

2002

## Committee Membership Lists 1995-1996 to 2002-2003

Bowling Green State University - Administrative Staff Council

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**Format:**  Bound  Loose

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**Index:**  Included  Separate  None

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### *Notes*

1. Colored Ink



ASC Standing Committees 1995-96 Update

Amendments

Gail McRoberts  
Mary Beth Zachary, Chair

Professional Development

Pat Green  
Lona Johnson  
Paul Lopez  
Kent Strickland, Chair  
Bob Waddle

External Affairs

Wayne Colvin  
Jeff Grilliot, Chair  
Elayne Jacoby  
Patricia Kania  
Jan Peterson

Salary

Lona Johnson  
Deborah Knigga  
Joseph Luthman  
Rebecca McOmber  
Bob Waddle, Chair  
Sabrina White

Ferrari Award

Scott Bressler  
Paul Lopez  
Gail McRoberts  
Penny Nemitz  
Barry Piersol  
Cindy Puffer, Chair  
Paul Yon

Scholarship

Scott Bressler  
Tom Glick  
Judy Hartley  
Penny Nemitz, Chair  
Sue Perkins  
Sabrina White

Internal Affairs

Ann Betts, Chair  
Carmen Castro-Rivera  
Cindy Colvin  
Jacquie Daley-Perrin  
Patricia Kania  
Inge Klopping  
Paul Lopez  
Lauren Managili  
Jan Peterson  
Bev Stearns  
Betty Ward

Personnel Welfare

Deborah Boyce  
Wayne Colvin  
Barb Keeley  
Joyce Kepke  
Inge Klopping  
Patricia Koehler  
Marcia S. Latta  
Joseph Luthman  
Ed O'Donnell  
Denise Van de Walle  
Duane Whitmire, Chair



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

## ASC Committees 1996-97

### Amendments

Mike Failor	2-7728
Mary Beth Zachary-Chair	2-2054

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### Professional Development

Craig Bedra	2-8824
Dawn Mays	2-2343
Joyce Blinn	2-8840

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### External Affairs

Carmen Castro-Rivera	2-9863
Elaine Jacoby	2-7441
Deborah Knigga	2-0606
Paul G. Lopez	2-7027
Cindy Puffer	2-7443
Sheila Reiser-Chair	2-8586
Bonita Sanders	2-8154

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### Salary

Jim Elasser	2-7354
Deborah Knigga	2-0606
Gene Palmer-Chair	2-7980
Kurt Thomas	2-2674

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### Ferrari

Deb Burris	2-0433
Penny Dean	2-6022
Jeff Grilliot	2-2247
Becky McOmber	2-8932
Paul Yon	2-2411
Bob Waddle-Chair	2-8591
Jody Webb	2-2011

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### Scholarship

Dianne Cherry	2-7171
Tom Glick	2-7237
Barb Keeley	2-7771
Paul G. Lopez	2-7027
Donna Nelson-Beene	2-7885
Penny Nemitz-Chair	2-0614
Sue Perkins	2-7437

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### Internal Affairs

Inge Klopping	2-0321
Jan Peterson	2-7883
Beverly Stearns-Chair	2-7891

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### Personal Welfare

Ann Betts	2-2891
Deb Boyce	2-7081
Sharon Hanna	2-7128
Joyce Kepke	2-8184
Inge Klopping	2-0321

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### Personal Welfare (Continued)

Joe Luthman -Chair	2-7750
Amy O'Donnell	2-7615
Ed O'Donnell	2-7937

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**Administrative Staff Council  
Standing Committees  
1997-98**

**Amendments**

Beverly Stearns, Chair (R) (AA)  
John Hartung (R) (AA)  
Matt Webb (R) (AA)  
Mary Beth Zachary (AL) (AA)

**Awards & Special Recognitions**

Jane Schimpf, Chair (R) (Oper)  
Jerry Ameling (R) (AA)  
Scot Bressler (R) (Pres)  
Deb Burris (R) (AA)  
Dianne Cherry (R) (AA)  
Kristen Donaldson (AL) (AA)  
Ken Frisch (R) (UA)  
Lisa McHugh (AL) (AA)  
Bob Waddle (R) (Oper)

**External Affairs**

Bonita Sanders-Bembry, Chair (R) (SA)  
John Clark (AL) (AA)  
Elayne Jacoby (R) (SA)  
Donna Wittwer (AL) (AA)  
Karen Woods (AL) (AA)  
Susan Young (AL) (AA)

