32 p.m.

Members Present

Member Substitutes
Steve Lashaway for Judy Amend, Colleen Coughlin for Mary Beth Zachary, Beth Nagel for Larry Holland, Amy Thomson for Jeff Nelson

Absent
Wendy Buchanan, Greg Dickerson, Sheila Irving, Paul Lopez, Emily Monago, Celeste Robertson

Guests
Laura Emch, Paul Schauer

Approval of Minutes
Motion by Susan Macias to accept minutes as presented. Seconded by Gerry Davis. Motion to approve passed.

Chair’s Report
Chair Luthman reported the following:

1. Executive Vice President Linda Dobb has announced that there will be no formal order to close the university during the December break for 2005. Offices will be encouraged to close with the exception of services such as registration, bursar, etc.

2. Dr. Ribeau has indicated his desire to identify funds that would allow for a modest salary increase.

3. He is seeking a volunteer to relieve the Chair of the management of the Administrative Staff listserv. While this doesn’t require a large time commitment, Luthman believes that the task is more appropriately handled by someone other than an elected officer. He would like to move forward on this reassignment immediately to allow the elected officers to focus on their more important duties.

Chair Elect’s Report
Chair-elect Lona Leek reported the following:

1. Space will be assigned for the use of Administrative Staff Council leadership in the near future. She expressed hope that this would improve the sense of continuity from year to year and allow for small meetings.

2. While not part of the agreement, Leek will continue to seek support staff for Council’s work.

3. The ASC web site is registering between 100-400 “hits” each month while Blackboard usage is still light. Currently, one can view a draft of an Academic Bill of Rights for Higher Education and a draft of a Code of Ethics via Blackboard.

Secretary’s Report
In Penny Nemitz’s absence, Luthman reminded Council that self-nomination forms have been sent to all administrative staff and current members should encourage participation. The Chair-elect and Secretary positions, available for 2005-06, must come from within Council’s ranks.
Guests
Dr. Paul Schauer, member of Faculty Senate Personal Welfare Committee, attended the meeting to present information about the impending restriction of health benefits that will affect employed spouses of BGSU employees effective 01/01/2006. Action is desired based on Senate contention that the proposal is inequitable and won't achieve the desired goal of cost reduction. For these reasons that body is recommending that implementation be delayed for "at least one year to allow time for a comprehensive review of the University's health care plan by qualified health care consultants."

Because the impending health benefits proposal affects the majority of BGSU employees, those who have employed spouses, Senate is proposing a plan that involves the use of financial incentives to move BGSU employees onto the health benefit package of their spouse. At this time the central administration is examining this proposal which has the endorsement of Faculty Senate, Senate Executive Committee, Faculty Senate Budget Committee, Classified Staff Council and the Administrative Staff Exec Committee.

Questions concerning the tax implications were raised.

Following discussion, Robin Veitch made a motion that Council support the proposal that the implementation be delayed one year while alternatives were examined and Rich Peper provided the second. The motion passed.

Committee Reports
Amendments
Rachel Schaeffer reported that the committee had been asked whether or not the Handbook had a stated policy regarding the use of stipends for administrative staff and that none was found.

Awards and Special Recognitions
Kim Fleshman reported that four BG BEST awards would be made this year. She also reported that the Zuni owl statue which had been recently reaffirmed as the desired gift is increasingly difficult to obtain and that our supplier has indicated that no more would be ordered after current inventory was exhausted. The issue of a new "symbol" for award recipients may need to be revisited.

The Committee recommended that the value of the BG BEST Award be increased, the number of awards reduced as well as the award-type be restricted to individuals rather than allowing for a team nomination. All these recommendations would, in the committee's view, make the award clearly more prestigious than the BG Spirit Award. Council agreed by consensus and those changes in the guidelines will be posted on the ASC Website.

External Affairs
No report

Internal Affairs
No report

Personnel Welfare/Salary
Dave Crooks reported on the previously distributed Draft of Goals to be submitted to the President's Compensation Committee. He indicated that the document was still a draft and that a salary recommendation needed to be added. He proposed an added goal: that the annual wage pool for Administrative Staff be 4% for those who meet or exceed expectations with an additional 1% super merit for those who "greatly exceed expectations."

After discussion, including questions about the problems caused by the use of a percentage to distribute merit dollars which rewards the already higher salaried, Council endorsed the goals as drafted with the addition noted above to be presented at the Compensation Committee meeting on March 22. Discussion on other plans for distribution of merit dollars will continue.

Member Laura Emch praised Steve Kendall and Dave Crooks for their leadership in matters related to personal welfare and salary.

Professional Development
No report
Scholarship
Rob Cramer for the Committee reported that the recent raffle raised $2680, nearly the highest ever. The winner's list was circulated. Applications for the ASC scholarship have been mailed to all eligible students.

Faculty Senate Liaison
Robin Veitch listed a number of items under discussion at Senate: Spousal insurance proposal, the work on a draft of an academic bill of rights for higher education, development of a code of ethics for BGSU employees, and a salary proposal for faculty. She noted that Faculty Senate's salary proposal was unique in that they have asked that increases be tied to the educational portion of the budget. This would end the need for annual salary proposals and is a suggestion that the central administration is weighing.

Classified Staff Liaison
Steve Lashaway reported that the issue of stipends for classified staff is being examined by CSC. Additional compensation items under consideration include longevity reward, institution of an ombuds position to relieve the chair and chair-elect of such responsibilities, salary increase, no health care cost increases, additional vacation day for long-term employees.

New Business
K. Fleshman asked that Council address the disparity of value between the two awards given to recognize outstanding administrative staff performance, i.e., that the more competitive BG Best Award is the Zuni Owl valued at $25 and picture while the monthly BG Spirit Award is a certificate, balloons, and check for $75. After Council discussion, K. Fleshman moved that the BG Spirit award include a check for $100. N. Lee seconded and the motion passed.

Good of the Order
Several members reported upcoming events in their respective areas, including several announcements regarding the success of the Falcon athletic teams at season's end.

JAG Preparation Presentation
M. Serio and P. Kelly, members of the HR staff, presented information on the Job Analysis Questionnaire. The presentation was taped and will be available online using streaming video.

