

Minutes: November 6, 2003  
316 BTSU

#### Call to Order

Robin Veitch welcomed new Classified Staff Council representative, Judy Amend and called the meeting to order at 1:36.

#### Members Present

Judy Amend (CSC), Tina Coulter, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Kim Fleshman, Brady Gaskins, Michael Ginsburg, Chris Haar, Terry Herman, Ann Jenks, Lona Leck, Joe Luthman, Emily Monago, Celeste Robertson, Lucie Shetzer, Phyllis Short, Robin Veitch, Sara Zulch-Smith

#### Member Substitutes

Jie Wu for Robert Zhang

#### Absent

Amelie Brogden (1), Rob Cramer, Mike Fitzpatrick, Sally Johnson (2), Steve Kendall (2), Sue Lau (1), Penny Nemitz

#### Approval of Minutes

After clarifying in the Chair's report that January 2, 2004 must be taken as vacation or personal time; not sick leave, Brady Gaskins moved for the approval of the October minutes. Dave Crooks seconded. The motion was approved.

#### Chair's Report

\*See attached submitted by Robin Veitch, ASC Chair.

#### Vice Chair's Report

No Report.

#### Secretary's Report

No Report.

#### Committee Reports

#### Amendments

Committee will be reviewing Appendix A: Committee make-up by-laws to ensure the consistency of terms are being used and that committees are represented in accordance to the by-laws.

#### Awards and Special Recognition

The Bowen-Thompson Student Union staff are considering where to place the Michael Ferrari Award at in the Family Room of the Union. This will become

it's new home.

ASC Spirit Award nominations will soon be requested for a December Award. A standard deadline (last Friday of each month) has been agreed upon for monthly nominations.

BG Best Award Nominations will have a February 6th deadline once applications become available. Hardcopy nominations will be used.

#### External Affairs

11/22/03 (10:00am) is the holiday parade. This year's theme will be "Hollywood Holidays". Candy and volunteers are still needed. Contact cochairs, Emily Monago or Phyllis Short for more details.

ASC has been asked to help WBGU-PBS with their telethon. Six staff members have volunteered and filled all available spots.

#### Internal Affairs

Committee members are working on three items: web updates; contacting various supervisors of each administrative staff to confirm constituent list is still accurate; and reviewing/revising the orientation packets/information given to new ASC members.

#### Personnel Welfare/Salary

Committee has met with HR to discuss CUPA positions – which jobs are used in this data? Which job descriptions are looked at? How does this compare to BGSU JAQ's? They have also asked that ASC be provided more detailed information from any Exit Interviews conducted by Administrative staff so the committee can use the data collected when determining pay increases, etc. PWC/Salary is also looking at their goals and how to achieve them, including getting mid-level administrators to their mid-point salary range.

Committee is working on having a joint committee meeting with the Personal Health and Wellness Committee to combine efforts on various issues.

#### Professional Development

Using a budget of \$7200 for the year, the committee is working on the details of systematically evaluating requests for professional development funds as well as the details of the professional development day to be held in March or April 2004.

#### Scholarship

No Report.

#### Faculty Senate Liaison – Laura Emch

\*See attached submitted by Laura Emch, ASC liaison to Faculty Senate.

Classified Staff Liaison –Joe Luthman

CSC discussed recognizing the passing of active or retired classified staff members by planting a tree, etc. in their remembrance. Faculty Senate writes a resolution for each faculty member that has died. This resolution becomes a permanent part of the Faculty Senate minutes. Question was asked if ASC should be doing something for administrative staff. No decisions were made. Concerns were raised by CSC staff that they had not been given enough time to prepare for the January 2, 2004 mandatory University closing. HR has provided a section on their website for Q & A's regarding the closing of the 2nd. Suggestion was made by ASC that someone should provide a listing of the offices/departments that will be available during the holidays. Further discussions were held by ASC in regards to which constituent group made the recommendation for the mandatory closing on 1/2/04 (neither ASC or CSC claim to have made the recommendation) and what is the intent? (cost savings?, etc.) Recommendation was made to have both chairs of ASC/CSC write a letter of concern to HR in regards to the way the decisions have been made surrounding this day, as well as determine what is being evaluated for future continuance of this leave.

Old Business

Vacancies update: Emily Monago is serving on the Equal Opportunity Committee; vacancies remain for an ASC representative from Academic Support Services (replacing Ron Skulas) and for the Committee on Domestic Partnership Benefits. Email requests will be sent to help recruit volunteers from the Administrative Staff.

New Business/Guests

Charitable Giving Campaign is underway. United Way has joined forces with Northwest Ohio Community Shares.

Terry Herman presented ASC Blackboard Community Options to include features such as ASC minutes, meetings, committees, e-mail, on-line voting, as well as the ability to set-up discussion boards for specific committees. ASC favored the idea of setting up the new community. Terry will continue setting it up and E-mail when it is available for council members to view it on their own. Point of clarification: the Blackboard Community will NOT be the only means of communication, e-mail and the ASC website will continue to be utilized.

Good of the Order

Several upcoming/past events across campus and publicized on the Marketing and Communications e-mail including:

- Native Perspectives: Crossing Cultural Bridges (Nov. 5th & 6th) – Emily Monago

- Career Fair (Nov. 5th) and Nov. 18th (6-8pm; Ballroom, BTSU) – Celeste Robertson
  - BGSU Hockey (Nov. 7th); BGSU Football last home games (Kent: 11/15; UT: 11/28) – Robin Veitch
  - Fiddler on the Roof (Nov. 14, 15, 16, 21, 22, & 23), Eva Marie Saint Theatre – Jim Dachik
- Other:
- Library Administrative Staff Team is in process of reviewing Administrative Staff website – Ann Jenks

#### Adjournment

Carl Dettmer made a motion to adjourn. Michael Ginsburg seconded. The meeting was adjourned at 2:55p.m.

Next Meeting: December 4, 2003 (1:30 – 3:00) Rm. 207 BTSU