

2006

Various Committee Annual Reports 2002; 2005-2006

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper

Administrative Staff Council
Professional Development Committee

Final Report

June 6, 2002

Chair: Ann Betts

Committee members: Amelie Brogden, Tina Coulter, Robert Zhang

This committee was charged with 2 tasks:

1. Develop an application form for PD funding. Evaluate applications and award financial support to individuals to attend professional development events (conferences, workshops, etc).
2. Plan and organize a ½ day professional development event.

The committee received 17 applications for funding to attend professional development. Of those, 15 were awarded financial support. Emphasis was placed on the impact that the training/knowledge would have on the institution as a whole. Additionally we tried to make sure that as many different departments as possible were represented in the group that was given financial support. This year was unusual because we had \$3000 roll over from last year – so we were able to give \$6000 for professional funding. However, we have since found out that part of the \$3000 rollover should have been earmarked for the conference, which was \$1505, so we may be short next year. The budget at Human Resources is not finalized as of today – I will follow up with an addendum to this report when the information becomes available. The current balance in the budget is approximately \$4000 less the conference leaves \$2500 for next fiscal year. An additional \$3000 should be added for 02-03 – so the total budget should be in the area of \$5500.

The conference/professional development day was held on May 2, 2002. Sadly, we lost one of our most popular presenters this year, Lori Willmarth-Dunn. The conference was not as well attended as in year's past – it unfortunately conflicted with in-house training that was conducted for financial affairs. There was also a problem with the brochure at the printer so it was late getting to staff members. Fifty-nine people attended and reviews of the sessions were positive. This year we need to pick a date early in the fall (for spring) and announce it early so people can make plans to attend. The committee should also seek suggestions for topics and speakers and CEISP will assist with the logistics.

**Request for Funding for Professional Development Funds
Professional Development Committee 2001-02**

ASC has funds available to assist with the cost of professional development. All administrative staff members are eligible to apply for these funds. Applications are reviewed and funding decisions are made by the Professional Development Committee. In the event that a member of the committee applies for funding, the decision will be made by the Executive Committee. An attempt will be made by the committee to distribute funds across all departments and areas of BGSU.

To apply for funds from the ASC Professional Development Committee:

1. Complete the form below and submit it to the committee chair via e-mail attachment or in print.
2. Provide to the committee copies of any printed materials associated with the training event.

*** Please be advised, the committee may request additional information/justification from you, others affected by the potential training outcomes and your supervisor(s).

Training requests that meet the following criteria will be given a higher funding priority.

- The training/conference/class must be associated with the overall mission and goals of BGSU.
- Because of limited budget, training that affects the largest number of people will be given higher priority.
- Researching other funding sources will enhance your request.

Each individual will receive a MAXIMUM of \$500 per year.

TRAINING DETAILS:

Date of Request:	
Name:	
Department:	
Phone & Email:	
Training or Title Topic:	
Dates of training:	
Date training funds needed by:	
Other sources of funding explored:	
Cost of training:	Enter the itemized cost of each as it pertains to your request.
Registration fee:	
Transportation costs:	
Lodging:	
Meals:	
Other: please explain	
TOTAL COST:	
Funding amount from other sources:	
Funding amount requested from ASC:	

TRAINING JUSTIFICATION:

How will this training enhance the BGSU working environment? What skills or training will be able to be transferred to other staff?
Additional Comments:
Supervisor's Comments:

For committee use only:		
Approved (Amount):	Not Approved:	Date:

2001-2002 Chair: Ann Betts Continuing Education, International & Summer Programs
40 College Park ph. 372-7895 fax 372-8667
email: abetts@bgnet.bgsu.edu

ASC Professional Development Funding

Final Report - June 6, 2002

\$6,000

(\$3000 rolled over that was unused from last year)

Fall '01

Name	Department	Event	Amount	Area/org
Kim Jacobs	Campus Involvement	NASPA IVE Regional Conference	\$ 155.00	412/2174
Claudia Clark	Counseling Center	Renfrew Conf: Treating Eating Disorders and Trauma	\$ 500.00	441/2291
Darren Hamilton	Student Athletic Services	Leadership Institute for Ethnic Minority Males	\$ 500.00	001/0034
Rachel Melchiorre	Intercollegiate Athletics	NCAA CHAMPS/Life Skills Orientation & Cont. Ed	\$ 500.00	001/0034
Pete Lafferty	Office of Campus Involvement	NASPA IVE Regional Conference	\$ 500.00	410/2218

