Elections 1982-2001

Bowling Green State University. Administrative Staff Council

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Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Elections

Inclusive Dates: 1982-2001

Format: ___ Bound  X Loose

Order: ___ Alpha  X Chronological  ___ Numerical

Index: ___ Included  ___ Separate  X None

Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Highlighter
5. Post-It Notes
At a recent organizational meeting of administrative and managerial staff, the following motion was passed unanimously:

Recognizing the need to establish a representative group to serve as an advocate of contract staff interests and concerns, [we] move that an ad hoc committee be established to explore and propose an ongoing organizational structure through which this purpose can be fulfilled.

Consequently, this ballot is being distributed. Please note the following:

1. The names of people who declined their nominations do not appear on the ballot.

2. Ballots are due back by July 7, Wednesday. They should be returned to Becky McOmber, 110 Administration Building.

3. A general meeting to introduce the steering committee you have elected will be held July 15, Thursday, 4:00 - 5:00 p.m. in Room 200, Moseley Hall.

Vote for no more than:

- 4 from column A
- 2 from column B
- 2 from column C
- 1 from column D

(Please tear off top portion; your name is on the back of it)

---

INDICATE YOUR VOTE BY CIRCLING THE NAMES OF YOUR CHOICE

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
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<tbody>
<tr>
<td>Cary Brewer</td>
<td>Jill Carr</td>
<td>James Adler</td>
<td>Patrick Fitzgerald</td>
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<td>Registr &amp; Records</td>
<td>Housing</td>
<td>Tech Services</td>
<td>Channel 57</td>
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<tr>
<td>Zola Euford</td>
<td>Tom Glick</td>
<td>Seldon Carsey</td>
<td>Linda Hamilton</td>
</tr>
<tr>
<td>Registr &amp; Records</td>
<td>Admissions</td>
<td>Environmental Svcs</td>
<td>Planning and Budgeting</td>
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<tr>
<td>Richard Conrad</td>
<td>Melanie Kaufman</td>
<td>Arlene Layman</td>
<td>Gardner McLean</td>
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<td>Athletics</td>
<td>Union</td>
<td>Public Affairs/News Serv</td>
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<tr>
<td>Suzanne Crawford</td>
<td>Barb Keller</td>
<td>Joe Martini</td>
<td>Norma Stickler</td>
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<td>Equal Opportunity</td>
<td>Residence Life</td>
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<td>Provost Office</td>
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<tr>
<td></td>
<td>John Martin</td>
<td>Rudi Maier</td>
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### Membership Allocation

**Administrative Staff Council 1982**

<table>
<thead>
<tr>
<th>Terms</th>
<th>Academic Affairs</th>
<th>Operations</th>
<th>Student Affairs</th>
<th>President*</th>
<th>University Relations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Years</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>(1)</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2 Years</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>1 Year</td>
<td>4</td>
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<td>3</td>
<td>(1)</td>
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<td>10</td>
</tr>
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<td></td>
<td><strong>12</strong></td>
<td><strong>5</strong></td>
<td><strong>9</strong></td>
<td><strong>1</strong></td>
<td><strong>4</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

Assumptions behind plan:

A. Each area should have some change each year

B. Continuity is valued, therefore 2+ years also have a priority

**Determination of Terms:**

A. Most votes = longest term, e.g., 3,3,3,2,2,1,1,1 in Student Affairs

B. By lot = everybody elected has equal chance

C. Vote for candidate + term of office = weighted scores resulting in system of points like "most votes" option

*There are several options here:

1. leave seat vacant if no one wishes to sit on council, someone may want to next year

2. arbitrarily decide on length of term

3. ask people in area to decide on length of term they want; separate issue on their ballot only, or call a meeting of people in area (n = 6)
INSTRUCTIONS FOR ELECTION BALLOT
ADMINISTRATIVE STAFF COUNCIL

The election ballot for administrative staff council is enclosed. For this election you are asked to vote within your own area only. The ballot includes the names of all people who were nominated and who agreed to have their names listed.

According to the Charter approved by the administrative staff membership, each area will be represented on the Council by ten percent of the total staff members in that area. The Charter states that members will serve three year terms with one-third being elected each year. For this initial election it was necessary, therefore, to establish a procedure to accommodate terms of three years, two years, and one year. The Steering Committee has devised the following plan to assure equal distribution of terms of office.

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<td>(1)</td>
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12 5 9 1 4 31

Candidates receiving the highest number of votes in the area will be elected for three years, those receiving the next highest number of votes for two years, etc. In case of a tie, the term of office will be decided by drawing lots.

PLEASE RETURN THE BALLOT TO JOE MARTINI, OFFICE OF THE BURSAR, BY MONDAY, DECEMBER 6.

If you have questions, please call any member of the Steering Committee:

Cary Brewer 20441  Tom Glick 22086
Zola Buford 20441  Jim Litwin 22681
Jill Carr 22011  Joe Martini 22815
Sue Crawford 20495  Norma Stickler 22915
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- Cary Brewer 20441
- Zola Buford 20441
- Jill Carr 22011
- Sue Crawford 20495
- Tom Glick 22086
- Jim Litwin 22681
- Joe Martini 22815
- Norma Stickler 22915
November 2, 1982

MEMORANDUM

TO: Administrative Staff Members

FROM: Administrative Staff Steering Committee

RE: Nomination Ballot for the Administrative Staff Council

Ballots to nominate individuals to stand for election to the Administrative Staff Council are enclosed. The ballots are divided into organizational areas, which reflect the organizational chart as presented to the Board of Trustees in July. The number of nominations is based on a 10% representation by area as stipulated in the Administrative Staff Charter.

On the enclosed nomination ballots, you may nominate individuals from all areas of the University. Then, once the listing of nominees is returned, an election ballot will be prepared and mailed on November 22 to elect members to the Administrative Staff Council. On this election ballot, you will vote only for Council members within your own area.

The following dates have been set by the Steering Committee for the nomination and election process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 16</td>
<td>Nominations due</td>
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<tr>
<td>November 22</td>
<td>Election ballots for Administrative Staff Council mailed</td>
</tr>
<tr>
<td>December 3</td>
<td>Election ballots due</td>
</tr>
<tr>
<td>December 6</td>
<td>Election results announced</td>
</tr>
</tbody>
</table>

Please return these nomination lists to Joseph Martini, Office of the Bursar, no later than November 16, 1982.

If you have any questions, please feel free to contact any member of the Steering Committee.

Cary Brewer 20441
Zola Beford 20441
Jill Carr 22011
Sue Crawford 20485
Tom Glick 22086
Jim Litwin 22681
Joe Martini 22315
Russ Meister 22112
Norma Stickler 22915
OFFICE OF THE PRESIDENT

NOMINATION BALLOT
FOR REPRESENTATIVES TO ADMINISTRATIVE STAFF COUNCIL

To nominate, please carefully circle the name of no more than one person from the list below. Return all nomination ballots to Joe Martini, Office of the Bursar by Tuesday, November 16, 1982.

President's Office
   Joan Blome
   Patricia Gangwer
   Philip Mason
   June Shrider

Equal Opportunity Compliance
   Suzanne Crawford
   Jan ScottBey
VICE PRESIDENT FOR BUSINESS OPERATIONS

NOMINATION BALLOT
FOR REPRESENTATIVES TO ADMINISTRATIVE STAFF COUNCIL

To nominate, please carefully circle the names of no more than 5 people from the list below. Return all ballots to Joe Martini, Office of the Bursar by Tuesday, November 16, 1982.

Office of the Vice President
Don Passmore
George Postich
Harold Smith

Auxiliary Support Services
John Buckenmyer
Kenneth Close
James Corbitt
Lenore Eschedor
Doris Geiger
Arlene Layman
Zelma Metzger
Harold Miller
Monna Pugh
James Sharp
Otis Sonnenberg
Richard Stoner

Campus Safety and Security
William Bess

Management Support Services
John Brecker
Otis Block
James Clemens
F. Fredrick Fether
Lucinda Gilliland
David Hoehner
Clarence Lane
Carl Lipp
Howard Parker
Richard Powers
Linda Martin
Joseph Martini
A. T. Milliron
John Schroeder
Lori Schumacher
Terry Zimmerman

Technical Support Services
James Adler
Raymond Buckholz Jr.
Charles Codding
John Doroghazi
Roland Engler
Marsha Frisbie
Robert Hayward
Gilbert Perez
Keith Pogan
Richard Roach
Earl Rupright

Treasurer's Office
Sandra LaGro
Paul Nusser
Ilse Thomas

Personnel Support Services
Susan Caldwell
Ruth Friend
Russell Meister
W. Daniel Parratt
Richard Rehmer
VICE PRESIDENT FOR ACADEMIC AFFAIRS

NOMINATION BALLOT
FOR REPRESENTATIVES TO ADMINISTRATIVE STAFF COUNCIL

To nominate please carefully circle the names of no more than 12 people from the list below and on the following page. Return all ballots to Joe Martini, Office of the Bursar by Tuesday, November 16, 1982.

Office of the Vice President
Kathi Rollins
Norma Stickler

Center for Educational Options
Beth Casey
Roberta Leslie
Nancy Miller
Joan Morgan

Center for Environmental Programs
Justine Magsig

Honors
Susan Darrow

Professional Development Program
Judith Banks
Nancy LaForrest

College of Arts and Sciences
Dean's Office
C. Lee Caldwell
A. Eugene Keil
Linda Ogden
Darlene Thomas
Betty Ward

Art
Linda Carroll

Biology
Owen Crankshaw
Michelle Wolf

English
Kathleen Hart

Language Lab
Susan Anderson

Psychology
Brent Myers

Speech
Jane Giddan
Diane Reynolds
Deborah Townsend

College of Business Administration
Dean's Office
Margaret Close

Management Ctr.
George Howick

College of Education
Dean's Office
Cheryl Didham
Laverne Dillon
Isabel Hansen

Help-A-Child
Bonnie McKenzie

Home Ec
Vicki Melvin

PATCO
Jane Wood
Judy Cernkovich
Cheryl Windisch

Firelands College
Terrence Bahn
Catherine Dyer
John Hartung
Mona Jackson
James McBride
Richard Paulsen
Linda Smith
Tim Smith
Charles Stocker

Graduate College
Dean's Office
Dorothy Bentley

Environmental Studies
A. Daniel Ashton

Philosophy Documentation Center
Gerald Slivka

Popular Press
Alice Browne

Research Services
Carol Davis
Marian Ronan
College of Health and Community Services
Dean's Office
Judy Price

Nursing
Carmen Trepinski

Library
Center for Archival Collections
Ann M. Bowers
Elaine Ezell
Steven Hawley
Regina Lemaster
Marilyn Levinson
Paul Yon

Instructional Media Center
George Cripe
Lee Ann Floro
Mary Gaynor
David Hampshire
Joe Hartman
Jerry Hartwell
Jamie Pierson
Kim Sebert
Barbara Suderman
Kevin Work

Library
Mary Annesser
Diane Regan
Sharon Gilbert

College of Musical Arts
Musical Arts
Michael Border
Tina Bunce
Anne Garee
Paul McCutcheon
James Middleton
Joanne Smith

Continuing Education,
Regional and Summer Programs
Gwen Boylan
Holly Jacobs
Joyce Kepke
Lorene Malanowski
Dante Thurairatnam

Educational Development
Developmental Learning Center
Carla Hoke
J. Richard Knaggs
John Logsdon
Terri Sutton

Educational Development
Charles Means
Dean Purdy
Jack Taylor

Student Development Program
Barry Britter
Peace Champion
Patricia Hicks
Casimiro Martinez
Clarence Terry
Manuel Vadillo

Upward Bound
Richard Frye

Writing Lab
Marilyn Lorenz

Planning and Budgeting
Admissions
Thomas Glick
John Martin
Daniel Shelley
Adele Solomon
Deborah Strong

Computer Services
Elaine Badik
Susan Cerny
Richard Conrad
John Gruber
Steven Herber
James Hoy
Susan Feiser
Joseph Luthman
Dale Schroeder
Charles Schultz
Connie Stein-Shelley
Kent Strickland
Richard Zera

Institutional Studies
James Litwin

Planning and Budgeting
Linda Hamilton

Registration and Records
Gary Brewer
Zola Buford
Rebecca McOmber
Judi Roller
Duane Whitmire

Facilities Planning and Budgeting
Shirley Colaner
Robert McGeein
VICE PRESIDENT FOR STUDENT AFFAIRS

NOMINATION BALLOT
FOR REPRESENTATIVES TO ADMINISTRATIVE STAFF COUNCIL

To nominate, please carefully circle the names of no more than 9 people from the list below and on the following page. Return all ballots to Joe Martini, Office of the Bursar by Tuesday, November 16, 1982.

Dean's Office
Bob Arrowsmith
Deanna Okoiti

Commuter Center
Hazel Smith

Financial Aid & Student Employment
Deb Heineman
Ellen Kayser
Stephanie Piechowiak
Beryl Smith

Health Services
Jo Ann Brinkman
Joyce Cannon
Teresita Domini
Janice Lloyd-Sladky
Miriam Meyer
Susan Wintermeyer

Housing
Jill Carr
Robert Rudd

Placement
James Galloway
Florence Lehman
Jerry Richardson
Marshall Rose

Recreation Center
Karen DeRosa
Gregory Jordan
Charles O'Brien

Residence Life
Wayne Colvin
Barbara Keller
William Lanning

Residence Halls
Terry Appolonia
Todd Bailey
Ray Bradford
Beth Burner
Ann Carey
Melanie Clinton
Cindy Colvin
Ivor Emmanuel
Toni Goodman
Jamie Harter
Naucy Hof
Rose Hollister
Mary Hummel
James McNaughton
Margie Potapchuk
Lori Schuchart
Mary Beth Vahala
Erica Waterman
Greg Weis

Standards and Procedures
Derek Dickinson

Student Activities
Richard Lenhart

Student Organizations and New Student Programs
Gregory DeCrane

UAO
Tom Misuraca
Intercollegiate Athletics
Kathleen Bole
Austin J. Bonar
Patricia Brett
Bruce Brown
Norman Cartwright
Allan Chamberlin
Stephen Devine
John C. Gregory
Sandra Haines
James Harris
James Heacock
Michael Hooper
Carole Huston
Ronald Johnson
James Krone
Debra Kurkiewicz
Howard Limes
Don Luikart
Ralph Maxwell
Michael Messaros
Tim McConnell
Herbert Moses
Gary Palmisano
Edward Platzer, Jr.
Greg Polnasek
Buddy Powers
Kenneth Schoeni
Scott Seeliger
Joseph Sharp
Steven Shutt
Sid Sink
Gerard Solomon
Donna Stambaugh
Dennis Stolz
James Treeger
John Weinert
Donald Woods
Jeremiah York
Ron Zwierlein

Ice Arena
Gerrard Blair
Robert Ocvirk
Thomas Wallace
VICE PRESIDENT FOR UNIVERSITY RELATIONS

NOMINATION BALLOT
FOR REPRESENTATIVES TO ADMINISTRATIVE STAFF COUNCIL

To nominate, please carefully circle the names of no more than 4 people from the list below. Return all ballots to Joe Martini, Office of the Bursar by Tuesday, November 16, 1982.

