

June 3, 1999

Call to Order: The meeting was called to order at 1:30 by Deb Boyce.

Members Present: Joyce Blinn, Deborah Boyce, Marilyn Braatz, Deb Burris, Dianne Cherry, Claudia Clark, John Clark, James Elsasser, Michael C. Giles, Jr., Linda Hamilton, Sharon Hanna, Keith Hofacker, Gene Palmer, Jan Ruffner, Robin Veitch, Laura Waggoner, Matt Webb, Mary Beth Zachary.

Guests: Scott Borgelt, The Monitor

New Members: Thad Long, Lynne Blum, Tony Howard, Nancy Coy, Diane Smith, Linda Bakkum, Gina Parks, Kay Gudehus, Laura Emch

Substitutes: Anita Knauss for Judy Donald, Robert Murphy for Jane Schimpf

Members Absent: William Blair, Sidney Childs, Mike Failor, Pat Green, John Hartung, Sandy LaGro, Paul Lopez, Dawn Mays, Penny Nemitz, Jan Peterson, Mary Lynne Pozniak, Cheryl Purefoy, Bonita Sanders-Bembry, Tim Smith, Kurt Thomas, Deb Wells, Duane Whitmire, Calvin Williams.

Approval of Minutes: Linda Hamilton moved and Matt Webb seconded, and the minutes were approved as distributed.

Chair's Report:

At the Board of Trustees meeting Deb Boyce reported on the status of the Performance Evaluation process, the scholarship raffle, ASCs support for the Presidential task force on workplace satisfaction, and that the Budget Committee will get salary recommendations from ASCs Salary Committee.

Also, at the meeting, Boyce heard encouraging news reported by the President that enrollment applications are up 5% over last year, transfer applications are up, and the paid housing contracts are up 6.7% from last year.

At the June 28 Board of Trustees meeting, the merit pool will be established. The Board is scheduled to hear the separate compensation plans for faculty and staff that the groups have been working on for months. The distribution in merit pay will be explained in a communique from J. Christopher Dalton, Senior Vice President for Finance and Administration after the Board's meeting. Also, Boyce will share ASCs 1998-99 accomplishments with the Board.

Before the Board meets, ASC will hold a special on-call meeting when the President's compensation plan (to be implemented over the next 5-7 years) is distributed by the president. The plan will be discussed and a response will be given (if necessary).

Boyce lauded all the chairs and the members of the ASC permanent committees and the ad hoc committees.

Chair-Elect's report: none

Secretary's Report: Joyce Blinn reported on the election process thus far. Elected to the Administrative Staff Council are Diane Smith and Linda Bakkum (academic support); Nancy Coy (institutional support); Gina Parks, Jane B. Myers, and Thad Long (athletics /sports activities); Ron Knopf, Jr., Laura Emch, and Kay Gudehus (student support); Pat Booth and Tony Howard (technology); and Pamela Phillips and Lynne Blum (academic departments). The ASC Executive Council's members are: Deb Boyce (past chair); Paul Lopez (chair); John Clark (academic departments); Matt Webb (academic support); Linda Hamilton (institutional support); William Blair (athletics / sports activities); Laura Waggoner (student support); and Deb Wells (technology).

The other two members of the ASC Executive Council, the Chair-Elect and the Secretary of ASC will be announced at the on-call meeting to be called by Boyce once the President's plan for salary compensation is distributed for reading and input. At that time the gavel will be passed to the current chair-elect, Paul Lopez.

There was a brief discussion regarding the two-year waiting period for administrative staff members going off of ASC.

Also, Blinn reported on a mistake she made in the election process. She inadvertently put one candidate in the wrong functional area. That election was invalidated, and the candidate graciously agreed to withdraw and will, hopefully, run during next year's election for ASC members.

Committee Reports:

Awards and Special Recognition: Deb Burris reported that eight "BG Best" awards were given at the spring reception. The Ferrari Award will be announced at the fall reception.

Internal Affairs: Nine out of twelve new representatives were at the Orientation Meeting held by Linda Hamilton. At that time the ASC booklet was distributed, the committee structure was shared and representatives were urged to sign up for at least one committee.

Personnel Welfare: No action has been taken by the central administration on PWC's document written to clarify a number of personnel welfare issues, presented to the Provost and Vice Provost for Human Resources in February.

Salary: The recommendations from this committee have been sent to the Budget Committee.

Scholarship: The committee will look into fine-tuning the criteria sheet used for determining scholarship recipients.

Ad Hoc Committee on Performance Evaluation Review: The focus groups have met and the second draft has been sent to the Human Subject Review Board. The survey will be out in about three weeks. Please respond to the survey which covers both the process and the tool and asks for input from administrative staff who are evaluated, faculty who supervise administrative staff, faculty administrators (e.g. the provost) who evaluate administrative staff, and administrative staff who evaluate and who are evaluated.

Ad Hoc Committee on Handbook Revision: The committee is working through the summer. It is hoped to have the project completed by the end of the summer or the beginning of the fall.

Amendments, External Affairs, Ad Hoc Committee on Administrative Staff Teaching Compensation Policies: no report.

Old Business: none

New Business: none

Good of the Order: Deb passed out Certificates of Appreciation to those ASC members going off the Council. Certificates will be mailed to those members who were not present at this meeting. Pat Green announced that she has resigned her position and is moving to Denver. We wish her well.

Cheryl Purefoy said that the Postal and Printing Services has a new manager, Juan Enriquez. Guys and Dolls, the summer university-community musical, will be presented this summer July 16 and 17.

Michael Giles, Jr. said that the Student Recreation Center locker rooms will be closed July 15 to August 15, and the entire Rec Center will be closed August 7- 15.

There will be an on-call meeting to solicit input from Dr. Ribeau's Salary Compensation Plan before it goes to the Board of Trustees at their June 28th meeting.

Linda Hamilton moved and Jan Peterson seconded to adjourn the meeting. The meeting adjourned at 3 p.m.

Minutes recorded by Joyce Blinn.