

2000

# Administrative Staff Council Committee Report to BOT 1999-2000

Bowling Green State University - Administrative Staff Council

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## Pre-Microfilm Inventory

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**Location:** Bowling Green, Ohio

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### *Notes*

1. Colored Paper
2. Pencil

BGSU COMPENSATION PLAN FOR FACULTY	
RECRUITMENT MARKET	National In Almost All Cases On Rare Occasions International
PEER GROUP	Public Research II, Doctoral I and Doctoral II Universities Across The Country
COMPARISON TO PEER GROUP	6.84% Below 70th Percentile of National Public Doctoral I & II, Research II Universities
FUNDING FOR 1st YEAR PLAN	3.0% of Continuing Faculty Personnel Base; Total Salary Funds Approximate \$1,297,000
FIXED PART OF 1st YEAR PLAN	83% Across the Board: Increase of \$1250 for Each Full-Time Instructional Faculty Member
VARIABLE PART OF 1st YEAR PLAN	17% Variable: Pool of \$220,000 for Addressing Compression, Inversion and Market Adjustments

BGSU COMPENSATION PLAN FOR ADMINISTRATIVE STAFF	
RECRUITMENT MARKET	Depending on Position National, State, Regional and, on Rare Occasions, Local Labor Market
PEER GROUP	Public Research II, Doctoral I and and Doctoral II Universities in Ohio
COMPARISON TO PEER GROUP	In the Range of 4% to 5% Below 70th Percentile of Public Doctoral I & II, and Research II Universities in Ohio <b>2.25</b>
FUNDING FOR 1st YEAR PLAN	<del>2.9%</del> of Continuing Administrative Staff Personnel Base; Total Salary Funds Approximate \$480,000
FIXED PART OF 1st YEAR PLAN	67% Across the Board: Increase of \$662 for Each Full-Time Administrative Staff Member
VARIABLE PART OF 1st YEAR PLAN	33% Variable: Pool of \$160,000 for addressing compression, inversion and market adjustments.

BGSU COMPENSATION PLAN FOR CLASSIFIED STAFF	
RECRUITMENT MARKET	Local Labor Market
PEER GROUP	Local Labor Market
COMPARISON TO PEER GROUP	Consistently Competitive With Local Labor Market
FUNDING FOR 1st YEAR PLAN	0.5% of Continuing Classified Staff Personnel Base Total Award Funds Approximate \$130,000
1ST YEAR PLAN	Performance-Based Incentive Award Program Designed To Reward Motivation and Service and Reinforce BGSU Core Values.

*ways 1st Step*

Report to the BOT  
June 28, 1999

## President's Compensation Plan

On behalf of administrative staff, I would like to extend our thanks and appreciation to the BOT for their support of the President's very important initiative with respect to Faculty and Staff Compensation.

We applaud the President's desire to enhance faculty and staff compensation at BGSU and applaud the earmarking of significant funds with which to do so. We are extremely pleased that the President has made this an institutional priority over the next 5 - 7 years.

Moreover, administrative staff are pleased to see that:

- regular review of pay grades and ranges will be forthcoming;
- that permanent part-time employees are included in the compensation plan;
- that market adjustments will be made for some employees;
- that some accountability has been built into the plan as outlined;
- and there is the promise to reward performance, still yet undefined.

We are also pleased to see that some of the issues in the original administrative staff compensation plan first discussed in the fall of 1995 are referenced in the President's Compensation plan. The compensation issues that still need to be addressed were presented to the BOT in November of 1998, and subsequently forwarded to the presidential appointed Administrative Staff Compensation Working Group.

We recognize that the President's initiative will help BGSU to become more competitive on a regional and national level, and we look forward to participating in operationalizing the compensation plan's implementation over the next few years.

## 1998-99 ASC Annual Report

Communication, collaboration, and collegiality have been the focus of the Administrative Staff Council over the past year. Through the hard work and dedicated efforts of administrative staff, progress has been made on many of the goals and priorities ASC identified for the 1998-99 academic year.

