

Administrative Staff Council 2005 – 2006
Minutes: October 6, 2005
207 BTSU

Call to Order: Chair Lona Leck called the meeting to order at precisely 1:30 pm

Members present: Deb McLean, John Clark, Laura Emch, Ann Jenks, Sheila Irving, Connie Molnar, Diane Regan, Mary Beth Zachary, Dave Crooks, Rob Cramer, Naomi Lee, Penny Nemitz, Larry Holland, Beth Nagel, Jill Carr, Michael Ginsburg, Tim Hoepf, Ronald Knopf, Deborah Rice, Paul Lopez, Lona Leck, Joe Luthman, Kim Fleshman, Susan Macias

Members Absent: Nora Cassidy, Teresa McLove, Myron Skulas, Jena Ault, Wendy Buchanan, Celeste Robertson, Rachel Schaeffer, Adan Garcia, Pa'trice Pettaway, Steve Kendall, Judy Amend

Member Substitutes: Donna Dick for Gerry Davis

Guests: Dr. Linda Dobb, Executive Vice President

Approval of Minutes John Clark moved to approve minutes. Joe Luthman seconded. The minutes were approved.

Chair's Report: More activity is taking place in our CPOB office (Room 143). CSC is also picking up the pace. The computer was installed on October 3, so now student Bb and other assignments can be completed. Marketing and Communications is searching for "head shots" of past chairs which will be permanently mounted on the walls. Those not available from M&C will be located through the archives. Web site hits remain at approximately 400 per week while Blackboard usage was down this month to only 21 staff members. General Counsel, Tom Trimboli, attended the 9/13 Executive Council meeting and presented some suggested philosophies for ASC as we consider the revision process for our handbook. He was very much in support of our organization striving for a strong influence in the shared governance process. I attended the President's Advisory Council meeting on September 14 and Arnold Rampersad spoke about Diversity and Athletics. Many interesting questions were posed by those in attendance regarding BG's progress in this initiative. Chair, Chair-Elect and Secretary attended the Ribeau Family's Celebration of Collaboration at the Wintergarden House on September 19. A proclamation was signed by Mayor, Chamber of Commerce, BG City Schools, Wood Co. Convention and Visitor's Bureau, Randy Gardner, Bob Latta and Ribeau acknowledging interdependency. The group will be meeting during the upcoming month to strategize. The "three-chairs" met on September 20 and discussed engagement and the Violence in the Work Place policy. Next meeting: 10-21. The annual fall reception on September 27 was wonderful. ASC received a great deal of publicity in the Monitor and the ceremony ran smoothly. At the BOT meeting on September 30, I reported about the success of the external affairs committee's collaborative effort with CSC to raise funds for Katrina relief, praised the continued activity of the awards committee, and referenced our professional development grants and student scholarships. The BOT did not pass the Police Union proposed contract but did approve a significant number and dollar value of capital projects. All board reports will be stored in CPOB

143 if anyone would like to review them in detail. Several council members as well as the executive group have been involved in meetings and follow-up on several issues important to all contract staff: BGSU's Violence in the Work Place Policy, The Reasonable Suspicion Testing Protocol; a new protocol devised to help enforce the Drug Free Workplace Policy, the potential Emergency Responder Leave and the Amorous Relationship Policy. Dr. Ribeau will be our guest next month and I am in the process of solidifying a date for the BGSU Retiree's Association (Feb or April) as well as a BOT member. Other guests with whom I am following up are Chris Dalton to share budget related information, particularly an explanation of the decision making process, and Bob Waddle, to review updates and progress on the master plan. Joe Luthman, past-chair, is now filling the ombudsperson role.

Chair Elect's Report: None

Secretary's Report: None

Guest: Dr. Linda Dobb discussed the Amorous Relationship Policy, potential supplemental pay to officers of ASC/CSC, the Violence in the Work Place Reporting Form, and an emergency responder leave policy; 10 days paid leave for when called to serve with the Red Cross etc. Dr. Dobb also discussed forms of communication on campus including Marketing and Communications, the Monitor, and Blackboard. She ended her visit by talking about the Drug Free Workplace policy and the plan to amend or re-draft the Reasonable Suspicion Testing Protocol. Staff with concerns or suggestions regarding any of the above should correspond with ASC leadership to compile information or directly with her office.

Committee Reports:

A.) Amendments: no report

B.) Awards and Special Recognitions: Rice-1st meeting next week, plaque ordered for Robin Euler, 2005 Ferrari Award winner.

C.) External Affairs: Lee- ASC will have an entry in the BG Holiday Parade 11/19/05, information will be forwarded through the listproc and all are invited to march!

D.) Finance: Ault absent - Lona distributed an operating budget report on Jena's behalf.

E.) Internal Affairs: no report

F.) Personnel Welfare/Salary: Crooks-The committee would like to discuss budgeting decisions and rationale with Dalton prior to presentation to the President's Compensation Committee.

G.) Professional Development: Irving-Gathering ideas for lunch time sessions or formal speakers that are motivational/career development oriented.

H.) Scholarship: Carr-1st meeting will be 10/21/05

I.) Faculty Senate: Luthman-House Bill 66 (Higher Education Study Council) was discussed. This bill deals with the review of all aspects of funding for all 13 campuses. In particular they are studying SSI (State Share of Instruction). GSS reported on concern over the health insurance mandate and the financial repercussions on their constituency. Dean Evaluations are desired from faculty over whom they supervise. Currently evaluations occur by the Dean's Council every 5 years. An ad-hoc committee of FS is studying an every year evaluation process.

J.) Classified Staff: Amend absent - Lona distributed the CSC News Letter.

Old Business: None

New Business: Administrative Staff Handbook-Ann Jenks made a motion to form an ad-hoc committee to revise the entire Administrative Staff Handbook; beginning with a mission and purpose statement for the handbook, followed by revisions to language throughout the document that will be guided by this statement. Naomi Lee seconded the motion. All redundant policies will be referenced through the common handbook or BOT action as opposed to re-stated in the Administrative Staff Handbook. There was discussion and a unanimous vote in favor of forming this committee. Anyone interested in volunteering to serve in this capacity should contact Lona in the next few weeks.

Reasonable Suspicion Testing Protocol-Rebecca Ferguson, Human Resources, requested two representatives from ASC to serve on a committee that will examine and possibly re-work the language of this protocol. Kim Fleshman and Penny Nemitz volunteered for this working group.

Good of the Order: Open enrollment deadline 11/19/05...Tech Fair 11/10/05

Next Meeting: Next meeting will be November 3, 2005 at 1:30 p.m. in 208 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