

Administrative Staff Council 2006 – 2007
Minutes: November 2, 2006
308 BTSU

Call to Order: Chair Stephen Kendall called the meeting to order at precisely 1:33 pm

Members Present: Jim Beaverson, Nora Cassidy, Dave Crooks, Laura Emch, Kim Fleshman, Dermot Forde, Michael Ginsburg, Chris Haar, Tim Hoepf, Paul Hofmann, Sheila Irving, Ann Jenks, Steve Kendall, Denise Kisabeth, Lona Leck, Paul Lopez, Mike McComas, Deb McLean, Connie Molnar, Pa'Trice Pettaway Day, Diane Regan, Deborah Rice, Celeste Robertson, Anne Saviers, Rachel Schaeffer, Kurt Thomas, Bonnie Towe, Barbara Waddell, Mary Beth Zachary, Nancy Posey CSC,

Members Absent: Debra Beach, Jill Carr, Larry Holland, Ron Knopf, Susan Macias, Sherri Ogden, Wendy Schortgen,

Member Substitutes: Jim Stainbrook for Beth Nagel, Bridgette Green-Churchwell for Penny Nemitz

Approval of Minutes: Dave Crooks made a motion to approve the minutes. Paul Lopez seconded it. The motion was approved.

Chairs Report:

Board of Trustees meeting on 10/13/06: Introduced Sheila Irving as the chair elect. Talked about the Ferrari Award and that we held our Fall Reception and awarded scholarships. Talked about President Ribeau's Opening Day Priorities and ASC initiatives.

Ad Hoc Committee on the State Budget on 10/30/06: Approximately 30 people including parents, staff, faculty, students, and businesses. Discussed state funding history, ballot issues, higher education compact, STEM/2-Next meeting 12/4/06

President's Panel on 11/2/06 @ 2:30 p.m.: 8 questions were presented, there were duplicate questions from the various constituent groups. Questions about the reorganization of the university, UT collaboration, ethics officer, and capital improvements are on the list.

Human Resources on 10/10/06: Retire-to-rehire began 10/6/06, Benefits enrollment, Life Insurance with Sun Life, Mercer meeting 12/10/06 11am-12:30pm with Exec and PWC. We expect to receive more detailed information on training by Harbor/Symmetry for the Reasonable Suspicion Protocol.

3 Chairs 10/20/06: Discussed funding, budget, and the reward policy

CSC on 10/8/06: Discussed the Reward Policy

ASC Guests:

President Ribeau – March 1, 2007

Larry Weiss – April 5, 2007

Chris Dalton – May 3, 2007

Bruce Petryshak to discuss security - Celo – January?

Linda Dobb on 10/30/06: Discussed the Reward Policy and ASC's proposals. Also, discussed the Omsbud Role. Dr. Dobb as that this be more of a "White Paper" document when it goes in front of the BOT. A "White Paper" is like a position paper or an informational piece.

Chair Elect Report: No Report

Secretary: No Report

Committee Reports:

Amendments: No Report

Awards and Special Recognitions: No Report

External Affairs: Will report during New Business

Finance: No Report

Internal Affairs: No Report

Personnel Welfare/Salary: Crooks-Discussed changes in the handbook about flex time or variable work hours. Pushing for more positions to be included in the CUPA data. This was discussed with Pat Kelley in H.R. The annual salary spreadsheet was provided by job grade and by gender this year. Mark Anderson did a quick analysis of salaries.

Professional Development: Deborah Rice will remain on the Awards committee. Looking intoways to raise funds like a soup and salad bar with a speaker. Going to use today's technology on campus in a better way by streaming the brown bag lunches. It was determined to look at the history of the monies for this budget. Some monies were from the H.R. budget. The Handbook was written long before this money was available for this committee. Looking into setting up an e-mail address and a BlackBoard shell. Working on survey questions and evaluation forms.

Scholarship: No Report

Faculty Senate:

Classified Staff: Nancy Posey reported-Approved reward policy. Officers meeting with President 11/3/06. 11/14-16/06 Town Hall Meetings. Town Hall meetings are for all Classified Staff to get a chance to ask questions and voice concerns.

Old Business: Enrollment for insurance benefits by 11-17-06

New Business: Holiday Parade is 11-18-06. Still looking for candy donations. You can give it to Dermot, drop off in the Admin. Bldg., Ice Arena, College Park, and the Student Union. Everyone is encouraged to participate. Reasonable Suspicion Protocol is a mandate from the BOT that we have to follow and is already in use. The committee is working on the language and specifics. It will be placed in front of the constituent groups for their opinions as soon as the draft is done. Training will be done for all supervisors. Spring reception is scheduled for the first week of April 2007 and those committees involved need to be focused on what they are

going to do for that particular event. H.R. has said that Retire-to-Rehire has saved the institution over \$500,000.

Good of the Order: Open enrollment deadline 11/17/06...Tech Fair 11/15/06...Committee to develop a new vision and mission statement for the university...Ethics policy group met 11/1/06 and faculty senate is still pressing on this policy...

Next Meeting: Next meeting will be December 7, 2006 at 1:30 p.m. in 207 BTSU

Adjournment: Penny Nemitz made a motion to adjourn. Mary Beth Zachary seconded. The meeting adjourned at 3:00p.m.

Submitted by: Kim Fleshman, ASC Secretary