Amendments Committee 1993-2002

Bowling Green State University. Administrative Staff Council

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Location: Bowling Green, Ohio

Title of Series: Amendments Committee

Inclusive Dates: 1993-2002

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Order: [ ] Alpha [X] Chronological [ ] Numerical

Index: [ ] Included [ ] Separate [X] None

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Poor Photocopies
5. Post-It Notes
6. Highlighter
12. Put forward policies via the PWC to try to protect administrative staff from increased work loads reflective of job changes which should be noted by job title changes and appropriate salary adjustments. Wherever we could we stated that workloads were a problem and should not be forgotten. PWC also completed a revision of the entire handbook with grammar, typographical and policy revisions for the next time the handbook is completed revised.

13. We awarded a $1,000 scholarship.

14. We were in on the beginning stages of what will be a network for administrative staff at colleges and universities in Ohio.

Chair-Elect Report:
The new and old executive committee will meet at Firelands on June 8th. No Ju unless something comes up. Greg met with Core Source who is proposing a Primary Care Network for BGST.

The ASC budget is in the negative, but the endowment is in great shape (almost

Secretaries Report:
A copy of next year’s Administrative Staff Council was distributed (See Attached).

General By-Laws Changes were suggested (See Attached). The changes suggested for Article 2: Committees: Jill Carr moved and Charles Schultz seconded a motion to approve these changes.

Pat Green offered an amendment and Teresa McLove seconded her amendment to leave Section 2: B. as it is currently written. Discussion followed. The amendment was passed. The original motion was passed unanimously, omitting the Section 2: B changes.

Article 5: Jill Carr and Charles Schultz seconded a motion to approve. This passed unanimously.

Article 7: Ron Zweirlein moved and Charles Schultz seconded a motion to approve. This passed unanimously.

Committee Reports:
Personnel Welfare Committee- Norma Stickler
Issues Addressed; Recommendations Forwarded:

Health Care Task Force, PWC reviewed the recommendations from the Health Care Task Force and, after consultations with administrative staff, ASC, and the Executive Committee, composed the ASC response to the Task Force.

Handbook. A subcommittee made a thorough review of the Administrative Staff Handbook for policy changes and updates and for editorial changes. These changes were forwarded for approval by the Board of Trustees.

Salaries. Several issues relative to salaries, potential salary inequities, titles, and job descriptions were discussed. Initially our suggestion was that PWC would work with the new assistant director of personnel to conduct a thorough study. Areas to be included were salaries commensurate with the position, salary equity based on sex, minimum salaries, market adjustment data, and salary compression with classified staff. After consultation with John Moore, PWC changed its recommendation to one that called for an external agency to conduct such a survey. As of May 1993, contacts have been made with an external agency to do the survey.

Vacation Policy. A change in the vacation policy was suggested by the Central Administration to delete reference which excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months. PWC reviewed that suggestion and recommended that the exclusion remain. This recommendation was accepted. PWC further recommended that staff members be allowed to take vacation during their first year. Although a change in the written policy was not accepted on this point, the vice presidents did assure ASC that in practice they allow vacation in the first year. ASC then followed up with John Moore regarding areas where it has not, in fact, been allowed.

Grant/Externally Funded Staff. PWC made a recommendation that there be a separate category of administrative staff who have the designation “Grant/Externally Funded Administrative Staff.”

Leave Without Pay. PWC recommended a policy on special leave without pay and combined the then-existing handbook policy on long term leaves with a policy on short-term leaves without pay. A form was also developed for use in requesting either type of leave.
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Suggested By Laws Changes

Article 2: Committees
Section 2: ASC Standing Committees
Pg. 10 A. Elections Committee - change wording from:

A. **Elections Committee** - This committee shall be composed of the ASC secretary, who shall be its chair, and other council members as needed. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

to: "This committee shall be composed of the ASC secretary, who shall be its chair, the **Chair-Elect**, and other council members as needed..."

Pg. 11 B. **Professional Development Committee** - change wording from:

B. **Professional Development Committee** - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

to: This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement. The **chair** of PWC shall be on the Executive Committee.
C. **Personnel/Welfare** - This committee shall annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

**to:** This committee shall annually review the administrative staff handbook. **The committee shall include at least one member from each vice presidential area and the president's area.** The committee shall also review, study and recommend council action or matters involving general salary policies, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions. **The chair of PWC shall be on the Executive Committee.**

D. **Finance** - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.

**to:** The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
Pg. 17  Section 4: Classified Staff Council - change wording from:

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

to: The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC as necessary and will serve as a communications link between the two groups.

4/93-1
ASC Committee Reports:

Amendments Committee:
• The committee met on January 13, and discussed two suggestions for changes to the Bylaws. Copies were distributed of a proposal to amend Article 2, Section 2 of the Bylaws regarding the process for selecting chairs of ASC standing committees. J. Kepke moved, M. Firestone seconded, and the motion passed to allow the Chair of ASC to appoint the chairs of ASC standing committees.

Personnel Welfare Committee:
• In January, PWC and equivalent groups from Faculty Senate and Classified Staff Council were invited to hear presentations about managed health care given by four providers. Early to mid-March, an RFP will be sent to all providers who responded to a questionnaire after which a determination whether to select one of the providers will be made. It could be late fall to early January 1995 before a provider is in place. Don Boren will send the same information sent to faculty to all administrative and classified staff.
• The PWC subcommittee on merit raises will report tomorrow to PWC relative to the questionnaire about merit sent randomly to ASC members.
• N. Stickler distributed copies of a memorandum which described ASC's response to suggestions made by John Moore, Personnel Services and Marshall Rose, Affirmative Action regarding ways to enhance internal promotion and advancement opportunities for administrative staff. In the memo, ASC applauded J. Moore’s and M. Rose’s interest and creative suggestions for dealing with these issues.

Scholarship Committee:
• Applications will be made available to students next week. The deadline date for application is Friday, March 18. A press release has been sent to the Monitor, BG News, and Sentinel Tribune.
• $1625 in pledges have been received through the fund drive.

EAP:
• The employee training sessions were completed as of yesterday. Supervisor training went well.

Good of the Order

The meeting adjourned at 2:25 p.m.

Recorded by:

Beverly Stearns, Secretary

2/14/93
Guest Speakers

John Moore made two announcements. The Professional Development Training is up coming. The Mercer Group, a job analysis and compensation study group, will start soon.

Secretary's Report

Barb Keeley proposed and Diane Regan seconded that the internal and external affairs committees be made permanent committees. The amendment passed unanimously.

Committee Reports

Ad Hoc External Affairs

Dave Stanford summarized the projects his committee has been involved in.

Ad Hoc Internal Affairs

Amy O'Donnell discussed the proposals her committee has to increase the effectiveness of the ASC. The pre-council lunches and orienting new council members were discussed.

Others

Marcia Latta encouraged everyone to help promote the September 24th Open House. She has brochures highlighting the days events which can be used.

Meeting adjourned at 3:15 p.m.

The next meeting is October 6th in the Alumni Room. Come for lunch at 12:15-1:15. If you can't make lunch, the meeting starts at 1:30 p.m.

Respectfully Submitted,

Barb Keeley
May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
Barb Keeley
Sharon Hanna
Mary Beth Zachary

RE: Proposed Amendment to the Bylaws - (Additions are in bold type)

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may not be taken before the second reading. A vote on a major issue may be taken without a second reading if there is a motion to suspend the Bylaws. The motion must be approved by a two-thirds majority of the full Council.

Section 5: Alternates at ASC Meetings

Alternates [may] will be designated by an Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the vice presidential or presidential area represented by the council member and must be identified to the Administrative Staff Council chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the charter or by-laws. [Alternates may replace any single council member no more than three times in one year.] (delete)

Section 6: Attendance Policy

(Delete first paragraph and add:)
Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.

Article 2: Committees

Section 2: ASC Standing Committees

I. Internal Affairs will:

Develop and update the orientation program for the new ASC members. This program will involve written information and practical learning opportunities including the Mentor/Mentee program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments will be included.

Work toward developing ways to recognize administrative staff for their accomplishments.

Respond to concerns and make recommendations about the structure/configuration of Council meetings.

Examine the election process and make appropriate recommendations.

J. External Affairs would be responsible for developing the following:

Ideas for community involvement projects for administrative staff

Provide assistance for BG Effect

Develop ways to improve opening day activities for administrative staff

Work on public relations with other groups on campus and off campus and with media

Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

To conduct ASC business, 2/3's of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action may only be taken by a majority of the Committee's membership.
Amendments Committee

Mary Beth Zachary presented proposed amendments to the Bylaws of ASC dealing with the following topics: 1) the number of readings required for major and minor issues brought before the Council, 2) the designation of alternates at ASC meetings, 3) the establishment of Internal Affairs and External Affairs as Standing Committees of the ASC, and 4) the definition of a quorum for ASC meetings. The proposed amendments were voted on by written ballot and passed unanimously. A copy of the amendments are enclosed with the minutes.

New Business:

Deb Boyce announced that an Inauguration Committee has been formed to plan a formal inaugural celebration for Dr. Ribeau. The Committee is gathering suggestions related to a theme, musical events, speakers, dates etc. Some Council members suggested waiting until fall term for such an event to avoid conflict with Spring awards banquets, etc.

Pat Green moved that the Administrative Staff Council contribute $500 to sponsor the "Aids Quilt" on campus in February. Ingle Klopping seconded and the motion passed unanimously.

Mary Beth Zachary asked that Council request specific clarification from Personnel Services regarding the University's policy of remaining open when a county snow emergency is in effect that makes it illegal for employees to drive. Members also added that employees need a specific phone number to call on campus to get clear information regarding whether or not the University is open to avoid the recent problems encountered when a local television station inaccurately reported that the main campus was closed.

Council members asked Bryan to get clarification as soon as possible whether or not the University will be closed in December between the Christmas and New Year's holiday and in particular whether or not employees need to save vacation and personal days for this period.

The meeting adjourned at 3:05 p.m.

Gail McRoberts
Secretary, ASC

The next meeting of Administrative Staff Council will be:

Wednesday, February 7, 1996
1:30 p.m.
Campus Room, University Union

Guest Speaker: Dr. Sidney Ribeau
June 2, 1997

Report of the Amendments Committee for 1996-97 Academic Year

Four amendments to the Administrative Staff Council (ASC) By-Laws were proposed and approved during the academic year 1996-97.

Article 2, Section 2 and Article 4, Section 5

This amendment to the ASC By-Laws changes ASC standing committee membership from council members only to council and non-council members. It also provides a mechanism for the executive committee to solicit interest within the administrative staff constituency and provides the mechanism for appointing committee membership that includes non-council members.

Article 2, Section 2

This amendment changes the name of the Ferrari Award to the Awards and Special Recognitions Committee. It enlarged the scope of the committee charge to include ways of recognizing outstanding achievements by administrative staff in addition to the Ferrari Award.

Article 4

This amendment to the ASC By-Laws changed the name of the Article 4 from “Elections” to “The Election/Appointment Process” to more accurately reflect the actual events in forming ASC committees.

The fourth proposal approved by council inserts the word “self-nominates” for “volunteer” whenever it occurs in the ASC By-Laws.

Recommendations

During 1996-97, the University has been reorganizing in such a way as to render many of the ASC By-Laws useless or inapplicable. To insure consistency in the By-Laws, it is recommended that a complete revision of the ASC By-Laws be undertaken after the University reorganization has been finalized.

Respectfully submitted,
Mary Beth Zachary
TEACHING STUDENTS TO EVALUATE INTERNET SITES

By Trudi E. Jacobson and Laura B. Cohen, University at Albany, SUNY

tj662@suny albany.edu and lohen@suny albany.edu

Students put too much faith in the material they find on the Internet, too often to the point of consulting no other sources. As librarians, we have been teaching Internet resource evaluation techniques to numerous classes and individual students. We have developed several methods and resources we would like to share. We believe they effectively heighten student awareness of the validity of these sources.

Site Analysis: We ask students to find a Web site on their topic and then answer four questions about the site:
1. Who authored the information?
2. What authority or special knowledge does the author have?
3. Does the site exhibit a bias or slant?
4. When was the site last updated?

Although the last question may seem more trivial than the other three, it serves two important purposes. It indicates whether a site is being maintained and it is the “easy” question of the four. By comparison, the first question is usually more challenging. Sometimes students need to track back several directory levels to find the information. In one class, a student found what looked like a well-designed and well-written Web page about the atom bomb, but when tracking authorship, he discovered that the creator of the page was a high school senior.