Spring '02

Thad Long	Rec. Sports	National Intramural Rec Sports Assoc. Annual Conference	\$ 345.00	460/2675-object: 4015
Naomi Lee	College of Technology	American College Personnel Conference	\$ 500.00	145-1270
James Dachik	Theatre	USITT Annual Conference & Stage Expo	\$ 500.00	029-0400
Ramona Meraz	College of Technology	American College Personnel Conference	\$ 500.00	145-1270
Laura Schrock	Communication Disorders	Ohio Speech-Language-Hearing Association Convention	\$ 436.93	124-1150 obj 8090
Thomas Zapiecki	WBGU-TV	PBS Producer's Academy	\$ 151.22	
Denise Van De Wal	Volleyball	Technology in the 21st Century	\$ 400.00	001-0055
Total			\$ 4,988.15	

Remaining Balance

\$ 1,011.85

Robert Zhang	Institutional Research	SAS Users Group International 27th Annual Conference	\$ 500.00	200-1828 obj:3090
Mary Beth Zachary	Libraries & LR	Diversity: Building a strategic future	\$ 323.92	160-1400 obj: 4015
Audrey Ellenwood	Intervention Services	War, Terrorism and the Family - Perspective	Denied	ineligible - faculty
Karla Benson	Residence Life	American College Personnel Conference	Denied	already sending 2 others
Susan Vining	CDIS	Communication Disorders - Ohio Speech, etc	\$ 187.93	124-1150 obj 8090

\$ 1,011.85

Remaining Balance

\$ -

*Refining
your
self-image*

*Gaining
insight
into stress*

*Improving
your investment
skills*

Thursday, May 2, 2002



**REFINING YOUR
SELF IMAGE**

**GAINING INSIGHT
INTO STRESS**

**IMPROVING YOUR
INVESTMENT SKILLS**

8:45-10:15 am
Option 1

Mirror, Mirror on the Wall

Barbara Hoffman, Health Promotion
Coordinator

Assess your self-image and explore how the media and society influence your thoughts, body image and self-esteem. Learn to make positive statements and initiate a change to be happy with what you see in the mirror.

10:15-10:30 am
Break

10:30 am-noon
Option 2

**Everything You Might Want
to Know About the Policy
on Violence at BGSU**

Policy on Violence Committee

Take a closer look at violence in the workplace and what is happening on our campus to create a safe climate. Find out why the Policy on Violence exists and what it means for the Administrative Staff.

To register call Continuing Education,
International & Summer Programs

2.8181

Key Code 80370 102

8:45-10:15 am
Option 3

**Exposure to Stress:
Plan on It!**

Michael Freeman LPCC, CCDC/III
Director, Counseling Services CDWC

Stress is an accepted part of life for all of us; however certain events have the emotional power to overwhelm us. Learn to reduce the development of long-term psychological difficulties caused by stress by seeking assistance. Explore immediate services and more intense services that provide post-trauma intervention.

10:15-10:30 am
Break

10:30 am-noon
Option 4

**Gaining Insight into
the Potential Stressors
in Your Life**

Andrea D. Philo, MBA,
Positive Self Thought

Discover how to use the tools of awareness and self-nurturing to deal with potential stress-related situations.

8:45-10:15 am
Option 5

Investing 101

Tanya Jensen & Doug Miller
Financial Advisors
Savage & Associates

Brush up on the basics of investing. Learn how to invest, about the options available to you and about the overall market today. Explore the following financial concepts: stocks, bonds, mutual funds, annuities, Roth, traditional IRAs, S & P 500 Index, NASDAQ and Dow Jones Industrial Average.

10:15-10:30 am
Break

10:30 am-noon
Option 6

Investing 201

Tanya Jensen & Doug Miller
Financial Advisors
Savage & Associates

Get more in-depth knowledge about different investment options. Discuss asset allocation, diversification, and risk assessment versus rate of return.

Bowling Green State University is an EO/AA employer and educator.

Promotional materials developed by Marketing & Promotion
Continuing Education, International & Summer Programs, Bowling Green State University

invest in yourself

- Develop a better self-image.
- Learn how our campus is promoting safety.
- Discover ways to relieve stress both internally and externally.
- Become an expert in your finances and the investment industry.

Choose from six cutting-edge options in this
FREE professional development program.

Call 2.8181 today

Register for one or two options. Enrollment is limited.

8:15–8:45 am

**Check-In Room 308
Continental Breakfast**

8:45–10:15 am

Options 3, 5

10:15–10:30 am

Break

10:30 am–noon

Options 2, 4, 6

Administrative Staff Council
Bowling Green State University
Professional Development Program

Spend a little time to improve
the one constant of your life...
YOU!