### Develop Training and Professional Development Opportunities - / - Accomplished

Jane Schimpf and the Professional Development Committee successfully completed three projects: implementation of the Professional Connections mentoring program, designed to help new administrative staff members acclimate to the campus and the community. Each participant is paired with two staff members to get a broader range of perspectives and knowledge to be successful.

The Professional Development Grant Program developed this / year awarded over \$3,000 to help fund seven administrative staff members attending professional development programs in their field.

The first ever conference "Invest in Yourself" was hosted by ASC. Held on March 17<sup>th</sup> it drew over                    faculty, staff and student participants to the six sessions that were developed to enhance the personal value of each individual .

### Continue Raising Funds for the Administrative Staff Scholarship Fund -- Accomplished

Jim Elsasser and the Scholarship Committee held the second annual raffle to generate funds for the administrative staff scholarship fund. Through collaborative efforts, the committee received generous prize donations from campus departments and community businesses culminating with a grand prize trip for two to Orlando. The raffle generated over \$1,400, which leaves the scholarship corpus close to \$40,000 .

The great success allotted the committee to award three scholarships for the 1999-2000 academic year. After narrowing the

applicant field from 56 to six, the committee awarded Wendy Hoying a \$1,000 scholarship, Greg Stoner a \$500 scholarship, and Rebecca Pappert a \$500 scholarship. These students will be honored at the Administrative Staff Council's Reception in September.

### Implement a Performance-Based Merit System -- Some Progress

Working with the Provost Middleton and Becca Ferguson, ASC leadership diligently sought to facilitate the implementation of the 100 percent merit-based system for administrative staff. In December of 1998, administrative units were called upon to hold unit-level discussions to develop criteria for assessing meritorious performance. This effort will carry-over into the next academic year, since it appears a significant number of areas have yet to complete this task.

### Fine-Tune the Performance Appraisal Process -- Significant Progress

Mary Beth Zachary, Inge Klopping, and Karen Woods formed the core of administrative staff members working with faculty and students from BGSU's IPRA , this spring.

To date, focus groups have been completed and a questionnaire has been completed to survey perceptions regarding the existing performance appraisal process. When this study is completed, an ad hoc committee will analyze the report and its recommendations in an effort to fine-tune the administrative staff performance appraisal process.

### Develop a Placement and Progression Compensation Plan for Administrative Staff -- Significant Progress

Placement and progression are two carry-over items from the implementation of the Administrative Staff Compensation Plan. Pat Green and the Personnel Welfare Committee spent considerable time developing a placement plan for administrative staff members, which was passed by ASC in the fall and forwarded to the Provost and the Administrative Staff Compensation Working Group, appointed by the President.

The work of Calvin Williams and the Salary Committee also helped to frame where a sample of BGSU's administrative staff salaries fall with respect to those at other public institutions in Ohio.

Correct placement of administrative staff members within their salary grades and a progression plan is needed, along with criteria for measuring both performance that meets and exceeds expectations, before the 100-based merit based system can truly operate as intended.

### Developing Policies on Administrative Staff Teaching Compensation -- Some Progress

Jan Peterson chaired an ad hoc committee charged with working on this issue. The group had difficulty reaching consensus with respect to definition of terms, let alone policy recommendations because of the variety of teaching scenarios administrative staff currently operate under. The need for compensation policies remains, however, so more work on this issue remains to be done.

### Review and Revision of the Administrative Staff Handbook -- Some Progress

Also, although our plans initially postponed the revision and review of the Administrative Staff Handbook to the 1999-2000 academic year, that effort was begun in January of 1999 under the leadership of Beverly Stearns.

Other priorities ASC identified for the 1998-99 academic year are truly on-going institutional efforts, and they include:

### Work to keep constituents informed and supportive of legislative issues

### Continue and Enhance Collaborative Enrollment and Retention Initiatives

On-Going effort of the administrative staff and faculty involved in the Enrollment Management Network.

