

Administrative Staff Council 2005 – 2006  
Minutes: June 1, 2006  
207 BTSU

Call to Order: Chair Leck called the meeting to order at 1:30 pm.

Members present: Jena Ault, Jill Carr, Nora Cassidy, John Clark, Kim Fleshman, Paul Hoffman, Sheila Irving, Ann Jenks, Steve Kendall, Lona Leck, Naomi Lee, Paul Lopez, Joe Luthman, Susan Macias, Teresa McLove, Connie Molnar, Penny Nemitz, Pa'trice Pettaway, Diane Regan, Deborah Rice, Celeste Robertson, Rachel Schaeffer, Ron Skulas, Mary Beth Zachary

Members Absent: Wendy Buchanan, Rob Cramer, Dave Crooks, Gerry Davis, Michael Ginsburg, Tim Hoepf, Larry Holland, Ron Knopf, Deb McLean, Paul Pawlaczyk, Ron Skulas

Member Substitutes: John Eggenton for Laura Emch, Paul Lopez for Adan Garcia, Mark Anderson for Beth Nagel, John Clark for Rachel Schaeffer

New Members for 2006-2007: Jim Beaverson, Chris Haar, Mike McComas, Kurt Thomas, Bonnie Towe

Approval of Minutes: Naomi Lee moved to approve minutes. Mary Beth Zachary seconded. A discussion followed on the style and tone of this year's minutes. Minutes are supposed to record motions made, actions taken and the general outcome of the discussion as opposed to being a transcription of proceedings. While an occasional quote might be useful, there is a risk in the minutes being too specific or in phrases being taken out of context. Diane Regan put a motion before the group that future minutes recorded by the ASC Secretary merely reflect general conversations, points made, and business undertaken. Naomi Lee withdrew the motion to approve the May minutes and Mary Beth Zachary seconded. Diane Regan volunteered to edit the May minutes. Joe Luthman moved that over the summer ASC Exec study how future minutes will be taken and report back to ASC at the September meeting. Connie Molnar seconded. All in favor saying aye; the motion carried.

Chair's Report: Leck outlined accomplishments for 2005-2006: 1) office space was acquired in College Park; 2) increased contact and cooperation with the EVP was successfully achieved; 3) committees were active, involved, and engaged with campus and community and all committee chairs and co-chairs were thanked for their efforts; 4) there has been enhanced collaboration between the five constituent groups; and 6) we have embarked upon a relationship with UT administrative staff. Leck will continue to be the ASC webmaster until someone else is able to take over the responsibilities. In the next year she will be the Faculty Senate liaison and will attend ASC meetings and Exec meetings. Leck offered particular thanks to past chair Luthman, new chair Steve Kendall, and Secretary Kim Fleshman and passed the gavel to Steve Kendall.

New Chair's Report: Kendall handed out certificates of appreciation to council members who have just completed their terms, some of whom are returning: Jena Ault, John Clark, Steve Kendall, Lona Leck, Joe Luthman, Teresa McLove, Penny Nemitz, Diane Regan, Celeste Robertson, Mary Beth Zachary. Certificates will be given to those who were not in attendance:

Rob Cramer, Kim Fleshman, and Paul Pawlaczyk.

Secretary: no report

### Committee Reports

Personnel Welfare: Kendall said they are looking at next year's compensation plan and considering whether or not they should meet more frequently than twice a year with the President's Compensation Committee. He said this year's BOT approved compensation is a 4% salary increase with 3% going to those who meet expectations and an additional 1% to those who exceed expectations.

Internal Affairs: Connie Molnar reported on the recent elections and welcomed the new Council members present.

Finance: Jena Ault reported a positive balance of \$1,121.70 at the close of the year thanks to emergency funds provided by Dr. Ribeau with the help of Linda Dobb.

Awards and Special Recognitions: Nora Cassidy reported the committee is continuing to seek a replacement for the zuni owl presented to BG Best winners. They are trying to reproduce a bird, checking on copyright issues, and may have to come up with a new design.

External Affairs: no report

Amendments: no report

Professional Development: Sheila Irving said the group has just concluded accepting applications for summer mini-grants and the awards decisions will be made soon.

Scholarship: Jill Carr said the paperwork on scholarship awards has been completed and the committee is waiting for the fall reception date to be finalized.

Faculty Senate Liaison/Past Chair/Ombudsperson: Joe Luthman reported that the FS liaison can participate in Faculty Senate and if the chair recognizes you, you may speak. He has volunteered to continue compiling the ASC constituent list until another member is willing to take the responsibility. The ombudspersons, Joe, Penny Nemitz and Diane Regan, would like input on the role of the ombudsperson. They continue to meet with Human Resources and the CSC ombudspersons. Classified staff is concerned with recent incidents in which the administration has bypassed the disciplinary process as laid out in the handbook. CSC ombudspersons handle a significantly higher number of cases than ASC. CSC is also concerned that HR wants to make their job audit process more like our JAQ with a peer review committee.

Health, Wellness and Insurance: Chris Haar said employees are urged to ask for generic drugs whenever possible to keep health care costs down. Caremark will issue a cost comparison to each employee listing all prescriptions they have recently filled, supplying employee cost, University cost and generic alternative cost. The spousal rule resulted in 300 individuals being dropped from the insurance plan. It will remain to be seen how this rule will impact health care costs in the future. For the first time this fall all employees will receive the open enrollment health insurance information ele

Old Business: There is a proposal to add a July meeting beginning in 2006-2007. The BOT meets in June every other year when the biennium state budget is passed and the new chair attends their first Board meeting immediately upon taking office. If the passing of the gavel takes place in July, the Chair with 12 months of experience can attend the meeting. Paul Lopez moved that the July meeting be added to the 2006-2007 calendar. Diane Regan attached a motion to begin the July meeting this year. Regan called the question: ASC will hold a July meeting beginning the first Thursday at 1:30 in 2006. All in favor saying aye, the motion carried.

New Business: Now that there will be a July meeting to conduct the planning session for the upcoming year, an e-mail will go to all Council members announcing the meeting. Jill Carr recommended that Larry Weiss be invited to a meeting early in the fall to discuss Tabor Tell legislation and draft a resolution in opposition. There was discussion about the impact of Senate Bill 9 requiring candidates for state jobs and outside vendors bidding on contracts over \$50,000 to sign a form stating whether or not they have any affiliations with terrorist organizations. Another section of the bill allows police officers to stop persons who might be considering committing a crime. Parts of this went into effect in April under the Ohio Patriot Act.

Next Meeting: Next meeting will be July 6, at 1:30 p.m. location to be announced.

Adjournment: Susan Macias made a motion to adjourn. Naomi seconded. The meeting adjourned at 3:00 p.m.

Submitted by: Ann Jenks for Kim Fleshman, ASC Secretary