INTERNATIONAL & SUMMER PROGRAMS
**Continuing
Education**



I N V E S T I N Y O U R S E L F



Sp e n d a l i t t l e t i m e t o i m p r o v e t h e o n e c o n s t a n t o f y o u r l i f e . . . Y O U !

A Free Professional Development Program

Open to all BGSU faculty, staff and students

Sponsored by
Administrative Staff Council
Bowling Green State University

Thursday, May 2, 2002

8:15 am–12:00 pm, Bower-Thompson Student Union

Administrative Staff Council
Awards and Special Recognitions Committee
Annual Report May 2005

Committee Members: Kim Fleshman (Co-Chair), Laura Emch (Co-Chair), Celeste Robertson, Naomi Lee, Nora Cassidy, Deb Rice, Deb McLean

Charge: To coordinate the advertisement, submission of nominations, selection and presentation of the 2005 B.G. Best Awards, 2005 Ferrari Award and the monthly Spirit of BG Awards.

Criteria: Recognition should be based on contributing to BGSU's Vision, Core Values, and Annual Imperatives.

Committee Accomplishments:

Spirit of BG Awards

1. Generated an interest in the award through Marketing and Communications, the ASC Web Site, and flyers.
2. Awards Winners:
October – Ann Jenks
November – Manny Banks and Greg Hulen
December – Michelle East
January - Andy Grant
February - Rachelle Schaeffer
March - Linda Gray
April – Theresa Mc Love
Plans exist to present an award for May and June.
3. We have had between 8 and 10 people to consider for the award in recent months.

B.G. Best Awards

1. Individual mailings were sent through Campus Mail.
2. Discussed, Voted and Approved no more than six (6) individual recipients for the award.
3. Raised questions on changing the award from a Zuni Owl.
 - a. One of the most commented topics on BlackBoard.
 - b. Agreed to keep the owl
 - c. Found that the Metropolitan Museum is considering not carrying them.
 - d. Ordered six because that is all the Museum would let us order.
 - e. Gave out four awards.
 - i. Winners

1. Lee Floro-Thompson
 2. Tim Koder
 3. Cindy Colvin
 4. Paul Lopez
4. Facilitated the presentation of the awards during the ASC Spring Reception.
 - a. President Ribeau presented the awards to each recipient: A Zuni Owl from the Metropolitan Museum of Art and \$100.00 per winner.
 - b. Each nominator was invited to speak on behalf of his/her nominee.
 - c. Flowers were given to each nominator
 5. Recognition letters on behalf of each winner were mailed to Human Resources, to the immediate supervisor, to the area vice-president and to the president. Marketing and Communications, Student Affairs, The Monitor and the ASC Web Site provided coverage of the ceremony.

The Michael R. Ferrari Award

1. Call for Nominations mailed directly to all staff on April 27, other publicity will follow soon.
2. Award will be presented at the ASC Fall Reception
 - a. We are hoping that Dr. Ferrari will be able to attend.
 - b. All past winners will be personally invited.
 - c. All nominees will be recognized and acknowledged.

Committee Budget: See Excel Spread Sheet

Administrative Staff Council
Awards Special Recognitions

Financial Report *B.G. Best*

<i>Spirit Awards</i>			
<u>Item Description</u>	<u>Amount</u>	<u>Item Description</u>	<u>Amount</u>
October Monetary Award	\$75.00	Owls (6) Met Museum	\$162.95
Balloons	no charge	Flowers-Klotz Florist	\$24.00
November Monetary Award	\$75.00	Engraving for Owls-Copy Shop	\$28.80
Balloons-Kroger	\$6.00	Wire for Owls-Ace Hardware	\$0.71
December Monetary Award	\$75.00	Labels for Nominations	\$16.00
Balloons-Ben Franklin	\$4.46	Monetary Award (\$100.00) X 4	\$400.00
January Monetary Award	\$75.00	Total	\$632.46
Balloons-Chili's Express	\$4.05		
February Monetary Award	\$75.00	<i>Ferrari</i>	
Ballons-Chili's Express	\$4.45	<u>Item Description</u>	<u>Amount</u>
March Monetary Award	\$75.00	Lables for Nominations	\$15.05
Balloons-Chili's Express	\$4.45	Nomination Print/3011 copies @ .25cents	\$752.75
April Monetary Award	\$75.00	Monetary Award	\$1,000
Balloons-Chili's Express	\$4.45	Invites-Fast Company-Estimate	\$106.00
Total	\$552.86	Total	\$1,873.80
		<i>Other</i>	
		<u>Item Description</u>	<u>Amount</u>
		3 Plaques-Copy Shop-ASC Officers	\$116.50
		Grand Total	\$3,175.62