Richard Edwards

Broadcasting
Jan Bell
Sally Blair
Patricia Booth
Luis Chaluisan
David Drury
Patrick Fitzgerald
Michael Fitzpatrick
Ronald Gargasz
Joan Gordon
David George
John Kluesener
Patricia Koehler
William Leutz
Paul Lopez
Denise L. Marland
Lincoln Pain
Lynn Passmore
Jean Peterson
Margaret Tucker

Development & Alumni Affairs
Daniel Grafner
April Hill Harris
James Hodge III
Carl Peschel
Larry Weiss
Carol White
Jean-Marie Wolf

Office of Public Relations
Clifton Boutelle
William Brown
Lynn Hostetler
Gardner McLean
Teresa Sharp
Linda Swaisgood
Deborah Weiser

Student Publications
Janet Dorrance
Robert Bortel
December 13, 1982

MEMORANDUM

TO: Administrative Staff

RE: Election Results - Administrative Staff Council

The following persons have been elected to serve on the Administrative Staff Council:

<table>
<thead>
<tr>
<th>Position</th>
<th>3 Years</th>
<th>2 Years</th>
<th>1 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Office (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academics Affairs (12)</td>
<td>Cary Brewer</td>
<td>Kathleen Hart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zola Buford</td>
<td>Joyce Kepe</td>
<td>Tom Glick</td>
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<td></td>
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<td>Judi Roller</td>
<td>Linds Hamilton</td>
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<tr>
<td></td>
<td>Norma Stickler</td>
<td>Marian Ronan</td>
<td>Joan Morgan</td>
</tr>
<tr>
<td>Business Operations (5)</td>
<td>Susan Caldwell</td>
<td>James Corbitt</td>
<td>Charles Codding</td>
</tr>
<tr>
<td></td>
<td>Joseph Martini</td>
<td></td>
<td>Robert Hayward</td>
</tr>
<tr>
<td>Student Affairs (9)</td>
<td>Greg DeCrane</td>
<td>Robert Arrowsmith</td>
<td>Terry Appolonia</td>
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<td></td>
<td>Derek Dickinson</td>
<td>Wayne Colvin</td>
<td>Karen DeFoss</td>
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<td></td>
<td>Richard Lenhart</td>
<td>Janice Lloyd-Sladky</td>
<td>James Treeger</td>
</tr>
<tr>
<td>University Relations (4)</td>
<td>Patrick Fitzgerald</td>
<td>Larry Weiss</td>
<td>Joan Gordon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deborah Weiser</td>
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According to the Charter, the next step in this process will be to elect the 8-member Executive Committee of the Administrative Staff Council. To initiate this process, ALL NEWLY ELECTED MEMBERS OF THE ADMINISTRATIVE STAFF COUNCIL will meet on Friday, December 17, 1982 from 12 noon to 1:15 p.m. in the Campus Suite, University Union. The agenda for the meeting will be:

1) Nomination of candidates for election to the following positions:
   - Chair
   - Chair-Elect
   - Secretary
   - Representatives from each of the 5 Areas

2) Discussion of a possible schedule for the next meeting of the Administrative Staff Council

IF YOU WISH TO NOMINATE ANYONE FOR THESE POSITIONS, PLEASE CONTACT ONE OF THE ABOVE MEMBERS OF THE ADMINISTRATIVE STAFF COUNCIL BEFORE THE DECEMBER 17, 1982 MEETING. OFFICERS AND REPRESENTATIVES WILL BE ELECTED FROM COUNCIL MEMBERSHIP.

Once the nominations are made, an election ballot will be prepared and mailed to you. It is hoped that the final election process can be completed to allow a second full meeting of the Administrative Staff Council during the week beginning Monday, January 3, 1983.

If you have any questions, please feel free to contact the members of the Steering Committee.
January 5, 1983

MEMORANDUM

TO: Administrative Staff Members

FROM: Administrative Staff Council

RE: Election of Officers and Executive Committee

Enclosed is a ballot for election to the Executive Committee of the Administrative Staff Council:

- Chair
- Chair-Elect
- Secretary
- Area Representative

All council members are urged to take the time to complete their ballot and return it

To Joe Martini
Bursar's Office

By Friday, January 14, 1983

The votes will be tallied and announced on Friday, January 21, 1983. During the week of January 24, 1983, all members of the Administrative Staff Council will again meet to develop a future agenda:

- Academic Charter Revision
- Contract Staff Handbook
- Ferrari Award
- Financial Exigency
- Insurance Program
- Merit Pay

These are just a few items that have been suggested by the members of the Administrative Staff Council. If you have any other items for consideration, the Administrative Staff Council urges you to include these either on the ballot itself or on a separate note. Your ideas and continuing interest are important to the success of the deliberations for this newly formed group.
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* By agreement of the Administrative Staff in the President's Office, terms will rotate on a yearly basis.

Candidates receiving the highest number of votes in the area will be elected for three years, those receiving the next highest number of votes for two years, etc. In case of a tie, the term of office will be decided by drawing lots.

PLEASE RETURN THE BALLOT TO JOE MARTINI, OFFICE OF THE RUPCAP, BY MONDAY, DECEMBER 6.

If you have questions, please call any member of the Steering Committee:

- Cary Brewer 20441
- Zola Buford 20441
- Jill Carr 22011
- Sue Crawford 20495
- Tom Glick 22086
- Jim Litwin 22681
- Joe Martini 22815
- Norma Stickler 22815
January
Assess ASC membership by VP Area
Report this assessment to the Executive Committee
Circulate to all staff members, by VP/Pres. area, nomination forms for
nominations to ASC. These forms to be returned in 2 weeks.
(Also: send interest sheet as a separate page, for members to indicate if
they are interested in serving on University Standing Committees, ASC ad
hoc committees, other ad hoc committees)
Election committee will tabulate, verify eligibility, and contact nominees
to determine interest.
Gain approval of the nomination list from Executive Committee
Announce candidates

February
By second week in February (3 weeks before March meeting), send ballots
for ASC membership to all administrative staff--by VP/Pres. area
Ballots to be returned in 10 days
Count ballots, retain permanent record of results

March
Report results of election at March meeting of ASC
Council "certifies" election
(Ballot to all staff for University Standing Committees and Executive
Committee?)

April
New members may be invited to April meeting
Ballots distributed to ASC members for election to ASC standing committees
Ballots to be returned in 2 weeks

May Meeting
Results announced of membership on standing committees
Distribution of Current Membership
Based on University Organization as of January 1984

<table>
<thead>
<tr>
<th>Academic Affairs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Litwin, 1986</td>
<td></td>
</tr>
<tr>
<td>Stickler, 1986</td>
<td></td>
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<tr>
<td>Hart, 1985</td>
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<td>Kepke, 1985</td>
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<td>Morgan, 1985</td>
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<tr>
<td>Bowers, 1984</td>
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</tbody>
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<table>
<thead>
<tr>
<th>University Relations</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fitzgerald, 1986</td>
<td></td>
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<tr>
<td>Weiss, 1985</td>
<td></td>
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<td>Wieser, 1985</td>
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<tr>
<td>Gordon, 1984</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Corbitt, 1986</td>
<td></td>
</tr>
<tr>
<td>Hayward, 1985</td>
<td></td>
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<tr>
<td>Codding, 1984</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Affairs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DeCrane, 1986</td>
<td></td>
</tr>
<tr>
<td>Dickinson, 1986</td>
<td></td>
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<tr>
<td>Arrowsmith, 1985</td>
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<td>DeRosa, 1984</td>
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<tr>
<td>Jordan, 1984</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Planning and Budgeting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brewer, 1986</td>
<td></td>
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<tr>
<td>Buford, 1986</td>
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<td>Hamilton, 1984</td>
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<td>Passmore, 1984</td>
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<td>Schultz, 1984</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>President</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ScottBey, 1984</td>
<td></td>
</tr>
</tbody>
</table>

Count for Each Area as of 1/84

- Academic Affairs: 90
- University Rel.: 36
- Operations: 40
- Student Affairs: 72
- Planning & Bud.: 40
- President's area: 49

Total: 327
Notes from Meeting of Election Committee
January 20, 1984

Present: Terry Appolonia, Tom Glick, Jan ScottBay, Norma Stickler

Agreement was reached on timetable for the election procedures. Nomination ballots will be sent out in vice presidential/presidential areas by January 27.

Allocation of ASC representatives by areas was reviewed and agreement was reached on a ten percent distribution of representatives to each area. Listing of staff included those approved by the Board of Trustees as of the January Trustees meeting. An additional representative was allocated when the area's total was 5 or more beyond the strict 10% figure. (e.g., an area having 32 staff would have 3 representatives; an area with 36 staff would have 4 representatives).

Those staff who are filling out partial one-year terms for people who resigned are eligible for re-election.

The President's Area was reallocated to include Intercollegiate Athletics, which results in five representatives instead of one. It was agreed that Jan ScottBay's term be extended to 1986 because at the time of her election to ASC, there were fewer than 10 people in the President's Area and the term was therefore limited to one year. The four additional people to be elected in the President's area will have three year terms, expiring in 1987.

It was agreed that all part-time employees who are on contract as of January 1984 will be eligible to vote and be nominated for office.
COMMITTEE INTERESTS
Administrative Staff

If you would be interested in having your name on the ballot for the elections to the two committees listed below, please check the appropriate blank:

_____ Equal Opportunity Committee
_____ Long Range Planning Committee

Please indicate below if there are other interests you have in serving on committees as positions might become available. List either specific or general areas of interest (for example, computing, athletics, conditions of employment, staff development, handbook, merit, alumni, financial affairs, insurance, workshops, library)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Name

PLEASE FOLD, STAPLE, AND RETURN TO
NORMA STICILEP., OFFICE OF ACADEMIC AFFAIRS
ACADEMIC AFFAIRS

Election Ballot
for Officers and Area Representatives
of Administrative Staff Council

Please vote for no more than one person for each office. Vote by circling the name.

CHAIR
Gary Brewer

CHAIR-ELECT
Wayne Colvin
Joseph Martini

SECRETARY
Bob Arrowsmith
Joyce Kepke
Joan Morgan
Norma Stickler

AREA REPRESENTATIVE
Zola Buford
Kathleen Hart
James Litwin

Please return ballot to Joseph Martini, Office of the Bursar by January 14, 1983
August 31, 1983

MEMORANDUM

TO:   Administrative Staff Members

FROM: Norma Stickley
   Secretary of Administrative Staff Council

The Administrative Staff Council has been asked to conduct elections for two committees--the Equal Opportunity Committee and the Long Range Planning Committee. With this memorandum, the Executive Committee is asking each of you to indicate if you would be interested in being on the ballot for either of the above committees. Background information on the two committees is enclosed.

In addition, we would like to establish a listing of interests you might have in service on other committees. The Executive Committee is occasionally asked to make appointments to committees, and such a listing would facilitate this process.

Please return the enclosed form by September 12.
ADMINISTRATIVE STAFF COUNCIL ELECTION

Elections have been completed for Administrative Staff Council for the 1984-85 year, and the membership is as listed below. You are now asked to vote for Administrative Staff Council officers—chair-elect and secretary—and for one representative from your vice presidential/presidential area to serve on the Executive Committee. The representatives to the Executive Committee are chosen by the entire administrative staff from the membership of the Administrative Staff Council. The staff members listed on the ballot are those who have agreed to be considered as candidates.

Also attached are ballots for University Committees. The staff members listed as candidates are those who submitted a form indicating their interest in serving on the committee.

Please fold and staple the ballot and return by Thursday, April 26.

ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP
1984-85

Academic Affairs
Susan Darrow, 1987
Nan B眺erton, 1987
Kathy Hart, 1985
Joyce Kepke, 1985
Jim Litwin, 1986
Joan Morgan, 1985
Norma Stickler, 1986
Jane Wood, 1987
Paul Yon, 1987

Operations
Jim Corbitt, 1986
Ruth Friend, 1987
Bob Hayward, 1985
Jim Sharp, 1987

Planning and Budgeting
Cary Brewer, 1986
Zola Buford, 1986
Joe Martini, 1986
Judi Roller, 1985

Student Affairs
Bob Arrowsmith, 1985
Jill Carr, 1987
Wayne Colvin, 1985
Gregg DeCrane, 1986
Derek Dickinson, 1986
Dob Heineman, 1987
Marshall Rose, 1987

University Relations
Pat Fitzgerald, 1986
Patricia Koehler, 1987
Larry Weiss, 1985
Deborah Weiser, 1985

President's Area
Jack Gregory, 1987
Jim Harris, 1987
Carole Huston, 1987
Jan ScottBey, 1986
Ron Zwierlein, 1987
MEMORANDUM

TO: Administrative Staff in the Planning and Budgeting Area

FROM: Elections Committee of Administrative Staff Council

The Elections Committee of Administrative Staff Council has concluded an evaluation of membership distribution for the next academic year. The Planning and Budgeting area will have an allocation of four members on Administrative Staff Council. Because of the reorganization of the University during the past year, there are presently four staff members from the Planning and Budgeting area on Council. It will not, therefore, be necessary to conduct elections for the upcoming year.

The Planning and Budgeting area is presently being represented by the following staff members:

- Gary Brewer, term expires in 1986
- Zola Buford, term expires in 1986
- Joseph Martini, term expires in 1986
- Judi Roller, term expires in 1985

Later in the spring, elections will be conducted for various committees. In order to assist in compiling a list of those people who might be interested in serving on committees, please complete the enclosed form and return by February 10.
INTEREST FORM FOR ADMINISTRATIVE STAFF COMMITTEES

I. ______ If you are nominated for a position on Administrative Staff Council, please check here if you would NOT be interested at this time in being a candidate for election.

II. Later in the spring semester, elections will be conducted for University Committees. In order to assess the interest of administrative staff members in serving on University committees and on various ad-hoc committees and councils, please indicate below if you would be interested in serving on the committees listed. In addition, please indicate any other general committee interests you may have.

Please place a check in front on any of the following committees for which you would like to be a candidate.

______ Computing Council
______ Library Advisory Committee (must be Library Personnel)
______ Insurance Committee
______ Telecommunications Committee
______ Monitor Advisory Committee
______ Ferrari Award Committee

III. Please list any other specific or general interests you may have in committee service.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name: (print) ____________________________________________
Area/Department __________________________________________

PLEASE FOLD, STAPLE, AND RETURN TO NORMA STICKLER, ACADEMIC AFFAIRS.
Timetable for ASC Elections

January
Assess ASC membership by VP Area

Report this assessment to the Executive Committee

Circulate to all staff members, by VP, Pres. area, nomination forms for nominations to ASC. These forms to be returned in 2 weeks.

(Also: send interest sheet as a separate page, for members to indicate if they are interested in serving on University Standing Committees, ASC ad hoc committees, other ad hoc committees)

Election committee will tabulate, verify eligibility, and contact nominees to determine interest.

Gain approval of the nomination list from Executive Committee

Announce candidates

February
By second week in February (3 weeks before March meeting), send ballots for ASC membership to all administrative staff--by VP, Pres. area

Ballots to be returned in 10 days

Count ballots, retain permanent record of results

March
Report results of election at March meeting of ASC

Council "certifies" election

(Ballot to all staff for University Standing Committees and Executive Committee?)

April
New members may be invited to April meeting

Ballots distributed to ASC members for election to ASC standing committees

Ballots to be returned in 2 weeks

May Meeting
Results announced of membership on standing committees
### Distribution of Current Membership

**Based on University Organization as of January 1984**

<table>
<thead>
<tr>
<th>Area</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Affairs</strong></td>
<td></td>
</tr>
<tr>
<td>Litwin, 1986</td>
<td></td>
</tr>
<tr>
<td>Stickler, 1986</td>
<td></td>
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<tr>
<td>Hart, 1985</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Bowers, 1984</td>
<td></td>
</tr>
<tr>
<td><strong>University Relations</strong></td>
<td></td>
</tr>
<tr>
<td>Fitzgerald, 1986</td>
<td></td>
</tr>
<tr>
<td>Weiss, 1985</td>
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<td></td>
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<tr>
<td>Gordon, 1984</td>
<td></td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
</tr>
<tr>
<td>Corbitt, 1986</td>
<td></td>
</tr>
<tr>
<td>Hayward, 1985</td>
<td></td>
</tr>
<tr>
<td>Codding, 1984</td>
<td></td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td></td>
</tr>
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<td></td>
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<tr>
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<tr>
<td>Schultz, 1984</td>
<td></td>
</tr>
<tr>
<td><strong>President</strong></td>
<td></td>
</tr>
<tr>
<td>ScottBey, 1984</td>
<td></td>
</tr>
</tbody>
</table>

**Count for Each Area as of 1/34**

<table>
<thead>
<tr>
<th>Area</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>90</td>
</tr>
<tr>
<td>University Rel.</td>
<td>36</td>
</tr>
<tr>
<td>Operations</td>
<td>40</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>72</td>
</tr>
<tr>
<td>Planning &amp; Bud.</td>
<td>40</td>
</tr>
<tr>
<td>President's area</td>
<td>327</td>
</tr>
</tbody>
</table>
Notes from Meeting of Election Committee  
January 20, 1984

Present: Terry Appolonia, Tom Glick, Jan ScottBey, Norma Stickler

Agreement was reached on timetable for the election procedures. Nomination ballots will be sent out by vice presidential/presidential areas by January 27.

