2007

Minutes 2006-2007

Bowling Green State University. Administrative Staff Council

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Index: Included ___ Separate ___ None X

Notes

1. Colored Ink
Administrative Staff Council Agenda  
July 6, 2006 1:30pm  
Paulsen Rm. – 4th Floor Saddlemire

****Note: Room Change for July 6****

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
9. Old Business
   a. Committee Goal Setting Breakout session
      i. Committee assignments
      ii. Committee goals
10. New Business
    a. Fall and Spring reception dates
    b. Guest suggestions
11. Good of the Order
12. Adjourn
Administrative Staff Council Minutes
July 6, 2006
Paulsen Room 4th Floor Saddlemire

**Call to Order:** Chair Steve Kendall called the meeting to order at 1:35 pm

**Members present:** Debra Beach, Jim Beaverson, Nora Cassidy, Dave Crooks, Kim Fleshman, Dermote Forde, Michael Ginsburg, Chris Haar, Sheila Irving, Ann Jenks, Steve Kendall, Naomi Lee, Paul Lopez, Mike McComas, Deb McLean, Connie Molnar, Beth Nagel, Sherri Ogden, Diane Regan, David Rice, Deborah Rice, Celeste Robertson, Anne Saviers, Rachel Schaeffer, Kurt Thomas, Bonnie Towe, Barbara Waddell, Mary Beth Zachary

**Members Absent:** Penny Nemitz, Susan Macias, Ron Knopf, Lona Leck, Tim Hoepf, Michael Ginsburg

**Member Substitutes:** John Eggenton for Laura Emch.

**Approval of Minutes:** Beth Nagel made a motion to approve the corrected May minutes. Connie Molnar seconded the motion. Beth Nagel then made a motion to approve the June minutes. Deborah Rice seconded the motion. The motion carried.

**Chair’s Report:**

1) USG meeting
   a. Lines of communication open
   b. Discussed funding of higher education
   c. Pressure on state legislature to fund differently
2) Larry Weiss-phone call
   a. Inform people about budget support
   b. How does this affect ability to provide student and academic services?
3) Property I-75/Dunbridge Rd.
   a. User group for idea of what to do with the land
   b. Develop residential or commercial retail like Levis Commons?
   c. The chair will serve on this committee
4) President’s Panel
   a. Will meet 10/2/06 and 4/12/07
   b. No conflicts with ASC meetings
5) Three chairs meetings
   a. Will meet twice per month with Human Resources
6) Executive Committee or ASC Meeting at Firelands?
   a. Discussed what CSC does
   b. Discussed possible travel arrangements
   c. We agreed to revisit this topic
7) Rewards Policy
   a. Each unit is required to fund the bonus or reward
8) Ombudsmen-Adhoc panel/group
   a. Working with supervisors to head off non-renewals

**Chair Elects Report:**

1) CSC Meeting 6/21/06
   a) At Firelands, took shuttle
   b) CSC having officer issues
      i. People being told not enough time so can’t run
   c) Ombuds reported on the number of people contacted and number of man hours put in. CSC asked for a report for the type of issues but were denied due to compromising people’s identities.
New Business:
Steve Kendall opened the floor to questions. Discussion about the Ombuds role ensued.
Questions about Larry Weiss and the information that he has, can we get this in a more timely
manner? Possibility that it would be part of external affairs charge. Next we talked about
Tabor/TELL and that it is good that it is off the table but higher education is not off the table for
cuts to balance the budget. Discussion about the UT/MUO merger began. We discussed the
impact to BGSU. UT asked for $30,000 and does that affect our monies.
Guest Suggestions: The future ethics officer. Kent Strickland and information on the
Ohio University incident.

Secretary: No Report

Past Chair: No Report

Committee Info:
Personnel Welfare/Salary: Main focus is to compile data about salaries.
Finance: Consist of Chair Elect and Treasurer. Keeps track of monies.
Internal Affairs: Is in charge of elections. Helps maintain web site.
Amendments: Work on the handbook, changes initiates and receives amendments of charter.
Awards and Special Recognitions: Monthly-Spirit Award, Spring-BG Best, Fall-Ferrari
External Affairs: Community involvement and the media
Professional Development: Decides mini grant recipients, monthly brown bag lunch
w/professional development speaker.
Scholarship: raise money for student scholarships, review applicants and award monies.

Old Business: None

Good of the Order: Naomi Lee-retiring. Dave Crooks-Assistant to the Vice President for
Special Capital Projects. Deborah Rice-her office (College Access Programs) is moving onto
campus. Connie Molnar-Life Lock info on BGSU homepage, the University just signed a contract
with this company. Mary Beth Zachary-new look on the first floor of the library. Kim Fleshman-
Tech Fair 11/15/06
Next Meeting: Next meeting will be September 7, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Connie Molnar moved to adjourn the meeting at 3:00; second by Mary Beth
Zachary. Motion carried.

Respectfully submitted
Kim Fleshman, Secretary
Administrative Staff Council Agenda
Sept. 7, 2006 1:30 pm – 3:00 pm
BTSU 207

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
   a) Larry Weiss (1:45 pm)
   b) Linda Dobb (2:10 pm)
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
9. Old Business
   a. Fall Reception – T Oct. 3 2p-4p
   b. Spring Reception – T April 3 2p-4p
   c. Rewards Policy
10. New Business
    a. Future guests
11. Good of the Order
12. Adjourn
Administrative Staff Council 2006 – 2007
Minutes: September 7, 2006
207 BTSU

Call to Order: Chair Steve Kendall called the meeting to order at 1:33 p.m.

Members Present: Jim Beaverson, Dave Crooks, Kim Fleshman, Laura Emch, Dermote Forde, Michael Ginsburg, Chris Haar, Tim Hoepf, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Lona Leck, Paul Lopez, Deb McLean, Susan Macias, Connie Molnar, Penny Nemitz, Sherri Ogden, Nancy Posey-CSC, Diane Regan, Deborah Rice, Celeste Robertson, Anne Saviers, Rachel Schaeffer, Wendy Schortgen, Kurt Thomas, Bonnie Towe, Barbara Waddell, Mary Beth Zachary

Members Absent: Debra Beach, Jill Carr, Nora Cassidy, Larry Holland, Ron Knopf, Mike McComas, Beth Nagel, Pa'Trice Pettaway Day

Approval of Minutes: Ann Jenks corrected the PWC description. Rachel Schaeffer made a motion to approve the July minutes with corrections. Laura Emch seconded the motion. The motion carried.

Guests: Larry Weiss, Associate Vice President/University Relations and Government Affairs
Larry spoke about the university’s budget. He compared tuition fees on the rise to state support going down. Also, Larry discussed the new TEL (Tax Expenditure Limitation). The new version has a no sweep amendment. The expenditure limitation is 3 ½%. The state wants monies to go towards STEMM (Science, Technology, Engineering, Math, Medicine). Larry urged that we all contact our state representative and tell them how concerned we are for the funding of higher education. Do not use a university computer or university e-mail account because we can not represent the university. Only people who are lobbyist like Larry can do this.
Dr. Linda S. Dobb, Executive Vice President spoke about the Health Care Plan. She informed us that there is no re-sign up unless you are holding money back in a tax free account. There will be a slight increase in cost. We are changing life insurance vendors to Sun Life. Also, the One Card will be in place soon. Money will be automatically deducted from our pay check to pay what is charged on the bursar. People Soft training has preview on the student systems next week. Ordering equipment and hiring both will use People Soft so seek training. Also, ASC needs to help define the role of the ombuds person.

Chair's Report:

1) Paul Hofmann will serve on the University Planning Committee
2) Barbara Waddell will serve on the Parking Advisory committee
3) Briar Wintersteen will serve on the Web/Communications Advisory
Committee

4) Human Resources Meeting 8/15/06
   a. Medical Benefits-Still looking at cost for 2007
   b. Life Insurance Vendors
   c. Rewards Policy-would like us to adopt
   d. Infectious Disease-closing plans
   e. Ombuds person review
   f. 403b Plan
   g. Mercer in the fall- we will meet with them

5) Faculty Senate discussion of Bursarables Task Force on 9/12/06

6) Meeting with Dr. Dobb
   a. Rewards Policy
   b. Role of Ombuds person
   c. Mercer
   d. Reasonable Suspicion Protocol-ASC concerns

7) Paul Schauer (CBA-Assoc. Prof., Accounting and MIS) named University Ethics Officer

8) Dunbridge Road Project (8/9) Focus groups on 9/12, 13, & 14

Chair Elects Report:

1) Reasonable Suspicion Protocol
   a) Existing documents on national level
   b) Existing document of BGSU

Secretary: No Report

Past Chair: No Report

Committee Reports:

Amendments: No Report
Awards and Special Recognitions: meeting next week to determine Ferrari Winner
External Affairs: Dermote will meet with Naomi to get information
Finance: No Report
Internal Affairs: No Report
Personnel Welfare/Salary: Meeting next week.
Professional Development: No Report
Scholarship: No Report
Faculty Senate Liaison: President Ribeau talked about measuring accountability, the biennial budget, and the higher education compact striving for a collective voice. Enrollment up by 61 people. A by-laws change from the Committee on Professional Affairs, formally admitting one administrative and one classified staff member to the committee with no voting privileges, passed. Faculty is working on their grievance process.

Classified Staff Liaison: No Report

Old Business: Fall Reception-Tuesday, October 3, 2006 from 2:00 p.m. to 4:00 p.m.
Spring reception-Tuesday, April 3, 2007 from 2:00 p.m. to 4:00 p.m.
Rewards Policy-waiting to OK and send on to Dr. Dobb to make it universal. It is located on the CSC web site.

New Business:
Steve Kendall contacted Paul Schauer, new ethics officer and Carl Kogar, facilities to see if they would speak at ASC meetings. Chris Dalton has committed to coming to our May 2007 meeting. Questions arose about the “Conflict of Commitment”. Is it a policy? Further investigation on this subject will occur.

Good of the Order: Tim Hoepf-Please be patient with the lines in the Falcons Nest due to new cash register system. Jim Beaverson-100 Million mark in the bldg dreams campaign. Lona Leck- American Association of University Women September Brunch at BG Country Club 9/16/2006 from 10:00 a.m. to 12:00 p.m. Sherry Ogden-looking for feedback for on line bachelors degree completion programs. Kim Fleshman-Tech Fair 11/15/06

Next Meeting: Next meeting will be October 5, 2006 at 1:30 p.m. in 308 BTSU

Adjournment: Connie Molnar moved to adjourn the meeting at 3:00; second by Mary Beth Zachary. Motion carried.