## Work to Improve Institutional Culture --

The work of Marilyn Braatz and the External Affairs Committee and Linda Hamilton and the Internal Affairs committee, served to aid this effort, as did the work of Deb Burris and the Awards and Special Recognition Committee, which administered the B. G. Best Award program for the second year. This BG Best program recognizes administrative staff members who have:

- Implemented a new idea or program to benefit the BGSU community;
- Improved the quality of BGSU's programs and/or services;
- Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
- Provided excellent customer service to the BGSU community.
- Demonstrated exemplary commitment to the core values of BGSU.

Eight staff members received the hand-painted ceramic "Falcon" replica named B.G. Best at the annual Spring ASC Reception on May 13. Administrative staff members receiving awards this year were:

- Patricia Booth (WBGU-TV)
- Nancy Footer (General Counsel)
- Vicki Knauerhase (Family & Consumer Sciences)
- Naomi Lee (College of Technology)
- Phyllis Short (Information Technology Services)
- Lois Sonnenberg (Continuing Education)
- Suzanne Sopa (Development) and
- Andy Wickhiser (Psychology)

The Michael R. Ferrari Award process is underway with plans to announce the 1999 winner at the Fall ASC Reception.



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The results of Bill Knight's staff satisfaction survey findings, administered in the fall, 1998, will serve as the basis for the Staff Satisfaction Task Force's work in the near future. This effort, to be led by Becca Ferguson, working with Bill Knight, will involve representatives from administrative and classified staff working together to develop an action plan to enhance staff satisfaction at BGSU.

Improve Communication among Administrative staff members -  
- On-Going

ASC leadership made a concerted effort to serve as communication conduits and as liaisons between the central administration and administrative staff members. Information and discussions held with the president, the provost, vice provosts and in meetings with the BOT, the President's Panel and Legions group, the Constituent Group Caucus, were regularly shared with the Administrative Staff Council.

I am appreciative of the opportunity I have had in serving this institution as a member of ASC over the years, most recently as vice chair and chair of the council. What made serving in these leadership roles so rewarding is the commitment and dedication of countless numbers of individuals who continue to volunteer to serve, or when called upon, agree to serve, in an effort to improve the inner-workings of Bowling Green State University. I would have liked to have had all of the administrative staff members who served in the work of ASC this past year in the gallery with us today, so that you could recognize their efforts, but there wouldn't have been room to hold them all.

I would, at this time, however, like two people to stand and be recognized. It is my pleasure to introduce to you the ASC Leadership team that will take us into the new millennium:

- Mary Beth Zachary, Library and Learning Resources, Vice Chair of ASC, and
- Paul Lopez, Tucker Communications Center, as the chair of ASC.

I have enjoyed getting to know many of you over the course of the past two years. On behalf of Administrative Staff members, I want to thank each of you for your efforts in support of Bowling Green State University's faculty, staff and most important, students.

Faul G. Lopez, 11:32 AM 3/14/2000, BOT Report

Date: Tue, 14 Mar 2000 11:32:24 -0500  
Subject: BOT Report  
To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@cas.bgsu.edu, dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu, slagro@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu  
From: Paul\_G\_Lopez@wbgu.bgsu.edu (Paul G. Lopez)  
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 03/14/2000 11:28:01 AM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 03/14/2000 11:32:31 AM

Sorry didn't get this out to you before I actually gave it...

Board Of Trustees - ASC Report  
(3/3/2000)

Professional Development  
ASC Professional Development workshops took place this past Wednesday, funded by Human Resources, carried off by Continuing Education and our Professional Development committee. Last year we had 85 participants. This year we had 114. It was a eye-opening half-day of very useful information. This year we are following up the workshop with an assessment study of how attendees used the information they gained at the workshops.

