2006

Minutes 2005-2006

Bowling Green State University. Administrative Staff Council

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Format: ___ Bound    X  Loose

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Index: ___ Included    ___ Separate    X  None

Notes

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

**2005-2006**

*Based on 6% of 609 Administrative Staff = 36 representatives (August 2005)*

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<th>Academic Departments (3)</th>
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<tr>
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<td>Laura Emch (2008)</td>
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Administrative Staff Council 2005-2006 Meeting Schedule

All meetings are held in the Bowen Thompson Student Union, room numbers are listed below.

- September 1 – 207
- October 6 – 207
- November 3 – 208
- December 1 – 207
- January 5 – 315
- February 2 – 207
- March 2 – 207
- April 6 – 207
- May 4 – 207
- June 1 – 207
Administrative Staff Council Agenda
September 1, 2005
207 Bowen-Thompson Student Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of June Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guest
   BGSU Human Resources: Rebecca Ferguson, Marsha Serio
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions – Fleshman and Emch
   c. External Affairs – Lee
   d. Finance - Ault
   e. Internal Affairs – Fleshman
      Blackboard Demonstration - Molnar
   f. Personnel Welfare/Salary – Crooks and Kendall
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison - Luthman
   j. Classified Staff Council Liaison
9. Old Business
10. New Business
11. Good of the Order
12. Adjourn
Benefits Presentation to BGSU
Board of Trustees
Rebecca C. Ferguson, Assistant Vice President for Human Resources
Gaylyn Finn, Associate Vice President for Finance and Administration and Treasurer
April 1, 2005
Presented to ASC September 1, 2005

Healthcare Claims Costs, 1996-2005

On the Horizon
• Request for proposal on medical third party administrator
• '05/06 Comprehensive review of benefits
  Plan design
  • PPO, HMO, POS, HSA
  • Self Insured (currently) v. Fully Insured
  • Dependent definitions
  • Spousal rule
  • Domestic Partners
  • Household Dependents
  • Part-time benefits
  • Percentage of employer/employee share of cost
  • Utilizing employee's hourly rate/salary to determine healthcare contribution
• WellAware
Where We Came From:
BGSU Benefits 1982-1995

- 1982, BGSU becomes self-funded
- 1986, One traditional benefit plan-calendar year deductible and included physician services, hospitalization, major medical, prescription drug, dental, vision
- 1986, implemented a separate drug card program, PCS, to supplement prescription drug benefits under healthcare program
- 1991, Section 125 option implemented
- Vendors included: Blue Cross of Northwest Ohio, Benefit Plans, ASC, J.W. Didion, Coresource, Blue Cross/Blue Shield of Ohio, to Medical Mutual of Ohio to cut costs

Healthcare Plan Costs,
1992-1995

- 1991, first year Classified Staff charged for healthcare
- 1992, Classified, Faculty, Administrative effective fall 1991 charged equal amounts for healthcare. 1992, no pay raises, layoffs occurred, all employees received $315 to cover the increased cost of healthcare.
- 1993-1994, campus wide healthcare analysis to reduce costs
- 1994, eliminated vision as part of benefits package. Offered as a voluntary employee paid benefit
- 1995, BGSU offered four plans:
  - Plan I- traditional indemnity plan (first dollar coverage)
  - Plan II- comprehensive major medical plan ($100 deductible, 80/20)
  - Plan III- comprehensive major medical plan ($200 deductible, 80/20)
  - Preferred provider option (PPO)- plan that promised cost savings

Healthcare Plan changes,
1990s continues

- September 1995, BGSU formally dropped plan II as a plan option due to low enrollment
- Imposed a $50 co-pay requirement for non-injury emergency room treatment
- Extended dental coverage to dependents of administrative and faculty members in family healthcare plans
- 1998, plan year changes, 4 month premium holiday
- January 1999, closed plan options plan I and plan III to all employees not currently enrolled. PPO option available to all faculty and staff
Healthcare Claims Annual Change, 1986-2005

National Trends Applied to BGSU 1994-Present

Institutions of Higher Education in Ohio and Benefits, 2005

Institutions that use an individual's salary/hourly rate to determine the healthcare contribution:
- Ohio University
- Kent State University
- Miami University
- University of Toledo
- The Ohio State University
How concerned are you that your out-of-pocket cost for medical care have increased over the past three years?

How ready would you, and if appropriate, your immediate family, be to actively participate in a health improvement program if BGSU were to provide resources and opportunities based on your health needs and interests?
Administrative Staff Council 2005-2006
Committee Descriptions, Composition and Goals

General Information: The functions and descriptions of the various ASC standing committees have been dynamic throughout the existence of the organization. This document contains a working committee description based on recent history and action and a current membership list with contact information. Suggested goals for this year were developed by incorporating past action, council input at the conclusion of the 04-05 year, executive committee recommendations and input from the past-chairs.

Amendments Committee

This committee both initiates and receives proposed amendments to the Charter or Bylaws and reports to the ASC on all proposed amendments.

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<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Rachel Schaefer</td>
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Suggested Goals
1) Conduct regular professional development seminars.
2) Promote, award and available grant money to contract staff. Acknowledge grant recipients at the Spring reception.
3) Assist with programming for the Administrative Staff Day (Spring Reception)

Awards and Special Recognitions Committee

This committee develops and recommends to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognition including the Ferrari Award, BG Best Award and monthly Spirit of BG awards. Committee members shall represent each functional area and shall have been employed by the University for at least three years.

<table>
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<tr>
<th>Name</th>
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Suggested Goals
1) Continue seeking qualified applicants.
Plan, promote and award:
- Spirit of BG Award – continue 12 months per year
- BG Best
- Ferrari Award
- Recognize award winners at Fall and Spring receptions.
- Offer on-line nomination forms
External Affairs Committee

This committee is responsible for developing community involvement projects for administrative staff, and working on developing good public relations with other groups on campus, off campus and with the media.

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Suggested Goals
1) Generate support University-wide to have staff involvement with ASC
2) Attend community functions as a representative as ASC
3) Introduce more fundraising opportunities, maybe as part of specific committees. Something similar to Classified Staff Council's golf outing.
4) Committee chair represents ASC at Engaged University Council

Finance Committee

The Chair-Elect maintains the ASC budget and submits a budget revision proposal to ASC for approval, as necessary prior to submission to the appropriate division Vice-President. Council has approved, on a trial basis, a treasurer position beginning in 2005-2006 to fulfill this responsibility.

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Suggested Goals
1) Better control/documentation of ASC Budget streams.
2) Plan for future enhancements: CPOB expenses, etc.

Internal Affairs Committee

This committee is responsible for developing and updating the Orientation program and orientation handbook for new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations. This committee also maintains the ASC web site. A subcommittee of the internal Affairs committee is the Elections Subcommittee, which is responsible for initiating, conducting, tabulating, and announcing the results of elections for ASC and appropriate University standing committees.

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Suggested Goals
1) Enhance usage of Blackboard to communicate with administrative staff.
2) Enhance communication with constituents.
3) Election committee goal: a full ballot at election time.
4) On-line election process
5) Oversight responsibility for ASC web-site

Personnel Welfare Committee

This committee annually reviews the Administrative Staff Handbook and studies and recommends Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The committee includes at least one representative from each functional area. The chair serves on the Executive Committee. A subcommittee of the Personnel Welfare Committee is the Salary Subcommittee. This subcommittee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. The chair of this subcommittee is selected from members of the Personnel Welfare Committee.

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Suggested Goals
1) Increase vacation days paid to retirees from 45 to 60 days (same as Classified)
2) Recommended guidelines for comp/flex time for hours worked over 40 and consistent fairness in summer flexibility
3) Review working environment for Administrative Staff. Clarify wording of statement in handbook. (variable work schedule and use of term 'perpetual')
4) Standardize how Mercer is used in the hiring process
5) Meet with Mercer representatives during the 05-06 campus visit. Clarify the role of Mercer.
6) Continue work toward midpoint without penalizing other employees. Continue review of Compensation overall including benefits package.
7) Request new salary study by gender, # yrs service
8) Request new turnover study by gender, # yrs service, salary
9) Request new midpoint studies
10) Extra personal day for meritorious staff
11) Health care benefits for part-time staff
12) Continuation of wellness plan initiated by Wellaware
13) Sick Leave Bank concept
14) Strive for an evaluation process for all administrative staff. Continue to catalog merit documents!
Professional Development Committee

This committee is charged with aiding and encouraging professional growth and development of administrative staff. It studies and recommends action with regard to requests for professional leave, continuing education, and recognition of professional achievement.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Buchanan</td>
<td><a href="mailto:bwendy@bgsu.edu">bwendy@bgsu.edu</a></td>
<td>2-7444</td>
</tr>
<tr>
<td>Gerry Davis</td>
<td><a href="mailto:gdavis@bgsu.edu">gdavis@bgsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Michael Ginsburg</td>
<td><a href="mailto:ginsburg@bgsu.edu">ginsburg@bgsu.edu</a></td>
<td>2-2843</td>
</tr>
<tr>
<td>Chris Haar</td>
<td><a href="mailto:chaar@bgsu.edu">chaar@bgsu.edu</a></td>
<td>2-8941</td>
</tr>
<tr>
<td>Sheila Irving-Chair</td>
<td><a href="mailto:sirving@bgsu.edu">sirving@bgsu.edu</a></td>
<td>2-8224</td>
</tr>
<tr>
<td>Ron Knopf</td>
<td><a href="mailto:rsknopf@bgsu.edu">rsknopf@bgsu.edu</a></td>
<td>2-7447</td>
</tr>
</tbody>
</table>

Suggested Goals
1) Conduct regular professional development seminars.
2) Promote, award and available grant money to contract staff. Acknowledge grant recipients at the Spring reception.
3) Assist with programming for the Administrative Staff Day (Spring Reception)

Scholarship Committee

This committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarship. This committee is also responsible for initiating ways to raise funds for the scholarship.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Carr-Chair</td>
<td><a href="mailto:jccarr2@bgsu.edu">jccarr2@bgsu.edu</a></td>
<td>2-2843</td>
</tr>
<tr>
<td>Nora Cassidy</td>
<td><a href="mailto:ncassid@bgsu.edu">ncassid@bgsu.edu</a></td>
<td>2-6008</td>
</tr>
<tr>
<td>Rob Cramer</td>
<td><a href="mailto:rrcramer@bgsu.edu">rrcramer@bgsu.edu</a></td>
<td>2-8343</td>
</tr>
<tr>
<td>Suzanne Fahrer</td>
<td><a href="mailto:Suzann@bgsu.edu">Suzann@bgsu.edu</a></td>
<td>2-6894</td>
</tr>
<tr>
<td>Tony Howard</td>
<td><a href="mailto:howard@wbgu.bgsu.edu">howard@wbgu.bgsu.edu</a></td>
<td>2-2700</td>
</tr>
<tr>
<td>Ron Knopf</td>
<td><a href="mailto:rsknopf@bgsu.edu">rsknopf@bgsu.edu</a></td>
<td>2-7447</td>
</tr>
<tr>
<td>Lisa Mc Hugh Cesarini</td>
<td><a href="mailto:lcesari@bgsu.edu">lcesari@bgsu.edu</a></td>
<td>2-9876</td>
</tr>
<tr>
<td>Deb Mc Lean</td>
<td><a href="mailto:dmclean@bgsu.edu">dmclean@bgsu.edu</a></td>
<td>2-8550</td>
</tr>
<tr>
<td>Penny Nemitz</td>
<td><a href="mailto:pnemitz@bgsu.edu">pnemitz@bgsu.edu</a></td>
<td>2-0614</td>
</tr>
<tr>
<td>Celeste Robertson</td>
<td><a href="mailto:celestr@bgsu.edu">celestr@bgsu.edu</a></td>
<td>2-2356</td>
</tr>
</tbody>
</table>

Suggested Goals
1) Consider raffle substitute or make bigger prizes/enhance promotional efforts
2) On-line application process
3) Honor recipients at the annual fall reception.
University Standing Committees

Information received from FS 6-25-05 Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff. Committees include Equal Opportunity Compliance, Health, Wellness and Insurance and Information Technology.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Name</th>
<th>Department</th>
<th>Year</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Advisory</td>
<td>Larry Smith</td>
<td>Business Office</td>
<td>2006</td>
<td><a href="mailto:lcsmith@bgsu.edu">lcsmith@bgsu.edu</a></td>
<td>2-1618</td>
</tr>
<tr>
<td>Equal Opportunity Compliance</td>
<td>Jacqui Nathan</td>
<td>School of Art</td>
<td>2007</td>
<td><a href="mailto:jnathan@bgsu.edu">jnathan@bgsu.edu</a></td>
<td>2-8525</td>
</tr>
<tr>
<td>Equal Opportunity Compliance</td>
<td>Laura Emch</td>
<td>Student Financial Aid</td>
<td>2008</td>
<td><a href="mailto:lemch@bgsu.edu">lemch@bgsu.edu</a></td>
<td>2-2651</td>
</tr>
<tr>
<td>Health, Wellness &amp; Insurance</td>
<td>Linda Hamilton</td>
<td>Finance &amp; Administration</td>
<td>2008</td>
<td><a href="mailto:lhamilt@bgsu.edu">lhamilt@bgsu.edu</a></td>
<td>2-8262</td>
</tr>
<tr>
<td>Health, Well, etc.</td>
<td>Beth Nagel*</td>
<td>Purchasing</td>
<td></td>
<td><a href="mailto:bnagel@bgsu.edu">bnagel@bgsu.edu</a></td>
<td>2-8410</td>
</tr>
<tr>
<td>Health, Well, etc.</td>
<td>Diane Regan*</td>
<td></td>
<td></td>
<td><a href="mailto:dregan@bgsu.edu">dregan@bgsu.edu</a></td>
<td>2-8480</td>
</tr>
<tr>
<td>Health, Well, etc.</td>
<td>Cindy Puffer</td>
<td>Health Services</td>
<td>2006</td>
<td><a href="mailto:cpuffer@bgsu.edu">cpuffer@bgsu.edu</a></td>
<td>2-7443</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Camille Consolvo</td>
<td>VP for Student Affairs</td>
<td>2008</td>
<td><a href="mailto:cconsol@bgsu.edu">cconsol@bgsu.edu</a></td>
<td>2-2147</td>
</tr>
<tr>
<td>Insurance Appeals</td>
<td>Judy Donald</td>
<td>Continuing &amp; Extended Ed.</td>
<td>2007</td>
<td><a href="mailto:judyd@bgsu.edu">judyd@bgsu.edu</a></td>
<td>2-7876</td>
</tr>
<tr>
<td>Library Advisory</td>
<td>Laura Emch</td>
<td>Student Financial Aid</td>
<td>2007</td>
<td><a href="mailto:lernch@bgsu.edu">lernch@bgsu.edu</a></td>
<td>2-2651</td>
</tr>
<tr>
<td>Parking</td>
<td>Laura Waggoner</td>
<td>Registration &amp; Records</td>
<td>2007</td>
<td><a href="mailto:lwaggon@bgsu.edu">lwaggon@bgsu.edu</a></td>
<td>2-7974</td>
</tr>
<tr>
<td>Student Union Advisory</td>
<td>Celeste Robertson</td>
<td>Career Center</td>
<td>2006</td>
<td><a href="mailto:celestr@bgsu.edu">celestr@bgsu.edu</a></td>
<td>2-2356</td>
</tr>
</tbody>
</table>

Other University Committees

University Planning Committee | Paul Lopez | WBGU        | 2007 | lopez@wbgu.bgsu.edu | 2-7027   |

Ad Hoc Committees

ASC ad hoc committees are created by the Executive Committee, which appoints members. These members need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee, through action of the Amendments Committee. For more detailed information about committees, refer to the Bylaws, Appendix A of the Administrative Staff Handbook.
WHEREAS, the Administrative Staff Council on behalf of all the Administrative Staff of Bowling Green State University would like to recognize Dr. Linda S. Dobb for her dynamic leadership in advocacy, support, and generous contributions; and

WHEREAS, her long term support for championing the continuous safeguarding of Administrative Staff member’s welfare, rights, and privileges; and

WHEREAS, the Administrative Staff Council could not have achieved its level of service without Dr. Linda S. Dobb’s support; and

WHEREAS, Dr. Dobb is the originator of the monthly Spirit Award; and

BE IT THEREFORE RESOLVED that the Administrative Staff Council of Bowling Green State University hereby voices its desire to honor Dr. Linda S. Dobb with an award.
Call to Order:
Lona Leek called the meeting to order at 1:31 pm


Members Absent: Dave Crooks, Greg Dickerson, Kim Fleshman, Ronald Knopf, Pa'trice Pettaway, Myron Skulas

Substitutes: Colleen Coughlin for Mary Beth Zachary

Guests: Gaylyn Finn, Rebecca Ferguson, Marsha Serio

Approval of Minutes:
Gerry Davis moved to approve minutes. Connie Molnar seconded. Minutes were approved with one modification; changing of the word 'taping' to 'editing' in the chair's report.

Chair's Report:
It was a busy summer for ASC. Chair Leck would like to thank the Executive team for meeting this summer and going over the goals set for ASC.

• Our new office is located at 143 College Park and the phone number is 372-3611. We will have a computer and will be sharing space with the Classified Staff Council. The new office and phone number will be in the BGSU phone book and will be an important resource. The ASC/Human Resources meetings will be held there or other committees as necessary. This is an excellent place to have these meetings particularly with Human Resources so readily available.
• Chairs of ASC, CSC, Faculty Senate, USG and GSS sent a letter to the BOT prior to the June 24 meeting expressing concerns with the Code of Ethics and Conduct, however, the Code was approved by the Board.
• The Fall Reception (September 27) will feature Dr. Ferrari as the keynote speaker. Dr. Dobb's office is helping to pay for Dr. Ferrari's visit.
• The third paragraph in our new employment contracts is different from previous years, please read. If you have questions, please forward them to council members.
• There will be no parking decals for retirees.
• The Amorous Relationship policy is being worked on and will be in print for us
to look at very soon.
• The ASC listproc will be kept to council related business and the website is now updated. Please read the information and give your comments.
• OPERS will be available on September 19th and 20th, for individual appointments please call Human Resources. If you are within five years of retirement it is recommended that you speak to them.

Chair Leek thanked the past chairs for the informative meeting that was held this summer. The meeting helped to reaffirm goals and long term initiatives, and promises of volunteering if help is needed.

Chair Elect's Report:
Chair-Elect Kendall attended the June 24 Board of Trustees meeting and gave a brief overview of ASC and its activities.

A bimonthly meeting with Human Resources to answer questions and get information works both ways and so is beneficial to both.

Chair Leek and Chair-Elect Kendall were able to meet with the chairs of the other two constituent groups this summer and will continue to meet and discuss common concerns throughout the year.

Kendall also attended CSC meetings, one specifically at Firelands College. This was a good meeting and Firelands has changed considerably since he was last there. ASC would like to meet at Firelands in the future.

Secretary's Report:
Penny Nemitz is filling in for Kim Fleshman. Please check off your name on the attendance sheet, check the spelling and make sure that all the information on it is correct. The constituent list is on the website. Please keep in contact with the people in your area.

Guests:
Treasurer, Gaylyn Finn, and Rebecca Ferguson and Marsha Serio from Human Resources were here to discuss the benefits presentation that they gave to the Board of Trustees. Handouts were distributed (see attachments) of their power point presentation. BGSU benefits were presented in comparison with benefits at our peer institutions in Ohio and in view of national trends. Historical information was presented including Healthcare Claims Cost from 1986(fiscal)-2005(calendar), including the time from 1994-1995 when there was a third party administrator and employees benefits contributions.

The power point presentation went on to look at:
The results of the questionnaire, with the following questions were also shared:
• How concerned are you that your out-of-pocket cost for medical care has increased over the past three years?
• How ready would you, if appropriate, your immediate family, be to actively
participate in a health improvement program if BGSU were to provide resources and opportunities based on your health needs and interests?
• How much do employee and dependent health habits influence BGSU’ medical care costs?

Ferguson/Finn were asked about the status of the Well Aware Program. They said the Rec Center plan was good, but not good enough. People at Firelands obviously cannot get to the Rec. They are looking at broader options and they looked at who used the SRC - it was not necessarily an incentive to bring new participants, instead it was utilized by those with a history of previous attendance.

A suggestion was made that Administrative Staff needs a wellness committee to help participants in this endeavor and to help educate.

Health Wellness and Insurance may be looking at salary/hourly rate to determine healthcare contributions.

Information went out in April to a number of insurance carriers.
• The committee first looked at Network disruption including OB/Gyn as we have a number or younger employees. Looked at PCP/Primary Care Physicians, including Firelands.
• Evaluation of strengths of network discounts
• Evaluation of responses. Best practices in relation to capability in claims, member services etc
• Narrowed down to 4 respondents
• Locked in a guarantee 1) we need to know how long the guarantee is good

After looking at the answers to the above and other questions it was decided to stay with our present MMO.