The second and third questions are more time-consuming, because students need to read and evaluate the information on the page. The questions do help students begin to grapple with evaluation issues. We do this exercise in a computer classroom and encourage students to share their findings with classmates.

Fake Web Sites: Here we introduce students to a page of our own devising on “The Psychosocial Parameters of Internet Addiction.” The page purports to be an annotated bibliography of resources, both print and Web-based, on a topic that students find extremely interesting. Working in pairs, students are to determine the usefulness of each item and note questions they have about the source and its availability. We have included a mixture of real and fake citations: in the bibliography, some of the "fakes" are obvious phonies to those of us experienced in information resources.

In one class, a student found what looked like a well-designed and well-written Web page about the atom bomb, but when tracking authorship, he discovered that the creator of the page was a high school senior.

Once the class has gone through the entire list, we lead an item by item discussion. After having evaluated the bibliography, students are instructed to click on the author’s biography. We ask some leading questions: How old do you think this professor is? Have you ever seen course offerings by the Department of Psychosocial? Finally, we have students click on the “additional information” link, which explains that the page is a fake. By this point, students have no difficulty recognizing the need to evaluate information on a system where anyone can mount anything.

We invite other to take a look at and use the page. Find it at http://www.albany.edu/library/internet/addiction.html

Site Comparison: In another exercise, we have students compare two sites on the same topic. Sometimes the sites have been selected in advance, and sometimes students find their own on a topic of interest to them or relevant to a class project. We have successfully used two different sites: with biographies of Ray Charles, one that we know contains inaccurate information. The different information and viewpoints in the two sites made it easy to spark a discussion of how to identify accurate information.

After completing any of these exercises, we distribute a set of criteria that students can use to evaluate Internet sites. Here are some of the key criteria on the list. You are welcome to find and use the complete set at http://www.albany.edu/library/internet/evaluate.html

I. Purpose: The Internet is like a public bulletin board. Why has this site been created? Is someone trying to sell you something? Inform you? Persuade you?

II. Source: Internet sites come from a wide variety of sponsoring entities and individuals. The resulting content ranges from the definitive to the false. Therefore, only some of the sites located will be relevant to a given topic. Identify the source of the site. Check especially for a “mail-to” link so you can e-mail the responsible party with questions and comments.

III. Content:
- Check for accuracy: Web sites are rarely refereed or reviewed. The source of the information should be clearly stated, whether original or borrowed from elsewhere.
- Check for comprehensiveness: Determine if content covers a specific time period or aspect of the topic, or serves to be comprehensive. Use additional print and electronic sources to complement what you have found.
- Check for currency: Look to see if the site has been updated recently and if the information contained is current.
- Check for hyperlinks: Make sure they are relevant and appropriate. Don’t assume that the linked sites are the best available. Look elsewhere for additional sites.

IV. Style and Functionality: A well-designed Internet site enhances the information offered. Look for good organization, appropriate writing style, easy navigation and search capability if the site is extensive.
January 10, 1994

MEMORANDUM

TO: John Moore, Executive Director
    Personnel Services

FROM: Beverly Stearns
      Assistant to the Dean, Libraries & Learning Resources

RE: Administrative Staff Handbook Changes

This is to follow up relative to the December 6, 1993 memorandum you
received from Norma Stickler about revisions to the Administrative Staff
Handbook. Since I chaired the handbook subcommittee of the Personnel
Welfare Committee last year, I agreed to review the 1993-94 changes to the
Handbook distributed earlier this year.

In addition to the items addressed by Ms. Stickler, I recently noticed that
the amendments to the Bylaws approved by the Administrative Staff Council
on June 3, 1993, were not included in the 1993-94 changes to the Handbook. I
have enclosed a copy of the "Suggested Bylaws Changes" as approved for
amendment in case your office was not in receipt of them for inclusion with
the 1993-94 changes.

Thank you for assisting us with this process. I will be happy to answer any
questions you may have regarding this matter.

c: N. Stickler
   G. Jordan
January 24, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
       Beverly Stearns, Chair
       Brad Browning
       Patricia Kania

RE: Proposed Amendment to the Bylaws

Because some ASC standing committees have experienced difficulty electing a chair in the past, the ASC Amendments Committee proposes that the following amendment be made to the Bylaws in the interest of alleviating committees of this responsibility. An additional benefit of this proposal is that the appointment of chairs could occur at the same time committees are appointed which would facilitate the entire process and expedite initial committee meetings.

ARTICLE 2: Committees
Section 2: ASC Standing Committees

Change the text in uppercase from:

The members of ASC standing committees will be ASC members and will be appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. CHAIRS SHALL BE ELECTED BY THE COMMITTEES UNLESS STATED OTHERWISE. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are: ...

to:

...THE CHAIR OF ASC SHALL APPOINT A CHAIR FOR EACH STANDING COMMITTEE. ...

approved by ASC 2/3/94

Sent to A. Buckenmeyer, Personnel 2/21/94 for Handbook Change
June 2, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
      Beverly Stearns, Chair
      Brad Browning
      Patricia Kania

RE: Proposed Amendment to the Bylaws

The Bylaws Article 2: Committees, Section 4: Ad Hoc Committees states that "after two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee." The chairs of the Ad Hoc External Affairs and Ad Hoc Internal Affairs Committees have requested that each ad hoc committee be made a standing committee.

In accordance with Article 10 Amendments of the Bylaws, this is to propose an amendment to the Bylaws whereby both the Ad Hoc External and Internal Affairs Committees be made standing committees and that they shall be listed as ASC Standing Committees in Article 2, Section 2 as follows:

External Affairs Committee: This committee shall develop ideas and assist in organizing community projects involving administrative staff and shall develop ways to enhance public relations with other on- and off-campus groups and with the media.

Internal Affairs Committee: This committee shall be responsible for the orientation program/materials for new administrative staff members as well as for members of ASC and shall investigate and recommend ways for improving the overall effectiveness of ASC.
May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
       Barb Keeley
       Sharon Hanna
       Mary Beth Zachary

RE: Proposed Amendment to the Bylaws - (Additions are in bold type)

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may not be taken before the second reading.

Section 5: Alternates at ASC Meetings

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Section 6: Attendance Policy

Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.

(Delete first paragraph and add:)
Article 2: Committees

Section 2: ASC Standing Committees

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Work toward developing ways to recognize administrative staff for their accomplishments.

Respond to concerns and make recommendations about the structure/configuration of Council meetings.

Examine the election process and make appropriate recommendations.

J. External Affairs would be responsible for developing the following:

Idea for community involvement projects for administrative staff

Provide assistance for BG Effect

Develop ways to improve opening day activities for administrative staff

Work on public relations with other groups on campus and off campus and with media

Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

To conduct ASC business, 2/3's of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action may only be taken by a majority of the Committee's membership.
May 4, 1995

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Bylaws Committee
        Barb Keeley
        Sharon Hanna
        Mary Beth Zachary

RE: Proposed Amendment to the Bylaws-Additions are in bold type

Article 1: Meetings

Section 1: Regular Council Meetings

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Article 2: Committees

Section 2: ASC Standing Committees

(add)

I. Internal Affairs would be responsible for the following:
   - Develop and update as necessary an orientation program for new employees and new ASC members; compose and update history of ASC and make part of orientation packet
   - Study ways to recognize administrative staff and work to develop recognition of awards obtained
   - Respond to concerns regarding the structure and/or configuration of regular ASC meetings

J. External Affairs would be responsible for developing the following:
   - Ideas for community involvement projects for administrative staff
   - Provide assistance for EG Effect
   - Develop ways to improve opening day activities for administrative staff
   - Work on public relations with other groups on campus and off campus and with media
   - Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of [exist of a majority of Administrative Staff Council or committee membership] a 3/4 vote of council membership.
May 23, 1995

MEMO

TO: Pat Green

FR: Barb Keeley, Chair
Amendments Committee

The Amendments Committee met and proposed the attached changes to the ASC By-Laws. We also recommended that the committee review the entire by-laws organization next year.
May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
   Barb Keeley
   Sharon Hanna
   Mary Beth Zachary

RE: Proposed Amendment to the Bylaws - (Additions are in bold type)

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may not be taken before the second reading.

Section 5: Alternates at ASC Meetings

Alternates [may] will be designated by an Administrative Staff Council member who finds attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the vice presidential or presidential area represented by the council member and must be identified to the Administrative Staff Council chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the charter or by-laws. [Alternates may replace any single council member no more than times in one year.] (delete)

Section 6: Attendance Policy

(Delete first paragraph and add:)
Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.
Article 2: Committees

Section 2: ASC Standing Committees

I. Internal Affairs will:

Develop and update the orientation program for the new ASC members. This program will involve written information and practical learning opportunities including the Mentor/Mentee program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments will be included.

Work toward developing ways to recognize administrative staff for their accomplishments.

Respond to concerns and make recommendations about the structure/configuration of Council meetings.

Examine the election process and make appropriate recommendations.

J. External Affairs would be responsible for developing the following:

Ideas for community involvement projects for administrative staff

Provide assistance for BG Effect

Develop ways to improve opening day activities for administrative staff

Work on public relations with other groups on campus and off campus and with media

Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of [exist of a majority of Administrative Staff Council or committee membership] a 2/3 vote of council membership or a majority of committee membership.
Committee Reports:

Amendments
See attachment #2. Please note: Article 8 has been rewritten for clarity.

Ferrari Award
Application are being solicited. The winner will be announced at the Fall Reception.

Personnel Welfare
See attachment #3.

Professional Development:
Jeanne Wright-Their major task was to assist with the implementation of the Professional Development Institute. The chair helped to select the participants. The committee helped to put together a listing of all available development offerings. The committee also hosted the Winter Gala program and promoted and assisted with the implementation of the National Heart Risk Study on campus.

Salary
Barry Piersol-The committee began its work by comparing BGSU administrative staff salaries to other comparable schools.

Scholarship
The Fall fundraising campaign to build the scholarship fund was successful. Twenty-nine students applied for the scholarship. In addition to the application, students wrote a 500-800 word essay. They also discussed how they plan to meet their financial need. Julie Ford was selected. She will be invited to the Fall Reception.

External Affairs
External Affairs helped with the Open House, joined with the classified staff for a food drive last year, and attempted to offer a senior dance.

Internal Affairs
Amy O'Donnell-This committee has been very busy this year working to make council function better. They have surveyed constituents and held focus groups to obtain ideas from all administrative staff members. The committee also developed a list of critical responsibilities of administrative staff council members. The committee proposed that an Internal Affairs Officer position be created. (See attachment #4, list of responsibilities). Amy O'Donnell moved and Diane Regan seconded a motion to create this position on a one year trial basis. The motion passed unanimously.

Meeting adjourned at 3:00 p.m.
INTERNAL AFFAIRS OFFICER RESPONSIBILITIES

The Internal Affairs Officer (IAO) position should be appointed on an ad hoc basis for a year. The position should be reviewed then to determine whether it should remain as an appointed position or become an elected position. Changes in responsibilities would be suggested at that time.

The Internal Affairs Officer should serve as a liaison with Personnel regarding changes to the administrative staff membership.

This person will be responsible for maintenance and distribution of the constituent list. S/he will contact the appropriate ASC representative when a new administrator is hired and and subsequently added to an individual's constituent list. The IAO will encourage the representative to initiate contact with the new administrative constituent.

This person will serve on the Internal Affairs Committee.

The IAO should attend Executive Committee meetings to stay alerted to issues which should be forwarded to the Internal Affairs Committee, other committees or to Council at large.

The IAO will help to improve the quality of administrative staff representation by: monitoring the attendance policy; randomly surveying constituents to assess representative accountability; and channeling concerns to the appropriate committees.
June 6, 1996

Report of the Amendments Committee for the 1995-96 Academic Year

The following changes were made to the Administrative Staff Council Bylaws

Article 1, Section 1

Following some discussion regarding the process and timing of decision-making by council during the 1994-95 academic year, it was decided to revise the appropriate section of the Council by-laws to require a second reading to major proposals/issues.

Article 1, Section 5

After some concerns were expressed regarding the Council attendance policy and continuity of representation on council, the Executive Committee requested that wording be developed regarding the naming of substitutes for committee members attending regular council meetings and explicating the “absentee” designation.

Article 2, Section 2

Revisions to this section of the Bylaws includes two new standing committees: Internal Affairs and External Affairs.

Article 8, Section 1

A definition of “Quorum” for conducting ASC business is articulated in this revision.

All of these revisions were approved at the January 4, 1996 ASC meeting.

