

Minutes of Administrative Staff Council Meeting March 5, 1998

Members Present: Jerry Ameling, Shelley Applebaum, Joyce Blinn, Deb Boyce, Carmen Castro-Rivera, Judy Donald, James Elsasser, Pat Green, Linda Hamilton, John Hartung, Elayne Jacoby, Inge Klopping, Deborah Knigga, Sandy LaGro, Dawn Mays, Rebecca McOmber, Sue Perkins, Cindy Puffer, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Bev Stearns, Robin Veitch, Bob Waddle, Laura Waggoner, Reva Walker, Betty Ward, Jodi Webb, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams.

Members Absent Who Sent Substitutes: Patti Ankney for Craig Bedra, Wade Jean for Penny Dean, Phyllis Short for Mike Failor, Anita Knauss for Joyce Kepke, Lois Sonnenberg for Jan Peterson.

Members Absent: Sally Blair, Scot Bressler, Dianne Cherry, Sharon Hanna, Paul Lopez, Joan Morgan, Gene Palmer, Tim Smith, Kurt Thomas, Paul Yon.
Guests: Shannon McFarlin, *Monitor*; Laura Emch, Internal Affairs Committee; Pat Kania, Internal Affairs Committee

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

Approval of Minutes: Bev Stearns suggested changes in minutes. Under New Business, change to Jan Peterson presented information (take out word proposal) and delete last sentence beginning with Discussion.... Linda Hamilton moved to accepted amended minutes, Pat Green seconded. Minutes were approved as amended.

Guest Speakers: None

Chair Report:

Duane passed out the ASC Chair Report and highlighted points of interest to the group. He thanked the committees for the work they have done and continue to do.

Chair Elect Report: No report.

Secretary Report: Judy read thank you note from the Whitmire family for acts of sympathy due to death of his father.

Judy reported the interest of staff in the Employee Enrollment Initiative Program. Approximately 15 responses by staff. Continuing Education will be meeting with these individuals shortly to determine class(es) they might want to take beginning Fall Semester.

Committee Reports:

Amendments: (Bev Stearns, Chair) - Bev Stearns moved to adopt Proposal to Amend Bylaws Article 10. Deb Boyce seconded. Bev suggested changes to read as follows: Section 1: C. The Amendments Committee shall distribute to ASC electronically the written proposal before the meeting and distribute a paper copy at the Administrative Staff Council meeting. Section 1: D. Delete. Section 1: E. Change to D. John Hartung moved to suspend rules, Matt Webb seconded. Motion approved. A verbal vote was taken, motion passed.

External Affairs: (Bonita Sanders-Bembry, Chair) - The program "Bring Your Daughter to Work"(ages 9-15) is being planned for April 22. Several offices are co-sponsoring this event. The day begins with a continental breakfast (free of charge). A luncheon is also being planned for a nominal fee. Human Resources has taken charge of this event. Questions can be directed to Bonita or Human Resources.

Awards & Special Recognitions: (Jane Schimpf, Chair) - Jane shared the award granted to recipients of the BG Best Awards. She also shared a proposal regarding this project. Carmen suggested to change that the awards will be awarded each year based upon the status of the Administrative Staff Council budget. Jane moved, Elayne Jacoby seconded. Matt Webb moved to suspend rules, Jan Ruffner seconded. Motion approved. Original motion approved.

Internal Affairs: (Jan Peterson/Betty Ward, Co-Chairs) - Proposal to Change Section III and Section IV of the Charter was distributed for review. Discussion and voting will take place at the April meeting. Jodi Webb expressed concern regarding the election procedure for this year. Judy is currently working on this process and will wait until after the April meeting to distribute the materials. Judy also mentioned that for this election, she will be seeking self-nominations for the Administrative Staff Council.

Personnel Welfare: (Pat Green/Inge Klopping, Co-Chairs) - Pat said that the compensation plan (policies and procedures) will be e-mailed to ASC members by the end of March for review. April meeting will be the first reading. Board of Trustees will vote on this at the June meeting. Duane thanked Pat and committee for their efforts. Also thanked Inge Klopping for the initial data collection of salary data and Patti Ankney for the completion of the data analysis.

Professional Development: (Dawn Mays, Chair) - No report.

Salary: (Gene Palmer, Chair) - Jan Ruffner read the recommendation that was e-mailed to ASC members. Jan moved to accept, Carmen seconded. Pat Green explained the reasoning behind #2. It was suggested to amend the proposal to include the following under #2: While the pay ranges increase annually at 1% less than the total raise (combination of merit and across the board increase), it is recommended administrative staff receive an across the board increase equivalent to the increase in the pay range. For example, if the total raise is 3% and the pay range increases by 2%, the across the board raise should be 2%. This prevents administrative staff from moving backward in the pay range and possibly falling below the minimum. Pat moved to accept the amended change, Inge seconded. Matt Webb moved to suspend the rules, Deborah Knigga seconded. Motion approved. Motion to accept amended changes approved. Duane will send this proposal forward to Dr. Middleton by Friday, March 6.

Scholarship: (Carmen Castro-Rivera, Chair) - Raffle sales are good: 1608 tickets sold which equals \$1238. Anyone wishing to purchase tickets can contact Deb Freyman, Biology at dfreyma@opie.bgsu.edu. The drawing for the raffle prizes will be the next ASC meeting, April 2. As of December, \$2350 collected towards scholarship with \$3500 (including raffle ticket sales) for year which is up from last year collecting \$1580 for the whole year. E-mailed students that are at the top 10% of their class, telling them about the scholarship. Currently reviewing applications. Carmen thanked the Scholarship committee for all their hard work as their efforts are proving very successful.

Others: Duane reported that Paul Yon has been contacting lawyers and law professors to be included in the panel for the Educational Forums on Collective Bargaining. Part-time teaching ad hoc committee will be presenting information to the Exec Committee shortly.

Old Business:

New Business: Joyce Blinn shared information regarding the Springboard Program for fall semester. Interested individuals should contact Milt Hakel, Psychology.

The meeting adjourned at 2:45 p.m.
Judy Donald
Secretary, ASC

NEXT MEETING
APRIL 2, 1998
1:30 P.M. ALUMNI ROOM, UNIVERSITY UNION