Questions for Finn and Ferguson
Q: Why do we only get names of who we evaluate, not who we supervise through the new Peoplesoft portal?
A: Supervisors should acquire the information through departmental contacts or report the problem to HR if the assignment for supervision is incorrect.

Q: Is there a possibility of a bimonthly pay period?
A: The institution could lose minor dollars. But it is historical, always been that way. Could be some additional work, doubled work in Payroll, increase in the timeliness of loading into a system. Also could relieve paying 20-21 days ahead every month. If we want twice a month, it was suggested that we ask faculty if they are interested in having it. But to let you know, having it different helps the payroll office.

Q: Becca Ferguson had been asked about moving salaries to the midpoint and if salary ranges are raised on a regular basis.
A: She said salary ranges will be adjusted up this year and are posted on the
OHR website. This is a year when Mercer comes to look at our pay scales in comparisons to like institutions as well as the private sector. They make recommendations when what we pay is out of market or the CPI is out of trend.

Q: Becca was asked if the benefits packages will offer other options such as dependent life insurance or short term disability. 
A: She said there will be no product or new approach this year, but possibly next year.

She said that soon we will be receiving information on Open Enrollment for Health Insurance. Every third year we are required to fill out the paperwork even if we are not changing our benefit preferences. HR is preparing for online self service benefits, eliminating all paperwork.

HR is looking into the possibility of a vision consortium with MUO, UT and Owens. Employees would still pay for an optional vision package, but the consortium would make it more affordable.

Committee Reports:

Amendments: None

Awards: Laura Emch reported that the committee has worked throughout the summer on the Spirit of BG awards, Ferrari Award and the Fall Reception. Invitations are out for the Fall Reception which will take place in the BTSU Grand Ballroom starting at 2 p.m. on with a social gathering followed by a program at 2:30. Dr. Mick Ferrari will speak, along with Dr. Ribeau, the ASC Scholarship recipients, and the ASC Chair. There will be a Special Recognition presentation as well as the highlight event; the Ferrari Award. The Awards Committee is very excited to have Mick Ferrari at the reception. They are pleased at the success of the Spirit Awards this year with an increase in nominations.

The Awards Committee would like to present Dr. Dobb and award for all her help in supporting Administrative Staff Council. Penny Nemitz made a motion to present Dr. Linda Dobb with a plaque because, in the words of John Clark, ‘She is truly a champion of all staff’. Naomi Lee approved and Rachael Schaffer seconded. Motion was sent to Council for a vote. Motion approved. The plaque will be given to Dr. Dobb during the Fall Reception. This is a surprise to Dr. Dobb.

External Affairs: Have not met, but are already working on two programs: 1) Contacted by Presidents Office for a canned food drive October 22nd. 2) More critical is getting involved in a fundraiser for Hurricane Katrina, possibly do something for the all campus picnic on September 9th.
Finance: Jennifer Ault from the Business Office is our new Treasurer. She will report each month.

Internal Affairs: Chair Leck and Connie Molnar have the Blackboard site up and running. Anonymous posting is now an option in the discussion forum. Connie Molnar is inputting the constituent list, making it easy to e-mail members in each area and to communicate.

Personnel Welfare: Will be meeting September 14 to discuss goals. We will be looking at the response from President’s Compensation Committee [posted on the Blackboard site] to come up with a different approach to compensation, policies, new revenue for us and the institution. We will decide which avenues will be advantageous to pursue. We welcome all ideas.

Professional Development: Will be meeting soon. Last year there was a successful series of lunch meetings on Professional Development Topics. They will be gathering ideas on topics for these discussions.

Scholarship: Carr is chair and will be calling a meeting of the new committee.

Faculty Senate: Not yet met

Classified Staff Council: Kendall reported that CSC as been busy over the summer addressing a number of issues. One issue is Dining Services' new sick leave policy for permanent nine-month employees—only allowing 15 days, including bereavement or the employee will not receive an excellent rating on the evaluation. Is it policy? How can they do this? Another issue is vacation policy for 9-month permanent employees – no vacation may be used during the summer.

Old Business: A point of clarification was requested regarding the delivery of the letter about the Code of Ethics and Conduct in June. Chair Leck explained that the CSC, Faculty Senate and ASC came together to draft the letter, the Graduated Student Senate became involved as did Undergraduate Student Government. The letter stated the anxiety felt by all five constituent groups regarding the content and thrust of the code and it asked the Board to please withdraw this, but there was no response from the Board.

Good of the Order: Chair Leck thanks Past Chair Luthman for all his work. Nemitz sent an invitation to all who are interested to come to Firelands and see the changes in the last few years. Luthman asks everyone to please check out the constituency list and let him know if there are any changes.
Next Meeting:
October 6, 2004 (1:30 – 3:00) 207 BTSU

Adjournment:

Motion to adjourn is made by John Clark and seconded by Rachel Schaeffer. Meeting ended at 3:03 PM.

Submitted by: Penny Nemitz, substituting for Kim Fleshman
Administrative Staff Council Agenda
October 6, 2005, 1:30 – 3:00 PM
207 Bowen-Thompson Student Union

1. Call to Order

2. Introduction of Substitutes

3. Approval of June Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guest
   BGSU Executive Vice-President/Secretary to the BOT – Dr. Linda Dobb

8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions – Rice/Cassidy
   c. External Affairs – Lee
   d. Finance - Ault
   e. Internal Affairs – Fleshman
   f. Personnel Welfare/Salary – Crooks/Kendall
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison - Luthman
   j. Classified Staff Council Liaison - Amend

9. Old Business

10. New Business
    a. Administrative Staff Handbook
    b. Reasonable Suspicion Testing Protocol
    c. Code of Ethics Action

11. Good of the Order

12. Adjourn
Bowling Green State University
Defined Reward Proposal Form for Classified Staff

1. Please complete one request per form.
2. Sign and date the form before submitting.
3. Submit to the Office of Human Resources and a copy to the Office of Executive Vice President.
4. Please keep copies for your files.

Classified Staff Employee: __________________________ ID Number: P00________________________
Job Title: __________________________________________ Campus phone: ________________________
Supervisor's name: ___________________________ Department: ________________________________

Describe proposal: __________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Explanation of funding source (monetary and non-monetary): __________________________

________________________________________________________________________
________________________________________________________________________

Employee signature __________________________ Email ________________ Date ______________
Supervisor signature __________________________ Email ________________ Date ________________

FOR HR OFFICE USE ONLY
Office of Human Resources received __________________________ Date ___________
Area Vice President approval __________________________ Date ___________
Tracking ID __________ Status _______ Area supervisor/employee _______ CSC _______

Notes: ___________________________
Classified Staff Reward Policy

The University would like to encourage areas to recognize excellent work and achievement through the use of rewards that are creative, flexible, and meaningful. These awards are intended to effectively reward and recognize individuals and/or groups for outstanding performance. This policy is to be implemented on a three year trial basis. After review, if the general consensus of Classified Staff Council is favorable the policy will become permanent.

POLICY GUIDELINES

I. Definitions

Reward – a one-time cash or non-cash (such as event tickets, round of golf, BGSU merchandise, etc.) award for significant outstanding performance.

Defined Reward Program – a documented reward program developed and implemented by classified staff and supervisors in consultation with the Office of Human Resources.

Defined Reward Proposal Form – for submitting proposals to the Office of Human Resources.

II. Guiding Principles

A. Rewards are given for significant outstanding performance that advances area goals and are tied to a specific accomplishment.
B. Rewards are designed to reflect the unique nature of an area’s work culture and organizational structure.
C. Care should be taken in communication and distribution of rewards so that they are not viewed as entitlements.
D. Rewards can not be substituted for a competitive salary plan. Rewards may not be used as a long-term alternative to permanent salary adjustments.
E. Rewards are not adjustments to base salary, supplemental compensation, or variable pay programs.
F. Rewards can not be used as a substitute for supplies, support services, or training.
G. Customary work-related expenses such as travel, conference attendance, and memberships in professional organizations are not to be considered rewards.
H. All rewards must be consistent with University policies and procedures and state and federal laws.

RESPONSIBILITIES

I. The Area or Department responsibilities:

A. Design and implement reward programs that reflect the University’s mission, values and the unit’s strategic plans.
B. Request the Defined Reward Proposal form from the Office of Human Resources.
C. Consult with the Office of Human Resources on the development and approval of Defined Reward Programs.
D. After approval of the Defined Reward Program, provide written communication about the purpose, process, and expected outcomes of the reward program to all area staff.
E. Fund reward programs, reflecting the realities of the University and area budget, and establish accountability within each area for use of funds.

II. The Office of Human Resources responsibilities:
A. Provide the Defined Reward Proposal form upon request.
B. Consult with areas or departments in the development of reward programs.
C. Provide guidelines regarding reward program structure and processes.
D. Review proposed programs sent by departments and reply within 30 days.
E. Process necessary paperwork for reward through payroll.
F. Notify Classified Staff Council monthly of all reward programs after approval.
G. Assist Personnel Welfare Committee in periodic review of this policy.

III. Classified Staff responsibilities:
A. Any classified staff employee can bring ideas and suggestions for reward programs to their area supervisor.
B. Sends a copy of proposed program to the Office of Human Resources and a copy to the Office of the Executive Vice President.
C. Classified Staff Council will receive updates about Defined Reward Programs that have been approved by the Office of Human Resources.
D. Classified Staff Council will inform all classified staff employees of all Defined Reward Programs being implemented.
E. Personnel Welfare Committee will periodically review the Reward Policy with input from the Office of Human Resources as needed.

IV. Payroll and Tax Law Compliance Considerations
A. One-time cash rewards are administered through the payroll system (not added to employee’s base pay). Checks are issued during the normal payroll cycle.
B. Award activities must be in compliance with all applicable tax laws.
C. It is the responsibility of the Payroll Office to process payroll taxes for cash and taxable non-cash awards.

IMPLEMENTATION
1. Classified staff employee and/or supervisor complete the Defined Reward Proposal form and submit to the Office of Human Resources and to the Executive Vice President’s office.
2. New Defined Reward Program proposals must be approved by Office of Human Resources.
3. The Office of Human Resources will notify the supervisor and classified staff employee if their program is approved or denied within 30 days of receiving proposal. If proposed program is denied, a detailed reason will be provided.
4. The Office of Human Resources will report approved Defined Reward Programs to Classified Staff Council monthly.
5. Classified Staff Council will notify all classified staff of approved reward programs.
6. This policy is to be reviewed by Classified Staff Council after three years from the date of implementation; CSC has the option of terminating this policy at that time.

Approved by CSC 10/19/05
1) Increase accrued maximum of vacation days, for which a monetary payment may be made to Administrative Staff members at their retirement, from 44 to 60 days. This would provide equity with Classified Staff who are eligible for payment for 60 days.

2) Develop guidelines for consistency in summer hours work schedule.

3) Develop guidelines for utilization of Flexible Scheduling for Administrative Staff who consistently work more than 40 hours. Also there should be a clarification of the statement in the AS Handbook which refers to the opportunity to use flexible scheduling when departmental needs require perpetual/consistent work of more than 40 hours per week.

4) Complete the Implementation of the Mercer – BGSU Compensation Plan
   A. Standardize how Mercer is used in the hiring process to identify the starting salary.
   B. Clarify role of Mercer in determining market salaries and their Role in determining salary ranges.
   C. Identify criteria for all BGSU Administrative Staff to move through their salary range, and especially to achieve the midpoint of their range. Estimate costs for salary adjustments to midpoint.

5) Continue overall review and analysis of Compensation including benefits package at BGSU.

6) Request salary and turnover study by gender, # yrs service

7) Provide 8 hours of Personal Leave for all staff who receive a meritorious appraisal.

9) Provide pro-rated costs for Health care benefits for part-time staff

10) Continue to explore concepts of wellness programs to reduce health care costs

11) Develop a Sick Leave Bank concept to be utilized in situations where catastrophic illness occurs for BGSU staff

12) Strive for an evaluation process for all administrative staff. Continue to catalog, review and evaluate all merit documents!
Administrative Staff Council 2005 – 2006
Minutes: October 6, 2005
207 BTSU

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

Members present: Deb McLean, John Clark, Laura Emch, Ann Jenks, Sheila Irving, Connie Molnar, Diane Regan, Mary Beth Zachary, Dave Crooks, Rob Cramer, Naomi Lee, Penny Nemitz, Larry Holland, Beth Nagel, Jill Carr, Michael Ginsburg, Tim Hoepf, Ronald Knopf, Deborah Rice, Paul Lopez, Lona Leck, Joe Luthman, Kim Fleshman, Susan Macias

Members Absent: Nora Cassidy, Teresa McLove, Myron Skulas, Jena Ault, Wendy Buchanan, Celeste Robertson, Rachel Schaeffer, Adan Garcia, Pa'trice Pettaway, Steve Kendall, Judy Amend

Member Substitutes: Donna Dick for Gerry Davis

Guests: Dr. Linda Dobb, Executive Vice President

Approval of Minutes John Clark moved to approve minutes. Joe Luthman seconded. The minutes were approved.

Chair's Report: More activity is taking place in our CPOB office (Room 143). CSC is also picking up the pace. The computer was installed on October 3, so now student Bb and other assignments can be completed. Marketing and Communications is searching for “head shots” of past chairs which will be permanently mounted on the walls. Those not available from M&C will be located through the archives. Web site hits remain at approximately 400 per week while Blackboard usage was down this month to only 21 staff members. General Counsel, Tom Trimboli, attended the 9/13 Executive Council meeting and presented some suggested philosophies for ASC as we consider the revision process for our handbook. He was very much in support of our organization striving for a strong influence in the shared governance process. I attended the President’s Advisory Council meeting on September 14 and Arnold Rampersad spoke about Diversity and Athletics. Many interesting questions were posed by those in attendance regarding BG’s progress in this initiative. Chair, Chair-Elect and Secretary attended the Ribeau Family’s Celebration of Collaboration at the Wintergarden House on September 19. A proclamation was signed by Mayor, Chamber of Commerce, BG City Schools, Wood Co. Convention and Visitor’s Bureau, Randy Gardner, Bob Latta and Ribeau acknowledging interdependency. The group will be meeting during the upcoming month to strategize. The “three­chairs” met on September 20 and discussed engagement and the Violence in the Work Place policy. Next meeting: 10-21. The annual fall reception on September 27 was wonderful. ASC received a great deal of publicity in the Monitor and the ceremony ran smoothly. At the BOT meeting on September 30, I reported about
the success of the external affairs committee's collaborative effort with CSC to raise funds for Katrina relief, praised the continued activity of the awards committee, and referenced our professional development grants and student scholarships. The BOT did not pass the Police Union proposed contract but did approve a significant number and dollar value of capital projects. All board reports will be stored in CPOB 143 if anyone would like to review them in detail. Several council members as well as the executive group have been involved in meetings and follow-up on several issues important to all contract staff: BGSU’s Violence in the Work Place Policy, The Reasonable Suspicion Testing Protocol; a new protocol devised to help enforce the Drug Free Workplace Policy, the potential Emergency Responder Leave and the Amorous Relationship Policy. Dr. Ribeau will be our guest next month and I am in the process of solidifying a date for the BGSU Retiree’s Association (Feb or April) as well as a BOT member. Other guests with whom I am following up are Chris Dalton to share budget related information, particularly an explanation of the decision making process, and Bob Waddle, to review updates and progress on the master plan. Joe Luthman, past-chair, is now filling the ombudsperson role.

Chair Elect’s Report: None

Secretary’s Report: None

Guest: Dr. Linda Dobb discussed the Amorous Relationship Policy, potential supplemental pay to officers of ASC/CSC, the Violence in the Work Place Reporting Form, and an emergency responder leave policy; 10 days paid leave for when called to serve with the Red Cross etc. Dr. Dobb also discussed forms of communication on campus including Marketing and Communications, the Monitor, and Blackboard. She ended her visit by talking about the Drug Free Workplace policy and the plan to amend or re-draft the Reasonable Suspicion Testing Protocol. Staff with concerns or suggestions regarding any of the above should correspond with ASC leadership to compile information or directly with her office.

Committee Reports:

A.) Amendments: no report

B.) Awards and Special Recognitions: Rice-1st meeting next week, plaque ordered for Robin Euler, 2005 Ferrari Award winner.

C.) External Affairs: Lee- ASC will have an entry in the BG Holiday Parade 11/19/05, information will be forwarded through the listproc and all are invited to march!

D.) Finance: Ault absent - Lona distributed an operating budget report on Jena’s behalf.
E.) Internal Affairs: no report

F.) Personnel Welfare/Salary: Crooks-The committee would like to discuss budgeting decisions and rationale with Dalton prior to presentation to the President’s Compensation Committee.

G.) Professional Development: Irving-Gathering ideas for lunch time sessions or formal speakers that are motivational/career development oriented.

H.) Scholarship: Carr-1st meeting will be 10/21/05

I.) Faculty Senate: Luthman-House Bill 66 (Higher Education Study Council) was discussed. This bill deals with the review of all aspects of funding for all 13 campuses. In particular they are studying SSI (State Share of Instruction). GSS reported on concern over the health insurance mandate and the financial repercussions on their constituency. Dean Evaluations are desired from faculty over whom they supervise. Currently evaluations occur by the Dean’s Council every 5 years. An ad-hoc committee of FS is studying an every year evaluation process.

J.) Classified Staff: Amend absent - Lona distributed the CSC News Letter.

Old Business: None

New Business: Administrative Staff Handbook-Ann Jenks made a motion to form an ad-hoc committee to revise the entire Administrative Staff Handbook; beginning with a mission and purpose statement for the handbook, followed by revisions to language throughout the document that will be guided by this statement. Naomi Lee seconded the motion. All redundant policies will be referenced through the common handbook or BOT action as opposed to re-stated in the Administrative Staff Handbook. There was discussion and a unanimous vote in favor of forming this committee. Anyone interested in volunteering to serve in this capacity should contact Lona in the next few weeks.

Reasonable Suspicion Testing Protocol-Rebecca Ferguson, Human Resources, requested two representatives from ASC to serve on a committee that will examine and possibly re-work the language of this protocol. Kim Fleshman and Penny Nemitz volunteered for this working group.

Good of the Order: Open enrollment deadline 11/19/05...Tech Fair 11/10/05

Next Meeting: Next meeting will be November 3, 2005 at 1:30 p.m. in 208 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Mary Beth Zachary seconded. The meeting adjourned at 3:00p.m.
Proposed Policy:

It is the policy of BGSU to promote an atmosphere of trust and professionalism and, therefore, faculty or supervisors may not engage in amorous relationships with students or employees over whom they have direct or indirect instructional, advisory, evaluative or employment relationships. If an amorous relationship exists, the faculty member or supervisor must promptly disclose it to his or her immediate supervisor and appropriate corrective actions will be taken. Failure to abide by this policy will result in disciplinary action. Bowling Green State University takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, or other unprofessional conduct.
Subject: Response to M & C email question

In polling my constituents all responses I have received are in favor of receiving information via the Marketing and Communications listproc. Most say that they do not take the time to go to Blackboard to review information. Some also express a concern about all the superfluous information they must wade through to get to the relevant information on the Bb site.

I'll add my own agreement with the others in saying that the email was a much easier and efficient way to get information.

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

I (personally) preferred the MarComm daily emails. They were structured well to allow for quick reading, arrived immediately and directly to my inbox, took less than 5 seconds to open, and could be easily forwarded or shared with others. This browser/Blackboard version is cumbersome, the layout is aesthetically ugly, it requires additional steps to access and the other information provided on the page is a great distraction for those individuals actually wanting to get work done. Not all of us read CNN, the weather, our horoscope, etc. every morning WHILE AT OUR JOB... to me that is personal stuff that should be done off of the clock. But work-related information — the stuff MarComm used to send in emails — that's the stuff we should have easy access to. To me, it's the difference between having information delivered directly to your doorstep verses having to go out and find a newsstand and then hope that the machine accepts your Canadian quarter. It's just not worth the trouble. MarComm's information could be posted in both places, keeping the browser people happy and the email people happy too. MarComm upset a lot of people with the emails when they did not allow those who did not want to receive them the option of opting-out. Now they are further upsetting people by not allowing them any option again. (Great public relations, guys!)

So you have it... my two cents and then some. Thanks for listening...

Subject: campus communications

I queried my constituent group with regards to communications on campus. Three responded and all three preferred being informed by Mktg & Communications e-mails. One had mentioned that faculty in her department felt the same. Another stated that he would rather be annoyed than uninformed. I agree with all of them and feel that this issue definitely needs to be addressed.