After the presentation ended, D. Crooks moved to adjourn. Larry Spencer seconded the motion, and Council voted to adjourn.

Respectfully Submitted,
Diane Regan, Acting Secretary
Administrative Staff Council Agenda
April 7, 2005 1:30pm
207 BTSU (Union)

1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guests
   Linda Dobb, Executive Vice President

8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

9. Old Business

10. New Business

11. Good of the Order

12. Adjourn
The following serves as the official ballot for the Administrative Staff Council (ASC) and the University Standing Committees.

**Administrative Staff Council (ASC) Officers for 2005-2006. (Select one (1) for each officer)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Candidate</th>
<th>Biography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair-Elect</strong></td>
<td>Steve Kendall</td>
<td>I am currently in my sixth year as an administrative staff member at BGSU and as the Manager of Multimedia Production Services in Instructional Media. Since 1991 I have been an adjunct instructor in the Department of Telecommunication in the School of Communication Studies. I am also a co-supervisor of the Technology Enhancement Classroom Support (TECS) program, which teams BGSU students and faculty on semester-length technology projects. I hold a B.A in Communication from the University of Toledo and a M.A. in Communication from BGSU. As manager of Multimedia Production I supervise the photography and graphic arts areas in Instructional Media Services. As a representative for the Technology area on Administrative Staff Council, I have served on the Professional Development Committee and the Personnel, Welfare and Compensation Committee for two years, and on Executive Council this past year. I ask for your support as a candidate for the position of Chair-Elect so I may continue and complete the work that the current leadership team has begun. My primary goal is continuous improvement in the working environment for all administrative staff at BGSU. The challenges BGSU faces are significant. I believe by working cooperatively with the administration, faculty, and classified staff; we can successfully address the issues we face and continue to build on the initiatives that have made BGSU and its staff leaders among universities in Ohio.</td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>Kim Fleshman</td>
<td>I have worked for BGSU for 5 1/2 years. I work for the Student Technology Center and am the Program Coordinator. I feel the ASC is important because it helps continue the system of checks and balances that are necessary to keep things fair for Administrative staff as compared to faculty and classified. I also enjoy ASC because I am on the awards committee for the 2nd year in a row and we always make people happy :) ASC helps administrative staff have a voice on campus. We have a say in what happens to us and what changes are made.</td>
</tr>
</tbody>
</table>

**University Standing Committee Representatives**  Select one (1) for each committee)

- **Equal Opportunity Compliance**
  - Laura Emch

- **Health, Wellness and Insurance**
  - Linda Hamilton

- **Information Technology**
  - Mitch Miller
  - John Clark
  - Camille Consalvo

**Return to:**

Penny Nemitz  
ASC Secretary  
Firelands College
ASC Chair's Report for April 2005

The leadership team has represented ASC at several meetings since our March meeting. We’ve met twice with HR, twice with chairs of CSC and Faculty Senate, several times with the Engagement University Council, and the Compensation Committee. This last meeting included Steve Kendall and Dave Crooks from PWC/Salary Committee. Finally the Chair represented ASC during the Board of Trustees meeting on April 1.

Upcoming meetings include 4/21, President’s Panel – three employee groups and USG and GSS.

Our guest today is Dr. Linda Dobb, Executive Vice President, who will field the questions we’ve already sent, as well as provide an update on the PeopleSoft HR conversion in late June.

In our May meeting, General Counsel Tom Trimboli will discuss the draft BGSU Code of Ethics and Conduct that can be found on our BlackBoard ASC discussion site.

ASC will soon have a room in which we can store paper trails such as merit pay documents, secretary and treasurer notes, and minutes of our meetings. We may also be able to use the room for small committee meetings.

All who serve in the ASC chair and chair-elect capacities have felt that time commitments often limit some of the initiatives. We’re making three changes in the roles served by chair and chair-elect, in order to free up some of that time.

One is to follow Faculty Senate’s lead, asking someone else to send out the occasional messages to our own listproc. Kim Fleshman, who is running for ASC secretary for 2005-6, will assume that role.

Another is to split the duties of ASC Treasurer away from the chair-elect, and dedicate someone for that role. Penny Nemitz, this year’s ASC secretary, will serve as our first Treasurer.

Finally, the leadership of ASC and HR has agreed to begin using a volunteer position of ombudsman. We noted that the current chair and chair-elect are frequently viewed as ombudsman, and strongly feel that this responsibility will be carried out more effectively when it is formally named and independently performed.

While we’re not entirely sure of the types of questions that will be directed to an ombudsman, we expect they will be of an informal nature.

Past chairs of Administrative Staff Council are very knowledgeable about HR policies, and ASC handbook principles. We’ve asked Robin Veitch, our most recent chair, to serve in this new position at least until October, 2005.
We will encourage administrative staff to direct questions to the ombudsman. Our aim is to address concerns early and at a milder level.

In closing, it would be good to post a reminder about these last two positions of Treasurer and ombudsman. Since these are not codified in our ASC Handbook, you should correctly infer that if these initiatives meet with approval by next year's ASC, then it would be appropriate to add these leadership positions to the handbook.

Respectfully submitted by
Joe Luthman
Call to Order: Chair Luthman called the meeting to order at precisely 1:30 pm


Members Absent: Judy Amend, Gerry Davis, Greg Dickerson, Kim Fleshman, Lawrence Holland, Naomi Lee, Sally Raymont, Deborah Rice, Celeste Robertson

Member Substitutes: Beverly Stearns for Ann Jenks, Colleen Couglin for Mary Beth Zachary, Brady Gaskins for Rob Cramer and Jill Carr, Flo Klopfenstein for Larry Spencer

Guests: Today's guest is Dr. Linda Dobb, Executive Vice President, who will be answering questions that were sent to her from AS members and will also be providing an update on the People Soft Human Resources conversion.

Approval of Minutes: Connie Molnar moved to approve minutes. Rachel Schaeffer seconded. The minutes were approved.