Respectfully submitted
Kim Fleshman, Secretary
1. Call to Order

2. Introduction of Substitutes

3. Approval of Minutes

4. Chair’s Report

5. Chair Elect’s Report

6. Secretary’s Report

7. Guests
   a) Dr. Glenn Egelman

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

9. Old Business
   a) Rewards Policy
   b) 

10. New Business
   a) Future guests – President Ribeau on March 1, 2007
   b) Appointment to Committee on Professional Affairs (FacSen)

11. Good of the Order

12. Adjourn
Proposal to form a University Health Service

The following DRAFT proposal is being offered to the Administrative Staff Council for their input, suggestions and thoughts. This is not a finalized document and has not been approved by any authorizing body as of today, October 6, 2007.

Proposal:

At the time of completion of the new Health Center building, the Student Health Service will expand its scope of services offered to include limited acute care to BGSU faculty and staff and be renamed the University Health Service (BGSU UHS).

The additional services provided would include timely evaluation and treatment of faculty and staff for personal illnesses and injuries that occur while employees are on campus. In addition, the University Health Service would offer limited occupational medicine services, including work-related physical examinations, drug testing, and urgent evaluation of work-related injuries. The "Wellness Connection" health promotions unit would work closely with the Office of Human Resources to participate in expansion of employee wellness programming. The BGSU UHS would continue to provide travel medicine evaluations, allergy injections, influenza and other immunizations, and pharmaceutical services as are already provided.

The University Health Service would not offer on-going primary health care services to faculty and staff, on-going treatment of work-related injuries, emergency-room type services, and the physicians would not function as primary care providers. Pediatrician services could be considered if demand was documented, community resources were tight, and the cost/benefit analysis was favorable.

Why now?:

Over the preceding three years, the Student Health Service has made a concerted effort to become more like a traditional urgent care and primary care practice. We will have hired four new well-trained, Board-certified physicians with specialization in Family Medicine, Internal Medicine, Sports Medicine and Emergency Medicine and have a total of 6 physicians on staff. These new physicians broaden and expand the Student Health Service's high-quality experience and offer additional expertise in emergency medicine, urgent-care medicine, wilderness medicine, travel medicine, physical medicine, occupational medicine and primary care. This is in addition to our already strong professional nurse practitioners, pharmacy, laboratory, and other medical staff.

In addition, the Student Health Service has strengthened its already strong Wellness Connection and has re-allocated funding and efforts towards the prevention of illness and injury.

Our health care providers are now "in-network" with the University-sponsored health insurance plan (Medical Mutual of Ohio) amongst many others, and we are billing insurance for the services we render. Also, we have recently piloted a successful "FlexCare" unit. This area is similar to a walk-
in urgent care facility where patients are seen in a timely fashion without the need for an appointment. It has been our experience that for patients using this area, waiting times are shorter and satisfaction is high.

**Benefits to BGSU:**

Sky-rocketing health care costs are impacting most all employers across the country. BGSU is no exception. Currently, if a BGSU employee has an acute intermittent health care issue, s/he must travel to his/her primary care provider to obtain the needed care. For many employees, this requires missing one-half day of work due to travel time, wait times, etc. This impacts employee productivity and can be a hassle.

In many situations, the primary care provider is unable to see the employee. In those cases, the employee may go to a hospital emergency room for a minor health care need. Not only is this an inappropriate use of the emergency room, but it also significantly increases the cost of the health care provided — and has a direct impact on health care expenses to the university.

These scenarios also hold true for both routine and urgent work-related health issues.

**Community impact:**

We do not anticipate any significant local community impact. Employees who have primary care providers in Bowling Green would probably still see them. We acknowledge that this proposal might have a minimal impact on the Wood County Hospital Emergency Room. Accordingly, we have already communicated this concept to the hospital administration and intend to partner with them, as the Student Health Service has already done with the hospital laboratory and radiology facilities.

**Summary:**

It is our belief that the creation of a University Health Service is in the best interest of Bowling Green State University. The BGSU Student Health Service has the medical experience and expertise, and our health care providers are "in-network" with Medical Mutual of Ohio. Although our current facility cannot easily support additional demand, we can formulate the new Health Center building to house an urgent/occupational care facility for our employees. However, as planning of this facility is ongoing, time is of the essence.

A University Health Service has the potential to decrease absences from work, allowing faculty and staff to see a bright, dedicated medical provider quickly. In addition, it will save the university funds that are currently being spent on costly, unnecessary emergency room care. Administrative staff members should find the convenience desirable and the health care provider staff friendly, knowledgeable and high-quality.
Administrative Staff Council 2006 – 2007
Minutes: October 5, 2006
207 BTSU

Call to Order: Chair Steve Kendall called the meeting to order at 1:39 p.m.

Members Present: Dave Crooks, Kim Fleshman, Dermote Forde, Michael Ginsburg, Chris Haar, Paul Hofmann, Ann Jenks, Steve Kendall, Lona Leck, Paul Lopez, Connie Molnar, Pa'Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Anne Saviers, Rachel Schaeffer, Bonnie Towe, Barbara Waddell, Mary Beth Zachary

Members Absent: Debra Beach, Jill Carr, Nora Cassidy, Tim Hoepf, Larry Holland, Sheila Irving, Ron Knopf, Susan Macias, Deb McLean, Mike McComas, Beth Nagel, Penny Nemitz, Sherri Ogden, Wendy Schortgen, Kurt Thomas, Bonnie Towe

Member Substitutes: John Eggenton for Laura Emch, Donna Dick for Denise Kisabeth, Tim Koder for Jim Beaverson

Approval of Minutes: Connie Molnar made a motion to approve the September minutes with corrections. Dave Crooks seconded the motion. The motion carried.

Guests: Glenn Egelman, Director & Physician in Chief, Student Health Services
Glenn spoke about the proposed changes for the Health Center on campus. No pediatric services at this time. Plans for a new building or addition to current Health Care Center. The services they offer do not want to become a replacement for our current primary care providers. Would like to become like an urgent care. Looking into a different funding model and offering different areas of expertise. Urgent Care’s cost lower than an E.R. The Health Center was 70% funded by student fees. That is now 46%. They downsized their laboratory and got rid of radiology. Would like a separate entrance and waiting room for faculty and staff. Flu shots will be available later in October. Taking the shot to early, makes it in affective into March and you could still catch the flu. Glenn also spoke about faculty and staff taking advantage of the Pharmacy and its ability to deliver your medicines. Glen asked to see if ASC would support the proposal of the Health Center and to share this information with our constituents. He needs feedback by our next meeting.

Chair’s Report:
1) Human Resources 9/26/06
   a. Retire to Rehire begins 10/06/06
   b. Life insurance with Sun Life
   c. Health insurance info will be on the Health, Welfare and Insurance web site
i. Increase less than 10%  
ii. Spousal form will be needed  
iii. No changes-no form  
iv. E-mail those who have a history of failing to meet the deadline  
d. Mercer Meeting scheduled for 12/10/06  
e. Reasonable Suspicion protocol training info soon  

2) President’s Advisory Council 9/13/06  
   a. Marketing and Comm.-Update on BGSU Branding Initiative  
   b. Opening Day priorities  
      i. CTLT – improvement of teaching and learning process  
      ii. Heinz Bulmahn – maintenance of the scholarly community  
      iii. Rebecca Ferguson - commitment to the development of faculty and staff  
      iv. Mark Gromko – rigorous evaluation of program  
      v. Marcia Latta - identification of alternative sources of funding  

3) ASC guest  
   a. President Ribeau – March 1, 2007  
   b. Larry Weiss – April 5, 2007  

4) Meeting with Linda Dobb 10/04/06  
   a. Reward Policy-ASC proposals  
   b. Reasonable Suspicion Protocol  
   c. Ombud Role – ASC White Paper  

5) Other  
   a. Ron Knopf suffered a stroke 9/15/06, returned home this week, expects to be back 10/11/06  

Chair Elects Report: No Report  
Secretary: No Report  

Committee Reports:  
Amendments: No Report  
Awards and Special Recognitions: Barb Hofmann winner of Ferrari  
External Affairs: Need to replace banners, 11/18/06 Holiday Parade, theme “through the eyes of a child”, Candy drop off points: Lona Leck-Ice Arena, Connie Molnar-College Park, Jill Carr-Union, and Laura Emch-Administration
Bldg. Also, committee wants to help Cocoon Shelter in the spring.
Finance: No Report
Internal Affairs: No Report
Personnel Welfare/Salary: Goals: Compensatory Time Statement and definition of Omsbud person's role. Ann Jenks accepted the role of Co-Chair for this year.
Professional Development: Discussed educational workshops. Mike McComas and Bonnie Towe are co-chairs. Discussed what was done with last year's group. Will ask ITS to put a counter on the professional development website to see if it is being utilized. Will promote the Quick Time movies from the 2005 brown bag luncheons. Will collect data to get better info for topics. Looking into changing the time of day these are held. Will meet the last Wednesday of each month.
Scholarship: No Report
Past Chair: Working on pictures of past chairs of ASC.
Faculty Senate Liaison: No Report
Classified Staff Liaison: No Report

New Business: Rewards Policy up on the web in a discussion forum. Dr. Dobb wanted feedback after today's meeting. Classified has already approved this policy. According to Dr. Dobb Administrative Staff does not have to participate. Diane Regan moved that we table the discussion on this topic. Barbara Waddell seconded it. Vote passed. Faculty Senate has invited someone from Administrative Staff to be a representative on their Committee of Professional Affairs.

Good of the Order: Steve Kendall-Tech Fair 11/15/06, Chris Haar-Brown Bag Lunch 10/16/06 on Chocolate, Green Tea, and Wine and their benefits, Tim Koder-Homecoming this weekend.

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

Adjournment: Mary Beth Zachary moved to adjourn the meeting at 3:00; second by Deborah Rice. Motion carried.

Respectfully submitted
Kim Fleshman, Secretary
Administrative Staff Council Agenda
Nov. 2, 2006 1:30 pm – 2:25 pm
BTSU 308

***Please note meeting end time: 2:25 p.m. due to President's Panel

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
   a) None
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
9. Old Business
   a) Benefits enrollment
   b) Holiday Parade participation
10. New Business
    a) Spring Reception
    b) President’s Panel questions
11. Good of the Order
12. Adjourn
Administraive Staff Council Questions

President's Panel 11/2/06

1. The status of the pending reorganization items that have been out there for almost a year now? The pending status seems to be slowing down many decisions as no one is sure how things will be organized, reporting structures, etc. and don't want to commit if more changes are coming. This "holding pattern" seems to be wasting a lot of staff time and energy.

2. If the minimum wage issue passes, how will this affect the University budget?

3. What is Dr. Ribeau's priority for capital improvements on campus? What are the next 3 (5 or 8 etc.) buildings that will be constructed at BGSU?

4. The status of the Domestic Partnership benefits at BGSU?

5. The status of part-time benefits?

6. Why are short-term disability benefits only being made available to employees with 5 years or less service? Even with more years of service a serious illness or combination of family illnesses can wipe out even large amounts of accumulated sick leave.

7. When a replacement for Dr. Folkins is sought, will the university look for a VP for Academic Affairs or use the current Provost/VPAA model?

8. Regarding the continuing questions regarding the role of the ethics officer, is it true what was reported in Faculty Senate Minutes that the responsibility is fiduciary only?

8a) If so, when will the language of the policy be revised to reflect that?

8b) If not, what type of training does Professor Schauer have to handle ethics issues beyond those of a financial nature?
Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:33 pm

Members Present: Jim Beaverson, Nora Cassidy, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Tim Hoepf, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Lona Leck, Paul Lopez, Mike McComas, Deb McLean, Connie Molnar, Pa'Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Anne Saviers, Rachel Schaeffer, Kurt Thomas, Bonnie Towe, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC,

Members Absent: Debra Beach, Jill Carr, Larry Holland, Ron Knopf, Susan Macias, Sherri Ogden, Wendy Schortgen,

Member Substitutes: Jim Stainbrook for Beth Nagel, Bridgette Green Churchwell for Penny Nemitz

Approval of Minutes: Dave Crooks made a motion to approve the minutes. Paul Lopez seconded it. The motion was approved.

Chairs Report:

Board of Trustees meeting on 10/13/06: Introduced Sheila Irving as the chair elect. Talked about the Ferrari Award and that we held our Fall Reception and awarded scholarships. Talked about President Ribeau's Opening Day Priorities and ASC initiatives.

Ad Hoc Committee on the State Budget on 10/30/06: Approximately 30 people including parents, staff, faculty, students, and businesses. Discussed state funding history, ballot issues, higher education compact, STEM/2-Next meeting 12/4/06

President's Panel on 11/2/06 @ 2:30 p.m.: 8 questions where presented, there were duplicate questions from the various constituent groups. Questions about the reorganization of the university, UT collaboration, ethics officer, and capital improvements are on the list.

Human Resources on 10/10/06: Retire-to-rehire began 10/6/06, Benefits enrollment, Life Insurance with Sun Life, Mercer meeting 12/10/06 11am-12:30pm with Exec and PWC. We expect to receive more detailed information on training by Harbor/Symmetry for the Reasonable Suspicion Protocol.
3 Chairs 10/20/06: Discussed funding, budget, and the reward policy

CSC on 10/8/06: Discussed the Reward Policy

ASC Guests:
President Ribeau – March 1, 2007
Larry Weiss – April 5, 2007
Chris Dalton – May 3, 2007
Bruce Petryshak to discuss security - Celo – January?

Linda Dobb on 10/30/06: Discussed the Reward Policy and ASC’s proposals. Also, discussed the Omsbud Role. Dr. Dobb as that this be more of a “White Paper” document when it goes in front of the BOT. A “White Paper” is like a position paper or an informational piece.

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:

Amendments: No Report
Awards and Special Recognitions: No Report
External Affairs: Will report during New Business
Finance: No Report
Internal Affairs: No Report
Personnel Welfare/Salary: Crooks-Discussed changes in the handbook about flex time or variable work hours. Pushing for more positions to be included in the CUPA data. This was discussed with Pat Kelley in H.R. The annual salary spreadsheet was provided by job grade and by gender this year. Mark Anderson did a quick analysis of salaries.
Professional Development: Deborah Rice will remain on the Awards committee. Looking into ways to raise funds like a soup and salad bar with a speaker. Going to use today’s technology on campus in a better way by streaming the brown bag lunches. It was determined to look at the history of the monies for this budget. Some monies were from the H.R. budget. The Handbook was written long before this money was available for this committee. Looking into setting up an e-mail address and a BlackBoard shell. Working on survey questions and evaluation forms.
Scholarship: No Report
Faculty Senate:
Classified Staff: Nancy Posey reported-Approved reward policy. Officers meeting with
President 11/3/06. 11/14-16/06 Town Hall Meetings. Town Hall meetings are for all
Classified Staff to get a chance to ask questions and voice concerns.

Old Business: Enrollment for insurance benefits by 11-17-06

New Business: Holiday Parade is 11-18-06. Still looking for candy donations. You can give it to Dermot, drop off in the Admin. Bldg., Ice Arena, College Park, and the Student Union. Everyone is encouraged to participate. Reasonable Suspicion Protocol is a mandate from the BOT that we have to follow and is already in use. The committee is working on the language and specifics. It will be placed in front of the constituent groups for their opinions as soon as the draft is done. Training will be done for all supervisors. Spring reception is scheduled for the first week of April 2007 and those committees involved need to be focused on what they are going to do for that particular event. H.R. has said that Retire-to-Rehire has saved the institution over $500,000.

Good of the Order: Open enrollment deadline 11/17/06…Tech Fair 11/15/06…Committee to develop a new vision and mission statement for the university…Ethics policy group met 11/1/06 and faculty senate is still pressing on this policy…

Next Meeting: Next meeting will be December 7, 2006 at 1:30 p.m. in 207 BTSU

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

Submitted by: Kim Fleshman, ASC Secretary
Administrative Staff Council Agenda  
Dec. 7, 2006 1:30 pm – 3:00 p.m.  
BTSU 207

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
   a) None
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
   j. Other campus committees/task forces/work groups
9. Old Business
   a) Benefits enrollment
   b) Holiday Parade participation
   c) VP Compensation meeting
   d) Mercer 12/12/06
   e) BOT on 12/1/06
10. New Business
    a) CIO to attend Jan. ASC (1:45pm)
    b) Zuni Owl
11. Good of the Order
12. Adjourn
Administrative Staff Council 2006 – 2007
Minutes: December 7, 2006
207 BTSU

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

Members Present: Debra Beach, Jim Beaverson, Nora Cassidy, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Tim Hoepf, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Ron Knopf, Lona Leck, Mike McComas, Deb McLean, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Sherri Ogden, Pa’Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Anne Saviers, Bonnie Towe, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC,

Members Absent: Jill Carr, Larry Holland, Wendy Schortgen, Kurt Thomas

Member Substitutes: Tony Howard for Paul Lopez, John Clark for Rachel Schaeffer

Approval of Minutes: Lona Leck made a motion to approve the minutes. Connie Molnar seconded it. The motion was approved.

Chairs Report:

Three Chairs Meeting 11/20/06: Reviewed President Panel Meeting. Discussed recruitment and retention. Discussed Violence in the Workplace policy, ombudsperson role, Rewards Policy, and Grievance Policies.

HR Meeting 11/21/06: Discussed Life Insurance, non-renewals, sick leave bank, Mercer Meeting, and retire to rehire program.

Received “Thank You” cards from scholarship recipients: Katy Cornell and Doug Rousos

ASC Guests:
No speaker scheduled – February 2007
Michael Wilcox-BOT Chair – March 2007
President Ribeau – April 2007
Dr. Chris Dalton – May 2007
No speaker scheduled – June 2007

Meeting with Dr. Linda Dobb 11/27/06: Discussed the Reward Policy, the Budget, employment issues, sick leave bank, and ASC participation on search committees in 2007.
Board of Trustees Meeting 12/01/06: Accepted the new insurance plans at the Financial Affairs Committee. Mentioned the ombuds progress, handbook amendments, the Mercer Meeting, and upcoming compensation meeting. Also, displayed and explained about the Zuni Owl and the BG Best Award.

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:
A.) Amendments: No Report
B.) Awards and Special Recognitions: Found Zuni Owls for BG Best Award, accepting Spirit Award Nominations
C.) External Affairs: Parade went well. Partnering with Dance Marathon in March. Looking into Cocoon Shelter for a spring project. Looking into Relay for Life.
E.) Internal Affairs: No Report
F.) Personnel Welfare/Salary: Working on Comp time Statement. Looking into ORC and fair labor standards act. BOT late due to Biennium Budget. Wanted to compare Non-Salary compensation at our peer institutions. Becca Ferguson recommended sending a list of peer institutions. Diane Regan recommended Bill Knight for this information. Mandatory one day holiday closure.
G.) Professional Development: No Report
H.) Scholarship: Collecting raffle prizes.
I.) Faculty Senate: Faculty Senate has met twice since our last meeting. 11/7/06 meeting Dr. Folkins announced concerns with freshman retention, the enrollment enquiry has a slight drop and discussed concerns from faculty about students across campus having interruptions with the classroom process. Examples of cell phone use and students pulling other students out of class were cited. The Ohio Faculty council representative reported several schools in Northeast Ohio discussing collaboration and consolidation. They discussed the termination of the Faculty Senate Blackboard site. Apparently someone turned it off but the site has been reinstated and all of the senators have access. Marsha Latta was a guest and reported that the building dreams campaign is very successful right now. She encouraged faculty to tell her about personal anecdotes and tell about anything great going on within departments. Bob Waddell and Jim McArthur where also guests and the priorities that they outlined for capital improvements were: #1 The Wolf Center, #2 the Health Center Addition, #3 a New Saddlemire, #4 a parking garage, #5 an architect has been selected for McDonald Dinning, #6 the utility master plan. Ohio Board of Regents is concerned with all of the deferred maintenance at all Ohio schools; an estimate of 4.9 billion. 12/5/06 Dr. Ribeau will attend the January meeting and will be discussing the role and jurisdiction of the new ethics officer. Committee on professional affairs will be putting out a resolution regarding the declaration of material assistance documentation required for interviewees. New school
formed called the School of Earth, Environment, and Society. It will save some administrative dollars. Gary Swegan and Al Gonzales attended the follow-up on the lower enrollment enquiry. They encouraged faculty to open their classes on President's day for tours. Don Bell, application developer and involved with the “busarables” task force, was a guest. Faculty and Staff's ID used for busaring will be replaced with a BG1 Card and can be set up with assured value.

J.) Classified Staff: No Report

Guest: Becca Ferguson with Human Resources discussed the life insurance benefits and the changes. The forms are due 12/15/06. You can have the deduction come out of your check if you fill out the form and it will pay 2 ½ times your salary with a maximum of $150,000 for life insurance. The long term disability would be 60% of your monthly salary not to exceed $5,000 per month. If you do not fill out the form you will receive $50,000 in life insurance paid for by BGSU and long term disability of 60% of your salary not to exceed $2,000. If you do not fill out the form you default to the later coverage and there will be no deduction out of your check. Becca also explained the funding for the Professional Development Account. $4,000 per year is put into this fund each year. A budget transfer request has to be made to Becca to transfer the money each year. There are seven possible non-renewals at this point. This number is under the average per year. Diane Regan asked several questions about the use of security to remove from their work environment due to non-renewal or suspension, the use of unpaid suspensions as a matter of discipline, and the use of Performance Management Plans or Performance Improvement Plans to enhance performance. Ferguson responded that she didn't believe that use of campus police was routine, that Ad Staff had all received a memo previously that announced the law now allowed for brief suspensions of staff previously couldn't be used for less than five days), and that HR was responsible for monitoring PMP’s and to assure the goals and timetables given to the employee were fair and reasonable.