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

I was one who never really had a problem with the old Marketing and Communications email (it was always good to remind me of things like when the Red Cross Bloodmobile was on campus), but I do understand the clutter got to be a bit much. I think there should be some sort of mass email mechanism for really *important* policy and administrative notices (such as the insurance information you mentioned). Perhaps by constituent
groups. I do glance at the Monitor online when we get the notice about it, but other methods might be better.

The present set up for info distribution is a joke. It was supposed to be more efficient and it is much too involved to even consider check up each day. I think you have a problem and should just go back to something that works. It is a MAZE.

I liked receiving the Marketing and Communications e-mails. How hard was it to simply delete it if one wasn't interested? Now, I will sometimes find out important information in The Monitor (since we still get e-mails about that) or by word-of-mouth. I don't usually take the time to check out information on MyBGSU except on pay day.

Subject: Feedback on Mkting and Comm Email Loss

Three of my constituents took the time to reply to me that they really really missed the daily M&C emails of announcements. Virtually no one looks at announcements by going to their MY BGSU. I, too, miss the emailed announcements and never go to the website. Too busy!! But I read the announcement postings and I stored them in a mailbox so I could always go back and check something if I needed to. One of my respondents said that she had even contacted M & C to urge them to restore the service.

I think we should push forward on this. It's important that folks feel connected and yet ONE MORE thing that kept us informed has gone the way of so many others things into Technology LA-LA Land!! I miss my paper Monitor; I miss the daily emails; I have missed many important announcements because they are no longer delivered to my desktop.

Hope this feedback helps.

I actually read the Monitor every week, however I have not looked at the Blackboard site for the Marketing & Communications announcements to date. I have probably missed a number of things I needed to know that are job related that I would have known if it was still sent to me via email. I have heard from staff around campus that events sponsored by their areas have had greatly reduced attendance and this may be a result of sudden black hole in communications. This is how we reminded people to nominate for the Ferrari Award, come to the Spring reception, or to turn in their health benefits forms. Bring it back I say!

One of my constituents said he did not receive his health benefits package in the mail at home and would not have known a thing about it except for my email saying all employees must fill out the enrollment form and return it to HR. He added that we need the Marketing & Communications email so we know what's going on.

Flu shots
### Administrative Staff Council
Expenditures and Budget Balance
FY 2006 through October 2005

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**How much money do we have left for year?**
- **Approved Appr**: 3,811.00 annual budget
- **Modified Appr**: 6,820.16 annual budget plus carryover from PY of 2509.16
- **Expended**: 4,906.04
- **Uncommitted**: 1,914.12

**How much money do we have at the Foundation?**
- **Endowed**: 85,117.81
- **Spendable**: 1,709.92
- **Total**: 86,827.73
Administrative Staff Council Agenda
November 3, 2005, 1:30 – 3:00 PM
208 Bowen-Thompson Student Union

1. Call to Order

2. Introduction of Substitutes

3. Approval of October Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guest
   BGSU President – Dr. Sidney Ribeau

8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions – Cassidy
   c. External Affairs – Lee
   d. Finance - Ault
   e. Internal Affairs – Fleshman
   f. Personnel Welfare/Salary – Crooks/Kendall
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison - Luthman
   j. Classified Staff Council Liaison – Hagemann

9. Old Business
   Amorous Relationship Policy Discussion
   Marketing and Communications Comments

10. New Business

11. Good of the Order

12. Adjourn
Administrative Staff Council 2005 – 2006
Minutes: November 3, 2005
208 BTSU

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

Members present: Wendy Buchanan, Jill Carr, John Clark, Rob Cramer, Laura Emch, Kim Fleshman, Michael Ginsburg, Judy Hagemann (CSC), Tim Hoepf, Ann Jenks, Lona Leek, Naomi Lee, Paul Lopez, Susan Macias, Connie Molnar, Paul Pawlacyzk, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Member Substitutes: Sally Dreier for Ron Knopf, Donna Dick for Gerry Davis, Chris Haar for Sheila Irving, Mark Anderson for Beth Nagel, Doug Martin for Nora Cassidy, Ann Betts for Teresa McLove

Members Absent: Jena Ault, Adan Garcia, Larry Holland, Joe Luthman, Deb McLean, Penny Nemitz, Pa’trice Pettaway, Myron Skulas,

Guests: Dr. Sidney Ribeau

Approval of Minutes: Rachel Schaeffer moved to approve minutes. Paul Lopez seconded. The minutes were approved with one correction. Connie Molnar was listed at both absent and present for 10/6/05. She was indeed present.

Chair Report:

Chair attended Tailgate party at President’s house 10/8/05 and was a guest in the President’s box at the football game.
Please ask Administrative Staff not currently on Council to consider becoming members - contact Lona if you know someone who is interested.
Participated in constituent panel for Higher Education 711 class October 20.
Chair and Chair Elect traveled with other campus representatives to Rosa Parks Tribute November 1 in Detroit.
Open benefits enrollment until November 18 - don’t forget spousal paperwork.
Holiday Meeting December 1 includes a light lunch beginning at 1 p.m. Please rsvp to cmolar@bgsu.edu
ASC has requested a working session with Mercer when they come to campus in January.
ASC Spring Reception will be held April 5, 2006 from 2-4 p.m. in 101A Olscamp. Dr. Ribeau will address the group.
Holiday Closing Discussion Group meets in January 2006.
Violence in the Workplace Policy has been slightly modified by HR and should be on the web soon.
ASC Ad Hoc Handbook Committee met October 25. Please respond to the e-
mail survey.
President’s Council will discuss the Code of Ethics on November 3.

Chair Elect Report:

Discussed arranging for a BOT member to attend a council meeting with EVP Dobb.
Miami University is moving toward a laptop program in which every student will buy the model from the University and will be supplied with software, updates, and service for their entire time on campus. The new wireless environment will eliminate the need for all fixed computer lab as well as the question from parents - what kind of computer should I buy for my student?

Secretary: None

Past Chair: Lona reported on behalf of Joe Luthman
Sick leave bank meeting is in 2 weeks.
Ombudsperson - Joe will bring forward some draft definitions at our next meeting.

Guest: Dr. Sidney Ribeau discussed questions and concerns.
"Would you support a move to include 'bottom-up' constructive criticism of supervisors?" Dr. Ribeau stated "governance only works if people participate". He checked with HR through Dr. Dobb and at this point this mechanism is not in place. He stated "Many organizations call these 360's. It is costly and time consuming but a good idea. We can look at it on a trial basis. It is very, very costly and will double the operating budget of the evaluating process. Someone has to calculate all of the information. Usually the top level people are who are involved in the 360 process. We currently have a strained budget so the cost will have to be looked into." He will talk to Dr. Dobb and have her talk to HR about participating in this. He stated "It takes a lot of time to collect this kind of information and the information is worth nothing if you don't use it. One of our problems with performance evaluations in general is not much is done with them. That is my criticism of performance evaluations in general. At first when I started here, no one did them. Now about 50% are doing these evaluations but what do you do that leads to corrective behavior or a change being done? Bowling Green is not alone in this; most universities don't have really strong programs in that area. Our HR area is very small as compared to an organization of our size."
Paul Lopez recommended that at evaluation time we would have a more interactive environment. Dr. Ribeau feels we need a system that is used campus wide to help improve the evaluation process. Diane Regan said the Library and Continuing Education have an evaluation process which includes allowing employees to evaluate their supervisors.

"In relation to the Code of Ethics what is your general response to the letter addressed to the Board of Trustees by the constituent groups?" Dr. Ribeau said
that the purpose of the Code of Ethics is to ensure that fiscal practices are in compliance with the new laws. Diane Regan said that none of the five constituent groups have a problem with the fiscal sections in the Code of Ethics. She asked about the potential for harm in the language about people's behavior or perceived behavior even when they are not at work. Dr. Ribeau stated while he is not that familiar with the exact wording of the code he “can't imagine a directive coming out about behavior. They are not designed to address individual behavior. The intent of the BOT is to deal with policy not behavior.” Dr. Ribeau said a directive would have to be issued by him. The next step would be to send the directive to constituent groups for comment. He would evaluate the information and take the concerns back to the BOT, possibly making recommendations to modify the directive, but if it is a BOT issue, ultimately, it is their call. Policy can not be established without the directive. Dr. Ribeau stated there would be an Ethics Officer and he is considering names of faculty and staff members who have the proper qualifications and training. The President stated that parts of the Code of Ethics can be re-written if the BOT chooses to.

“How can we get the message to the legislature, politicians, and public about the university's positive effect on the economy? How do we change their opinion? How do we go about convincing them that we are an asset instead of an expense to Northwest Ohio? Dr. Ribeau mentioned that higher education is the only State entity that has been cut by 14%. K-12 allocations have gone up double digits and the problem is they do not hear from our constituency. Larry Weiss has information about the budgets and can supply this information. 85% of our budget is used for payroll at BGSU but with 21,000 students, we can not afford to cut our employees. We are losing the public relations battle. The public relations message that needs to be promoted is how we are contributing to the wellbeing of the state.

“Please discuss the coming reorganization” Dr. Ribeau stated “The only reorganization is with my staff. I am looking at everyone that reports to me. If I can take cost out I will take cost out. Colleagues of mine say you need to do this every 5 years. Every 10 to 15 years you should organize new leadership.”

“How is the new house?” He explained how it has been very useful to have on behalf of the University. They have had over 600 people since they have been there and the house is less chopped up compared to the house on Hillcrest Dr. It is also being used for faculty dinners and student groups again.

Committee Reports:

Amendments: no report
Awards and Special Recognitions: no report
External Affairs: The Holiday Parade is November 19. Please come, walk and help pass out candy. Also, candy is needed. Please see e-mail for drop off locations.
Finance: Ault absent but Lona passed out info on Jena’s behalf.
Internal Affairs: no report
Personnel Welfare/Salary: A working meeting with Mercer for Executive Committee and PWC has been requested. PWC will send out list of goals to ASC to help this committee prioritize the goals.
Professional Development: Have been discussing the committee role and if it should be expanded or not. First brownbag lunch seminar scheduled for November 15 will be about ergonomics and preventing work injuries.
Scholarship: Has developed time line for the year and is soliciting donations in the community for the raffle.
Faculty Senate: John Laird will represent the faculty on the committee for the Reasonable Suspicion Policy. There was no quorum at the Firelands meeting. Chief Wiegand and Stacy Enríquez spoke about the parking updates. More handicapped spaces put in Lot N and 14, also Lots A & G. Now in stage two of three to bring the University in compliance with the Americans with Disabilities Act. Lot 6 overflow needs four more ADA spaces. Phase three will involve restriping of the parking lines and crosswalks. Need to replace sidewalks in Lot N to make them ADA compliant. Lots 4 and 4A net gain of 142 to 199 spaces. Total of 11,000 spaces.
Classified Staff: CSC will have a float in the holiday parade. Taking applications for their ombudsperson. They have had a lot of discussion about an ombudsperson being able to be effective if they are internal with the University. On December 10 they are sponsoring a Santa Breakfast.

Old Business: Amorous Relationship Policy—Mary Beth Zachary made a motion to accept this as written. Diane Regan 2nd the motion. It went to a vote.
20 For
1 Opposed
4 Abstained
Constituents want the Marketing and Communication e-mails restored. This information is being collected for Dr. Dobb.

New Business: None

Good of the Order:
Open enrollment deadline November 19.
Tech Fair November 10.
The Career Center is sponsoring its annual Government, Non Profit, International, Social Services Career Fair November 9 at 4 p.m. in 101 Olscamp.
Women’s Soccer is hosting the Mac Championship November 4.
Steve Kendall is now in 200 Saddlemire and is the Director of the Student Technology Center. Contact Debra Beach in IMS for the things you use to ask Steve about.
Alissa Czisny won Skate Canada and placed 2nd in Skate America

Next Meeting: Next meeting will be December 1, 2005 at 1:30 p.m. in 207 BTSU.
Adjournment: Naomi Lee made a motion to adjourn. Connie Molnar seconded. The meeting adjourned at 3:00p.m.

Submitted by: Kim Fleshman ASC Secretary
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Expenditures and Budget Balance
FY 2006 through November 2005

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<th>Description</th>
<th>Expenditures</th>
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**How much money do we have left for year?**

- **Approved Appr**: 3,811.00 annual budget
- **Modified Appr**: 6,820.16 annual budget plus carryover from PY of 2509.16
- **Expenditure**: 5,133.25
- **Uncommitted**: 1,686.91

**How much money do we have at the Foundation?**

- **Endowed**: 85,117.81 Not yet updated for November
- **Spendable**: 1,709.92 Not yet updated for November
- **Total**: 86,827.73 Not yet updated for November
2006 B.G. Best Award
OFFICIAL NOMINATION FORM

I am pleased to nominate the following individual for the 2005 B.G. Best Award:

Nominee:

Position:

Department/Campus Address:

Phone:

Immediate Supervisor:

Area Vice President:

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

Submitted by:

Position:

Department/Campus Address:

Email: Phone:

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

Please check the criterion on which your nomination is based:

___ Implemented a new idea or program to benefit the BGSU learning community
___ Improved the quality of programs and/or services on the BGSU campus (Main or Firelands)
___ Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities
___ Provided excellent customer service to the BGSU community
___ Demonstrated exemplary commitment to the core values of BGSU

Return this nomination form along with a one-page, double-spaced narrative to:

Naomi Lee
Administrative Staff Council
206 University Hall

Direct questions to nplee@bgsu.edu

Deadline for nominations: February 24, 2006

Awards will be presented at the Administrative Staff Spring Reception on Wednesday, April 5, 2006 from 2-4PM in 108 Olscamp Hall.
Call for Nominations!

We are now accepting applications for the BG BEST AWARD. Applications need to be turned in by Friday, February 24, 2006. Awards will be given at the Spring Reception on Wednesday, April 5, 2006 between 2-4pm in 108 Olscamp Hall. You can find the application online at: www.bgsu.edu/organizations/asc/awardindex

Click on the link on the left hand side that says "Nomination Form-Word Document".

Turn in Applications to...

Naomi Lee
206 University Hall
nplee@bgnet.bgsu.edu

Please feel free to contact us if you have any questions. We look forward to your nominations.
Sick Leave Bank

Summary of the discussion between Donna Wittwer, Pat Kelly and Joe Luthman on 11/15/2005. Please regard as a working summary of progress on the SLB.

Donna conducted a fairly extensive study of SLB in 1997. Based on this research, and a 2005 initiative to study enabling BGSU to deploy a sick leave bank, the following represent known facts, and research questions.

FACTS:
1) Classified staff may NOT contribute sick leave hours
2) Administrative staff may contribute vacation leave hours
3) All staff (classified, administrative, and faculty) may withdraw from a SLB

Foundational Research Questions (those which either make-or-break the program, or significantly affect the number of hours donated)
1) Can classified staff contribute vacation hours?
2) Can administrative staff contribute sick leave hours?

Long Term Research Questions (that is, only research these questions if the foundational questions have been answered)
1) How many administrative staff will contribute, and approximately how many hours? Current thought is to have one free will offering in early February, and another in July.
2) Should there be a requirement that one must contribute in order to withdraw (Some Ohio universities use this)? While not ideal, this stipulation may enable BGSU to deploy at least SOME form of SLB, even if the money flow issues represented by the next question, prove to be troublesome.
3) How does the money flow?
   a. Should the contributing department invest $$$ into SLB (not likely and problematic)?
   b. Must the acquiring department (the one to which the withdrawal belongs) move money to SLB?
4) Should Faculty be able to withdraw from SLB?
5) Who is covered? Only the employee? Only employees with terminal/catastrophic illnesses? Only employees who have completely exhausted other available forms of leave?
6) Should there be a waiting period, such as 30 days before SLB-approved withdrawals kick in?
7) Should there be a max amount of hours per year that can be withdrawn?
8) How should the form look? One example of pertinent issues is to include a statement that stipulates the giver DOES REPORT leave hours – protecting BGSU from dubious donations.
Administrative Staff Council Agenda
December 1, 2005, 1:30 – 3:00 PM (Luncheon/Social 1:00 PM)
207 Bowen-Thompson Student Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of November Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guest
   Bowling Green Mayor – John Quinn
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions – Cassidy
   c. External Affairs – Lee
   d. Finance – Ault
   e. Internal Affairs – Fleshman
   f. Personnel Welfare/Salary – Crooks/Kendall
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison - Luthman
   j. Classified Staff Council Liaison – Hagemann
9. Old Business
10. New Business
    Faculty Senate Ad-Hoc Committee on Ethics Policy
11. Good of the Order
12. Adjourn

SAVE THE DATE:
ASC Spring Reception, Wednesday, April 5, 2006 – 2 – 4 PM, 101A Olscamp
Administrative Staff Council 2005 – 2006
Minutes: December 1, 2005
207 BTSU

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


Members Absent: Gerry Davis, Larry Holland, Pa'trice Pettaway, Rachel Schaeffer, Myron Skulas

Member Substitutes: John Eggenton for Laura Emch

Guests: Mayor John Quinn

Approval of Minutes Mary Beth Zachary moved to approve minutes. John Clark seconded. The minutes were approved.

Chairs Report: Lona Leek reported the following:
Passed around note from Robin Euler about Ferrari Award
Website has been updated
Blackboard site has been updated
President’s Panel Meeting- 11/3/05 the leaders of the 5 constituent groups gather to discuss outstanding issues; much was covered regarding student enthusiasm for the learning process–CSC brought up some serious issues, some including worker safety, the President has addressed and is in the process of solving.
President Advisory Council-11/9/05 presentation from Marketing and Communications regarding BGSU’s top of the mind recognition and branding state wide and in the nation. You will hear more about this and how it relates to your particular unit and job from your directors.
Human Resources Meeting about JAQ Process-11/10/05 progress was made regarding the status of the JAQ process for contract staff without Mercer rankings
3 Chairs Group-11/18/05 discussed upcoming compensation meeting and meaningful wage and benefit increases.
PWC-11/18/05 Robert Zhang and Dave Crooks reviewed BGSU’s pending submissions to CUPA....to compare salaries of other state schools....results will take a few months and will be used in conjunction with salary recommendations.
President’s Compensation Committee-11/22/05 Requested working session with Mercer – has been granted, January 18. A successful meeting with understanding from Dalton. He has been invited to Executive to delve further into some of our questions.
EVP-11/28/05 Reported to Dobb of our vote in support of the proposed Amorous Relationship Policy. A typical session with much back and forth and broad ideas of possible "soft" benefits for staff. When they are more formalized, they will be brought to the constituent groups. She will attend the Dec 13 Executive meeting to discuss our handbook update project; this ad-hoc committee will meet next week on Monday at 10:00 in the Library CAC Conference room .... Interested reps are welcome to attend.
Board of Trustees Meeting-12/2/05 Sebo center ground breaking, reminder that board books are available at our college park office.

Upcoming guests
January Chris Gail UT Professional Staff Assoc. President-316 Union
February Bob Waddle Capital Planning
March Marsha Latta Capital Campaign
April Dick Edwards BGSU Retiree's Association
May Mike Marsh BGSU Board of Trustees
June No one by design

Chair Elect Report: Steve Kendall reported the following:
Holiday Closure Committee-Huge increase in cost of natural gas-2 million dollars plus: one of the reasons to look into closing during the holidays.
CSC Meeting-Discussed Medical Benefits and salary compensation. Interviewing Ombudsperson.
PWC-Dave Crooks created a spreadsheet for each pay grade with gender, years of service and other info taken into consideration.
Mercer-1 hour and 15 minutes meeting with questions and answers is planned on 1/18/06.

Secretary: None

Past Chair: Joe Luthman reported the following:
Stipends for Officers-Dr. Dobb is sponsoring an initiative to issue stipends for both ASC and CSC officers. It's up to each organization to stipulate to whom the stipends should go.
Sick Leave Bank-Met with Donna Wittwer & Pat Kelly 11/15/05 & will meet again during week of 12/19/05. Wittwer studied this idea extensively in 1997. Trying to determine parameters such as who may contribute, what type of leave may be donated, and who may withdraw.

Guest: Mayor John Quinn was our host for the BGSU Trivia Game

Committee Reports:
Amendments: no report
Awards and Special Recognitions: Would like to advertise the Spirit of BG
Awards more
External Affairs: 10 people walked in Parade
Finance: See Report
Health Wellness Insurance Committee-2,464 eligible for benefits, 218 did not meet open enrollment deadline. HR did personal follow-up with each individual. About 300 people attended benefits fair. 2006 Initiatives: Life insurance review of what is offered. Prescription Drug review of vendors. Out Health Center is now part of our PPO. Life Continuum Concept: working with a physician who specializes in health promotion to develop wellness programs to address risk factors. Please tell Diane Regan, Linda Hamilton, or Cindy Puffer what you care about in terms of benefits.
Internal Affairs: no report
Professional Development: Hosted luncheon last month with Occupation Therapist. Next luncheon 12/13/05 11:30am to 12:30pm with Craig Vickio discussing Stress Management.
Scholarship: Progress on prizes. Finalized letter.
Faculty Senate: No Faculty Senate report since our last ASC meeting.
Classified Staff: No Report.

