

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, October 6, 2016**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, Christopher Bullins (Ombuds), Dawn Chong, Beth Detwiler, Judy Donald (BGSURA), Kim Fleshman, Michael Ginnetti, Kerry Gonzalez, Linda Hamman (CSC), Chet Hesson, Jason Januszewicz, Trinidy Jeter, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Aaron Kane, Mary Ellen Kellow, Allen Kohn, Steve Letzring, Rebecca Lyons, Connie Molnar, Jennifer Poggali, Heidi Popovitch, Lindy Smith, Susan Stearns, Dawn Swain, Danijela Tomic, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

**Substitutes:** Tim Burns for Brett Pogan

**Absent:** Kalee Carlton, Rhonda Dicke, Leslie Galan, Krishna Han, Jhaakira Jacobs, Sheri Leatherman, Thomas Rapier, Anthony Rivera, Susan Sadoff

**Call to Order:** Beth Detwiler, Chair Elect of ASC, called the meeting to order at 1:31pm.

**Guest Speaker:** Sandy Heck, Human Resources (HR)

- Benefits open enrollment will run from October 31-November 18. Employees have until till midnight on the last day to submit the online form(s), however, paper forms must be in by 5:00pm.
- Rates will come out next week, likely in an email on Monday.
- There will be no major plan changes for next year.
- Beginning January 1 the mammogram benefits will change. Employees and those ensured on their coverage will be able to get one mammogram for every 12-month period with no age limits. This does not impact rates in anyway. BGSU does not cover 3D mammograms at this time. This is a change from the current coverage that contains age restrictions as well as time limits on eligibility.
- New this year, there will be an automated process for spousal support forms instead of paper forms as in the past years when going through open enrollment.
- The new website for HR is now active and should improve user access to important information.
- The online comparison toolkit is available to help you determine your best coverage option and 2017 rates should be in the tool prior to open enrollment beginning.
- Plan B has no rate changes this year. There is a rate change for Plan A.
- HR does not have the amount yet for the universities contribution to the Health Savings Account option.
- Flu shots are covered but make sure you get it from an approved vendor.
- Children will be covered until the end of the month at which they turn 26; it was previously 28.
- BGSU no longer covers same sex partners due to the change in marriage laws.

**Chair's Report:**

HR Meeting: Human Resources staff will be sending Jeremy the head counts on administrative staff as we have had many fluctuations with retirements and job changes over the past several months.

Tri Chairs Meeting: No report.

University Council: At the last meeting Margo gave updates regarding the status of ASC including the Tri-Chairs situation this year and the spring awards banquet results.

Board of Trustees Meeting: Leslie attended this meeting for ASC. Several naming opportunities across campus were approved. Construction will take place over the summer in the ice arena to fix the floor under the ice sheets and replace the cooling system. Repairs will also take place in the music building.

**Discussion:** A question was raised regarding the internal hiring process for classified and administrative staff. Jeremy will take this to Human Resources at their next meeting.

**Treasurer's Report:** No report.

**Secretary's Report:** Minutes from the September meeting were sent out for review on September 19. The September minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Jennifer Poggali. The motion passed.

#### **Committee Reports:**

Amendments & Policies: The Executive Committee has proposed changes to the Charter and By-Laws; our committee has reviewed the proposed changes and are presenting them to the full committee today.

#### Awards & Recognitions:

The committee met to discuss the following things:

- Changing the date of the Awards Ceremony to May to allow more time for nominations and less conflicts with staff's already hectic end of the year schedules and to honoring the student scholarship winners at an April meeting. We still need to discuss this with the Student Scholarship committee.
- Re-evaluating the award nominations and making sure the awards are recognizing what they should be and ways to increase nominations.
- The monthly Spirit of BG awards-purpose and award presented.
- We will be meeting in the next week to look at the Spirit of BG nominations (we received 7 over the summer, but only 5 are eligible).

Outreach & Activities: Monthly Socials will be held the first Friday of each month starting with October (pending confirmation).

- October 7th – Becketts
- November 4th – Sunset Bistro
- December 2nd – Stone's Throw
- January – Bowling Event
- January 16 – MLK Volunteer Activity

As for the ASC Welcome Packet, we need to confirm exactly what ASC would like to include in this. Is this something where we purchase things out of our budget to put in them? Is it just a letter? How often do these

packets go out? This is the first time this has been assigned to the committee so we just need some expectations of what is to be included.