Old Business: Mercer Meeting on 12/12/06-Executive Committee and PWC both invited to this meeting.

New Business: Rewards Policy has not had a change in ASC’s position on the policy. Dr. Dobb stated that they will go back to the committee and rework the policy. We will be drafting a statement about this policy.

Good of the Order: Women's Basketball games on the 19th and 31st. Jessie Jackson will be here for Martin Luther King Celebration on 1/25/07 in the Ballroom. Get a ticket through Student Affairs. Tickets are free. Joe, Penny, and Diane went to Youngstown for training for the ombudsperson role. Dr. Dobb is extremely supportive of this and paid for the training. Thank you to Kim for arranging the food for our Holiday meeting.

Next Meeting: Next meeting will be January 4, 2007 at 1:30 p.m. in 207 BTSU
Adjournment: Penny Nemitz made a motion to adjourn. Mike McComas seconded. The meeting adjourned at 3:00 p.m.

Submitted by: Kim Fleshman, ASC Secretary
Administrative Staff Council Agenda  
Jan. 4, 2007 1:30 pm – 3:00 p.m.  
BTSU 201A

1. Call to Order
2. Introduction of Substitutes
3. Approval of Minutes
4. Chair’s Report
5. Chair Elect’s Report
6. Secretary’s Report
7. Guests
   a) Bruce Petryshak, CIO 1:45pm
8. Committee Reports
   a. Amendments
   b. Awards & Special Recognitions
   c. External Affairs
   d. Internal Affairs
   e. Personnel Welfare/Salary
   f. Professional Development
   g. Scholarship
   h. Faculty Senate Liaison
   i. Classified Staff Liaison
   j. Other campus committees/task forces/work groups
9. Old Business
   a) Recruitment and Retention
   b) Reasonable Suspicion Protocol
   c) Violence in Workplace Policy
   d) Dance Marathon
   e) Sick Leave Bank
10. New Business
    a) Goals Survey
11. Good of the Order
12. Next Meeting: Thursday, February 1 in BTSU 207
13. Adjourn
# Administrative Staff Council
## Proposed FY 2007 Budget

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Administrative Staff Council  2006 – 2007
Minutes: January 4, 2007
201A BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:32 pm

Members Present: Debra Beach, Jim Beaverson, Nora Cassidy, Dave Crooks, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Lona Leck, Mike McComas, Deb McLean, Susan Macias, Connie Molnar, Beth Nagel, Pa’Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Kurt Thomas, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC

Members Absent: Jill Carr, Tim Hoepf, Larry Holland, Ron Knopf, Deb McLean, Penny Nemitz, Sherri Orwick Ogden, Anne Saviers, Wendy Schortgen, Bonnie Towe

Member Substitutes: Sue Fahrer for Laura Emch

Approval of Minutes: Due to the changes to the December minutes, a motion was made to wait until the February meeting to approve the minutes.

Chairs Report:

E.V.P. Meeting 01/03/07:

- Discussed Ombuds activities
- Discussed employee advocates
- Discussed sick leave bank
  - Sick time donated in advance to sick leave bank
  - Lost vacation time to be donated
- Unfunded liability
- Discussed reasonable suspicion protocol
- Discussed performance plans misued
- Discussed Handbook review
  - Covered proper process for a non-renewal
- Verbal reprimand, Written reprimand, Suspension, Non-renewal
- Discussed JAQ’s to be done by 3/15/07
  - Annual review to be done
  - Self evaluations need to be done

Chair Elect Report:

E.V.P. Meeting 12/12/06:

- Employee advocate separate from Ombuds role
- This person would be your eyes and ears but not paid by the university
- This person would help protech your interests and ask questions you may not know to ask
  • Discussed sick leave bank
  • Discussed the way non-renewals are carried out
  • Discussed session planning for Ombuds role
- Future training
  • How the training is funded

Secretary: No Report

Committee Reports:
A.) Amendments: No Report
B.) Awards and Special Recognitions: Preparing to award the first Spirit Award of the year in February. Council representatives are encouraged to remind constituents to nominate colleagues.
C.) External Affairs: Meeting with Larry Weiss, Dance Marathon and Cocoon Shelter representatives this month to solidify council outreach initiatives for the remainder of the academic year.
E.) Internal Affairs: No Report
F.) Personnel Welfare/Salary: Mercer meeting, December 12, 2006. Outcomes of the meeting were as follows:
  • BGSU pay ranges are 11% below the market median
  • Recommendation was made to cabinet to increase the pay structure for contract staff by 3 – 5% for the next 5 – 6 years in order to bring BGSU salaries to the median
  • HR was provided a list of specific jobs whose rankings should be evaluated
  • Recalibration of the JAQ criteria ranking is needed
  • Pay increases were recommended to be based on the midpoint of the pay range as opposed to the salary of the individual
A Proposal for the Role of Administrative Staff Ombuds at BGSU was distributed. Discussion will take place at the February meeting. Further research has taken place regarding the Ohio Revised Code reference to compensatory time and its potential application by administrative staff at BGSU. Per the Code, the appointing authority has the ability to waive the Fair Labor Standards Act and award compensatory time if desired.
G.) Professional Development: Next meeting 1-24-07, did not meet in December 2006. Blackboard course will be available Friday, January 5, 2007 for Professional Development Committee Members.
H.) Scholarship: Raffle announcements are going out this week. Please encourage staff to buy tickets. Proceeds will build the ASC scholarship endowment.
I.) Faculty Senate: No Report
J.) Classified Staff: A resolution indicating a vote of “no confidence” in Human Resources was prepared but no action was taken. Significant discussion took place regarding the implications of the potential resolution and Dr. Dobb was a guest.
K.) Holiday Closing Committee: A draft document outlining potential university closure dates for future years has been submitted to the EVP, expect to see the document presented to council for approval soon.
Guest: Bruce Petryshak, Chief Information Officer

- Discussed Celo
  - A security system which includes many layers of security
- Including Altaris (desktop management tools)
- Includes electronic signatures
- ITS intends to encrypt every hard drive on campus
- Plan to encrypt USB flash drives so that you can work at home
- Eventually, cell phones, PDA's, and the like will be encrypted
- Initial phase is desktops and laptops
- Wireless can still be used
- Discussed Lifelock
  - An identity theft package
  - Cost $99.00 per year
  - Protects and individual’s information and any loss up to one million dollars
  - They put out fraud alerts and repair your identity
- Discussed “My Files”
  - This is encrypted storage space, 1 GB per person
  - This program works cross platform (both Mac & PC)
  - Will be combined with Blackboard
- You control the space and who has access
- For example need to send secure information in an e-mail
- Put the information on the “My Files” server
- Grant access to those you want to have view it

Old Business: At Presidents Advisory Council it was reported that student retention has slipped 3%. A Retention Task Force is to report in February on why retention is dropping and what can be done to reverse the trend. Chair Kendall will send representatives a list of potential council goals generated from his email survey in December for discussion in February.

New Business: No new business.

Good of the Order: Please close open PO’s and other FMS related documents to assist in the cut over to the new system. Women’s Basket Ball is ranked 24th in the nation, and 19th on the ESPN Poll! Please attend the game Saturday night.

Next Meeting: Next meeting will be February 1, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: Connie Molnar made a motion to adjourn. Susan Macias seconded. The meeting adjourned at 3:05p.m.
Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:35 pm

Members Present: Jim Beaverson, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Paul Hofmann, Sheila Irving, Ann Jenks, Ron Knopf, Steve Kendall, Lona Leck, Paul Lopez, Mike McComas, Deb McLean, Susan Macias, Penny Nemitz, Sherri Orwick Ogden, Deborah Rice, Celeste Robertson, Ann Saviers, Rachel Schaeffer, Kurt Thomas, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC

Members Absent: Debra Beach, Jill Carr, Nora Cassidy, Tim Hoepf, Larry Holland, Denise Kisabeth, Connie Molnar, Beth Nagel, Pa'Trice Pettaway Day, Wendy Schortgen, Bonnie Towe

Member Substitutes: Robin Euler for Diane Regan, Mark Anderson for Beth Nagel

Approval of Minutes: Paul Lopez made a motion to approve the December minutes. Dave Crooks seconded it. The motion was approved. Dave Crooks made a motion to approve the January minutes with minor changes. Paul Lopez seconded it. The motion was approved.

Chairs Report:
Human Resources Meeting 01/30/07:
- Discussed Ombuds activities
- Discussed employee advocates
- Discussed performance plans misused
- Discussed JAQ's to be done by 3/15/07
  - Annual review to be done
  - Self evaluations need done

E.V.P. Meeting 01/29/07:
- Discussed sick leave bank
- Discussed the way non-renewals are carried out
- Discussed session planning for Ombuds role
- Discussed Reasonable Suspicion Protocol

Human Resources Meeting 01/16/07:
- Discussed Ombuds activities
- Discussed the way non-renewals are carried out
- Discussed Reasonable Suspicion Protocol
- Cost for health insurance (Cost is on the rise; how can we be proactive/creative in lowering cost
PAC 01/11/07:

- Bruce Johnson is the new IUC president
- Dr. Ribeau continues to serve as Chair
- Recruitment and retention will allow us to control our budget destiny
- President’s Day is extremely important to our enrollment
- Within a few years we face declining high school populations and graduates

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:
A.) Amendments:
B.) Awards and Special Recognitions: The Spirit of BG Awards was presented to Deborah Fleitz, Director of Public Events and Director of the Summer Music Institute, Moore Musica Arts Center. Ms. Fleitz received the Spirit of BG Award Certificate, balloons and a $75.00 check. Please encourage administrative staff members to nominate someone for next month’s Spirit of BG Award. Plans are being made to order the Zuni Owls from the Brooklyn Museum, NY. The committee tentatively plans to order ten Zuni Owls. There are only 30 Zuni Owls at the museum. Our next meeting will be on Monday, February 5th from 11:00am to 12:00 noon.