Allocation of ASC representatives by areas was reviewed and agreement was reached on a ten percent distribution of representatives to each area. Listing of staff included those approved by the Board of Trustees as of the January Trustees meeting. An additional representative was allocated when the area's total was 5 or more beyond the strict 10% figure. (e.g., an area having 32 staff would have 3 representatives; an area with 36 staff would have 4 representatives).

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It was agreed that all part-time employees who are on contract as of January 1984 will be eligible to vote and be nominated for office.
ADMINISTRATIVE STAFF COUNCIL ELECTION

Elections have been completed for Administrative Staff Council for the 1984-85 year, and the membership is as listed below. You are now asked to vote for Administrative Staff Council officers—chair-elect and secretary—and for one representative from your vice presidential/presidential area to serve on the Executive Committee. The representatives to the Executive Committee are chosen by the entire administrative staff from the membership of the Administrative Staff Council. The staff members listed on the ballot are those who have agreed to be considered as candidates.

Also attached are ballots for University Committees. The staff members listed as candidates are those who submitted a form indicating their interest in serving on the committee.

Please fold and staple the ballot and return by Thursday, April 26.

ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP
1984-85

**Academic Affairs**
- Susan Darrow, 1987
- Nan Eigherton, 1987
- Kathy Hart, 1985
- Joyce Kepke, 1985
- Jim Litwin, 1986
- Joan Morgan, 1985
- Norma Stickler, 1986
- Jane Wood, 1987
- Paul Yon, 1987

**Operations**
- Jim Corbitt, 1986
- Ruth Friend, 1987
- Bob Hayward, 1985
- Jim Sharp, 1987

**Plann. and Budgeting**
- Cary Brewer, 1986
- Zola Buford, 1986
- Joe Martini, 1986
- Judi Roller, 1985

**President’s Area**
- Jack Gregory, 1987
- Jim Harris, 1987
- Carole Huston, 1987
- Jan ScottBey, 1986
- Ron Zwierlein, 1987

**Student Affairs**
- Bob Arrowsmith, 1985
- Jill Carr, 1987
- Wayne Colvin, 1985
- Gregg DeCrane, 1986
- Derek Dickinson, 1986
- Deb Heineman, 1987
- Marshall Rose, 1987

**University Relations**
- Pat Fitzgerald, 1986
- Patricia Koehler, 1987
- Larry Weiss, 1985
- Deborah Weiser, 1985
INSTRUCTIONS FOR ELECTION BALLOT
ADMINISTRATIVE STAFF COUNCIL

The election ballot for administrative staff council is enclosed. For this election you are asked to vote within your own area only. The ballot includes the names of all people who were nominated and who agreed to have their names listed.

According to the Charter approved by the administrative staff membership, each area will be represented on the Council by ten percent of the total staff members in that area. The Charter states that members will serve three year terms with one-third being elected each year. For this initial election it was necessary, therefore, to establish a procedure to accommodate terms of three years, two years, and one year. The Steering Committee has devised the following plan to assure equal distribution of terms of office.

<table>
<thead>
<tr>
<th>Terms</th>
<th>Academic Affairs</th>
<th>Operations</th>
<th>Student Affairs</th>
<th>President</th>
<th>University Relations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>(1)</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2 years</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>(1)</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>1 year</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

12 | 5 | 9 | 1 | 4 | 31 |

Candidates receiving the highest number of votes in the area will be elected for three years, those receiving the next highest number of votes for two years, etc. In case of a tie, the term of office will be decided by drawing lots.

PLEASE RETURN THE BALLOT TO JOE MARTINI, OFFICE OF THE BURSAR, BY MONDAY, DECEMBER 6.

If you have questions, please call any member of the Steering Committee:

| Cary Brewer       | 20441 | Tom Glick      | 22086 |
| Zola Buford       | 20441 | Jim Litwin     | 22681 |
| Jill Carr         | 22011 | Joe Martini    | 22815 |
| Sue Crawford      | 20495 | Norma Stickler | 22915 |
MEMORANDUM

TO: Administrative Staff Members, Planning & Budgeting Area

FROM: Jill Carr, Secretary, Administrative Staff Council

RE: Election Results

I am pleased to announce that Dick Conrad, Director, Computer Services has been elected to the Administrative Staff Council. Dick will complete Judi Roller's term on the Council.

I appreciate your cooperation and participation in the nomination and election process. If you have any questions, please give me a call.

Thank you.

JC/jm

cc: Linda Swaisgood
    All ASC Members
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Cary, Chairperson, ASC Elections Committee

RE: Election Outlook for 1985-86

The following represents the apportionment by area of administrative staff, number of terms expiring in 1985, and the number of representatives to be elected.

<table>
<thead>
<tr>
<th>Area</th>
<th># of Staff</th>
<th>Terms Expiring</th>
<th># Of Reps 1984-85</th>
<th># To Be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>103</td>
<td>Kathy Hart</td>
<td>9</td>
<td>4 (due to increase by at least 10%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Joyce Repke (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Joan Morgan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>37</td>
<td>Bob Hayward (1)</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>39</td>
<td>Dick Conrad (1)</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>President</td>
<td>49</td>
<td>0</td>
<td>5</td>
<td>1 (R. Zwierlein moves to Student Affairs)</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>74</td>
<td>Bob Arrowsmith (2)</td>
<td>7</td>
<td>1 (due to addition of R. Zwierlein)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wayne Colvin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Relations</td>
<td>33</td>
<td>Larry Weiss (2)</td>
<td>4</td>
<td>1 (due to decrease by at least 10%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deb Weiser-McLaughlin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nomination ballots and committee interest forms will be out by 2/22/85. If you have any questions, please give me a call.

Thank you.

JC/jm
February 25, 1985

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Chairperson, ASC Elections Committee

RE: Correction on 1985-86 Election Process

Due to an oversight (otherwise known as a stupid mistake) on my part, an error was made in the apportionment count for the upcoming nomination and election process.

Please disregard the 2/18 apportionment memo. The figures listed below are now correct.

<table>
<thead>
<tr>
<th>Area</th>
<th># Of Staff</th>
<th>Terms Expiring</th>
<th># Of Reps 1984-85</th>
<th># To Be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>112</td>
<td>3</td>
<td>9</td>
<td>5*</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>43</td>
<td>1</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>President's Area</td>
<td>54</td>
<td>0</td>
<td>5</td>
<td>1**</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>84</td>
<td>2</td>
<td>7</td>
<td>2***</td>
</tr>
<tr>
<td>Operations</td>
<td>41</td>
<td>1</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>University Relations</td>
<td>38</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

*this area needs 2 additional reps due to a 20% increase in size

**Ron Zwierlein moves to Student Affairs, therefore one rep is needed

***Council representation will now call for 2 reps, one position will be filled by Ron Zwierlein, 2 will be elected

Ballots and interest survey forms will now be mailed out on 3/1. If you have any questions please give me a call.

Thank you.

JC/jm
## 1985 Election Timetable

**Administrative Staff Council**

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
</table>
| February | Establish Election Committee  
Assess apportionment of Staff  
Determine vacancies to be filled  
Seek volunteers and nominees for ASC and for specific University standing committees |
| March | Conduct election for ASC membership (total administrative staff votes)  
Conduct election for University standing committees (totals administrative staff votes) |
| April | Solicit nominees from Executive Committee for offices (from ASC)  
Solicit volunteers and nominees for ASC standing committees |
| May | Conduct election of ASC offices  
& area representatives (total administrative staff votes)  
Conduct election of ASC standing committees (ASC votes) |
MEMORANDUM

TO: Administrative Staff Members
FROM: Elections Committee of Administrative Staff Council
RE: Nomination Ballot for the 1985-86 Administrative Staff Council

Ballots to nominate individuals to stand for election to the Administrative Staff Council are enclosed. Your ballot reflects the names of Administrative Staff members eligible for election within your Presidential or Vice Presidential area. As you will recall, the number of seats on the Administrative Staff Council is based on a 10% representation by area as stipulated in the Administrative Staff Council charter.

A review of the apportionment of Administrative Staff and the number of representatives to be elected for 1985-86 follows.

<table>
<thead>
<tr>
<th>Area</th>
<th># Of Expiring Terms</th>
<th># In Area</th>
<th># Of Reps On Council 1984-85</th>
<th># To Be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>3</td>
<td>112</td>
<td>9</td>
<td>5*</td>
</tr>
<tr>
<td>Operations</td>
<td>1</td>
<td>47</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>1</td>
<td>43</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>President's Area</td>
<td>0</td>
<td>54</td>
<td>5</td>
<td>1**</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>2</td>
<td>81</td>
<td>7</td>
<td>2***</td>
</tr>
<tr>
<td>University Relations</td>
<td>2</td>
<td>38</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

* Staff in this area has increased by 20% therefore two additional reps need to be elected

**No terms are expiring, however Ron Zwierlein will move to the Student Affairs area, thus one new rep must be elected

***Council representation calls for 3 reps, one position will be filled by Ron Zwierlein, 2 need to be elected

On the enclosed nomination ballot, you may nominate individuals for your area only. Once all nomination ballots have been returned and individual candidacies have been validated, an election ballot will be developed and mailed to all Administrative Staff. Again, you will be voting for Council members within your own area.

Please return your nomination ballot to Jill Carr, Housing Office no later than March 3, 1985. Please also complete the enclosed Committee Participation Interest Survey and return it with your nomination ballot by March 3, 1985.

If you have any questions, please do not hesitate to contact any of the individuals listed below.

Joe Martini - 6-0327    Joyce Yepke - 2-0181
Gregg DeCrane - 2-2843  Deb Heineman - 2-2651
Jill Carr - 2-2011

Thank you.
VICE PRESIDENT FOR UNIVERSITY RELATIONS

Nomination Ballot
For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the name of no more than two persons from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

Alumni and Development
James Didham
John Fogel
April Harris
James Hodge
Wendy Luther
Everet Piper
Carl Peschel
Carol White

NWCE-TV
Sally Blair
Patricia Booth
Louise Chaboudy
Kaylene Little
Lynn Passmore

Public Relations
Cliff Boutelle
William Brown
David Drury
Gardner McLean
Judith Moody
Theresa Sharp
Linda Swaisgood

Student Publications
Robert Bortel
Janet Dorrance

WBGU-TV
Jan Bell
Michael Fitzpatrick
Ronald Gargasz
David George
Anthony Howard
Cindy Krause
William Leutz
Paul Lopez
Denise Marland
Karen Crawford-Mason
Don Payne
Timothy Westhoven
## VICE PRESIDENT FOR OPERATIONS

### Nomination Ballot

For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the name of no more than one person from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

<table>
<thead>
<tr>
<th>Architects Office</th>
<th>Food Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Buckholz</td>
<td>Monna Pugh</td>
</tr>
<tr>
<td>Rollie Engler</td>
<td>Jane Schimpf</td>
</tr>
<tr>
<td>Janet Flory</td>
<td></td>
</tr>
<tr>
<td>James McArthur</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inventory Management</th>
<th>Management Support Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fred Fether</td>
<td>Terry Laurence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Safety</th>
<th>Public Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Parratt</td>
<td>William Bess</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Support Services</th>
<th>Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Rehmer</td>
<td>Richard Powers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plant Operations &amp; Maintenance</th>
<th>Office of the V.P. for Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Adler</td>
<td>Sandy Lagro</td>
</tr>
<tr>
<td>Charles Codding</td>
<td></td>
</tr>
<tr>
<td>John Doroghazi</td>
<td></td>
</tr>
<tr>
<td>Gib Perez</td>
<td></td>
</tr>
<tr>
<td>Keith Pogan</td>
<td></td>
</tr>
<tr>
<td>Richard Roach</td>
<td></td>
</tr>
<tr>
<td>Earl Rupright</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auxiliary Support Services</th>
<th>University Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlene Layman</td>
<td>Rita Foos</td>
</tr>
<tr>
<td>Richard Stoner</td>
<td>Doris Geiger</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Lucy Gilliland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Meister</td>
<td>Bill Mays</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Bookstore</th>
<th>Zelma Metzger</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Buckenmeyer</td>
<td>Harold Miller</td>
</tr>
<tr>
<td>Otis Sonnenberg</td>
<td>Michael Solt</td>
</tr>
</tbody>
</table>
PRESIDENTIAL AREA

Nomination Ballot

For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the name of no more than one person from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

Athletic Dept.

Linda Bastel-Powers
Scot Bresler
Patricia Cleveland
Gail Davenport
Rich Draper
Scott Duncan
Terry Flanagan
Philip Goldstein
Jon Hoke
Peter Johnson
Ron Johnson
Bill Jones
Don Luikart
Tim McConnell
Charles McSpiritt
Mike Messaros
Mark Miller
Reggie Oliver
Gary Palmisano
Mark Paluszak
Ed Platzer
Frances Buddy Powers
Jan Quarless
Pete Riesen
Chris Ritrievi
Ed Schmidt
Kenneth Schoeni
Joe Sharp
Chris Sherk
Steven Shutt
Sid Sink
Donna Stambaugh
June Stark
Denny Stolz
James Treeger
Denise Van de Walle
Fran Voll
John Weinert
Don Woods
Jerry York
Sue Youngpeter

Ice Arena

Greg Jordan
Robert Ocvirk
Tom Wallace
Karen Zambrizcky

President's Office

C. R. Marsh
Philip Mason
Kay Meier
June Schrider

Affirmative Action

Suzanne Crawford
VICE PRESIDENT FOR STUDENT AFFAIRS
Nomination Ballot
For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the names of no more than two persons from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

<table>
<thead>
<tr>
<th>College Access Program</th>
<th>Developmental Learning Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Dunson</td>
<td>Harry Bare III</td>
</tr>
<tr>
<td>Richard Frye</td>
<td>Joyce Blinn</td>
</tr>
<tr>
<td>Jay Hairston</td>
<td>Vernice Cain</td>
</tr>
<tr>
<td>Joyce Jones</td>
<td>Margaret Hawkins</td>
</tr>
<tr>
<td>Keith Mitchell</td>
<td>Patricia Hecks</td>
</tr>
<tr>
<td></td>
<td>Mary Lynn Rogyl</td>
</tr>
<tr>
<td></td>
<td>Janis Wells</td>
</tr>
<tr>
<td>Counseling</td>
<td>Health Center</td>
</tr>
<tr>
<td>Lee Amundsen</td>
<td>James Austermiller</td>
</tr>
<tr>
<td></td>
<td>Zhanna Brant</td>
</tr>
<tr>
<td></td>
<td>JoAnn Brinkman</td>
</tr>
<tr>
<td>Financial Aid &amp; Student Employment</td>
<td>Tess Domini</td>
</tr>
<tr>
<td>Laura Emch</td>
<td>Charles Frie</td>
</tr>
<tr>
<td>Limas Forte</td>
<td>Barbara Frobel</td>
</tr>
<tr>
<td>Ellen Kayser</td>
<td>Elayne Jacoby</td>
</tr>
<tr>
<td>Conrad McRoberts</td>
<td>Mary Johnson</td>
</tr>
<tr>
<td>Stephanie Piechowiak</td>
<td>Joshua Kaplan</td>
</tr>
<tr>
<td></td>
<td>Nancy Kumor</td>
</tr>
<tr>
<td></td>
<td>Miriam Meyer</td>
</tr>
<tr>
<td></td>
<td>JoAnn Navin</td>
</tr>
<tr>
<td></td>
<td>Christine Oswald</td>
</tr>
<tr>
<td></td>
<td>Cindy Sue Puffer</td>
</tr>
<tr>
<td></td>
<td>Rebecca Utz</td>
</tr>
<tr>
<td>Minority Student Activities</td>
<td></td>
</tr>
<tr>
<td>Deanna Okoiti</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td></td>
</tr>
<tr>
<td>Tonia Stewart</td>
<td></td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td></td>
</tr>
<tr>
<td>Robert Rudd</td>
<td></td>
</tr>
<tr>
<td>Educational Development</td>
<td></td>
</tr>
<tr>
<td>Jack Taylor</td>
<td></td>
</tr>
<tr>
<td>Dean Purdy</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Center</td>
<td></td>
</tr>
<tr>
<td>Hazel Smith</td>
<td></td>
</tr>
</tbody>
</table>