Respectfully submitted,
Mary Beth Zachary
January 27, 1997

MEMORANDUM

TO: The Amendments Committee
Mary Beth Zachary, chair
Mike Failor

FROM: The Internal Affairs Committee
Beverly Stearns, chair
Barb Keeley
Inge Klopping
Jan Peterson
Betty Ward

SUBJECT: Proposals to Amend the ASC By-Laws

The following two proposals respond to concerns about the structure or configuration of Council meetings relative to ASC standing committees.

Proposal #1 recommends expanding ASC standing committee membership to include administrative staff members at large. On many occasions, administrative staff members have expressed simultaneously their desire to serve on ASC committees and their frustration at being denied the opportunity to serve on a committee if they are not elected to ASC. In an effort to broaden the base for participation in ASC standing committee activities, to bring fresh and diverse ideas to ASC, to recruit potential new ASC members, and to enhance the BGSU community’s awareness of the role of ASC, we propose to amend the ASC By-Laws accordingly.

Proposal #2 recommends reconfiguring the Ferrari Award Committee to form a new Awards and Recognitions Committee. As the organization flattens and administrative staff members assume increasing responsibilities, the need to recognize outstanding performance increases commensurately. We are all aware that rewards such as praise and recognition have a direct and positive influence on employee effectiveness. Currently, ASC sponsors only one vehicle annually for recognizing outstanding achievement by an administrative staff member—the Ferrari Award. We propose that the Ferrari Award Committee be reconfigured to form the new Awards and Recognitions Committee which shall be charged with coordinating the Ferrari Award and developing and recommending to ASC new ways to recognize administrative staff.
In addition to the above proposals, the Internal Affairs Committee recommends changing the word "volunteer" to "self-nominate" wherever and in whatever grammatical form the word appears throughout the By-Laws and to revise the surrounding text accordingly. Also, we recommend renaming Article 4 from "ELECTIONS" to "THE ELECTION/APPOINTMENT PROCESS." The rationale is that standing committee members are selected and appointed rather than elected.

We request that you review our proposals and propose them to ASC in accordance with Article 10 of the By-Laws.

closure
Article 2 COMMITTEES
Section 2: ASC Standing Committees

(Original Handbook version)
The members of ASC standing committees will be ASC members and will be appointed by the chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a Chair for each Standing Committee. Each chair shall submit in May a yearly report of the committee’s activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are: ...

(Proposed changes are in bold, uppercase typeface)
RECOMMENDATIONS OR SELF-NOMINATIONS WILL BE SOLICITED FROM THE ADMINISTRATIVE STAFF MEMBERSHIP AT THE TIME OF THE ANNUAL CAMPUS-WIDE ASC ELECTIONS. ASC members may be nominated or may SELF-NOMINATE to serve on ASC standing committees. The members of ASC standing committees will be APPOINTED FROM THE NOMINATIONS BY THE CHAIR OF ASC IN CONSULTATION WITH THE EXECUTIVE COMMITTEE, AND WILL INCLUDE ADMINISTRATIVE STAFF MEMBERS AT LARGE AND MEMBERS OF ASC. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a Chair for each Standing Committee FROM THE ASC MEMBERSHIP. Each chair shall submit in May a yearly report of the committee’s activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are: ...

No more
Standing committees shall be
constituted to more
Non ASC members shall comprise no more
than 50% of a standing committee
PROPOSAL #1
Part II

Article 4  ELECTIONS
Section 5: Nomination and Selection to ASC Standing Committees

(Original Handbook version)
ASC Standing Committees shall be comprised of members of the administrative staff as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations
ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Selection
From among the nominees and volunteers, the ASC Executive Committee annually shall fill vacancies on ASC Standing Committees.

(Proposed changes are in bold, uppercase typeface)
ASC Standing Committees shall be comprised of members of the administrative staff as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. RECOMMENDATIONS AND SELF-Nominations
ADMINISTRATIVE STAFF members AT LARGE may be RECOMMENDED or may SELF-NOMINATE AT THE TIME OF ANNUAL CAMPUS-WIDE ELECTIONS to serve on ASC Standing Committees. ASC MEMBERS MAY BE RECOMMENDED OR MAY SELF-NOMINATE TO SERVE ON ASC STANDING COMMITTEES. [DELETE: Annually, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.]

B. APPOINTMENT
From among the RECOMMENDATIONS AND SELF-NOMINATIONS, the ASC CHAIR IN CONSULTATION WITH THE ASC Executive Committee annually shall fill vacancies on ASC Standing Committees.
PROPOSAL #2

Article 2 COMMITTEES
Section 2: ASC Standing Committees
Item G: Ferrari Award

(Original Handbook version)
Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award. One member from each vice presidential area and the President's area should be on the committee.

(Proposed changes are in bold, uppercase typeface)

AWARDS AND SPECIAL RECOGNITIONS COMMITTEE - This committee SHALL DEVELOP AND RECOMMEND TO ASC WAYS TO RECOGNIZE ADMINISTRATIVE STAFF FOR THEIR OUTSTANDING ACHIEVEMENTS. THE COMMITTEE ALSO SHALL handle all responsibilities associated with the advertisement, selection, and presentation of the AWARDS AND SPECIAL RECOGNITIONS INCLUDING THE FERRARI AWARD. One member from each vice presidential area and the President's area SHALL be on the committee. COMMITTEE MEMBERS SHALL HAVE BEEN EMPLOYED BY THE UNIVERSITY FOR AT LEAST THREE YEARS.
June 6, 1996

Report of the Amendments Committee for the 1995-96 Academic Year

The following changes were made to the Administrative Staff Council Bylaws

Article 1, Section 1

Following some discussion regarding the process and timing of decision-making by council during the 1994-95 academic year, it was decided to revise the appropriate section of the Council by-laws to require a second reading to major proposals/issues.

Article 1, Section 5

After some concerns were expressed regarding the Council attendance policy and continuity of representation on council, the Executive Committee requested that wording be developed regarding the naming of substitutes for committee members attending regular council meetings and explicating the “absentee” designation.

Article 2, Section 2

Revisions to this section of the Bylaws includes two new standing committees: Internal Affairs and External Affairs.

Article 8, Section 1

A definition of “Quorum” for conducting ASC business is articulated in this revision.

All of these revisions were approved at the January 4, 1996 ASC meeting.

Respectfully submitted,
Mary Beth Zachary
June 2, 1997

Report of the Amendments Committee for 1996-97 Academic Year

Four amendments to the Administrative Staff Council (ASC) By-Laws were proposed and approved during the academic year 1996-97.

Article 2, Section 2 and Article 4, Section 5

This amendment to the ASC By-Laws changes ASC standing committee membership from council members only to council and non-council members. It also provides a mechanism for the executive committee to solicit interest within the administrative staff constituency and provides the mechanism for appointing committee membership that includes non-council members.

Article 2, Section 2

This amendment changes the name of the Ferrari Award to the Awards and Special Recognitions Committee. It enlarged the scope of the committee charge to include ways of recognizing outstanding achievements by administrative staff in addition to the Ferrari Award.

Article 4

This amendment to the ASC By-Laws changed the name of the Article 4 from “Elections” to “The Election/Appointment Process” to more accurately reflect the actual events in forming ASC committees.

The fourth proposal approved by council inserts the word “self-nominate” for “volunteer” whenever it occurs in the ASC By-Laws.

Recommendations

During 1996-97, the University has been reorganizing in such a way as to render many of the ASC By-Laws useless or inapplicable. To insure consistency in the By-Laws, it is recommended that a complete revision of the ASC By-Laws be undertaken after the University reorganization has been finalized.

Respectfully submitted,
Mary Beth Zachary
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Amendments Committee
    Beverly Stearns, chair
    John Hartung
    Matt Webb
    Mary Beth Zachary

SUBJECT: Proposal to Amend Bylaws Article 10

ARTICLE 10 AMENDMENTS OF BY-LAWS (p. 15-16)

Section 1
Amendments to the by-laws may be proposed by one or more of the following:
   a) by majority of the Executive Committee;
   b) by petition signed by 10 per cent of the ASC membership;
   c) by the Amendments Committee; or
   d) by petition signed by 10 per cent of the full administrative staff.

Section 2
The Amendments Committee will receive all proposed amendments to the by-laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3
The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least 20 days prior to its consideration.
Section 4
The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5
The by-laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6
Voting on proposed amendments to the by-laws shall be by written ballot.

Section 7
Unless otherwise provided, all amendments shall take effect immediately.

Section 8
A proposed amendment to the by-laws may be withdrawn by a majority of the petitioners.

ARTICLE 10: AMENDMENTS OF BYLAWS

Section 1: The Proposal Process
A. All proposals to amend the Bylaws shall be presented to the Amendments Committee by one or more of the following:
   • by Majority of the Executive Committee
   • by Petition signed by 10 per cent of the ASC membership
   • by The Amendments Committee
   • by Petition signed by 10 per cent of the full administrative staff

B. All proposals shall be presented to the Amendments Committee in writing in the following format:
   • The original text to be amended shall be stated in its entirety first.
   • The text to be deleted or altered shall be identified (e.g., by striking through text to be deleted or by using italicized or bold typeface for text to be altered).

C. The Amendments Committee shall present the written proposal during the first Administrative Staff Council meeting following receipt of the proposal by the Committee. The amendment proposal shall not be debated, refined, and/or amended, but members of the Council may ask questions in order to clarify any part of the proposal.
D. The secretary of Administrative Staff Council shall send the written proposal to all Administrative Staff Council members at least 20 days prior to its consideration by the Council.

E. After the amendment proposal meets all of the requirements of this article, the secretary of Administrative Staff Council shall place it on the agenda of a Council meeting at which time the amendment proposal may be debated, refined, or amended before final vote.

Section 2: The Amendment Process
A. The Bylaws shall be amended by a three-fourths (3/4) vote of the members present at the Council meeting.

B. Voting on proposed amendments to the Bylaws shall be by written ballot.

C. Unless otherwise provided, all amendments shall take effect immediately.

D. A proposed amendment to the Bylaws may be withdrawn by a majority of the petitioners.

Section 3: The Documentation Process
A. The Amendments Committee shall include in its annual report to the Chair a list of all amendment proposals made during the year and the status of each (e.g., approved, pending approval, tabled, etc.).

B. The chair of Administrative Staff Council or designee shall forward all approved amendments in writing to the Office of Human Resources for inclusion in the next revision of the Administrative Staff Handbook.

Section 4: The Follow-Up Process
The Amendments Committee shall be responsible for monitoring and ensuring that all amendment proposals approved during the previous year(s) have been included in the most recent revision of the Administrative Staff Handbook as appropriate, and shall report their findings to the chair of Administrative Staff Council.
February 26, 1998

MEMORANDUM

TO: The Amendments Committee
Beverly Stearns, Chair

FROM: Internal Affairs Committee
Betty Ward, Co-Chair
Jan Peterson, Co-Chair
Laura Emch
Linda Hamilton
Pat Kania

RE: Proposal to Change Section III and Section IV of the Charter, BGSU, Administrative Staff Council.

The following represents a proposal to amend Section III "Membership of the Administrative Staff Council" and Section IV "Officers and Committees" of the Charter, BGSU, Administrative Staff Council. The recommendations are to add Section III and Section IV of the Charter to coincide with proposed changes in Article 4, Section 1 A & B, and Section 4 A & B of the By-laws.

We request that you review the attached proposals.

Attachment
CHARTER: BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL
Original Handbook Version

SECTION I - Name and Representation

All Bowling Green State University administrative, technical and research personnel having a full-time or continuing part-time contract shall be defined as administrative staff and shall be represented by the Administrative Staff Council.

SECTION II -- Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and reviewing, initiating and making recommendations on institutional policies.

SECTION III -- Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 10 percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the vice presidential areas of the University. Administrative staff not reporting to a vice president shall constitute a separate group that shall be proportionately represented on the council. Firelands College shall have its own proportional representation, elected by the administrative staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The appointment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV -- Officers and Committees

Officers. Officers of Administrative Staff Council shall be a chair, a chair-elect, and a secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership. The chair and secretary shall serve one-year terms; the chair-elect shall serve one year as chair-elect and the next year as chair. The term of office of the Administrative Staff Council shall be extended appropriately for any member elected chair-elect. Officers may be removed from office by a two-thirds vote of the full membership.
Duties of the Officers

The chair shall preside at all meetings and the chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The chair-elect shall assume all responsibilities of the chair in case of the chair's absence or resignation, shall assume the role of chair at the end of the chair's term of office, and shall maintain the budget of the Administrative Staff Council.
CHARTER, BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL
(Proposed changes are in bold, uppercase type).