C.) External Affairs: No Report

E.) Internal Affairs: No Report

F.) Personnel Welfare/Salary: PWC met once since the last meeting.
   1. Discussed the Ombudsperson Job Description. That document has been put on Blackboard for all to review for discussion so Council can vote to adopt or amend.
   2. Sent revised version of Flexible Scheduling document to Becca Ferguson. That document should be discussed at today's meeting. The text of the revision is printed below for your review.
   3. Discussed the history of Non-Compensation Conciliation section of Handbook. Did some research on evolution of the process which was weakened during the late 1990's. More work needs to be done on that.

New Title Suggestion: Flexible Scheduling and Variable Work Hours

Administrative Staff are salaried employees of the University who perform to accomplish "getting the job done" rather than serving a specified number of hours per day, week, or year. Under normal circumstances, a full-time administrative staff member is expected to work 40 hours per week. There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations.

The overriding concern of a department must, of course, be the effective conduct of its business. Because of the nature of the University and the specific job responsibilities of Administrative Staff, they may work at times other than the normal office hours (Monday through Friday 8:00am to 5:00pm). It is also recognized that Administrative Staff positions may, from time to time, require extraordinary time commitments to enable their work to be completed in a timely manner.

In the event of extraordinary time being worked, if the department head determines that office business will continue to be conducted in an effective manner, reasonable requests for scheduled time off or the varying of scheduled working hours may be submitted to the Supervisor by the employee. Approval of this request by the Supervisor would not require the use of any recorded
G.) Professional Development: No Report

H.) Scholarship: The raffle is going great. We've collected approximately $1500 thus far this year. Everyone is reminded to purchase their raffle tickets soon! Deadline is February 23.

I.) Faculty Senate: Faculty Senate met on January 16, 2007.
  • Paul Shauer, the new ethics officer, was scheduled to attend and discuss the Code of Ethics and Conduct. His report was postponed to February.
  • The Interim Provost outlined his priorities for BGSU:
    Commitment to shared governance
    Enrollment and retention challenge
    Student/teacher evaluation instruments will be examined
    A new peer review process for writing evaluation is being piloted in some areas.
  • Graduate Student Senate announced their Professional Development Session, Saturday, January 27 and praised USG for enhanced organizational effectiveness.
  • Undergraduate Student Government is reviewing their constitution and is searching for nominees to fill the Student Trustee position. Nominees must have two years remaining at BGSU, must be Ohio citizens, have a 3.0 GPA, and be registered voters. Contact the USG office to nominate a student.
  • The Ohio Faculty Council representative noted their organization is examining best practices and the possibility of forming a national council.
  • Academic Affairs committee is reviewing the drop/add and grade policy and has sent a memo to Marshall Rose, title, requesting review of all appointments by invitation.
  • A Resolution for Administrative Review was proposed by an individual senator and passed 38/22/4 resulting in a request for external and internal stakeholders to review the policies and practices of BGSU's administration.
  • The Vice-Chair has resigned and nominations for this position will be sought through January 26, 2007.

Guests:
  • Jim Wiegand, Director of Public Safety, explained how the basic continuum of force is applied by his officers and outlined when officers are required to enter the classroom:
    Emergency notification
    To serve a major felony warrant
    At the request of a faculty member or student
    At the request of another agency (for example the FBI)
    To notify of evacuation
    At the request of executive campus leadership
  • Jill Carr, Interim Assistant VP/Student Life, discussed the Student Discipline code and how her office makes decisions regarding enforcement. Michael Ginsburg, Interim Associate Dean of Students, provided supporting information.

J.) Classified Staff: Concerns about the relaxing of laws for Classified Staff and how Human Resources will interpret these laws.

K.) Holiday Closing Committee:

L.) Bookstore Advisory Committee: Met 1/22/07
  a. New Course Materials Manager – Nov. 13 – Steve Overholt
  b. How do we get him involved with faculty
  c. Building relationships – Lubomir suggested: Send 2-3 e-mails 2-3 weeks apart. Suggest to
the faculty that they create an e-mail mailbox for textbook contacts. Target the big departments. Utilize the Faculty List Proc. Include a faculty tab on the web page.

Luke suggested: Keep in constant contact with the Admin. Asst.

Attend New Faculty Orientation/CTLT

An appearance at Faculty Senate
d. Textbook Coordinators visit – Feb. 14, 15

Priorities for Year
e. On-line textbook orders – marketing and promotion – Kathryn suggested a loyalty program with a gift card.
f. Faculty Adoptions
g. Meeting date/time; LY 6 meetings; TY 5 meetings (Feb, March, April)

2. Other Business
   a. Rush recap 3 week total -.69% all locations
   b. BG1 card update – faculty/staff – Heavily promoted at O-Reg.
c. MBS TA2 on-site training Feb.

Guest: Don Bell-Beyond Bursarables 1:35pm
   • Explained how staff can use their ID card as the new BG1 card which can be loaded two ways
      o Automatic deduction from paycheck
      o Walk into BG1 card office and put money on the account
      o Transition for students to this system will occur this summer

Michelle Banks-Family Campaign 2:05pm
   • The theme is “give to your passion”
   • Starts on February 26, 2007
   • The goal is $700,000, please consider giving to the campaign this year

Kari Rood and Eric Wagner-Dance Marathon 2:20pm
   • 32 hour event held to raise money for the Children’s Miracle Network
   • Need volunteers
   • Use goodsearch.com as your search engine. .01 cents goes to Dance Marathon for each search performed
   • Office fundraisers also help increase contributions
   • Event is held March 24-25, 2007
   • Contact Kari Rood or Eric Wagner for more information

Old Business: Please submit questions to Steve Kendall for Board of Trustee member Wilcox. A working group for the Reasonable Suspicion Protocol has been requested by Faculty Senate. ASC, CSC, Faculty Senate, USG, and GSS will be represented for this group. Flextime information was passed out and request for minor changes were discussed. This needs to go out in an e-mail or mail 20 days before the Board of Trustees meeting. External Affairs will give more information about Dance Marathon at our next meeting. Unused vacation time will not be allowed to be donated to the Sick Leave Bank due to the unfunded liability. I.U.C. put together a committee for statewide employment rules and looked at sick leave banks around the state. O.R.C. has laxed the law for Classified to participate in a sick leave bank.
New Business: No new business.

Good of the Order: Women's Basketball Saturday, February 3, 2007, need volunteers for President's Day.

Next Meeting: Next meeting will be March 1, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: Connie Molnar made a motion to adjourn. Susan Macias seconded. The meeting adjourned at 3:05 p.m.

Submitted by: Kim Fleshman, ASC Secretary
Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:38 pm

Members Present: Nora Cassidy, Laura Emch, Kim Fleshman, Dermot Forde, Chris Haar, Tim Hoepf, Sheila Irving, Ann Jenks, Ron Knopf, Steve Kendall, Denise Kisabeth, Lona Leek, Paul Lopez, Deb McLean, Connie Molnar, Penny Nemitz, Diane Regan, Deborah Rice, Ann Saviers, Rachel Schaeffer, Kurt Thomas, Barbara Waddell, Nancy Posey CSC

Members Absent: Debra Beach, Dave Crooks, Michael Ginsburg, Paul Hofmann, Susan Macias, Beth Nagel, Sherri Orwick Ogden, Celeste Robertson, Bonnie Towe

Member Substitutes: Colleen Coughlin for Mary Beth Zachary. Ken McIntyre Jr. for Jim Beaverson.

Approval of Minutes: Rachel Schaeffer made a motion to approve the February minutes. Denise Kisabeth seconded it. The motion was approved.

Chairs Report:
President’s Advisory Council 02/14/07:
• Cancelled due to weather

Human Resources Meeting 02/13/07 & 02/27/07:
• Discussed workman’s compensation clarification
• Four non-renewals for March 1 at this point
• Discussed cost management for medical benefits

Ad Hoc Committee on State Budget 02/26/07:
• Budget announcement from Governor Strickland on March 15, 2007
• State House Falcons Breakfast on March 14, 2007

Executive Vice President Committee 02/28/07:
• Compensation meeting will be scheduled after the Governor’s budget announcement March 15
  • State budget must be finalized June 30
• Development of language regarding an administrative staff employment “appeals” – type process similar to faculty and classified staff should be developed among amendment lines

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:
A.) Amendments: No Report
B.) Awards and Special Recognitions: Ten Zuni Owls have been purchased thanks to the efforts of Rebecca Ferguson and Marsha Serio. January Spirit Award winner was Adrea Spoon. She is an Admissions Counselor for the Office of Admissions. A picture can be found on the ASC web site. The February winner will be chosen at our March 12th meeting. The BG Best award deadline is March 9th. Reminder notices have been sent. It is also on the University Calendar.

C.) External Affairs: Working on fundraising for Dance Marathon. Looking at asking each Administrative Staff member to donate $1.00 per person.

E.) Internal Affairs: Working on the call for nominations forms.

F.) Personnel Welfare/Salary: PWC met twice since our last Council meeting. We focused on the President’s compensation Committee Spring Meeting Goals. Reviewed spreadsheet that identifies dollars needed to bring staff to their mid-point after five years in their position. The document will need more work. Began review of the non-compensation conciliation policy and how it has changed from what was originally a grievance process.

G.) Professional Development: No Report

H.) Scholarship: The ASC Scholarship Committee held the raffle drawing 02/27/07. Winners will be listed on the website by Friday, March 2. We will also contact winners to inform them of how they will be receiving their prizes. We took in $2294! Thanks to all who participated! Students are currently completing applications for ASC Scholarships. The application deadline is March 16. We plan to complete the interview/selection process by the end of April.

I.) Faculty Senate: Met on 2/6/07. Dr. Paul Schauer (BGSU Ethics Officer) was a guest. He answered questions about his role. They elected Dr. Pat Pauken to succeed Dr. Julie Barnes as Vice Chair, tabled Non-Tenure Track Faculty Proposal, and approved a resolution in opposition to the “Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization” state law.

J.) Classified Staff: No Report

K.) Holiday Closing Committee: No Report

L.) Bookstore Advisory Committee: No Report

Guest: Michael Wilcox-Chair, Board of Trustees

• Question 1: Ohio Core high school curriculum revisions include elimination of the need for a foreign language, which is a BGSU admissions requirement. Additionally, remedial and developmental education will be focused at two-year colleges, which could seriously impact BG’s requirement of incoming freshmen. How do you think BGSU should respond to these changes?
  o Answer: (info from Mark Gromko) There should be no change. Remedial courses below the state limit. Language was never a requirement in Ohio, just two electives.