- over -
Placement

Barry Britter
Marie Clement-Tanabe
JoAnn Kroll
Jerry Richardson
Marshall Rose

Residence Life

Laurie Bouck
Beth Burner
Tom Coombs
Sandy Crill
Rich Hughes
Charles Johnson
Cheryl Johnson
John Johnson
Barbara Keller
Ed Klein
Bill Lanning
Toni McNaughton
Terri Rendich
David Rorick
Robin Streaty
Stephanie Tebow
Mike VanEss
Pamela Walter

UAQ

Tom Misurara
Recreation Center

Michele Ralston
Charles O'Brien
VICE PRESIDENT FOR PLANNING & BUDGETING

Nomination Ballot
For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the name of no more than one person from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

<table>
<thead>
<tr>
<th>Administrative Staff Personnel Services</th>
<th>Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Caldwell</td>
<td>Lisa Chavers</td>
</tr>
<tr>
<td>Shirley Colaner</td>
<td>Kerry Foldenauer</td>
</tr>
<tr>
<td></td>
<td>Tom Glick</td>
</tr>
<tr>
<td></td>
<td>Cheryl Krocker</td>
</tr>
<tr>
<td></td>
<td>John Martin</td>
</tr>
<tr>
<td></td>
<td>Dan Shelley</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Planning</th>
<th>Business Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert McGeein</td>
<td>David Hoehner</td>
</tr>
<tr>
<td></td>
<td>Clarence Lane</td>
</tr>
<tr>
<td></td>
<td>Carl Lipp</td>
</tr>
<tr>
<td></td>
<td>John Schroeder</td>
</tr>
<tr>
<td></td>
<td>Lori Schumacher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Services</th>
<th>Registration &amp; Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaine Badik</td>
<td>Rebecca McOmber</td>
</tr>
<tr>
<td>Richard Conrad</td>
<td>Roger Newman</td>
</tr>
<tr>
<td></td>
<td>Duane Whitmire</td>
</tr>
<tr>
<td>Susan Cerny</td>
<td></td>
</tr>
<tr>
<td>Deb Clink</td>
<td></td>
</tr>
<tr>
<td>John Gruber</td>
<td></td>
</tr>
<tr>
<td>Susan Gruber</td>
<td></td>
</tr>
<tr>
<td>Steve Herber</td>
<td></td>
</tr>
<tr>
<td>James Hoy</td>
<td></td>
</tr>
<tr>
<td>Joseph Luthman</td>
<td></td>
</tr>
<tr>
<td>Ron Reazin</td>
<td></td>
</tr>
<tr>
<td>Steven Schaefer</td>
<td></td>
</tr>
<tr>
<td>Dale Schroeder</td>
<td></td>
</tr>
<tr>
<td>Charles Schultz</td>
<td></td>
</tr>
<tr>
<td>Kent Strickland</td>
<td></td>
</tr>
<tr>
<td>Connie Stein Shelley</td>
<td></td>
</tr>
<tr>
<td>Debra Wells</td>
<td></td>
</tr>
<tr>
<td>Rich Zera</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Treasurer's Office</th>
<th>Planning &amp; Budgeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Nusser</td>
<td>Linda Hamilton</td>
</tr>
<tr>
<td>Beryl Smith</td>
<td></td>
</tr>
<tr>
<td>Ilse Thomas</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Internal Auditing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Don Passmore</td>
</tr>
</tbody>
</table>
VICE PRESIDENT FOR ACADEMIC AFFAIRS

Nomination Ballot
For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the names of no more than 5 people from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

Center for Academic Options
Beth Casey
Roberta Leslie
Joni Reed

Arts & Sciences Offices
Lee Caldwell
Eugene Keil
Linda Ogden
Betty Ward
Darlene Thomas

Firelands
Terrence Bahn
Alan Bieri
Catherine Dyer
Howard Elicker
John Hartung
Holly Hilborn
Dennis Horan
Mona Jackson
Joseph O'Loughlin
Paul Shilling
Charles Stocker

Cooperative Education
Judith Banks
Ralph Olson

College Of Education
Marilyn Braatz
Cheryl Didham
Deborah Kortolrax-Clark
Bonnie McKenzie
Vicki Melvin
Gloria Pfeiff
Linda Sullivan

College of Business Administration
Laverne Dillon
George Howick
Susan Siferd
Kathleen Steiger
Jean Warren

Library & CAC
Ann Bowers
Regina Lemaster
Marilyn Levinson
Lee Norden
Diane Regan
Gail Richmond
Judith Robins
Patricia Soloman
Kathryn Thiede

Academic Affairs Office
Kathi Rollins

Public Affairs
Jeff Grilliot

Honors Programs
Kim Breger

- over -
Arts & Sciences

Linda Abrams
Craig Bedra
Eve Blass
Ellen Dalton
Jack da Silva
Kevin Kerr
Cornelia Maek
Robert Muchleisen
Chris Onasch
Linda Schwemley
Simine Short
Diana Strauss
Jonna Weaver
Andrew Wickiser
Laurie Willett
Marcella Williams
Jeffrey Zollinger

College of Health & Community Services

Carol Eynon
Barbara Keasley
Carolyn Loomis
Linda Quarless
Marilyn Reider
Jennifer Spielvogel

College of Music

Mark Bunce
Tina Bunce
Keith Hofacker
Linda Katzner
Paul McCutcheon
Martin Porter
Kathleen Tweney

Instructional Media

Vicki Cleveland
George Cripe
Kathleen Crosby
LeeAnn Florio
David Hampshire
Joshua Hartman
Jerry Hartwell
Kim Sebert
Barbara Suderman
Kevin Work

Environmental Programs

Justine Magsig

Graduate College

John Ahrens
Ed Csanady
Carol Davis
Christopher Dunn
Timothy King
Gail McRoberts
Jerry Slivka

Continuing Education

Barbara Apple
Joan Bissland
Judy Donald
Gordon Hart
Lorene Malanowski
Jan Peterson
Dante Thurairatnam
Lynn Zulaf
VICE PRESIDENT FOR UNIVERSITY RELATIONS
ELECTION BALLOT

For Representatives to the 1985-86 Administrative Staff Council

Please carefully circle the names of TWO (2) PEOPLE from the list below. Please return your ballot to Jill Carr, Housing Office by April 17, 1985.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Blair</td>
<td>NWOB-TV</td>
</tr>
<tr>
<td>Patricia Booth</td>
<td>NWOB-TV</td>
</tr>
<tr>
<td>Ronald Gargas</td>
<td>WBGU-TV</td>
</tr>
<tr>
<td>David George</td>
<td>WBGU-TV</td>
</tr>
<tr>
<td>Wendy Luther</td>
<td>Alumni and Development</td>
</tr>
<tr>
<td>Paul Lopez</td>
<td>WBGU-TV</td>
</tr>
<tr>
<td>Judith Moody</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Lynn Passmore</td>
<td>NWOB-TV</td>
</tr>
<tr>
<td>Everett Piper</td>
<td>Alumni and Development</td>
</tr>
<tr>
<td>Linda Swaigood</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Timothy Westhoven</td>
<td>WBGU-TV</td>
</tr>
</tbody>
</table>
INTEREST FORM FOR PARTICIPATION ON UNIVERSITY COMMITTEES BY ADMINISTRATIVE STAFF

I. _____ If you are nominated for a position on the Administrative Staff Council, please check here if you would NOT be interested at this time in being a candidate for election.

II. Later in the spring semester, elections will be conducted for University Committees participation by Administrative Staff. In order to assess the interest of administrative staff members in serving on University Committees, please indicate below if you would be interested in serving on any of the committees listed below. Please place a check in front of any of the following committees for which you would like to be a candidate.

_____ Human Relations Commission
_____ Insurance Committee
_____ Library Advisory Committee (must be Library personnel)
_____ Monitor Advisory Committee
_____ Parking Appeals Committee
_____ Telecommunications Committee
_____ University Computing Council

III. Please list any other specific or general interests you may have in committee service. Examples of other committees available for participation are: Ferrari Award Committee, Financial Exigency, Evaluation/Merit.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

NAME (print) ____________________________________________________________

AREA/DEPARTMENT _______________________________________________________

Please return to Jill Carr, Housing Office by March 2, 1985.
MEMORANDUM

TO:

FROM: Administrative Staff Council Elections Committee

Congratulations! You have been nominated for election to the 1985-86 Administrative Staff Council. If you are concerned about the time commitment involved with this Council, here are a few points of information:

1. The full council meets once per month for 2 hours.
2. The Executive Committee meets every other week over lunch.
3. Communication with constituents is expected and should take 2-3 hours per month.

Before election ballots can be mailed, we must be sure that you wish to be a candidate. Therefore, please complete the bottom portion of this form and return it to Jill Carr, Housing Office as soon as possible.

Please give me a call if you have any questions.

Thank you.

Name

I WISH to be a candidate for election to the 1985-86 Administrative Staff Council.

I DO NOT wish to be a candidate for election to the 1985-86 Administrative Staff Council.
<table>
<thead>
<tr>
<th>NAME</th>
<th>AREA</th>
<th>EXPIRATION OF TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Carr</td>
<td>Student Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>Peace Champion</td>
<td>Student Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>Gregg DeCrane</td>
<td>Student Affairs</td>
<td>1986</td>
</tr>
<tr>
<td>Deb Heineman</td>
<td>Student Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>JoAnn Navin</td>
<td>Student Affairs</td>
<td>1986</td>
</tr>
<tr>
<td>TONIA STEWART</td>
<td>Student Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>DAVE WEINANDY</td>
<td>Student Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>Ron Zwierlein</td>
<td>Student Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>PATRICIA CLEVELAND</td>
<td>President's Area</td>
<td>1988</td>
</tr>
<tr>
<td>Jack Gregory</td>
<td>President's Area</td>
<td>1987</td>
</tr>
<tr>
<td>Kevin McHugh</td>
<td>President's Area</td>
<td>1987</td>
</tr>
<tr>
<td>Carole Huston</td>
<td>President's Area</td>
<td>1987</td>
</tr>
<tr>
<td>Jan ScottBay</td>
<td>President's Area</td>
<td>1986</td>
</tr>
<tr>
<td>JOHN BUCKENMEYER</td>
<td>Operations</td>
<td>1988</td>
</tr>
<tr>
<td>Jim Corbitt</td>
<td>Operations</td>
<td>1986</td>
</tr>
<tr>
<td>Ruth Friend</td>
<td>Operations</td>
<td>1987</td>
</tr>
<tr>
<td>Jim Sharp</td>
<td>Operations</td>
<td>1987</td>
</tr>
<tr>
<td>Cary Brewer</td>
<td>Planning &amp; Budgeting</td>
<td>1986</td>
</tr>
<tr>
<td>DICK CONRAD</td>
<td>Planning &amp; Budgeting</td>
<td>1988</td>
</tr>
<tr>
<td>Joe Martini</td>
<td>Planning &amp; Budgeting</td>
<td>1986</td>
</tr>
<tr>
<td>Zola Buford</td>
<td>Planning &amp; Budgeting</td>
<td>1986</td>
</tr>
<tr>
<td>JOAN BISSLAND</td>
<td>Academic Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>ANN BOWERS</td>
<td>Academic Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>Susan Darrow</td>
<td>Academic Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>CHRISTOPHER DUNN</td>
<td>Academic Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>Nan Edgerton</td>
<td>Academic Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>Jim Litwin</td>
<td>Academic Affairs</td>
<td>1986</td>
</tr>
<tr>
<td>BARRY PIERSOL</td>
<td>Academic Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>KATHLEEN STEIGER</td>
<td>Academic Affairs</td>
<td>1988</td>
</tr>
<tr>
<td>Norma Stickler</td>
<td>Academic Affairs</td>
<td>1986</td>
</tr>
<tr>
<td>Jane Wood</td>
<td>Academic Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>Paul Yon</td>
<td>Academic Affairs</td>
<td>1987</td>
</tr>
<tr>
<td>SALLY BLAIR</td>
<td>University Relations</td>
<td>1988</td>
</tr>
<tr>
<td>Patrick Fitzgerald</td>
<td>University Relations</td>
<td>1986</td>
</tr>
<tr>
<td>Patricia Koehler</td>
<td>University Relations</td>
<td>1987</td>
</tr>
<tr>
<td>EVERET PIPER</td>
<td>University Relations</td>
<td>1988</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Elections Committee

RE: Enclosed Election Ballot

April 8, 1985

The nomination process for candidates to run for positions on the 1985-86 Administrative Staff Council is now complete. Enclosed please find your election ballot. As you will note, you will be voting only within your Presidential or Vice Presidential area. An accounting of the number of positions to be filled is listed below. Please follow the directions at the top of the ballot and return your completed ballot to Jill Carr, Housing Office by April 17, 1985.

If you have any questions, please do not hesitate to contact:

Joe Martini (2-0327)
Gregg DeCrane (2-2843)
Jill Carr (2-2011)

Thank you.

POSITIONS TO BE FILLED

<table>
<thead>
<tr>
<th>AREA</th>
<th># TO BE ELECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>5</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>1</td>
</tr>
<tr>
<td>President's Area</td>
<td>1</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>2</td>
</tr>
<tr>
<td>Operations</td>
<td>1</td>
</tr>
<tr>
<td>University Relations</td>
<td>2</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Administrative Staff Members - Student Affairs Area

FROM: Administrative Staff Council Election Committee

RE: Run-Off Election

It has become necessary to conduct a run-off election for 2 Student Affairs representatives to the 1985-86 Administrative Staff Council. This is due to the fact that no two candidates received greater than 50% of the total votes cast. This must occur in order for the election to be considered valid and in accordance with our by-laws.

Please complete the ballot portion of this page and return it to Jill Carr, Housing Office by Friday, April 26, 1985.

Thank you for your cooperation.
ADMINISTRATIVE STAFF COUNCIL
STUDENT AFFAIRS AREA REPRESENTATIVE TO THE EXECUTIVE BOARD

ELECTION BALLOT

Please place a check mark next to the name of ONE (1) PERSON to serve as your representative to the ASC Executive Committee. Return the completed ballot to Jill Carr, Housing Office by May 27, 1985.

____ Jill Carr          On-Campus Housing
____ Peace Champion    Educational Development
____ Deb Heineman      Financial Aid & Student Employment
____ JoAnn Navin       Health Center
____ Tonia Stewart     Off-Campus Housing
____ Dave Weinandy     Orientation
____ Ron Swierlein     Student Rec Center
**ADMINISTRATIVE STAFF COUNCIL**  
**UNIVERSITY RELATIONS AREA REPRESENTATIVE TO THE EXECUTIVE BOARD**

**ELECTION BALLOT**

Please place a check mark next to the name of ONE (1) PERSON to serve as your representative to the ASC Executive Committee. Return the completed ballot to Jill Carr, Housing Office by May 27, 1985.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Blair</td>
<td>NWOE-TV</td>
</tr>
<tr>
<td>Patrick Fitzgerald</td>
<td>WBGU-TV</td>
</tr>
<tr>
<td>Everet Piper</td>
<td>Alumni &amp; Development</td>
</tr>
<tr>
<td>Patricia Koehler</td>
<td>WBGU-TV</td>
</tr>
</tbody>
</table>
ADMINISTRATIVE STAFF COUNCIL
OPERATIONS AREA REPRESENTATIVE TO THE EXECUTIVE COMMITTEE

ELECTION BALLOT

Please place a check mark next to the name of ONE (1) PERSON to serve as your representative to the ASC Executive Committee. Return the completed ballot to Jill Carr, Housing Office by May 27, 1985.

____ John Buckenmeyer University Bookstore
____ Jim Corbitt Office of the Vice President for Operations
____ Ruth Friend Management Support Services
____ Jim Sharp University Union
ADMINISTRATIVE STAFF COUNCIL
PRESIDENT'S AREA REPRESENTATIVE TO THE EXECUTIVE COMMITTEE

ELECTION BALLOT

Please place a check mark next to the name of ONE (1) PERSON to serve as your representative to the ASC Executive Committee. Return the completed ballot to Jill Carr, Housing Office by May 27, 1985.

___ Patricia Cleveland  Athletic Dept.
___ Jack Gregory       Athletic Dept.
___ Kevin McHugh       Athletic Dept.
___ Carole Huston      Athletic Dept.
___ Jan ScottBey       Equal Opportunity Compliance
ADMINISTRATIVE STAFF COUNCIL
ACADEMIC AFFAIRS AREA REPRESENTATIVE TO THE EXECUTIVE COMMITTEE

ELECTION BALLOT

Please place a check mark next to the name of ONE (1) PERSON to serve as your representative to the ASC Executive Committee. Return the completed ballot to Jill Carr, Housing Office by May 27, 1985.