SECTION I - Name and Representation

All Bowling Green State University administrative, technical and research personnel having a full-time or continuing part-time contract shall be defined as administrative staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and reviewing, initiating and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 6 percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the FUNCTIONAL AREAS of the University. Administrative staff not reporting to a vice president shall constitute a separate group that shall be proportionately represented on the council. Firelands College shall have its own proportional representation, elected by the administrative staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The appointment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV - Officers and Committees

Officers: Officers of Administrative Staff Council shall be a chair, a chair-elect, and a secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership. The chair and secretary shall serve one-year terms; the chair-elect shall serve one year as chair-elect and the next year as chair. The term of office of the Administrative Staff Council shall be extended appropriately for any member elected chair-elect. Officers may be removed from office by a two-thirds vote of the full membership.
Duties of the Officers

The chair shall preside at all meetings and the chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The chair-elect shall assume all responsibilities of the chair in case of the chair's absence or resignation, shall assume the role of chair at the end of the chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administration staff is informed of all proceedings of the Administrative Staff Council and the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees

1. Executive Committee. The Executive Committee shall be composed of the chair, the chair-elect, the secretary, the immediate past-chair and one representative from each functional area. In the event that the number of Administrative Staff Council representatives in any area exceed ten, then a second representative from that area to the Executive Committee shall be elected.

(Proposed changes are in bold, uppercase type).
May 26, 1998

MEMORANDUM

TO: Duane Whitmire, Chair
    Administrative Staff Council

FROM: Beverly Stearns, Chair

SUBJECT: Annual Report

I am pleased to submit this annual report on behalf of the members of the
Amendments and Bylaws Committee: John Hartung, Beverly Stearns, Matt
Webb, and Mary Beth Zachary. Enclosures include approved amendment
proposals for forwarding and inclusion in the next revision of the
Administrative Staff Handbook.

The charge for the Amendments and Bylaws Committee is to initiate and
receive proposed amendments to the ASC Bylaws and the Charter and to
report to the Administrative Staff Council on all proposed amendments.

Goals
During its first regular meeting, the Committee established its goals for the
1997-98 year in concert with its charge:

• Identify and ensure that previously approved amendments to the ASC
  Bylaws and the Charter are included in the next revision of the
  Administrative Staff Handbook (accomplished)

• Work with other ASC committees toward developing amendments
  that affect the ASC Bylaws and the Charter (accomplished)

• Propose to amend or add a section to the ASC Bylaws and the Charter
  on procedures to follow for getting amendments into the
  Administrative Staff Handbook following their approval by ASC
  and/or by the Board of Trustees (accomplished)
Meetings

• 9/23/97. Special meeting with co-chair of PWC, Pat Green, to review the background and issues related to merging constituent handbooks as proposed by the Assistant Provost for Human Resources, Rebecca Ferguson.

• 9/25/97. Committee members Webb and Zachary met with representatives from constituent groups and Rebecca Ferguson to discuss the proposed handbook merger.

• 10/2/97. Reviewed timeline; brainstormed Committee goals; discussed the handbook merger meetings.

• 11/11/97. Chair met with the Internal Affairs Committee to review and brainstorm changes to the ASC election process.

• 12/4/97. Committee member Webb reported on his review of the current Administrative Staff Handbook regarding missing amendments which had been previously approved by ASC; chair reported on her meeting with the Internal Affairs Committee regarding the election process; committee members formulated suggestions for getting approved amendments into the Handbook.

• 1/98-4/98. Met via e-mail as needed.

Amendments

Enclosed you will find copies of proposals to amend the ASC Bylaws and Charter which were approved by ASC during the 1997-98 year:

1. Proposal to amend Bylaws Article 10 (approved by ASC 3/5/98)

2. Proposal to amend Sections III and IV of the Charter (approved 4/2/98)


Also enclosed you will find copies of previously approved amendments which were omitted from the most recent revision of the Administrative Staff Handbook, and those which were approved since the most recent revision, but prior to this year:

1. Proposal to amend Article 1, Sections 1, 5, and 6 (approved 4/4/96)

2. Proposal to amend Article 2, Section 2. I. and 2.J. (approved 1/4/96)

3. Proposal to amend Article 8, Section 1 (approved 1/4/96)

4. Proposal to amend Bylaws Article 2, Section 2 (approved 5/1/97)
5. Proposal to amend Bylaws Article 4, Section 5 (approved 5/1/97)

6. Proposal to amend Bylaws Article 2, Section 2.G. (approved 5/1/97)

7. Proposal to amend the Bylaws to replace the word “volunteer” with the word “self-nominate” and to change the name of Article 4 from ELECTIONS to “THE ELECTION/APPOINTMENT PROCESS (approved 5/1/97)

In accordance with the recently approved amendment to Article 10, the chair of ASC or designee shall forward all approved amendments in writing to the Office of Human Resources for inclusion in the next revision of the Administrative Staff Handbook.

enclosures
Amendment Proposals Approved 1997-98
(for inclusion in the next revision of the Administrative Staff Handbook)

• Proposal to amend Bylaws Article 10 (approved by ASC 3/5/98)

• Proposal to amend Sections III and IV of the Charter (approved 4/2/98)

• Proposal to amend Bylaws Article 4, Section 1.A. and 1.B. and Section 4.A. and 4.B. (approved 4/2/98)
February 5, 1998

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Amendments Committee
Beverly Stearns, chair
John Hartung
Matt Webb
Mary Beth Zachary

SUBJECT: Proposal to Amend Bylaws Article 10

The Amendments Committee proposes to amend Article 10 of the Bylaws of the Administrative Staff Council in an effort to clarify and add accountability to the process of amending the Bylaws.

First we state the original article in its entirety. The amendment including the proposed revisions (in boldface italics) immediately follows the original version below.
ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1
Amendments to the by-laws may be proposed by one or more of the following:
   a) by majority of the Executive Committee;
   b) by petition signed by 10 per cent of the ASC membership;
   c) by the Amendments Committee; or
   d) by petition signed by 10 per cent of the full administrative staff.

Section 2
The Amendments Committee will receive all proposed amendments to the by-laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3
The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least 20 days prior to its consideration.

Section 4
The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5
The by-laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6
Voting on proposed amendments to the by-laws shall be by written ballot.

Section 7
Unless otherwise provided, all amendments shall take effect immediately.

Section 8
A proposed amendment to the by-laws may be withdrawn by a majority of the petitioners.
(Proposed revisions in boldface italics)

ARTICLE 10: AMENDMENTS OF THE BYLAWS

Section 1: The Proposal Process

A. All proposals to amend the Bylaws shall be presented to the Amendments Committee by one or more of the following:
   • by Majority of the Executive Committee
   • by Petition signed by 10 per cent of the ASC membership
   • by The Amendments Committee
   • by Petition signed by 10 per cent of the full administrative staff

B. All proposals shall be presented to the Amendments Committee in writing in the following format:
   • The original text to be amended shall be stated in its entirety first.
   • The text to be deleted or altered shall be identified (e.g., by striking through text to be deleted or by using italicized or bold typeface for text to be altered).

C. The Amendments Committee shall distribute the written proposal electronically to Administrative Staff Council members before the meeting, and present a paper copy of the proposal during the first Administrative Staff Council meeting following receipt of the proposal by the Committee. The amendment proposal shall not be debated, refined, amended, but members of the Council may ask questions in order to clarify any part of the proposal.

D. After the amendment proposal meets all of the requirements of this article, the secretary of Administrative Staff Council shall place it on the agenda of a Council meeting at which time the amendment proposal may be debated, refined, or amended before final vote.

Section 2: The Amendment Process

A. The Bylaws shall be amended by a three-fourths (3/4) vote of the members present at the Council meeting.

B. Voting on proposed amendments to the Bylaws shall be by written ballot.

C. Unless otherwise provided, all amendments shall take effect immediately.

D. A proposed amendment to the Bylaws may be withdrawn by a majority of the petitioners.
Section 3: The Documentation Process

A. The Amendments Committee shall include in its annual report to the chair a list and copies of all amendment proposals made during the year and the status of each (e.g., approved, pending approval, tabled, etc.).

B. The chair of Administrative Staff Council or designee shall forward all approved amendments in writing to the Office of Human Resources for inclusion in the next revision of the Administrative Staff Handbook.

Section 4: The Follow-Up Process

The Amendments Committee shall be responsible for monitoring and ensuring that all amendment proposals approved during the previous year(s) have been included in the most recent revision of the Administrative Staff Handbook as appropriate, and shall report their findings to the chair of Administrative Staff Council.

Approved by Administrative Staff Council 3/5/98
February 26, 1998

MEMORANDUM

TO: The Amendments Committee
The Amendments Committee
Beverly Stearns, Chair

FROM: Internal Affairs Committee
Betty Ward, Co-Chair
Jan Peterson, Co-Chair
Laura Emch
Linda Hamilton
Pat Kania

RE: Proposal to Change Section III and Section IV of the Charter, BGSU, Administrative Staff Council.

The following represents a proposal to amend Section III “Membership of the Administrative Staff Council” and Section IV “Officers and Committees” of the Charter, BGSU, Administrative Staff Council. The recommendations are to addend Section III and Section IV of the Charter to coincide with proposed changes in Article 4, Section 1 A & B, and Section 4 A & B of the By-laws.

We request that you review the attached proposals.

Attachment
SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time contract shall be defined as administrative staff and shall be represented by the Administrative Staff Council.

SECTION II -- Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and reviewing, initiating and making recommendations on institutional policies.

SECTION III -- Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 10 percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the vice presidential areas of the University. Administrative staff not reporting to a vice president shall constitute a separate group that shall be proportionately represented on the council. Firelands College shall have its own proportional representation, elected by the administrative staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The appointment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV -- Officers and Committees

Officers. Officers of Administrative Staff Council shall be a chair, a chair-elect, and a secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership. The chair and secretary shall serve one-year terms; the chair-elect shall serve one year as chair-elect and the next year as chair. The term of office of the Administrative Staff Council shall be extended appropriately for any member elected chair-elect. Officers may be removed from office by a two-thirds vote of the full membership.
Duties of the Officers

The chair shall preside at all meetings and the chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The chair-elect shall assume all responsibilities of the chair in case of the chair's absence or resignation, shall assume the role of chair at the end of the chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees

1. Executive Committee. The Executive Committee shall be composed of the chair, the chair-elect, the secretary, the immediate past-chair, and one representative from each vice presidential and President's area. In the event that the number of Administrative Staff Council representatives in any area exceed ten, then a second representative from that area to the Executive Committee shall be elected.
CHARTER, BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL
(Proposed changes are in bold, uppercase type).

SECTION I - Name and Representation

All Bowling Green State University administrative, technical and research personnel having a full-time or continuing part-time contract shall be defined as administrative staff and shall be represented by the Administrative Staff Council.

SECTION II -- Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and reviewing, initiating and making recommendations on institutional policies.

SECTION III -- Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 6 percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the FUNCTIONAL AREAS of the University. Administrative staff not reporting to a vice president shall constitute a separate group that shall be proportionately represented on the council. Firelands College shall have its own proportional representation, elected by the administrative staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The appointment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms, and are eligible for re-election after completing a two-year waiting period.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

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The secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees

1. Executive Committee. The Executive Committee shall be composed of the chair, the chair-elect, the secretary, the immediate past-chair, and one representative from each FUNCTIONAL area. In the event that the number of Administrative Staff Council representatives in any area exceed ten, then a second representative from that area to the Executive Committee shall be elected.

Approved by Administrative Staff Council on 4/2/98
February 26, 1998

MEMORANDUM

TO: The Amendments Committee
    Beverly Stearns, Chair

FROM: The Internal Affairs Committee
    Betty Ward, Co-Chair
    Jan Peterson, Co-Chair
    Laura Emch
    Linda Hamilton
    Pat Kania

RE: Proposal to Amend the ASC By-Laws

The following represents a proposal to amend the ASC By-Laws Article 4, Section 1. A & B, and Section 4: A & B. All are on the topic of Elections. The extent of the recommendations are simply to delete the words "vice presidential or presidential area" and replace with the terms "functional areas."

We request that you review our proposals and propose them to ASC in accordance with Article 10 of the By-laws.

Attachments
PROPOSAL #1

ARTICLE 4  ELECTIONS
Original Handbook Version:

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the appointment of the ASC membership, the Election Committee, annually, shall seek nominations of candidates for elections to ASC. Nominations shall be made by and from the total administrative staff by vice presidential or presidential areas.