Chairs Report:
The leadership team has represented ASC at several meetings this month, Human Resources (2x), CSC and Faculty Senate Chairs, several times with the Engagement Council and the Compensation Committee. Steve Kendall and Dave Crooks joined Chair-elect Leck and Chair Luthman at the last Compensation Committee meeting. Chair Luthman represented ASC during the April 1st Board of Trustees meeting.

ASC will soon have a room in South Hall in which to store reports, secretary’s minutes and such. We may also be able to use the room for small committee meetings.

Past Chairs and Chair-Elects have felt that they have had too many commitments. We feel it is time to streamline the positions, with this in mind there are three changes being made:
1. Kim Fleshman, who is running for ASC Secretary will be sending out the occasional messages to our listproc.
2. Penny Nemitz, will be the first ASC Treasurer, thus relieving the Chair-elect of this responsibility.
3. Robin Veitch will assume the position of Ombudsman until at least October. It was felt that past chairs are particularly knowledgeable about HR policies and ASC handbook principles.

Chair Luthman added a reminder that the Treasurer and Ombudsman position are not in the ASC Handbook, next year these positions would need to be added to the handbook.

At our May meeting, General Counsel Tom Trimboli will discuss the draft of BGSU Code of Ethics and Conduct.

Chair Elect Report: The Engaged University Council will be interviewing several staff members using a sample grid designed to measure engagement activities and outcomes. The ASC website has been getting anywhere from 200-400 hits a week. Next week three separate quick time movies, including the JAQ seminar will be on the website. Blackboard has had 64 different visitors. Most of these visitors were non ASC members. The Draft Code of Ethics is presently on Blackboard for all Administrative Staff members to read.
Randy Gardner will be in McFall Assembly Room at 3:00 on April 15th. This program is being sponsored by the Graduate Student Senate. Bob Latta will also be on Campus, in the Union on April 29th at 3:00.

Chair-elect Lona Leck is presently organizing information for the new 'room' storage space. Leck also gave a public 'thank you' to Ann Jenks for all her help with work already conducted in this regard for ASC through the Library Archives.

Reminder to all Committee Chairs that the annual reports are due at the next month's meeting.

**Secretary:** Ballots went out for Chair-elect, secretary, University Standing Committees, ASC representatives and ASC Executive Council. There's still a need for representation in: Athletics/Sports Activitives (2), Institutional Support (2) and Technology (1).

Next year we need to consider trying to do ballots/voting on-line. There were over 600 nomination forms sent out and only 8 were returned. Connie Molner, Lona Leck and Joe Luthman will be looking into the possibilities of on-line voting...possibly for next year.

**New Business:** Chair Luthman introduced Dr. Linda Dobb and explained that she will be here to answer questions that had been forwarded to her earlier form Administrative Staff.

**Question 1:** Deal with the Code of Ethics document

Dobb: When I first read this question I suggested Tom Trimboli come and speak, which I understand is happening next month. But I will give some information on the subject. This document grew out of the need for the Board of Trustees and the officers of the University to be accountable. Taken from Sarbanes-Oxley Act, it is a strict code for the business sector. It helps to hold institutions accountable to their public, to stem scandals, such as Enron. It is a good thing for us because we, as employees will get training sessions in areas like: FERPA (Privacy Bill), HIPPA (Health), NCAA (athletics). We need these training sessions because we, as public employees are accountable to our 'public'; we need to know the laws. We need to know how we cannot take certain 'gifts', particularly if the person receiving them determines policy and buying decisions. The Code of Ethics Policy will come forward to the Board of Trustees, most likely in June. There are not a lot of concerns; it is more of a way for us to know certain laws etc in one document. The Ethics Policy will be the same for all—Board of Trustees, Faculty and Staff.

A question was raised: What would happen if a staff person reported a member of the Board of Trustees because of an infraction? Dobb stated that if a staff member was responsible for monitoring the Code of Ethics that that situation could occur and nothing would happen to the staff member responsible for the reporting.

**Question 2:** Why did Dining Services administrative staff give themselves pay bonuses last year that were above and beyond their contract salary? Does this now mean that all administrative staff working in auxiliary units can now award themselves pay bonuses?

Dobb: Dining Services was losing over 2 million dollars. The new manager wanted bonuses as incentives to stem the losses, so they put together the Bonus Incentive Program. One program, the "Smile" program was to improve customer service and it worked very well. The Bonus Incentive Program has turned around Dining Services. This year, bonuses were given from $388 to $1,800 as a one-time deal. This could happen in other areas as well. For example; Admissions. If our application numbers go down, bonuses could be given to the counselor that brings in the most students. It could happen in any area, but remember it is a one time bonus. An idea that came from Classified Staff is if a CS member gets a degree, they get a bonus. Dobb said to think broadly, but that it is up to the managers of the areas.

A question: Where does the money come from? Dobb: The money can come from many sources; operations budget, grants, workshops..

Statement: We need to make sure that everyone knows that there is a possibility for bonuses, some CS members were not aware of this and from my understanding they were upset. Bonuses are not addressed in the CS or AS Handbook.
Question #3: When people are non-renewed do we/can we offer out-placement services (like what they call it in business)? Business is helpful, what are we?
Dobb: Not really, the Career Center would help. If a whole unit is closed BG might look for places to slot people. Administrative Staff positions are tenuous, there is no guarantee that AS should have their jobs. The University has a lot more flexibility with Administrative Staff. CS has a different set of rules. CS members are regimented in terms of steps, CS really have no choice. Many CS members come to work here, get their Bachelors and stay as CS, not many apply for AS positions. You, as AS members need to know how things are viewed around here. AS members have different levels of responsibility, education, background and are more independent in their jobs.

Question #4: What is the average work week for Administrators on campus?
Dobb: The average number of hours in a week week for AS members is different across the University, You, as AS need to make the decision on how many hours you work. There is also the merging of what you do at work and what you do outside of work, like associations you belong to and work with.

Question #5: What are the policies for flex time for Administrative staff across the campus?
Dobb: Flex time is different for different units. For example, the Office of Admissions has different expectations when workers are traveling on behalf of the University. Each unit is different. Dobb stated that she would like to see each area have a 'flex time' system set up.

Comment from Chair Luthman: Hopefully the ombudsperson will help with extraordinary situations some Administrative Staff experience regarding work schedules.

