

Minutes of Administrative Staff Council Meeting January 8, 1998

Members Present: Jerry Ameling, Joyce Blinn, Deb Boyce, Carmen Castro-Rivera, Dianne Cherry, Penny Dean, Judy Donald, James Elsasser, Ken Frisch, Pat Green, Linda Hamilton, John Hartung, Deborah Knigga, Dawn Mays, Gene Palmer, Jan Peterson, Jan Ruffner, Jane Schimpf, Bev Stearns, Kurt Thomas, Reva Walker, Betty Ward, Jodi Webb, Deb Wells, Duane Whitmire.

Members Absent Who Sent Substitutes: Phyllis Hartwell for Sally Blair, Anita Knauss for Joyce Kepke, Gail McRoberts for Deb Burris, Sue Lau for Becky McOmber, Sherri Armstrong for Laura Waggoner, Lisa McHugh for Joan Morgan.

Members Absent: Shelley Appelbaum, Craig Bedra, Scot Bressler, Mike Failor, Tom Glick, Jahi Gye'Nyame, Sharon Hanna, Elayne Jacoby, Randy Julian, Inge Klopping, Sandy LaGro, Paul Lopez, Sue Perkins, Cindy Puffer, Bonita Sanders-Bembry, Tim Smith, Bob Waddle, Matt Webb, Calvin Williams, Paul Yon.

Guests: Sue Kashuba, *Monitor*, Joe Luthman, Rebecca Ferguson

Call to Order: The meeting was called to order at 1:30 p.m. by Chair, Duane Whitmire.

Approval of Minutes: Judy Donald amended the December minutes to include Bob Waddle to be in attendance. Bev Stearns moved, and Jan Schimpf seconded the amended changes. Motion passed and minutes were approved as amended.

Topics of Interest:

Joe Luthman spoke regarding collective bargaining and bringing educational forums to campus for all employment groups. He felt that there are three areas of discussion: (1- without collective bargaining, 2-with collective bargaining, and 3-status quo. He pointed out that the goal of these discussions is to bring about a healthy productive university. He solicited comments and possible speakers from the group or you can e-mail him at jluthma@bgnet.bgsu.edu

Ann Bowers and Jill Carr were not able to be in attendance, but Duane spoke on their behalf regarding a state-wide Administrative Staff meeting. This idea came about during a meeting this past summer with the previous BGSU ASC chairs. The meeting would comprise of past chair, chair or chair-elect from the administrative group representing the state universities of Ohio. This would be way to share ideas and policies among the various groups and provide an on-going communication.

Rebecca Ferguson was in attendance to handle questions or concerns regarding the recent correspondence from her office (pay grades and mid-year performance evaluation). Duane formally thanked Becca for the pay grade listing.

Regarding the performance evaluation, Becca reminded the group that now is the time to sit with your supervisor and review goals and progress. The goals and review are to be on the form that has been provided. The form is on electronic format and can be obtained by contacting Human Resources or e-mailing Marcia Buckenmyer at mbucken@bgnet.bgsu.edu.

The memo went to all administrative staff and faculty who supervise administrative staff. She summarized her comments by stating that consistency is the key in getting the performance appraisals completed and that Human Resources is expecting the end-of-year report to be turned in on the approved form.

Regarding the memo on the pay grades, Becca stressed that individuals review the listing and also the reported numbers. If you feel there are any inaccuracies, please notify Human Resources. Duane will be e-mailing ASC members to emphasize the importance in reviewing and checking the memo.

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. The ASC Leadership Team met with Becca Ferguson on December 19, 1997 to keep the channels of communication open and set a framework for interaction regarding personnel matters. Duane distributed copies of the home page for Administrative Staff Council. Due to illness, Calvin Williams was not able to attend to further describe what he has been doing with the web pages. The monthly minutes are on the web pages up to October and others will be completed in the near future. Any feedback should be sent to Calvin at calvinw@bgnet.bgsu.edu. Judy passes these to Calvin on a monthly basis.

Chair Elect Report: No report.

Secretary Report: No report.

Committee Reports:

Amendments: (Bev Stearns, Chair) - Drafted amended Article 10 which will be presented at the February meeting for discussion at the March meeting.

External Affairs: (Bonita Sanders-Bembry, Chair) - No report.

Awards & Special Recognitions: (Jane Schimpf, Chair) - Received 15 responses to recent survey and will be making recommendations shortly.

Internal Affairs: (Jan Peterson/Betty Ward, Co-Chairs) - No report.

Personnel Welfare: (Pat Green/Inge Klopping, Co-Chairs) - The first reading of the policies for the compensation plan will be in February. Will be sending copies out to reps before next meeting.

Professional Development: (Dawn Mays, Chair) - The Professional Connection program is a go. Encouraged individuals to volunteer as mentors. Best practices nominations will be out in February.

Salary: (Gene Palmer, Chair) - No report.

Scholarship: (Carmen Castro-Rivera, Chair) - Continuing to work on raffle prizes. Asked for donations from offices within the campus community.

Others:

Old Business: None.

New Business: None.

The meeting adjourned at 3:00 p.m.

Judy Donald
Secretary, ASC

NEXT MEETING
FEBRUARY 5, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION