Committee Membership Lists 1995-1996 to 2002-2003

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Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Committee Membership Lists

Inclusive Dates: 1995/96-2002/03

Format: ___ Bound  X  Loose

Order: ___ Alpha  X  Chronological  ___ Numerical

Index: ___ Included  ___ Separate  X  None

Notes

1. Colored Ink
ASC Standing Committees 1995-96 Update

**Amendments**
- Gail McRoberts
- Mary Beth Zachary, Chair

**External Affairs**
- Wayne Colvin
- Jeff Grilliot, Chair
- Blayne Jacoby
- Patricia Kania
- Jan Peterson

**Ferrari Award**
- Scott Bressler
- Paul Lopez
- Gail McRoberts
- Penny Nemitz
- Barry Piersol
- Cindy Puffer, Chair
- Paul Yon

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

**Professional Development**
- Pat Green
- Lona Johnson
- Paul Lopez
- Kent Strickland, Chair
- Bob Waddle

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

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

**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

8/31/95
Bowling Green State University

ASC Committees
1996-97

Amendments

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

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

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

Internal Affairs

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

Personal Welfare

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

Professional Development

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

Salary

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

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

Personal Welfare (Continued)

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

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)

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 Raymont (AL) (AA)
Laura Waggoner (R) (AA)
Jodi Webb (R) (SA)
Deb Wells (R) (AA)
Sabrina White (AL) (AA)

R = Representative
AL = At-large
AA= Academic Affairs
F = Finance
Oper = Operations
Pres = President’s
SA = Student Affairs
UA = University Advancement
ASC Appointments for University Standing Committees
1997-1998

<table>
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<tr>
<th>Committee</th>
<th>Member</th>
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<td>Norma Stickler</td>
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<td>Computing Council</td>
<td>Rebecca McOmer</td>
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<td>Equal Opportunity Compliance</td>
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<td>Telecommunications Advisory</td>
<td>Laura Emch</td>
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<td>University Union Advisory</td>
<td>Bob Waddle</td>
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<tr>
<td>Advisory Committee on General Fee Allocation</td>
<td>Marcos Rivera</td>
<td>1999</td>
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### 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)

#### 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 Fahrer (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)
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
-Mary Beth Zachary
-Deb Boyce
-Linda Hamilton
-William Blair
-Laura Waggoner
-Claudia Clark
-Deb Wells
-John Clark
-Paul G. Lopez

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

Internal Affairs
-Linda Bakkum

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

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) =Keith Hoexter

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

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

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

Internal Affairs
Claudia Clark
Lacretia 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

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

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

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<td>lbakkum</td>
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### Amendments

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### Professional Development

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<td>James Jackson</td>
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<td>Jing Meyer</td>
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<tr>
<td>Robert Zhang</td>
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### Salary

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<td>372-8181</td>
</tr>
<tr>
<td>Mike Fitzpatrick</td>
<td><a href="mailto:fitzpatrick@wbgue.bgsu.edu">fitzpatrick@wbgue.bgsu.edu</a></td>
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### Scholarship

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<tr>
<th>Name</th>
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<tr>
<td>Nora Cassidy**</td>
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** 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

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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.
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.
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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.
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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.

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.
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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?
4. All must be statistically driven for anything presented to upper administration.
5. Is there any way to award longevity?
6. 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.
7. 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.
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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
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.
SECTION 2: ASC Standing Committees

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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.
SECTION 2: ASC Standing Committees

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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.
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 admin. 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.
12. Make recommendations about the structure or configuration of Council meetings.

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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