ASC Professional Development grants of \$4000 from Human Resources have been awarded. Bad news is we can't award any more for the remainder of the year -we're out of money. Good news is that we are sending eight professionals to some excellent development opportunities. Some of them include:

- Naomi Lee from the College of Technology  
(In April Naomi will be heading to Washington, D.C., to attend a gathering of the American College Personnel Association - the largest organization of student personnel professionals in the country.)
- Claudia Clark from the Counseling Center  
(In mid-March Claudia will be attending the 30th Annual Association for Humanistic Psychology conference to enhance her skills with students who are recovering from child abuse and other traumas.)
- Susan Bolanis, Arts Unlimited/Continuing Education  
(In March Susan will head for CA. for "Exploring Alternatives to the Summer Session". New configurations of workshops and professional development for teachers will be explored, reviewed and recommended.)
- James McArthur from the Department of Design and Construction
- Lee Floro-Thompson from Instructional Media Services
- Janna Blais from Athletics
- Christine M. Haar, the School of Family and Consumer Sciences
- Robin Weirauch, Center for Policy Analysis & Public Service

ASC Scholarship Endowment  
Our Scholarship committee just completed their raffle which raised \$1885. for our scholarship fund which is now at \$65,000. This year our spendable income from this account (what we will be able to award to EGSU students as scholarships) is \$2670. Deadline for applying for this scholarship is March 17th.

Compensation  
Many have asked when the distribution will happen of \$160,000 market money allocated by you last June 28th. A civil, productive and understanding dialog has been underway regarding our preferences for how it is distributed. It feels like it's been a long communication process but

we're hopeful based on our discussions with Rebecca Ferguson and Linda Dobb that we're getting close to finishing the first year of the compensation plan for Administrative staff. I personally believe the patience shown by many of my colleagues is evidence of our commitment and investment in the current process began by President Ribeau and our faith in his fair treatment.

One concern though, when the compensation plan was implemented in 1996 and caps for ranges were added onto the final iteration of the plan. It was understood at the time that these caps would not truly be enforced until the 2000-2001 contract year and this has been the case to date but...

(It was further understood the ranges would continue to move forward until this year when the ranges would freeze, a market analysis on the ranges would take place and adjustments would be made where deemed needed. As I understand it, persons hitting their cap in their range would not be actually capped until the 2000-2001 contract year and then maybe not then either if their salary range moved forward, from the market analysis, enough to allow for them to remain under their cap.)

Currently, 15-20 persons are at their salary cap and if we follow-thru with enforcing the caps this year (as was the forecast in 1996), these persons would not receive an increase in their salary.

The concern is the message this sends to all Administrative staff about salary advancement. You may have earned merit or even super-merit but will not be compensated for that performance if you are at your salary cap. You may very well have been a high performer for a number of years and been rewarded for that performance which may have contributed to you being at your cap. I personally know two people who fit this description perfectly.

ASC's position has always been that caps are not a good motivational value. We are struggling to find creative ways to not start what seems to us to be a downward spiral in a merit system that we believed was put in place to motivate high performance. We've had some conversations with Human Resources and have expanded that conversation to the Eileen Sullivan and most recently the Provost. We are hopeful...to quote President Ribeau that "we draw upon our values to link thought and action" in coming to a fair and consistent understanding in dealing with caps.

An update on our goals...

Unit Level "base-line" Merit & "above-the-base-line" Merit Criteria  
Karen Woods from Human Resources told me yesterday that nearly everyone campus-wide has completed a Merit document.

Performance Evaluation

The study funded by Human Resources and conducted by IPRA (Institute for Psychological Research and Application) is complete.

ASC's Executive committee is formulating a charge and assembling an ad-hoc committee to work with Karen Woods in Human Resources to take this study and make recommendations on where we go from here.

Handbook

Update is complete. First time in at least 3 years it is current.  
Posting to the web is next step.

ASC Web/Listproc Presence

Website is up [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

Administrative Staff Teaching Compensation

Our Salary committee is working with Human Resources to come to terms with what the key issues are here. We suspect irregularities campus-wide on how Administrative staff are compensated for Teaching.