Question #6: How can some Administrative Staff jobs be awarded to people if they are not posted?
Dobb: We want to get the smartest and the best. Some of the few non-posted jobs were to accommodate a spouse of new faculty or a particular staffing need that 'came up' at the institution. Some mistakes have been made in filling the positions.

Dobb: The University is looking at some areas where we might collaborate to save costs with MCO-UT-OWENS. Back room operations such as HR (Health Plan, Pharmaceutical Plan), Equity and Diversity, IT, Purchasing, Accounting Procedures, Grants Procedures etc., are possible targeted areas. Columbus would like each University to have one subject area. For example; Toledo=Medical, BG SU= Education. There may be other ways to collaborate, like buying bulk. Everything takes a lot of time, the Legislature wants it now.

Committee Reports:
- Amendments: No report
- Awards and Special Recognitions: Spring reception articles were in the Monitor
- External Affairs: No report
- Internal Affairs: Elections again...reminder to 'VOTE'
- Personnel Welfare/Salary: Representatives gave a power point presentation to the Compensation Committee. We are still waiting for a response. We looked over the resolutions from last year and Chair-elect Leck put together the power point presentation.
- Professional Development: They are discussing a few more ideas for seminars. They are trying to get together one more for the Spring. The committee is also looking for something bigger in the fall, maybe have some of our faculty do a presentation. A suggestion was made to talk to someone in the Marketing and Communication area.
Scholarship: There were 37 applications and the committee has decided to interview 8 students. We have $3100 to give out this year with one being a $1000 scholarship.

Faculty Senate: no report

Classified Staff: Classified Staff awards banquet is on April 13th at 9:30 in the Union.

**Good of the Order:**
Kendall- thanks to Joe for his presentation to the Compensation Committee and Lona for the power point presentation. The power point saved time so that we could present our information in a logical, structured way. Lona put Robert Zhang's information in a focused, concise manner, so we had more control of the meeting.

Macias: Traveling visits are going on in Columbus and Cleveland. The Cleveland was closed because of the amount of people coming. There are already over 10,000 applications for fall.

Lopez: April 20th at 11:00 there will be a live tour of the Marine Biology Lab. Along with this is a taped interview of President Ribeau at the beginning. The tape will be shown in 18 countries.

Leck: April 22nd at 7:30pm and April 23rd at 1:30 pm and 7:30 pm at the Ice Arena is the Ice Show. Also congratulations to Connie Molnar who qualified for the National Ballroom Dancing Contest at the Midwest Region. She came in 1st and 3rd.

The Library Administrative Staff members met to review the Draft Code of Ethics. They developed a document in response to the draft which will be put on Blackboard for everyone to read more thoroughly. The Library staff interprets the Draft Code of Ethics to govern what you do at the University, what you do away from work, what it is you are perceived to be doing.

**Next Meeting:** Next meeting will be May 5, at 1:30 p.m. in 207 BTSU

**Adjournment:** Dave Crooks made a motion to adjourn. Seconded by Diane Regan. The meeting adjourned at 3:30 p.m.

Submitted by: Penny Nemitz ASC Secretary
Administrative Staff Council Agenda
May 5, 2005 1:30pm
207 BTSU (Union)

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
   Dr. Dobb, to discuss PeopleSoft changes for July
   Tom Trimboli, University General Counsel, to field questions concerning the Draft Code of Ethics
8. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend
9. Old Business
10. New Business
    Graduate Student Senate Resolution on Ohio Senate Bill 24
11. Good of the Order
12. Adjourn
ASC Chair’s Report for May 2005

Our guests today are Dr. Linda Dobb and Tom Trimboli. Dr. Dobb will provide an update on the PeopleSoft HR conversion in late June, and Tom Trimboli will primarily discuss the draft BGSU Code of Ethics statement.

For our June meeting, as we’ve done for the last two years, small group discussions held between all of our representatives, outgoing, present, and incoming, determines the projects to which the 2005-6 ASC will devote attention. Please reflect on the year-end summaries of our subcommittees and consult with your constituents as to desired direction.

The ombuds position held by Robin Veitch will have a counterpart for Classified Staff Council. HR will arrange training and study materials for both ASC and CSC. Please do encourage staff to direct questions to the ombudsperson. The purpose of the position is to provide better service to staff.

HR has issued a reminder to check vacation accrual to best ensure no loss in July, when totals will be narrowed down to the limits based on 9-month, 10-month, or full-year status.

Capital Planning will soon receive a letter about ASC accepting a storage room in South Hall. We would then need to choose how to arrange the room – file cabinet(s), desk, whether a computer is required, etc. This does not preclude the CSC/ASC meeting room request that was originally made, but we will need to pursue this repeatedly.

Respectfully submitted by
Joe Luthman
TO: All Administrative Staff and Supervisors of Administrative Staff
FROM: Rebecca C. Ferguson, Assistant Vice President
DATE: May 16, 2005
SUBJECT: Fair Labor Standards Act Policy or Deductions from Salaries

The Fair Labor Standards Act (FLSA) is a federal law that requires most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

The FLSA, however, provides an exemption from both minimum wage and overtime pay for employees who are employed as bona fide executive, administrative, or professional personnel, or as certain computer employees performing very specialized work. The employees classified in one or more of these categories are referred to as “exempt” employees. The rules for determining whether any of these exemptions apply to a particular job are very complex and any questions you may have regarding the classification of your job should be addressed to Rebecca Ferguson, Assistant Vice President for Human Resources, at 419-372-2259.

**Salary Basis Requirement**

Generally, “exempt” employees must be paid on a “salary basis”. This means that the employee regularly receives a predetermined amount of compensation each pay period. Except as listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

**Circumstances In Which the University Will Make Deductions From Pay**

Deductions from pay will be made:

1. when an exempt employee is absent from work on an approved form of leave. The practice of taking deductions for less than a full day, also known as partial day docking, may continue as necessary to comply with state required principles of public accountability, as implemented through departmental practice;

2. to offset the amount an exempt employee receives as jury or witness fees or for temporary military duty but that is not paid over to the University, in accordance with University policy, for the receipt of full pay by the University; or
3. for unpaid disciplinary suspensions of one or more full days imposed for a violation of the University’s policies or rules dealing with conduct.

