

Next Meeting: November 6th (1:30 – 3pm); 316Union
Submitted by: Tina Coulter, ASC Secretary
Administrative Staff Council 2003-2004

Minutes: October 2, 2003
207 BTSU

Call to Order

Robin Veitch welcomed members and called the meeting to order at 1:35.

Members Present

Amelie Brogden, Tina Coulter, Rob Cramer, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Kim Fleshman, Michael Ginsburg, Chris Haar, Ann Jenks, Sally Johnson, Steve Kendall, Lona Leck, Joe Luthman, Emily Monago, Penny Nemitz, Robin Veitch, Robert Zhang,

Member Substitutes

John Clark for Sue Lau

Sue Tomar for Phyllis Short

Absent

Brady Gaskins (2), Terry Herman (2), Celeste Robertson (1), Lucie Shetzer (2), Ron Skulas (resigned), Sara Zulch-Smith (1)

Approval of Minutes

After clarifying the spelling error of Hippa, Laura Emch moved for the approval of the September minutes. Mike Fitzpatrick seconded. The motion was approved.

Chair's Report

1. Personally, I thought the Fall Reception went very well. I was glad to see so many people show up. I would like to thank the Scholarship committee for putting together the announcement of the ASC scholarship recipients, the Awards committee for organizing the presentation of the Ferrari Award, Dr. Ribeau for speaking, and Catering for the great food. Also would like to congratulate Becky McComber and Sheila Brown for receiving this year's Ferrari Award. Are there other comments and critiques? Suggestions/comments from council members: co-awards diminish the effect of the award—this year was an exception, not the rule. The committee will consider the number of awards on an annual-basis.
2. Regarding Kronos... it was confirmed that staff was not using it in the facilities area as mention at last meeting
3. Everyone should have received the letter from Dr. Dobb about amorous relationships on campus. There has been no incident at BGSU to instigate this; she just hoped to be pre-emptive.

4. From HR:

- Open enrollment for health care will start in late October

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5. Want to remind everyone of the University closing on January 2. You need to remind your co-workers and constituents to make sure they save up vacation or sick time to take that day off.

6. Need an administrative staff person to fill a vacant position on the Equal Opportunities Committee. (Diane Whitmire)

7. Need an administrative staff person to fill a position on the Faculty Senate Ad Hoc Committee on Domestic Partnership Benefits. (Christina Guenther)

8. Need someone in the Academic Support area to fill a position on the Council. If you know somebody that might want to serve for a year, let me know.

9. Need someone to be an ASC rep to the Classified Staff Council. Joe Luthman volunteered to fill position.

Vice Chair's Report

Joe distributed constituent list via e-mail. The list will be updated as often as possible with a new list potentially sent to council members in January.

Purpose of the constituent lists and ASC member responsibilities: The constituent list is a listing of all administrative staff members on-campus divided by representative areas. Each ASC member is assigned a number of staff from the list to represent. ASC members should contact the staff on their list, introduce themselves, forward minutes from the ASC meetings, or other pertinent information from council, as well as serve as the liaison for future administrative staff issues or concerns that they may have.

Secretary's Report

No Report

Committee Reports

*All committees are to meet by the next scheduled ASC meeting.

Amendments

No Report

Awards and Special Recognition

Committee met to review goals for the year. Working on making updates to the ASC website in regards to awards and recognition. Discussed and are working on having the Dr. Michael Ferrari award (plague) moved back to the Bowen-Thompson Student Union (currently in the library). Discussing options

to collaborate with CSC on future Spirit of BG Awards.

External Affairs

11/22/03 (10:00am) is the holiday parade. This year's theme will be "Hollywood Holidays". Candy and volunteers will be needed.

For the first time, ASC is being asked to help WBGU with their telethon. Additional information and details will be forthcoming.

Internal Affairs

No Report

Personnel Welfare/Salary

No Report

Professional Development

Co-chairs met and have divided up responsibilities. They will be meeting soon with entire committee.

Scholarship

Doing follow-up with recent fall reception and reviewing last year's activities for fund-raisers, etc. for 03-04 scholarships.

Faculty Senate

*See attached submitted by Laura Emch. One item of discussion was the University's Master Plan. It was suggested that ASC have a presentation of the Master Plan as a topic for a future meeting.

Classified Staff

No Report

Old Business

None for discussion

New Business/Guests

Terry Herman, unable to attend. Robin explained briefly what Terry was to present on. Terry will be creating a Blackboard Community for ASC. The Community will involve several different sub-communities that will allow for discussion groups across various participants as well as open the door for on-line elections and posting any minutes and hand-outs. Terry will be asked to present at the next meeting.

Good of the Order

- Kim Fleshman: Northwest Ohio Tech Fair will be held Thursday, October 23rd, 10-4pm in the Ballroom, Student Union; 3 weeks from

this date. Area high school students are invited to show their web talents to win various prizes.

- Lona Leck: Sunday, October 26th, 3:30 – 5:30 will be Trick or Treat at the Rink.
- Chris Haar: Family & Consumer Science is offering Nutrition Training for any one who wants to improve their health/habits.
- Emily Monago: October is Hispanic Heritage Month several activities are being scheduled. Contact the Center of Multicultural Affairs and Academic Initiatives for more details.
- Robin Veitch: Lots of Homecoming activities planned. Snake dance starts at 5:30 from the BTSU and will go to the pep rally. Events are planned for all day on Saturday.

Adjournment

Penny Nemitz made a motion to adjourn. Kim Fleshman seconded. The meeting was adjourned at 2:14p.m.

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