Food Pantry – Jacey was unable to connect with Leslie Galan to see what her last conversation was with Jodi Webb. Krishna is touching base with Dr. Rosser from the Center for Communication & Civic Engagement to see if this is potentially something we can link with them on. We are determining our focus group – all students or just on-campus residents. We want all students to be included in this so we want it to be all students. Leaning towards going of recommendations of BGSU staff for students. Need to finalize location.

Personnel Welfare & Compensation: Committee is full as of 9/30/16 but was not able to meet prior to the October council meeting.

Professional Development:

- Last month:
  - Met and verified contact information of all committee members
  - Reviewed Professional Development questionnaire from last year
- This month:
  - Review goals and objectives
  - Assess professional development budget
  - Discuss possible on sight professional development opportunities
  - Review current requests for professional development funding

Student Scholarships:

- Goal: Raise money for student scholarships (raffle, sponsors, auction, etc.)
- Goal: Award scholarships to students using an evaluation process

Committee Update:

- We met after the September ASC meeting and have met virtually and through e-mail as an on-going process. We approved our goals listed above.
- We will be raffling off John Ellinger's Ferrari Parking Spot for Spring and Summer 2017. The value is \$252.00. We will do an online auction.
- We have been approved by the Falcon Club to do the 50/50 raffle at the UT/ BGSU Volleyball game. Robin Veitch has raffle tickets we can use. We are seeking volunteers to walk around selling the tickets. It is Saturday, October 22, 2016. We need a minimum of 6 people. Let Kim Fleshman know if you are available to help sell raffle tickets at this game. If you volunteer, you can get a free pass game and will sell prior to the match.

**Liaison Reports:**

Classified Staff Council: At their last meeting they had guests from Parking Services present about the new parking changes for next year. V Jane Rosser from the Center for Community and Civic Engagement spoke about options for classified staff from her department.

Faculty Senate Representative: Pat Pauken spoke on parliamentary procedures for the senate meetings. At the end of the meeting they hosted a past chairs panel to provide advice to and answer questions from the members.

Retiree Association: The first meeting for the academic year is next week.

Ombuds Update: No report.

ASC Historian: ASC Executive Committee has a list of files and is determining what should be made available to each constituent group.

### **University Committee Reports:**

#### Public Safety:

- Not In Our Town Peace March on Oct 14th at noon starting at the 4 corners downtown.
- Not In Our Town Reaffirmation Celebration on Oct 14th at 4pm in the Falcons Nest.
- Not In Our Town General meeting tonight at the Wood Co Library (in BG) at 5pm in the Community Room.

Presidents' Council on University Athletics: There are now two faculty athletic representatives. The new Athletic Director spoke regarding what the future plans and goals are for BGSU athletics and mentioned that the average GPA for student athletes is 3.23.

**Old Business:** None.

**New Business:** Kim Fleshman moved to waive the first reading of the proposed amendments to the Charter and By-Laws presented to the council by the Amendments & Policies Committee via email prior to the meeting. Heidi Popovitch seconded the motion. The motion passed through a voice vote.

A discussion followed to correct grammatical changes in the proposed amendments. The amendments committee will present the modified amendments at the November meeting and present it for a paper vote. Suggested changes can be sent to Chris Wammes.

**Good of the Order:** Falcon BEST Robotics Competition will take place at the Stroh Center this Saturday, public welcome. Jennifer Poggali mentioned the Tri-Chairs will be visiting Firelands next week. Student Supervisors Boot Camp training on October 20, contact Student Employment for more information.

#### **Upcoming ASC Dates:**

Oct. 26, 2:00 – 3:00, 308 Bowen-Thompson Student Union

Open Enrollment and Benefits Presentation – Sandy Heck

Joint Presentation for Administrative and Classified Staff

**Adjournment:** Rebecca Lyons made a motion to adjourn. Mary Ellen Kellow seconded the motion. The meeting adjourned at 2:59 pm.

