

Summary of Administrative Staff Council 2009/2010 Meeting

December 10, 2009

Guests

Lona Leck, ASC's Information Technology Committee Representative

<http://www.bgsu.edu/organizations/itc/>

Joshua Von Lehmden and Debra Wells, Print Responsibly

www.bgsu.edu/printresponsibly

Co-Chair's Report

Employee Separation Program

Board of Trustees Meeting

Chair Elect's Report

Treasurer's Report

To contribute to the new Council Recognition fund, donate to: 30001996 or contact Heidi Popovitch in 205 Jerome Library. This fund will be used to support the Ferrari Award as well as other ways to recognize Administrative staff

Secretary's Report

Committees

Old Business

New Business

Members Present:

Daria	Blachowski-Dreyer
Adam	Bohland
Kelly	Cusack
Jodi	Devine
Donna	Dick
Jason	Dunn
Laura	Emch
Kimberly	Fleshman
Michael	Hachtel
Barbara	Hoffman
Lisa	Ingram
Stephen	Kendall
Sara	Meyer
Ryan	Miller
Mitchell	Miller
Connie	Molnar
Jacqueline	Nathan
Sherri	Orwick Ogden
Steven	Overholt
Tim	Parish
Brett	Pogan
Heidi	Popovitch
Marlene	Reynolds
Deborah	Rice
Dawn	Shores
Anthony	Short
Thomas	Siebenaler
Beverly	Stearns
David	Steen
Kurt	Thomas
Janice	Twork
Jennifer	Twu

Nancy	Vanderlugt
Mary Beth	Zachary
Thomas	Zapiecki
Sara	Zulch-Smith
Faith	Olson, CSC

Co-Chair Sara Zulch-Smith called the meeting to order.

Introduction of Subs: Adela Langa for Tom Gorman

Guests:

Lona Leck, ASC's Information Technology Committee Representative

Lona provided an update on the Information Technology Committee activities:

1. Four sub-committees: Survey, Learning Management, Communication and Tech Trends.
2. Tech Trends Grants – bring technology related events to campus. Grants up to \$1,000 are awarded based on need. Information is available at <http://www.bgsu.edu/organizations/itc/>.

Josh and Debra Wells, Print Responsibly

Joshua and Debra provided an overview of the Print Responsibly program.

1. Three full-time staff on campus
2. Faxes, copiers, printers, toners, ink
3. 1 ½ million expected annual savings
4. Software tracking
5. ITS will be interviewing departments to assess their needs.

6. Find out more at www.bgsu.edu/printresponsibly

Co-Chairs Report

1. Employee Separation Program. Each person will need to gather all of the information they can, review their situations and determine if the employee separation program best suits their needs. If you weren't notified and feel you should have, contact Human Resources immediately.
2. Board of Trustees. The Board of Trustees approved the Employee Separation Program. In the Academic Subcommittee meeting, Albert Colom gave an enrollment update. Dr. Borland provided an update on grants and academic reconfiguration. In the Finance Subcommittee, the focus was on the construction master plan.
3. Thank you to everyone who attended the Kathy Cleveland Bull event. There were 85 attendees. For those that missed the wonderful video Kathy shared with us, go to <http://www.gratefulness.org/brotherdavid/a-good-day.htm>.
4. Tri-Chairs Meeting. We had our first meeting to discuss topics relevant to Classified Staff, Faculty and Administrative staff. These meetings will continue throughout the rest of the academic year.

Treasurer's report: To contribute to the new Council Recognition fund, donate to: 30001996 or contact Heidi Popovitch in 205 Jerome Library.

Chair-Elect Report: no report.

Secretary's Report:

1. The November minutes have a few minor changes and will be approved within 24 hours if no additional changes are submitted.

2. ASC Standing Committee Chairs are reminded to submit reports electronically prior to monthly ASC meetings.
3. Mail was received from the Graduate Student Senate supporting the University Strategic Plan, approval to create three peer-reviewed awards for graduate students presenting at the BGSU Fall Research Conference. The Undergraduate Student Government passed a resolution in support of a new seal, a resolution supporting an expanded student plan for campus beautification of the library deck, unanimously approved a resolution thanking Dr. Jeffery Coats for his service as advisor, and a resolution of intent for a straw poll to better assess the student body's feelings on the potential \$20 increase in general fees for shuttle service.

Committee Reports

Amendments: Committee members: Mike Hachtel, Tim Parish, Marlene Reynolds, Beverly Stearns (chair). Amendments Committee chair Stearns met with the ASC Executive Committee on November 10, 2009, to seek clarification regarding the assigned goals for 2009-2010. Executive Committee members who were present were unsure about the genesis of these goals. It was agreed that ASC standing committee goals for the coming year should be included as part of each end-of-the year committee annual report. The Executive Committee advised the Amendments Committee chair to set the Amendments Committee's goals for this year. The Amendments Committee has set the following goals for the 2009-2010 year:

- Remove the ASC Bylaws and Charter from the *Administrative Staff Handbook* and add these documents to the ASC web/BlackBoard sites.
- Continue to review the *Administrative Staff Handbook*, the Bylaws of the Administrative Staff Council, and the Charter of the Administrative Staff Council for possible amendment.

Based on the Committee chair's discussion with the Executive Committee, the Amendments Committee is drafting amendments to the ASC Bylaws, Article 2: Committees, relative to committee goal setting. The Committee plans to propose these amendments during the January ASC meeting.

Awards: There are two nominees for spirit awards that are currently being reviewed.

Internal Affairs: The IA committee met prior to the Kathy Cleveland Bull event and focused on that but also talked about our goal to increase ASC awareness on campus. Ideas were generated and discussed are generating a Wiki to help implement some of the plans/ideas.

External Affairs: Thank you to all who participated in the Thanksgiving Day parade.

Personnel and Welfare: We encourage submissions for our ASC “spotlight.” Please see more information on the ASC website. If you feel an administrative staff personnel should be recognized for their contributions to the university, please submit a nomination. We have a couple of gentlemen lined up to work on employment and salary information.

Professional Development: The Professional Development Committee met in November and discussed possibilities for offering professional development in-services to staff. It was mentioned that historically, these types of events are not well-attended. Discussion continued on alternate delivery methods such as web casts or quick tips sent frequently by email or newsletter. This discussion will continue at our next meeting.

Scholarships: We have finalized our raffle prizes which will be announced very soon.

Faculty Senate Report

The president spoke of the positives of Noel-Levitz and the Centennial Celebration. UESP to the BOT 12/3/09. Also, she mentioned the new Zoom News.

The Provost handed out University Criteria for Academic Program, Initiative, & Unit Reconfiguration including centrality, generation/productivity, cost, demand, credibility/quality. They are looking at schools or courses that are redundant and looking at what is sustainable. Decisions need to be strategic instead of being each college eliminates x% for example. It must be central to the mission, show student demand, and be a quality

program. Also, they will look at “contemporary student demand’ and who is “spending more than generating”.

CSC Liaison. No report.

Old Business

The ASC Recognition Fund will be used to support the Ferrari Award as well as other ways to recognize Administrative staff. This is a long term solution. One of our ASC members has offered to match the first \$500 donated. If you contribute to the Family Campaign, you can specify the ASC Recognition fund.

New Business

No new business.

Jason Dunn motioned the meeting be adjourned. Heidi Popovitch seconded the meeting.

Respectfully submitted by,

Sherrri Orwick Ogden

Secretary