Old Business: None

New Business: None

Good of the Order: Thank you Connie for lunch. MS awareness night at the Hockey Game. Alissa Czisny (see handout). Send Rachel Schaeffer comments about Holiday closing. Ballroom Dance Lessons See Connie Molnar.
Next Meeting: Next meeting will be December 1, 2005 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Naomi Lee seconded.
The meeting adjourned at 3:00p.m.

Submitted by: Kim Fleshman ASC Secretary
1. Call to Order

2. Introduction of Substitutes

3. Approval of December Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guest
   Christopher Gail – University of Toledo, Professional Staff Association

8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions – Cassidy
   c. External Affairs – Lee
   d. Finance - Ault
   e. Internal Affairs – Fleshman
   f. Personnel Welfare/Salary – Crooks/Kendall
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison/Past-Chair - Luthman
   j. Classified Staff Council Liaison – Hagemann
   k. Campus Work Groups and Standing Committees

9. Old Business

10. New Business

11. Good of the Order

12. Adjournment

SAVE THE DATE:
ASC Spring Reception, Wednesday, April 5, 2006 – 2 – 4 PM, 101A Olscamp
Call to Order: Chair Lona Leek called the meeting to order at precisely 1:32 pm

Members present: Wendy Buchanan, Rob Cramer, Dave Crooks, Laura Emch, Kim Fleshman, Michael Ginsburg, Judy Hagemann (CSC), Sheila Irving, Ann Jenks, Steve Kendall, Deb McLean, Lona Leek, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Paul Pawlaczyk, Pa'trice Pettaway, Diane Regan, Deborah Rice, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Jill Carr, Nora Cassidy, John Clark, Gerry Davis, Adan Garcia, Larry Holland, Tim Hoepf, Ron Knopf, Teresa McLove, Celeste Robertson

Member Substitutes: Sid Maruna for Jena Ault

Guests: Christopher Gail-University of Toledo, Professional Staff Association was sick

Approval of Minutes Naomi Lee moved to approve minutes with changes. Penny Nemitz seconded. The minutes were approved with changes.

Chairs Report: Lona Leek reported the following:
Monitor Article-about Mayor Quinn’s visit for the ASC Luncheon
Executive Committee Meeting 12/13/05-Dr. Dobb was our guest and discussed changes to the handbook. The working group will first focus on linking out to all common university policies, with a goal for this semester, then developing a "philosophy" with a thrust toward fundamental fairness which will be brought to this group for approval.
3 Chair’s Meeting-12/16/05-UT/MUO merger and the need for administration to develop a strategic plan to bring more state dollars our way. We also learned of CSC’s ombuds election. That was to take place at the end of December.
EVP-1/03/06-Discussed: Life Insurance Option – HR is looking at plans that make the insurance more “portable” when staff members leave the institution. Also, the language in our annual contract renewal letter was discussed. This is a continuing discussion from the summer regarding ambiguous terms. Dr. Dobb asked us to present specific concerns as well as suggested changes to her in writing for review. I view this as positive. The ethics officer position was discussed. This will be a person to whom we can bring suggestions regarding code language. Dr. Dobb was also reminded of the existing Faculty Senate Code of Ethics committee, to which we have membership along with the other constituent groups, and the work they are beginning. The UT/MUO merger was also discussed as well as potential collaborative efforts BG may consider in this regard...without alarming anyone, areas such as purchasing, ITS have previously been discussed by the administration. BG will be positioning itself in a
niche with providing a residential learning environment for the “traditional” student, we’ll have other things of course, but this will be the primary image.

Ombudsperson’s Role- HR has secured Capital University Law School to provide mediation training for BGSU. ASC will have four “seats” at the training session, one for our current ombudsperson. We need to determine other individuals for opportunity. Friday, Feb 24 and Thursday and Friday, March 9 and 10 (all day at CPOB).

PWC & Mercer-Working Session on 1/18/06

General Counsel-received a draft of the new Operating Procedures and form letters that will be used by the Office of Equity and Diversity to process complaints of harassment or discrimination. A quick target date for implementation is set for March 1. We have the opportunity to arrange a meeting with Tom Triboli regarding the procedures, and, the president desires to put together a working group to examine the underlying substantive policies. Executive could take this on or an ad-hoc group from ASC?

Chair Elect Report: Steve Kendall reported the following:

Dining Services Policies for their Employees-There is concern about the policies being implemented by Dining Services for their employees. Concerns that these rules could start to apply to everyone, where are the rules coming from, and what procedures are followed.

Amorous Relationship Policy-CSC thought it was too general, Faculty thought it was too specific, ASC is the only group to endorse it. This will be implemented 3/1/06. Dave Crooks asked what happens if you have a grievance against the policy. Diane Regan explained that the Harassment and EEO grievance Procedure changed. The first step is mediation. If either party does not accept this it goes straight to an attorney.

PeopleSoft-moving to an online contract.

Mercer-1 hour and 15 minutes meeting with questions and answers are planned 1/18/06.

Secretary: no report

Past Chair: no report

Guest: Christopher Gail of UT’s Professional Staff was to be our guest but he was sick.

Committee Reports:

Amendments: no report

Awards and Special Recognitions: no report

External Affairs: no report
Finance: no report

Health Wellness Insurance Committee: no report however, Ann Jenks requested clarification on our Health Center now being a part of our PPO. Diane Regan explained that the Health Center accepts our insurance as payment for visits and accepts Medical Mutual's amounts considered allowable for payment. Also, our Health Center is a Caremark provider for prescription purposes.

Internal Affairs: no report

Personnel Welfare/Salary: Continuing to work with the salary data and break down further.

Professional Development: 10 people attended the last session and the session was recorded for the web.

Scholarship: Raffle information will be mailed within the next week. Scholarship applications will be to students by early February 2006.

Faculty Senate: No Faculty Senate report since our last ASC meeting.

Classified Staff: Nancy Posey is serving on the Holiday Closure Committee. CSC is voting for their Ombudspersons in the Union on 1/12/06. Bernice Aguilar and Judy Hagemann are on the Faculty Senate Ad Hoc committee for the Code of Ethics. Committee includes GSS President, UGSS President, and Diane Regan from ASC. If Faculty Senate does not approve for inclusion in their Charter then they are not held to it. (This statement needs to be verified with the Charter.) CSC salary recommendation of 6% annual increase; the percentage for a successful job audit is 4% plus 2% more after probation period, or moving out of an area which is 4% during probation and 4% after probation. CSC is revamping their grievance policy in their handbook and incorporating the Violence in the Workplace Policy.

Reasonable Suspicion Testing Protocol: Will meet on 1/10/06. Penny Nemitz and Kim Fleshman are representing ASC for this committee.

Creative Thinking Committee f.k.a. Holiday Closure Committee: Rachel Schaeffer discussed how Miami closed between the holidays. The committee will send out a survey by the end of January and report this information to Dr. Dobb by March. Ombudsman Joe Luthman: Joe request that people e-mail him at jluthma@wcnet.org

Old Business: None
New Business: Joe Luthman suggested the handbook committee look at adding ombudsperson's role to the handbook. Lona requested ASC members to e-mail her questions for the UT Professional Staff meeting. Beth Nagel requested that we find out about the proposed merger between MUO and UT and to find out about the things shared between UT and BGSU. What happens with that? Laura Emch asked if we could still take classes at UT.

Good of the Order: Lona Leek: Alissa Czisny on ABC sports. Connie Molnar: Ballroom Dance Lessons available through the university. Diane Regan: 60 new international students this semester. Naomi Lee: Women's basketball again Akron 1/7/06 and Men's hockey 1/7/06. Sid Maruna: call him about the new BGSU Purchasing Cards. Susan Macias: President's Day coming up. Fall Freshman Applications up 3.97%.

Next Meeting: Next meeting will be February 2, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Susan Macias seconded. The meeting adjourned at 3:00 p.m.

Submitted by: Kim Fleshman ASC Secretary
Call to Order
Welcome to new member Paul Hofmann

Introduction of Substitutes

Approval of January Minutes

Chair’s Report

Chair Elect’s Report

Secretary’s Report

Guest
Bob Waddle – BGSU Capital Planning

Committee Reports

- Amendments
- Awards & Special Recognitions – Cassidy
- External Affairs – Lee
- Finance - Ault
- Internal Affairs – Fleshman
- Personnel Welfare/Salary – Crooks/Kendall
- Professional Development – Irving
- Scholarship – Carr
- Faculty Senate Liaison/Past-Chair - Luthman
- Classified Staff Council Liaison – Hagemann
- Other Campus Work Groups and Standing Committees

Old Business

New Business

Good of the Order

Adjournment

SAVE THE DATE:
ASC Spring Reception, Wednesday, April 5, 2006 – 2 – 4 PM, 101A Olscamp
Questions from ASC Representatives to Bob Waddle, Capital Planning

1. The "Master Plan"...when do we get a look at it? 
What are some of the projects currently in the pipeline (funded, proceeding ahead)?

2. Where are we at with the master plan and when should we expect to see some building.

3. When they will start building the new Film and Theatre building and when they will have to tear down Saddlemire for that new building.

4. What plans do you have in the next 5 years in remodeling/upgrading classroom space? 
Do you foresee any buildings/classrooms coming off-line during this same time period?

5. When is Admissions building going to be done? 
Does the University have a process/procedure if building repairs done by external contractors is faulty? If so, what is it?

6. My question stems from the "sieve" that is supposed to be a roof on the Mileti Alumni Center. Supposedly it was repaired during 2005. However, we continue to have the same leak in the same location. How unfortunate it is that we've had to "cover" our AS/400 with an umbrella when it rains as well as strategically place waste containers on the 2nd floor to catch the drips!

7. As an office with units in both University and Moseley halls, I would like to hear more about the proposed renovation of these very old buildings. The renovation dates keep getting set further and further back, yet the buildings get older and more decrepit. What are the plans to accommodate the handicapped?

8. I'd like to know when something is going to be done with Moseley Hall. 
Something was supposed to be done some years back but it seems the "something" has been pushed back many times.

embrace
Call to Order: Chair Lona Leek called the meeting to order at precisely 1:33 pm

Members present: Jena Ault, Jill Carr, Nora Cassidy, John Clark, Rob Cramer, Dave Crooks, Gerry Davis, Laura Emch, Kim Fleshman, Judy Hagemann (CSC), Tim Hoepf, Larry Holland, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Deb McLean, Teresa McLove, Lona Leek, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Paul Pawlaczyk, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Wendy Buchanan, Adan Garcia, Michael Ginsburg, Joe Luthman, Pa'Trice Pettaway

Member Substitutes: Sue Zwayer for Ron Knopf

Approval of Minutes Connie Molnar moved to approve minutes with changes. Teresa McLove seconded. The minutes were approved after CSC changes were read out loud.

Chairs Report: Lona Leek reported the following:
1/10/06-Chair and Chair Elect traveled to UT to meet with their professional staff association. Their initiatives include compensation, insurance benefits, and communication issues. They expressed that they know virtually nothing about the merger with MUO and that their Vice President’s were even kept in the dark. We'd like to continue working on joint issues.
1/11/06 President’s Advisory Council-Heard environmental scans from the various divisions on campus.
1/17/06-Met with Linda Gray, director of budgets, as she is in the beginning stages of preparing the contract renewal letters that will go out to all staff at the end of June. ASC has questioned some of the language and implications of last year’s letter. Meeting was productive and our concerns regarding tying the letter more closely to the original contract and other vagueness will be brought to general counsel. We are hoping for continued dialogue on this regard.
1/20/06 Three Chairs Meeting-Discussed many common concerns. Focused on the changes made by general counsel to the CSC Proposed Rewards Policy, which is being re-drafted to include administrative staff. We have been informed that Dr. Dobb and the counsel will continue to work on the language. As they work forward we will forward information to ASC when a better working draft becomes available.
1/10 & 24/06 ASC/HR-The discussion between UT and BG regarding possible collaborative efforts (purchasing for example) is still continuing. Scott, the Mercer representative whom PWC and Lona met this month, will present a report to our
group likely in April. PWC will present more in their report. W2 sent on time but some problems with pre-tax spending accounts so check your paperwork if you use this service. Please confirm your personal time accumulation in your February 2006 pay advise as some may not have been showing up in January 2006.

1/30/06 EVP Meeting-Continued addressing internal communications at BGSU. It was suggested that we ask for a representative on the University Budge Committee. Also, it was suggested that we proceed with codification of the role of our ombudsperson in our handbook (this year perhaps with the other linking type changes identified).

Note: Tom Trimboli is scheduled to meet with the Executive Committee on February 14, 2006 to discuss the OED Procedures for Processing Complaints of Harassment or Discrimination. This document was forwarded to ASC last month, feel free to attend the Executive Committee meeting or send questions to any Executive Committee member in advance.

Our guest next month will be Marsha Sloan Latta with Capital Campaign. I will ask for questions in advance.

Chair Elect Report: Steve Kendall reported the following:
W2 issues-Apparently the People Soft software pulled the local address information from CICS instead of the home address. Several W2's went to employees old addresses. No time limit on how old of an address. Please check on MyBGSU if you have not received your W2 to see what is listed as your local address.

Dr. Ribeau discussed the communications problems. A meeting with Kim McBroom is being planned

Secretary: Kim Fleshman reported the following:
Checked on McFall for an ASC meeting location but due to current room use schedule, we will be unable to have our meetings there.

Past Chair: no report

Guest: Bob Waddle discussed the Master Plan. The buildings on campus are being assessed by the age of the building, the amount of power able to be used in the building, is it handicap accessible, does it have an elevator, etc. The money that we receive from donors and from the state affect what buildings are going to be replaced or added first. The state is not able to give the amount of funding that they have in the past. We wanted to make another I 75 exit around Newton Rd. but the monies from the state fell through. The questions about Mileti Alumni Center are a surprise because there have been no reports to facilities about the problems with the roof. This will be worked on as soon as it is reported.

The new Film and Theatre building should start to be erected in the Summer of 2007. Saddlemire will be torn down around the same time. A new Saddlemire is planned to be built near the old Centrex building. There are plans for three
parking garages in the Master Plan. One behind the Health Center and with hope to add on to the Health Center, one out by the Stadium and one up by Lot A.

Committee Reports:

Amendments: no report

Awards and Special Recognitions: Bridget Green Churchwell is the December Spirit Award winner. Thank you to Penny Nemitz who delivered the award to Firelands on behalf of the committee. Talked to students in the College of Art about the Zuni Owls or some other idea for a BG Best award. The BG Best awards will be presented at the Spring Reception on 4/5/06.

External Affairs: Human Relation Commission Workshop. Dance Marathon wants faculty and staff to be more aware. Hurrican Katrina Relief Committee is not needed anymore.

Finance: Jena Ault distributed a report. Discussed there are three places to put money; the budget, an agency fund, and the foundation. Dr. Ferrari cost $2,000 from the Fall reception. $500 came from Dr. Dobb, $400 cam from the foundation (an anonymous donor).

Health Wellness Insurance Committee: Open enrollment for 2006 will be handled differently given the number of folks who had to be reminded about their paperwork. There won't be a full registration this year; only those who have changes to make. Dr. Dobb and Dr. Dalton are working with HR to develop a new life insurance plan. Options being looked at include reinstating short term disability coverage; moving to a flat coverage package for all employees of $50,000 in place of the graduated coverage now awarded. Additional life insurance up to $150,000 could be offered at employee's cost. Fringe benefits for "household dependents" still being examined (OSU term). Vision care as part of our benefit package is once again being looked at since costs have come down considerably. Future information on benefits will likely be presented as a 24/7 streaming video available through the HR website. The information would be available to current employees and would replace new employee orientation. Current benefits as of January 2006 include a new NurseLine and employees are being urged to check it out. You will need your member number which at this time is still your social security number. Also, available is the Health Risk Appraisal through the Medical Mutual of Ohio website. Employees are encouraged to take this assessment for their own information. The sick leave bank idea is still being discussed. It is strictly an Administrative Staff initiative. Classified staff, by law, are not allowed to contribute time, but all would be eligible to use it. The discussion is about donating vacation time to a sick leave bank, not donating excess sick leave nor any group but Administrative Staff donating. Part-time employee benefits continue to be of concern. HR is looking at options to include joining a coalition of part-timers to provide a health plan at the
employee's expense.

Internal Affairs: no report

Personnel Welfare/Salary: Shared substance of meeting with Mercer representative and implications for PWC goals. Advised ASC that compensation plan can only work if the annual salary pool distribution is reviewed and possibly changed from the current "across the board" percentage to a different model of annual salary pool distribution. The establishment of a starting salary policy/process is also very important in creating a successful compensation plan that achieves salary range penetration to the 50th% point for all employees within certain criteria of performance and years in position.

Professional Development: March 3, 2006 Joann Kroll will be the lunch time speaker. Gene Poor will be speaking at the Spring Reception.

Scholarship: Have collected $2,325 to date from the Scholarship Raffle. We have already beat last years amount.

Faculty Senate: no report

Classified Staff: Steve Kendall reported that three people and the Chair of CSC will attend mediation training.

Reasonable Suspicion Testing Protocol: no report

Creative Thinking Committee f.k.a. Holiday Closure Committee: A survey was sent to Bill Knight. Need to fix a few things on the survey.

Ombudsman Joe Luthman: no report

Old Business: None

New Business: Jill Carr suggested moving the PWC report be moved up on the agenda.

Good of the Order: Kim Fleshman announced the Falcon Film Festival at the Cla-Zel theatre on February 25, 2006 at 7pm. Susan Macias: President’s Day February 20, 2006 still seeking volunteers. Fall Freshman Applications at the 10,000 mark.

Next Meeting: Next meeting will be March 2, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Rachel Schaeffer seconded. The meeting adjourned at 3:22p.m.

Submitted by: Kim Fleshman ASC Secretary
Call to Order: Chair Lona Leck called the meeting to order at precisely 1:33 pm.


Members Absent: Kim Fleshman, Adan Garcia, Paul Lopez, Joe Luthman, Pa'Trice Pettaway, Deborah Rice, Myron Skulas.

Member Substitutes: Steve Charter for Ann Jenks, Jim Beaverson for Deb McLean.

Chair, Lona Leck, announced that the agenda would be reordered to accommodate guest Marcia Latta, Development, and to allow time for important new agenda items.

Guest: Marcia Latta, Director of Development, gave an overview about BGSU’s comprehensive Building Dreams Centennial Campaign including how priorities were set and the successive phases used in fund-raising. The initial phase, the “silent” phase, began in July, 2002. The public phase began in April, 2005 with the campaign slated to end 12/2008. To date $93M of the $120M goal has been committed. Council members also viewed the student-made DVD presentation being used to inform the public, businesses, corporations, and potential donors about BGSU’s goals and how participation in the Building Dreams Campaign will help us reach them. Ms. Latta shared several ways that BGSU ad staff could contribute to the success of the campaign, including forwarding address changes of alums to the development office; inviting retirees, who are the biggest group of constituent donors, to department events; contributing to the Family Campaign to raise the percentage of employees who support the university; forward names of potential alumni donors to development.

Guest: Aaron Shumaker spoke to Council about the upcoming Dance Marathon on March 25-26, 2006. Volunteers are still needed and faculty/staff appearances would be very much appreciated. The DanceMarathon’s website is a link under Student Life/organizations and the site will be linked to the ad staff website as well.

Approval of Minutes: John Clark, moved and Mary Beth Zachary seconded the motion to approve the minutes of the February 2 meeting. Motion carried.
Chairs Report: Lona Leck reported the following:

2/14/06 Executive Committee Mtg. – Kim Mc Broom, Marketing and Communications, attended the meeting to discuss the issue of internal campus communications. We learned of M&C’s intent to bring back the daily email as soon as certain logistics are arranged for it’s delivery to all staff. Working groups, including all constituencies, will be informed on this regard and to review the BGSU Web site. Committee members discussed PWC’s possible salary pool distribution recommendations including an across the board raise and a flat percentage raise. These will be brought to the March 2 ASC meeting.

2/17/06 Three Chairs Mtg.- The FS Chair will plan to recognize ASC for a report at their monthly meetings. Other items of common interest were discussed including the potential reward policy for administrative and classified staff and the work being conducted by the FS Ad-Hoc Committee on the Code of Ethics. ASC representation will be considered by the FS University Budget Committee.

