

Minutes of Administrative Staff Council Meeting September 4, 1997

Members Present: Jerry Ameling, Shelley Appelbaum, Craig Bedra, Sally Blair, Scot Bressler, Deb Burris, Carmen Castro-Rivera, Dianne Cherry, Judy Donald, James Elsassler, Jodi Webb, Ken Frisch, Pat Green, Jahi Gye'Nyame, Sharon Hanna, John Hartung, Elayne Jacoby, Joyce Kepke, Deborah Knigga, Sandy LaGro, Paul Lopez, Dawn Mays, Rebecca McOmber, Joan Morgan, Gene Palmer, Sue Perkins, Jan Peterson, Cindy Puffer, Jan Ruffner, Bonita Sanders-Bembry, Jane Schimpf, Tim Smith, Bev Stearns, Laura Waggoner, Reva Walker, Betty Ward, Matt Webb, Deb Wells, Duane Whitmire, Calvin Williams, Paul Yon.

Members Absent: Who Sent Substitutes: Jim McArthur for Bob Waddle, Rich Peper for Linda Hamilton (Rich unable to attend)

Members Absent: Joyce Blinn, Deborah Boyce, Penny Dean, Mike Failor, Tom Glick, Linda Hamilton, Randy Julian, Inge Klopping, Kurt Thomas

Guests: Jeff Grilliot, Sue Kashuba, Monitor, Shannon McFarlin, Monitor, Darla Warnock, BG NEWS

Call to Order: The meeting was called to order at 1:35 p.m. by Chair, Duane Whitmire.

Approval of Minutes: Joan Morgan moved, Dawn Mays seconded that the minutes be approved as distributed.

Guest Speaker: Dr. Sidney Ribeau - President

Dr. Ribeau provided an opportunity for a question/answer session with ASC members after he shared his view on the following topics.

Commuciation - A presidential home page will be set up shortly which will disseminate information from his office to all staff. He feels that there needs to be a constant interaction with the staff regarding issues facing the university community and feels that the use of this technology will assist his office greatly.

Technology - Technology needs are not supported by the state funding, therefore, the technology needs at BGSU are self-funded. He focused on the increase of the technology needs since his arrival on campus and that Ann Marie Lancaster is directing a plan of action to see that all technology needs are addressed on campus.

Retention - The critical time during the semester is the 4th-6th week. At that time, students are beginning to realize where they stand within their academic work. We need to be able to provide support services to accommodate their needs as well as motivation and support services. All staff play a critical role in the student's success by providing an environment where students want to remain. This year each college was given a retention and enrollment target that they need to achieve. Budgets will be allocated according to the success or failure of the colleges to reach their established goals.

Training - Since a Vice Provost of Human Resources is in place, training programs will be provided for faculty and staff. Opportunities need to be provided to the staff to learn new or refine their skills in doing their job.

Other areas of concern.

Multi-year contracts - Dr. Ribeau felt it important to provide a 3% raise for the staff this year. Long-term commitments can be reviewed when the resource pool is increased by increasing enrollments. If an employee is doing his/her job well, they are not at risk.

Marketing plan - During the fall semester a comprehensive plan will be presented to Dr. Ribeau regarding a marketing plan. Jeff Brighton, College of Business is heading up this activity with the use of an upper level marketing class.

Communication - Discussion occurred regarding computer training on campus for staff. There is a need to increase communication with the staff as to what training plan is being reviewed. Training opportunities for all staff are needed. A comprehensive plan to work with all areas on campus to eliminate duplication of efforts is a necessity.

In closing, he mentioned that Sandra MacNevin will be his liaison with ASC so he is kept informed of ASC concerns. Also, he will be meeting with the leadership team (Duane, Deborah, & Judy) periodically throughout the year.

Chair Report:

Duane thanked Bev Stearns who initiated the at-large committee member process. He said it worked great as there are 33 ASC Representatives and 19 At-Large Members who volunteered. He also thanked Joe Luthman for providing the constituent listing (copy to be picked up at the meeting) and Deb Wells for updating the ASC list.proc. Duane passed out several handouts (ASC Chair Report, Calendar of ASC and ASC Exec Meetings, Standing Committee List, Committee Charges, and recommended ASC Goals). It was suggested that the goals be reviewed with constituents for discussion and approval at the October meeting. Duane mentioned that the theme for ASC this year would be "ASC - Action & Success thru Collaboration".

Chair-Elect Report: No Report

Secretary Report:

An updated listing of the ASC Members is available to pick up at the meeting.

Committee Reports:

Amendments (Bev Stearns, Chair) - Will be meeting on Monday, September 25.

External Affairs: (Bonita Sanders-Bembry, Chair) - Met with a couple of individuals on the committee, but not held formal meeting. Reminded everyone of the ASC reception on Wednesday, September 10, Mileti Alumni Center from 3-5 p.m.

Awards & Special Recognitions: (Jane Schimpf, Chair) - Will be meeting Friday, September 5. If anyone has suggestions of additional ways to recognize staff, please pass them on to her or one of the committee members.

Internal Affairs: (Jan Peterson/Betty Ward, Co-Chairs) - No report.

Personnel Welfare: (Pat Green/Inge Klopping, Co-Chairs) - First meeting on Monday, September 15.

Professional Development: (Dawn Mays, Chair) - Tuesday, September 2 meeting brainstormed about ideas for continuing education opportunities for staff. Next meeting, September 26 at 1:00.

Salary: (Gene Palmer, Chair) - Not met yet.

Scholarship: (Carmen Castro-Rivera, Chair) - This year is the matching dollar up to \$5000. The Scholarship Committee will be seeking a commitment from ASC to donate to scholarship fund by either payroll deduction or a one-time payment. Cards will be available at the ASC Fall Reception to fill out, and there will be a basket to collect completed cards. She spoke about a program offered by Cedar Point, "Booster Bucks" allowing individuals to work at Cedar Point for a day and donate their earnings to a cause of their organization. Sunday, September 28 is the day that Firelands campus is working and ASC would like at least 25 individuals from main campus to work donating their earnings to the ASC Student Scholarship Fund. Please contact Carmen at 2-9863 if interested as soon as possible.

Old Business:

Jeff Grilliot presented a proposal for an Internal Affairs Officer which would be an appointed position. The position would be entitled Internal Communications Liaison. This individual would assist the secretary with their duties. This will be discussed at the October meeting.

New Business:

Goals were distributed to be reviewed, discussed and voted on at the October meeting.

Calvin Williams had a WEB presentation of the ASC home page. It is not completed yet as he is getting additional information from the leadership team. Deb McLaughlin will link the ASC Pages to the BGSU home page when it is completed.

The meeting adjourned at 3:10 p.m.

Judy Donald
Secretary, ASC

NEXT ASC MEETING:

Thursday Oct 6, 1997

1:30PM - ALUMNI ROOM/UNIVERSITY UNION