___ Joan Bissland  Continuing Education
___ Ann Bowers  Center for Archival Collections
___ Susan Darrow  Honors Program
___ Christopher Dunn  Research Services
___ Jim Litwin  Institutional Studies
___ Barry Piersol  School of Technology
___ Kathleen Steiger  College of Business
___ Norma Stickler  Academic Affairs
___ Jane Wood  College of Education
___ Paul Yon  Center for Archival Collections
ADMINISTRATIVE STAFF COUNCIL
PLANNING AND BUDGETING AREA REPRESENTATIVE TO THE EXECUTIVE COMMITTEE

ELECTION BALLOT

Please place a check mark next to the name of ONE (1) PERSON to serve as your representative to the ASC Executive Committee. Return the completed ballot to Jill Carr, Housing Office by May 27, 1985.

____ Cary Brewer                 Registration & Records
____ Dick Conrad                 Computer Services
____ Joe Martini                 Office of the Bursar
TO: Administrative Staff

FROM: Administrative Staff Council Elections Committee

RE: Election Results, Executive Committee and Committee Elections

May 17, 1985

The election process for representatives to the 1985-86 Administrative Staff Council is now complete. Attached please find the complete roster of the 1985-86 Council. Newly elected members are noted in bold face type.

Three additional election processes must now be completed. First, the chair-elect and secretary must be elected. Second, area representatives to the Executive Committee must be chosen. And third, administrative staff representatives to University standing committees must be selected.

Please carefully complete the enclosed election ballot. Completed ballots must be returned to Jill Carr, Housing Office no later than May 27, 1985.

Thank you for your cooperation and participation.
VICE PRESIDENT FOR STUDENT AFFAIRS

Nomination Ballot
For Representatives to the 1985-86 Administrative Staff Council

To nominate, please carefully circle the names of no more than two persons from the list below. Return your ballot to Jill Carr, Housing Office by March 8, 1985.

<table>
<thead>
<tr>
<th>College Access Program</th>
<th>Developmental Learning Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Dunson</td>
<td>Harry Bare III</td>
</tr>
<tr>
<td>Richard Frye</td>
<td>Joyce Blinn</td>
</tr>
<tr>
<td>Jay Hairston</td>
<td>Vernice Cain</td>
</tr>
<tr>
<td>Joyce Jones</td>
<td>Margaret Hawkins</td>
</tr>
<tr>
<td>Keith Mitchell</td>
<td>Patricia Hecks</td>
</tr>
<tr>
<td></td>
<td>Mary Lynn Rogyl</td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
<td>Janis Wells</td>
</tr>
<tr>
<td>Lee Amundsen</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid &amp; Student Employment</td>
<td></td>
</tr>
<tr>
<td>Laura Emch</td>
<td></td>
</tr>
<tr>
<td>Limas Forte</td>
<td></td>
</tr>
<tr>
<td>Ellen Kayser</td>
<td></td>
</tr>
<tr>
<td>Conrad McRoberts</td>
<td></td>
</tr>
<tr>
<td>Stephanie Pienkowski</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Student Activities</td>
<td></td>
</tr>
<tr>
<td>Deanna Okoiti</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td></td>
</tr>
<tr>
<td>Tonia Stewart</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td></td>
</tr>
<tr>
<td>Robert Rudd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Development</td>
<td></td>
</tr>
<tr>
<td>Jack Taylor</td>
<td></td>
</tr>
<tr>
<td>Dean Purdy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-Campus Center</td>
<td></td>
</tr>
<tr>
<td>Hazel Smith</td>
<td></td>
</tr>
</tbody>
</table>

- over -
Placement
Barry Britter
Marie Clement-Tanabe
JoAnn Kroll
Jerry Richardson
Marshall Rose

Residence Life
Laurie Bouck
Beth Burner
Tom Coombs
Sandy Crill
Rich Hughes
Charles Johnson
Cheryl Johnson
John Johnson
Barbara Keller
Ed Klein
Bill Lanning
Toni McNaughton
Terri Rendich
David Rorick
Robin Streaty
Stephanie Tebow
Mike VanEss
Pamela Walter

UAO
Tom Misurara

Recreation Center
Michele Ralston
Charles O'Brien
INTEREST FORM FOR PARTICIPATION ON UNIVERSITY COMMITTEES BY ADMINISTRATIVE STAFF

I. __If you are nominated for a seat on Administrative Staff Council, check here if you do NOT want your name on the ballot.

II. Later in the Spring, elections will be held for University Committee representation from Administrative Staff. To assess the interest of staff members in serving on these Committees, please indicate your interest below.

   ____ Safety Committee
   ____ Equal Opportunity Committee
   ____ Parking Committee
   ____ Bookstore Advisory Committee
   ____ Long Range Planning Committee

III. Please also list any other specific or general interests you have in committee service within the Administrative Staff Council. Examples include: Ferrari Award Committee, Merit/Evaluation Committee, Personnel Welfare Committee, and others.

NAME __________________________________________

AREA/DEPARTMENT __________________________________________

Return with nomination form by February 27, 1986 to Jim Sharp, University Union.
February 13, 1986

MEMORANDUM

TO: Administrative Staff Members

FROM: Elections Committee of Administrative Staff

RE: Nomination Ballot for 86-87 Elections

Ballots to nominate individuals to stand for election to the Administrative Staff Council are enclosed. Your ballot reflects the names of Administrative Staff members in your area eligible for election to the Staff Council. As you will remember, the number of seats on the Council is determined by the number of persons in each vice-presidential area, at a representation rate of 10%.

A review of the apportionment of Administrative Staff and the number of reps to be elected are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Expiring Terms</th>
<th># In Area</th>
<th># Of Reps On Council 85-86</th>
<th># To Be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>2</td>
<td>114</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Operations</td>
<td>1</td>
<td>40</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>2</td>
<td>40</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>President's Area</td>
<td>1</td>
<td>51</td>
<td>5</td>
<td>0*</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>2</td>
<td>68</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Univ. Relations</td>
<td>1</td>
<td>36</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

* Staff in this area decreased, therefore no election will be required.

On the enclosed nomination ballot, you may nominate individuals for your area only. Once all nomination ballots have been returned and validated, an election ballot will be mailed to all Administrative Staff. Again, you will be voting for individuals within your own area.

Please return your election ballot to: JIM SHARP, UNIVERSITY UNION, by February 27, 1986. Please also complete the enclosed Committee Participation Survey and return it along with your nomination ballot.

If you have any questions, please call any persons below:

Jim Sharp 22241  Pat Fitzgerald 27019
Gregg DeCrane 22843  Deb Heineman 22651
Jill Carr 22011  Paul Yon 22411

Thanks.
May 6, 1986

MEMORANDUM

TO: Administrative Staff
FROM: Elections Committee
RE: Election Results; Executive Committee and University Committee Elections

The election process for representatives to the 1986-97 Administrative Staff council is now complete. Enclosed is a roster of the '86-'87 Council, with new members in bold face type.

Three additional election procedures must now be completed. First, we must elect a Chair-elect and Secretary. That ballot is enclosed. Second, we must select area representatives to the Executive Committee. That ballot, too, is enclosed. Third, we must elect Administrative Staff representatives to several University Committees. Those ballots are likewise included.

Make your selections, and return all ballots to:

Jim Sharp
University Union

no later than May 21, 1986, at 5 p.m.

Thank you for your continued assistance and participation.
## 1986-87 Administrative Staff Council

### Student Affairs
- Jill Carr 1987
- Deb Heineman 1987
- Tonia Stewart 1988
- Dave Weinandy 1987
- Peace Champion 1987
- Linda P. Hamilton 1989

### Planning and Budgeting
- Cary Brewer 1987
- Dick Conrad 1988
- Charles Schultz 1989
- Linda Hamilton 1989

### Academic Affairs
- Barry Piersol 1988
- Christopher Dunn 1988
- Ann Bowers 1988
- Joan Bissland 1988
- Kathleen Steiger 1988
- Susan Darrow 1987
- Kathy Hart 1989
- Linda Katzner 1989
- Jane Wood 1987
- Paul Yon 1987

### President's Area
- Pat Cleveland 1988
- Jack Gregory 1987
- Ron Zwierlein 1987
- Greg Jordan 1987
- Sue Crawford 1987

### Operations
- John Buckenmyer 1988
- Ruth Friend 1987
- Jim Sharp 1987
- Ed O'Donnell 1989

### University Relations
- Sally Blair 1988
- Everett Piper 1988
- Pat Koehler 1987
- Linda Swaisgood 1989

( Newly elected members in **bold face** )
MEMORANDUM

TO: Administrative Staff Members

FROM: Greg Jordan
Secretary of Administrative Staff Council

RE: Nomination Ballot for 1990-91 Elections

DATE: February 6, 1990

Enclosed are ballots to nominate Administrative Staff Members for membership on the Administrative Staff Council. As indicated in its Charter, the Administrative Staff Council represents 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. The Council meets from 1:30 to 3:00 pm on the first Thursday of each month. Attendance at ASC meetings is very important to the overall success of the representative council. If it is difficult to attend, administrative staff should withdraw from nomination. In addition, council members are asked to serve on council committees. Council members are elected for three year terms.

Please note the directions at the top of the ballot. The ballot consists of names of eligible staff members in your vice presidential area. When your nominations have been returned and tabulated, an election ballot will be prepared on which you will again be voting only for staff members in your area. The number of seats on the council is calculated at ten percent of the Administrative Staff in the area.

Also enclosed is a form on which you are asked to indicate if you would not be willing to have your name on the final election ballot if you are nominated. This form also seeks an indication of your interest in having your name on the ballot for various university committees.

Please return your nomination ballot and the committee interest form to Greg Jordan, Ice Arena, by March 1, 1990.

gr
enclosures
Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members 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.

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 ELECTIONS

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 among the total administrative staff by vice presidential or presidential area.

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 vice presidential or presidential area.

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, annually shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually the Election Committee, by notice filed through the Monitor, 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 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.
Section 5: Nomination and Selection 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 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 shall annually 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/nomination. In the case when 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 By-Laws.

E. The final date for receipt of nomination forms and election ballots is ten (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 twenty (20) work days following their tabulation after which time they shall be destroyed.

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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 is 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 By-Laws 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 will be obligated to resign.

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CHARTER. BOWLING GREEN STATE UNIVERSITY.
ADMINISTRATIVE STAFF COUNCIL

SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff 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 ten 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. The 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 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.

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 on 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 President's and President's area. In the event that
the number of Administrative Staff Council representatives
in any area exceeds ten, then a second representative from
that area to the Executive Committee shall be elected.

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive
Committee shall be held on a regular basis. A meeting of the
total administrative staff shall be called by the Executive
Council at least once a year. Special meetings of the full
staff may be called upon the request of ten
percent of the full membership of the administrative staff or
of the members of the Administrative Staff Council. The
Secretary shall provide due notification of all meetings.
MEMORANDUM

January 30, 1992

TO: Administrative Staff

FROM: Deb McLaughlin, Secretary
Administrative Staff Council

RE: Pre-nomination form for 1992-93 Elections

Enclosed is a pre-nomination form for membership on the Administrative Staff Council. As indicated in its Charter, the Administrative Staff Council represents administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies. The Council meets from 1:30 to 3:30 p.m. on the first Thursday of each month, except July and August. Attendance at ASC meetings is very important to the overall success of the representative council. In addition, council members are asked to serve on council committees. Council members are elected for three-year terms. The number of seats on council is calculated at ten percent of the administrative staff in the vice presidential area.

If you have no interest in serving or if you find it will be difficult to attend, you should withdraw from nomination at this time and prevent your name from appearing on the nomination ballot. Enclosed is a form on which you are asked to indicate if you are not willing to have your name on the nomination ballot. This form also seeks an indication of your interest in having your name on the ballot for various University committees. You do not have to be elected to Administrative Staff Council to be elected to a University committee.

Please return your nomination-withdrawal and committee-interest form to Deb McLaughlin, Public Relations, by 5 p.m. on February 7, 1992. Soon after that date, you will receive a nomination form for those people in your vice presidential area who are willing to serve on ASC, followed by an election ballot on which you again will be voting only for staff members in your area. You need not return the enclosed form if you are willing to be nominated and if you do not desire to serve on a University committee.
<table>
<thead>
<tr>
<th>Time</th>
<th>Responsibility</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Executive Comm.</td>
<td>Assess apportionment of Administrative Staff</td>
</tr>
<tr>
<td>January</td>
<td>Election Committee</td>
<td>Seek volunteers &amp; nominees for ASC and for specific University standing committees (volunteers and nominees to come from the full administrative staff)</td>
</tr>
<tr>
<td>February</td>
<td>Election Committee</td>
<td>Conduct election for ASC membership (total admin. staff votes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conduct election to Univ. stand. comm. (total admin. staff votes)</td>
</tr>
<tr>
<td>March</td>
<td>Executive Committee</td>
<td>Solicit nominees for officers (officers to be drawn from ASC membership)</td>
</tr>
<tr>
<td>March</td>
<td>Election Committee</td>
<td>Prepare list of those eligible for election to executive committee</td>
</tr>
<tr>
<td>March</td>
<td>Election Committee</td>
<td>Solicit volunteers &amp; nominees for ASC standing committees (membership to be drawn from ASC members, including new members)</td>
</tr>
<tr>
<td>April</td>
<td>Election Committee</td>
<td>Conduct election of ASC officers &amp; area representatives (total admin. staff votes)</td>
</tr>
<tr>
<td></td>
<td>Election Committee</td>
<td>Conduct election of ASC standing committees (Administrative Staff Council members vote)</td>
</tr>
</tbody>
</table>
The individuals listed below have received the necessary votes for nomination to stand for election for a three-year term on ASC. Please circle the names of SIX individuals you wish to vote for and return this ballot to Deb McLaughlin, Public Relations, by 5 p.m. Friday, March 27.

Kathryn Rollins
Justine Magsig
Vicki Knauerhase
Judy Donald
Dante Thurairatnam
Audrey Bricker
Keith Instone
Darlene Thomas
Debra Freyman
Stephen Charter
Lawrence Ahl
Ann Bernhard
Carol Davis
Erik Graubart
Cheryl Sokoll
Harold Dolan
Keith Hofacker
Diane Abbott
Jose Lopez Rueda
Aurelio Sanchez
Claire Carlson

James Litwin
Beth Casey
Suzanne Crawford
Janice Peterson
Anita Knauss
Diana Carpenter
Craig Bedra
Diane Regan
Betty Ward
Carrie Fisher
Marilyn Braatz
Sarah Bates
David Steen
Pat Green
Kim Sebert
Pam Phillips
Gail Richmond
Kory Tilgner Swanson
Robert Graham
Barbara Randall
Margaret Meghdadpour Cohn-Swanson

George Cripe
Dave Stanford
Christopher Dunn
Kimberly Wright
Douglas Martin
Sandra McKenzie
Susan Pauly
Linda Sullivan
Linda Crawford
Mark Bunce
Martin Porter
Steve White
Tina Bunce
Jacqueline Nathan
Terry Lawrence
Nancy Williams
Susan Hughes
Ofir Sisco
Charles Johnson
Judy Hartley

Check Mark in 1985 not on before
Pat Green 2008
Dave Stanford 2015
Judy Donald 1981
Susan Hughes 2011 not on before
INTEREST FORM FOR PARTICIPATION ON ADMINISTRATIVE STAFF COUNCIL
AND ON UNIVERSITY COMMITTEES
1992-93

1. ____ If you are nominated for Administrative Staff Council and do not want your name on the election ballot, please check here. Be sure to sign your name below.

2. Administrative staff members serve on a number of University committees. Listed below are the committees for which ASC needs to elect members next year. Please check in the appropriate blank if you would like to have your name on the ballot for that committee. You do not have to be elected to ASC to represent administrative staff on committees.

