

## **Minutes of Administrative Staff Council September 5, 2002**

### Call to Order

Laura Emch called the meeting to order at 1:30.

### Members Present

Ann Betts, Nora Cassidy, John Clark, Wayne Colvin, Tina Coulter, Dave Crooks, Jim Dachik, Carl Dettmer, Laura Emch, Mike Fitzpatrick, Deb Fleitz, Dave Garcia, Brady Gaskins, Kim Grilliot, Terry Herman, Deborah Knigga, Susan Kozal, Sue Lau, Joe Luthman, Sandy Miesmer, Emily Monago, Tom Scavo, Phyllis Short, Robin Veitch, Nicole Voorhees, Barbara Waddell, Robert Zhang

### Member Substitutes

Sidney Childs for Sally Johnson, Amy O'Donnell for Amelie Brogden

### Absent

Sandy DiCarlo, Ron Skulas, Cindy Smith

### Approval of Minutes

Wayne Colvin moved and Sandy Miesmer seconded approval of the minutes from June 6, 2001 with no changes. The motion passed unanimously.

### Chair's Report

The written report submitted by the chair is reproduced below.

#### ASC Chair's Report—September 5, 2002

- The Board approved the 5-sentence "core" version of the Policy on Violence (POV) in June. The ASC approved POV version was added to our handbook under a separate appendix. Amendment Committee members will be reviewing this placement in our handbook. Sometime this fall, the original committee chair Michelle Clossick is expected to reconvene the committee to begin planning for procedures drafting, including determination of representation in the drafting group. Because the Charter will determine faculty procedures in respect to P.O.V., faculty might not participate in this process. Clossick is leading this effort because federal funding has established it as part of her position responsibilities. (Discussion to be continued in "Old Business.")
- Deb Fleitz resigned her position as ASC Secretary. Sue Lau was appointed by ASC Executive Committee to fill this position.
- Mary Beth Zachary resigned as our 2002-03 liaison to Classified Staff Council. A call for volunteers went out on July 5th to all ASC representatives to fill this position. Ron Skulas was appointed to be the liaison.
- John Clark was appointed as our 2002-03 liaison to Faculty Senate.
- ASC Executive Committee appointed Wayne Colvin to serve on the newly formed University Naming Committee. This committee is charged with submitting recommendation to Dr. Ribeau on future proposals for the naming of rooms, lounges, buildings, and institutional programs at BGSU.

- There were two calls for ASC Committee volunteers. One on July 19th and the second on August 22nd. This was sent to all administrative staff members via the administrative staff listproc. I am very pleased to announce that we had 30 volunteers outside of Council members who did volunteer.
  - ASC was asked to assist in WBGU's August Pledge drive by answering telephones on Sunday August 11th. Unfortunately, we did not have enough volunteers to partake in this activity.
  - ASC Executive Committee met with Beverly Sterns who provided updates from the BGSU Leave Committee on FMLA. There was initial anticipation that an FMLA University policy would be presented to the Board in October. This is no longer the target timeframe. FMLA is currently under additional consideration at the University and when a final draft policy is accomplished, the constituent groups will review and approve (or recommend changes) prior to being presented at the Board.
  - Joe Luthman met with ASC Executive Committee members on August 13th. The discussion was on open and competitive bidding process for all administrative staff hiring.
  - The ASC Fall reception will be on September 24th from 3:30-5:00 at Miletta. The Awards Committee, External Affairs committee, and Scholarship Committee members are currently working on this important event. The Ferrari award and the ASC Scholarship winners will be presented. Dr. Ribeau will be in attendance.
  - Other discussion items from ASC Executive Committees during the summer included guest speakers for upcoming Council sessions, ASC Committee goals and organization, Non-Compensation policy; Summer Hours, flextime, and additional work responsibilities due to the hiring freeze.
- Respectfully submitted,  
 Laura F. Emch

In addition to the report, Laura encouraged all members to participate in council discussions and the interchange of ideas that takes place at each meeting.

New members in attendance were introduced; Emily Monago, Susan Kozal, Dave Crooks, Terry Herman, Kim Grilliot, Deb Knigga, Nicole Voorhees.

Laura reviewed member responsibilities of obtaining a substitute if a member is unable to attend a meeting and contacting constituents. Carl Dettmer asked about the pool of administrative substitutes that was supposed to be set up. At this point only one person has signed up to be in the pool. Therefore members were urged to set up their own substitutes. Laura commented on the aggressive and challenging goals facing each ASC committee this year and expressed an expectation that each committee would meet at least once a month to make progress on those goals.

Vice Chair's Report  
 None.

Secretary's Report  
 Constituent lists were sent out electronically to all representatives, as were committee lists.