B. Elections

The Elections Committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential areas.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3, of the by-laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University standing committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.
Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, shall request of the Executive Committee that it annually prepares a list of nominees for election as officers of ASC. Also, the Election Committee, by notice filed through the Monitor, annually shall solicit additional nominations for ASC officers by the total administrative staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Elections Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their vice presidential area.
PROPOSAL #1

ARTICLE 4  ELECTIONS
(Proposed changes are in bold, uppercase type).

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the appointment of the ASC membership, the Election Committee, annually, shall seek nominations of candidates for elections to ASC. Nominations shall be made by and from the total administrative staff by FUNCTIONAL AREAS.

B. Elections

The Elections Committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their FUNCTIONAL AREAS.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3, of the by-laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University standing committees.

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B. Elections

The Elections Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Election Committee will prepare a list by FUNCTIONAL AREAS of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their FUNCTIONAL AREAS.

Approved by Administrative Staff Council on 4/2/98
Previously Approved Amendment Proposals
(also for inclusion in the next revision of the Administrative Staff Handbook)

- Proposal to amend Article 1, Sections 1, 5, and 6 (approved 1/4/96)
- Proposal to amend Article 2, Section 2. I. and 2.J. (approved 1/4/96)
- Proposal to amend Article 8, Section 1 (approved 1/4/96)
- Proposal to amend Bylaws Article 2, Section 2 (approved 5/1/97)
- Proposal to amend Bylaws Article 4, Section 5 (approved 5/1/97)
- Proposal to amend Bylaws Article 2, Section 2.G. (approved 5/1/97)
- Proposal to amend the Bylaws to replace the word "volunteer" with the word "self-nominate" and to change the name of Article 4 from ELECTIONS to "THE ELECTION/APPOINTMENT PROCESS" (approved 5/1/97)
January 27, 1997

MEMORANDUM

TO: The Amendments Committee
Mary Beth Zachary, chair
Mike Failor

FROM: The Internal Affairs Committee
Beverly Stearns, chair
Barb Keeley
Inge Klopping
Jan Peterson
Betty Ward

SUBJECT: Proposals to Amend the ASC By-Laws

The following two proposals respond to concerns about the structure or configuration of Council meetings relative to ASC standing committees.

Proposal #1 recommends expanding ASC standing committee membership to include administrative staff members at large. On many occasions, administrative staff members have expressed simultaneously their desire to serve on ASC committees and their frustration at being denied the opportunity to serve on a committee if they are not elected to ASC. In an effort to broaden the base for participation in ASC standing committee activities, to bring fresh and diverse ideas to ASC, to recruit potential new ASC members, and to enhance the BGSU community’s awareness of the role of ASC, we propose to amend the ASC By-Laws accordingly.

Proposal #2 recommends reconfiguring the Ferrari Award Committee to form a new Awards and Recognitions Committee. As the organization flattens and administrative staff members assume increasing responsibilities, the need to recognize outstanding performance increases commensurately. We are all aware that rewards such as praise and recognition have a direct and positive influence on employee effectiveness. Currently, ASC sponsors only one vehicle annually for recognizing outstanding achievement by an administrative staff member—the Ferrari Award. We propose that the Ferrari Award Committee be reconfigured to form the new Awards and Recognitions Committee which shall be charged with coordinating the Ferrari Award and developing and recommending to ASC new ways to recognize administrative staff.
In addition to the above proposals, the Internal Affairs Committee recommends changing the word “volunteer” to “self-nominate” wherever and in whatever grammatical form the word appears throughout the By-Laws and to revise the surrounding text accordingly. Also, we recommend renaming Article 4 from “ELECTIONS” to “THE ELECTION/APPOINTMENT PROCESS.” The rationale is that standing committee members are selected and appointed rather than elected.

We request that you review our proposals and propose them to ASC in accordance with Article 10 of the By-Laws.

enclosure
PROPOSAL #1
Part I

Article 2 COMMITTEES
Section 2: ASC Standing Committees

(Original Handbook version)
The members of ASC standing committees will be ASC members and will be
appointed by the chair. ASC members may be nominated or may volunteer
to serve on ASC standing committees. Membership on these committees will
be for one year. Members are eligible for reappointment. Standing
committees may appoint subcommittees whose members need not be ASC
representatives. The Chair of ASC shall appoint a chair for each standing
committee. Each chair shall submit in May a yearly report of the committee’s
activities to the Executive Committee. The duties and responsibilities of the
following ASC standing committees are: ...

(Proposed changes are in bold, uppercase typeface)
RECOMMENDATIONS OR SELF-NOMINATIONS WILL BE SOLICITED
FROM THE ADMINISTRATIVE STAFF MEMBERSHIP AT THE TIME OF
THE ANNUAL CAMPUS-WIDE ASC ELECTIONS. ASC members may be
nominated or may SELF-NOMINATE to serve on ASC standing committees.
The members of ASC standing committees will be APPOINTED FROM THE
NOMINATIONS BY THE CHAIR OF ASC IN CONSULTATION WITH THE
EXECUTIVE COMMITTEE, AND WILL INCLUDE ADMINISTRATIVE
STAFF MEMBERS AT LARGE AND MEMBERS OF ASC. NON-ASC
MEMBERS SHALL COMPRISE NO MORE THAN 50% OF STANDING
COMMITTEE MEMBERSHIP. Standing committees may appoint
subcommittees whose members need not be ASC representatives. The Chair
of ASC shall appoint a chair for each standing committee FROM THE ASC
MEMBERSHIP. Each chair shall submit in May a yearly report of the
committee’s activities to the Executive Committee. The duties and
responsibilities of the following ASC standing committees are: ...

Approved by Administrative Staff Council 5/1/97
PROPOSAL #1
Part II

Article 4  ELECTIONS
Section 5: Nomination and Selection to ASC Standing Committees

(Original Handbook version)
ASC Standing Committees shall be comprised of members of the administrative staff as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations
ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Selection
From among the nominees and volunteers, the ASC Executive Committee annually shall fill vacancies on ASC Standing Committees.

(Proposed changes are in bold, uppercase typeface)
ASC Standing Committees shall be comprised of members of the administrative staff as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. RECOMMENDATIONS AND SELF-Nominations
ADMINISTRATIVE STAFF members AT LARGE may be RECOMMENDED or may SELF-NOMINATE AT THE TIME OF ANNUAL CAMPUS-WIDE ELECTIONS to serve on ASC Standing Committees. ASC MEMBERS MAY BE RECOMMENDED OR MAY SELF-NOMINATE TO SERVE ON ASC STANDING COMMITTEES. [DELETE: Annually, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.]

B. APPOINTMENT
From among the RECOMMENDATIONS AND SELF-NOMINATIONS, the ASC CHAIR IN CONSULTATION WITH THE ASC Executive Committee annually shall fill vacancies on ASC Standing Committees.

Approved by Administrative Staff Council 5/1/97
PROPOSAL #2

Article 2 COMMITTEES
Section 2: ASC Standing Committees
Item G: Ferrari Award

(Original Handbook version)
Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award. One member from each vice presidential area and the President's area should be on the committee.

(Proposed changes are in bold, uppercase typeface)

AWARDS AND SPECIAL RECOGNITIONS COMMITTEE - This committee SHALL DEVELOP AND RECOMMEND TO ASC WAYS TO RECOGNIZE ADMINISTRATIVE STAFF FOR THEIR OUTSTANDING ACHIEVEMENTS. THE COMMITTEE ALSO SHALL handle all responsibilities associated with the advertisement, selection, and presentation of the AWARDS AND SPECIAL RECOGNITIONS INCLUDING THE FERRARI AWARD. One member from each vice presidential area and the President's area SHALL be on the committee. COMMITTEE MEMBERS SHALL HAVE BEEN EMPLOYED BY THE UNIVERSITY FOR AT LEAST THREE YEARS.

Approved by Administrative Staff Council 5/1/97
PROPOSAL #3

Change the word "volunteer" to "self-nominate" wherever and in whatever grammatical form it appears in the By'\'Laws, and revise the surrounding text accordingly.

Additionally, rename Article 4 from "ELECTIONS" to "THE ELECTION/APPOINTMENT PROCESS" because standing committee members are selected and appointed rather than elected.

Approved by Administrative Staff Council 5/1/97
May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
       Barb Keeley
       Sharon Hanna
       Mary Beth Zachary

RE: Proposed Amendment to the Bylaws - (Additions are in bold type)

Article 1: Meetings

Section 1: Regular Council Meetings

The executive committee will determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues will have two readings. At the first reading the council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined and/or amended. At the second reading there may be discussion and debate. If the proposal is amended, the chair will determine if the change is significant enough to warrant additional review by constituents. A vote may not be taken before the second reading.

A vote on a major issue may be taken without a second reading if there is a motion to suspend the Bylaws. The motion must be approved by a two-thirds majority of the full Council.

Section 5: Alternates at ASC Meetings

Alternates [may] will be designated by an Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the vice presidential or presidential area represented by the council member and must be identified to the Administrative Staff Council chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the charter or by-laws. [Alternates may replace any single council member no more than three times in one year.] (delete)

Section 6: Attendance Policy

(Delete first paragraph and add:)
Each Administrative Staff Council Member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice presidential or presidential area should be chosen. A member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.

Article 2: Committees

Section 2: ASC Standing Committees

I. Internal Affairs will:

Develop and update the orientation program for the new ASC members. This program will involve written information and practical learning opportunities including the Mentor/Mentee program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments will be included.

Work toward developing ways to recognize administrative staff for their accomplishments.

Respond to concerns and make recommendations about the structure/configuration of Council meetings.

Examine the election process and make appropriate recommendations.

J. External Affairs would be responsible for developing the following:

Ideas for community involvement projects for administrative staff

Provide assistance for BG Effect

Develop ways to improve opening day activities for administrative staff

Work on public relations with other groups on campus and off campus and with media

Develop a survey of administrative staff regarding awards, community involvement, opening day.

Article 8: Quorum

Section 1: ASC and ASC Committees

To conduct ASC business, 2/3's of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action may only be taken by a majority of the Committee's membership.

Approved by Administrative Council 1/4/96 (three amendment proposals)
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**Note:** Technology group will have 2 reps too many in 1998-99. Our recommendation is the 2000 members should be moved into 2001 and two of the 1999 moved into 2000.
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Page 2
May 26, 1998

MEMORANDUM

TO: Duane Whitmire, Chair
    Administrative Staff Council

FROM: Beverly Stearns, Chair
    Amendments and Bylaws Committee

SUBJECT: Annual Report

I am pleased to submit this annual report on behalf of the members of the Amendments and Bylaws Committee: John Hartung, Beverly Stearns, Matt Webb, and Mary Beth Zachary. Enclosures include approved amendment proposals for forwarding and inclusion in the next revision of the Administrative Staff Handbook.

The charge for the Amendments and Bylaws Committee is to initiate and receive proposed amendments to the ASC Bylaws and the Charter and to report to the Administrative Staff Council on all proposed amendments.

Goals
During its first regular meeting, the Committee established its goals for the 1997-98 year in concert with its charge:

- Identify and ensure that previously approved amendments to the ASC Bylaws and the Charter are included in the next revision of the Administrative Staff Handbook (accomplished)

- Work with other ASC committees toward developing amendments that affect the ASC Bylaws and the Charter (accomplished)

- Propose to amend or add a section to the ASC Bylaws and the Charter on procedures to follow for getting amendments into the Administrative Staff Handbook following their approval by ASC and/or by the Board of Trustees (accomplished)
Meetings
- 9/23/97. Special meeting with co-chair of PWC, Pat Green, to review the background and issues related to merging constituent handbooks as proposed by the Assistant Provost for Human Resources, Rebecca Ferguson.

- 9/25/97. Committee members Webb and Zachary met with representatives from constituent groups and Rebecca Ferguson to discuss the proposed handbook merger.

- 10/2/97. Reviewed timeline; brainstormed Committee goals; discussed the handbook merger meetings.

- 11/11/97. Chair met with the Internal Affairs Committee to review and brainstorm changes to the ASC election process.

- 12/4/97. Committee member Webb reported on his review of the current Administrative Staff Handbook regarding missing amendments which had been previously approved by ASC; chair reported on her meeting with the Internal Affairs Committee regarding the election process; committee members formulated suggestions for getting approved amendments into the Handbook.

- 1/98-4/98. Met via e-mail as needed.