• Question 2: Over the last year Dr. Ribeau has mentioned upcoming reorganization. Would you give us your insight as to what is on the horizon in light of retirements/moves of key University executives?
  o Answer: The institution runs like a business. CFO position is a potential predecessor of Dr. Ribeau. Three or four people here are potential possibilities for the position. We need a strong provost like we had with Mick Ferrari. Dr. Ribeau ideally should have 3 positions that directly report to him; Executive V.P., Chief Operations Officer, and Chief Financial Officer. Keep in mind the average length of a college president is 4.5 years. Dr. Ribeau is going into his 12th year. We are happy with him and we
hope he will stay. Things changed between Paul Krebs who was Athletic Director and now Greg Christopher is Athletic Director. Greg reports to Dr. Whipple and to Dr. Ribeau.

- Question 3: Where do you/the Board stand regarding BGSU’s informal policy of by-invitation hiring? Examples of this include finding positions on campus for the spouse of a sought after dean, faculty member or administrator. Is this practice in line with the ethics of justice and fairness, values we want to impart to our students?
  o Answer: You do what you have to do to fill a position. To get Paul Krebs, we hired Marjorie Krebs. She did a wonderful job and had prior experience. Another example is Urban Meyer’s wife, Shelly. Also, we hired Dr. Ribeau’s wife, Paula should have been an up front hire. She too had prior experience and has been doing an excellent job. I was unaware of the term “by-invitation” hiring. Both examples serve the university well. This is practiced in the outside world too.

- Question 4: We have heard that state cuts to the Success Challenge Grant program may result in layoffs. Will the University provide the staff of the affected programs 1) lead time to seek other employment; and/or 2) proactive assistance in finding positions elsewhere on campus?
  o Answer: “I don’t know about cuts and layoffs but am always willing to help employees.”

- Question 5: Forty percent of General Fee monies are allocated to Athletics. How does the University evaluate its investment of General Fee dollars and maximize return on the investment of student fees to benefit students and institutional excellence?
  o Answer: ICA funding is a debate. We have cut from 22 sports to 18. Title 9 impacts these monies. When on TV and winning in football for example, we have more people applying for going to school here. Success in Athletics makes success for the number of students enrolled. We currently are near the bottom in funding with aging facilities.

- Question 6: Administrative Staff are the most vulnerable of the constituent groups with year-to-year contracts. Classified Staff are in civil service positions and faculty can be tenured. Isn’t there some mechanism that could give Administrative Staff equal consideration as valued employees?
  o Answer: All Administrative staff are valued employees. They are recognized as leaders. The average of six to eight Administrative Staff get let go per year. That is the same amount as faculty. Faculty gets tenure after six years of grueling scrutiny.

- Diane Regan explained the question was geared towards their being no appeal process and that we are looking for a procedure of fairness. Administrative Staff are looking for access to a procedure.

- Wilcox: “I will take that back and put it in the mixing bowl. I would be interested in the past 5 years how many that were non-renewed appealed and how many appeals over turned the matter. It would be good to get some data on that. I will research access to an appeal process.”

- Question 7: Is there a possibility the UT/MUO merger could be broadened to include BGSU, and if so, would you be in favor of it?
  o Answer: Not in favor of a UT/MUO merger. MCO should not have become a separate entity in the first place. Their problems are due to leadership. The benefits of the merger with UT are still to be seen. BGSU is organized and can have debates but looks for “ours” not “mine”. 80% of our budget is people. A merger would cause huge culture clashes.

- Question 8: What is the timeframe for the bond funding on the next major building projects for BGSU?
  o Answer: The Wolfe Center is next. Voting to hire an architect in three weeks. We need other
buildings done. For example, tours are told not to take people through University Hall. There is a possible convocation center or could keep Anderson Arena and knock out the north wall. Anderson would cost around 25 to 30 million renovate. A new convocation center would be around 40 million. Have to watch bond funding. Can't float 30 year bond from one building to help pay for the next building. People were upset about the $50,000,000 for the super net project but now we are glad that we did it. We need to attract donors for improvements and new buildings such as a new convocation center. It would be better for graduations so that parents don’t have to watch from closed circuit TV in Olscamp. We are also way behind with the math and science buildings and the wish list goes on. With the master plan we are talking about a new entrance to the campus and a new exit off of I-75.

*All answers are paraphrased unless in quotes.

Old Business: None

New Business: Starting planning for Spring Reception. Date 4/3/07 in 202 BTSU. Ombuds information needs forwarded through amendment process. Appendices to handbook need made. We will vote via e-mail due to the length of time this meeting took and due to the number of people that had to leave. Diane Regan made the motion to vote virtually. Ann Jenks seconded the motion. Votes will be sent to Kim Fleshman and accepted until 5pm on Friday, March 15, 2007. The proposal is on Blackboard. Thanks to Connie Molnar for posting it.

Good of the Order: Dance Marathon-all of Administrative Staff is asked to give $1.00.

Next Meeting: Next meeting will be April 5, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: The meeting adjourned at 3:22p.m.

Submitted by: Kim Fleshman, ASC Secretary
Administrative Staff Council 2006 – 2007
Minutes: April 5, 2007
207 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:33 pm

Members Present: Jim Beaverson, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Ann Jenkins, Steve Kendall, Denise Kisabeth, Ron Knopf, Lona Leck, Paul Lopez, Connie Molnar, Beth Nagel, Sherri Orwick Ogden, PaTrice Pettaway-Day, Diane Regan, Deborah Rice, Celeste Robertson, Ann Saviers, Rachel Schaeffer, Kurt Thomas, Bonnie Towe, Barbara Waddell

Members Absent: Debra Beach, Nora Cassidy, Dave Crooks, Paul Hofmann, Tim Hoepf, Sheila Irving, Deb McLean, Susan Macias

Member Substitutes: Bridgette Green-Churchwell for Penny Nemitz.

Approval of Minutes: Ron Knopf made a motion to approve the March minutes. Connie Molnar seconded it. The motion was approved.

Chairs Report:
Dobb Meeting 3/26/07
Compensation meeting will be Friday April 20 10a-11a Chartroom.
Development of language regarding an admin staff employment “appeals”-type process similar to faculty and classified staff should be developed along amendment lines.

PAC 3/21/07
Actions to improve student success.
Retention statistics.

HR 3/27/07
ASC involvement/access concerns.

Future ASC Guests
May - Dr. Dalton
June - Larry Weiss

Ad Hoc Committee on the State Budget 3/12/07
Update on Governor Strickland's Higher Ed. Budget proposals.
Talking points regarding Governor's Higher Ed. Budget proposals.

Dunbridge Road Committee
Update on marketing plan.
Discussion on feasibility study.
Status report to BOT @ June 2007 meeting.

Board of Trustees 3/23/07
Faculty tenure and promotion.
ASC presentation – adoption of flexible scheduling amendment to AS Handbook.
Ombuds language to BOT for June consideration.
BG Best/Spring Reception
Steve also reported that there were 7 people notified in December 2006 about non-renewals and 4 notified by March 1st. Three of those four were on one year terminal contracts. Beth Nagel asked "Do they show in salary reports?" Diane Regan responded "HR puts that data in."

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:
A.) Amendments: No Report
B.) Awards and Special Recognitions: The committee met on March 5th and 12th to discuss the Spirit Award and the BG Best Award. The Spirit Award recipient for February was Amy Hoops from Dinning Services. She was nominated by Gaynelle Predmore, Library Associate, Jerome Library. The March winner will be chosen at our next meeting. Congratulations to our BG Best Award recipients Tawn Williams-Neill, Deborah Smith, Rebecca Jaynes, and Richard Rowland. Each received the Falcon bird and a check for $100.00. Each recipient will also have the award recognition placed in their personnel file in Human Resources and a copy shared with their supervisor and area vice president. The Awards and Special
Recognition Committee would like to thank Steve Kendall, Kim Flesnman, and Sheila Irving. A special thank you to Lona Leck for updating the PowerPoint.

C. External Affairs: No Report

E. Internal Affairs: Working on the call for nominations and verifying who is eligible to run for council.

F. Personnel Welfare/Salary: PWC has finalized the talking points for the meeting later this month with the President's Compensation Group.

G. Professional Development: Applications were solicited and accepted recently for administrative staff professional development grants through summer, 2007. Eight applications were received and the Professional Development committee is currently reviewing the applications. Award recipients will be notified the week of April 30th. In addition, dates were set for the next round of applications as follows:

- For Fall, 2007 grants, apply by July 31, 2007
- For Spring, 2008 grants, apply by November 30, 2007

H. Scholarship: The scholarship committee met today and selected eight individuals from our scholarship applications to be interviewed on April 17 and 18. Scholarship winners will be announced shortly afterwards. All raffle items have been distributed.

I. Faculty Senate:

Communications:

- The interim-Provost reported that housing deposits are down, indicating a reduction in the projected number of freshmen entering BGSU for Fall 2007.
- The Executive Vice-President urged faculty who are interested to consider teaching on-line courses during the summer. Continuing students who may otherwise transfer credits from other institutions would be more likely to enroll with BGSU if more on-line options are available.
- The Committee on Professional Affairs is researching a means through which STRS healthcare benefits could be supplemented, and is hoping to impact potential legislation regarding this initiative in favor of current and retired teachers.

Reports:

- The Committee on Academic Affairs reported that the Master’s degree in Criminal Justice was approved for on-line delivery.
- The Committee on Committees announced that elections will take place at the April meeting and electronic voting will be offered.

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- The Senate Executive Committee placed the Career Ladder Policy on the agenda. A charter change was approved (52-4) which provides non-tenure track position ranks; instructor, lecturer and senior lecturer, as well as a promotions process and merit opportunities for these individual. Much discussion took place regarding the university’s use of these ranks, the percentage of classes taught by NTTF versus tenure track faculty and the impact this has/could have on quality and delivery to BGSU students.

New Business:

- Ellen Williams was nominated for the Vice-Chair/Chair-Elect position for 2007-2008. Nominations are being sought for senators, senate committee members and for university standing committees.
- The Faculty Welfare Committee presented a resolution announcing their salary proposal which includes archival language from Dr. Ribeau and the BOT regarding commitment to faculty and staff compensation at BGSU. The resolution asks for a salary pool increase of 4.9%, an additional 2.25% over five years designed to move BGSU faculty salaries to the median position of peer universities, a distribution of 50% meeting expectations and 50% exceeding expectations, and for a 4.9% merit pool for NTTF.

Faculty Senate did meet again this week (4/3/07) and the highlight of the day was that they passed the Amorous Relationship Policy.

