

Next Meeting: February 5, 2004 (1:30 – 3:00); 207 BTSU  
Submitted by: Tina Coulter, ASC Secretary  
Administrative Staff Council 2003-2004

Minutes: January 8, 2004  
Sky Bank Rm, BTSU

#### Call to Order

Robin Veitch called the meeting to order at 1:34.

#### Members Present

Tina Coulter, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Chris Haar, Ann Jenks, Sally Johnson, Steve Kendall, Lona Leck, Joe Luthman, Emily Monago, Judy Amend (CSC), Phyllis Short, Robin Veitch, Robert Zhang, Sara Zulch-Smith

#### Member Substitutes

Georgia Folkins for Michael Ginsburg

#### Absent

Rob Cramer (2), Kim Fleshman, Brady Gaskins (3), Terry Herman (3), Penny Nemitz (2), Celeste Robertson (2)

Resigned from council: Amelie Brogden, Sue Lau, Lucie Shetzer

#### Approval of Minutes

Spelling correction made to substitute Greg Dickerson's name on December 2003 minutes. Motion made by Carl Dettmer to approve. Dave Crooks 2nd, motion to approve passed.

#### Chair's Report

1. Robin reminded staff, as stated on the Marketing & Communications website from HR, that administrative staff have until 1/9/04 to turn in their December 2003 Leave Report. Anyone wanting to use personal time for the January 2, 2004 mandatory day off should report that time on their December form.
2. Faculty Senate is discussing updates to the Academic Honesty Policy.
3. She attended the Board of Trustees Meeting on 12/16/03. Several presentations were given including an educational session on the campus environment and safety. Crime is up off-campus but has decreased oncampus.
4. Administrative Staff Day (new event) will be held either 3/17/04 or 3/18/04. The day will include the annual Professional Development Workshop, lunch/keynote speaker, as well as the annual ASC Spring Reception. The day has Dr. Ribeau's support. External Affairs will assist in the coordination and advertising for the day. Anyone with suggestions/ideas for the workshop or the keynote speaker should let Robin know.

Vice Chair's Report  
No Report.

Secretary's Report  
No Report.  
Committee Reports

#### Amendments

Upon reviewing the definition of "functional area" the committee made a recommendation to keep this wording in the amendments where applicable. Functional areas are less likely to change vs. Vice Presidential areas.

#### Awards and Special Recognition

The first ASC Spirit Award was given to Betty Ward, Arts & Sciences. December ASC Spirit Award will be announced next week. Committee is still receiving very few nominations. Need to continue to promote this award. B.G. Best Award Nominations form was sent out to all administrative staff members. Deadline for nominations is February 6, 2004. The winners will be announced at the Administrative Staff Day in March. Delays have occurred in moving the Dr. Michael Ferrari Award to the BTSU. The committee continues to work with the appropriate parties.

External Affairs  
No Report.

#### Internal Affairs

Administrative Staff Day will be used to help promote elections for next year. ASC Exec will demo an on-line election through the portal to see if it is an option for the upcoming elections.

#### Personnel Welfare/Salary

Committee met with HR to discuss ASC compensation and ways to advance staff to the mid point of their salary ranges. According to the Mercer report, staff should reach the midpoint within 4-7 years of employment. Advancements beyond that point would require exemplary performance. HR recommended that ASC create a salary range plan, in addition to the annual salary recommendation, that would address these concerns and show how staff would be moved up the scale. It was further recommended that ASC find ways to set-up a pool of money to be used to pay these staff members (Faculty were able to use a pool of money they saved from ERIP). An electronic version of top administrative staff status' (showing years served, pay rates, etc.) was received by committee chairs and is currently under analysis. Longevity, not just new hires will be reviewed. President's Council would like recommended compensation plan for 2004-2005 by 2/29/04.

#### Professional Development

Committee has begun awarding the ASC Professional Development Funds (1

awarded to-date). Announcements on Mktg/Comm e-mail, in the Monitor, and ASC listproc. Continue to work on Professional Development Workshop. Any suggestions may be sent to Carl Dettmer or Robin.

#### Scholarship

Raffle items are set and announcements/raffle ticket order forms will be coming out soon for the ASC Scholarship Fund Raiser.

#### Faculty Senate Liaison – Laura Emch

No Report.

#### Classified Staff Liaison –Joe Luthman

Jeff Nelson, University Bookstore clarified that the money earned at the Bookstore does go back the University. CSC salary/compensation recommendations at this time will be \$.50/hr. across the board raise for all classified staff members. Following their December meeting, CSC hosted a holiday meal with Dr. Ribeau & Dr. Dobb as guests.

#### Old Business

None to report.

#### New Business/Guests

Joe Luthman provided sample resolutions that had been written for deceased faculty members. Similar resolutions will be written for administrative staff members, Dr. Joshua Kaplan, Health Services Director and Randy Sokoll, Ice Arena Director, both passed away over the holiday break.

#### Good of the Order

Student Financial Aid (SFA) now has a Searchable Scholarship Guide on the Web at <http://www.bgsu.edu/offices/sfa> They will also be sponsoring a SFA & Scholarship Fair on Wednesday, January 21st in the Ballroom of BTSU. It is free and open to the public. Door prizes (including Monopoly games, t-shirts, and gift certificates) will be available for those that attend and turn in an evaluation. Center for Multicultural Affairs and Academic Initiatives will be sponsoring several events in honor of Martin Luther King Jr. and Black History Month. Watch for upcoming announcements.

February 12 – 14th will be hockey weekend. In honor of the 20th anniversary of the BGSU Hockey team winning the National Hockey Championship, several activities are being planned for that weekend. You may contact the Athletic Dept. for more information and tickets.

#### Adjournment

Dave Crooks made a motion to adjourn. Robert Zhang seconded. The meeting was adjourned at 2:24 p.m.