# Committee Goals for 2016 – 17

## Amendments & Policies

- Handbook/By-Laws/Charter Review
- Record history of amendments and BGSU policy changes
- Process amendments as prescribed by the ASC Charter & Bylaws

## Awards & Recognition

- Award Reception Planning
- Award Distribution (Ferrari, BG Best, Rookie of the Year, Spirit of BG)
- Promote all of our awards to the campus community
- Actively seek nominations for all awards
- Award Spirit of BG monthly award at least four times this year
- Revisit Award descriptions and criteria

## Outreach & Activities

- Create an ASC Food Pantry for students
- Hold a monthly social event open to all Administrative Staff
- Create and send an ASC Welcome Packet to new employees

## Personnel Welfare & Compensation

- Conduct salary market comparison
- Work with HR on any “hot topics” for the year
- Proactively review current compensation policies
- Review handbook for possible required revisions

## Professional Development

- Develop or provide professional development opportunities for the campus community
- Award professional development grants within the prescribed annual budget

## Student Scholarships

- Raise money for student scholarships (raffle, sponsors, auction, etc.)
- Award scholarships to students using an evaluation process

# Original

## **ARTICLE 1: Meetings**

### SECTION 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee shall be called by the Chair, the Co-Chairs, the Co-Chairs-Elect, or by a majority of the members of the Committee.

## Amended version

### **ARTICLE 1: Meetings**

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## **ARTICLE 2: Committees**

### **SECTION 2: Administrative Staff Council Standing Committees**

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair or the Co-Chairs of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair or Co-Chair of ASC shall appoint a chair or co-chairs for each standing committee from the ASC membership. Each committee chair or co-chairs shall submit in May a yearly report of the committee's activities to the Executive Committee. This annual report shall include the committee's proposed goals for the following year. When necessary, it shall be incumbent on the committees to work closely on issues that overlap, (e.g. the Amendments Committee and the Internal Affairs committee may be required to work together on proposed changes to the ASC Bylaws). The duties and responsibilities of the following ASC standing committees are:

- A. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
  
- B. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each functional area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.
  - 1. Salary Sub-Committee - This sub-committee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. In addition, the sub-committee shall continue a regular review of CUPA data and other relevant resources in order to provide an on-going, comparative history of administrative staff salaries. The chair of the Salary sub-committee shall be selected from the members of the Personnel/Welfare committee.
  
- C. Finance Committee – The Treasurer shall serve as chair of this committee and shall prepare annually the ASC budget and submit it to ASC for approval prior to its submission to the University budget committee.
  
- D. Scholarship Committee -The responsibility of this committee shall be to administer all aspects of the administrative staff scholarship program.



- E. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to ASC on all proposed amendments. This committee shall annually review the Administrative Staff Handbook for accuracy of content.
- F. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection, and presentation of the awards and special recognition including the annual Ferrari Award. This committee shall be composed of at least one member from each functional area. Committee members shall have been employed by the University for at least three years.
- G. Internal Affairs Committee – This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee should respond to concerns and make recommendations about the structure or configuration of Council meetings; and shall examine and conduct the election process and make appropriate recommendations. The Committee shall also maintain the ASC web site.
  - 1. Elections Sub-Committee - This sub-committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect or Co-Chairs-Elect, and other council members as needed. The sub-committee shall assist the Secretary in initiating, conducting, tabulating, and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.
- H. External Affairs Committee – This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BG Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

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## **ARTICLE 4: The Election/Appointment Process**

### **SECTION 1: Elections to Administrative Staff Council**

#### **A. Nominations**

On completion of the apportionment of ASC membership, the Elections Sub-Committee, annually, shall seek nominations of candidates for election to ASC. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

#### **B. Elections**

The Elections Sub-Committee, annually and following certification of candidates, shall conduct ASC elections. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revisions to Article 4, Section 1 approved by Administrative Staff Council on 04/02/98 and 05/05/01.)

### **SECTION 2: Nominations and Elections to University Standing Committees**

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of Administrative Staff Council.

#### **A. Nominations**

Annually the Elections Sub-Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

#### **B. Elections**

The Elections Sub-Committee, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.

(Revision to Article 4, Section 2 approved by Administrative Staff Council on 05/05/01.)

### **SECTION 3: Nomination and Election of Administrative Staff Council Officers**

The Administrative Staff Council officers shall be those defined in Section IV of the ASC Charter.