In addition to the foregoing three exceptions, the University will not pay full salary in the initial or terminal week of employment, if less than a full workweek; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

**UNIVERSITY POLICY**

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, the University prohibits all managers from making any improper deductions from the salaries of exempt employees. Exempt employees are to be made aware of this policy and that the University does not allow deductions that violate the FLSA.

This FLSA does not replace other University policies or practices regarding unauthorized absences for work, excessive absenteeism or tardiness, or failure to obey management direction relating to the timeliness of work. Violations of these policies shall remain appropriate grounds for the imposition of discipline in accordance with established University procedures.

**WHAT TO DO IF AN IMPROPER DEDUCTION OCCURS**

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your immediate supervisor, or to Rebecca Ferguson, Assistant Vice President for Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for an improper deduction made.

**EFFECTIVE DATE**

This policy is effective immediately.
Call to Order: Chair Luthman called the meeting to order at precisely 1:30 pm

Members present: Joe Luthman, Lona Leek, Penny Nemitz, Robin Veitch, Judy Amend, Wendy Buchanan, Dave Crooks, Nora Cassidy, Rob Cramer, Gerry Davis, Kim Fleshman, Mike Ginsburg, Ann Jenks, Steve Kendall, Naomi Lee, Paul Lopez, Susan Macias, Deb McLean, Teresa McLove, Connie Molnar, Emily Monago, Rich Peper, Diane Regan, Deborah Rice, Celeste Robertson, Larry Spencer, Mary Beth Zachary

Members Absent: Greg Dickerson, Tim Hoepf, Lawrence Holland, Emily Monago, Rachael Schaeffer

Member Substitutes: Chris Haar for Sheila Irving, Michael Ginsburg for Jill Carr, Wendy Buchanan for Jeff Nelson

Guests: Today's guests are Dr. Linda Dobb, Executive Vice President and Tom Trimbole, the University's General Counsel.

Approval of Minutes: Paul Lopez brought forth minor changes. Paul Lopez moved to approve minutes. Kim Fleshman seconded. The minutes were approved.

Chair’s Report: For our June meeting we will have small group discussions which will include all representatives; outgoing, incoming and continuing. These groups will help to determine the ASC projects for the 2005-2006 year. Please reflect on the year-end summaries and consult with your constituents as to what direction they would like to see ASC continue. The Ombudsperson position held by Robin Veitch will have a counterpart for Classified Staff Council. HR will arrange training and study material for both ASC and CSC. Please encourage staff to direct questions to the ombudsperson. The whole purpose for this position is to provide better service to staff.

HR has issued a reminder to check vacation accrual to best ensure no loss in July when totals will be narrowed down to the limits based on 9-month, 10-month or full year stats. Capital Planning will soon receive a letter about ASC accepting a room in South Hall. We would then need to choose how to arrange the room.

Chair Elect Report: Staff are reminded to be ever cognizant of their use of university computer hardware and software concerning security issues. At the April President's Panel meeting, which is held two times a year, ASC posed a question regarding clarification of work priorities. Ribeau believes our top priority must be engagement. We need to speak BGSU’s voice to heighten awareness of our positive contribution to the region and to Ohio. Also at this meeting a practicum student or a work-study student was offered to our organization, and to share duties with CSC, to enable us to more efficiently accomplish basic tasks and to improve continuity from year to year.

Secretary: There were 146 total votes received. The results are as follows:

Chair-Elect: Steve Kendall
Secretary: Kim Fleshman

University Standing Committees:
Equal Opportunity Compliance: Laura Emch
Health, Wellness and Insurance: Linda Hamilton
Kim Fleshman made a motion to shred votes. Connie Molnar seconded the motion. Motion passed.

**New Business:**
Linda Dobb came back this month to discuss her original reason for being here, which is how, starting July 2005 we will be getting our paychecks. Our paychecks will no longer be sent to us, we will have to go into MyBGSU, go to Services and my pay will be right there. There will be a letter sent home to everyone with all the pertinent information.

Question: Will there be a reminder sent to us on e-mail like the Bursar does?

Answer: I will think about that.

Question: What about computer fraud?

Answer: We have great security but with a hacker, nothing is always safe so don’t forget to LOG-OUT.

Please let your constituents know about on-line pay. The University is trying to get students to do direct deposit also. If a student has 2-3 jobs the program will articulate it.

Question: What about Classified Staff who don’t have a computer.

Answer: Facility Services has added computers so CSC members are able to print their copies.

Tom Trimboli is here to discuss the ‘Code of Ethics’. Looking back 2-3 years this idea originated at the Board of Trustee level to look at how the Senior Management was dealing with different areas. Senior Management then came back with the ‘Code of Ethics’ (conduct) particularly for those people who have the ability to do the buying for the University. They also looked at the Ohio Ethics Commission Website. The trustees wanted more than just a rubric, they wanted something to describe what they were looking for. They want something that will pertain to all areas, ASC, CSC, Faculty, not just fragments. They are not attempting to usurp authority of anyone or anything that we have already in place, but statements need to be developed for Administrative staff. Tom stated that there is nothing in the draft of the code of ethics that states: ‘who are you?’ ... ’What do you aspire to be?’

Many Universities are working on the same type of “code” that we are discussing. The University of Virginia has a good one that anyone could look at. The Ohio State University is presently working on their code. We at BGSU are lucky because the Board had the foresight to start working on this so we are technically ‘ahead of the game’. An article from Solutions headlines ‘Why the rush to comply with legislation that doesn’t even target you? Good business sense, that’s why.’
Tom explained the Sarbanes-Oxley Act of 2002. This is a result of Enron and other such companies.

