

**Administrative Staff Council 2007-2008**  
**Minutes: September 6, 2007**

**Call to order:** Chair Stephen Kendall called the meeting to order at 1:30pm

**Member present:** Susan A. Macias, Kim Fleshman, Steve Kendall, Laura Emch, Sandy Mencer, Beth Nagel, Nancy Vanderlugt, Jacqui Nathan, Sandra Zulch-Smith, Jim Beaverson, Dermot Forde, Mitch Miller, Kevin Work, Mary Beth Zachary, Donna Dick, Pat McCauley, Judy Donald, Sheri Ogden, Tom Zapiecki, Jodi Devine, Briar Wintersteen, Daria Blachowski Dieyer, Chris Haar, Shannon Bozigar, Kurt Thomas, Dave Ebersbach, Nora Cassidy, Connie Molnar, Diane Regan, Deborah Rice, Celeste B Robertson, Deborah A. Novak

**Introduction of Subs:** Ann Jenks for Dave Crooks, Brigitta Green-Chure Loell for Penny Nemitz, Steve Cady for Jane Wheeler.

**Guests:** Classified staff represented by Faith Olsen.  
Undergraduate Student Government President Johnny Lewis

**Approval of Minutes:** No approval of minutes.

**Introduction of guest speaker:** Bill Knight discussed survey of CORE Commitments. In conjunction with the Association of American Colleges and Universities this survey is intended to look at the development of upper division value programs such as service learning, student/faculty personal responsibility issues, the development and responsibility of ethics and integrity. Surveys will be sent out in 2 weeks to students, faculty and selected administrators. More information on the survey will be published in the BGNews.

B. Knight fielded questions about the roles of the new CFO and Provost, the budget problems facing the University and the future of academic/learning programs.

**Chair Elect Report:** S. Kendall was contacted by Professional Development about providing help for the flood victims in the Findlay area.

**Secretary Report:** No report/

**Committee Reports:**

**A. Amendments:** No report

**B. Awards and Special recognition:** Finalizing plans for Awards banquet. Requesting nominations for Ferrari Award.

**C. External Affairs:** No report.

**D. Internal Affairs:** No report.

**E. Personnel Welfare/Salary:** PWC is working on revising the Non-Compensation Conciliation process.

Work continues on the leave bank concept.

Mercer consultants coming back to University to look at JAQ's of admin/staff positions. Please feel free to submit any ideas or goals to PWC.

**F. Professional Developments:** No report.

**G. Scholarship:** No report.

**H. Faculty Senate:** No report.

**I. Classified Staff:** No report.

**Old Business:** Individuals who have not signed up for a committee need to do so. There was a Chair resolution to designate Stephen Kendall, Mary Beth Zachary and Laura Emch as Tri-Chairs. There is a motion by Kevin Work to nominate Mary Beth Zachary as Tri-Chair. Seconded by Connie Molnar. Voted on by ASC reps, passed with all ayes, and no one opposed.

Diane Regan suggested the need to add 1 or 2 more people to the position of ombudsperson, in order to shoulder the responsibilities. Administrative questions regarding the grievance procedures and disciplinary actions still need to be addressed. Will the role of the ombudsperson be in the Administrative Handbook and will they report to the Executive Vice Provost.

**New Business:** How will the budgetary situation affect Administrative personnel. The fall reception is set and President Ribeau is expected to be there. The deadline for Ferrari nominations is 14 September. October's ASC meeting will be on the 2<sup>nd</sup> Thurs of the month.

An invitation to an ASC meeting has been extended to the new Provost and CFO. Bob Waddel will be the guest speaker for the December meeting.

An updated list of the representatives' constituents will be out soon.

**Next Meeting:** 11 October, 2007 at 1:30pm in 207 BTSU

Minutes submitted by: Susan A. Macias, ASC Secretary