Personnel Welfare Committee presentation to President's Compensation Committee meeting Fall 2006

Bowling Green State University - Administrative Staff Council

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Notes

1. Colored Paper
2. Colored Ink
Handbooks need to reflect changes in background for: union employees

Full Compensation Meeting

JAC review committee as rep who is on this committee is there now

Assignee of value to JAC

can be comprised of Admin B/D/JHR & HR

evaluated

For Comp meeting

Executive summary re: directed 2021 re: impact of current HR & AS

Compensation mt.

Goal: be time of merger take specifics to merger

Issues:

Concern: first years since the 1st wheelie how do your other clients in budget council stay in market
Res. Compensation May 2006

11/30/06

Closing 11/30

Statutory spending limit:
- 5% increase from last year
- 1-2% increase

- Federal aid cut back
- ESA return back to admin

- Nationwide 1% raise March Board meeting
  - to be distributed by March 1
  - approved 1/1 to cabinet in Feb 15

Jay - evaluate on that

JD: back to VP - employee decrease to be included

Compensation Handbook:
- If you don't get the full amount the remainder will be
  dedicated to you for professional dev.

Turn in creative ideas

Handbook - Flexible Work Schedule + hyperlinks
1. Salary increase
2. Competitive flexible work scheduling
3. Reward policy
4. Role autonomy
5. Similar compensation at peer institutions -
   - Vacation
   - Health
   - Leave
   - Other incentives
6. Implementation of change
7. Annual review of all staff
8. Discounts for sick leave

Request for equal treatment of all constituent groups in salary increase.

Classified status meeting of Compensation Committee monthly.

Willing to share what we can and can't do.

Can we be more involved in decision-making in budget matters?

We have a rep on Union Budget Committee.

They might realize that they continually say no.

They might have a feeling of what is in store.

Why they continue to say no and what we can do to change that.

We would like to meet with them again.

Humanistic approach.

We need to work more.
PWC/ASC Goals for 2007

1. Salary Increase

2. Changing the Compensatory Time statement in the Handbook and also changing the title for the new statement. [Latest revision attached]

3. Take a position on the Rewards Policy

4. Help define the function of the Ombudsperson by submitting a "role statement" for institutional review and approval

5. Review full compensation at peer institutions, especially non-salary compensation
   - Maximum vacation and sick leave accrual and maximum amount paid at retirement.
   - Wellness programs
   - Tuition fee waiver
   - Other insurances
   - Hospitalization program and coverages

6. Continued implementation of the Mercer Compensation plan
   Insure all administrative staff receive annual evaluations by creating an evaluation oversight process to contact first and second level supervisors of AS who have not been evaluated. ASC is willing to assist HR in following up with these supervisors until evaluations are completed.

Develop a phased plan for having AS penetrate their salary range so they may achieve the 50% point in their range, defined as the competitive market reference point.

7. Develop a sick leave bank to be used for serious or catastrophic illness.

8. Discounts for university staff for on campus food purchases

9. Review and update the non-compensation conciliation policy to better serve the resolution of performance expectations and relationships between employees and supervisors.
Dave,

Here is the discussion we had today as I remember it with regards to the Goals and the Comp meeting:

6. Implementation of Mercer is a large complex topic. We need to show the administration steps that will get us to implementation over time such as ASC being the ‘paper police’ for HR to check off who has been evaluated and send memos to individuals who have not been evaluated, their direct supervisor and their supervisor’s supervisor.

Add sick leave bank as a goal.

Add: Equal treatment of all three constituent groups in any salary increase.

Add: Faculty and Classified Staff both have a grievance policy and administrative staff needs to have one as well.

Classified staff meets with the Compensation Committee monthly. Administrative staff would like to be more involved in the budget process. We would like to meet again with the Compensation Committee at least one more time before the usual March meeting so we can discuss issues before they are already decided.

Exec mentioned maybe having short term goals and long term goals. Also to prepare for the next Compensation a set of humanistic examples illustrating why a sick leave bank is so necessary and would have positive impact on the University community. Why resolving issues before there is real conflict is good for the institution.

They also suggested that if we met with the Comp committee more often, they might realize that they continually say no to everything we ask. We would have a record of what we are asking for since our memory is short as a council; we might learn why they continue to say no and what we can do to change that.

They wondered why food discounts were on the list and sick leave bank was not.