#### **A. Nominations**

On completion of the election of ASC representatives, the Elections Sub-Committee, shall request of the Executive Committee that it annually prepare a list of nominees for election as officers of ASC. Also, the Elections Sub-Committee shall, by written notice, annually solicit additional nominations for ASC officers from the total administrative staff membership. Nominees for election as ASC officers shall be drawn from Administrative Staff Council.

#### **B. Elections**

The Elections Sub-Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

(Revision to Article 4, Section 3 approved by Administrative Staff Council on 05/05/01.)

SECTION 4: Nomination and Election of Administrative Staff Council Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Elections Sub-Committee shall prepare a list by functional area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections

The Elections Sub-Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revisions to Article 4, Section 4 approved by Administrative Staff Council on 04/02/98 and 05/05/01.)

SECTION 5: Nomination and Appointment to Administrative Staff Council Standing Committees

Administrative Staff Council Standing Committees shall be comprised of members of ASC as provided for in Article 2, Section 2 of the Bylaws of Administrative Staff Council.

A. Recommendations and Self-Nominations

Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-wide elections to serve on ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

B. Appointment

From among the recommendations and self-nominations, the ASC Chair or Co-Chairs in consultation with the ASC Executive Committee annually shall fill vacancies on ASC standing committees.

SECTION 6: General Procedures

- A. The Election Sub-Committee shall prepare, distribute, receive, and tabulate all nomination forms and election ballots. Nominees shall declare their intention of running for an individual seat or a shared position (e.g., chair-elect or co-chair-elect) at the point of submitting his or her name for election. The Executive Committee shall determine the slate of candidates based on the declared intention of the nominees and the number of nominees to run for election. It may be the case, as a result of the above determination, that one individual runs as chair-elect against a slate of two candidates running as co-chairs-elect.

The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is running for election, the person

receiving the most votes shall be declared the winner of the election, office or nomination and the person receiving the next most number of votes shall be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election shall be conducted involving only those who tied.

- B. The Elections Sub-Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Elections Sub-Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Elections Sub-Committee shall conduct nominations and elections designated in the Bylaws.
- E. The final date for receipt of nomination forms and election ballots is 10 workdays after distribution by the Elections Sub-Committee.
- F. The results of all nominations and elections shall be reported to Administrative Staff Council by the Elections Sub-Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Elections Sub-Committee shall retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.
- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

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On completion of the apportionment of ASC membership, the ~~Elections Sub-Committee~~ **Secretary**, annually, shall seek nominations of candidates for election to ASC. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

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The ~~Elections Sub-Committee~~ **Secretary**, annually and following certification of candidates, shall conduct ASC elections. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

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#### **B. Elections**

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(Revision to Article 4, Section 2 approved by Administrative Staff Council on 05/05/01.)

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The Administrative Staff Council officers shall be those defined in Section IV of the ASC Charter.

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##### B. Elections

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##### A. Recommendations and Self-Nominations

Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-wide elections to serve on ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees. **All ASC Representatives (non-officers) must serve on at least one ASC Standing Committee.**

##### B. Appointment

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that one individual runs as chair-elect against a slate of two candidates running as co-chairs-elect.

The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is running for election, the person receiving the most votes shall be declared the winner of the election, office or nomination and the person receiving the next most number of votes shall be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election shall be conducted involving only those who tied.

- B. The ~~Elections Sub-Committee~~ **Secretary** shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The ~~Elections Sub-Committee~~ **Secretary, in conjunction with one or more additional members of the Executive Committee**, shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The ~~Elections Sub-Committee~~ **Secretary** shall conduct nominations and elections designated in the Bylaws.
- E. The final date for receipt of nomination forms and election ballots is 10 workdays after distribution by the ~~Elections Sub-Committee~~ **Secretary**.
- F. The results of all nominations and elections shall be reported to Administrative Staff Council by the ~~Elections Sub-Committee~~ **Secretary** at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The ~~Elections Sub-Committee~~ **Secretary** shall retain all nomination forms, election ballots, and working papers, **both hard format and electronic**, for a period of 20 work days following their tabulation after which time they shall be destroyed.
- H. The ~~s~~Secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

# Original

## **SECTION IV - Officers and Committees**

### Officers

Officers of Administrative Staff Council shall be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary, and Treasurer. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership.