**Internal Affairs**

Jan Peterson, Co-Chair (R) (AA)  
Betty Ward, Co-Chair (R) (AA)  
Laura Emch (AL) (AA)  
Linda Hamilton (R) (F)  
Pat Kania (AL) (AA)

R = Representative

AL = At-large

AA = Academic Affairs

F = Finance

Oper = Operations

Pres = President's

SA = Student Affairs

UA = University Advancement

**Personnel Welfare**

Pat Green, Co-Chair (R) (AA)  
Inge Klopping, Co-Chair (R) (AA)  
Ann Betts (AL) (SA)  
Sharon Hanna (R) (AA)  
Joyce Kepke (R) (AA)  
Sandy LaGro (R) (Oper)  
Paul Lopez (R) (AA)

**Professional Development**

Dawn Mays, Chair (R) (SA)  
Mike Failor (R) (AA)  
Ron Knopf (AL) (AA)  
Judy Nemitz (AL) (SA)  
Dan Parratt (AL) (AA)  
Norma Stickler (AL) (AA)

Reva Walker

**Salary**

Gene Palmer, Chair (R) (AA)  
Shelley Appelbaum (R) (Pres)  
Craig Bedra, (R) (AA)  
Jan Ruffner (R) (Oper)  
Michelle Simmons (AL) (SA)

**Scholarship**

Carmen Castro-Rivera, Chair (R) (AA)  
Lynne Blum (AL) (AA)  
Deb Freyman (AL) (AA)  
Sue Perkins (R) (SA)  
Cindy Puffer (R) (SA)  
Sally Raymond (AL) (AA)  
Laura Waggoner (R) (AA)  
Jodi Webb (R) (SA)  
Deb Wells (R) (AA)  
Sabrina White (AL) (AA)

ASC Appointments for University Standing Committees

1997-1998

<b>Committee</b>	<b>Member</b>	<b>Term Ends June 30,</b>
Bookstore Advisory Committee	Norma Stickler	2000
Computing Council	Rebecca McOmber	1998
Equal Opportunity Compliance	Jan Ruffner	1999
	Sidney Childs	1998
Insurance	Barb Keeley	1999
Insurance Appeals	Barb Keeley	1998
Library Advisory	Diane Regan	1998
Parking	Dave Hoehner	1998
Telecommunications Advisory	Laura Emch	1998
University Union Advisory	Bob Waddle	2000
Advisory Committee on General Fee Allocation (ACGFA)	Marcos Rivera	1999

## Administrative Staff Council Standing Committees 1998-99

### Amendments

Mary Beth Zachary (R) (Chair)  
John Hartung (R)  
Beverly Stearns (A)

### Awards & Special Recognition

Deb Burris (R) (Chair)  
William Blair (R)  
Dianne Cherry (R)  
Lisa M. McHugh (A)  
Deborah L. Meth (A)  
Penny Nemitz (R)  
Jane Schimpf (R)  
Kurt Thomas (R)  
Laura Waggoner (R)  
Matt Webb (R)

*Joyce Blinn*

### External Affairs

Marilyn Braatz (R) (Chair)  
Bonita Sanders-Bembry (R)  
Sidney Childs (R)  
Laura Emch (A)  
Deborah L. Meth (A)  
Robin Veitch (R)  
Cindy Wildes Smith (A)

### Internal Affairs

Linda Hamilton (R) (Chair)  
Sue Lau (A)  
Jan Ruffner (R)

### Personnel Welfare

Pat Green (R) (Chair)  
Ann Betts (A)  
Judy Donald (R)  
Sharon Hanna (R)  
Joyce Kepke (A)  
Inge Klopping (A)  
Sandy LaGro (R)  
Paul Lopez (R)  
Mary Lynn Pozniak (R)

### Professional Development

Jane Schimpf (R) (Chair)  
Claudia Clark (R)  
Tony Howard (A)  
Dawn Mays (R)  
Dan Parratt (A)  
Amy M. Rettig (A)  
Tim Smith (R)

### Salary

Calvin Williams (R) (Chair)  
Craig Bedra (R)  
John Clark (R)  
Keith Hofacker (R)  
Gene Palmer (R)  
Cheryl Purefoy (R)