Paul G. Lopez

Paul G. Lopez, 11:11 AM 5/8/2000, EOT

Date: Mon, 08 May 2000 11:11:42 -0400  
 Reply-To: lopez@wbgu.bgsu.edu  
 Sender: owner-asc@listproc.bgsu.edu  
 From: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
 To: Administrative Staff Members <asc@listproc.bgsu.edu>  
 Subject: BOT  
 X-MIME-Autoconverted: from 8bit to quoted-printable by bgnet0.bgsu.edu id LAA25754  
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at  
 05/08/2000 11:13:58 AM,  
     Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at  
 05/08/2000 11:18:47 AM,  
     Serialize complete at 05/08/2000 11:18:47 AM

Board of Trustees meeting 5/5/2000

2000-2001 Budget Highlights:

-Educational Budget: 5.2% increase, \$9.04 million. (6.9% FY 1999-2000)  
 4.9% increase in income (State subsidy & Student Fee income)

based on increase of 200 Undergraduate FTE's)

1.7% budget increase at Firelands

General Fee Budget: 4.7% increase in General Fee allocations  
 7% increase in funding student activities & groups  
 7% increase for ICA (4% & \$163,100 for Gender Equity/Women's Grants)

Residence Halls &

RCC Budgets: 7.9% increase.  
 \$1,200,000 Offenhauer/Conklin renovation  
 \$551,000 Cable TV in all student rooms  
 \$57,000 Res Hall Technology Area

Dining Halls

Budgets: 5.6% projected increase in revenue  
 -increases in full-time personnel to meet staffing needs  
 -increase of \$.50 per hour for student employees

Misc. Aux. Budgets: 1.0% increase.

Includes \$7/year increase for Parking Decals - Faculty, Staff and Students

Student Fees: Undergraduate Tuition increases \$294/year (6.0%) for

Full-Time (Instructional Fee: +\$256/year - 6.3%; General Fee: +\$38/year - 4.7%)

Room & Board (including Res Hall Tech Fee) increases \$298/year (6.5%)  
 -80% of increase (\$240) attributable to renovations and Cable TV

Firelands Undergraduates: 5.0% decrease in tuition  
 -Result of increased State support thru "Access Challenge"

Salaries: 3.0% Base Salary increase for Faculty, Administrative &

Classified Staff -100% Performance-Based for Faculty and Administrative Staff

Additional Merit-Based Salary Pools

-1.5% for Performance exceeding expectations for Faculty  
 -0.5% for Performance exceeding expectations for Administrative Staff  
 -0.5% for Merit increases for Classified Staff

Other Salary Pools

-Promotions for Faculty  
 -Market adjustments for Faculty and Administrative Staff  
 -Reclassifications for Classified Staff

Other non-budget

specific highlights: Marketing report from Kim McBroom. In research

(Cleveland, Columbus and Northwest Ohio) mode. Results to direct marketing initiatives/plan.

Resolution reaffirming a commitment to Diversity by the BOT...  
"...BOT of BGSU endorses the affirmative efforts being taken to achieve  
greater diversity among our students and employees, and expresses  
its continued support of the institutional commitment to diversity as an  
educational value."

Alternative Retirement Plan, revision (University contribution change)

Code of Revisions to University Alcohol Policy, Student Handbook and Student Conduct

Amendment to Academic Charter which clarify how urgent business of University Standing committees will be handled during the summer.

"When University Standing committees are presented with urgent business during their summer recess, SEC will act on behalf of the committee in consultation with the committees chair and/or available members of the committee."

Board Of Trustees - ASC Report  
(5/5/2000)

What I've provided there for you is a final report of our ASC goals for the year and some of our additional accomplishments. Before I highlight a couple of those, I feel a need to paint a partial picture for you of the face of the 35 representatives that are responsible for making much of the success possible in this goal report...Along with caring for themselves and their family and working their jobs here at the University, many are on additional committees and/or volunteering for other University committees or initiatives (such as Springboard, UNIV, Mentoring, etc.). Voted into ASC by their peers - many times because of the professionalism they have exhibited on-the-job, working side-by-side with those persons. Giving over and above what is asked of them...every one of them represent 10-15 persons, every one of them is a member of a sub-committee responsible for ASC goals getting accomplished...it is because of these people that much of the hard work for this constituency group moves ahead. I thank them as I know you thank them for this important work done for the betterment of Bowling Green State University.