The Chair, Co-Chairs, Secretary, and Treasurer shall serve one-year terms; the Chair-Elect or Co-Chairs-Elect shall serve one year as Chair-Elect or Co-Chairs-Elect and the following year as Chair or Co-Chairs. The term of office on Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect. Officers may be removed from office by a two-thirds vote of the full membership of Administrative Staff Council.

### Duties of the Officers

The Chair or one of the Co-Chairs shall preside at all meetings and the Chair, Co-Chair (or designee) shall represent the administrative staff to all appropriate bodies and individuals. The Chair or Co-Chairs shall serve on the Executive Committee as the immediate Past-Chair or immediate Past-Co-Chair at the end of the current term.

The Chair-Elect or Co-Chairs-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, and shall assume the role of Chair at the end of the Chair's or Co-Chairs' term of office. The Chair-elect or Co-Chairs-Elect shall serve on the Executive Committee during the current term.

The Secretary shall provide timely notification of all meetings; maintain an accurate record of meetings and distribute minutes to Administrative Staff Council in a timely manner; notify Administrative Staff Council members when they have been designated as absentee; serve as chair of the Elections Sub-Committee; and maintain a permanent record of all nomination and election results and place amendment proposals on the Administrative Staff Council agenda for debate, refinement, or amendment before a final vote. The position of Secretary may be jointly held at the discretion of the Administrative Staff Council executive committee.

The Treasurer shall maintain the budget of Administrative Staff Council as described in the Bylaws of Administrative Staff Council, Article 6. The Treasurer also shall serve as chair of the Finance Committee.

### Committees

Executive Committee.

The Executive Committee shall be composed of the Chair or Co-Chairs, the Chair-Elect or Co-Chairs-Elect, the Secretary, the Treasurer, the immediate Past-Chair or immediate Past-Co-Chair, and one representative from each functional area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

## Amended version

### **SECTION IV - Officers and Committees**

#### Officers

Officers of Administrative Staff Council shall be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary, **Treasurer, and Communications Officer**. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership.

The Chair, Co-Chairs, Secretary, **Treasurer, and Communications Officer** shall serve one-year terms; the Chair- Elect or Co-Chairs-Elect shall serve one year as Chair-Elect or Co-Chairs-Elect and the following year as Chair or Co-Chairs. The term of office on Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect **to run through the end of term as immediate Past Chair or immediate Past-Co-Chair**. Officers may be removed from office by a two-thirds vote of the full membership of Administrative Staff Council.

#### Duties of the Officers

The Chair or one of the Co-Chairs shall preside at all meetings and the Chair, Co-Chair (or designee) shall represent the administrative staff to all appropriate bodies and individuals. The Chair or Co-Chairs shall serve on the Executive Committee as the immediate Past-Chair or immediate Past-Co-Chair at the end of the current term.

The Chair-Elect or Co-Chairs-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, and shall assume the role of Chair at the end of the Chair's or Co-Chairs' term of office. The Chair-elect or Co-Chairs-Elect shall serve on the Executive Committee during the current term.

The Secretary shall provide timely notification of all meetings; maintain an accurate record of meetings and distribute minutes to Administrative Staff Council in a timely manner; notify Administrative Staff Council members when they have been designated as absentee; ~~serve as chair of the Elections Sub-Committee~~ **perform all duties associated with elections and orientation**; and maintain a permanent record of all nomination and election results and place amendment proposals on the Administrative Staff Council agenda for debate, refinement, or amendment before a final vote. The position of Secretary may be jointly held at the discretion of the Administrative Staff Council executive committee.

The Treasurer shall maintain the budget of Administrative Staff Council as described in the Bylaws of Administrative Staff Council, Article 6. ~~The Treasurer also shall serve as chair of the Finance Committee.~~

**The Communications Officer shall be responsible for the promotion of Administrative Staff Council and marketing of ASC-related events and provide suggestions for promotional marketing to ASC and its officers. The ASC Communications Officer will maintain ASC's website and social media presence.**

#### Committees

Executive Committee.

The Executive Committee shall be composed of the Chair or Co-Chairs, the Chair-Elect or

## Amended version

Co-Chairs-Elect, the Secretary, the Treasurer, **the Communications Officer**, the immediate Past-Chair or immediate Past-Co-Chair, and one representative from each functional area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.