### Scholarship

Jim Elsasser (R) (Chair)  
Shelley Appelbaum (R)  
Carmen Castro-Rivera (A)  
Susan Darrow (A)  
Suzanne Fahrner (A)  
Mike Failor (R)  
Deb Freyman (A)  
Becky McOmber (A)  
Penny Nemitz (R)  
Sally Raymont (A)  
Deb Wells (R)

### Ad Hoc Committee on Administrative Staff Teaching Compensation Policies

Jan Peterson (A) (Chair)  
Dianne L. Abbott (A)  
Tony Boccanfuso (A)  
Erik Graubart (A)  
Terry Lawrence (A)  
Penny Nemitz (R)  
Paul Obringer (A)  
Susan Thierry (A)  
Betty Ward (A)  
Jodi Webb (A)  
Paul Yon (A)

*Ad Hoc Com.  
Chair*

# ASC Standing Committees 1999-2000

## Executive

Act for the ASC between meetings. Act as or designate a liaison between the ASC and other governance groups, individuals and agencies. Set the agendas for ASC meetings and shall set priorities and goals yearly.

- Matt Webb
- Linda Hamilton
- Claudia Clark
- Paul G. Lopez
- Mary Beth Zachary
- William Blair
- Deb Wells
- Deb Boyce
- Laura Waggoner
- John Clark

## Amendments

Initiate and receive proposed amendments to the charter or by-laws and shall report to the ASC on all proposed amendments.

- John Hartung

## Awards & Special Recognitions

Ferrari and BG Best Awards: Handle all responsibilities associated with the advertisement, selection and presentation of these Awards. One member from each functional area is the preferred make-up of this committee.

- Lynne Blum
- Tony Howard
- Laura Waggoner

## External Affairs

- Robin Veitch

*fund. Vice External Affairs, Vice Chair Date, Exlan*

## Internal Affairs

- Linda Bakkum

*fund. orientation/new employees/ASC Handbook*

*Internal Affairs Hamilton*

## Personal Welfare

Annually review the Administrative Staff Handbook. Review, study and recommend Council action on 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. One member from each functional area is the preferred make-up of this committee.

- Nancy Coy
- Mike Giles Jr.

*Make suggestions to Paul. on ask good leader*



### **Professional Development**

Aiding and encouraging the professional growth and development of administrative staff. Study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- Marilyn Braatz
- Laura Emch
- Kay Gudehus

### **Salary**

Compile comparative data and make a salary proposal each year on behalf of the administrative staff.

- John Clark
- Thad Long

### **Scholarship**

Administer all aspects of the administrative staff scholarship program.

- Gina Parks
- Cheryl Purefoy
- Diane Smith
- Matt Webb

### **Elections**

Composed of ASC secretary, who shall be its chair, the Chair-Elect and other council members as needed. Initiate, conduct, tabulate and announce the results of nominations and elections for both ASC and appropriate University standing committees and maintaining eligibility and voting records.

- Claudia Clark (Chair)
- Mary Beth Zachary

ASC Standing Committees 1999-2000  
8/31/99

**Executive**

Act for the ASC between meetings. Act as or designate a liaison between the ASC and other governance groups, individuals and agencies. Set the agendas for ASC meetings and shall set priorities and goals yearly.

- Matt Webb
- Linda Hamilton
- Claudia Clark
- Paul G. Lopez
- Mary Beth Zachary
- William Blair
- John Clark
- Deb Boyce
- Laura Waggoner

**Amendments**

Initiate and receive proposed amendments to the charter or by-laws and shall report to the ASC on all proposed amendments.

- John Hartung (Chair) *Keish Hofacker*  
*Jeanne Langendorfer*

**Awards & Special Recognitions**

Ferrari and BG Best Awards: Handle all responsibilities associated with the advertisement, selection and presentation of these Awards. One member from each functional area is the preferred make-up of this committee.

- Tony Howard
- Laura Waggoner (Chair)
- Pat Booth
- Robin Veitch (At-large)
- Kevin Work (At-large)
- Lisa McHugh (At-large)
- Ellie McCreery (At-large)

**External Affairs**

External Affairs would be [sic] 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 the media. Develop a survey of administrative staff regarding awards, community involvement, opening day.

- Pam Phillips
- Gina Parks
- Mary Lynne Pozniak —
- Conrad McRoberts (At-large)
- Angie Stearns (At-large)

**Internal Affairs**

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.