2/17/06 Tom Trimboli, General Counsel – Executive Committee members met with Mr. Trimboli to review the new OED Procedures for filing harassment and discrimination complaints. Mr. Trimboli explained the impetus for the new procedures and answered council questions. ASC Executive endorsed the policy that is going to the BOT on March 3.

2/27/06 Executive Vice President Mtg.- The first portion of the meeting was devoted to a joint session with Human Resources and ITS to plan a process, time line and provide training for ASC’s current and future handbook revisions. Regarding our immediate navigational and redundancy changes, it was agreed that ASC will suggest language and content changes that will be performed by HR in a very timely manner. With Dr. Dobb the proposed Reward Policy was discussed and the desire of our constituents to fund rewards through a campus wide “pot” enabling all staff an equal opportunity to apply.

2/27/06 Finance Committee – An emergency increase in funding is being requested to the EVP to cover new “costs of doing business” including AV, office space expenses and copying. ASC will also submit an increased request for annual funding beginning next year.

2/28/06 Executive Committee Mtg.– Discussed the meeting plan for March 2 as well as plans for a general meeting of all contract staff for the purposes of explaining the Mercer plan and discussing our salary proposal options. Olscamp 101 has been secured for the general meeting on Thursday, March 16 from 8:30 – 11:30. The listproc will be used to notify administrative staff of the session. The voting process for regular elections and the compensation decision were discussed, an email form is being considered. The PPT from the March 2 presentation will be posted on BlackBoard next week. Representatives are strongly encouraged to communicate with and educate their constituents about the salary issues.

Upcoming ASC Dates-
April 5 – Administrative Staff Spring Reception 2 – 4 PM 101 A Olscamp
President Ribeau will address the staff and the key note speaker will be Dr. Gene Poor presenting “Good Enough – A Question of Quality”.

Chair Elect Report: No Report
Secretary: No Report
Past Chair: No Report
Committee Reports:
Amendments: No Report
Awards and Special Recognitions: No Report
External Affairs:
Internal Affairs: No Report
Personnel Welfare/Salary: Reported under New Business
Professional Development: No Report
Scholarship: No Report

Faculty Senate: Faculty Senate met on Tuesday, February 7, where the most-discussed subject concerned the evaluation of Undergrad Deans by the Faculty. Currently, this is done every five years by the College Council. The vote failed, with 52 for, 9 against, 3 abstentions. Since there are 79 Senators, and 2/3 would be 53, the vote was one short. If anything, this experience shows the necessity for a deliberative body to have a high attendance rate. Folkins reported that the Governor’s State of the State address talked of preparing students better for college by requiring students to take more of the core curriculum.

Classified Staff: No Report

Other University Committees

Creative Thinking Committee f.k.a. Holiday Closure Committee: No Report
Ombudsman Joe Luthman: Diane Regan, Penny Nemitz, and Joe Luthman attended the first of three days of training given by Terry Wheeler, and facilitated by HR. CSC ombuds staff also attended. The final two days take place 3/23 and 3/24.
Old Business: Chair Leek announced that the proposed Reward Policy will not be presented to the Board at their March 3 meeting as had first been announced.

New Business: Personnel Welfare Committee Report: Steve Kendall, representing the full committee, gave an overview of the current committee effort to shift the approach to compensation given the lack of movement on monetary issues in the past several years. Kendall presented PWC's plan, which includes three alternative, for reaching some of ASC's goals for compensation for ad staff: To address the goal of more staff reaching the mid-point of their salary range, administrative staff members will be asked to vote to select one of the three following approaches for the PWC to take to the University Compensation Committee:

1) propose a graduated % of adjustment with a higher percentage awarded to those with salaries in the first quartile. This option would include a larger % increase for those who, on the basis of their annual review, are identified as "exceeding expectations." Those "meeting expectations" would also be eligible for an increase although the percentage would be smaller. The goal, again, is to move staff toward their salary mid-point more quickly.

2) propose a fixed salary adjustment model in which all employees whose annual review results in their "meeting expectations" or "exceeding expectations" receive a set dollar amount in merit. This method would result in a larger increase %-wise for those ad staff in the lower levels. For example, employees in grade 15 would probably receive less of an increase percentage-wise than those in lower grade positions.

3) propose a combination of the fixed dollar award with an additional percentage-based adjustment. For example, all staff would be guaranteed a set increase of X dollars (ex., $1,000) plus a percentage increase (ex., 1%).

ASC representatives were urged to share the three alternatives with their constituent group members and to encourage participation in an open Administrative Staff Meeting tentatively set for 3/16/06. Acknowledging the short time frame between this meeting and March 16th, PWC would still like for a vote to be taken at the open meeting on which alternative to pursue for 2006-07 only. A suggestion was made to bring up this topic at the Spring Reception. Chair Leek in response to the request for more discussion time indicated she would try to get additional time for consideration before our proposal must be made to the university compensation committee.

S. Kendall noted that along with Dave Crooks, PWC members Naomi Lee and Ann Jenks also contributed to the salary compensation presentation.

Next Meeting: Next meeting will be April 6, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Mary Beth Zachary moved to adjourn the meeting at 3:30, second by John Clark. Motion carried.

Submitted by: Acting Secretaries: Diane Regan, Teresa McLove
Administrative Staff Council Agenda

March 2, 2006, 1:30 – 3:00 PM
207 Bowen-Thompson Student Union

1. Call to Order

2. Introduction of Substitutes

3. Approval of March Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guest – Dr. Dick Edwards – BGSU Retiree’s Association

8. Committee Reports
   a. Personnel Welfare/Salary – Crook/Kendall
   d. Finance - Ault
   e. Internal Affairs – Fleshman
   b. Awards & Special Recognitions – Cassidy
   c. External Affairs
   f. Amendments
   g. Professional Development – Irving
   h. Scholarship – Case
   i. Faculty Senate Liaison – Easton/Orchards - Luthman
   j. Classified Staff Council Liaison – Hagemann
   k. Other Campus Work Groups and Standing Committees

9. Old Business

10. New Business

11. Good of the Order

12. Adjournment

Committee chairs are requested to develop an annual report of their group’s activity for presentation at the May ASC meeting. A copy of the written report should be forwarded to the ASC Secretary (kflesh) for inclusion in the May minutes and to the ASC Chair (Iona) as documentation for drafting the final ASC report for 2005-2006.
Call to Order: Chair Lona Leck called the meeting to order at precisely 1:30 pm

Members present: Jill Carr, John Clark, Rob Cramer, Dave Crooks, Laura Emch, Kim Fleshman, Michael Ginsburg, Judy Hagemann (CSC), Ann Jenks, Steve Kendall, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Teresa McLove, Beth Nagel, Penny Nemitz, Pa'Trice Pettaway, Diane Regan, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Jena Ault, Gerry Davis, Adan Garcia, Tim Hoepf, Larry Holland, Paul Hofmann, Sheila Irving, Ron Knopf, Susan Macias, Connie Molnar, Paul Pawlaczyk, Celeste Robertson, Deborah Rice, Myron Skulas

Member Substitutes: Lee Floro Thompson for Nora Cassidy

Approval of Minutes: Paul Lopez asked that the minutes be corrected because he was listed as both absent and present. Rachel Schaeffer and Penny Nemitz were both absent not present. Laura Emch moved and Teresa McLove seconded the motion to approve the minutes of the March 2, 2006 meeting with corrections. Motion carried.

Guest: Dick Edwards of the BGSU Retiree’s Association. Dick let us know that there are 300 members and 12 Board Members of this association in Ohio. Their handbook includes contributions from both Human Resources and the Provost Office. They have monthly meetings and it cost $10 per year or $100 for a lifetime membership. PERI = Public Employee Retirement Inc is the representation in Columbus for the retiree group. They are the lobbying group. OPERS currently has 12 million in health care funds and 55 million in retirement funds both of which are worth protecting. Health care at this point is a zero charge but a change is expected for 2007. Politicians are eyeing the 55 million and we need PERI to protect that money. Being a member also includes receiving a quarterly newsletter which will keep you apprised of current news. You can combine your years of service from other institutions, city, state, and county positions for your total years of retirement. The question was raised about engagement. Are we winning the battle of notifying the community? Dick’s answer was the University is funding a student intern for the Simpson Garden Park as a part of engagement. Also, Dick suggested reading Lower Moments In Higher Education.

Chairs Report: Lona Leck started the meeting by circulating two Thank You cards from scholarship recipients and then reported the following:
3/10/06 Emergency Executive Committee Meeting – Resulting from a question at the PWC meeting regarding the pending general meeting and potential by-laws
implications, this meeting was called. Research turned up a board of trustee’s approved document that has been in existence since June 1997 through which Principles and Recommendations for a performance-Based Merit System for Administrative Staff were to be implemented. The general meeting was cancelled in that it would be redundant based on the aforementioned document. Council members were notified of this cancellation and advised to confer with constituents on March 10.

3/15/06 President’s Advisory Council - A presentation was given by the Humanities Troup, a group of students and graduate students producing vignettes about various issues relating to diversity. The group began this year and plans to be available to various campus organizations and departments during upcoming months.

3/17/06 Three Chairs Meeting - Faculty Senate Executive Committee is studying the Amorous Relationship Policy. A rep from ASC was requested to serve on this committee; Joe Luthman will assume this position as he is already our representative to Faculty Senate. ASC has already endorsed the policy as drafted by Executive VP Dr. Dobb, however Faculty Senate desires to study it further and has requested our consultation. The Ad-Hoc Committee on the Code of Ethics and Conduct is inviting University Counsel, Tom Trimbo, to a session to address eight primary questions they have regarding the Code of Ethics adopted by the Board of Trustees in June 2005. The pending salary proposals of all three constituent groups were discussed. The new ombudsperson roles for CSC and ASC were discussed; CSC posed questions regarding best practices for ombudspersons. The BOT process for determining the student health insurance plan was discussed. Relations among the three constituent groups continue to be strong and mutually beneficial.

3/20/06 Human Resources - Learned that contracts are being loaded into People Soft. Larry Chan, Assistant Legal Counsel is joining the Reasonable Suspicion Testing Protocol working group. The Holiday Closing/Creative Thinking Working Group is getting ready to report their findings and recommendations. ASC has one outstanding question and we anticipate receiving an answer on the 10th at our next meeting; what is the cost savings to BGSU from implementation of the spousal rule? Penny Nemitz and Kim Fleshman will serve on the newest working group formed through HR regarding an Administrative and Classified Staff Reward Policy.

3/28/06 Executive Committee Meeting - The impending election process was reviewed. It is desired that the process be completed for officers and general representatives by the end of April. It was decided that the June ASC meeting will be the general meeting for the 2005-2006 year. A GSS letter dated March 21 to Dr. Ribeau and Dr. Whipple regarding student health insurance was discussed. Final plans for the Spring Reception was reviewed.

4/03/06 Executive Vice President Meeting - ASC is to provide a copy of compensation requests for insertion in the “Board Books” for the upcoming BOT meeting, May 5, 2006. Dr. Dobb will be looking into our budget request for additional operating funds to finish this fiscal year and looks forward to receiving ASC’s 06-07 proposal.
4/06/06 President's Panel - ASC has forwarded two questions; one, asking for a clear message from the President, support from the Vice-Presidents, and cooperation between HR, The Provost and ASC to achieve meaningful evaluations for all contract staff, and two, a request to seek a solution to the high cost of utilizing technology in BTSU for BGSU departments and organizations.

Important Upcoming Dates:
April 12 - Compensation Presentation to President’s Compensation panel - PWC Chairs/Chair Leck
April 25 - Executive - Kevin Stevens - Veteran’s Issues
May 4 - Guest Mike Marsh - BGSU Board of Trustees
June 1 - Guest Larry Weiss - State Issues
   ASC General Meeting - A joint meeting of incoming and outgoing ASC representatives.

Reminders: Check vacation accrual
   Handbook Committee to meet after Compensation Committee completes
   Renewal letter will now include your PID# and “standard of performance” will be removed.
Thank You: Thank you to all who helped with the Spring Reception.
Chair Elect Report: No Report

Secretary: No Report
Past Chair: No Report

Committee Reports:
Personnel Welfare/Salary: Dave Crooks reported the following: Years in position is not a factor to be comparing faculty with other institutions. 60% plus of our faculty have been in their current position nine years or less. Administrative Staff loses on average 6,000 to 7,000 per year. (Please see document) Paul Lopez suggested not putting “Monetary payment would NOT be made at retirement.” in writing under Accrued Vacation Time. Steve Kendall asked about the “eight additional” term used under Personal Leave. Mary Beth Zachary explained what was trying to be said in the document. Diane Regan suggested the wording be “additional eight over and above the eight based on sick leave.” Under Interim/Acting Positions Mary Beth Zachary suggested wording be “minimum of 10% automatically”. Diane Regan suggested that we do not bring up Flex Hours in the summer because it is not a compensation piece. Jill Carr suggested it not be termed “Summer Hours” due to the negative connotation. After Dave read under Long Term Goals about “Provide health care benefits for part time administrative staff” Diane Regan stated that this is an HR problem not compensation. Joe Luthman suggested it could be an ombudsperson problem.
Finance: Jill Carr spoke on behalf of Jena Ault. A report was distributed. Jill stated that we used $4,820 in 2004, $4,664 in 2005 and $6,697 so far in 2006. A set budget will be put in place.
Internal Affairs: Discussed members not attending meetings. Paul Lopez suggested it be discussed with the Executive Committee. Made request for
people to run for elections. Connie Molnar is working on the physical ballot. Kim Fleshman is making calls to people about running.

Amendments: No Report

Awards and Special Recognitions: Lee Floro Thompson stated the committee is looking forward to planning the Ferrari Award.

External Affairs: No Report

Health Wellness Insurance Committee: Met last 3/15/06. The committee endorsed the idea that Medical Mutual insurance cards be issued with a random 12-digit number in place of the individual’s social security number. The new cards are to be in employee hands by 4/3/06 and are to be used in place of the old ones. Medical Mutual has discount fitness club memberships available and they are being advertised with every Explanation of Benefits report sent to BGSU employees. However, the only club in our area that offers the discount is a woman’s only club---LifeStyles for Women. Alternative clubs are being sought. Research into health insurance for qualified household residents continues. Qualified household residents could include same sex partners, permanent part-time employees, and care-taker family members; estimates are that 133 people would be eligible. The program costs, if adopted, would be borne by those who sign up for the insurance (no institutional contribution). Drs. Dalton and Dobb along with Gaylen Finn, continue to look into better life insurance plans.

Meetings on vision care continue. The BGSU Health Center is now available to give allergy shots to employees. The campus health fair will be Wednesday, April 12.

Internal Affairs: Kim Fleshman stated the following, Have several people running for ASC on the ballot but need people under Athletics/Rec. Sports. Connie will work on the ballot while Kim continues to ask people to run.

Professional Development: No Report

Scholarship: 26 Applications. Interviewing 7 students.

Faculty Senate: Joe Luthman stated the following, Julie Barnes was elected as chair elect. PhD’s not doing research will not get merit for next year and Faculty Senate is looking at Market Value Salary.

Classified Staff: Judy Hagemann reported that CSC is concerned about Classified jobs being changed to Administrative Staff positions. Classified asked for a 4% raise if meeting expectations and a 2% raise for super merit (exceeding expectations). Larry Weiss was at their last meeting and John Hardball II from the Board of Trustees also spoke. Classified is trying to up how quickly they can earn vacation.

Creative Thinking Committee: The surveys have been turned in to Dr. Dobb.

Ombudsman: Diane Regan, Penny Nemitz, and Joe Luthman attended the final days of Ombudsman training on 3/23/06 & 3/24/06. The training was offered by Capital University.

Old Business: None

New Business: None
Good of the Order: Beth Nagel-Office Depot Contract has been re-evaluated to allow discounts to employees. Mary Beth Zachary-Friends of the library book sale going on now. Proceeds for the month of April go to rebuild the New Orleans Public Library.

Next Meeting: Next meeting will be May 4, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Rachel Schaeffer moved to adjourn the meeting at 3:00, second by Penny Nemitz. Motion carried.

Submitted by: Kim Fleshman
1. Call to Order

2. Introduction of Substitutes

3. Approval of April Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guest – Mr. Mike Marsh, BGSU Board of Trustees

8. Committee Reports

Committee chairs will present an annual report of their group’s activity at this meeting. A copy of the written report should be forwarded to the ASC Secretary (kflesh) for inclusion in the May minutes and to the ASC Chair (iona) as documentation for drafting the final ASC report for 2005-2006. Thank you

a. Personnel Welfare/Salary – Crooks/Kendall

d. Internal Affairs – Fleshman

e. Finance – Ault

b. Awards & Special Recognitions – Cassidy

c. External Affairs – Lee

f. Amendments

g. Professional Development – Irving

h. Scholarship – Carr

i. Faculty Senate Liaison/Past-Chair/Ombuds - Luthman

j. Classified Staff Council Liaison – Hagemann

k. Other Campus Work Groups and Standing Committees

9. Old Business

10. New Business

11. Good of the Order

12. Adjournment
Call to Order: Chair Lona Leek called the meeting to order at 1:35 pm

Members present: Jill Carr, Nora Cassidy, John Clark, Dave Crooks, Laura Emch, Kim Fleshman, Adan Garcia, Michael Ginsburg, Judy Hagemann (CSC), Tim Hoepf, Sheila Irving, Ann Jenks, Steve Kendall, Ron Knopf, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Connie Molnar, Teresa McLove, Beth Nagel, Penny Nemitz, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Mary Beth Zachary

Members Absent: Jena Ault, Rob Cramer, Gerry Davis, Paul Hofmann, Larry Holland, Paul Pawlaczyk, Myron Skulas

Member Substitutes: Bonnie Towe for Pa'Trice Pettaway, Tony Howard for Deb McLean

Guest: Mike Marsh, BGSU Board of Trustees

Approval of Minutes: The April minutes were approved as presented.

Chair's Report:
4/7/06 President's Panel Meeting – ASC Chair and Chair-Elect asked for campus-wide implementation of the Board approved Principles and Recommendations for a Performance-based Merit System for Administrative Staff based on the number of ASC members who don't receive an annual evaluation. Dr. Dobb pledged support for full implementation and will explore a "default" form that could be used in areas without their own fully developed assessment instrument.
4/10/06 Human Resources – HR pledged to send an email to all ad staff supervisors reminding them of the importance of annual employee evaluations. The email will also include a prompt to staff regarding the accrual of vacation balances and the maximum accrual allowed. HR noted that staff members could initiate the evaluation process by completing an evaluation and “walking” it through the appropriate channels to their HR file. Other questions were about cost savings realized with the implementation of the spousal rule and the number of employees still working without JAQ's. HR will report back.
4/12/06 President’s Compensation Panel – Leck and Kendall presented PWC’s proposal for compensation and non-compensation requests. Final salary pools will be determined at the May 5 Board of Trustees meeting.
4/19/06 President’s Advisory Council – Information included new Student Affairs and Academic Affairs initiatives for engagement; a draft of the University Planning Committee’s work, and BGSU’s plans for remaining open should we experience an outbreak of Avian Flu.
4/21/06 Three Chairs Meeting – The leadership of ASC, CSC and Faculty Senate discussed the upcoming FS resolution regarding the Code of Ethics and Conduct, the Amorous Relationship Policy and the newly formed “Bursarables” Task Force. FS leadership reported an administration interest in having all three governance groups change over leadership at the same time.

4/24/06 Human Resources – The Holiday Closing Committee report was discussed and forwarded for review by constituent groups. The proposed salary pools are estimated, as of 4/24/06, at 4%. The Patriot Act will have implications on BGSU’s hiring processes in that finalists will now have to sign an anti-terrorist statement before interview. Working groups are continuing to meet regarding the Reasonable Suspicion Testing Protocol, Conflict Resolution (Ombuds) and the Amorous Relationship Policy.

New Business: Leck introduced Board member Michael Marsh who then shared the following comments in answer to member questions:

On shared governance: the Board understands that the University’s current success in recruiting students is the result of a partnership between the three employee groups and the administration, and credits the multi-group working relationship. If an employee or employee groups wish to communicate concerns to the Board, they may be channeled through the administration, i.e., Dr. Dobb, Board Secretary, or they may be communicated directly, in writing, to a board member(s) a few days (not more than 10) before any scheduled meeting.

Code of Ethics and Conduct: Mr. Marsh stated that the mandate to develop and implement a code of ethics to also include conduct came from the State Auditor’s Office, and “not from Mr. Trimboli’s office” or elsewhere in McFall. The document should be considered a “work in progress” in that it can be amended, and concerns about the language, behavioral expectations, and the role of the Ethics Officer should be communicated to the Board so that a policy that can “work for everybody” be developed. While the code was to primarily address accounting and business practices, the auditor expected and the Board supported a broader based statement to include behaviors that could be deemed as “reflecting badly on BGSU.” In response to further questioning, Marsh indicated that he could support a change in language to make the non-fiduciary expectations be related only to “violations of law,” as the “definitive standard.” Marsh acknowledged concerns that the policy could be unevenly applied and noted he didn’t know how to guarantee that such wouldn’t happen. With relation to the Policy covering the Alumni and Foundation Boards, those are separate corporations and are covered by their own Codes.

