

2013

Administrative Staff Council Committee Report 2012-2013

Bowling Green State University - Administrative Staff Council

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Notes

Administrative Staff Council Committee 2012-2013 Report

Internal Affairs:

Accomplishments 2012-2013:

- Reviewed ASC committee structure and suggested possible reorganizations.
- Reviewed the elections process and made appropriate recommendations.
- o Analyzed the current process for determining the number of representatives to determine if an alternate method would be more effective.
- Initiated welcome email to all new Administrative Staff.
- Planned receptions with Awards and Recognition Committee.
- Planned 30th anniversary celebration(s).
- Promoted ASC and events.

Goals for 2013-2014:

1. Review with ASC and implement committee re-structure
2. Review and revise as required orientation materials for new members
3. If approved, implement the replacement of functional areas with divisions in the election process
4. Research the feasibility of a mentor program for new administrative staff and for new ASC members and present findings to the Executive Committee
5. Research the feasibility of a mentor program for new administrative staff council members and present findings to the Executive Committee
6. Investigate ways, other than a mentoring program, to improve welcoming new administrative staff
7. Continual review and implementation of website revisions
8. Continue to conduct and promote social hour the 1st Wednesday of every month
9. Consider creating additional social events for administrative staff
10. Continue to send welcome email to new staff. Look into automating the email generation from CSS and the Comgen system.
11. If the proposed new committee structure is not approved, conduct elections.
12. If the proposed new committee structure is not approved, work with the awards and recognition committee to plan the spring reception.

Awards and Special Recognition:

Accomplishments 2012-2013:

- Awarded the following Spirit of BG Awards:

Ana Brown (Sept. 2012)

Ann Light (Nov. 2012)

Dermot Forde (Dec. 2012)

Abby Priehs (Jan. 2013)

Scott Sehmman (Mar. 2013)

- Assisted with the ASC Spring Reception by collecting nominations and selecting the Ferrari and BG Best Awards as well as the newly created Rookie of the Year Award.

Goals for 2013-2014:

1. More actively promote the Spirit of BG award
2. Increase nominations for the Ferrari and BG Best Awards.
3. Continue with the presentation of the Rookie of the Year award.

Professional Development:

Accomplishments 2012-2013:

- Spring semester a total of \$1,800 was awarded to seven recipients (one more than spring 2012) and approximately \$500 will be awarded to one recipient for summer 2013. A grand total of approximately \$2,300 will be allocated toward supporting administrative staff and their professional development activities.
- Website was updated was promotion was done using campus updates and e-invites.

Goals for 2013-2014:

1. Apply for disbursement of professional development monies.
2. Attempt to offer at least one professional development opportunity for ASC each semester or support a professional development initiative that will be done through another office by promoting attendance and showing our support.

Personnel, Welfare and Compensation:

Accomplishments 2012-2013:

- Staff Bonus Plan
- Annual Evaluation Form Revisions
- Mercer proves review with Human Resources
- CUPA Survey Review
- Staff Compensation Plan

Goals for 2013-2014:

1. 2014-15 Compensation Request using data-driven rational
2. Build comparison data using CUPA data. Keep at least 5 years formulating trends and making comparisons. Use both 4 corners and peer state university comparisons
3. Explore the possibility of follow up interviews with departing staff. Continue to compile information, analyze, and watch for trends
4. Build comparison data from peer institutions to determine where BGSU Administrative Staff is relative to "market".

Scholarship:

Accomplishments 2012-2013:

- Raised over \$1,200 for the ASC Scholarship fund.
- Initiated a silent auction at the end of year ASC Banquet.
- Awarded 4 scholarships to well-deserving students.

Goals for 2013-2014:

1. Increase scholarship funding.
2. Initiate new ways to raise scholarship funds.
3. Continue to award scholarships to high achieving students

Amendments & Bylaws:

Accomplishments 2012-2013:

- Reviewed the administrative staff handbook, bylaws and administrative staff charter for accuracy and clarity. Proposed changes to the handbook.
- Reviewed the faculty charter to note any intersections of the charter with administrative staff. While there were intersections or mentions of administrative staff, the impact on administrative staff is negligible to non-existent.
- With PWC, reviewed suggested text for the Administrative Staff Compensation portion of the AS handbook.

- **Developed language for an administrative staff OMBUDS application process. It will continue into the summer. This language will be posted to the ASC website.**

Goals for 2013-2014:

- 1. Develop administrative staff charter and bylaw language, as appropriate, to support changes in functional areas.**
- 2. Develop administrative staff charter and bylaw language, as appropriate, to support changes in functional area representation.**
- 3. Respond to the Executive Committee requests for changes to Bylaws with regard to officer or executive committee elections.**
- 4. With Ad Hoc Committee including current Ombuds, develop ASC OMBUDS webpages to include application and selection process.**
- 5. As the Academic Charter is revised to accommodate the faculty union contract implementation, review work with the Faculty Senate to insure accuracy of administrative staff notations. Negotiate as necessary with Faculty Senate for changes if needed.**