- Linda Hamilton (*Chair*)
- Linda Bakkum
- Doug Burns (At-large)
- Roxanna Foster (At-large)
- Betty Ward*

**Personnel Welfare**

Annually review the Administrative Staff Handbook. Review, study and recommend Council action on 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. One member from each functional area is the preferred make-up of this committee.

- Nancy Coy
- Mike Giles Jr.
- Sandy LaGro - *Chair*
- Ron Knopf
- Anne Saviers
- Joshua Kaplan (At-large)
- Sue Lau (At-large) — *co-chair*
- Margaret (Peg) Crow (At-large)
- Mike Fitzpatrick (At-large)
- Joe Luthman (At-large)

**Professional Development**

Aiding and encouraging the professional growth and development of administrative staff. Study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- Marilyn Braatz
- Laura Emch
- Kay Gudehus
- Jane Myers
- Jane Schimpf
- Amy M. (Rettig) Prigge (At-large)

**Salary**

Compile comparative data and make a salary proposal each year on behalf of the administrative staff.

- John Clark (Chair)
- Thad Long
- Janice Peterson (At-large)

**Scholarship**

Administer all aspects of the administrative staff scholarship program:

- Cheryl Purefoy
- Diane Smith
- Matt Webb
- Suzanne Fahrer (At-large)
- Deb Freyman (At-large)
- Sally Raymont (At-large)
- Susan Darrow (At-large)

**Elections**

Composed of ASC secretary, who shall be its chair, the Chair-Elect and other council members as needed. Initiate, conduct, tabulate and announce the results of nominations and elections for both ASC and appropriate University standing committees and maintaining eligibility and voting records.

- Claudia Clark (Chair)
- Mary Beth Zachary

### ASC Committees 2000-2001

- chair, \*\* co-chairs

#### Amendments and Bylaws

Wayne Colvin  
 \* Keith Hofacker  
 Jeanne Langendorfer  
 Tom Scavo

Barbara Waddell

#### Awards and Special Recognitions

William (Colby) Blair  
 Pat Booth  
 Kay Gudehus  
 \*Tony Howard  
 Ellie McCreery  
 Keith Pogan  
 Robin Veitch  
 Laura Waggoner  
 Kevin Work

#### Salary

Paul Cessarini  
 Carl Dettmer  
 \*David Garcia  
 Jackie Kidd-Lutzmann  
 Jan Peterson

#### External Affairs

\*Thad Long  
 Jane Myers  
 Pam Phillips  
 Keith Pogan  
 Mary Lynn Pozniak  
 Jeff Weiss

#### Scholarship

Beth Casey  
 Nora Cassidy  
 Susan Darrow  
 Suzanne Fahrer  
 Deb Freyman  
 Sue Lau  
 Lisa McHugh  
 \*Sandy Miesmer  
 Diane Smith  
 Matt Webb

#### Internal Affairs

Claudia Clark  
 Loretta Dobbins  
 Linda Hamilton  
 Gail Richmond  
 \*Anne Saviers

#### Personnel Welfare

\*\*Laura Emch  
 Mike Fitzpatrick  
 \*\*Inge Klopping  
 Joe Luthman  
 Bob Murphy  
 Kathryn Pratt  
 Jack Taylor

#### Professional Development

Linda Bakkum  
 \*Ann Betts  
 Deborah Fleitz  
 Christine Haar  
 Joyce Hyslop  
 Ellen Nagy  
 Susan Sadoff  
 Jane Schimpf

ASC Committees — 2001-2002

Amendments

Jim Dachik  
Sandy DiCarlo  
Tom Scavo (Chair)  
Keith Hofacker

Awards & Recognition

Linda Bakkum  
Deb Fleitz  
Kay Gudehus (Co-Chair)  
Tony Howard  
Jane B. Meyers  
Keith Pogan  
Ellie McCreery  
Kevin Work  
Pat Booth (Co-Chair)

Executive Committee

Ann Betts  
John Clark (Chair)  
Wayne Colvin  
Laura Emch (Chair-Elect)  
David Garcia  
Brady Gaskins (PWC Chair)  
Pam Phillips  
Diane Smith  
Robin Veitch  
Barbara Waddell  
Mary Beth Zachary (Past Chair)

External Affairs

Thad Long (Chair)  
Pam Phillips  
Phyllis Short  
Mary Lynn Pozniak  
Tom Gorman

Internal Affairs

Clarence Terry  
Ann Saviers  
Sandy Miesmer (Co-Chair)  
Cindy Smith  
Roxanna Foster  
Krisztina Ujvagi  
Laura Waggoner (Co-Chair)