Reorganization: Earlier indications that Dr. Ribeau would be making some changes in his operational and reporting structures were based on the assumption that Dr. Follkins would be leaving the Provost’s position. Since that is not the case, no further information has been forthcoming and it’s business as usual.
Future Budget Challenges: The issue of access to higher education is of critical importance, yet BGSU is the only institution in Ohio in which financial aid has kept pace with costs, something that the institution may not be able to continue to do. Many feel that the legislature does not want to fund higher ed because of the perceived waste of money and little valued-added to the State. Many would not be disappointed if several public institutions closed. The policy makers feel there is too much duplication and there just aren’t enough legislators who have public universities in their districts to carry the vote for sustained or increased support. Universities are targets because if funds are cut, politicians know that universities will “take the heat.” Unlike UT and OSU and others, BGSU is the only four year school in the state that hasn’t let employees go. In reducing costs, if BGSU hires more temporary instructors than regular faculty, the Board hasn’t been aware of any negative consequences. Marsh’s position was that BGSU doesn’t have the funds to operate without State support as Miami U. is considering although Dr. Ribeau has been extremely successful in raising endowment funds. However BG’s goal of $125M doesn’t begin to compare to Miami’s endowment of $1B and OSU’s at $4B.

Student Mandatory Health Insurance: The Board approved the proposal for mandatory insurance coverage for all students but expected that the policy would be “bare bones” to keep the costs down. There were to be no elective surgeries covered which would have eliminated elective surgery to terminate a pregnancy. Marsh reported that the policy that was formulated in the end did not reflect what the Trustees thought they had approved, i.e., one without any elective surgery; providing coverage for elective surgical procedures opened the door for abortion coverage to become a political “flashpoint.” Marsh noted that contrary to the current perception, the Board did not discuss the plan in Executive Session at the April meeting in Firelands.

Performance-based Merit System: The Board supports the concept of merit pay, but there is resistance to it from faculty.

UT-MUO Merger: BGSU will continue academic programs in collaboration with them although what the merger will mean in the end is unknown both financially and programmatically. Marsh acknowledged that collaborations on the operations side in areas such as purchasing, registration and records and bursar functions are ongoing in response to legislative expectations. However, it is Dr. Ribeau’s position that BGSU does all things in a way that suits us best so we will offer to take over their operations if cooperation is mandated.

Tabor/TELL: If Tabor/TELL is passed, it would cut BGSU’s State subsidy; however, it may not be a ballot issue at all due to the opposition of county and town government, K-12 schools and libraries.
Chair Elect Report:
4/5/06 Human Resources Meeting – New HR employee, Leslie Fern, will be working on completion of audit requests as well as developing a new way of grading audits.
4/6/06 President’s Panel - The Code of Ethics currently in effect can be found at http://www.bgsu.edu/downloads/bgsu/file11663.pdf. The first Ethics Officer should be in place by fall 2006.
The Board will act on tuition at their May meeting.
4/12/06 President’s Compensation Panel Meeting - Information to be covered in PWC report.
4/15/06 Meeting with Dr. Dobb - Dr. Dobb has proposed that the September 9, 2006 football game be designated as Staff Day and that complimentary tickets be given to each staff member. She is working with the Athletic Department. When confirmed, the official announcement with date will be made.

Secretary: No Report
Past Chair: Year-end report attached.

Committee Reports:
Personnel Welfare/Salary: ASC’s compensation goal of 3.5% - 4% was presented to the University Compensation Committee. To address ASC’s concern that approximately 6,000 hours of vacation time is lost annually among ad staff who can’t take the full benefit of vacation time, UCC was asked to raise the accrual limit above the current 352 hours. UCC members were not receptive to what they described as an unfunded liability upon an employee’s retirement. PWC members reported a sense that each time ASC puts a proposal forward for additional non-financial compensation, it should also be identifying what it’s willing to give back or “trade off.” UCC requested a review of admin staff benefits in comparison to other state institutions. UCC also asked that ASC submit a draft proposal to HR to change Handbook language which states a minimum of 40 hours of work per week is expected. UCC supported the request that all administrative employees should be evaluated annually, but overall didn’t favor tying the supervisor’s failure to do that to the supervisor’s performance evaluation.

Finance: Year end report attached.
Internal Affairs: Election results will be posted to members. The Committee is working on electronic ballots for election to the Executive Committee: Year end report attached.
Amendments: No Report
Awards and Special Recognitions: The call for Ferrari nominations will be made in the fall. No Spirit Awards for the summer. Year end report attached.
External Affairs: Year end report attached.
Health Wellness Insurance Committee: Next year’s Open Enrollment may begin in October and end in November, a month earlier than in recent years. All information about plan options and enrollment deadlines will be communicated in
electronic form only.
Professional Development: Applications for mini-grants of $100 are available until 5/26/06. Year end report attached.
Scholarship: Two students will each receive a $1,000 scholarship; five students are awarded $500 scholarships. Year end report attached.
Classified Staff: CSC raised a concern about classified jobs being turned into AS jobs. Dr. Ribeau stated job duties change so job classifications must change. BOT approved reclassified employees to go from 2 to 4% raise with additional 2% after 60 days.

Old Business: None

New Business: Past chair Joe Luthman proposed that the ASC chair remain in office through June of each year. He explained that because the BOT meets at the end of June the first year of any biennium, asking the newly installed chair to begin with such an important meeting makes the transition difficult. He made a motion to add one more ASC meeting to the year in July to accommodate the Board meeting. John Clark requested that we table the motion until the next meeting.

Good of the Order: None

Next Meeting: Next meeting will be June 1, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz moved to adjourn the meeting at 3:00; second by Susan Macias. Motion carried.

Respectfully submitted
Kim Fleshman, Secretary
Administrative Staff Council Agenda
January 1, 2006, 1:30 - 3:00 PM
207 Bowen-Thompson Student Union

1. Call to Order
2. Introduction of Substitutes
3. Approval of April Minutes
4. Chair's Report - Passing of the Gavel
5. New Chair's Report
6. Secretary's Report
7. Committee Reports
   a. Personnel Welfare/Salary – Crooks/Kendall
   d. Internal Affairs – Fleshman
   e. Finance - Ault
   b. Awards & Special Recognitions – Cassidy
   c. External Affairs – Lee
   f. Amendments
   g. Professional Development – Irving
   h. Scholarship – Carr
   i. Faculty Senate Liaison/Past-Chair/Ombuds - Luthman
   j. Classified Staff Council Liaison – Hagemann
   k. Other Campus Work Groups and Standing Committees
9. Old Business
   Consideration of July meeting for 2006-2007 ASC
10. New Business
    Planning Session for 2006-2007
11. Good of the Order
12. Adjournment
Call to Order: Chair Leek called the meeting to order at 1:30 pm.

Members present: Jena Ault, Jill Carr, Nora Cassidy, John Clark, Kim Fleshman, Paul Hoffman, Sheila Irving, Ann Jenks, Steve Kendall, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Teresa McLovely, Connie Molnar, Penny Nemitz, Pa'trice Pettaway, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Ron Skulas, Mary Beth Zachary

Members Absent: Wendy Buchanan, Rob Cramer, Dave Crooks, Gerry Davis, Michael Ginsburg, Tim Hoepf, Larry Holland, Ron Knopf, Deb McLean, Paul Pawlaczyk, Ron Skulas

Member Substitutes: John Eggenton for Laura Emch, Paul Lopez for Adan Garcia, Mark Anderson for Beth Nagel, John Clark for Rachel Schaeffer

New Members for 2006-2007: Jim Beaverson, Chris Haar, Mike McComas, Kurt Thomas, Bonnie Towe

Approval of Minutes: Naomi Lee moved to approve minutes. Mary Beth Zachary seconded. A discussion followed on the style and tone of this year's minutes. Minutes are supposed to record motions made, actions taken and the general outcome of the discussion as opposed to being a transcription of proceedings. While an occasional quote might be useful, there is a risk in the minutes being too specific or in phrases being taken out of context. Diane Regan put a motion before the group that future minutes recorded by the ASC Secretary merely reflect general conversations, points made, and business undertaken. Naomi Lee withdrew the motion to approve the May minutes and Mary Beth Zachary seconded. Diane Regan volunteered to edit the May minutes. Joe Luthman moved that over the summer ASC Exec study how future minutes will be taken and report back to ASC at the September meeting. Connie Molnar seconded. All in favor saying aye; the motion carried.

Chair's Report: Leek outlined accomplishments for 2005-2006: 1) office space was acquired in College Park; 2) increased contact and cooperation with the EVP was successfully achieved; 3) committees were active, involved, and engaged with campus and community and all committee chairs and co-chairs were thanked for their efforts; 4) there has been enhanced collaboration between the five constituent groups; and 6) we have embarked upon a relationship with UT administrative staff. Leck will continue to be the ASC webmaster until someone else is able to take over the responsibilities. In the next year she will be the Faculty Senate liaison and will attend ASC meetings and Exec meetings. Leck offered particular thanks to past chair Luthman, new chair Steve Kendall, and
Secretary Kim Fleshman and passed the gavel to Steve Kendall.

New Chair's Report: Kendall handed out certificates of appreciation to council members who have just completed their terms, some of whom are returning: Jena Ault, John Clark, Steve Kendall, Lona Leck, Joe Luthman, Teresa McLove, Penny Nemitz, Diane Regan, Celeste Robertson, Mary Beth Zachary. Certificates will be given to those who were not in attendance: Rob Cramer, Kim Fleshman, and Paul Pawlaczyk.

Secretary: no report

Committee Reports

Personnel Welfare: Kendall said they are looking at next year's compensation plan and considering whether or not they should meet more frequently than twice a year with the President's Compensation Committee. He said this year's BOT approved compensation is a 4% salary increase with 3% going to those who meet expectations and an additional 1% to those who exceed expectations.

Internal Affairs: Connie Molnar reported on the recent elections and welcomed the new Council members present.

Finance: Jena Ault reported a positive balance of $1,121.70 at the close of the year thanks to emergency funds provided by Dr. Ribeau with the help of Linda Dobb.

Awards and Special Recognitions: Nora Cassidy reported the committee is continuing to seek a replacement for the zuni owl presented to BG Best winners. They are trying to reproduce a bird, checking on copyright issues, and may have to come up with a new design.

External Affairs: no report

Amendments: no report

Professional Development: Sheila Irving said the group has just concluded accepting applications for summer mini-grants and the awards decisions will be made soon.

Scholarship: Jill Carr said the paperwork on scholarship awards has been completed and the committee is waiting for the fall reception date to be finalized.

Faculty Senate Liaison/Past Chair/Ombudsperson: Joe Luthman reported that the FS liaison can participate in Faculty Senate and if the chair recognizes you, you may speak. He has volunteered to continue compiling the ASC constituent list until another member is willing to take the responsibility. The ombudspersons, Joe, Penny Nemitz and Diane Regan, would like input on the role of the ombudsperson. They continue to meet with Human Resources and the CSC ombudspersons. Classified staff is concerned with recent incidents in which the
administration has bypassed the disciplinary process as laid out in the handbook. CSC ombudspersons handle a significantly higher number of cases than ASC. CSC is also concerned that HR wants to make their job audit process more like our JAQ with a peer review committee.

Health, Wellness and Insurance: Chris Haar said employees are urged to ask for generic drugs whenever possible to keep health care costs down. Caremark will issue a cost comparison to each employee listing all prescriptions they have recently filled, supplying employee cost, University cost and generic alternative cost. The spousal rule resulted in 300 individuals being dropped from the insurance plan. It will remain to be seen how this rule will impact health care costs in the future. For the first time this fall all employees will receive the open enrollment health insurance information ele

Old Business: There is a proposal to add a July meeting beginning in 2006-2007. The BOT meets in June every other year when the biennium state budget is passed and the new chair attends their first Board meeting immediately upon taking office. If the passing of the gavel takes place in July, the Chair with 12 months of experience can attend the meeting. Paul Lopez moved that the July meeting be added to the 2006-2007 calendar. Diane Regan attached a motion to begin the July meeting this year. Regan called the question: ASC will hold a July meeting beginning the first Thursday at 1:30 in 2006. All in favor saying aye, the motion carried.

New Business: Now that there will be a July meeting to conduct the planning session for the upcoming year, an e-mail will go to all Council members announcing the meeting. Jill Carr recommended that Larry Weiss be invited to a meeting early in the fall to discuss Tabor Tell legislation and draft a resolution in opposition. There was discussion about the impact of Senate Bill 9 requiring candidates for state jobs and outside vendors bidding on contracts over $50,000 to sign a form stating whether or not they have any affiliations with terrorist organizations. Another section of the bill allows police officers to stop persons who might be considering committing a crime. Parts of this went into effect in April under the Ohio Patriot Act.

Next Meeting: Next meeting will be July 6, at 1:30 p.m. location to be announced.

Adjournment: Susan Macias made a motion to adjourn. Naomi seconded. The meeting adjourned at 3:00 p.m.

Submitted by: Ann Jenks for Kim Fleshman, ASC Secretary
Calling All Administrative Staff

Do you wish you could have a direct say in what kind of salary or benefit changes get proposed to higher administration? How about parking issues on-campus? Do you wish you had more "control" over your position as an administrative staff member at BGSU? Serving as an Administrative Staff Council (ASC) member may be just the thing for you. Self-nominations are currently needed from each of the functional areas to serve a 3-year term on ASC from 2006 - 2009. Council meets every first Thursday of the month from 1:30-3:00 p.m. (attendance required) As an ASC representative you will be required to serve on at least one of seven ASC Standing Committees. Information about each of these committees and the ASC Bylaws can be found in the Administrative Staff Handbook, www.bgsu.edu/downloads/execvp/file11372.pdf or by contacting a 2005-2006 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 2006-2007 academic year? Complete the attached form and indicate which committee you would like to serve on, as an at-large member and the Committee Chair will contact you. Although you will not be required to attend the monthly ASC meetings, just meet with the committee, as needed, all administrative staff members are welcome to sit in on ASC meetings throughout the year. ...Still looking for a way to help, but don't think ASC is for you? Then serving on a University Standing Committee may be the answer. Self-nominations are needed for three administrative staff members to serve 3-year terms. Meeting dates and times vary by committee and will be determined at a later date.

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

*Steve Kendall, 2005-06 ASC Chair-elect
skendal@bgsu.edu


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

DEADLINE: Thursday, April 3, 2006

Name: ________________________________

Dept: ________________________________

Ph: ________________________________

BGNET: ________________________________

Admin. Staff Council (ASC) Representative (2006-2009)
*voting member

Admin. Staff Council Standing Committee (2006-2009) *at-large member

- Amendments
- Awards & Special Recognition (Must be @ BGSU for min. 3 years)
- External Affairs
- Internal Affairs
- Personnel Welfare/Salary
- Professional Development
- Scholarship

Univ. Standing Committee (2006-2009)

- Bookstore Advisory
- Health, Wellness & Insurance
- Student Union Advisory

Return to or e-mail: Kim Fleshman, ASC Sect., 200 Saddlemire or kflesh@bgnet.bgsu.edu
**Administrative Staff Council (ASC) Officers for 2006-2007. (Select 1 for each office)**

<table>
<thead>
<tr>
<th><strong>Chair Elect</strong></th>
<th><strong>Secretary</strong></th>
<th><strong>ASC Council Representatives</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Shelia Irving</td>
<td>o Kim Fleshman</td>
<td>Academic Support (Four needed)</td>
</tr>
<tr>
<td>Shelia's bio</td>
<td></td>
<td>o Diane Regan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Sherri Orwick Ogden</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Dermot Forde</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Anne Saviers</td>
</tr>
</tbody>
</table>

- **Please vote!**

**Academic Departments (Two needed)**
- Chris Haar

**Athletics (Two needed)**
- Kurt Thomas

**Firelands (Two needed)**
- Penny Nemitz
- David Janik

**Institutional Support (Two needed)**
- Jim Beaverson
- Barbara Waddell

**Student Support (Two needed)**
- Robert “Buzz” Heizelman
- Paul Hoffman

**Technology (Five needed)**
- Kim Fleshman
- Mike McComas
- Debra Beach
- Bonnie Towe
- Denise Kisabeth
Consensual Amorous Relationships Policy

The university takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, preferential treatment, or other unprofessional and unethical conduct. The policy below will be implemented in order to avoid such instances.

1. Within the University community, supervisors, faculty or students are not to have a supervisory, evaluative, instructional, coaching, advisory, or other formal role over students or others with whom they have a consensual amorous relationship.

2. If such a relationship exists, the faculty, student or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connection between them. If possible, such arrangements should be made in ways that respect the interests of all involved and will not be prejudicial toward or against either party.

3. The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level.

4. Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may
result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension, or other measures, as the case may warrant. Disciplinary actions regarding administrative staff and classified staff are administered by the Office of the Executive Vice President; disciplinary actions regarding faculty are administered by the Office of the VPAA/Provost, and shall adhere to the principles of the AAUP.
Announcing the 2006 Administrative Staff Spring Reception

Date: April 5, 2006  
Time: 2:00 – 4:00 PM  
Place: Olscamp Hall – Room 101A  
Light refreshments will be served

The Program

Remarks from BGSU President Dr. Sidney Ribeau

Key Note Address: “Good Enough – A Question of Quality”  
Presented by Dr. Gene Poor – BGSU 2005 Master Teacher  
Hamilton Endowed Professor of Entrepreneurship

Recognition of Administrative Staff Council  
Professional Development Grant Recipients

ASC Leadership Award Presentations

Annual BG Best Award Ceremony

Sponsored by your BGSU Administrative Staff Council  
Open to the BGSU Campus Community
University Dining Services
Away From The Job Policy
October 4, 2005

University Dining Services utilizes an “Away From The Job” policy that uses a percentage of unapproved time away from the job based on scheduled hours to rate time and attendance for all employees. This policy was developed following the guidelines and objectives of the University as stated in the following handbooks:

A Handbook of Commonly Shared Employment Policies for BGSU Faculty, Administrators and Classified Staff states:
“BGSU classified and administrative members are expected to be dependable and prompt in regard to attendance.”

Bowling Green State University Classified Staff Handbook states:
- “If you fail to comply with the rules regarding absences, you will not be paid for the absences and you could become subject to progressive disciplinary action.”
- “If the employee or member of the employee’s family requires professional medical attention, a certificate from a licensed physician stating the nature of the condition may be required by your supervisor to justify the use of sick leave. Your supervisor will approve or disapprove all requests for sick leave pay.”
- “If you have frequent absences due to illness, your absence due to illness lasts three consecutive workdays, or if there is a recognizable pattern to being absent, your immediate supervisor may require a statement from your attending physician regarding your state of health.”

The following department goals were used when setting the guidelines:
- Reduce the inconvenience and financial burden of undocumented leave usage.
- Set department standards so that all management is consistent in their “dealings” with absences. Evaluations must reflect consistency. Disciplines must be consistent.
- Set guidelines so that there is a measure not only for management but also that the employee knows what is acceptable or not.
- Established guidelines will aid in the determination of who is/is not eligible for summer employment (for 9 month staff).
The Rating Scheme

The percentage of time away from the job is based on the total number of scheduled hours. The following states the different ranges and ratings for Away From The Job:

(The listed percentages are based on full-time 12 month hours – 2080 per year as an example)

<table>
<thead>
<tr>
<th>Rating</th>
<th>Hours Usage</th>
<th>Percentage of Scheduled Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>0-16 hours</td>
<td>Not to exceed 76% of scheduled work</td>
</tr>
<tr>
<td>Impressive</td>
<td>16.1-32 hours</td>
<td>Not to exceed 1.5% of scheduled work</td>
</tr>
<tr>
<td>Successful</td>
<td>32.1-64 hours</td>
<td>Not to exceed 3.1% of scheduled work</td>
</tr>
<tr>
<td>Needs Development</td>
<td>64.1-80 hours</td>
<td>Not to exceed 3.8% of scheduled work</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>80.1 or more hours</td>
<td>3.9% or more of scheduled work</td>
</tr>
</tbody>
</table>

Example: Based on the above standard, 12 month fulltime (2080 hours) can not miss more than 64 hours to be rated acceptable. 9 month fulltime (1600 hours) can not miss more than 49.6 hours to be rated acceptable. 9 month part time (1020 hours) can not miss more than 31.6 hours to be rated acceptable.