Amendments
Enclosed you will find copies of proposals to amend the ASC Bylaws and Charter which were approved by ASC during the 1997-98 year:
1. Proposal to amend Bylaws Article 10 (approved by ASC 3/5/98)

2. Proposal to amend Sections III and IV of the Charter (approved 4/2/98)


Also enclosed you will find copies of previously approved amendments which were omitted from the most recent revision of the Administrative Staff Handbook, and those which were approved since the most recent revision, but prior to this year:
1. Proposal to amend Article 1, Sections 1, 5, and 6 (approved /4/96)

2. Proposal to amend Article 2, Section 2. I. and 2.J. (approved 1/4/96)

3. Proposal to amend Article 8, Section 1 (approved 1/4/96)

4. Proposal to amend Bylaws Article 2, Section 2 (approved 5/1/97)
5. Proposal to amend Bylaws Article 4, Section 5 (approved 5/1/97)

6. Proposal to amend Bylaws Article 2, Section 2.G. (approved 5/1/97)

7. Proposal to amend the Bylaws to replace the word "volunteer" with the word "self-nominate" and to change the name of Article 4 from ELECTIONS to "THE ELECTION/APPOINTMENT PROCESS (approved 5/1/97)

In accordance with the recently approved amendment to Article 10, the chair, or designee shall forward all approved amendments in writing to the Office of Human Resources for inclusion in the next revision of the Administrative Staff Handbook.

enclosures
FINAL DRAFT OF PROPOSED CHANGES TO ASC BYLAWS; ARTICLE 7: SECTIONS 3 & 4 AND ASC CHARTER: SECTION III PRESENTED TO THE ASC FOR A VOTE 05/02/02

Original Wording in Black
Additions/ Changes in italics
The wording in italics shall be added to the existing wording of ASC Bylaws Article 7: Official Liaison Sections 3 & 4

PROPOSED CHANGES TO ASC BYLAWS:
SECTION 3: Faculty Senate
The chair of the Administrative Staff Council Executive Committee shall appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate (Faculty Senate). This liaison shall attend all scheduled meetings of the Faculty Senate as necessary and will serve as a communication link between Faculty Senate and ASC. This designee shall be granted rights and privileges as deemed appropriate by Faculty Senate. A reciprocal seat to the ASC for a representative from the Faculty Senate shall be granted.

Any changes in the rights and privileges deemed appropriate by the Faculty Senate to the ASC liaison to the Faculty Senate shall result in a reciprocal change in the rights and privileges of the Faculty Senate liaison to the ASC, and visa versa. Due notice of such changes shall be given to the Chairs of the ASC and/or the Faculty Senate and implementation of said changes will occur concurrently between the Faculty Senate and the ASC.

SECTION 4: Classified Staff Council
The chair of the Administrative Staff Council Executive Committee shall appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council (CSC). This liaison shall attend all scheduled meetings of the CSC as necessary and will serve as a communication link between CSC and ASC. This designee shall be granted rights and privileges as deemed appropriate by the CSC. A reciprocal seat to the ASC for a representative from the CSC shall be granted.

Any changes in the rights and privileges deemed appropriate by the CSC to the ASC liaison to the CSC shall result in a reciprocal change in the rights and privileges of the CSC liaison to the ASC, and visa versa. Due notice of such changes shall be given to the Chairs of the ASC and/or the CSC and implementation of said changes will occur concurrently between the CSC and the ASC.

RESPECTFULLY SUBMITTED BY THE AMENDMENTS COMMITTEE:
Jim Dachik (Chair)
Sandy DiCarlo, Tom Scavo, Keith Hofacker
Page 1 of 2
FINAL DRAFT OF PROPOSED CHANGES TO ASC BYLAWS; ARTICLE 7: SECTIONS 3 & 4 AND ASC CHARTER: SECTION III PRESENTED TO THE ASC FOR A VOTE 05/02/02

Original Wording in Black
Additions/ Changes in italics
The wording in italics is to replace the wording of the ASC charter: Section III following the phrase “Upon the recommendation of the Executive Committee...”.

PROPOSED CHANGES TO ASC CHARTER:
Section III Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 10 percent of the full membership and shall be determined through election by the administrative staff members. The administrative Staff Council shall be selected from each of the functional areas of the University. Firelands College shall have its own proportional representation, elected by the administrative staff of Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms, and are eligible for re-election after completing a two-year waiting period.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

PROPOSED RE-WORDING:
Upon the recommendation of the Executive Committee additional seats may be established.

RESPECTFULLY SUBMITTED BY THE AMENDMENTS COMMITTEE:
Jim Dachik (Chair)
Sandy DiCarlo, Tom Scavo, Keith Hofacker
Page 2 of 2
ADMINISTRATIVE STAFF COUNCIL PARKING RESOLUTION

WHEREAS, the lack of convenient parking is a continuing issue on campus; and

WHEREAS, there is at present no policy regarding the issuance of reserved parking spaces on campus; and

WHEREAS, Administrative Staff Council is supportive of the fair allocation of reserved parking spaces; and

WHEREAS, the Administrative Staff Council is interested in maximizing the availability of parking spaces on campus; and

WHEREAS, the parking committee has devised a policy that addresses the assignment of reserved parking spaces; and

WHEREAS, the parking committee acts in an advisory role to the Director of Public Safety which includes Parking Services;

THEREFORE, be it resolved that the Administrative Staff Council supports the Parking Committee’s plan for allocating reserved parking spaces and recommends its adoption by the Director of Public Safety.

January 25, 2000
Administrative Staff Council
Amendments Committee
Final Report
Fiscal Year 2000

Committee Members:
John Hartung, Chair
Firelands

Keith Hofacker
Musical Arts

Jeanne Landendorfer
Library

Report:

Since no amendments were proposed, the committee did not meet and subsequently performed no work throughout the year. However, had amendments to the Charter and/or Bylaws been necessary, the committee would have leapt to the challenge and performed at an exemplary level.

Respectfully submitted:
John Hartung, Chair (and soon to be Retired)
June 1, 2000
Mary Beth,

I just finished researching the FMLP. I will give you a thumbnail sketch below and would be happy to talk with you and show you some of the files whenever you have about 10 minutes.

Throughout its many "faces" since 1994 (and I have both times the DOT approved the policies...one in 1994 and one in 1997), it has been clearly stated that an employee cannot use 12 weeks unpaid leave through FML and then another 12 weeks of sick leave. They can only take one FML per 12 months of employment. Now they can use sick leave, personal leave, compensatory time and vacation time in order to get paid during this 12 weeks. But if it is stated that they are using sick leave for FML and they already had 12 weeks of FML during the calendar year (year starts with start of FML), this cannot be done.

Now the interesting loophole is that under our sick leave policy, we can use sick leave for parental or child or spouse health cares needs. So as I see it, as long as I do not state that I am using FML and probably using my sick leave on a more intermittent basis, I can use my sick time and then apply for FML later. But as soon as I say I am using FML, then the clock starts ticking no matter what kind of leave I am using. Does that make sense?

Ann

Ann Bowers
Assistant Director and University Archivist
Center for Archival Collections
Jerome Library
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-2411
(419) 372-0155 (Fax)
abowers@bgnet.bgsu.edu

The Amendments committee had two charges this fiscal year. The first was to amend article 2 section 2 of the bylaws. This amendment was proposed in order to bring the membership requirement of each standing committee as written in the bylaws in line with the actual membership of each standing committee and to make it more flexible in the future. The second charge was to examine a series of proposed changes to appendix A of the bylaws. These changes were to realign the standing committees, adjust the duties of each committee and to correct language to put it in line with the rest of the bylaws.

The amendments committee was happy to be of service to the Administrative Council and looks forward to future service.
Policy on Violence
01/07/02

Note: This final draft emerged from the Violence Against Women Policy Committee, which emerged from a Department of Justice mandate that accompanied the funding of the Transformation Project at the BGSU Women's Center.

Committee members include: Deidra Bennett (Transformation Project Advocate), Julie Broadwell (Consultant to Transformation Project, MAF Program), Jill Carr (Associate Dean of Students), Michelle Gassick (Transformation Project Coordinator and Chair of this Committee), Elizabeth Cole (Associate Dean, College of Arts and Sciences), Tony Dotson (BGSU Police Officer), Rebecca Ferguson (Asst. VP, Human Resources), Nancy Foster (General Counsel), Barbara Hoffman (CAS) Chair and Wellness Connection), Heath Huber (Transformation Project, Community Educator), Becky Hurst (Consultant to Transformation Project, Domestic Violence Advocate), Mary Kueter (Director, Women's Center and Transformation Project), Rebekah Rand (Graduate Student and CASO member), Peter Shields (Assoc. Professor and Member of Faculty Senate), Janice Wasserman (Classified Staff representative), Jim Wiegart (Director, BGSU Public Safety), and Elizabeth Yarvis (Assoc. Director, Counseling Center).

It is the policy of BGSU that acts of violence, threats of violence, or intimidation will not be tolerated. In its mission to become a premier learning institution, BGSU recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

For purposes of this policy, the following definitions apply: Acts of violence include any exercise of force against another person or against property that could result in physical or emotional harm. Threats of violence include any verbal or non-verbal communication that inflicts harm. Intimidation includes any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which may cause the other person to fear for his or her safety or the safety of others.

In many situations, these actions are also considered criminal acts under the Ohio Revised Code. Acts defined in this subsection include but are not limited to: physical assault or abuse; sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon, and damage or destruction of another's property.

BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the University collaborates with community agencies and professionals in providing services and referrals. All members of the BGSU community are asked to report violations of the policy on violence to appropriate authorities.
January 10, 2002

RE: Policy on Violence

Laura Emch
Chair-Elect, Administrative Staff Council
231 Administration Building
Bowling Green, OH 43403

Dear Laura,

I am writing as a follow-up to the Policy on Violence meeting you attended on November 16, 2001. First I wanted to thank you for attending and for giving thoughtful consideration and feedback regarding the Policy on Violence. Our committee has incorporated the feedback of each constituent group and General Counsel into a final draft of the Policy on Violence. I have outlined some of the changes so that you could better understand this final draft. The enclosed final draft of the Policy has the full support of all members of the Violence Against Women Policy Committee and General Counsel. We appreciate your taking this to Administrative Staff Council.

Prior to discussing the final draft, I wanted to provide a brief history of the proposed Policy on Violence so that members of Administrative Staff Council can have a better context for understanding the policy statement.

History of Policy on Violence
The Violence Against Women Policy Committee was formed after the BGSU Women's Center received $400,000 to fund the Transformation Project. One of the minimum requirements of the Department of Justice funding is that

"Campus leadership should convey the message that domestic violence, sexual assault, and stalking are serious crimes that will not be tolerated on campus. This commitment can be demonstrated through implementing campus protocols, publicly communicating expectations about appropriate conduct, and actively participating in reform efforts."

Out of this mandate, the Policy Committee was formed. In the original grant proposal, the Women's Center agreed that the Transformation Project Coordinator would chair/coordinate the policy development process. Our first meeting was in May 2001. Since that time we have developed the proposed Policy on Violence. It is the intention of the Committee to focus on policy issues at this time, knowing that protocols and procedures will follow for the different constituent groups as appropriate. The
Transformation Project staff plans to participate and provide technical expertise in the development of any protocols to be developed at a later date.

During the development of the Policy on Violence, the Committee’s primary considerations have been:

1. Does the policy statement meet the mandates from the Department of Justice?
2. Is it consistent with the culture and vision of BGSU?
3. How can model policies from other institutions inform our policy statement?
4. Is the policy statement applicable to faculty, staff, and students?
5. Does the policy address sexual assault, domestic violence, and stalking?
6. Is the policy statement distinct from procedures and protocol?
7. Does the policy statement meet compliance requirements for BGSU such as the Clery Act and FERPA?
8. Is the policy applicable to perpetrators?
9. Is the policy applicable to victims?
10. Is the policy enforceable?

Policy on Violence
I thought it might be important to highlight some important components of the enclosed Policy on Violence and to describe changes we made since November 16, 2001, when we met with each of the constituent groups.

1. We agreed to begin the Policy statement with a strong value statement that we hoped the University community could support.
   a. In earlier drafts of the Policy we had a section entitled “consequences” later in the policy statement. We removed this section and moved a piece of it up into this first paragraph as part of the value statement.
   b. The language “may be subject to disciplinary action” conveys the seriousness of a violation of the Policy on Violence while giving flexibility in how the violations are handled. We deliberately removed the following language of
      i. “Serious misconduct,”
      ii. “Will be the basis of disciplinary action,” and
      iii. “Up to and including termination and expulsion.”