Personnel Welfare

Brady Gaskins (Co-Chair)  
Sally Johnson  
Keith Pogan  
Jack Taylor  
Kristen Lindsay  
Judy Donald (Co-Chair)  
Greg Guzman

Professional Development

Ann Betts (Chair)

Amelie Brogden

Tina Coulter

Susan Sadoff

Robert Zhang

Jeffrey Waple

Scholarship

Nora Cassidy (Chair)

Montique Cotton

Sue Lau

Sandy Miesmer

Diane Smith

Deb Freyman

Aimee Zimmer

Ramona Meraz

Susan Darrow

Salary (PWC Subcommittee)

Carl Dettmer

Mike Fitzpatrick

David Garcia (Chair)

Robin Veitch

**Administrative Staff Council Committee Membership**  
2002-2003

**Awards**

Linda Bakkum	lbakkum	372-2747
Deborah Fleitz**	dfleitz	372-8654
Kay Gudehus	kaygude	372-7857
Amy Hoops	adhoops	372-2891
Shaun Moorman	shaun	372-0370
Marcos Rivera	mrivera	372-9539
Beverly Stearns	bstearn	372-7891

**Amendments**

Jim Dachik**	jdachik	372-8081
Keith Hofacker	kwhofac	372-2954
Emily Monago	emonago	372-2994
Tom Scavo	trscavo	372-9509

**External Affairs**

Laurel Daman	laurel	372-8141
Emily Monago**	emonago	372-2994
Phyllis Short	pshort	372-2911
Ron Skulas	mskulas	372-8146
Nicole Voorhees	vnicole	372-2381
Dianne Widman-Abbott	dabbott	372-6979

**Internal Affairs**

Kim Grilliot**	kgrilli	372-9345
Pete Lafferty	pwlafe	372-7161
Janice Peterson	jpeters	372-7883
Cindy Smith	cindywi	372-7201
Kristina Ujvagi-Roder	kujvagi	372-7247
Jim Wiegand	jwiegand	372-7991

**Personnel Welfare**

Mark Anderson	marka	372-0521
John Clark	jclark2	372-7993
Nancy Colsman	ncolsma	372-8355
Dave Crooks	dcrooks	372-7354
Lacrisea Dobins		255-5090
Judy Donald	judyd	372-7876
Brady Gaskins**	gaskins	372-7481
Pete Lafferty	pwlafe	372-7161
Joe Luthman	jluthma	372-7750
Mary Beth Zachary	mzachar	372-2054



**Professional Development**

Ann Betts	abetts	372-7895
Amelie Brogden**	amelieb	372-9225
Tina Coulter	tcoulte	372-6856
Terry Herman**	hermant	372-7265
James Jackson	jtjacks	372-9645
Jing Meyer	jdeng	372-7381
Robert Zhang	rzhang	372-6014

**Salary**

Linda Bakkum	lbakkum	372-2747
Dave Crooks	dcrooks	372-7354
Carl Dettmer	carl	372-8181
Mike Fitzpatrick	<u>fitzpatrick@wbgu.bgsu.edu</u>	372-7001
Dave Garcia**	tgarcia	372-7803
Susan Kozal	skozal	372-2786

**Scholarship**

Nora Cassidy **	ncassid	372-6008
Susan Darrow	sdarrow	372-8501
Suzanne Fahrer	Suzann	372-6894
Tony Howard	<u>howard@wbgu.bgsu.edu</u>	372-2700
Sally Johnson	sally	372-2677
Barbara Laird	blaird	372-8943
Deb McLean	dmclean	372-8550
Sandy Miesmer	smiesme	372-8115
Penny Nemitz	pnemitz	372-0614
Diane Smith	dsmith	372-7390
Barbara Waddell	bwaddel	372-8493

\*\* Chairperson

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:

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

Goals;

1. Ideas to increase giving
2. Documentation, in electronic word format, of the scholarship process to be submitted to the secretary and to the scholarship committee for the following year. Due by April 2003 Council meeting..

## 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:

- C. Personal/Welfare Committee- This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each vice-presidential area in 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.

