

Administrative Staff Council Meeting
April 8, 1999 Capital Room

Call To Order: The meeting was called to order by Chair, Deb Boyce at 1:38 p.m.

Members Present: Joyce Blinn, Deb Boyce, Deb Burris, Dianne Cherry, Claudia Clark, John Clark, Michael C. Giles, Jr., Linda Hamilton. Keith Hofacker, Sandy LaGro, Paul Lopez, Jan Ruffner, Jane Schimpf, Robin Veitch, Laura Waggoner, Matt Webb, Duane Whitmire, Mary Beth Zachary

Introduction of Substitutes: Joyce Brady for Deb Wells

Guest: Scott Borgelt – Monitor

Corrections to February Minutes: Stacy McDaniel was a substitute for Sidney Childs. Bonnie Fink, presenter of the workshop “The Writing Process” is from the English Department.

Approval of February Minutes: Mary Beth Zachary made a motion to approve the minutes, and Pat Green seconded.

Correction to March Minutes: Works by Wild Bill Davison were exhibited. Also reference to a cold water shutdown at the Student Recreation Center has been deleted.

Approval of March Minutes: Jane Schimpf made a motion to approve the minutes and Linda Hamilton seconded.

Chair Report: Administrative Staff Council will hold its Spring Reception on May 13, 1999 from 3-5 at the Mileti Alumni Center. The “BG Best” awards will be given out at the reception. Becca Ferguson and Bill Knight are co-chairing the Task Force to look at perceived problems from the administrative and classified staff survey. The Task Force will have two representatives from the administrative staff and two from the classified staff. With regard to the Responsible Technology Use Draft, Judy Adams will share input with the committee that wrote it. Send your comments about the policy to Judy or e-mail it to www.bgsu.edu/office/it/policy and also send a copy to Deb Boyce. It was also suggested to check the website of Cornell University (cornell.edu) for their written policy on responsible use. During the summer, meetings will be held to finalize the draft by September so it can be presented to the Board of Trustees at their October meeting. Discussion followed.

Chair-Elect Report: The Conflict Resolution Center has gone to the Provost to secure funds.

Secretary Report: no report

Committee Reports:

External Affairs: Marilyn Braatz encouraged ASC members and their families to visit the Jazz Lab on April 15 for a free concert. Continue to bring books to the Jordan Family Development Center. A book plate will be placed in the books recognizing the contributor. On April 25, tickets

for the 2:00 p.m. Sunday matinee of “Sweeney Todd” can be discounted with reservation of at least 15 people.

Awards and Special recognitions: The committee is in the process of going over the BG Best nominations. The Ferrari information is ready to send out.

Personnel Welfare: no report

Professional Development: Jane Schimpf said that all the grant money has been distributed.
Salary: no report

Scholarship: no report

Ad Hoc Committee on Administrative Staff Teaching Compensation Policies: no report

Ad Hoc Committee on Performance Evaluation Review: Mary Beth Zachary said that the pilot focus groups went well. A letter will be going out inviting participants to give their input in new focus groups at certain times.

Ad Hoc Committee on Handbook Revision: Mary Beth Zachary spoke with Beverly Stearns and that Beverly, Michelle Simmons, and Karen Woods (liaison through Human Resources) are working on the revision draft.

Old Business: Keith Hofacker said that the Jazz Band is a student group but is conducted by faculty.

New Business: Mary Beth Zachary, chair of the Amendments Committee passed out the proposed By-Laws Change to Article 2 Section 4 to allow for the appointment of a non-Administrative Staff Council member to the position of chair of the Ad Hoc committee. The suggestions (in CAPITAL LETTERS) are added to the first sentence of Section 4. “ASC ad hoc committees shall be created by AND RESPONSIBLE TO the Executive Committee which shall appoint members INCLUDING THE CHAIR, who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to University ad hoc committees. After two years...”

This is the first reading of this proposed change. The second reading will be at the May meeting. ASC members were reminded that ASC standing committees can only be chaired by ASC representatives, but ad hoc committees can include non-ASC members.

Ohio Reads Resolution: discussion followed.

For the Good of the Order:

Claudia Clark said that April 27 will be No Diet Day. The goal is to find ways to live that don't involve dieting. Also a Clothing Drive will be started with the purpose of securing dress for success type clothing in larger sizes for underprivileged women.

Jan Ruffner: A meeting will be held on April 29, 1999 run by the Purchasing Department at the Club 57 from 10:00-11:30 to provide information about how the purchasing process works.

Cheryl Purefoy said that the spring auction of furniture, computers, etc. will be at the Reed Street Warehouse.

Matt Webb was promoted to Associate Director of the College of Health and Human Services.

Mary Beth Zachary said that the Men's Chorus will be performing karaoke between the Education and Business Administration buildings to raise money. The concerts on April 24 are very entertaining, and tickets are hard to get.

Marilyn Braatz: Remember the Jazz Lab and Support the Family Campaign.

Robin Veitch: The Falcon Club will have a May 15 auction at 101 Olscamp Hall. The cost is \$50 per ticket. One does not need to be a Falcon Club member to participate.

Duane Whitmire: Than you for your patience regarding the e-mail.

Keith Hofacker: Tryouts for Guys and Dolls will be April 25 in Kobacker Hall.

Adjourn: Keith Hofacker made the motion to adjourn and Cheryl Purefoy seconded it.

The meeting adjourned at 2:30 p.m.

Minutes submitted by Joyce Blinn, Secretary, ASC