   ____ Computing Council (3 years)
   ____ Equal Opportunity Compliance Committee (3 years)
   ____ Insurance Appeals (3 years)
   ____ Library Advisory (3 years)
   ____ Telecommunications (3 years)
   ____ Parking (3 years)
   ____ Advisory Committee on General Fee Allocations (one year)
       (This committee meets on 3-4 weekends in February-March)
   ____ Human Relations (3 years)

NAME (please print) ___________________________________________________________________

DEPARTMENT/AREA ___________________________________________________________________

Please return to Deb McLaughlin, Publications, by 5 p.m. Feb. 21, 1992.
## ASC Election Procedures/Timetable

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Assess apportionment. Obtain from Personnel Services the count by vice-presidential area (use mailing labels which are divided by part-time and full-time. Part-time staff are counted as one-half when determining apportionment.</td>
</tr>
<tr>
<td>February</td>
<td>Send out nomination ballots to total ASC. Include Interest Sheet to determine who is NOT interested in serving if nominated and who is interested in serving on university committees with vacant seats for which ASC elects or appoints members. ASC members whose terms are expiring with the current year are not eligible to be re-elected to ASC until waiting one year. Two nominations are necessary to be placed on the election ballot.</td>
</tr>
<tr>
<td>March</td>
<td>Send election ballots to total administrative staff with voting for ASC membership to take place by vice-presidential area on color coded ballots and voting for university committees by total administrative staff on a separate (white) ballot. Verify that those elected are willing to serve.</td>
</tr>
<tr>
<td>April</td>
<td>Solicit nominations for officers (officers to be drawn from ASC membership). Send article to Monitor. Send officer profile forms to officer candidates. Send out officer election ballots which contain information taken from the profile forms.</td>
</tr>
<tr>
<td>May</td>
<td>Send out election ballots to total administrative staff (voting by vice-presidential area on color coded ballots) for Executive Committee. The past chair as well as the newly elected chair and secretary automatically serve on Executive Committee.</td>
</tr>
<tr>
<td>June</td>
<td>New ASC members are invited to attend June ASC meeting</td>
</tr>
<tr>
<td>July</td>
<td>New ASC members begin terms</td>
</tr>
</tbody>
</table>

**NOTE:** For more detailed procedures refer to Schedule of Duties for ASC Secretary in ASC notebook. Also, refer to Bylaws in Administrative Staff Handbook.
ADMINISTRATIVE STAFF COUNCIL
OFFICER CANDIDATE PROFILE

Please help familiarize the administrative staff voters with your background and qualifications by providing the following candidate profile information. This information will be compiled into a brief biography and sent with the ballot for election of ASC officers.

ASC Office: _____ Chair-Elect _____ Secretary

Name: _____________________________________________

Position Title: _____________________________________

Department/Area: _________________________________

Number of years membership on ASC: __________. Please describe your ASC involvement/interests below:

Additional comments you would like to be included in your candidate profile.

Please return to Beverly Stearns, Secretary of ASC, Library Dean's Office by FAX 2-7996 or e-mail bstearns@andry.bgsu.edu no later than Friday, April 29, 1994. Ballots will be distributed on Monday, May 2, 1994.
April 4, 1994

MEMORANDUM

TO: Veronica Gold, Secretary
    Faculty Senate

FROM: Beverly Stearns, Secretary
       Administrative Staff Council

RE: Administrative Staff Elections to University Committees

This is to notify you that the following administrative staff members have been elected to serve on university committees:

Advisory Committee on General Fee Allocation (1 year)
Barbara Randall
Director, Animal Facility
Biological Sciences

Bookstore Advisory Committee (3 years)
Gregory DeCrane
Assistant Vice President/Student Affairs
Student Activities and Orientation

Monitor Advisory Committee (3 years)
Marilyn Braatz
Public Relations Specialist
College of Education and Allied Professions

Union Advisory Committee (3 years)
Wayne Colvin
Director of Greek Life
Residential Services

c: G. Jordan, Chair, ASC
   P. Green, Chair-Elect, ASC
February 9, 1995

MEMORANDUM

TO: Sheila Reiser, Editor
    Monitor

FROM: Barb Keeley, Secretary
       Administrative Staff Council

RE: News Release: Nominations for ASC

Please include the following notice in the February 27 issue of the Monitor:

ASC Seeking Nominees

Ballots have been sent to all administrative staff members soliciting nominations for membership on Administrative Staff Council. ASC represents 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. Council members are elected to serve three-year terms.

Representatives will be elected to fill ten vacant seats in the following areas: Academic Affairs (8); Firelands (1); Operations (1); Planning & Budgeting (2); President's area (1); Student Affairs (4); and University Relations (2). Nomination ballots should be returned to Barb Keeley, ASC Secretary, 102 Health Center by Friday, March 3.
ASC Election Procedures/Timetable

January  Assess apportionment. Obtain from Personnel Services the count by vice-presidential area (use mailing labels which are divided by part-time and full-time. Part-time staff are counted as one-half when determining apportionment.

February  Send out nomination ballots to total ASC. Include Interest Sheet to determine who is NOT interested in serving if nominated and who is interested in serving on university committees with vacant seats for which ASC elects or appoints members. ASC members whose terms are expiring with the current year are not eligible to be re-elected to ASC until waiting one year. Two nominations are necessary to be placed on the election ballot.

March  Send election ballots to total administrative staff with voting for ASC membership to take place by vice-presidential area on color coded ballots and voting for university committees by total administrative staff on a separate (white) ballot.

Verify that those elected are willing to serve.

April  Solicit nominations for officers (officers to be drawn from ASC membership). Send article to Monitor. Send officer profile forms to officer candidates.

Send out officer election ballots which contain information taken from the profile forms.

May  Send out election ballots to total administrative staff (voting by vice-presidential area on color coded ballots) for Executive Committee. The past chair as well as the newly elected chair and secretary automatically serve on Executive Committee.

June  New ASC members are invited to attend June ASC meeting

July  New ASC members begin terms

NOTE: For more detailed procedures refer to Schedule of Duties for ASC Secretary in ASC notebook. Also, refer to Bylaws in Administrative Staff Handbook.

1994/bjs
Interest Form for Participation on Administrative Staff Council and on University Committees

1. __________ IF YOU ARE NOMINATED FOR A SEAT ON ADMINISTRATIVE STAFF COUNCIL, CHECK HERE IF YOU DO NOT WANT YOUR NAME ON THE ELECTION BALLOT.

2. Administrative staff members serve on a number of university committees. Listed below are the committees which need new members next year. Please check the appropriate blank if you would like to have your name included on the ballot for that committee. You may check more than one.

   _____ Parking Appeals (3 year term)
   _____ Insurance Appeals (3 year term)
   _____ Equal Opportunity Compliance Committee (3 year term)
   _____ Advisory Committee on General Fee Allocations (1 year)
   _____ Computing Council
   _____ Library Advisory
   _____ Telecommunications Advisory

Name (please print) ____________________________  Department/Area ____________________________

Please fold to show return address: Barb Keeley, 102 Health Center, and return completed form by Friday, March 3, 1995.
MEMORANDUM

TO: Administrative Staff Members

FROM: Barb Keeley
Secretary of Administrative Staff Council

RE: Nomination Ballot for 1995-96 Elections

Enclosed you will find a ballot to nominate administrative staff members for election to the Administrative Staff Council (ASC). In accordance with its Charter, ASC represents 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. ASC meets from 1:30 to 3:00 p.m. on the first Thursday of each month. In addition, Council members are appointed to serve on committees of the Council. ASC members are elected to serve three-year terms.

Please note the directions at the top of the enclosed Nomination Ballot. The ballot consists of names of administrative staff members in your vice-presidential area. When your nominations have been returned and tabulated, an election ballot will be prepared on which you will again vote only for staff members in your area. The number of seats on the Council is determined by the number of persons in each vice-presidential area, at a representation rate of ten percent.

Following is a review of the apportionment of administrative staff for next year and the number of representatives to be elected in each area as assessed by the ASC Executive Committee.

<table>
<thead>
<tr>
<th>Area</th>
<th>Total # Reps. '95-96</th>
<th># to be Elected '95-96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>Firelands</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Operations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>President's Area</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>University Relations</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

Also enclosed is a two-part Interest Form on which you are asked first to indicate if you are not willing to have your name on the election ballot for ASC if you are nominated. The second part asks you to indicate your interest in being put on the ballot for university committees.

Please return your Nomination Ballot and Interest Form to: Barb Keeley,

enclosures: Nomination Ballot, Interest Form
Barb Keeley
102 Health Center
March 4, 1996

TO: Sheila Reiser, Editor
Monitor

FROM: Gail McRoberts, Secretary
Administrative Staff Council

SUBJECT: News Release: Nominations for ASC

Please include the following notice in the March 11 issue of the Monitor:

96-97 Administrative Staff Council Nominations

Ballots have been sent to all administrative staff members soliciting nominations for membership on Administrative Staff Council. ASC represents 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. Council members are elected to serve three-year terms.

Representatives will be elected to fill 18 vacant seats in the following areas: Academic Affairs (4); Operations (1); Planning & Budgeting (2); President's Area (4); Student Affairs (4); and University Relations (3). Nomination ballots should be returned to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall by Friday, March 15th.
1996-97

Interest Form for Participation on Administrative Staff Council
and on University Committees

Name ____________________________  Department/Area ____________________________

1. ______ If you do not want your name to appear on the election ballot if you are nominated for a seat on Administrative Staff Council please check here.

2. Administrative staff members serve on a number of university committees. Listed below are the committees which need new members next year. Please check the appropriate blank if you would like to have your name included on the ballot for that committee. You may check more than one.

_____ Equal Opportunity Compliance Committee (3 year term)

_____ Insurance Committee (3 year term)

_____ Advisory Committee on General Fee Allocations (1 year)

Please fold to show return address:  Gail McRoberts
                                          Secretary, ASC
                                             Graduate College, 120 McFall

Please return completed forms by Friday, March 15.
1996-97 NOMINATION BALLOT: OPERATIONS

Listed below are administrative staff in the Operations area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the names of FOUR staff members whom you wish to nominate and return this ballot to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall by 5:00 p.m. on Friday, March 15, 1996.

Robert Martin  Shirley Colaner
Sandra Lagro    Jan Raffner
Roger Dennerll  Rita Foos
Daniel Parratt  Darlene Ehmke
Theresa Kallmeyer Linda Duda
Carl Cogar      Jean Crozier
Keith Pogan     Doreen Bateson
Robert Hayward  David Crooks
Timothy Burns   James Treager
Larry Holland   Greg Predmore
Robert Boucher  James Clemens
Charles Codding Jane Schimpf
John Koroghazi  Barbara Erisman
Craig Wiusig    Ferry Franketti
Nancy Coy       John Buckenmyer
Roland Engler   Robert Walker
Raymond Buckholz
James McArthur
John Moore
Donna Whittwer
Patricia Patton
Walter Montenegro
Karen Woods
1996-97

Interest Form for Participation on Administrative Staff Council
and on University Committees

Name ___________________________ Department/Area ___________________________

1. ________ If you do not want your name to appear on the election ballot if you
are nominated for a seat on Administrative Staff Council please check here.

2. Administrative staff members serve on a number of university committees. Listed
below are the committees which need new members next year. Please check the
appropriate blank: if you would like to have your name included on the ballot for
that committee. You may check more than one.

____ Equal Opportunity Compliance Committee (3 year term)
____ Insurance Committee (3 year term)
____ Advisory Committee on General Fee Allocations (1 year)

Please fold to show return address: Gail McRoberts
Secretary, ASC
Graduate College, 120 McFall

Please return completed forms by Friday, March 15.
1996-97 NOMINATION BALLOT: STUDENT AFFAIRS

Listed below are administrative staff in the Student Affairs area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the names of FOUR staff members whom you wish to nominate and return this ballot to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall by 5:00 p.m. on Friday, March 15, 1996.

Edward Whipple
Tonia Stewart
Mary Lynn Rogge Poznisk
Marcos Rivera
Manual Vadillo
Claudia Clark
JoAnn Kroll
Ellen Nagy
Marian Adomakoh
Pamela Allen
Jeffrey Johnson
Deb Venter
Gregory DeCrane
Jill Carr
Dean Purdy
Barbara Keller
Amy O'Donnell
Gale Swanka
Dawn Mays
Susan Kill
Michael Venter
Richard Hughes
Kimberly Ellis
Terrence Miller

Tim King
Elizabeth DeMuery
Judith Nemitz
Kelly Greenfield
Veronica Rae Ann Smith
Lisa McHugh
Gerri Muir
Elizabeth Soto
Us & Lowery
Sheila Davis
Doreen Long
Dennis Rupert
Carrie Sarent
Michael Ginsburg
Julie Ash
Conrad McRoberts
Tina Simon
Brian Parkvan
Laura Emich
Michelle Simmons
Suzanne Fahrner
M. Reva Walker
Derek Dickinson
Cathy Swick

Greg Jordan
Thad Long
Scott Levin
Joshua Kaplan
Channa Brant
Teresita Domini
Jeanne Wright
James Kettinger
Marilyn Mackay
Rebecca Utz
Molly Crowe
JoAnn Navin
Amy Loece
Barbara Hoffman
Jose Ortega
Cheryl Lambert
Carolyn Agler
Terri Landry Cook
Mary Dunson
Bonita Sanders
Joyce Jones
Amando Bejarano
Kenneth Marable
Deborah Rice
1996-97

Interest Form for Participation on Administrative Staff Council
and on University Committees

Name ____________________________ Department/Area ____________________________

1. _______ If you do not want your name to appear on the election ballot if you are nominated for a seat on Administrative Staff Council please check here.

2. Administrative staff members serve on a number of university committees. Listed below are the committees which need new members next year. Please check the appropriate blank if you would like to have your name included on the ballot for that committee. You may check more than one.

____ Equal Opportunity Compliance Committee (3 year term)
____ Insurance Committee (3 year term)
____ Advisory Committee on General Fee Allocations (1 year)

Please fold to show return address: Gail McRoberts
Secretary, ASC
Graduate College, 120 McFall

Please return completed forms by Friday, March 15.
1996-97 NOMINATION BALLOT: PRESIDENT'S AREA

Listed below are administrative staff in the President's area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the names of FOUR staff members whom you wish to nominate and return this ballot to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall by 5:00 p.m. on Friday, March 15, 1996.

Sandra MacNevin
Beth Nagel
Nancy Footer
Marshall Rose
Robert Cunningham
Kon Zowierlein
James Elsasser
Jerry Woollmering
Virneve House
Shelley Appelbaum
Fran Voll
Robin Veitch
Brad Browning
Todd Brunsink
Kurt Thomas
Daniel Schmiz
Mark Hall
David Morin
Petty Dean
Joseph Sharp
Donald Woods
Michael Ward
Kenneth Schoeni
Randall Julian

Kendra Aker
Gary Blackney
Steven Teland
Dino Dawson
Terence Malone
Paul Ferraro
Robert Ligachecky
Bruce Gregory
Scott Sealiger
Anthony Puratari
James Collins
Steve Barr
Kelli Groccen
Mark Kunasmara
Bill Jones
Michael Mazzaro
Annette Davidson
James Larranaga
Keith Nofiz
Stanley Heath
Steve Morfeld
Buddy Powers
Wayne Wilson
Brian Hills

Gordon Sokoll
Sean Brennan
Mitzi Sanders
Mel Mahler
Wade Jean
Sid Sink
Steve Price
Scott Schmann
Jacquelyn Clark
Tammy Shain
Ellen McGrew
Rachel Miller
Christine Parris
Kimberly Glandorff
Bowling Green State University

1996-97

Interest Form for Participation on Administrative Staff Council and on University Committees

Name ______________________ Department/Area ______________________

1. ________ If you do not want your name to appear on the election ballot if you are nominated for a seat on Administrative Staff Council please check here.

2. Administrative staff members serve on a number of university committees. Listed below are the committees which need new members next year. Please check the appropriate box if you would like to have your name included on the ballot for that committee. You may check more than one.

   _ Equal Opportunity Compliance Committee (3 year term)
   _ Insurance Committee (3 year term)
   _ Advisory Committee on General Fee Allocations (1 year)

Please fold to show return address: Gail McRoberts
                                 Secretary, ASC
                                 Graduate College, 120 McFall

Please return completed forms by Friday, March 15.
1996-97 NOMINATION BALLOT: ACADEMIC AFFAIRS

Listed below are administrative staff in the Academic Affairs area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the names of FOUR staff members whom you wish to nominate and return this ballot to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall by 5:00 p.m. on Friday, March 15, 1996.

