

1989

Personnel Welfare Committee - Minutes 1988-1989

Bowling Green State University. Administrative Staff Council

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Notes

1. Photocopies

ASC PERSONNEL/WELFARE COMMITTEE
Minutes
November 17, 1988

Members Present: Carr, DeCrane, Hughes, Jordan, O'Donnell, Schultz, Swaisgood,
Zolman

A discussion was held regarding the proposed changes to the handbook as submitted by the Handbook Review Committee. The A.S.C. P-W Committee supported the changes as proposed with one exception:

Under the Grievance and Hearing Procedures, it was felt that Item B under Section I-A was not clear. Rich Hughes will ask the committee to clarify that point. The executive committee can hear that discussion on November 22 and take appropriate action in placing the entire changes on the December agenda.

Also, the P/W Committee felt that, based on input received from last year and from Dr. Dalton this year, the change of the sick leave policy that would allow 2 sick days to be transferred to personal days should be submitted as a handbook change.

Finally, discussion was also held on developing a new policy that would allow release time for physical fitness pursuits. The Handbook Committee should develop wording.

The Salary Subcommittee reported that surveys were out and due back by December 15. Charles Schultz is working to develop the data base that will be used. The surveys have been well received at other institutions. Hopefully, all institutions might be able to utilize this needed information.

Discussion was also held regarding the need for a comparison to the private sector. However, it was decided to emphasize and compare with higher education this year. Private sector considerations may be taken up next year.

Although there was no Benefit Subcommittee report, the general consensus is to put forward the same recommendations as have been submitted. The subcommittee will continue to explore options and encourage discussion.

The meeting adjourned at 4:20 pm.

6

ASC PERSONAL-WELFARE COMMITTEE
Minutes - Dec. 3, 1988

Members Present: Carr, DeCrane, Hughes, Jordan, O'Donnell, Schultz, Stanford,
Swaisgood, Zolman

Guest: Terry Parsons

Terry Parsons made a presentation to the committee regarding flex-time and release time concepts and trends at Bowling Green State University and other universities. He also shared the recommendations submitted to President Olscamp from the Health Promotions committee. Terry indicated that the Student Pec Center would be willing to assist/provide supervised programming for administrative staff during specified times of the day during a release time period. He also recommended that a fitness assessment be tied in with the release time concept.

After discussion and questions from the committee, the benefit sub-committee was charged with the task to develop the wording for establishing a release time policy for physical fitness pursuits, based on the input from Terry and the committee. This wording should be developed for the next meeting.

Jill Carr reported the salary sub-committee has developed information on the CUPA related positions. The questionnaires for the other positions are due back Dec. 15.

Our next meeting will be January 19 at 3:00 pm, somewhere in the Student Services Building.

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MINUTES - ASC PERSONAL-WELFARE COMMITTEE
Monday, January 9, 1989

Members Present: Carr, DeCrane, Hughes, Jordan, O'Donnell, Schultz,
Stanford, Swaisgood, Zolman

Guest: Pat Fitzgerald

The salary subcommittee presented recommendations for 1989-90 salary increase based upon data they have collected. This information was based on data from CUFA. Carr commented that the survey developed by the subcommittee of non CUPA positions was not returned as expected. The BGSU survey has been lost in campus mail.

A number of suggested changes were made in the document that will be incorporated prior to sending it on to the Executive Committee and ASC.

DeCrane moved and O'Donnell seconded that the Personal-Welfare committee approve the report submitted, with changes as discussed, and be sent on to the Executive committee for further consideration. Motion passed unanimously.

It was suggested that appropriate representatives from ASC meet with Dr. Dalton to discuss this report after he receives it.

The report will be reviewed on an annual basis by the Personal-Welfare committee of ASC to update information.

Further discussion was held on the market adjustment and across the board/merit split. The Personal-Welfare committee should make recommendations within the next two months.

Discussion was also held regarding the presentation of the information to ASC. It was recommended that Chairperson Fitzgerald preface the discussion with background information and indicate that ASC will be voting upon the report for Personal-Welfare. Therefore, only the two page memo from Hughes will be distributed.

The meeting was adjourned at 4:20 pm.

gr

4

ASC PERSONNEL-WELFARE COMMITTEE
Minutes - February 16, 1989

Members Present: Carr, DeCrane, Hughes, Jordan, O'Donnell, Schultz, Swaisgood, Zollman

Salary Sub-Committee reported that the recommendation for 1989-90 has been forwarded to Dr. Dalton. A meeting between Dr. Dalton and Pat Fitzgerald, Jill Carr, and Norma Stickler still needs to be scheduled. We are still waiting for responses from four schools on the salary survey. The 1988-89 CUPA information is in and is being incorporated in the data base. Meetings are also being held with J. Wicks to see if we can develop a way to compare salaries to similar positions in the private sector.