**Annual Report
2005-2006
External Affairs Committee
Administrative Staff Council**

Committee Members: Naomi Lee (Chair), Cindi Baum, Michelle Heckman, Robin Veitch

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

Suggested Goals:

1. Generate support University-wide to have staff involvement with ASC
2. Attend community functions as a representative of ASC
3. Introduce more fundraising opportunities, maybe as part of specific committees.
4. Committee chair represents ASC at Engaged University Council

Committee Accomplishments:

Hurricane Katrina Relief Efforts

In conjunction with Classified Staff Council volunteers from ASC raised \$2636.29, at a display at CampusFest, for hurricane relief. The money raised was donated to the United Way for distribution. This project was an initial part of the annual United Way/Charitable Campaign on campus.

Naomi Lee represented ASC on a campus-wide Hurricane Relief Efforts committee that met throughout fall and early spring semesters. This committee worked to coordinate relief efforts for victims of the 2005 hurricanes. The fundraiser sponsored by ASC and CSC was the first of many efforts campuswide.

Bowling Green Community Holiday Parade

Several members of Administrative Staff walked in the annual holiday parade sponsored by the Bowling Green Chamber of Commerce.

Candy, donated by administrative staff members was handed out to children lining the parade route.

Diversity & Equity Networking

Cindi Baum and Joe Luthman represented administrative staff at a workshop sponsored by the BGSU Human Relations Commission. This workshop was designed to help make various constituencies more familiar with and better aware of the purpose of HRC.

Dance Marathon

The External Affairs Committee invited Aaron Shumaker, from Dance Marathon; to speak to ASC about various ways administrative staff could become involved with and support Dance Marathon.

2005-06 ADMINISTRATIVE STAFF COUNCIL SCHOLARSHIP COMMITTEE

ANNUAL REPORT

MEMBERSHIP: Jill Carr, Chairperson
 Deb McLean Rob Kramer
 Lisa Cesarini Tony Howard
 Brynn Pullano Celeste Robertson
 Penny Nemitz

COMMITTEE ACTIVITY:

The committee met monthly beginning in late September. Specific tasks were accomplished in the following order

1. A timeline for completing all tasks was established
2. Committee members solicited donations for the raffle
3. Advertising for the raffle was developed
4. A mailing was sent in early January to all faculty and staff offering the opportunity to purchase raffle tickets
5. A total of 3750 raffle tickets were sold with \$2365.00 collected. Approximately \$200 was donated in place of purchasing raffle tickets. This total amount surpassed the amount collected during 2004-05.
6. Prizes were awarded in early March, all winners were notified of their winnings by the end of spring break.
7. With the assistance of Gene Palmer in the Office of Registration and Records and John Eggerin in Student Financial Aid, an e-mail was sent to undergraduate students with a minimum of 60 credit hours and in the top 10% of their college inviting them to complete a scholarship application.
8. Twenty-six applications were completed and submitted for review.
9. The committee agreed on criteria for reviewing applications.
10. Each committee member reviewed all applications and developed individual rankings.
11. The committee met and discussed all applications. A consensus was reached to forward seven applications to the interview process.
12. All seven students were interviewed individually.
13. The committee reviewed all financial statements received from Judy Hageman in the Development Office.
14. The decision was made to award two \$1,000 scholarships and five \$500 scholarships.
15. Scholarship winners have been notified and have been invited to attend the ASC fall reception.
16. All paper work has been submitted to appropriately transfer funds and to apply the dollars to each student's Bursar account.

RECOMMENDATIONS FOR 2006-07

1. Investigate a more efficient process for sending the e-mail to eligible students.
2. Review and update the criteria for the scholarship
3. Continue to raise more money each year during the raffle
4. Consider additional fund raising possibilities.

ASC Personnel Welfare Committee Meeting March 22, 2006

Draft of Goals to be submitted to President's Compensation Committee

Issue:

Performance-Based Merit System

Justification:

A performance-based merit system for awarding employee salary increases would be endorsed by Administrative Staff Council if such a system is fair, equitable, and uniformly implemented across campus.

Goal: Fully implement *Principles and Recommendations for a Performance-Based Merit System for Administrative Staff* – No. 57-97, approved by the Board of Trustees in 1997.

Issue:

Attainment of the mid-point of their salary range for administrative staff within five to seven years of employment.

Justification:

The Mercer group has suggested that five to seven years is a reasonable time for administrative staff to reach the mid-point of their salary range. Further, they suggest that a normal distribution is desirable. The current system, however, has a flat distribution with comparable number at the minimum, first, second and third quartiles. The problem is further exacerbated by 9% of administrative staff above the maximum level of their range. This occurs much more frequently at the upper level pay ranges.