2. Two paragraphs on definitions are included to clarify the terms used in the value statement.
   a. This section was modified slightly for clarity and enforceability. Specifically, the language used to describe threats of violence has been modified based on feedback by the University Police and General Counsel.

3. The final paragraph addresses the issue of University and community resources that are relevant to the Policy on Violence and communicates that such resources are available.
   a. This paragraph has been modified slightly to more accurately reflect the role of community agencies in providing services and referrals that are relevant to the Policy on Violence.
Location of Policy on Violence in Academic Charter

In the November 16, 2001 meeting with constituent groups, we discussed possible locations for the Policy on Violence in the Academic Charter. As per the input of Jim Evans (Chair, Faculty Senate), we considered suggesting that the Policy on Violence be located in the Equal Opportunity and Anti-Harassment subsection of Section F, “Ethical Responsibilities,” of the Faculty Handbook. However, after reviewing this section, General Counsel informed us that this would be inappropriate for the following reasons:

1. This subsection refers to Federal laws that are historical in nature, while the Policy on Violence is related to state laws and institutional policies.
2. Violations of this subsection are dealt with by very specific federally mandated procedures.
3. The Office of Equity, Diversity, and Immigration Services deals with violations in this subsection, and this would be an inappropriate office for addressing violations of the Policy on Violence.

With input from General Counsel, we are instead suggesting that the Policy on Violence be located in Section F on “Ethical Responsibilities” as a stand-alone policy similar to the Drug-Free Workplace Policy. This raises a few issues:

1. We have included the Policy statement in its entirety instead of including only the first paragraph, as Jim Evans had originally suggested. When we were considering locating the Policy in the Equal Opportunity and Anti-Harassment subsection it might have been more appropriate to include only the first paragraph. However, as a stand alone Policy, the entire statement seems relevant and consistent with the other stand alone policies.
2. We included the statement, “Any person found in violation of this policy maybe subject to disciplinary action” because we felt this was consistent with the statement in the Drug-Free Workplace policy.

I hope this summary is helpful to you and other members of Administrative Staff Council who will be reviewing the Policy on Violence. If you have any questions or concerns, please do not hesitate to contact me (372-7253 or mlcloss@bgnet.bgsu.edu). Thank you and members of Administrative Staff Council for your thoughtful consideration of this matter.

Best regards,

Michelle L. Clossick, M.S.
Coordinator, The Transformation Project

Enclosures (2)

cc: Policy on Violence Committee members
SECTION F: ETHICAL RESPONSIBILITIES

Faculty members shall follow professional ethical standards in conducting the affairs of the University. These standards are articulated in the Ohio Ethics Law, the Statement on Teaching Responsibilities, the Sexual Harassment Policy, the Racial and Ethnic Harassment Policy, THE POLICY ON VIOLENCE, the Drug-Free Workplace Policy and professional codes of ethics.

1. The Ohio Ethics Law (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to ensure the integrity of government and to improve public confidence in government officials and employees. The following eleven points describe the major provisions of the law:

a) Conflict of Interest. The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

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(8) The responsibility to observe the stated regulations of the institution, but to guard the right to criticize and seek revision peacefully.

2. Equal Opportunity and Anti-Harassment Policies

Bowling Green State University is committed to providing faculty, staff and students with an environment where they may pursue their careers or studies free from discrimination. The
Office of Affirmative Action is responsible for administering the University's Equal Opportunity and Anti-Harassment Policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.


a) Equal Employment Opportunity Policy

Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The Office of Affirmative Action is responsible for equal opportunity compliance.

b) Equal Education Opportunity Policy

Bowling Green State University is committed to providing equal education opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The policy with respect to sexual orientation does not apply to the University's relationships with outside organizations including the federal government, the military, and ROTC. The Office of Affirmative Action is responsible for equal educational opportunity compliance.

c) Anti-Harassment Policy

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, sexual orientation, race, color, religion, ancestry, national origin, disability, age, and status as a special disabled or Vietnam-era veteran. Sexual harassment is the subject of a separate policy which is more fully discussed below. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Affirmative Action.

d) Sexual Harassment

Sexual harassment is a violation of Chapter 4112 of the Ohio Revised Code. Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;

2. submission to or rejection of such conduct by a person is used as the basis for employment decisions or academic decisions affecting such individual; or

3. such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or education environment.
Members of the University community should bring problems or questions regarding sexual harassment to the attention of the Office of Affirmative Action.

e) Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Affirmative Action.

f) Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility with which to deal with the wide range of incidents that fall under the terms "unlawful harassment or discrimination including sexual, racial, and ethnic harassment." They are intended to be responsive to the situation at hand and will be as formal or informal as the allegations under review indicate.

(1) Procedure for the Complainant

(a) A person who believes that he/she has been unlawfully harassed or discriminated against should contact the Office of Affirmative Action. Staff in this Office will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

(b) Initial discussions with staff in the Office of Affirmative Action should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

(c) Before the Office can begin its investigation, the allegations shall be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.

(d) An investigation will be conducted by a staff person in the Office of Affirmative Action only if the complainant has filed a formal, written complaint.

(e) The role of the Office of Affirmative Action in the processing of the complaint will include, but is not limited to, the following:

i) consultation with the complainant;

ii) discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of complaint;

iii) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent.
(f) If the complainant is not satisfied with the action taken by the Vice President, the complainant may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(2) Procedure for the Respondent

(a) Investigations regarding alleged instances of unlawful harassment and discrimination will be conducted by staff in the Office of Affirmative Action only if a formal, written complaint has been filed with the Director of Affirmative Action.

(b) The role of the Office of Affirmative Action in the processing of the complaint will include, but is not limited to, the following:
   
i) consultation with the respondent;
   
ii) discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;

iii) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent. All files of the grievance shall be kept in the Office of Affirmative Action for a minimum of three years. After this three-year period, maintenance of files should be consistent with University policy.

(c) If the respondent is not satisfied with the action taken by the Vice President, the respondent may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(3) Principles

In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:

(a) Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.

(b) The investigation will be conducted as fairly and expeditiously as possible.

(c) In investigating complaints of sexual harassment, confidentiality will be accorded with the utmost respect for both the complainant and the respondent.
(d) A person bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.

(e) The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

4. **POLICY ON VIOLENCE**

It is the policy of BGSU that acts of violence, threats of violence, or intimidation will not be tolerated. In its mission to become a premier learning institution, BGSU recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

For purposes of this policy, the following definitions apply. Acts of violence include any exercise of force against another person or against property that could result in physical or emotional harm. Threats of violence include any verbal or non-verbal communication that inflicts harm. Intimidation includes any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

In many situations, these actions are also considered criminal acts under the Ohio Revised Code. Acts defined in this subsection include but are not limited to: physical assault or abuse, sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon, and damage or destruction of another's property.

BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the University collaborates with community agencies and professionals in providing services and referrals. All members of the BGSU community are asked to report violations of the policy on violence to appropriate authorities.

4.5. **Drug-Free Workplace Policy**

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee, and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate effort to provide rehabilitative support before giving consideration to termination of employment for cause as stipulated in B-I.C.3.c of the Academic Charter and Sect 3345.22-25 of the Ohio Revised Code.
Fact Sheet on the General Education Committee Charter Amendment

- **Why are we proposing a Charter Amendment for the General Education Committee?**
  1. The General Education Committee at the present time exists outside of the established University Governance System. It is not a standing or ad hoc Faculty Senate Committee, nor is it a standing or ad hoc University Committee.
  2. The General Education Committee at the present time conducts significant business, yet because it is not within the University governance system, it does not elect members from the faculty at-large, or fulfill reporting requirements.

- **What are the implications of this Charter Amendment?**
  1. The relationship of the General Education Committee to Undergraduate Council and to the Committee on Academic Affairs would be better defined.
  2. The General Education Committee would elect part of its membership from the faculty at-large.
  3. The General Education Committee would fulfill reporting requirements (as required of all standing and ad hoc committees).

- **Why should this go into the Charter? Wouldn't this require all University Committees to be incorporated in the Charter?**
  1. Because this is an important committee, its role needs to be formalized to some extent. The Senate passed a resolution on this subject back on September 7, 1999, but there is little institutional memory of Senate resolutions from previous years.
  2. Committees and Councils that are defined in the Charter are often accompanied by definition of important subcommittees (for example the FPCC Executive Committee). The Undergraduate Council is defined in the Charter, and the General Education Committee is established as an advisory subcommittee of UGC. This is a clearly defined special case, and would not be analogous to other University standing committees.
Amendment to the Academic Charter:
General Education Committee

Article IX. The Undergraduate Colleges

SECTION H: THE UNDERGRADUATE COUNCIL

1. Membership
The Undergraduate Council shall be composed of twenty-nine members as follows:

a) the VPAA or his/her designee, who shall serve as Chair, ex officio, without vote;
b) fifteen faculty representatives elected from undergraduate colleges apportioned by the number of FTE students generated within each college, with at least one from each college, for three-year staggered terms;
c) one faculty representative elected from Instructional Support Services to serve a three-year term;
d) the Deans of the seven undergraduate colleges;
e) the Dean of Libraries and Learning Resources;
f) the Dean of Continuing Education;
g) one representative appointed by the University department Chairs and school Directors from among the Chairs and Directors; and
h) two undergraduate students appointed by the USG for one-year terms.

When absence from an Undergraduate Council meeting is necessary, a member of the Council may select a substitute who shall be able to participate in discussions and vote. One such person shall be deemed as a primary alternate for each regular member of the Undergraduate Council. It is the responsibility of the regular member of Council to contact the primary alternate or a substitute whenever an absence is anticipated. The name of the primary alternate shall be given to the Secretary of Undergraduate Council early in each academic year. If neither the member nor the alternate can attend, it is the responsibility of the member to contact a substitute.

2. Recommending and Advising Functions of the Undergraduate Council
The Undergraduate Council shall:

a) formulate the goals and directions of undergraduate education;
b) establish regulations that govern all undergraduate programs, including standards concerning grading, appeals of grades, class attendance, examinations, and academic honesty;
c) monitor all academic functions generating undergraduate academic credit;
d) approve proposals for the establishment, modification, or discontinuance of programs and degrees;
e) review and make recommendations regarding establishment of new instructional units, including departments, schools, colleges, and other instructional units, in accordance with the policies and procedures set forth in H.11, H.14, and H.1.3;f) ensure that review and evaluation of all undergraduate programs are conducted periodically;
g) review and approve academic reconfiguration proposals pursuant to H.14.6; and
h) report regularly to the Faculty Senate through the CAA on the issues discussed and the actions taken.
The Undergraduate Council may also consider any academic matters of concern to undergraduate students and faculty. Subcommittees of the Undergraduate Council are appointed by the Chair as required and subject to approval by the Undergraduate Council. The General Education Committee is established as a University Standing Committee that serves an advisory function for the Undergraduate Council in accordance with Article V, Section B. (V.B.)

3. Program and Policies Approval

Proposed degree programs shall be approved, in turn, by the faculty of the department, school, or program concerned, the appropriate curriculum council of the school or college, and the Undergraduate Council. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPPB, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The action is then forwarded to the CAA for review and, where there are policy matters, for transmittal to the Faculty Senate.

All academic policies adopted by the Undergraduate Council are subject to approval by the Faculty Senate. Those policies with resource implications, accompanied by a realistic resource requirements statement, shall be submitted to the VPPB, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. When a program or policy has been approved by the Faculty Senate, it shall be forwarded through the VPAA to the President, who shall forward it to the Board of Trustees, together with written statements indicating Presidential support or nonsupport.