Fringe Benefits Sub-Committee reported that the proposed release time policy has not been supported by the Executive Committee. Discussion was held regarding the Miami University policy that allows sick leave to be converted to personal leave. Discussion was also held on the concept of including some legal services as a fringe benefit. Discussion was held regarding the new tax regulations on similar benefits with reference to dependant fee waivers for those on EPIP and SPP programs. More information and direction is needed from the IRS before we can reach any conclusions.

Discussion was held regarding the proposed statement concerning the make-up search committee. It is unclear whether this should be on ASC Handbook policy or a university wide policy. Schultz moved, Carr seconded, that the PWC support the statement as presented (with two wording changes) and forward the statement to the Executive Committee for their consideration and action. Motion passed.

Discussion was held on the issue of market adjustment. After long discussion and review of last years recommendation, PWC referred this issue to the Fringe-Benefit Sub-Committee to develop recommendations for 1989-90.

Discussion was held regarding the second-opinion policy for elective surgical procedures. The PWC supports this policy and feels that Chairman Fitzgerald should send a memo to Dr. Dalton expressing concern over the Faculty Senates statements on not endorsing this policy. It is felt that the faculty are not in a position to make such a stand on a policy. We feel we should go on record stating as such.

The next meeting will be Thursday, March 16.

Administrative Staff Council
Personnel Welfare Committee
February 16, 1989

Agenda

1. Items directed to PWC from Executive Committee

- a. Review draft of policy regarding Screening Committees for Administrative Staff Positions and forward recommendation.
- b. Develop permanent guidelines for the distribution of market adjustment pools; examine last year's recommendation and consider adding a statement regarding the "superior" merit category.
- c. Thoughts on recent Faculty Senate statement denouncing the second opinion policy and removing themselves from this requirement. Since the insurance pool is one "pot" of money, in essence, we would be paying for "benefits" that only faculty are receiving and we could be subject to higher rates because of their stand on the second opinion policy. Should we send a letter to Chris Dalton expressing our concern?

2. Report from Fringe Benefit Subcommittee

- a. Status of "Release time for Physical Fitness" policy.
- b. Other projects, items for consideration for 88-89
 - Miami's personal leave policy
 - Legal Services as a Fringe Benefit?
 - Research new tax law regarding comparable benefits for all employee groups; does the ERIP for faculty and dependent fee waivers after retirement give them an advantage in accordance with the new law?

3. Report from Salary Subcommittee

- a. Status of Salary Recommendation
- b. Preliminary Results of ASC Salary Survey
- c. Other projects, items for consideration for 88-89?

ASC PERSONNEL-WELFARE COMMITTEE
Minutes - February 16, 1989

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Zollman

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Discussion was held regarding the proposed statement concerning the make-up search committee. It is unclear whether this should be on ASC Handbook policy or a university wide policy. Schultz moved, Carr seconded, that the PWC support the statement as presented (with two wording changes) and forward the statement to the Executive Committee for their consideration and action. Motion passed.

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The next meeting will be Thursday, March 16.

Administrative Staff Council
Personnel Welfare Committee
March 16, 1989

Agenda

1. Follow up on items directed to PWC from Executive Committee

- a. Recommendation forwarded regarding draft of policy for Screening Committees for Administrative Staff Positions.
- b. Memorandum sent of Chris Dalton regarding Faculty Senate statement denouncing the second opinion policy and removing themselves from this requirement.
- c. Review and comments on proposed permanent guidelines for the distribution of market adjustment monies.

2. Items on next ASC agenda

- a. Proposed changes in by-laws:
 - creation of separate salary committee for next year
 - removal of limit to number of members on committees

3. Report from Salary Subcommittee

- a. Status of Salary Recommendation
 - meeting with Chris Dalton on 3/6/89
 - 60th percentile goal
 - survey of private sector
 - review of aggregate data
 - demographic info to go to Dalton and Trustees

Draft

Market Adjustment in Salaries

In situations where the salary of an Administrative Staff member is not competitive with other comparable positions, a market adjustment in salary can be requested. Requests for market adjustments in salary should occur ~~in a timely manner relative to the budget and performance evaluation processes and should be initiated by the Administrative staff member.~~ Requests for market adjustments in salary should be in writing and include a survey of salaries of comparable positions and other relevant supportive documentation. Administrative Staff members are encouraged to seek the guidance of Administrative Staff Personnel Services when gathering materials to support a request for a market adjustment in salary.

