

Administrative Staff Council 2003-2004

Minutes: September 4, 2003

207 BTSU

Call to Order

Robin Veitch welcomed members to the first meeting for the 2003-2004 year and called the meeting to order at 1:33.

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, Lona Leck, Joe Luthman, Emily Monago, Penny Nemitz, Celeste Robertson, Robin Veitch, Robert Zhang, Sara Zulch-Smith

Member Substitutes

John Clark for Sue Lau

Absent

Brady Gaskins, Terry Herman, Sally Johnson, Steve Kendall, Karen Schwab (CSC), Lucie Shetzer, Phyllis Short, Ron Skulas

Approval of Minutes

Dave Crooks moved for the approval of the June minutes. Amelie Brogden seconded. The motion was approved.

Chair's Report (see attached)

- Robin welcomed past chair, Laura Emch, back from medical leave and presented her with a plaque for her services as ASC Chair, 2002-2003.
- Robin and Joe met with Donna Whitwer and Becca Ferguson, Human Resources (HR), to discuss: ?? New Kronos System and its use by University employees. Student Employees are currently the only staff members who are being asked to use this system. Departments are being phased in to ensure the most effective implementation of this system. Although there is the potential for permanent staff members to utilize this system, there are no current plans to implement this system campus-wide for all employees.

New employees may now complete training on sexual harassment, fire safety, etc. on-line as part of their orientation.

Delta Dental will cover the University's new dental plan. More information about this network plan will be available in October during BGSU's open enrollment period. Changes in prescription drug co-pays are also expected.

- Several handouts were distributed outlining the following information:
2003 – 2004 ASC Members (gold)

2003 – 2004 ASC Committees (blue)

2003 – 2004 ASC Meetings (green)

2003 – 2004 ASC Goals (purple)

- Laura Emch moved to approve the 2003-2004 Goals

emphasizing the continuous efforts that will need to be taken to continue to obtain goals 1 & 3. Jim Dachik seconded. The motion was approved.

Vice Chair's Report

Joe is working on constituent list, once approved by the Executive Committee he will forward to all ASC members to begin using.

Secretary's Report

Tina Coulter volunteered to serve as ASC Secretary 2003 – 2004. She had no report.

Committee Reports

Robin provided a handout to all ASC members outlining the purpose of each committee, committee members and committee goals for 2003-2004. Goals were established based on the small group discussions and recommendations from the June 2003 meeting.

Amendments

No Report

Awards and Special Recognition

ASC Fall Reception and General Meeting to be held Tuesday, September 16th, 2-4pm in 202B Student Union. ASC Scholarship recipients and Michael Ferrari Award recipient to be announced.

External Affairs

No Report

Internal Affairs

No Report

Personnel Welfare

No Report

Professional Development

No Report

Salary

No Report

Scholarship

No Report

Faculty Senate

No Report

Classified Staff

No Report

Old Business

Laura Emch questioned whether or not the Medical Statement allowing the Release of Information on University employees to various recipients was approved by ASC since open enrollment will soon be here and should be clearly defined by that time. In addition, Carl Dettmer asked if the new Hiba Regulations had any impact on the University's Release of Information. Robin will check into its status.

New Business/Guests

Amy Prigge – Homecoming was unable to attend. Fliers were passed out on her behalf announcing upcoming homecoming events. Additional announcements are to be on the Marketing & Communications e-mail.

Kent Strickland – Computer Safety was unable to attend.

Good of the Order

- Tina Coulter: 2003 – 2004 Scholarship Guide available in the Student Financial Aid Office (SFA) by the end of the month. PDF version available on the SFA website as well.
- Sara Zulch-Smith: Alumni Office is looking for accomplished graduates for promotional efforts.
- Rob Cramer: Intramural sports are open to any faculty, staff or student.
- Penny Nemitz: Firelands has a record year for enrollment (1800 students)
- Robert Zhang: Monday, Sept. 8, 2003 is 15th day census = official University enrollment calculated as of 5p.m. on this day.
- Amelie Brogden: Haven House is available to rent overnight or for meetings through Residence Life. Located behind the Mileti Center. Includes full kitchen, fireplace, and sleeps 8. Fri-Sun rate = \$600/wknd. Apartments are also available in Founders.
- Kim Fleshman: Northwest Ohio Tech Fair will be held Thursday, October 23rd, 10-4pm in the Ballroom, Student Union. Area high school students are invited to show their web talents to win various prizes.
- Celeste Robertson: Sept. 22 (5:30 – 7pm) – Great Careers & Interns, Union; Sept. 24 – Mock interviews begin; October 7th & 8th – Career Expo, Field House, 100+ employers; *additional schedules and resume reviews available in the Career Center

- Robin Veitch: Falcon football game, Saturday 9/6 against Purdue, GO FALCONS!!!

Adjournment

Lona Leck made a motion. Penny Nemitz seconded. The meeting was adjourned at 2:40p.m.

Next Meeting: October 2nd (1:30 – 3pm); 207 Union

Submitted by: Tina Coulter, ASC Secretary