Endorsed by the Senate Executive Committee on January 15, 2002.
Amended and Approved by the Committee on Academic Affairs on April 3, 2002.
Amended and Approved by the Senate Executive Committee on April 23, 2002.
Resolution Establishing a General Education Committee as an Undergraduate Council Subcommittee

WHEREAS, the General Education Committee was established to determine the University requirements for students regarding liberal general education, and:

WHEREAS, the General Education Committee is in need of a more rapid implementation of changes and courses to fulfill the requirements, and:

WHEREAS, there is a need for a mechanism to allow faculty input and to facilitate communication between the General Education Committee and faculty, and:

THEREFORE, BE IT RESOLVED, that the General Education Committee will become a subcommittee of the UGC and its decisions and recommendations will be reviewed by the UGC and the CAA, and its policies will be approved by the UGC and the Senate through the CAA, and:

BE IT FURTHER RESOLVED, that the subcommittee will be composed of:

- ten members of whom:
  - six are elected from the membership of Undergraduate Council:
  - three are appointed by the Chair of Undergraduate Council, with the recommendation of the Council:
  - one is the Director of General Education (ex officio and non-voting). All will have three-year, staggered terms, except for the ex officio member. If elected members of the General Education Committee move off Undergraduate Council, they may serve out their term on the General Education Committee. The Chair of Undergraduate Council must make appointments in a manner that ensures each of the following is represented on the committee: Colleges of Arts and Sciences, Education and Human Development, Business Administration, Technology, Musical Arts, Health and Human Services, Libraries and Learning Resources, and Firelands. Current members will serve out their terms. Assignments to the General Education Committee will follow the scheme of one member appointed for each two members elected, and:

BE IT FURTHER RESOLVED that:

1) The nine elected and appointed members elect a Chair from among themselves, who will serve a term equal to his or her remaining term on the General Education Committee. Any individual may serve no more than two consecutive terms as Chair.
2) The voting members of the General Education Committee are to serve as a policy-making and curriculum-review body.
3) All policy issues passed by the General Education Committee must be approved, in turn, by Undergraduate Council and Faculty Senate. Review and approval of particular courses for the general education curriculum is the jurisdiction of the General Education Committee.
4) The Director of General Education is to implement policy and curricular decisions.

Unanimously approved by CAA on August 25, 1990
Approved by Senate Executive Committee on August 31, 1999
Approved by Faculty Senate on Sept. 7, 1999
Fact Sheet on Policy on Violence
Charter Amendment

- Haven't we talked about this issue before? Can we consider it again?
  1. Yes, on February 5, 2002 the Faculty Senate failed to approve an earlier version of the Policy on Violence by a vote of 24-19. As a Charter Amendment for Section B-II., approval required 2/3rds affirmative vote of all Senators present (38 at that time).
  2. Yes, we can consider this issue a second time. *Robert's Rules of Order* specify that substantially the same question can not be considered more than once during the same session, with a few exceptions that do not apply in this case (such as "reconsideration"). However, a motion may be "renewed" at a future meeting if it is substantially reworded or if circumstances regarding the motion have changed.

- In this case, how were parliamentary concerns addressed?
  1. The Policy on Violence Committee worked for several months to address the concerns expressed by Senators at the February 5th Senate Meeting. Members of the committee met with individuals Senators as part of this process.
  2. A revised version of the Policy on Violence was submitted to the Senate Executive Committee as a proposed Charter Amendment.
  3. The Senate Executive Committee evaluated the original and revised versions, and ruled that the revised version met all criteria of *Robert's Rules of Order* for "renewal of the motion."
  4. The SEC asked the Committee on Academic Affairs to evaluate whether or not the proposed Policy on Violence created academic freedom or freedom of speech issues. CAA responded that, in their judgement, no such issues exist with the proposed Policy on Violence.

- Why do we need the Policy on Violence in the Charter?
  1. Because physical violence is a serious issue on college campuses nationally, and this University needs to take a public stand on the issue.
  2. Because having a policy means an allocation of effort and resources towards education on the issue, prevention, counseling, and assistance to victims.
  3. Because violence is an issue that may or may not overlap with discrimination, harassment, or other jurisdictional issues specifically addressed in the Charter.
  4. Because the purpose of the Academic Charter is to provide guidance.
SECTION F: ETHICAL RESPONSIBILITIES

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(8) The responsibility to observe the stated regulations of the institution, but to guard the right to criticize and seek revision peacefully.

3. Equal Opportunity and Anti-Harassment Policies

Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Affirmative Action is responsible for administering the University's Equal Opportunity and Anti-Harassment Policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.

a) **Equal Employment Opportunity Policy.** Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The Office of Affirmative Action is responsible for equal opportunity compliance.

b) **Equal Education Opportunity Policy.** Bowling Green State University is committed to providing equal education opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The policy with respect to sexual orientation does not apply to the University's relationships with outside organizations including the federal government, the military, and ROTC. The Office of Affirmative Action is responsible for equal educational opportunity compliance.

c) **Anti-Harassment Policy.**

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, sexual orientation, race, color, religion, ancestry, national origin, disability, age, and status as a special disabled or Vietnam-era veteran. Sexual harassment is the subject of a separate policy which is more fully discussed below. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Affirmative Action.

d) **Sexual Harassment.** Sexual harassment is a violation of Chapter 4112 of the Ohio Revised Code, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;
2. Submission to or rejection of such conduct by a person is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Members of the University community should bring problems or questions regarding sexual harassment to the attention of the Office of Affirmative Action.

e) **Retaliation.** Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Affirmative Action.
Grievance Procedures: The procedures outlined below are designed to provide sufficient flexibility with which to deal with the wide range of incidents that fall under the terms "unlawful harassment or discrimination including sexual, racial, and ethnic harassment." They are intended to be responsive to the situation at hand and will be as formal or informal as the allegations under review indicate.

(1) Procedure for the Complainant
(a) A person who believes that he/she has been unlawfully harassed or discriminated against should contact the Office of Affirmative Action. Staff in this Office will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

(b) Initial discussions with staff in the Office of Affirmative Action should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

(c) Before the Office can begin its investigation, the allegations shall be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.

(d) An investigation will be conducted by a staff person in the Office of Affirmative Action only if the complainant has filed a formal, written complaint.

(e) The role of the Office of Affirmative Action in the processing of the complaint will include, but is not limited to, the following:
   i) consultation with the complainant;
   ii) discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of complaint;
   iii) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent.

(f) If the complainant is not satisfied with the action taken by the Vice President, the complainant may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.
(2) Procedure for the Respondent.

(a) Investigations regarding alleged instances of unlawful harassment and discrimination will be conducted by staff in the Office of Affirmative Action only if a formal, written complaint has been filed with the Director of Affirmative Action.

(b) The role of the Office of Affirmative Action in the processing of the complaint will include, but is not limited to, the following:

i) consultation with the respondent;

ii) discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;

iii) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and respondent. All files of the grievance shall be kept in the Office of Affirmative Action for a minimum of three years. After this three-year period, maintenance of files should be consistent with University policy.

(c) If the respondent is not satisfied with the action taken by the Vice President, the respondent may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(3) Principles

In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:

(a) Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.

(b) The investigation will be conducted as fairly and expeditiously as possible.

(c) In investigating complaints of sexual harassment, confidentiality will be accorded with the utmost respect for both the complainant and the respondent.

(d) A person bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
4. POLICY ON VIOLENCE

It is the policy of Bowling Green State University that acts of violence, threats of violence, or intimidation will not be tolerated. Bowling Green State University recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action (B-II.F.3 and B-I.E). Violators may also be subject to criminal prosecution.

4.5 Drug-Free Workplace Policy

In order to ensure the University’s commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual’s academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate effort to provide rehabilitative support before giving consideration to termination of employment for cause as stipulated in B-I.C.3.e) of the Academic Charter and Sect. 3345.22-25 of the Ohio Revised Code.

Approved for Renewal of the Motion, by the Senate Executive Committee on March 19, 2002, and committed to the Committee on Academic Affairs for review.

Approved by the Committee on Academic Affairs on March 27, 2002.

Approved by the Senate Executive Committee on April 23, 2002.
Amendments committee Report:

Amend Article 2 Section 2 of the bylaws. The committee recommends the following three changes. The proposed changes are in italics with a number. The number is footnoted as to what the change will be. At the end I have presented article 2 section 2, as it would read with the changes.

Article 2 Section 2: ASC Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. (1) Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees. (2) whose members need not be ASC representatives. The chair of ASC shall appoint a chair for each standing committee from the ASC membership. (3) The appointee for chair of a committee must have been a member of that committee prior to serving as its chair. Each chair shall submit in May a yearly report of the committee’s activities to the Executive Committee. The duties and responsibilities of the ASC standing committees are...

Recommendations:

1. Omit: "Non-ASC members shall comprise no more than 50% of standing committee membership."

2. Omit: "... whose members need not be ASC representatives."

3. Add: "The appointee for chair of a committee should have been a member of that committee prior to serving as its chair."
As proposed:

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SECTION 5: Alternates at ASC Meetings
Alternates shall be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the functional area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the Charter or Bylaws.

(Partition to Article 1, Section 5 approved by Administrative Staff Council on 01/04/96.)

SECTION 6: Attendance Policy
Each Administrative Staff Council member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice-presidential or presidential area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate shall be designated as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his or her designation as absentee, his or her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

(Partition to Article 1, Section 6 approved by Administrative Staff Council on 01/04/96.)

ARTICLE 2: COMMITTEES

SECTION 1: Executive Committee
The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

SECTION 2: ASC Standing Committees
Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are
eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

A. Elections Committee - This committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect, and other council members as needed. The Committee shall assist the Secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.

B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

C. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each vice-presidential area and the president's area. The committee shall also review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.

D. Finance Committee - The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the University budget committee.

E. Scholarship Committee - The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.

F. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.

G. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection and presentation of the awards and special recognition including the annual Ferrari Award. One member from each vice-presidential area and the president's area shall
be on the committee. Committee members shall have been employed by the University for at least three years.

H. **Salary Committee** - This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.
I. **Internal Affairs Committee** - This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee also shall work toward developing ways to recognize administrative staff for their accomplishments; respond to concerns and make recommendations about the structure or configuration of Council meetings; and examine the election process and make appropriate recommendations.

J. **External Affairs Committee** - This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BG Effect: develop ways to improve opening day activities for administrative staff; work on public relations with other groups on- and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

(Revision to Article 2, Section 2, I. and J. approved by Administrative Staff Council on 01/04/96.)
(Revision to Article 2, Section 2 and Section 2. C. approved by the Administrative Staff Council on 05/01/97.)

**SECTION 3: University Standing Committees**
Those administrative staff members elected to University standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last three years.

**SECTION 4: Ad Hoc Committees**
ASC ad hoc committees shall be created by and responsible to the Executive Committee, which shall appoint members, including the chair, who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to University ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

(Revision to Article 2, Section 4 approved by Administrative Staff Council on 04/09.)
ARTICLE 3: APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4: THE ELECTION/APPOINTMENT PROCESS

SECTION 1: Elections to the Administrative Staff Council

A. Nominations
On completion of the apportionment of the ASC membership, the Election Committee, annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from the total administrative staff by functional areas.

B. Elections
The Election Committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 1 approved by Administrative Staff Council on 04/02/98.)

SECTION 2: Nominations and Elections to University Standing Committees
Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of the Administrative Staff Council.

A. Nominations
Annually the Election Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

B. Elections
The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University standing committees. Votes shall be cast by the total administrative staff.

SECTION 3: Nomination and Election of ASC Officers
The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations
On completion of the election of ASC representatives, the Election Committee, shall request of the Executive Committee that it annually prepare
a list of nominees for election as officers of ASC. Also, the Election Committee, by notice filed through the Monitor, annually shall solicit additional nominations for ASC officers by the total administrative staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections
The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

SECTION 4: Nomination and Election of ASC Area Representatives to the Executive Committee
The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations
Annually, the Election Committee shall prepare a list by functional area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections
The Election Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 4 approved by Administrative Staff Council on 04/02/98.)

SECTION 5: Nomination and Appointment to ASC Standing Committees
ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the Bylaws of the Administrative Staff Council.

A. Recommendations and Self-Nominations
Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-side elections to serve on ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

B. Appointment
From among the recommendations and self-nominations, the ASC Chair in consultation with the ASC Executive Committee annually shall fill vacancies on ASC standing committees.
SECTION 6: General Procedures
A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots. The person who receives the most votes shall be declared the winner of the election or nomination. In the case where more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.

B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.

C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.

D. The Election Committee shall conduct nominations and elections designated in the Bylaws.

E. The final date for receipt of nomination forms and election ballots is 10 work days after distribution by the Election Committee.

F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.

G. The Election Committee shall retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.

H. The secretary of ASC shall maintain a permanent record of all nominations and election results.

I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

ARTICLE 5: VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows:

SECTION 1: ASC Chair
A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.
If the Chair-Elect is unable to fill the position of chair for the remaining part of the year, the title of Chair-Elect shall be retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-Elect.

SECTION 2: Other Vacancies
A vacancy in other positions provided for in the Administrative Staff Council Charter and the Bylaws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Executive Committee shall appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member shall be obligated to resign.

ARTICLE 6: FINANCE
The Chair-Elect shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

1. University Budgets
   Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

   After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

2. Foundation Account
   This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation account will be the Chair, Chair-elect or secretary.