Guests have been scheduled for the most part. Dr. Folkins is scheduled for November 7, Dr. Dobb for January 9, Dr. Ribeau for March 6, and Dr. Dalton for June 5. Leon Bibb has not been scheduled yet. President Ribeau expressed an interest in speaking with council this semester, and his office will be contacted to see if he wishes to reschedule.

Work will begin on obtaining nominations for the position vacancy in institutional support and then a general election will be held.

Committee Reports:

Amendments: None

Awards and Special Recognition:

Deb Fleitz reported that preparation is underway for the Ferrari award. They are anticipating generating a lot more excitement about this award by announcing all five finalists in the monitor ahead of time and then the winner at the fall reception. The main nominator of each has been contacted. Seven past winners are planning to attend the reception, and last year's winner will present the award to this year's recipient.

External Affairs:

The written report submitted by this committee is reproduced below.

ASC External Affairs Committee Report

September 5, 2002

Fall Reception:

- Scheduled for Tuesday, September 24, 2002 at the Alumni Center 3:30-5pm
- Brief meeting held to discuss some specifics such as music, table decorations, etc. on Sept. 4, 2002.
- There was some discussion of possibly hiring live music for the event. However, we need to know the committee budget before contacting the bands.
- Catering services and Alumni Center have been contacted.
- In the process of gathering the specifics about the mailing lists for the reception so that the announcement can go out immediately.
- I want to thank Phyllis Short for making/sending the necessary telephone calls, e-mails, and other preparations to get things rolling with the Fall Reception.
- Thank you to all other committee members for their work and show of support.

Holiday Parade

- Scheduled for Saturday, November 23, 2002. Step off time is 10:00 am
- Per the Chamber of Commerce, they are holding a meeting today to determine the theme of the parade. More details later.

This report was respectfully submitted by the External Affairs Committee:

Dianne Widman-Abbott

Emily Monago\*\*

Laurel Daman

Nicole Voorhees

Phyllis Short

Ron Skulas

\*\*Chairperson

Internal Affairs: None

Personnel Welfare:

Brady Gaskins reported that the non-compensation conciliation plan is supposed to go before the Board in October.

Professional Development: None

Salary:

Dave Garcia reported that an administrative staff member who also teaches thanked the committee for their efforts in increasing the salary of members who hold teaching positions.

Scholarship: None

Faculty Senate Liaison:

John Clark reported the faculty retention was discussed. There is a special team being put together to create a comprehensive academic plan for the University. Ben Muego indicated that a new draft policy on travel reimbursement was discussed Dr. Dalton and the President's cabinet. Dr. Folkins indicated that the university "barely missed another round of budget cuts" in July. He stated faculty salaries remain the university's #1 priority. The Senate is trying to finalize a process to gather exit information. Currently there is no means of gathering information as to why staff/faculty are leaving the university. The Equal Opportunity Committee is working on developing an exit interview process. Final enrollment figures for fall are slightly above last year's. Chapman Learning Community has experienced a drop in enrollment. Most other learning communities are up slightly.

Classified Civil Service Liaison: Ron Skulas is our representative to CCS council. CCS council reported that their representative to our meetings should be in place by next month.

Old Business:

None.

New Business:

Meeting with President Ribeau

Laura and Robin met with President Ribeau. They covered the following:

- Discussion on hiring freeze. FAQ should be out by the end of the month. The freeze is expected to continue until the first of the year at least. He will only approve mission critical positions during the freeze that demonstrate clear need for that position for student services or campus safety. Two upcoming items to watch for: the Ohio budget will have to be balanced after elections in November. The Supreme Court decision on DeRoff is expected sometime this fall. Both may have significant impact of the budget.
- Discussion of ASC 2002-2003 goals. Working with Institutional Research (IR), ASC must research administrative staff working environments, including stress levels, hours worked per week, length of BGSU service and why so many employees leave their positions within five years.

· Dr. Ribeau wants feedback of two questions:

What can we / our units do to further the mission and success of BGSU?

How do we promote a collaborative team environment, not just in our units but across units?

The question was asked whether Laura and Robin felt that Dr. Ribeau did not think collaborative efforts were now taking place. Laura reported that there was no implication of that. More, there was an indication that he wanted to see more of such activities across campus.

The discussion that followed covered the following items:

· Modeling of collaborative efforts has to occur from the top down. The expectation of these types of efforts have to be clearly stated in units/staff goals. As long as efforts take place, all involved should be rewarded/acknowledged. Success of groups should not be that focus if staff members are to feel valued and free to grow in their skills. There should be methods in place to make units accountable for their team functions (or lack thereof). This expectation needs to be in all levels of goals; institutional, departmental and individual.

