

Administrative Staff Council (ASC) Meeting, 9/3/09  
Notes by Faith Olson

1. Report by Rebecca Ferguson on three topics:
  - a. Furloughs – this is a one-time money saving process, unlike layoffs which are permanent. The money is being used for retention and recruitment activities. In particular, there are 7 recent BGSU graduates who could not find a job (called the Magnificent Seven) who were hired by Albert Colom to do recruiting. They seem to be successful.
  - b. Leave Bank – (I must have heard the numbers incorrectly, but I am reporting them as I heard them). Total number of hours that have been donated to date is 5,152 (111 classified employees donated 2,320 hours; 103 administrative staff with 2,312 hours; and, 17 faculty donated 520 hours = 5,032 total hours). Twenty-two employees could receive help from the Leave Bank at 240 maximum hours. There will be another enrollment period in February 2010.
  - c. Essential employees – there is a committee that is working to clarify this title of employees for three separate situations: H1N1 (swain) flu, weather essential – snow shoveling or blizzard condition.
2. Changing the method for approving ASC minutes from hand/yea-nay vote to electronic. Sherri Orwick-Ogden , ASC Secretary, indicated she will have the minutes out to ASC representatives by the following Tuesday after the monthly ASC meeting. Any changes should be relayed to Sherri by Thursday of the next week (2 days to read and submit changes). No changes are a sign of approval as written. The next day (Friday – 1 week and 1 day after the ASC meeting) the electronic approved minutes will be resent and posted to the ASC web site.
3. Sara Zulch-Smith, indicated that ASC is seeking clarification on non-renewal policy concerning years of service at BGSU or years of service as an administrative staff employee. ASC is hoping for total years at BGSU.
4. Donna Wittwer will be at ASC meeting in October to discuss the health care plans and information from OPERS proposed changes.
5. Severe weather policy committee is still working on a draft.
6. ASC committee positions may be filled with ASC representatives or individuals across campus (these individuals serve “at Large”). Chairs of ASC’s standing committees must be ASC representatives. Chairs are to submit their committee reports to the ASC secretary before the monthly meeting. This will guarantee that the notes will be included in the minutes.
7. The question was asked about the status of taking the ASC bylaws out of the ASC Handbook. This is still being discussed.

8. I reported on classified staff layoffs this week and the Helping Hands program
9. Barbara Keller, Retirees Association, reported on the 15<sup>th</sup> annual BGSU Retirees Association celebration that will be held 9/16/09 in the BTSU Sky Bank room. Suggestion was given to link the ASC web site to the Retirees web site. Barbara will request the Retirees' Newsletter be electronically mailed to the ASC secretary for inclusion on the ASC website.
10. Encouraged representatives to participate as chair-elect. This gives the person a view that is bigger than just serving on ASC as a representative.
11. The Fall Reception will not be the September date because of the money situation. ASC leadership is trying to get the budget straightened out.
12. The funding of the Ferrari Award was discussed. Jodi Devine committed a donation of \$500 if the remainder of the representatives would donate the other \$500. A foundation account may be established for these donations.
13. Flu shots will soon be given at various sites for \$23. The Swine flu (H1N1) shots will be given to students first because young people appear to be more vulnerable to the illness. This flu will require two shots for protection.