The range of hours used to determine the above scale was based on the following standards:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Hours per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month fulltime</td>
<td>2080 hours per year</td>
</tr>
<tr>
<td>12 month part time</td>
<td>1600 hours per year</td>
</tr>
<tr>
<td>9 month fulltime</td>
<td>1600 hours per year</td>
</tr>
<tr>
<td>9 month part time</td>
<td>1020 hours per year</td>
</tr>
</tbody>
</table>

Important facts about the policy:

- When determining actual rating, the hours per year is determined by the "scheduled hours" an employee is assigned to in their unit. The percentage noted above is the percent of the "scheduled hours" the employee is "away from the job".
- Attendance policy should begin on the first return date of 9 month staff. Policy should run through completion of academic school.

Managing the Attendance Policy

- An employee should be "coached" on attendance as "unscheduled time away from job" begins to enter lower amounts (approximately 2.6% of "scheduled hours" missed) in the successful category.
- If employee has misses more than 3.2% of "scheduled hours", using "coaching" skills, the manager will work with the staff member on ways to improve attendance. It is important to point out to the staff member that they have entered into "needs development" range of attendance. Management may inform staff member that additional sick leave will not be approved without medical documentation for future absences.
• If employee then proceeds to miss in excess of 3.8% or more of “scheduled hours”, a documented verbal warning is issued from management. Again, using “coaching” skills, work with staff member on improvement of attendance (the employee should have three “coaching” sessions and one verbal warning on file). No sick leave will be approved without medical documentation.

• If an employee is late (tardy) more than three times within 30 days, a documented verbal warning will be issued from management. Continued offenses will result in progressive actions.

• If an employee “no calls / no shows” for work shift, investigate the situation of the absence. If there is no valid reason for them not giving notice for their absence, a written warning is given. Continued offenses will result in progressive actions.

• If an employee uses 2.4% or more of “scheduled hours” for “undocumented sick leave”, staff member should have “coaching” session with management. At this time, it may be suggested that management not approve sick leave without medical documentation for future absences.

• After two verbal warnings are issued in regards to attendance, employee will receive a written warning on the next offense. Progressive discipline continues until attendance meets department guidelines. Failing to meet department guidelines may lead 9-month employees to reduced “scheduled hours”, no summer / break work opportunities and/or continued discipline up to and including termination. For 12-month employees, failing to meet department guidelines may lead to continued discipline up to and including termination.

SUMMER POLICY (for 9-month staff only):

• 2 missed shifts-Employee receives warning.
• 3 or more missed shifts-Employee removed from schedule for the summer
• “Subs” can be used to cover shifts, but must be pre-approved by management.

Definition Of Terms Used In This Policy:

“unscheduled time away from job” – this includes use of non-FMLA sick leave, excluding bereavement leave, and AWOL; this time will reflect in a negative fashion against the employee and the figures will be used to assign a rating on evaluations and for determining summer work assignments

“LWOP” – Leave without pay. During academic break period when there may not be work available, time will be categorized as LWOP. LWOP DOES NOT fit into the category of “unscheduled time away from job”.

“AWOL” – Absence without leave. This covers coming to work late, calling off work when employee has no sick time to cover, not showing to work when scheduled, not providing medical documentation for absences as required by management and/or requesting time away from the job when no other time coverage appropriately fits or is available/allowed. (For example: last minute car trouble, “non-sick” time away from job when no balances exist in vacation or comp). AWOL DOES fit into the category of “unscheduled time away from the job”.

“Sick Leave” – earned at a rate of 4 hours 36 minutes per 80 hours during active pay status. Guidelines for sick leave usage are found in “Classified Staff Handbook”. Supervisor will approve or not approve sick leave requests.
“Documented sick leave” – All sick leave policies apply. Documented sick leave has medical documentation to validate usage. Medical documentation is defined as written validation from a medical care provider that treatment was received.

“Undocumented sick leave” – All sick leave policies apply, however, undocumented sick leave does not have medical documentation to support the usage. At a point of continued undocumented sick leave usage, “coaching” between supervisor and employee may be necessary.

“Scheduled work” – Management must know the number of hours each employee is scheduled to work for each week so that “unscheduled time away from job” can be accurately calculated. Overall rating of attendance will depend on the “unscheduled time away from the job” divided by the “Scheduled Work” hours.

“Coached / coaching” – a documented discussion with staff member alerting them to behavior / habits that could lead to undesirable evaluation ratings; thoughts and ideas brought forth between employee and management to direct attendance in positive fashion.

Circumstances That May Qualify for Family Medical Leave

Family Medical Leave may be granted for one or more of the following reasons:

- For the birth of a child, to care for a newborn child, or placement of a child for adoption or foster care.
- To care for an immediate family member (employee's spouse, child or parent) who has a serious health condition.
- A serious health condition, which prevents an employee from performing the essential functions of his or her job.

Definition of Family Member

A family member is defined in the FMLA to include the employee’s spouse, son, daughter or parent (but not a parent "in-law"). A "son" or "daughter" is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day to day basis and over 18 who is incapable of self-care because of a mental or physical disability. A "parent" is any individual who assumed day to day and financial responsibility for the employee when the employee was a child.

Definition of Serious Health Condition

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice or residential medical care facility; a period of incapacity requiring more than three days absence from work and continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days; or continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or pre-natal care.
"A Handbook of Commonly Shared Employment Policies for BGSU Faculty, Administrators and Classified Staff" states:

"BGSU classified and administrative members are expected to be dependable and prompt in regard to attendance."

"Bowling Green State University Classified Staff Handbook" states:

"If you fail to comply with the rules regarding absences, you will not be paid for the absences and you could become subject to progressive disciplinary action."

"If the employee or member of the employee’s family requires professional medical attention, a certificate from a licensed physician stating the nature of the condition may be required by your supervisor to justify the use of sick leave. Your supervisor will approve or disapprove all requests for sick leave pay."

"If you have frequent absences due to illness, your absence due to illness lasts three consecutive workdays, or if there is a recognizable pattern to being absent, your immediate supervisor may require a statement from your attending physician regarding your state of health."

*University Dining Services Goals for setting guidelines:

1. Reduce the inconvenience and $ of undocumented leave usage (We think?)
2. Set department standards so that all mgt. is consistent in their "dealings" with absences. Evaluations must reflect consistency. Disciplines must be consistent.
3. Set guidelines so that there is a measure not only for mgt but also that the employee knows what is acceptable or not.
4. Established guidelines will aid in the determination of who is / is not eligible for summer employment (for 9 month staff).

Thank you for the opportunity to comment and address your questions my comments are in orange. Becca
Definitions:

"unscheduled time away from job" – this includes use of non-FMLA sick leave, LWOP or AWOL; this time will reflect in a negative fashion against the employee and the figures will be used to assign a rating on evaluations and for determining work assignments.

"approved non-paid leave" – this would be recorded on time card when dining unit is not in an active status and employee has no work, i.e. the Wednesday prior to Thanksgiving: the staff member who chooses to take no vacation or comp would have this day marked as "approved non-paid leave" rather than LWOP. Note: This time will be entered into the system as LWOP. These figures would NOT be counted against staff member under "unscheduled time away from job".

"LWOP" – Leave without pay. During operating time, if employee gives prior notice of a request for a day off and management can approve them being away from the job, time can be categorized as LWOP. LWOP does fit into category of “unscheduled time away from job”.

Two questions here: 1) Except for academic breaks (fall, winter, spring) or times not in operation, why do you want employees to get LWOP if they have vacation or comp balances? I just think it is something you should think about. 2) Why will this time count as “unscheduled time away from the job” which will have a negative impact on the employee’s evaluation? You as managers can approve or not approve this type of leave so why are you holding this against the employee if they take this type of leave? is this not what AWOL is for?

"AWOL" – Absence without leave. Coming to work late, calling off work when employee has no sick time to cover, not showing to work when scheduled, not providing medical documentation for absences as required by management. AWOL does fit into the category of “unscheduled time away from the job”.

"Sick Leave" – earned at a rate of 4 hours 36 minutes per 80 hours during active pay status. Guidelines for sick leave usage found in “Classified Staff Handbook”. Supervisor will approve or not approve sick leave requests.

"Documented sick leave" – All sick leave policies apply. Documented sick leave has medial documentation to validate usage. Human Resources should be consulted prior to our department utilizing this phrase. HR: "medical documentation" what does that mean to you? Depending on how you are defining it we may have a problem. In accordance with HIPPA (Federal Law NOT HR) the employee does not have to give you any information regarding medical diagnosis. So are you really looking for what the Classified handbook states: "require a statement from your attending physician regarding your state of health." Or are you trying to find a way to validate the employee really does need the sick leave and is not just burning their time. In that case you may want to think about a term like FML qualifying event.
“Undocumented sick leave” – All sick leave policies apply, however, undocumented sick leave does not have medical documentation to support the usage. At a point of continued undocumented sick leave usage, “coaching” between supervisor and employee may be necessary. Human Resources should be consulted prior to our department utilizing this phrase. If you are asking about “medical documentation” see previous comment. If you are talking about “coaching” works for us, especially with the definition below.

“Scheduled work” – Management must know the number of hours each employee is scheduled to work for each week so that “unscheduled time away from job” can be accurately calculated; Overall rating of attendance will depend on the “unscheduled time away from the job” divided by the “Scheduled Work” hours

“Coached / coaching” – a documented discussion with staff member alerting them to behavior / habits that could lead to undesirable evaluation ratings; thoughts and ideas brought forth between employee and management to direct attendance in positive fashion
Proposed Range of Time Away from Job Usage*: 
(Based on fulltime 12 month hours – 2080 per year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours Usage</th>
<th>Percentage of Scheduled Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greatly exceeds</td>
<td>0-16</td>
<td>Not to exceed .76%</td>
</tr>
<tr>
<td>Exceeds</td>
<td>16.1-32</td>
<td>Not to exceed 1.5%</td>
</tr>
<tr>
<td>Acceptable</td>
<td>32.1-64</td>
<td>Not to exceed 3.1%</td>
</tr>
<tr>
<td>Below Average</td>
<td>64.1-80</td>
<td>Not to exceed 3.8%</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>80.1 or more</td>
<td>3.9% or more</td>
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</tbody>
</table>

Example: Based on the above standard, 12 month fulltime (2080 hours) can not miss more that 64 hours to be rated acceptable. 9 month fulltime (1600 hours) can not miss more than 49.6 hours to be rated acceptable. 9 month part time (1020 hours) can not miss more than 31.6 hours to be rated acceptable.

*The range of hours used to determine the above scale was based on the following standards:
- 12 month fulltime: 2080 hours per year
- 12 month part time: 1600 hours per year
- 9 month fulltime: 1600 hours per year
- 9 month part time: 1020 hours per year

~When determining actual rating, the hours per year is determined by the “scheduled hours” an employee is assigned to in their unit. The percentage noted above is the percent of the “scheduled hours” the employee is “away from the job”.

~Attendance policy should begin on the first return date of staff. Policy should run through completion of academic school year (Human Resources has evaluations running through March 31 currently – can this be adapted?) Maybe. How are you planning on evaluating your 9 month employees in time to review them with the employee and have them sign them before they are released for the summer? It is my understanding April and the first two weeks in May are fairly busy for your unit.

Managing the Attendance Policy
*An employee should be “coached” on attendance as “unscheduled time away from job” begins to enter lower amounts (approximately 2.6% of “scheduled hours” missed) in the average category. We are confused. If you go back up to the chart 2.6% of the time would place you
between Exceeds and Acceptable – is that when you want an individual coached. Or do we just not understand what you are saying?

*If employee has missed 3.1% or more of "scheduled hours", a documented verbal warning is issued from management. Using "coaching" skills, work with staff member on improvement of attendance. Management may inform staff member that additional sick leave will not be approved without medical documentation for future absences. Why would you give an individual a warning when you have defined this as "Acceptable"?

*If employee then proceeds to miss 3.8% or more of "scheduled hours", a second documented verbal warning is issued from management. Again, using "coaching" skills, work with staff member on improvement of attendance. (By this time – employee should have three "coaching" sessions and two verbal warnings on file). No sick leave will be approved without medical documentation.

*If an employee is late (tardy) more than three times within 30 days, a documented verbal warning is issued from management.

*If an employee “no calls / no shows” for work shift, a written warning is given for each offence. For "each offense": So think of your best employee. Never late, always positive, always takes on that extra job. Now that you have that employee in your mind – here is the scenario. The employee’s child gets in a car accident and they don’t call because they have spent the night in the emergency room and in fact are still in the emergency room when they are due to report. The employee gets written up? Let me make it worse: The employee’s child does not survive, they get written up? We just want to make sure you mean what you say. Also, think about a no call no show on a regular basis – the way this is written I only get a written warning each time? Is that what you mean – or will your actions be progressive?

*If department determines we can utilize the categories of "documented / undocumented" sick leave: If an employee uses 2.4% of "scheduled hours" for "undocumented sick leave", staff member should have "coaching" session with management. At this time, it may be suggested that management not approve sick leave without medical documentation for future absences.

*After two verbal warnings are issued in regards to attendance, employee will receive a written warning on the next offense.

*Progressive discipline continues until attendance meets department guidelines. Failing to meet department guidelines may lead to reduced "scheduled hours" (for part time), no summer / break work opportunities and/or termination. Continued discipline up to and including termination.

*SUMMER POLICY (for 9 month staff only):
~2 missed shifts – employee warned that next missed shift will result in removal from schedule
employee removed from schedule for the summer on the third missed shift
department must stress that "subs" should be utilized for covering of shifts; subs must be pre-approved by mgmt prior to work shift

Questions / Approvals Needed to Enforce Policy:

If we determine we want to use "undocumented sick leave" and "documented sick leave" as categories for sick leave usage, will Human Resources support our doing so? We built into the new system the ability to enter and track LWOP and AWOL, along with sick leave, vacation, personal leave and comp time. We did not build into the system (and will not be adding) these additional terms. If that is what you need to feel we are supporting your "doing so" - NO we will not be reconfiguring the system. If you mean will we support how you have defined the terms and how you apply the terms? Then as long as you are consistent in your application and don't violate any federal or state laws in their application – OF COURSE we will support you.

Is range of absenteeism acceptable? We don't know is it? You all are setting and living with these ranges - can you live with them? They are not inconsistent with other departments that have similar attendance standards. Acceptable to Human Resources? These are yours, if they are acceptable to you they are acceptable to us.

Will payroll accept "furloughed", "documented / undocumented sick leave" on time cards? As noted above we will not be reconfiguring the system. The terms payroll will be entering are LWOP and AWOL – your definitions of these are very good.

How will this policy fit into PeopleSoft™ system? See previous answer. Can it track different categories? See previous answer.

Can the evaluation range reflect the 9 month academic year rather than ending with March 31? See comments from earlier. How are you planning on evaluating these employees in time for them to be reviewed and signed by the 9 month employee prior to their being released for the summer?

How do we fit summer employment into policy? This is for you all to answer. We would suggest you think about why would the rules for 12 month employees differ between the academic year and the summer? For 9 month employees you may need to think about how it fits- do you need to articulate something different for this population of employees?

How do ratings relate from year to year with evaluations? The question is unclear.

How does summer FMLA fit into attendance plan for the summer? A 9-month employee that is on FMLA would not be reporting to work and will not be being paid so I don't understand the question. Again – for 12 month employees why would it be different academic year to summer?
Chair Report April 2005 - Submitted by Lona Leek; April 6, 2006

March 10 - Emergency Executive - Resulting from a question at the FWC meeting regarding the pending general meeting and potential by-laws implications, this meeting was called. Research turned up a board of trustee’s approved document that has been in existence since June 1997 through which Principles and Recommendations for a Performance-Based Merit System for Administrative Staff were to be implemented. The general meeting was cancelled in that it would be redundant based on the aforementioned document. Council members were notified of this cancellation and advised to confer with constituents on March 10. PWC will have a more detailed report on this issue today.

March 15 - President’s Advisory Council - A presentation was given by the Humanities Troup, a group of students and graduate students producing vignettes about various issues relating to diversity. The group began this year and plans to be available to various campus organizations and departments during the upcoming months.

March 17 - 3-Chairs - Faculty Senate Executive Committee is studying the Amorous Relationship Policy. A rep from ASC was requested to serve on this committee; Joe Luthman will assume this position as he is already our representative to Faculty Senate. ASC has already endorsed the policy as drafted by Executive VP Dr. Dobb, however FS desires to study it further and has requested our consultation. The Ad-Hoc Committee on the Code of Ethics and Conduct is inviting University Counsel, Tom Trimboli, to a session to address eight primary questions they have regarding the Code of Ethics adopted by the Board of Trustees in June 2005. The pending salary proposals of all three constituent groups were discussed. The new ombudsperson roles for CSC and ASC were discussed; CSC posed questions regarding best practices for ombudspersons. The BOT process for determining the student health insurance plan was discussed. Relations among the three constituent groups continue to be strong and mutually beneficial.

March 20 - Human Resources - Learned that contracts are being loaded into People Soft. Larry Chan, Assistant Legal Counsel is joining the Reasonable Suspicion Testing Protocol working group. The Holiday Closing/Creative Thinking Working Group is getting ready to report their findings and recommendations. ASC has one outstanding question and we anticipate receiving an answer on the 10th of our next meeting; what is the cost savings to BGSU from implementation of the spousal rule? Penny Nemitz and Kim Fleshman will serve on the newest working group formed through HR regarding an Administrative and Classified Staff Reward Policy.

March 28th - Executive - The impending election process was reviewed. It is desired that the process be completed for officers and general representatives by the end of April. It was decided that the June ASC meeting will be the general meeting for the 2005-2006 year. A GSS letter dated March 21 to Dr. Ribeau and Dr. Whipple regarding student health insurance was discussed. Final plans for the Spring Reception were reviewed.

April 3 - Executive VP - ASC is to provide a copy of compensation requests for insertion in the “Board Books” for the upcoming BOT meeting, May 5. Dr. Dobb will be looking into our budget request for additional operating funds to finish this fiscal year and looks forward to receiving ASC’s 06-07 proposal.

April 6 - President’s Panel - ASC has forwarded two questions: one, asking for a clear message from the President, support from the Vice-Presidents, and cooperation between HR, The Provost and ASC to achieve meaningful evaluations for all contract staff; and two, a request to seek a solution to the high cost of utilizing technology in BTSU for BGSU departments and organizations.

Important Upcoming Dates:

April 12 - Compensation Presentation to President’s Compensation Panel - PWC Chairs/Chair Leek
April 25 Executive - Kevin Stevens - Veteran’s Issues
May 4 - Guest Mike Marsh - BGSU Board of Trustees
June 1 - Guest Larry Weiss - State Issues
ASC General Meeting - A joint meeting of incoming and outgoing ASC representatives.
Questions Submitted by BGSU Administrative Staff
Administrative Staff Council Meeting, Thursday, May 4, 2006
Bowen-Thompson Student Union, Room 207
1:30 PM

I would like to hear how the Board of Trustees sees Administrative Staff’s role in shared governance.

How best can constituent groups have their concerns heard by the BOT? When putting them before the administration year after year brings no results, we fear the Board is never really made aware of the issues.

Last year, the BOT passed a Code of Ethics that continues to be discussed among all three employee groups at BGSU. Could you describe the reasons for the policy, what you see as the main thrust (we’ve been told that it is to respond to Sarbanes-Oxley which is strictly fiduciary in nature), why the Foundation Board was not included, why behavior off-campus was included in the principles of ethical conduct, how, based on Code language, a sub-committee of the board can investigate other board members and continue to have the trust of the campus and external community, and how the Board envisioned implementation when "external constituencies" may deem that employees have been engaged in "not reasonable" off-campus behavior.

Last November, Dr. Ribeau visited Ad Staff Council and noted that there would be some administrative changes within his particular area that would be made soon ("by January"). Since January has passed and no news has been forthcoming, some lower-level administrators are expressing a sense of frustration because decisions above them related to the work they do are being put off "pending changes." Do you have any sense of future changes and a time-table that you can share with us?

What are your concerns for our (BGSU’s) budgetary challenges?

What comments do you have regarding the decision making processes of the BOT as they pertain to the recent selection of the student health plan?

ASC would like to see full implementation of Principles and Recommendations for a Performance-Based Merit System for Administrative Staff- No. 57-97, approved by the Board of Trustees in 1997. Would you support this initiative?