J. Classified Staff: No Report

K. Health Wellness & Insurance: Concerns of representatives being rude. HR is handling the matter.

Guest: President Ribeau has been testifying about the budget and House Bill 2 recently. The budget is at stage one and being proposed by the Governor. No increases in tuition or student fees at this point but will give 5% on State Share of Instruction (SSI). We get between $3,000 and 7,000 per student from the state. Between 28-20% of our support comes from the state. If we only get 5% on SSI we will have a 2 1/2 million dollar deficit. We have a new Chancellor who was picked by the Governor. House Bill 2 will pass. It has passed the House and will pass the Senate. This allows the Chancellor the ability to say where the money goes. So if the Chancellor feels we do not need to offer a particular program, not only will they not fund it, they make us discontinue offering it. House Bill 85 is another one to look for and this too will affect the
Chancellor. We are the only state agency that is getting an increase in their budget. All the rest are being reduced. Now we need to try to make the numbers work.

- **Question 1:** Could the authority of the Chancellor include dictating discussions of merger agreements between institutions? This would be referring to the UT/MUO merger.
  - **Answer:** Based on House Bill 2 and House Bill 85, that authority only rest with the Board of Trustees. UT’s and MUO’s presidents suggested their merger and it was voted on by their Boards of Trustees.

- **Question 2:** Why would an employee or my family have to pay non-resident fees if the employee lives in Michigan? Employees are not informed of the non-resident fee when hired.
  - **Answer:** There is no clear policy on these both at the local and state level because it applies to such a small percentage of people. Here on campus we handle this on a case by case basis. The state will have concerns if they consider this as giving away state assets to non state residents. They current Attorney General has been much more rigorous about state assets and to raise the question would have it fall under a legal interpretation and you may not be satisfied with the answer that you get.

- **Question 3:** The Mercer Group report in December stated that BGSU administrative staff pay grades are 11% below the median of market and a 3.5% annual increase to the pay grades would bring the pay grades to the median of comparable institutions in five years. How can we work together to achieve this?
  - **Answer:** The reference to pay grades is more about categories instead of reference to what people are paid. The primary initiative is to get peoples salaries at or above the median. That has to do with how much money you get in your pocket. With a 2 1/2 million dollar short fall, we are more concerned with salary adjustments this year. To clarify there is a difference between whether or not we are paying people at median versus whether or not the scales are competitive at the market level national. One has to do with a category system and one has to do with what you are actually being paid.

- **Question 4:** February 2005 the gift of the Wolfe's was advertised for the new Wolfe Center for the Arts. Since then there has been little visible movement towards the realization of that structure. The word traveling around the campus is that all capital projects have been put on hold. There is no movement of staff and offices out of Saddlemire and into Conklin. The original opening date is constantly moving. Is there a definitive date for the demolition of Saddlemire and the start of construction for the Wolfe Center and a projected opening date?
  - **Answer:** There are no capital projects on hold. The Wolfe Center is in the process of selecting an architect. Saddlemire’s top two floors will be moved to Conklin this summer. The architecture program is moving to 400 Poe Rd. Demolition should be some time this fall. We are still raising money for the Wolfe Center. Money from the state, private donors, and bonds. McDonald dinning hall renovation will start this summer also.

- **Question 5:** The Dunbridge Road Project: many question if it fits the mission of the University?
  - **Answer:** The family approached us and we were looking for something that is “green”, energy efficient, and sustainable with us on developing the project. We said we would look into it. That is what is being done. The BOT has been updated on a regular basis.

- **Question 6:** Success Challenge budgets are being cut. What will happen to administrative staff that is paid by Success Challenge Funds? Will there be any attempts to find permanent funds for their salaries or find alternate placements for these staff if their jobs are eliminated?
  - **Answer:** These funds are not going to be cut. We are being asked to live within the budget and the budget is not being increased. The University cannot make up the difference in these monies. If folks are good employees and they have to be cut to make this budget then we will look for other positions for them at the University. It also depends on the number of vacant positions within classified or administrative staff. Miami, Bowling Green, and Ohio University rely heavily and are the benefactors of Success Challenge funds. We have to report to the Chancellor how many people are graduating within four years and how many students receive Ohio Instructional Grants. These factors determine Success Challenge Funds.

- **Question 7:** Could you give us an update on the possibilities of reorganization?
  - **Answer:** There is nothing happening. We just recently hired a new CFO. Currently we are looking for a new Provost. If these new people come in and have ideas for reorganization then we will listen to those.

- **Question 8:** Can letters for a new Ice Arena or Convocation Center cause these projects to move up on the list?
Answer: Letters are good but without checks attached to them it does not change the priorities. Our priorities are teaching and research. The current athletic director is interested in ice being in a Convocation Center but without private giving it will not happen. Donors are very clear on what they want to do. You can’t get them to put the money towards what you need. They are more restrictive now even with their scholarship funds about where their money goes. Dr. Ribeau does not know any university who has had success steering donors to donate where we need it.

Question 9: How does the University evaluate its investment of General Fee Dollars and maximize return on the investment of student fees to benefit students and institutional excellence?

Answer: 40% of the General Fee does go to athletics but that is only 4 to 5% of the total student tuition revenue. Our institutional support of athletics with student fees is the lowest of all the 13 schools in the MAC. When we do well in athletics, the free publicity that we receive is considerable. The letters, commentaries, e-mails from alumni, and while Dr. Ribeau was in Atlanta the number of people who didn’t know him but saw that he was from Bowling Green commented on the great women’s basketball team and the graduation rates being done the right way. The alumni are more interested in giving when we are doing well in athletics. More people sign up to come to school at BGSU when we do well in athletics. We have more clubs and organizations then at any point at this university. We had a little over 300 when Dr. Ribeau started working here. We now have over 350 now.

Question 10: Administrative Staff are the most vulnerable of the constituents on campus. What mechanism can give Administrative Staff equal consideration as valued employees?

Answer: Administrative Staff are valuable. Classified have traded higher salaries for security. Many at the national level want to get rid of tenure for faculty. Due to the competitive economy even people at the state level raise this issue and are interested in removing it. Nothing will change our current system right now. The number of non-renewals is equal to the number of faculty who are denied tenure each year. We need to create a compensation plan to reward people for their achievements for all staff. Good people will work hard for that compensation.

Question 11: Will we be getting rid of our hockey team?

Answer: Western Michigan, Miami, BG are the three schools in Ohio that have hockey, basketball and football. Our budget does not allow recruitment like OSU. 20 million is our total budget. Hockey allows national exposure. We have a chance of winning the championship but we need private money.

Question 12: How do on-line offerings fit into the Universities mission and goals?

Answer: Our niche is transfer students. They want Saturday classes, they want web based classes, they want flexibility. “Our summer enrollment was really down and we were missing our targets but this week we are exceeding it because of web based instruction. Not traditional bodies in the seats.”

*All answers are paraphrased unless in quotes.

Old Business: None

New Business: None

Next Meeting: Next meeting will be May 3, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: The meeting adjourned at 3:05p.m.

Submitted by: Kim Fleshman, ASC Secretary
Administrative Staff Council 2006 – 2007
Minutes: April 5, 2007
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Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:33 pm

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Members Absent: Debra Beach, Nora Cassidy, Dave Crooks, Paul Hofmann, Tim Hoepf, Sheila Irving, Deb McLean, Susan Macias

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Answer: Letters are good but without checks attached to them it does not change the priorities. Our priorities are teaching and research. The current athletic director is interested in ice being in a Convocation Center but without private giving it will not happen. Donors are very clear on what they want to do. You can't get them to put the money towards what you need. They are more restrictive now even with their scholarship funds about where their money goes. Dr. Ribeau does not know any university who has had success steering donors to donate where we need it.

Question 9: How does the University evaluate its investment of General Fee Dollars and maximize return on the investment of student fees to benefit students and institutional excellence?

Answer: 40% of the General Fee does go to athletics but that is only 4 to 5% of the total student tuition revenue. Our institutional support of athletics with student fees is the lowest of all the 13 schools in the MAC. When we do well in athletics, the free publicity that we receive is considerable. The letters, commentaries, e-mails from alumni, and while Dr. Ribeau was in Atlanta the number of people who didn't know him but saw that he was from Bowling Green commented on the great women's basketball team and the graduation rates being done the right way. The alumni are more interested in giving when we are doing well in athletics. More people sign up to come to school at BGSU when we do well in athletics. We have more clubs and organizations then at any point at this university. We had a little over 300 when Dr. Ribeau started working here. We now have over 350 now.

Question 10: Administrative Staff are the most vulnerable of the constituents on campus. What mechanism can give Administrative Staff equal consideration as valued employees?

Answer: Administrative Staff are valuable. Classified have traded higher salaries for security. Many at the national level want to get rid of tenure for faculty. Due to the competitive economy even people at the state level raise this issue and are interested in removing it. Nothing will change our current system right now. The number of non-renewals is equal to the number of faculty who are denied tenure each year. We need to create a compensation plan to reward people for their achievements for all staff. Good people will work hard for that compensation.

Question 11: Will we be getting rid of our hockey team?

Answer: Western Michigan, Miami, BG are the three schools in Ohio that have hockey, basketball and football. Our budget does not allow recruitment like OSU. 20 million is our total budget. Hockey allows national exposure. We have a chance of winning the championship but we need private money.

Question 12: How do on-line offerings fit into the Universities mission and goals?

Answer: Our niche is transfer students. They want Saturday classes, they want web based classes, they want flexibility. "Our summer enrollment was really down and we were missing our targets but this week we are exceeding it because of web based instruction. Not traditional bodies in the seats."

*All answers are paraphrased unless in quotes.

Old Business: None

New Business: None

Next Meeting: Next meeting will be May 3, 2007 at 1:30 p.m. in 207 BTSU

Adjournment: The meeting adjourned at 3:05p.m.

Submitted by: Kim Fleshman, ASC Secretary
Administrative Staff Council 2006 – 2007
Minutes: May 3, 2007
207 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:31 pm

Members Present: Nora Cassidy, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Chris Haar, Tim Hoepf, Paul Hofmann, Steve Kendall, Ron Knopf, Paul Lopez, Joe Luthman (Ombuds), Deb McLean, Susan Macias, Connie Molnar, Beth Nagel, Penny Nemitz, Pa'Trice Pettaway-Day, Diane Regan, Deborah Rice, Celeste Robertson, Ann Saviers, Kurt Thomas, Bonnie Towe

Members Absent: Debra Beach, Jim Beaverson, Michael Ginsburg, Lona Leek, Barbara Waddell

Member Substitutes: Bob Graham for Ann Jenks, Donna Dick for Denise Kisabeth, John Clark for Rachel Schaeffer

Approval of Minutes: Dave Crooks made a motion to approve the April minutes. Paul Lopez seconded it. The motion was approved.