### GOALS:

1. Assure all sections of the handbook are accurate and current.
2. APPENDIX G- POLICY ISSUES (Per our goals). Make recommendations to ASC Exec. by December 2002.. **Must be statistically driven for anything presented to upper administration.**
3. Finalize the administrative staff non-compensation conciliation process.
4. Review, recommend, and implement measures for streamlining and improving our communications with administrative staff members. Establish consistent communication and reporting links with administrative members who are on University Standing committees. *Futernal*
5. Continue working with administration on the wording of the medical release waiver statement all employees are required to sign during the University's Open Enrollment for health care. Assure that this release statement not only provides for the release of the required information necessary to process insurance claims, but also must protect the employee's privacy.
6. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the PWC for the following year. Due by April 2003 Council meeting.. *allis*

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:

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.

Goals

1. Update object codes for correct money distribution
2. Submit budget request by February 1 to ASC Exec and to Dr. Dobb by March 1
3. Submit budget report to ASC exec every two months.
4. Organize budgets by projects.
5. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the Finance committee for the following year. Due by April 2003 Council meeting..

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 the nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.

*update?  
Annual Meeting  
Committee*

*subc of  
Internal  
Affairs*

GOALS:

1. Review recommendations from Secretary to streamline election process. Initiate recommendations, or make recommendations to by laws.
2. Do we want more than 2 people in one office to be on council? Change council to being off only one year instead of 2. (should this be internal affairs?)
3. Assist in all aspects of elections, including the promotion of volunteers
4. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the Elections committee for the following year. Due by April 2003 Council meeting..

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:

H. Salary Committee – This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.

1. SALARY RECOMMENDATION TO ASC EXEC. BY FEB., TO ASC COUNCIL BY FIRST WEEK OF MARCH, TO ADMN. BY MID MARCH
2. Create a short/long term plan/s for true growth. Based on Mercer, where are we really at. Why do we have a 73% turnover in the first 5 years of employment?
3. What can Univ. provide us as a benefit that is not cost related?
2. All must be statistically driven for anything presented to upper administration.
4. Is there any way to award longevity?
5. Review stats given to us by HR (CPI Vs rate of pay increases, and where we are in ranges). CPI must be the same value used now and in the past by Dr. Dalton.
6. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the Salary committee for the following year. Due by April 2003 Council meeting..

*more to PWC*

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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 administration staff regarding awards, community involvement, and opening day.

Goals:

1. Holiday parade
2. New ideas to promote ASC
3. BG Effect- what is this? Do we need to update description in handbook?
4. Ice cream social with other constituent groups
5. Survey results. Report findings and recommendations to ASC Exec. by October 2002.
6. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the External Affairs committee for the following year. Due by April 2003 Council meeting..

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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. The University shall have employed committee members for at least three years.

Goals:

1. New ideas and Promote all ASC awards.
2. Prepare all awards for Fall and Spring Receptions, including Ferrari (Fall) , and BG Best, Leadership, and outgoing ASC members (Spring).
3. Review Section 2 G. for membership to this committee and make recommendations to executive team members by November 2002.
4. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the Awards and Special Recognition committee for the following year. Due by April 2003 Council meeting..



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- 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.

### Goals for 2002-03

1. Assure the Policy of Violence is correctly updated in our handbook
2. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the Amendments committee for the following year. Due by April 2003 Council meeting..

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- 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 Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee also shall work toward developing a 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.

### Goals

1. Improve orientation program with emphasis on ASC member's responsibilities.
2. Follow up/mentor of new asc members.
3. Election process review/ Diane's recommendations.
4. Work with Marshia Serio to develop a BGSU administrative staff mentoring program.
5. Better ways to handle the updating of the ASC listproc and the Administrative staff listproc. How do we stay current (both adds and deletes to listing).
6. Need a better way to get updated constituent listings. Currently ITS/Joe Luthman has been maintaining this for us. How to help? Can not get this to the reps so late. How can we get this info. on the web? Maintain changes throughout the year? How to let constituents know who her/his representative is?
7. Determine how many administrative staff members are not on our ASC listproc and why. Any one on listproc not admn. staff member?
8. Establish means to add new hires to listprod
9. List of each member and their constituents on web.
10. List of each committee and members on web.
11. Review of our mission statement.
12. Make recommendations about the structure or configuration of Council meetings.

13. Determine appropriate times for (or not) electronic voting. Forward recommendations to ASC Exec. by November 2002.
1. Documentation, in electronic word format, for all appropriate procedures must be submitted to the secretary and to the Internal Affairs committee for the following year. Due by April 2003 Council meeting..
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