· There should be a real perceived need for a collaborative effort. Effort should not be fabricated. Good examples of collaborative efforts should be given. Explore what made a particular effort a success. Reward the risk that is involved with the undertaking of a collaborative effort.

· Review merit/super merit philosophy. Does the current environment detract from idea of teams. Current merit/super merit focuses on individuals.

· Are there currently barriers to the success of collaborative efforts?

Joe Luthman moved and Barb Waddell seconded the motion that representatives go to their constituents at large and pose Dr. Ribeau's questions. Constituents would be encouraged to respond to their representatives by September 27. Both email or mail could be used depending on a constituents need to remain anonymous. The motion was approved unanimously. Laura Emch will send the proposed questions to each representative so all constituents receive the same materials.

Good of the Order

Mike Fitzpatrick indicated that he is looking for twelve lecture programs on campus that are free, open to the public and of general interest for the purpose of filming for broadcast.

Nicole Voorhees indicated that her area worked with 58 upward bound students during the summer semester.

Wayne Colvin stated that the Black Swamp festival would take place the weekend of September 7.

Carl Dettmer stated that the computer training center in Maumee had moved to a facility on Illinois Avenue. This building has space that could be used for other events. Anyone interested should contact Carl.

Barb Waddell stated that the John Denver Peace Cloth sponsored by GSS will be displayed in the Union on the 3rd floor.

Ann Betts stated that Cindy Smith is on medical leave until January.

Deb Fleitz passed out information about the Festival Series. One change; the performance scheduled for October 3rd has been changed to the Canadian Brass. She encouraged members to participate in the activities scheduled in remembrance of September 11. These include a world wide choral endeavor. BGSU's chorus will be performing Mozart's Requiem in the ballroom on that date at approximately 8:50 a.m. Faculty members will be presenting their research into 9/11 mid-day and the USG has coordinated a candle light vigil to take place on campus.

Robert Zhang reported that anyone needing enrollment reports or retention data may obtain it from Institutional Research starting September 9.

Dave Crooks encouraged everyone to come out and support the Falcons in their game against Missouri.

Susan Kozal reported the following:

Visiting Artist: BG Recycles: The Sculptural Work of Steven Siegel

As part of the New Millennium Sculpture Project, a seven year project of prominent visiting sculptors visiting and working at Bowling Green State University's School of Art which will culminate in a gallery exhibition, the School of Art welcomes you to participate in the many events surrounding the fourth artist visit in this series. Artist Steven Siegel will be building a sculpture of recycled aluminum cans accumulated from the BGSU recycling department, with the

assistance of School of Art students, between September 9-13th to the south side of the Fine Arts Center. The sculpture will remain on campus for several years.

Scheduled events include:

Monday, 9/9: Siegel will be building trusses in the Woodshop with assistance from advanced sculpture students.

Tuesday-Friday, 9/10-13: Siegel will work throughout the day with the assistance of sculpture and foundation classes.

Thursday, 9/12: Siegel will provide a slide lecture open to the public in 115 Olscamp from 7-8:30pm.

Artist talk : Richard Mawdsley. September 13, 7 p.m., 204 Fine Arts. In conjunction with the Inventing Contemporary Ornament: A National Invitational Exhibition

August 27 -September 27, Dorothy Uber Bryan Gallery. Reception to follow.

Richard Mawdsley has been recognized as a major force in American metals for over 30 years.

His exquisite work connects classic metalsmithing traditions with the imagery of the Midwest.

Sponsored by the Fine Arts Jewelry/Metalsmithing Area.

Student Artists Response to 9/11: A Commemoration of Losses / A Celebration of Hopes and Freedoms

Exhibition Dates September 9 - October 4, 2002

Location: Bowen Thompson Student Union Art Gallery

Hours: 8:30- 4:30 Monday - Friday

A non-juried exhibition reflecting School of Art Students responses to the September 11, 2001 tragedies.

Attachment: see above

Contact: Jacqueline Nathan

Film Showing: In Memorium

Location : Nakamoto Gallery on September 11 from 10 am - 4 pm

The Film "In Memorium" will be shown continual from 10 am - 4 pm.

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For more information on upcoming art events please see:

<http://digitalarts.bgsu.edu/events/current.cfm>

Dave Garcia reported another good year for admission numbers and thanked everyone for their collaborative efforts in achieving this goal.

Adjourn

John Clark moved and Tina Coulter seconded a motion for adjournment. It was so ordered.

Respectfully submitted:

Sue Lau

Call to Order

Laura Emch called the meeting to order at 1:30.

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Chair's Report

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## Vice Chair's Report

None.

## Secretary's Report

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Sue Lau