The process for requesting a market adjustment in salary should begin with a meeting with the Administrative Staff member's immediate supervisor and the budget administrator for his/her area. Following this meeting, the request for a market adjustment in salary should be forwarded, by the Administrative Staff member, to his/her Vice President for review.

Job Code	BGSU Salary	Average Ohio Public University Salary	Absolute Difference	Percent Difference
101.1	\$53,135.00	\$61,783.57	-\$8,648.57	-13.99%
203.2	\$24,853.00	\$35,671.78	-\$10,818.78	-30.32%
204.0	\$44,400.00	\$46,333.50	-\$1,933.50	-4.17%
208.0	\$41,940.00	\$47,620.00	-\$5,680.00	-11.92%
209.0	\$47,150.00	\$46,215.11	\$934.89	2.02%
301.1	\$33,725.00	\$36,850.63	-\$3,125.63	-8.48%
306.0	\$39,955.00	\$59,741.11	-\$19,786.11	-33.11%
306.2	\$35,169.00	\$36,767.13	-\$1,598.13	-4.34%
306.3	\$32,300.00	\$35,446.00	-\$3,146.00	-9.87%
307.0	\$34,000.00	\$44,432.55	-\$10,432.55	-23.47%
309.0	\$59,680.00	\$64,610.80	-\$4,760.80	-7.36%
309.3	\$38,892.00	\$39,924.88	-\$1,032.88	-2.52%
309.5	\$30,442.00	\$32,855.22	\$5,586.78	17.00%
309.6	\$26,688.00	\$25,300.11	\$1,387.89	5.48%
310.0	\$49,725.00	\$50,129.00	-\$404.00	-0.90%
312.0	\$63,300.00	\$61,400.73	\$1,899.27	3.09%
312.1	\$47,150.00	\$46,255.71	\$894.29	1.93%
312.5	\$21,320.00	\$32,475.50	-\$11,155.50	-24.35%
313.0	\$52,500.00	\$56,902.67	-\$4,402.67	-7.73%
313.1	\$30,280.00	\$35,435.45	-\$5,155.45	-14.54%
314.0	\$44,800.00	\$46,740.43	-\$1,940.43	-4.15%
315.0	\$44,250.00	\$47,247.67	-\$2,997.67	-6.34%
316.0	\$33,100.00	\$45,499.18	-\$12,399.18	-27.25%
317.0	\$42,000.00	\$39,523.33	\$2,476.62	6.26%
317.1	\$33,675.00	\$28,850.00	\$4,825.00	16.72%
318.0	\$37,500.00	\$42,834.75	-\$5,334.75	-12.45%
319.0	\$62,000.00	\$53,511.67	\$8,488.33	15.86%
319.1	\$27,500.00	\$24,801.71	\$2,698.29	10.87%
320.0	\$52,850.00	\$46,791.45	\$6,058.55	12.94%
401.2	\$37,500.00	\$44,486.50	-\$6,986.50	-15.70%
404.0	\$49,273.00	\$43,145.00	\$6,128.00	14.20%
410.0	\$50,610.00	\$46,213.00	\$4,397.00	9.51%
502.0	\$52,549.00	\$53,383.10	-\$834.10	-1.56%
502.1	\$33,237.00	\$35,966.63	-\$2,729.63	-7.58%
502.2	\$22,970.00	\$25,678.29	-\$2,708.29	-10.54%
504.0	\$40,000.00	\$47,948.82	-\$7,948.82	-16.57%
504.2	\$26,892.00	\$27,101.29	-\$209.29	-0.77%
506.0	\$45,555.00	\$48,908.50	-\$3,353.50	-6.85%
506.1	\$33,237.00	\$33,195.60	\$41.40	0.12%
507.0	\$41,500.00	\$49,339.40	-\$7,839.40	-15.88%
508.2	\$34,035.00	\$29,152.50	\$4,882.50	16.74%
510.0	\$25,821.00	\$30,919.71	-\$5,098.71	-16.49%
511.0	\$36,750.00	\$42,878.30	-\$6,128.30	-14.29%
512.0	\$42,392.00	\$41,611.30	\$780.70	1.87%
513.0	\$39,925.00	\$42,753.82	-\$2,828.82	-6.61%
515.0	\$82,056.00	\$73,881.14	\$8,174.86	11.06%
518.0	\$70,383.00	\$70,830.00	-\$447.00	-0.63%
519.0	\$21,843.00	\$32,047.10	-\$10,204.10	-31.84%
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	\$41,228.69	\$43,570.66	-\$2,341.97	-5.37%

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