Now, with all this hard work by so many, there is a faith that believes a conversation will take place that ideas will become plans and that those plans will be presented and reviewed and crafted into policy - policy that works for those affected. As an advisory group, we do not make policy but of course you know - we do have some ideas about what might be best for us...so, we bend the ear of those that will listen, we exchange ideas with those that will have a conversation with us, we hope - for those that do make policy - that we will be heard and that we will receive the opportunity to hear them.

Rebecca Ferguson of Human Resources has met with us every other week during this last year, early in the morning, many times before the day has begun for any of us...she has offered her ear, she has participated in many conversations with us and she has definitely given us plenty to listen to and understand as we shared our breakfast time. There is much evidence of the work Becca did as a result of our breakfast conversations (much of it is in our goals report) a good deal of it presented and passed here at these meetings. We absolutely appreciate this kind of collaboration and find it wonderfully refreshing and productive.

Also, Executive Vice-President (formerly interim provost) Linda Dobb has participated in the critical communication that gives meaning to the effort of so many. I remember distinctly in meetings with her - of how I

felt listened to and understood. She has an empathetic ear and, I'm sure you know, a 'get it done' attitude. She has given us hope, strength and perspective on more than one occasion.

Becca and Linda, thank you for your help this past year. We look forward to continuing this collaborative, respectful relationship.

Our report on goals

1. Compensation Plan (Personnel Welfare/Salary)  
Working with Human Resources (Donna Wittwer) regarding individual salary issues (Inversion, Compression and identifying appropriate criteria for determining adjustments) looking to give a fair start at the 100% merit environment driving range progression, Market analysis of Administrative staff and coaches ranges/positions, Market exceptions. Continued feedback to the President and his representatives regarding Administrative staff compensation priorities and needed clarification.

Much of this goal became getting to the distribution of the \$160,000 of "market adjustment" money you allocated last June 28th. ASC has continued to feel fair "placement" of individuals within their salary range at the onset of the Mercer compensation plan was not accomplished. A fact that would not allow Administrative staff to begin the 100% merit environment and consequential movement through their respective salary ranges fairly. This was said in the Compensation Working Group's report to the President last May. We are happy to report the first step in resolving this "placement" issue has been taken by the methodology used in the distribution of the \$160,000. We are further happy to see the commitment (demonstrated by another allocation to the Compensation Plan) to continue to bring equity to "placement" of Administrative staff within their salary range.

2. Unit Level Merit & "Super-Merit" Criteria (Personnel Welfare)  
Working with Human Resources to help begin (and complete) the conversation between employees and supervisors in creating "Merit documents," understanding and communicating the process and assuring for accountability at Human Resources.

The conversations have taken place. It has been confirmed by Human Resources, that all Administrative staff units, campus-wide, have "Merit documents."

3. Performance Evaluation (Adhoc Group\*-reporting to PWC)  
Follow-up study funded by Human Resources and conducted by IPPA (Institute for Psychological Research and Application). This is continuing work. Findings from campus-wide survey and selected focus groups to move this agenda.  
\*ASC and Human Resources members.

The IPPA study is complete. The ASC Executive committee has approved a "charge" to an adhoc ASC/HR committee to bring forth some workable solutions based on the findings of the report. This will be a continuing goal for next year.

4. Administrative Staff Teaching Compensation (Salary)  
ASC by-laws require we disband this ad-hoc group or make it a permanent committee. ASC Exec has determined we will thank and disband this committee. We will determine what the primary issues are from adhoc committee chair and frame for Provost.

We did disband the ad-hoc committee. Beginning the framing of the issue of Administrative Staff Teaching Compensation became one of the goals for the Salary committee this year. This committee has met with HR and has been waiting for an opportunity to present to Dean's Council. We have communicated our concerns and suspicions to the Provost. This goal will continue into the next year.