Trimboli handed out a number of papers from the following websites:

- [http://www.aicpa.org/info/sarbanes_oxley_summary.htm](http://www.aicpa.org/info/sarbanes_oxley_summary.htm) pages 1-11
- [http://www.bostrom.com/Solutions/Solutions2-1.htm](http://www.bostrom.com/Solutions/Solutions2-1.htm) pages 1-3
- [http://www.acenet.edu/rena/readArticle.cfm?articleID+1284](http://www.acenet.edu/rena/readArticle.cfm?articleID+1284) pages 1-2

and handouts from articles:

- Corporate Legal Times, March 2005 edition
  - 'Lockyer v. Spitzer: The Non-Profit Battleground'
- NFPerspectives Volume 14 Number 4 Winter 2005
  - 'Not-for-profits react to Sarbanes-Oxley'
- NFPerspective Volume 15 Number 2 Summer 2004
  - 'Establishing a moral compass through ethical behavior, values and goals.'

All the above articles show a progression of how Ethical Standards are being sought in all areas of business, including non-profit. Earlier this year Sarbanes-Oxley hit California, so that not only are businesses in California involved, but anyone doing business in California.

It is not always good when government gets involved, an article from the Higher Education and Nation Affairs states; "Senators questioned practices at colleges and universities, tax-exempt hospitals, arts groups, social service organizations, private foundation and many other non-profit organizations”.

Trimboli said that one of the things he had to do when he got to BG was to be appointed by Petro as an assistant attorney general because the university counsel of public education has to be an assistant attorney general, this redefines what a public record is. It means that if somebody comes to me and asks me do you have this and I say no I don't; under the new statute I say no I don't but let me tell you what I do have. If somebody sends me a letter saying my garbage is not being removed as often as it could under the bill that is being considered, that is public record and I've got to keep it, and if somebody asks for it I have to produce it. Now we all know that politicians aspirations sometimes motivate decisions on bills, this bill is being advocated by the attorney general.

Another example deals with campaign stickers. If you have a sticker in your work station it is alright because it looks like you are supporting the campaign. But if you move it outside of your immediate work station, this is not allowed because then it looks like the University is the supporter.

Looking at the ASC Handbook, the Code for all Administrative Staff. This handbook is 28 years old, way outdated. There are places where revisions are needed; as social norms and morals change. Then also there are places in the faculty Charter that do not apply to teachers. Trimboli is advocating that we look at the different groups. Ribeau will be giving the directives for ASC and CSC while the Board of Trustees will take care of Senior Management. We do know who the Ethics Officer will be, but it will be a difficult position. The Board of Trustees may direct Ribeau to take care of this.

Discussion excerpts follow:

- Correlation between racial and cultural diversity, re-write for broader definition of diversity. Legal decision and Michigan decision should be included
Many universities wrote friends of court briefs, appealed to the 6th district court of appeals. Petro made us withdraw legal briefs. Need to re-address more formal grievance hearing process. Need to stipulate our objections of this code of ethics. They will march this out only when they want to get rid of someone. We already have five other documents about code of ethics, seems like window dressing. Over arching group of documents are getting pushed down our throat. Newspaper association wants this change and it is public record. All of our documents state that the BGSU Board of Trustees has the power. Fiduciary law to private life, Sarbanes-Oxley was intended for financial places of business.

**Committee Reports:**
Amendments: not present

**Awards and Special Recognitions:**
External Affairs:

**Internal Affairs:** no report

**Personnel Welfare/Salary:** Various studies will be completed in a few days

**Scholarship:** 8 students won; Darcie Pike was the $1000 winner with 7 students winning $300

**Faculty Senate:** Passed the gavel. The budget is bad according to Ribeau, Kent is eliminating 66 positions. The faculty requested salary increases to be equal to university growth but it failed, they then asked for 3%

**Classified Staff:** They voted that the Ombudsperson would be the prior chair, but this will be re-addressed at the next meeting. University advancement wants representation on CSC

**New Business**
The Graduate Student Senate Resolution on Ohio Senate Bill was not discussed due to time constraints.

**Good of the Order:**
It seems that the University Seal has been stolen.

**Next Meeting:** Next meeting will be June 2, at 1:30 p.m. in 207 BTSU

**Adjournment:** Dave Crooks made a motion to adjourn. Steve Kendall seconded. The meeting adjourned at 3:15 p.m.

Submitted by: Penny Nemitz (with the help of Kim Fleshman) ASC Secretary
1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Passing of the gavel

6. Chair Elect’s Report

7. Secretary’s Report

8. Guests
   Roger Anderson, President of BGSU Retirees Association – Annual Report
   Clif Boutelle, a member of the BGSURA Board

9. Committee Reports
   a. Amendments – Monago and Schaeffer
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs - Robertson
   d. Internal Affairs - Nemitz
   e. Personnel Welfare/Salary – Crooks and Kendall
   f. Professional Development – Irving and Haar
   g. Scholarship – Cramer and Fahrer
   h. Faculty Senate Liaison - Veitch
   i. Classified Staff Liaison – Amend

10. Old Business
    Constituent Groups’ Response to Draft Code of Ethics

11. New Business
    Graduate Student Senate Resolution – Senate Bill
    Small group discussions on 2005-6 directions for ASC

12. Good of the Order

13. Adjourn
    (until September 1, 2005)
Letter from Employee Chairs to Board of Trustees

Chairs of Faculty Senate, Administrative Staff Council, and Classified Staff understand and endorse the need for an institutional code of ethics directed at the fiduciary responsibilities of Bowling Green State University. Although we support an ethics code, to create a document governing the behavior of every employee without significant input in the content, if not crafting, from all constituent groups is outside the tradition and common practice of this university.

We share concerns on the following ambiguously defined areas: costs, implementation details, duplication, overlap, and potential conflict between the new code and the charter/handbooks. General Counsel has agreed to revise the document to address two concerns raised by ASC: (1) definition of diversity; and (2) inclusion of all constituent groups in those consulted when any changes are made to the code of ethics. About other concerns raised, Counsel has suggested he will issue directives to address the broad and sweeping nature or the lack of specificity about the document. We would like to see the directives prior to the adoption of the code of ethics.

We trust that the administration will work with Faculty Senate, ASC, CSC, Graduate Student Senate, and Undergraduate Student Senate to resolve conflicts between existing procedures and the new code of ethics. And where charter, handbook, or code of ethics procedures for ensuring due process are insufficient or conflicting, we strongly recommend postponing enforcement until the need is met.
Letter from ASC Exec Committee to Classified Staff Council

There is a current controversy with pay raises that had been given to some classified staff in the President's office. While the reasoning for the raises was sound from a contract staff perspective, classified staff positions do indeed have no pay characteristics tied to the sensitivity of the information that is processed, or to the placement on the hierarchical reporting chart with which one works. The President and Human Resources have both admitted that some process errors occurred.