Diane Carpenter  Susan Darrow  Dennis Potami
Julie Blanchong  Nancy Alfieri  Donald Hill
Cynthia Crow  Susan Young  Melissa Merz
Lori Pakulski  Suzanne Crawford  Jahmal Green
Penny Atkinson  Sally Paymont  Karen Smoyer
Linda Glaviano  Stanley Lewis  Debbie Freyman
Peggy Russell  Anne Saviert-Potter  Sheila Kratzer
Karen Matheny  Judy Donald  Ray Abair
Linda Sullivan  E. Darlene Whipple  Daniel Schwab
Lois Sonenberg  Diane Thurairanam  Elsterina Mejeritskaja
Mary Beth Darby  Anita Knaurs  Patti Ankney
Catherine Shaffner  Andrew Fuller  Deng-Yuan Chen
Beesy Bunner  Suzanne Middos  Lawrence Ahl
Ellen Dakon  Jose Rueda  E. Lee Williams
Theresa Clickner  William DenBeter  Douglas Martin
Mitchell Miller  Keith Instone  Lynn Blum
Linda Eynon  Matthew Webb  Craig Bedra
Monica Manny  G. Lee Caldwell  JohnClark
Norma Sukler  Barbara Lang  Andrew Wickizer
Kathryn Rollins  Diane Pegan  Nan Rothrock
Justine Magsig  Erik Graubart  Robert Conner
James Litwin  Darlene Thomas  Deborah Conklin
Beth Casey  Jacqueline Nathan  Angel Narako
<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Luiz Pereira de Almeida</td>
<td>Alice Browne</td>
<td>David Hampshire</td>
</tr>
<tr>
<td>Catherine Pratt</td>
<td>Barbara Sosoy</td>
<td>David Steen</td>
</tr>
<tr>
<td>Stephen Bigley</td>
<td>Linda Crawford</td>
<td>James Shorter</td>
</tr>
<tr>
<td>Andrew Lopaczynski</td>
<td>Karen Ichler</td>
<td>Jerry Hartwell</td>
</tr>
<tr>
<td>Sabrina White</td>
<td>Pam Phillips</td>
<td>Kim Sebert</td>
</tr>
<tr>
<td>Linda Bakkum</td>
<td>Nancy Williams</td>
<td>Frederick Honneffer</td>
</tr>
<tr>
<td>Laverne Dillon</td>
<td>Suzanne Thierry</td>
<td>Ann Bowers</td>
</tr>
<tr>
<td>George Howick</td>
<td>Mark Bunge</td>
<td>Mark Barnes</td>
</tr>
<tr>
<td>Sheila Thompson</td>
<td>Tina Bunge</td>
<td>Stephen Charter</td>
</tr>
<tr>
<td>Kristen Donaldson</td>
<td>Keith Hofscher</td>
<td>Lee McLaid</td>
</tr>
<tr>
<td>David Cooper</td>
<td>Martin Porter</td>
<td>Susan Hughes</td>
</tr>
<tr>
<td>Ana Barnhard</td>
<td>Mary Helen Pfitz</td>
<td>Marilyn Levinson</td>
</tr>
<tr>
<td>Marilyn Ersatz</td>
<td>Geoffrey Humphrey</td>
<td>Robert Graham</td>
</tr>
<tr>
<td>Sandra McKenzie</td>
<td>Edward Kennedy</td>
<td>Dianne Abbott</td>
</tr>
<tr>
<td>Vicki Knauerbace</td>
<td>Nancy Vanderlugt</td>
<td>Sherice Freeman</td>
</tr>
<tr>
<td>Deborah Burris</td>
<td>Audrey Bricker</td>
<td>Victoria Ampiyaw</td>
</tr>
<tr>
<td>Nancy Mueller</td>
<td>Margaret Swancon</td>
<td>Theresa Toricky</td>
</tr>
<tr>
<td>Barbara Randall</td>
<td>Michael McHugh</td>
<td>Sidney Childs</td>
</tr>
<tr>
<td>Denise Pax</td>
<td>Lee Norden</td>
<td>Joyce Blinn</td>
</tr>
<tr>
<td>Anthony Boccanusos</td>
<td>Donald Baizwenger</td>
<td>Ronald Knopf</td>
</tr>
<tr>
<td>Carol Davis</td>
<td>Patricia Falk</td>
<td>Ofir Sisco</td>
</tr>
<tr>
<td>Terry Lawrence</td>
<td>Patricia Salomon</td>
<td>Sharon Strand</td>
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<td>Celeste Bland</td>
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<td>Kevin Work</td>
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<td>George Leaman</td>
<td>Julie Baker</td>
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<tr>
<td>Daniel Sabolsky</td>
<td>Lee Flora Thompson</td>
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</table>
1996-97 NOMINATION BALLOT: UNIVERSITY RELATIONS

Listed below are administrative staff in the University Relations area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the names of FOUR staff members whom you wish to nominate and return this ballot to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall by 5:00 p.m. on Friday, March 15, 1996.

Phil Mason
Robert Bortel
Colleen Markwood
Paul Obringer
Kenneth Frisch
Suzanne Sopa
David Sandford
Gail Hanson
Karen Williams
Carol White
Larry Weiss
Cynthia Oxender
Amy Cole
Carl Peschel
Clifton Boutelle
D. Fred Connor
Gardner McLean
Teresa Sharp
Deborah McLaughlin
Linda Swaisgood
Cheryl Takan
Sheila Rieger
Jeffrey Hall
Dianne Cherry
Gerry Carter
Donald Gargacz
Alan Bowe
Michael Fitzpatrick
Jan Bell
Denise Kisabeth
James Brady
Judy Pacchalis
Patrick Fitzgerald
Joyce Chappie
Sharon Hanna
Timothy Smith
Anthony Short
Cheryl Joyce
Anthony Howard
William Leutz
Sally Blair
Phyllis Hartwell
Linda Fahrbach
Karen Zech
Roger Minier
Patricia Pitchey
Karen Malcolm
Douglas Burns
Tracy Loescher
Patricia Booth
1996-97
Interest Form for Participation on Administrative Staff Council
and on University Committees

Name ____________________________ Department/Area ____________________________

1. ________ If you do not want your name to appear on the election ballot if you are nominated for a seat on Administrative Staff Council please check here.

2. Administrative staff members serve on a number of university committees. Listed below are the committees which need new members next year. Please check the appropriate blank if you would like to have your name included on the ballot for that committee. You may check more than one.

   _____ Equal Opportunity Compliance Committee (3 year term)
   _____ Insurance Committee (3 year term)
   _____ Advisory Committee on General Fee Allocations (1 year)

Please fold to show return address:  Gail McRoberts
                                    Secretary, ASC
                                    Graduate College, 120 McFall

Please return completed forms by Friday, March 15.
1996-97 NOMINATION BALLOT: PLANNING & BUDGETING

Listed below are administrative staff in the Planning & Budgeting area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the names of FOUR staff members whom you wish to nominate and return this ballot to Gail McRobers, ASC Secretary, Graduate College, 120 McFall Center by 5:00 p.m. on Friday, March 15, 1996.

Linda Hamilton
Jerome Ameling
Lori Hogrefe
Richard Peper
Michael Walsh
Thomas Garcia
Neil Allen
Gary Swegan
Cecelia Born
Clarence Terry
Kerry Foldernauer Diehl
Russell Burton
Gene Palmer
Laura Waggoner
Marjorie Hafford
Richard Conrad
Dale Schroeder
John Gruber
Toby Singer
Terrence Moschnich
Kenneth Knue
James Hoy
Steven Herter

Philip Wilkin
Debra Wells
Sue Tomore
Michael Failor
Joyce Keel
Teresa McClure
Phyllis Short
William Gerwin
Deb Clink
Richard Kasch
Susan Gruber
Richard Zera
Gaylyn Finn
Trish Jenkins
Ilse Thomas
Carl Lipp
Lori Schumacher
David Hoehner
Joe Martini
Tawn Williams-Nell
Sandra Miehner
1996-97

Interest Form for Participation on Administrative Staff Council
and on University Committees

Name

Department/Area

1. Administrative staff members serve on a number of university committees. Listed below are the committees which need new members next year. Please check the appropriate blank if you would like to have your name included on the ballot for that committee. You may check more than one.

__ Equal Opportunity Compliance Committee (3 year term)
__ Insurance Committee (3 year term)
__ Advisory Committee on General Fee Allocations (1 year)

Please fold to show return address: Gail McRoberts
Secretary, ASC
Graduate College, 120 McFall

Please return completed forms by Friday, March 22.
March 4, 1996

TO: Administrative Staff Members

FROM: Gail McRoberts
Secretary, Administrative Staff Council

SUBJECT: Nomination Ballot for 1996-97 Elections

Enclosed you will find a ballot to nominate administrative staff members for election to the Administrative Staff Council (ASC). In accordance with its Charter, ASC represents 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. ASC meets from 1:30 to 3:00 p.m. on the first Thursday of each month. In addition, Council members are appointed to serve on committees of the Council. ASC members are elected to serve three year terms.

Please note the directions at the top of the enclosed Nomination Ballot. The ballot consists of names of administrative staff members in your vice-presidential area. When your nominations have been returned and tabulated, an election ballot will be prepared on which you will again vote only for staff members in your area. The number of seats on the Council is determined by the number of persons in each vice-presidential area, at a representation rate of ten percent.

Following is a review of the apportionment of administrative staff for next year and the number of representatives to be elected in each area as assessed by the ASC Executive Committee.

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<th>Area</th>
<th>Total # Reps '96-97</th>
<th># to be Elected '96-97</th>
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<td>Firelands</td>
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<tr>
<td>Student Affairs</td>
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<td>4</td>
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<tr>
<td>University Relations</td>
<td>6</td>
<td>3</td>
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</tbody>
</table>

Also enclosed is a two-part Interest Form on which you are asked to indicate if you do not want your name included on the election ballot for ASC if you are nominated. The second part of the form asks you to indicate your interest in being put on the ballot for university committees.

Please return your Nomination Ballot and Interest Form to Gail McRoberts, ASC Secretary, Graduate College, 120 McFall, by Friday, March 15

enclosures: Nomination Ballot, Interest Form
Could the following information be included in an upcoming edition of the Monitor?

Thanks

Judy Donald

The following are the results of the recent ASC Council election for 1985-86. Individuals elected will be serving a three-year term on Administrative Staff Council.

Academic Department
Patti Ankney
Keith Hofacker

Institutional Support
Cheryl Purfoy

Academic Support
Marilyn Braatz
Beth Zechary

Student Support
Mary Lynn Perniak
Anne Saviers

Athletics/Sports Activities
William Blair

Firelands
Penny Nemitz
To: dkwhitm@bgnet.bgsu.edu
From: Judy Donald <judyd@bgnet.bgsu.edu>
Subject: University Committee Elections
Cc: 
Bcc: 
Attached:

Hi! Here's the information that you need for the University Committees. If you have any questions, please let me know.

Thank you.

Judy

I would like to take this opportunity to thank everyone that expressed interest in serving on one of the university committees. The following is the results of the recent election for these committees.

Bookstore Advisory Committee
Laura Waggoner

Computing Council
Lori Schamacher

Equal Opportunity
Cheryl Purefoy

Health, Wellness, & Insurance
Pat Green

Insurance Appeals
Barb Keeler

Library Advisory
Diane Regan

Parking
Keith Ragan

Telecommunications
Shawn Brady

Thank you.

Judy Donald
To: asc-reps@listproc.bgsu.edu
From: Judy Donald <judyd@bgnet.bgsu.edu>
Subject: Officer/Executive Council Election
Cc:
Bcc:
Attached:

I would like to take this opportunity to inform the group of the recent election results for the officers and executive council for the 1998/99 year. Best wishes to all of you....

Chair - Deb Boyce
Chair Elect - Paul Lopez
Secretary - Joyce Blinn

Executive Council
Mary Beth Zachary
Linda Hamilton
Shelley Appelbaum
Laura Waggoner
Deb Wells
Pat Green

If you have any questions/concerns, please let me know.

Thank you.

Judy
ASC ELECTION RESULTS

ELECTED TO ASC

Academic Support
Diane Smith
Linda Balkum

Institutional Support
Nancy Coy

Athletics / Sports Activities
Gina Parks
Thad Long
Jane B. Myers

Student Support
Ron Knopf, Jr.
Laura Emch
Kay Gudehus

Technology
Pat Booth
Tony Howard

Academic Departments
Pamella Phillips
Lynne Blum

ASC EXECUTIVE COUNCIL

Paul Lopez- Chair
Academic Departments- John Clark
Academic Support- Matt Webb
Institutional Support- Linda Hamilton
Athletics / Sports Activities- William Blair
Student Support- Laura Waggoner
Technology- Deb Wells
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<th>Functional Area</th>
<th>Current # of ASC Raps by Term</th>
<th>Proposed # of ASC Raps</th>
<th>Election FY99</th>
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<td>TOTAL</td>
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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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| Student Support |             |      |                     |     |           |                              |
| Booksellers       | EPS         | 2    |                     |     |           |                              |
| College Access Program | CAP | 8 |                     |     |           |                              |
| Career Services   | CAS SVC     | 6    |                     |     |           |                              |
| Counseling Center | COCS        | 1    |                     |     |           |                              |
| Education Program Advancement | EPA | 2 |                     |     |           |                              |
| Financial Aid     | FFAI        | 6    |                     |     |           |                              |
| Dining Services   | DHC         | 3    |                     |     |           |                              |
| Health Services   | HCH         | 23   |                     |     |           |                              |
| International Programs | INTP | 3 |                     |     |           |                              |
| Multicultural & Academic Initiatives | MAP | 6 |                     |     |           |                              |
| Residential Life  | RESLIFE     | 18   |                     |     |           |                              |
| First Year Experience Program | FYE | 1 |                     |     |           |                              |
| Registration & Records | REG | 6 |                     |     |           |                              |
| Student Affairs   | STAFF       | 4    |                     |     |           |                              |
| Student Life      | SUE         | 8    |                     |     |           |                              |
| Student Publications | STU PUB | 5 |                     |     |           |                              |
| Student Activities | SACT | 2 |                     |     |           |                              |
| Undergraduate Admissions | UGRAD | 11 |                     |     |           |                              |
| Union             | UNI         | 10   |                     |     |           |                              |
| Academics Enhancement | ACEN | 11 |                     |     |           |                              |

| Academic Support |             |      |                     |     |           |                              |
| Arts & Sciences  | A&S         | 3    |                     |     |           |                              |
| Animal Facility  | ANM         | 2    |                     |     |           |                              |
| Business Administration | BBA | 5 |                     |     |           |                              |
| Creative Arts    | CARTS       | 2    |                     |     |           |                              |
| Continuing Education & Summer Programs | CITE | 13 |                     |     |           |                              |
| Cooperative Education | COED | 2 |                     |     |           |                              |
| Education & Human Development | EAP | 3 |                     |     |           |                              |
| Enrolements Programs | EMP | 1 |                     |     |           |                              |
| Graduate College  | GRAD        | 5    |                     |     |           |                              |
| Graduate Studies In Business | GSBS | 1 |                     |     |           |                              |
| Health & Human Services | HHS | 3 |                     |     |           |                              |
| Honor Program     | HPR         | 1    |                     |     |           |                              |
| Library/Regional Coop. Dep | LIRI | 6 |                     |     |           |                              |
| Medical Arts      | MUS         | 9    |                     |     |           |                              |
| Popular Press     | POP         | 2    |                     |     |           |                              |
| Specialized Programs & Research | SPGR | 2 |                     |     |           |                              |
| Technology, College of | TECN | 2 |                     |     |           |                              |

Total: 132 8 13
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<th>Functional Groupings</th>
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<th>Term</th>
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Page 2
ADMINISTRATIVE STAFF COUNCIL

1998-1999

ACADEMIC SUPPORT
Judy Donald (1999)
Deb Burris (1999)
Matt Webb (2000)
Marilyn Braatz (2001)
Keith Hofacker (2001)
Mary Beth Zachary (2001)**

STUDENT SUPPORT
Bonita Sanders Bembry (1999)
Gene Palmer (1999)
Joyce Blinn (1999) - Secretary **
Mary Lynne Pozniak (2001)
Anne Saviers (2001)
Sidney Childs (2001)
Claudia Clark (2001)

FIRELANDS
Penny Nemitz (2001)