Chairs Report:
Dobb Meeting 4/30/07
Compensation meeting follow-up, appeals process, ASC staff time
PAC 4/19/07
Retention and recruitment update
HR 4/24/07
ASC involvement/access concerns. Amorous Relationship Policy
President’s Advisory Panel 4/12/07
Dunbridge Road, faculty compensation, reorg, capital planning, ethics, outsourcing
Ad Hoc Committee on the State Budget 4/30/07
Update on House Higher Ed. Budget proposals. Talking Points
Beyond Bursarables 4/17/07, 4/24/07
Student Financial Management, BG1 Card
Dunbridge Road Committee
Update on residential plan.
Discussion on feasibility study.
Status report to BOT @ June 2007 meeting.

Board of Trustees
Follow-up from Trustee Wilcox regarding “appeals” process question
Dr. Ribeau 4/23/07
Flexible scheduling – support/communication.
Staff access to Administrative Staff Council participation
Mercer Program Review
More defined role for staff in “efficiencies” search
Admin. Staff “appeals” process following non-renewal
Compensation Panel 4/20/07
Mercer Program review – yes (this would include range studies, midpoint, JAQ
Sick Leave Bank – desire to move forward
Personal Leave – will consider
Flexible Scheduling – yes to developing a communication plan
Interim/Acting – will discuss
Wellness Program – move forward, make more incentive-based, staff rec. space

Provost Interviews – 4/27 (SK), 5/1 (KF), 5/3 (SK)
Status report to BOT @ June 2007 meeting.

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:
A.) Amendments: No Report
B.) Awards and Special Recognitions: The committee met on April 16th to decide the Spirit of BG Award recipient. Sidney Childs, Director, TRIO Student Support Services Program was the winner. The next meeting for our committee will be on May 7th.
C.) External Affairs: No Report
E.) Internal Affairs: In process of counting votes and creating ballot for University Standing Committees with names that have been written in from last ballot. Also, in process of creating an Officer ballot and an Executive Committee ballot.
F.) Personnel Welfare/Salary: The committee's efforts were focused on preparation for the Comp Group meeting. The Comp group was attended by Dr. Dalton, Dr. Dobbs, Dr. Gromko, Dr. Knight, Dr. Balzer, Rebecca Ferguson, Beth Nagel, Steve Kendall, Kim Fleshman and Dave Crooks. The issues discussed are listed with a summary of the commentary for each.
Salary Increase - PWC asked for no specific amount. PWC did ask that all constituent groups be treated the same is an increase is forthcoming. The Comp group appreciated our approach to salary increases.

Salary Ranges and JAQ Updates - PWC stated that ASC salaries have fallen behind the market value by about 11%, based on a Mercer report. PWC also stated the JAQ process needs to be recalibrated to reflect changing values of job analysis grading. The Comp group felt both problems could be addressed by a Mercer consultation to [1] address possible solutions to the market value of salaries deficiency and [2] to have all Administrative Staff resubmit new JAQ's to reflect their current duties. The new JAQ's would then be graded and applied to each employee as their new grade.

Administrative Staff Evaluations - PWC recommended the university employ oversight to ensure all Administrative Staff receive an annual evaluation. The Comp group agrees and will provide assistance to assure this happens.
Sick Leave Bank/Direct Donation - PWC asked the university to help set up a Sick Leave bank process that could be used by any university staff that would be eligible because of catastrophic illness or accident. PWC also mentioned the process of direct donation to an eligible employee from another qualified donor employee. The Comp group agreed the concept is worthy of development and agreed to assist in moving forward with the concept to assist employees who would qualify. There is still a lot of work to be done by BGSU on this concept.
Expand Personal Leave Concept - PWC asked the university to give each BGSU staff member, who receives a satisfactory evaluation, 8 hours of personal leave. PWC also asked that new BGSU staff be granted 4 hours of personal leave during their first six months of employment and 4 more hours of personal leave during their second six months of employment. The Comp group received both of these requests favorably and indicated they would give them both consideration.
Flexible Scheduling - PWC asked the university to assist in the notification of Administrative Staff's supervisors that a Handbook change has been approved that allows Administrative Staff to ask their supervisors for flexible time off after working a period of time when it was necessary to work a prolonged schedule of hours/days to meet the department's needs. The Handbook statement is now in the Handbook for Supervisors' review. The Comp group agree to facilitate sharing the Handbook change with the Supervisors.
Interim/Acting Positions - PWC asked that Administrative Staff who fill an Interim/Acting position be given a minimum salary increase of 10%. PWC also asked the salary increase be made permanent if the staff member fills the position for more than one year. PWC also asked that when a JAQ revision results in the staff member moving up in salary grade, the staff member would receive a minimum of a 10% salary increase. The Comp group was reluctant to move the minimum increase for both scenarios to 10%.
However the Comp group was receptive to making the salary increase permanent for Interim/Acting staff who held the positions for more than one year. PWC agreed to discuss that and may return with a revised request for making the salary permanent after a one year Interim/Acting position. PWC also expressed a desire to explore Wellness program opportunities and the Comp group agree.
G.) Professional Development: Applications were solicited and accepted recently for administrative staff professional development grants through summer, 2007. Eight applications were received and the Professional Development committee is currently reviewing the applications. Award recipients will be notified the week of April 30th. In addition, dates were set for the next round of applications as follows:
• For Fall, 2007 grants, apply by July 31, 2007.
• For Spring, 2008 grants, apply by November 30, 2007.
H.) Scholarship: The Scholarship Committee met today and selected 8 individuals from our scholarship applications to be interviewed on April 17 and 18. Scholarship winners will be announced shortly afterwards. All raffle items have been distributed.
I.) Faculty Senate: The leadership has been passed to Dr. Patrick Pauken for next year.
J. **Classified Staff:** No Report

**Old Business:** None

**New Business:** Sheila Irving resigned as Chair Elect due to changes in her job responsibilities. Discussion about the job responsibilities and amount of time that the Chair is responsible for could possibly be streamlined. Many people liked the idea of three people being involved and splitting up the work. Many also felt that one of the three people handling this position should be a past chair. Diane Regan made a motion to have the discussion moved to a thread on Blackboard for more discussion. Mary Beth Zachary seconded the motion. The motion carried. The secretary announced the need for nominations for the Treasurer, Secretary, and Chair-Elect positions. Please have your nominations to Kim Fleshman by May 4, 2007.

**Good of the Order:** Mary Beth Zachary announced the library has many on-line resources that you can take advantage of. Remember if you are off campus you will need to authenticate with your BGSU user name and password. Joe Luthman announced if you receive or have already received a Performance Improvement Plan to contact your ombudsperson.

**Next Meeting:** Next meeting will be June 7, 2007 at 1:30 p.m. in 207 BTSU

**Adjournment:** Dave Crooks moved to adjourn the meeting at 3:00, second by Connie Molnar. Motion carried.

**Submitted by:** Kim Fleshman, ASC Secretary
Administrative Staff Council 2006 – 2007
Minutes: June 7, 2007
207 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:35 pm

Members Present: Jim Beaverson, Jodi Devine, Donna Dick, Judy Donald, Daria Blachowski Dreyer, Dave Ebersbach, Laura Emch, Kim Fleschman (Secretary), Dermot Forde, Michael Ginsburg, Chris Haar, Ann Jenks, Steve Kendall (Chair), Denise Kisabeth, Lona Leck (Past-Chair), Paul Lopez, Deb McLean, Sandy Mencer, Mitch Miller, Connie Molnar, Beth Nagel, Jacqui Nathan, Deb Novak, Sherri Ogden, Pa'Trice D. Owens, Deborah Rice, Celeste Robertson, Ann Saviers, Kurt Thomas, Bonnie Towe, Nancy Vanderlugt, Brier Wintersteen, Kevin Work, Mary Beth Zachary, Sara Zulch-Smith

Members Absent: Nora Cassidy, Dave Crooks, Tim Hoepf, Paul Hofmann, Ron Knopf, Susan Macias, Penny Nemitz, Diane Regan, Barbara Waddell

Member Substitutes: John Clark for Rachel Schaeffer

Approval of Minutes: Paul Lopez made a motion to approve the May minutes. Beth Nagel seconded it. The motion was approved.

Chairs Report:

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:
A.) Amendments: No Report
B.) Awards and Special Recognitions: Please see end of the year reports
C.) External Affairs: Please see end of the year reports
E.) Internal Affairs: Elections completed. Chair Elect-Kim Fleschman, Secretary-Susan Macias, still seeking a treasurer. Steve Kendall and Laura Emch will serve as Co-Chairs and are looking for a third person to assist with this. University Standing Committees-Glenn Egelman-Health Wellness & Insurance, Deb Novak-Equal Opportunity Compliance, Laura Emch-Insurance Appeals, Pam Fall-Library Advisory, Nora Cassidy-Parking. Thank you to everyone who ran for these positions.
F.) Personnel Welfare/Salary: Please see end of the year reports
G.) Professional Development: No Report
H.) Scholarship: Please see end of the year reports
I.) Faculty Senate: No Report
J.) Classified Staff: No Report

Guest: Larry Weiss- With the state budget, higher education was the place to cut money in the past. Now we have two parties in control of the state. This helps our situation. The governor wants to fund higher education. The house agreed and added more to the governors proposal. The senate agreed and added even more. (Please see yellow handout) State Share of Instruction (SSI) money that comes from state of Ohio. We will be getting more to make up for the lack of a 3% tuition increase. This SSI increase should meet the difference. Request were made to see the specific requirements. Larry requested that we thank our Governor, State Senator, and Congressman for helping out Higher Education. We can send e-mails about our thanks and our concerns but please do not send these from a BGSU e-mail address. Larry was a member of ASC when it first started. He appreciates the group and wanted us to know he will be retiring. He will be back in 60 days to start work on the Centennial Anniversary of BGSU.

Old Business: None

New Business: Mary Beth Zachary made a motion was made to move our meeting from July 5th to July 12, 2007. Denise Kisabeth seconded it. The motion carried. Kim Fleschman mentioned the need for a new treasurer for ASC. Steve Kendall reminded Awards and Special Recognitions Committee to gear up for the Ferrari Award.

Good of the Order: Jim Beaverson reminded us that the family campaign ends 6/30/07. Please contribute. Kim Fleschman will be giving ASC archives to Ann Jenks. Derm Forde thanks WBGU for a great
Kids Extravaganza. Joe Luthman reminded us that if we get a PIP to please contact an Ombudsman. Diane Regan is retiring in December and we will need a new Ombuds Representative.

**Next Meeting:** Next meeting will be July 12, 2007 at 1:30 p.m. T.B.A.

**Adjournment:** Lona Leck made a motion to adjourn. Deborah Rice seconded. The meeting adjourned at 3:05p.m.
The meeting adjourned at 2:50p.m.

**Submitted by:** Kim Fleshman, ASC Secretary