ASC Exec Committee wishes to commend CSC: the leadership shown by Kathy McBride, the group, and the past CSC chairs on their prompt and efficient resolution of the issue.

Since BGSU now wears the mantle of most popular university in northwest Ohio, it may be the case that all errors are more heavily scrutinized. It is worth remembering that all institutions are staffed by humans who are quite frequently imperfect.

We would hope that this issue does not adversely affect the traditional identity of classified staff positions at BGSU. We believe the current number of positions that are classified and contract is healthy and should endure.

ASC hopes that this controversy might create an opportunity for management to reevaluate how certain staff positions are compensated and/or consider a longevity pay for all staff who have contributed a significant number of years at BGSU.

We look forward to continuing to work with you in helping to keep BGSU a strong, committed and nurturing institution.
Greetings New ASC Members:

You are invited to an orientation and informational luncheon on Thursday, June 2 at 12:15 in BTSU 207. The 2004-2005 Executive Committee Members as well as committee chairs or co-chairs will be available to provide an overview of council activities, to welcome you to this important campus organization, and to answer any questions in preparation for your first council meeting later this same day.

Please find attached an orientation booklet, outlining the history, major roles, and functions served by The BGSU Administrative Council. At the 1:30 PM meeting (in the same room) council members will break into small groups in order to gather possible goals for 2005-6 and members will also be asked indicate committees of interest.

As ASC is providing boxed lunches, please RSVP to me by Tuesday, May 24 so an accurate count can be forwarded to Dining Services.

Thank you for your willingness to serve BGSU and I look forward to a great year!

Sincerely,

Lona Leck
ASC Chair 2005-2006
Ice Arena Assistant Director
419.372.7235
Congratulations to the following newly elected Administrative Staff Council representatives, officers, and standing committee members.

THANK YOU for your willingness to serve!

Chair Elect: Steve Kendall

Secretary: Kim Fleshman

Exec Team: Naomi Lee, Celeste Robertson, Ann Jenks, Connie Molnar

New ASC Reps: Dave Crooks

Athletic

Student Support Laura Emch Ronald Knopf

Institutional Support (Need one Representative)

Academic Support Myron Skulas

Technology Adan Garcia

University Standing Committees

Equal Opportunity Compliance Laura Emch
Health, Wellness and Insurance Linda Hamilton
Information Technology Camille Consolvo

Printed for "Ann B. Jenks" <annje@bgnet.bgsu.edu> 5/31/2005
The last ASC meeting until September is Thursday, June 2 at 1:30pm in room 207 of the BTSU.

We welcome our guests for the meeting - Roger Anderson and Clif Boutelle from the BGSU Retirement Association. They begin a process that is hoped to be annual.

After our general part of the meeting, we continue a tradition of breaking into small groups to (lively!) discuss desired directions for ASC. Specifically, we need to come prepared for helping the leadership and Exec team to compile, analyze and delegate the projects that are suggested. It's one of the most interesting meetings every year!

Please print attachments as needed. I will bring a few copies of the agenda.

Attached please find:

1 Agenda for this meeting

2 Minutes from April meeting

THANK YOU!

Joe Luthman

Agenda2005061.doc

MayminutesASC.doc
Bowling Green State University
1001 E. Wooster St.
Bowling Green, OH 43403

Net Pay: $1,000.77
Pay Begin Date: 01/30/2005
Pay End Date: 02/12/2005
Check Date: 02/25/2005

General
Name: Freddy F. Falcon
Employee ID: 0007101449
Address: 123 Falcon Crest Rd
Bowling Green, OH 43402

Business Unit: BGSUN
Pay Group: Biweekly Payroll
Department: 10138 - Bowen Thompson Student
Location: Bowen Thompson Student Union
Job Title: Public Inquiries Assistant 2
Pay Rate: $15.40 Hourly

Tax Data
Fed Marital Status: Single
Fed Allowances: 0
Fed Addl Percent: 0.00
Fed Addl Amount: $0.00
OH Marital Status: Not applicable
OH Allowances: 0
OH Addl Percent: 0.00
OH Addl Amount: $0.00

Paycheck Summary
Current
Gross Earnings: 1,576.64
Fed Taxable Gross: 1,260.40
Total Taxes: 258.55
Total Deductions: 317.32
Net Pay: 1,000.77

YTD
Gross Earnings: 4,250.06
Fed Taxable Gross: 3,342.12
Total Taxes: 662.57
Total Deductions: 911.18
Net Pay: 2,676.31

Earnings
Description: Hours Rate Amount YTD Amount
Regular Ea: 76.00 15.4088 1,171.06 3,513.19
Overtime: 10.00 15.5888 232.03 532.96
Overtime: 4.00 15.6361 92.91 0.00
Vacation: 4.00 15.4088 61.64 61.64
Shift2 Pay: 76.00 0.2500 19.00 19.00
Comp Time: 123.27
Comp Earned: 0.00

Total: 170.00 1,576.64 4,250.06

Taxes
Description: Amount YTD Amount
Fed Withholding: 164.91 419.10
Fed MED/EE: 22.04 55.14
OH Withholding: 42.43 106.03
OH BOWLNG: 29.17 78.30

Total: 258.55 662.57

Before-Tax Deductions
Description: Amount YTD Amount
Med PPO: 9.23 27.69
Oh Def Com: 25.00 75.00
TDA/ING: 100.00 300.00
Health FSA: 48.00 144.00
OPERS: 134.01 361.25

Total: 316.24 907.94

After Tax Deductions
Description: Amount YTD Amount
Dep Life: 1.08 3.24

Total: 1.08 3.24

Employer Paid Benefits
Description: Amount YTD Amount
Med PPO: 148.25 444.75
Dental: 10.27 30.81
Life AD&DC: 2.51 7.59
OPERS: 208.85 565.68