See Supplement I

BG, UT, MUO
I didn't realize we were a part of their merger.
Did something happen that we have not heard about yet?
See Supplement II

appreicate
partnership BOT & constituent groups

- don't assume we aren't aware of issues - we may just not have responded
- communicate in written in advance - mail

Code of Ethics - if you want changes let us know

Writing of code was mandated by state
written by Gunn, B6 & 1 other School Council
not intended from beginning as kidneying only because of an incident involving a faculty member and money-related

don't have endowments OU Miami OSU have to go through I/O state support

IT and OU Murray w/ B6 taking over our tech functions & change them for us

purchasing
technology registration
books
# INTER-UNIVERSITY COUNCIL

**HOLIDAY CLOSINGS**

**NOVEMBER 30, 2005**

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ASC Chair Report – May 4, 2004
Submitted by Lona Leck

April 7 – President’s Panel
ASC Chair and Chair-Elect arrived late due to a conflict with the ASC regular meeting. Our primary question regarding the full implementation of the Principles and Recommendations for a Performance-based Merit System for Administrative Staff was discussed. Dr. Dobb will follow-up with our group and will consider drafting a “default” form that could be used in areas without their own fully developed documentation for this purpose.

April 7 – Human Resources’ Years of Service Awards Dinner
The ASC Chair is annually invited to this banquet in order to formally recognize and celebrate with staff who achieved career milestones; 15, 20, 25, 30 and 35 years of service to Bowling Green State University. I was also recognized for 15 years of service.

April 10 – Human Resources
From the Office of Human Resources, an email will be sent to all supervisors of administrative staff, reminding them of the importance of conducting and documenting evaluations on an annual basis. This communication will also include a prompt to staff regarding the accrual of vacation balances and maximums. It was suggested that staff who desire an evaluation initiate the process by completing their own and “walking” it through the appropriate channels to their HR file. ASC asked about the cost savings BGSU has realized through implementation of the spousal rule and to know if there are any staff remaining without IAQ’s; the details will be researched and an answer will follow during a later meeting.

April 11 – Executive
Finishing plans for the President’s Compensation Panel presentation were discussed and the election slate and process was finalized.

April 12 – President’s Compensation Panel
The session was very collegial and productive from an interpersonal relationship standpoint with the administration. Outcomes will be gleaned at the BOT meeting on May 5 regarding salary and throughout the summer and the next academic year regarding other initiatives. ASC is beholden to all of the members of the Personnel Welfare and Salary Committee for their hard work this year regarding the preparation of this material.

April 19 – President’s Advisory Council
Members were presented with highlights from Student Affairs and Academic Affairs regarding new initiatives and engagement. A draft of the University Planning Committee’s work was presented and HR, in conjunction with the Health Center, presented information about BGSU’s plans for conducting the business of higher education when the Avian Flu arrives to our region of the United States.

April 21 – 3-Chairs
The leadership of ASC, CSC and Faculty Senate discussed the upcoming FS resolution regarding the Code of Ethics and Conduct, the Amorous Relationship Policy and the newly formed “Bursarables” Task Force. FS leadership indicated that there is an interest from the administration’s perspective in having all three of our groups change over leadership at the same time.

April 24 – Human Resources
The Holiday Closing Committee report was discussed and forwarded for review by constituent groups. The proposed salary pools were estimated, as of this date, at 4%. The Patriot Act will have implications on BGSU’s hiring processes; finalists will now have to sign an anti-terrorist statement. Working groups are continuing to meet regarding the Reasonable Suspicion Testing Protocol, Conflict Resolution (Ombuds) and the Amorous Relationship Policy.

April 25 – Executive
The status of all working groups was reviewed and a synopsis was developed by Chair-Elect, Kendall, regarding the outcomes from the President’s Compensation Panel meeting.

Upcoming Dates:
June 1 – ASC Meeting, Larry Weiss Guest, Passing of the Gavel, Goal Setting Exercise for ASC 06-07
Yellow notes recognized Holidays for which BGSU is officially closed.
Blue notes dates recommended for closure

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<th>December 2013</th>
<th>Sunday</th>
<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
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</table>
Number of individuals sent the survey: 148  
Number of responses returned & %: 106  71.62%

**Q1**  
Was your office/department staffed on Wednesday, December 28, 2005?  
Yes: 71  70.30%  
No: 30  29.70%  
Total: 101

**Q2**  
What level of staffing would you estimate was maintained?  

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<thead>
<tr>
<th>Level</th>
<th>Count</th>
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<tr>
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<td>50% to 74%</td>
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<td>26.09%</td>
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<td><strong>Total</strong></td>
<td>69</td>
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**Q3**  
Were there specific functions in your office/department that were staffed at a greater level than others?  
Yes: 31  44.93%  
No: 38  55.07%  
Total: 69

**Q4**  
Please explain which functions were staffed at a greater level than others.

**Q5**  
Was your office/department staffed on Thursday, December 29, 2005?  
Yes: 74  71.84%  
No: 29  28.16%  
Total: 103

**Q6**  
What level of staffing would you estimate was maintained?  

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<th>Level</th>
<th>Count</th>
<th>Percentage</th>
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<td>5</td>
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<tr>
<td>75% to 99%</td>
<td>11</td>
<td>15.71%</td>
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<td>50% to 74%</td>
<td>16</td>
<td>22.86%</td>
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<td>25% to 49%</td>
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<td>&lt;25%</td>
<td>18</td>
<td>25.71%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>70</td>
<td></td>
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</tbody>
</table>
Q7  Were there specific functions in your office/department that were staffed at a greater level than others?
Yes  30  42.86%
No    40  57.14%
Total 70

Q8  Please explain which functions were staffed at a greater level than others.

Q9  Was your office/department staffed on Friday, December 30, 2005?
Yes  67  65.05%
No    36  34.95%
Total 103

Q10 What level of staffing would you estimate was maintained?
100%   4  5.97%
75% to 99%  5  7.46%
50% to 74%  22 32.84%
25% to 49%  17 25.37%
<25%  19 28.36%
Total 67

Q11 Were there specific functions in your office/department that were staffed at a greater level than others?
Yes  30  46.15%
No    35  53.85%
Total 65

Q12 Please explain which functions were staffed at a greater level than others.

Q13 If your office/department was closed during December 28, 29, and/or 30, did you change any major University deadlines to accommodate the closure?
Yes  2  3.08%
No    63 96.92%
Total 65
Q14 If the University was officially closed between December 25 and January 1 would you have still felt it necessary to come in and work?
Yes 42 40.38%
No 62 59.62%
Total 104

Q15 If the University was officially closed between December 25 and January 1 would you have felt it necessary for members of your staff to come in and work?
Yes 30 28.85%
No 74 71.15%
Total 104

Q16 If the University was officially closed between December 25 and January 1 would this adversely impact your office/department?
Yes 27 26.47%
No 75 73.53%
Total 102

Q17 If the University was officially closed between December 25 and January 1, how would it adversely impact our students?

Q18 If the University was officially closed between December 25 and January 1, how would it adversely impact teaching/research?

Q19 If the University was officially closed between December 25 and January 1, how would it adversely impact business practices?

Q20 If the University adopted this approach would you feel it necessary to come in and work on the additional (non-holiday) days of closure?
Yes 27 25.96%
No 77 74.04%
Total 104

Q21 Why would you feel it necessary to come in and work on the additional (non-holiday) days of closure?

Q22 If the University adopted this approach would you feel it necessary for members of your staff to be required to come in and work on the additional (non-holiday) days of closure?
Yes 17 16.67%
No 85 83.33%
Total 102

Q23 Why would you feel it necessary for members of your staff to be required to come in and work on the additional (non-holiday) days of closure?
Q24  If the University adopted this approach would this adversely impact your office/department?
    Yes       17   16.67%
    No        85   83.33%
    Total     102

Q25  If the University adopted this approach, how would it adversely impact our students?
Q26  If the University adopted this approach, how would it adversely impact teaching/research?
Q27  If the University adopted this approach, how would it adversely impact business practices?
Q28  What additional information would you like us to take into consideration?
TO: Linda S. Dobb, Executive Vice President
FROM: Craig Cornell, Financial Aid
        Rebecca C. Ferguson, Human Resources
        Jeff Nelson, Bookstore
        Wanda Overland, Dean of Students
        Nancy Posey, Bursar and Classified Staff Council
        Rachel Schaeffer, Registration & Records and Administrative Staff Council
        Amy Thomson, Bookstore
        Barbara Waddell, Office of the Provost
        Tawn Williams-Nell, Bursar
        Donna Wittwer, Human Resources

DATE: March 31, 2006

RE: Creative Thinking – Holiday Closure

In November of 2005, the Office of Human Resources formed a committee of BGSU staff members. The charge of the committee was to study possible options related to closing BGSU during the winter holiday break (between December 25 through January 1). This group met for the first time in December of 2005 and asked the question, “What would BGSU have to do in order to close?”

The committee surveyed other IUC schools to identify their current practices. In addition, we conducted an online BGSU survey of PAC members, Deans, Chairs and Directors to determine campus perspectives regarding closure and current practices. Lastly, we brainstormed what it would take to close between December 25 and January 1 of each year.

Attached is a copy of the IUC survey results. The survey of IUC schools indicated two institutions, the University of Akron and Miami University, are officially closed between December 25/26 through December 30/January 1. This past year, 2005, was the first year that the University of Akron observed a winter break closure. Miami University has been closing during this time period for a number of years.

The University of Akron utilizes recognized State holidays (President’s Day, December 25, and New Year’s Day) and the University covers the cost of the additional paid days (December 27 – 29). Some areas, such as the Police, Physical Plant Stationary Engineers, and the Recreation Center staffs, were required to work.
Employees required to work were compensated straight time for hours worked plus pay for each additional day the University was closed. In essence, double time for all hours worked.

Miami University also utilized three recognized State holidays (President's Day, December 25 and New Year's Day) and employees could use paid leave (accrued vacation or compensation time) or go into an unpaid leave status. Some areas, such as Police, Bookstore (which processed books but was not open to the public), Registration and Records, Financial Aid and Bursar staffs, were required to work even though the University was officially closed.

The online survey results of PAC, Deans, Chairs and Directors indicated **there are strong feelings against closing for the entire week**. There were 148 surveys distributed with 106 responses resulting in a 71.62% return rate. A copy of the survey and results are attached.

After reviewing all of the information, the following three options are proposed:

1. Close between December 25 and January 1 and maintain the current common calendar.
2. Close between December 25 and January 1 and change the common calendar and delay the start of spring semester one week.
3. Close the University on Monday when the recognized holidays occur on Tuesday and Wednesday. Close the University on Friday when recognized holidays occur on Wednesday and Thursday.

The pros and cons for each approach are as follows:

**1. Close between December 23/24/25 through January 1 and maintain the current common calendar:**

**Pros:** This option would allow most of the campus to shut down, thus resulting in buildings being closed. With the rising cost of utilities, it is expected this option would save BGSU money. The estimation of the savings is a moving target dependent upon utility pricing at the time and the weather. A conservative estimate is a savings of approximately $100,000 for the week.

**Cons:** The closure would be in name only – offices such as Registration & Records, Financial Aid, Bursar, International Student Programs, Athletics (if events are scheduled on campus), the Bookstore and the Foundation will have staff report during the period of closure. We also found faculty and graduate students will continue to access buildings to do research. Depending on new student and transfer student orientation schedule, various Student Affairs offices may also need to remain open.
If this option is selected, we would recommend additional pay for employees, designated by their Director/VP, who are required to work on the non-holiday/mandatory closed days. This, of course, would reduce the amount of estimated savings. We recommend the closure be announced as early as possible to allow time for employees to “bank” paid leave for the dates of closure.

2. **Close between December 25 and January 1 and change the common calendar and delay the start of spring semester by one week:**

**Pros:** This option would allow offices such as Registration & Records, Financial Aid and the Bursar to meet the deadlines required to post grades, grant financial aid awards, and receive payments by students to occur in a timely manner before the spring term begins.

**Cons:** Offices such as International Student Programs, Athletics (if events are scheduled on campus), Bookstore and the Foundation will require staff to report during the period of closure.

Further, we understand the common calendar is not controlled solely by BGSU, and it is set in collaboration with UT and MUO. We have been told it would take a minimum of three to four years before the actual change could be fully implemented if approved. This option will take someone to champion the issue with the other schools.

3. **Close the University on Monday when the recognized holidays occur on Tuesday and Wednesday. Close the University on Friday when the recognized holidays occur on Wednesday and Thursday:**

**Pros:** This option would allow offices such as Registration & Records, Financial Aid and the Bursar to meet required deadlines and actually close for the mandated additional day without an adverse impact on operations. Looking ahead, this option will call for mandatory closure on Monday, December 31, 2007 and Friday, January 2, 2009. The next mandated closure will not occur until Monday, December 23, 2013. December 2007 is far enough in the future to allow employees time to “bank” leave in advance of the closure.

**Cons:** Some employees will resent being told the University will closed and that they will be required to use leave time. This approach would minimize utility usage in certain buildings, but not eliminate it.
General Discussion of Survey Results:

Survey results showed many offices worked with reduced staffing (less than 50% overall) between December 25 and January 1. The Office of Human Resources conducted a review of full-time classified staff timesheets for the period of December 28, 29 and 30, 2005. This data supports the survey findings. We have attached a copy of this data for your review. During this past holiday period, activities that were still offered included answering telephones, coordinating business efforts for students (including but not limited to on campus housing), posting of grades, academic appeals, financial aid, student payments, collections, athletic operations, international student services, campus safety, alumni and development activities and faculty research.

Conclusion:

BGSU continues to work diligently towards higher enrollment and retention of our students. Every staff and faculty member on this campus plays an important role in this mission. Quality services are critical to providing necessary and uninterrupted resources to our students, families and the public. Limiting or restricting resources during what some find to be a critical time, may adversely impact the student experience and student success.

Staffs utilize the holiday break period to catch up on activities as well as manage and plan workflow. Faculty utilize this time for research and to manage administrative duties. Also, consideration must be given to Athletics and athletic facilities as various events occur during the holiday break, as well as the Facilities and Campus Safety areas.

Therefore, due to the range of essential activities required for BGSU's success, the Committee believes it would be in BGSU's best interest to remain open for part of each work week during the holiday break. As such, our committee recommends that serious consideration be given to option three (3).

The committee or a select group of its members will be more than happy to talk with you and answer any questions or concerns you may have regarding this memorandum. Thank you for your time and consideration of this important matter.
News & Notes

Collaborative Memorandum Signed

The Urban Affairs Center at UT and the Center for Regional Development at BGSU are pleased to announce the signing of a Memorandum of Collaboration. With this Memorandum the two Centers agree to:

- promote the activities of the other Center
- identify and pursue joint research and funding opportunities
- hold at least one jointly-sponsored event per year

The Memorandum was signed on March 22 at BGSU’s Center for Regional Development. Signatories to the Memorandum were Dr. Frank Calzonetti, Vice Provost for Research Economic Development at UT, Dr. Heinz Bulmahn, Vice Provost and Dean of the Graduate School at BGSU, Dr. Neil Reid, Interim Director of UT’s Urban Affairs Center, and Dr. Michael Carroll, Director of BGSU’s Center for Regional Development. This Memorandum of Collaboration came into effect on April 1, 2006, and will remain effective for a three-year period.

Over the past three years both centers have been working collaboratively on the northwest Ohio cluster project. This project is focused on helping local economic development agencies (e.g. the Regional Growth Partnership and the Toledo-Lucas County Port Authority) better understand the structure of the local economy and working with them to identify how economic development dollars might be more effectively utilized through a cluster-based approach to economic development.

According to Dr. Neil Reid, “the memorandum of collaboration formalizes existing collaborative efforts between the two centers and establishes a framework for identifying and implementing new collaborative opportunities. We hope that the synergies resulting from these collaborative efforts will benefit the entire Northwest Ohio region and will contribute to an improved quality of life for the region’s citizens.”

The full collaboration agreement can be viewed at the two Center websites:

http://uaa.utuliao.edu/

http://www.centerforregionaldevelopment.com

Making Connections

“Wired for the Future” Symposium

Friday, April 28th, 2006
1:00 – 4:30 p.m.
Mulford Garden Café
Mulford Library Building
Medical University of Ohio

Join us for a relaxing afternoon for a free symposium on new technologies to aid in research, grant proposals, and classroom instruction. Learn from 11 dynamic speakers about educational software, Personal Digital Assistants (PDAs), video conferencing and distance learning in online collaborative communities, GIS, webcasting, virtual learning and much, much more.

The keynote address, from 1:15-2:15 will be “Digital is Different: Teaching and Learning with the iPod” presented by Dr. Paul Cesarini from Bowling Green State University.

Eleven presenters from BGSU, MUO and UT will be available at hands-on stations from 2:30-4:00 where they will demonstrate uses of technology in research and grants.

To help us plan for seating and refreshments, please RSVP to Sally Grether in the Office of Research Collaboration by phone at (419) 530-2984 by e-mail at Soultana.Grether@utoledo.edu.

For more information on the location, speakers, and abstracts, go to http://collaboration.bgsu.muo.utoledo.edu
Making Connections

BGSU, UT, MUO Collaborate to Study Sewage Sludge Application to Farm Fields

Did you ever wonder what happened to the waste products that flow through the sewer system to wastewater treatment plants? Wastewater treatment plants clean the water, and once it meets Environmental Protection Agency (EPA) regulations, the water is released into a stream or lake. The contaminants removed from the wastewater are called "biosolids" or "sewage sludge", and must be disposed of through either landfilling or application to agricultural fields. The practice of using sewage sludge as a soil amendment is not new. The EPA has allowed farmers to apply sewage sludge to agricultural fields. However, problems are found with the practice of agricultural application of sewage sludge, including a formal process in which a farmer requests permission through the EPA for sludge application focusing on pathogens, heavy metals and nutrients in the soils, runoff and emitted into the air. Funding for the project was granted from the United States Department of Agriculture (USDA) through the assistance of Congresswoman Marcy Kaptur.

In July 2002, the National Research Council issued a report expressing concern over the practice of applying Class B sewage sludge to agricultural fields. In response, a team of researchers from Bowling Green State University (BGSU), The University of Toledo (UT) and the Medical University of Ohio (MUO) began working together to investigate the potential environmental impacts of this application focusing on pathogens, heavy metals and nutrients in the soils, runoff and emitted into the air. Funding for the project was granted from the United States Department of Agriculture (USDA) through the assistance of Congresswoman Marcy Kaptur.

Robert Vincent, Geology Professor at Bowling Green State University states, "We know that pathogens from sewage sludge are present in the sewage sludge, but we do not know the extent to which they are released into the air and water, if at all. Studies of possible pathogens in aerosols and water run-off from farm fields permit disposal of sewage sludge are now underway. If problems are found with the practice of agricultural application of sewage sludge, corrective measures are possible to improve the process. For instance, the Bowling Green Wastewater Treatment Plant now uses heat to reduce the amount of pathogens in the biosolids, resulting in a "Class A" biosolids product.

The USEPA developed guidelines (40CFR, Part 503) for sewage sludge application, including a formal process in which a wastewater treatment plant requests permission through the EPA for sludge application to an individual field. Various forms of biosolids are used in Northwest Ohio and many methods of sewage sludge application are currently used. Some is applied as a 2-3 percent liquid while other treatment plants treat sewage sludge through a drier. In addition, biosolids are categorized into Class B that is treated, but not enough to kill all pathogens and other bacteria, and Class A uses heat to kill nearly all of the pathogens. In Wood County, where the sludge is applied on top of the soil, 9% of farm fields in the county are permitted for sewage sludge application. In Lucas County, where 35.7% of the 223,117 land acres are agriculture, 11.4% of farm fields can have biosolids applied. Overall, in Ohio, 65% of all sewage sludge produced in municipal plants is applied to farm fields, but this percent is much higher for NW Ohio where 92% of municipal plant sewage sludge is applied to farm fields.

The research team is using geospatial technology to study sewage sludge applications to farm fields in Wood and Lucas Counties. A Geographic Information Systems (GIS) database has been developed of the fields to help analyze the data in a spatial context. In addition, the group is employing satellite technology to determine if it is possible to detect illegal dumping of sewage sludge on non-EPA-permitted fields. Using a satellite from space, remote sensing equipment detects variations in reflected sunlight (some of which is invisible to the human eye) to determine the composition of materials without visiting the fields. Knowing the spectral "signature" for sewer sludge allows the scientists to detect the application of sludge on non-permitted fields, if the appropriate sensor data are available. If the spectral reflectance of sludge is unique within the spectral regions covered by a particular satellite sensor, such as LANDSAT Thematic Mapper, scientists will be able to map areas where sewage sludge is being applied, both legally and illegally.

If negative impacts of the practice on the environment are discovered, the researchers want to work with others to stop these practices. For example, the group welcomes the opportunity to work with businesses interested in making the recycling of sewage sludge safer. Numerous business opportunities exist in Northwest Ohio such as development of new and better ways to treat sewage sludge. Vincent states, "Our findings may pave the way for numerous Green Companies that would like to invest in Northwest Ohio, where both the amounts of recycled sewage sludge and the scientific knowledge of the recycling process and effects are greater than elsewhere in the country."