Goal:

Design and implement a compensation plan that moves administrative staff through their salary range in a timely fashion. If an effective evaluation system is fully implemented, such a plan could be the *Performance/Penetration Matrix* outlined in the recent *Mercer Compensation program Review*. Other options include a fixed salary increase or a combination fixed and percentage increase as outlined in the attached documentation.

Issue:

Salary increases

Justification:

Consistent with the University's goals, faculty salaries have increased at a faster pace than administrative and classified staff over that past six years. During that time period, faculty have seen increases averaging 4% while administrative staff salaries have increased by only 3%. Add to that the 4.3% increase in summer instruction compensation, faculty increases have far outweighed those for other University employees. Recognizing the need to make faculty salaries more competitive with other

institutions, that differentiation may have been necessary for a period of time. Now the need to increase the sense of community and enhance collaboration between constituent groups outweighs the need to further increase the competitiveness of faculty salaries.

Goal:

Make salary increases consistent across constituent groups.

Issue:

Accrued Vacation Time

Justification:

University administrative staff are losing vacation at the rate of thousands of hours each year. Classified staff with 20 or more years of service are allowed to accumulate 480 hours of vacation. To create an equitable system, administrative staff should also be able to accrue 480 hours. By replacing vacant administrative staff positions, current staff would have the opportunity to utilize the vacation time earned.

Goal:

Increase vacation accrual maximum to 480 hours (60 days). The increase would only be available to Administrative Staff members while employed at the University. Monetary payment would NOT be made at retirement.

Issue:

Personal Leave

Justification:

[a] The additional work responsibilities absorbed and productivity achieved by administrative staff due to tightened budget constraints deserves recognition and reward. Time away from the workday will enhance morale and ultimately, productivity, since the work will still have to be completed.

[b] New staff have no leave accumulated and are often most in need of time off due to the transition process. They have a need for leave during normal business hours to assist in that transition process.

Goal:

[a] Provide a minimum of eight hours of personal leave for all university staff who have provided satisfactory performance indicating they are meeting their job expectations.

Goal [b] Grant eight hours of personal leave to new employees, to be used during their first year of employment at BGSU

Issue:

Scheduling Flexibility

Justification:

Administrative staff are expected to work the hours necessary to complete their professional duties, which may sometimes require more than 40 hours per week. Administrative staff, who do work more than forty hours per week, should be allowed to earn compensatory time, that can be utilized by the implementation of flexibility in the scheduling of their work hours.

Goal:

Provide a clear statement in the ASC Handbook, of hours to be worked by administrative staff and a process to define how flexible scheduling can be utilized when departmental needs require perpetual/consistent work of more than 40 hours per week.

Issue:

Interim/Acting Positions

Justification:

During tight budget times, vacant positions are not always immediately filled. As a result, current employees often take on added responsibilities. These duties may include temporary or interim responsibilities that are simply added to existing duties the employee performs for their position. The original recommendation from the a University consultant was to increase the salary by 10% in the above circumstances. The university chose to use decrease that amount to the current 5% minimum increase. It is time to implement the 10% to properly reflect the employees' contributions. Two goals are impacted by the consultant's report

Goal:

Increase minimum salary increase for interim and acting positions to 10%; make the increase permanent if position is held for one year.

Goal:

Increase salary adjustment to 10% for JAQ review results which move the employee to a higher pay grade.

Issue:

Summer Hours

Justification:

Under the current system, individual units determine how summer work schedules will be implemented. This inconsistency can cause morale issues across campus.

Goal:

Develop guidelines for consistency in summer hours work schedule. Although the University may need to remain open 8-5 Monday through Friday, individuals could still

17
be allowed to leave early on Friday or come in late on Monday through the use of flexible scheduling.

LONG TERM GOALS

Provide health care benefits for part time administrative staff

The University is to be complemented on its continued attempts to maintain the level and quality of medical coverage. Given the increasing cost of health care, this is truly commendable. Extending the coverage to part-time administrative staff, on a pro-rated basis, could enhance this effort. Given the relatively low number of such staff members (21), the cost would be within reason.

Encourage supervisors to communicate vacation accruals balance and potential loss of hours to employees during the mid-year evaluation process so that the employee can avoid the loss.

Continue to work toward the implementation of a sick leave bank for employees to utilize when their personal sick leave is exhausted.

Continue to explore concepts of wellness programs to reduce health care costs.

Provide all administrative staff with a pay grade within twelve months of employment.