TECHNOLOGY
Paul Lopez (1998) - Chair Elect **
Duane Whitmire (1998) - Past Chair **
Diane Cherry (1999)
Mike Failor (1999)
Sharon Hanna (1999)
Tim Smith (1999)
Calvia Williams (2000)

INSTITUTIONAL SUPPORT
Jan Ruffner (1999)
Sandy LaGro (2000)
Jane Schimpf (2000)
Deborah Boyce (1998) - Chair **
Cheryl Purefoy (2001)

RELATIONS

EXECUTIVE COMMITTEE

ATHLETICS/SPORTS ACTIVITIES
Robin Veitch (1999)
James Elsasser (1999)
Kurt Thomas (1999)
William Blair (2001)

ACADEMIC DEPARTMENTS
Craig Bedra (1999)
Patti Ankney (2001)

**Executive Committee

Revised 6/4/98
Subject: standing committee elections

The following administrative staff members have been elected to university standing committees:

Equal opportunity compliance - Jacqui Nathan

Health, Wellness, and Insurance - Barb Metzley (2 year term)

Health, Wellness, and Insurance - Susan Sadoff (2 year term taking Pat Green's place)
To: Claudia Clark <caclark@bgnet.bgsu.edu>
From: "Mary E. Zachary" <mzachar@bgnet.bgsu.edu>
Subject: Re: elections
Cc: 
Bcc: 
Attached: 

Monitor:

Administrative Staff Council is now soliciting self-nominations for election to

At 11:35 AM 2/7/2000 -0500, you wrote:
>Dear "election committee":
>
>>What would you like me to do?
>>
>Copying would be great. Counseling Center has a limited budget and there
>will be over 400 copies to go out four or five times. Then you
>could mail them out or we could do so here--we just got a new secretary
>that we are trying to keep busy (we only needed her for 20 hours a week and
>they gave her to us for 40). What I need right now is your input on
>scheduling the various elections. I am terrible at structure.
>
>How does this sound?
>
>ASC reps election
>February 16: send blurb to the Monitor soliciting self-nominations
>February 21: send out letter soliciting self-nominations with a March 3
deadline (could also have Professional Development committee announce at
>the March 1st mini-conference)
>February 21: send out e-mail announcement
>February 28: send out e-mail reminder
>March 13: send out ballots with March 31 deadline
>Week of April 3: contact new reps (check with Linda Hamilton about this)
>(Invite and send agendas to new reps for June meeting)
>
>University Standing Committee Elections:
>Mid-March (per "Secretary's Duties" list): contact Diane Whitmire re:
>vacancies, send out self-nomination letter ASMP with March 27 deadline
>April 3: send out ballot with April 14 deadline
>Week of April 17: contact winners and Diane Whitmire
>
>ASC officers:
>March 29: contact Monitor to solicit nominees in April 3rd edition
>April 4: solicit nominations from Exec
>April 6: last call for officers nominations at ASC meeting
>Week of April 10: request platforms from officer candidates
>April 16: send out ballot with April 26 deadline
>
>ASC executive committee:
>Week of March 6: prepare ballots for each functional axe (spring break week)
>April 16: send out ballot with April 26 deadline
>
>June 1: Announce results of officer and exec elections
>
>Also, it would be very helpful if you could take care of the two Monitor
>announcements as noted in the above schedule. I put down a Wednesday date
>to make sure they get in the following Monday's edition. Would you be
>willing?
>
>Claudia
>
>
Claudia Clark, 08:35 AM 4/4/2000, new ASC reps

Date: Tue, 4 Apr 2000 08:35:14 -0400
Reply-To: caclark@bgnet.bgsu.edu
Sender: owner-asc@listproc.bgsu.edu
From: Claudia Clark <caclark@bgnet.bgsu.edu>
To: Administrative Staff Members <asc@listproc.bgsu.edu>
Subject: new ASC reps
X-To: Administrative Staff <ASC@listproc.bgsu.edu>
X-Sender: caclark.bgsu@popc.bgsu.edu
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
04/04/2000 08:30:35 AM,
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
04/04/2000 09:14:37 AM,
Serialize complete at 04/04/2000 09:14:37 AM.

Dear colleagues:
Here are the results of the election of new reps for ASC three-year terms
beginning 2000-2001. Congratulations to all! New ASC members should set
aside time from 11:30am-3:00pm on Thursday June 1. This will include your
orientation followed by your introduction to Council at the June ASC
meeting. You will be contacted with details by Linda Hamilton, chair of
ASC Internal Affairs in advance of this date.

Academic Support
   Deborah Fleitz
   Ann Betts

Student Support
   Dave Garcia

Academic Department
   Nora Cassidy

Technology
   Andrew Freeman
   Wayne Colvin

Institutional Support
   Barbara Waddell
   Sandra Miesmer
   Keith Pogan

Athletics
   Mike Giles

Claudia A. Clark, Ph.D.
Secretary, Administrative Staff Council
Psychologist, Counseling Center
Bowling Green State University
phone: (419) 372-2081
fax: (419) 372-9535
e-mail: caclark@bgnet.bgsu.edu

"Our lives begin to end the day we are silent about things that matter" - MLK
Date: Tue, 16 May 2000 10:38:30 -0400
Reply-To: caclark@bgnet.bgsu.edu
Sender: owner-asc@listproc.bgsu.edu
From: Claudia Clark <caclark@bgnet.bgsu.edu>
To: Administrative Staff Members <asc@listproc.bgsu.edu>
Subject: University Committees

Here is the list of Ad Staff who have self-nominated for openings in University Standing Committees. Please let me know by Wednesday noon (5/17/00) if there are any corrections. Thanks to all for offering to serve.

BOOKSTORE ADVISORY:
Judy Donald
Laura Emch
Sue Lau
Jacqueline Owens
Dale Schroeder
Larry Smith
Robin Veitch

HEALTH, WELLNESS, AND INSURANCE:
Dave Crooks
Laura Emch
Deborah Fleitz
Linda Hamilton
David Hampshire
Josh Kaplan
Steve Kendall
Jacqueline Owens
Cindy Puffer
Deborah Rice
Michelle Simmons

UNIVERSITY UNION ADVISORY:
Doreen Bateson
Ann Betts
Lacrecita Dobbins
Judy Donald
Steve Kendall
Conrad McRoberts
Jacqueline Owens
Cheryl Purefoy
Dale Schroeder
Diane Smith
Robin Veitch

Claudia A. Clark, Ph.D.
Secretary, Administrative Staff Council
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"Our lives begin to end the day we are silent about things that matter" - MLK

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CLAUDIA CLARK
COUNSELING CENTER
320 SADDLEMIRE STUDENT SERVICES
ADMINISTRATIVE STAFF COUNCIL
2000-2001 BALLOT: STUDENT SUPPORT

The following administrative staff members in Student Support have nominated themselves to be considered for a three-year term on Administrative Staff Council. CIRCLE the name of ONE staff member for whom you wish to vote and return this ballot to Claudia Clark, ASC Secretary, Counseling Center, 320 Saddlemire Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

CIRCLE ONE

Lacrecita Dobbins

Dave Garcia

Jacqueline Owens
The following administrative staff members in Institutional Support have nominated themselves to be considered for a three-year term on Administrative Staff Council. CIRCLE the name of THREE staff members for whom you wish to vote and return this ballot to Claudia Clark, ASC Secretary, Counseling Center, 320 Saddlemire Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

**CIRCLE THREE**

Barbara Waddell

Sandra Miesmer

Keith Pogan
The following administrative staff members in Technology have nominated themselves to be considered for a three-year term on Administrative Staff Council. **CIRCLE** the name of **TWO** staff members for whom you wish to vote and return this ballot to Claudia Clark, ASC Secretary, Counseling Center, 320 Saddlemire Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

**CIRCLE TWO**

Andrew Freeman

Wayne Colvin
ADMINISTRATIVE STAFF COUNCIL
2000-2001 BALLOT: ATHLETICS

The following administrative staff members in Athletics have nominated themselves to be considered for a three-year term on Administrative Staff Council. CIRCLE the name of ONE staff member for whom you wish to vote and return this ballot to Claudia Clark, ASC Secretary, Counseling Center, 320 Saddlemire Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

CIRCLE ONE

Mike Giles
ADMINISTRATIVE STAFF COUNCIL
2000-2001 BALLOT: ACADEMIC DEPARTMENTS

The following administrative staff members in Academic Departments have nominated themselves to be considered for a three-year term on Administrative Staff Council. CIRCLE the name of ONE staff member for whom you wish to vote and return this ballot to Claudia Clark, ASC Secretary, Counseling Center, 320 Saddlemire Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

CIRCLE ONE

Nora Cassidy

Nancy Vanderlugt

Inge Klopping

Robert Graham
ADMINISTRATIVE STAFF COUNCIL
2000-2001 BALLOT: ACADEMIC SUPPORT

The following administrative staff members in Academic Support have nominated themselves to be considered for a three-year term on Administrative Staff Council. CIRCLE the name of TWO staff members for whom you wish to vote and return this ballot to Claudia Clark, ASC Secretary, Counseling Center, 320 Saddlemire Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

CIRCLE TWO

Deborah Fleitz

Ann Betts
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)
This Ad Hoc Committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

- Develop ideas for and assist in organizing community involvement projects for administrative staff, e.g. Christmas assistance, Promote Bowling Green committee, BG EFFECT, etc.

- 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, etc.

The membership of this committee is not limited to just Administrative Staff Council members; any administrative staff who is interested in serving should contact their ASC representative or Ann Bowers (372-2411).

This Ad Hoc Committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

- Develop an orientation program for new employees about ASC and for new ASC members; write brief history of ASC and make this a part of the orientation packet.

- Study the awards for administrative staff, discuss potential of new awards and/or better recognition of awards presented.

- Improve ASC meetings to personalize; reconfigure meeting set-up; revitalization of GASP.

The membership of this committee will be Administrative Staff Council members; any ASC member interested should contact Ann Bowers (372-2411).
January 28, 1993

MEMORANDUM

TO: Amy O’Donnell  
Deb Wells  
Pat Green  
Bev Stearns  
Christopher Smitherman  
Bob Carlisle

FROM: Ann Bowers

RE: Ad Hoc Internal Affairs Committee

First, thanks so much for volunteering to be a part of this new ASC Committee. And a special thanks to Amy O’Donnell for agreeing to serve as chair. Listed below is the committee’s charge; the first section of the charge, if possible, I would like to see in place by this summer, the rest will be to you to work on at your convenience. Please do not feel committed to dealing only with the points raised in this charge. I see this ad hoc committee continuing to meet for the next couple of years and more than likely becoming a permanent committee of ASC.

Please let me know if I can be of any assistance and thanks again.

INTERNAL AFFAIRS AD HOC COMMITTEE

This ad hoc committee will report to the ASC Executive Committees. Its responsibilities include but are not limited to:

Develop an orientation program/packet for new employees about ASC and for new ASC members; write a brief history of ASC and make this a part of the orientation packet.

Study the awards for administrative staff, discuss the potential of new awards and/or better recognition of awards presented.

Improve ASC meetings to personalize; reconfigure meeting set-up; revitalization of GASP. (Gathering of Administrative Staff Personnel)
June 2, 1997

MEMORANDUM

TO: Joan Morgan, Chair
    Administrative Staff Council

FROM: Beverly Stearns, Chair
     Internal Affairs Committee

SUBJECT: Annual Report

The charge for the Internal Affairs Committee is to

- 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.

The Committee met monthly beginning in September of 1996. During its first meeting, the Committee established its goals for the year in concert with its charge.

Accomplishments
- The Committee updated the ASC Orientation Handbook and distributed it to newly elected ASC members on May 8. We invited all new members and ASC officers and committee chairs to attend an orientation luncheon hosted by the Committee and conducted by the Committee chair on May 15. During the luncheon, the ASC officers described their responsibilities and the committee chairs described the responsibilities of their committees. A committee sign-up sheet was distributed.
May 17, 1995

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bylaws Committee
       Barb Kesley
       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:)
MEMORANDUM

TO:         Keith Pogan

FROM:      Mary Lynn Pocniak, Secretary
Administrative Staff Council

SUBJ:      Attendance Policy for Administrative Staff Council Meetings

February 27, 2001

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

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 these 3 regular meetings shall be designated by the Executive Committee as absent.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absent, 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 ASC member from office.

According to my records, you have been absent four times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: Mary Beth Zachary, Chair
John Clark, Chair-Elect
March 30, 2001

MEMORANDUM

TO: Keith Pogan
    Capital Planning

FROM: Mary Lynn Pozniak, Secretary
      Administrative Staff Council

SUBJ: Administrative Staff Council Meeting attendance

The Administrative Staff Council Executive Committee discussed the attendance policy and your response to the communication you received. Since you have indicated a willingness to continue as an Administrative Staff Council representative, the committee would like you to do so.

The Executive Committee encourages you to attend the remaining meetings. Attendance is very important for two reasons. Representatives are elected to represent concerns and provide input from constituents as well as to convey issues to them. It is hoped that reps have frequent contact with their constituents and that the ASC meetings serve as a forum to gain information for constituents and to fairly represent them. Attendance is also important in terms of having a quorum for voting on issues.

pc: Mary Beth Zachary, Chair
    John Clark, Chair-Elect
February 27, 2001

MEMORANDUM

TO: Jack Taylor

FP:OM: Mary Lynn Poinial, Secretary
Administrative Staff Council

SUPJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

Each Administrative Staff Council member must select a designated alternative who may substitute for the said ASC member. If the designated alternative 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 these 3 regular meetings shall be designated by the Executive Committee as absentees.

After the absence Administrative Staff Council member has been notified by the Secretary of his/her designation as absentees, 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 ASC member from office.

According to my records, you have been absent four times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: Mary Beth Zachary, Chair
John Clark, Chair-Elect
March 30, 2001

MEMORANDUM

TO: Jack Taylor
Student Affairs

FROM: Mary Lynn Poczialik, Secretary
Administrative Staff Council

SUBJ: Administrative Staff Council Meeting attendance

The Administrative Staff Council Executive Committee discussed the attendance policy and your response to the communication you received. Since you have indicated a willingness to continue as an Administrative Staff Council representative, the committee would like you to do so.

The Executive Committee encourages you to attend the remaining meetings. Attendance is very important for two reasons. Representatives are elected to represent concerns and provide input from constituents as well as to convey issues to them. It is hoped that reps have frequent contact with their constituents and that the ASC meetings serve as a forum to gain information for constituents and to fairly represent them. Attendance is also important in terms of having a quorum for voting on issues.

cc: Mary Beth Zachary, Chair
John Clark, Chair-Elect
February 27, 2001

MEMORANDUM

TO: William Blair
FROM: Mary Lynn Poznial, Secretary / Adm:inistrative Staff Council

SUBJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

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After the absentee Administrative Staff Council member has been notified by the Secretary of his/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 ASC member from office.

According to my records, you have been absent four times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: Mary Beth Zachary, Chair  
John Clark, Chair-Elect
March 30, 2001

MEMORANDUM

TO: Colby Blair
Athletic Department

FROM: Mary Lynn Pozniak, Secretary
Administrative Staff Council

SUBJ: Administrative Staff Council Meeting attendance

The Administrative Staff Council Executive Committee discussed the attendance policy and your response to the communication you received. Since you have indicated a willingness to continue as an Administrative Staff Council representative, the committee would like you to do so.

The Executive Committee encourages you to attend the remaining meetings. Attendance is very important for two reasons. Representatives are elected to represent concerns and provide input from constituents as well as to convey issues to them. It is hoped that reps have frequent contact with their constituents and that the ASC meetings serve as a forum to gain information for constituents and to fairly represent them. Attendance is also important in terms of having a quorum for voting on issues.

pc: Mary Beth Zachary, Chair
John Clark, Chair-Elect
MEMORANDUM

TO: Cheryl Purefoy
FROM: Mary Lynn Potzial, Secretary
SUBJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

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 these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absence Administrative Staff Council member has been notified by the Secretary of his/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 ASC member from office.

According to my records, you have been absent three times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: Mary Beth Zachary, Chair
John Clark, Chair-Elect
March 2, 2001

MEMORANDUM

TO: Sidney Childs

FROM: Mary Lynn Pocznak, Secretary
Administrative Staff Council

SUBJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

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Please contact me if my records are in error or you wish to discuss this further.

cc: Mary Beth Zachary, Chair
    John Clark, Chair-Elect