Total: 370.88 1,048.77

### Net Pay Distribution

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<tr>
<th>Payment Type</th>
<th>Paycheck Number</th>
<th>Account Type</th>
<th>Account Number</th>
<th>Amount</th>
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<tbody>
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<td>Direct Deposit</td>
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<td>Checking</td>
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### Leave Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Amount</th>
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</thead>
<tbody>
<tr>
<td>Sick</td>
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<tr>
<td>Vacation</td>
<td>1.85</td>
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<tr>
<td>Personal</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Time</td>
<td>2.50</td>
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</tbody>
</table>

**Total YTD Amount:** 14.06
Administrative Staff Council 2004 – 2005
Minutes: June 2, 2005
207 BTSU

Call to Order: Chair Luthman called the meeting to order at precisely 1:30 pm

Members present: Joe Luthman, Lona Leck, Kim Fleshman, Robin Veitch, Jill Carr, Dave Crooks, Nora Cassidy, Gerry Davis, Ann Jenks, Steve Kendall, Naomi Lee, Paul Lopez, Susan Macias, Deb McLean, Connie Molnar, Rich Peper, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Ron Skulas, Mary Beth Zachary

Members Absent: Greg Dickerson, Tim Hoepf, Lawrence Holland, Emily Monago, Penny Nemitz, Larry Spencer

Member Substitutes: Diane Colyer for Judy Amend, Jena Ault for Jeff Nelson

Guests: Roger Anderson, president of BGSU Retirees Association-Annual Report Cliff Boutelle, a member of the BGSURA Board

Approval of Minutes: Diane Regan brought forth changes. Dave Crooks moved to approve minutes. Rachel Schaeffer seconded. The minutes were approved with revisions.

Chairs Report: Joe handed out certificates of appreciation to Dave Crooks and Robin Veitch. Draft Code of Ethics and Conduct was discussed with Dr. Dobb. This will go in front of the cabinet. They will look at it and decide if it goes in front of the June board. Kerry Foster indicated at least 24 people have called over the last several days about this issue. We have a Blackboard link thanks to Connie Molnar and a web site that has been improved, thanks to Lona Leck. We have a room in College Park. This is a combined room with esc. Robin Veitch will be our 1st Ombudsperson. There will be training for the Ombuds-person and Rich Hebein has offered his support for training. We passed the Domestic Partner Benefits Support. Streamlined the JAQ process when Marcia Serio and Patrick Kelley spoke to ASC about this topic. Thank you to Paul Lopez and his group for taping this. The idea of a sick leave bank is going forward. Civil Service can not donate time. People who can donate can donate vacation time. Need to look into an automatic roll over for those who will be losing the hours anyways. Also need to work on sick leave hours going to the bank and those getting ready to retiree to donate time.

Passing of the gavel: Joe Luthman passed the gavel to Lona Leck at 1:43pm

Chair Elect Report: Web hits approaching 500. 10% Blackboard hits. Human Resources letter was drafted to serve as notification to us about the US congress amending the Fair Labor Act in August 2004. It lowered the threshold below which an individual may be considered a non exempt employee. The limit is now $455.00 per week. This gives you a chance to see if you position is improperly classified or improperly termed as an administrative job. It restates that you can partial day dock. 143 College Park office space now has two file cabinets. We have a list of 15 items that we will need. Lona passed out sign up sheets for committees.

Secretary: ASC purchased tape recorder and tapes to record meetings for the purposes of taking the minutes. Mary Beth Zachary brought up if these tapes are public record. We will look into this.

Guest: July 1, 1995 BGSURA was started by the late Sam Cooper. Originally the group was all faculty but now all retirees are welcome. There is a twelve member board which is 6 faculty and 6 representatives for administrative and classified staff. They have a President, Vice President,
Treasurer, and Secretary. There are about 300 members out of 850 current retirees from the university. Originally it started as a social group but they have been very involved with retiree benefits recently. Currently the state legislature in Illinois is borrowing funds from the state pension to balance the budget. The governor of California tried to privatize their state pension system. We are one of ten states in the nation that has our own retirement systems. Another threat is Social Security wanting to bring us into their system. These concerns have turned the BGSURA into more of an advocacy group. This group also publishes a news letter. They have an office in 15 College Park. Membership dues are $12.00 per year. They have a $10,000 operating budget. Their website is http://www.bgsu.edu/offices/execvp/BGSU-Retirees/

**Question:** What is the reality of life in terms of finances during retirement?

**Answer:** Neither speaker has had problems living on their current retirement and has not had to dip into annuities or other savings. Both have lived the same way they did before. The health benefits under PERS are better at this moment then the ones under STRS. Both have a cost of living increase each year.

**Question:** Dave Crooks asked is there any strategy in the state of Ohio that we and you should be exploring to prevent the Illinois situation from happening such as seeking legislation to protect our retirement fund?

**Answer:** Right now the legislature was talking about combining all of the pensions. BGSURA is against that. We do have support from Randy Gardner and Bob Latta.

**Question:** Ann Jenks asked if someone from the BGSURA would be an ad hoc member of ASC

**Answer:** They would welcome the idea and it would be very helpful for them.

A recommendation was made to exchange ASC minutes with BGSURA. Kim gave Roger her business card and will send the minutes when approved to retirees@bgsu.edu.

**Old Business:** A draft letter from the three staff constituent groups was approved, in concept, pending additions, to be distributed to the Board of Trustees prior to the June 24 meeting, outlining staff concerns regarding the Proposed BGSU Code of Ethics and Conduct.

**New Business:** Council members broke into small working groups to discuss potential initiatives for the 2005-2006 year. The Executive Committee will review the suggestions during the summer months as they develop goals for the upcoming academic year.

**Good of the Order:** Connie Molnar thanked Joe Luthman and Dave Crooks for all of the work they have done. Jill Carr reiterated this. Dave Crooks is having his 25th anniversary.

**Next Meeting:** Next meeting will be September 1, at 1:30 p.m. in 207 BTSU

**Adjournment:** Dave Crooks made a motion to adjourn. Steve Kendall seconded. The meeting adjourned at 3:15p.m.

**Submitted by:** Kim Fleshman ASC Secretary