5. Incentive Program (Salary)

Paul G. Lopez, 11:11 AM 5/8/2000, EOT

Working with Human Resources to investigate innovative ways of rewarding "high performers" and those at their range "cap".

We did not accomplish this goal. The "cap" issue kept us from forming any ideas to move us ahead. ASC's Personnel Welfare committee felt we could not sanction any kind of incentive program that would primarily be used to compensate persons at their salary range "cap." The feeling we should not be "capped" was the primary communication.

6. Handbook (Adhoc Group-reporting to PWC)  
Update and distribute a paper copy. Then distribute to Human Resources and ASC websites. Also develop a process with Human Resources for continuous updating and distribution.

Updated. On the web, linked to from the ASC web page to HR web page. The overall feeling of those looking to keep this current was to keep it in an electronic format (the web) and not print and distribute a paper copy (not to mention less costly).

7. Professional Development Workshops (Professional Development)  
Continue effort put forth this past year with regards to work-place needs being addressed in Professional Development workshops ("Invest in Yourself") that would again be open to all BGSU staff, faculty and students. Funded by Human Resources. Investigate, with new Campus Training Coordinator, database development of all Professional development activities done by Administrative staff campus-wide.

We did them. They were great. 114 persons attended. Human Resources funded. Looking to have a conversation with our campus training coordinator about the database this coming year.

8. ASC Web/Listproc Presence (Internal Affairs)  
Distribution of updates, minutes of meetings, handbook, special messages/opportunities, etc.

Website is up, www.bgsu.edu/organizations/asc. The ASC Listproc has been a rich source of information distribution all year. Our current secretary, Claudia Clark, will continue her service to ASC next year as our web manager. Based on her demonstrated excellent organization and follow-thru I believe we are assured of our web-site continuing to be an effective place of communication to constituents and the campus community regarding ASC concerns.

9. Scholarship Endowment Goal (Scholarship)  
Investigate matching opportunities like we were afforded two years ago. Then set a goal and work to achieve it.

Correct numbers from what I said in March - Corpus, I said in March it was \$65,000, actually it's \$85,798.42, I said we would have \$2670 to award in scholarships actually we have \$3900 to award and we have selected five students to receive those scholarships. We will recognize those who earned these scholarships at our Fall reception. They are: Shannon Fullenkamp, St. Henry - \$1000, Joshua Lesure, Seville - \$800, Shelly Howard, Norwalk - \$800, Jill Wenzlick, Bowling Green - \$800, Bryan Reaume, Maumee - \$500.

Added accomplishments  
-Professional Development grants (Awarded eight grants, funded by Human Resources)

-Binge Drinking awareness (Our External Affairs committee brought Chris Hageman of the Wellness Connection to one of our general meetings to give representatives guidance on helping students with alcohol problems. This information was extended to all Administrative staff. Looking to make a difference with students in administrative workplaces.)

In the interest of time, I'll allow you to look thru the rest of the goals

Paul G. Lopez, 11:11 AM 5/8/2000, BOT

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and accomplishments of ASC this past year on your own and I'll say thank you for continuing to allow Administrative Staff this opportunity to speak with you and receive a glimpse of the "Big Picture." Any Questions, if not I would like to introduce to you next year's Chair of Administrative Staff Council, Mary Beth Zachary of the Library.

-BG Best Awards 1999-2000 (To be awarded at our Spring Reception on June 1st)

-Ferrari Award 1998-1999 (Awarded to Cheryl Joyce from the Tucker Center for Telecommunications at our 1999 Fall Reception)

-Wellness Resolution (Asking for the creation of a BGSU Employee Wellness Program to include Education/Awareness information; Health Screening; Incentive Programs; and, Staffing of a Graduate Assistant...\$44,000 estimated Phase I cost)

-Conciliation Process for Non-Compensation Complaints (ASC Personnel Welfare committee work on making current process more fair and equitable)

-CUPA salary data analysis (Done for Salary recommendation currently in the "Budget Book", Exhibit VI)