

2001

## Elections 1982-2001

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Elections

**Inclusive Dates:** 1982-2001

**Format:** ☐ Bound ☒ Loose

**Order:** ☐ Alpha ☒ Chronological ☐ Numerical

**Index:** ☐ Included ☐ Separate ☒ None

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### *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

Column A

Column B

Column C

Column D

Cary Brewer  
Registr & Records

Jill Carr  
Housing

James Adler  
Tech Services

Patrick Fitzgerald  
Channel 57

Zola Euford  
Registr & Records

Tom Glick  
Admissions

Seldon Carsey  
Environmental Srvs

Linda Hamilton  
Planning and Budgeting

Richard Conrad  
Computer Services

Melanie Kaufman  
Athletics

Arlene Layman  
Union

Gardner McLean  
Public Relat/News Serv

Suzanne Crawford  
Equal Opportunity

Barb Keller  
Residence Life

Joe Martini  
Bursar

Norma Stickler  
Provost Office

~~Kathy Hart~~

~~John Martin~~

~~Russ Meister~~

# Membership Allocation

## Administrative Staff Council 1982

<u>Terms</u>	<u>Academic Affairs</u>	<u>Operations</u>	<u>Student Affairs</u>	<u>President</u> *	<u>University Relations</u>	<u>Total</u>
3 Years	4	2	3	(1)	1	10
2 Years	4	1	3	1	2	11
1 Year	4	2	3	(1)	1	10
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	12	5	9	1	4	31

### 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., 3,3,3,2,2,2,1,1,1 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.

<u>Terms</u>	<u>Academic Affairs</u>	<u>Operations</u>	<u>Student Affairs</u>	<u>President</u>	<u>University Relations</u>	<u>Total</u>
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	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	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

# INSTRUCTIONS FOR ELECTION BALLOT ADMINISTRATIVE STAFF COUNCIL

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3 years	4	2	3	<del>3</del>	1	10
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	12	5	9	1	4	31

\* By agreement of the Administrative Staff in the President's Office, terms will rotate on a yearly basis.

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Zola Buford	20441	Jim Litwin	22681
Jill Carr	22011	Joe Martini	22815
Sue Crawford	20495	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:

November 16	Nominations due
November 22	Election ballots for Administrative Staff Council mailed
December 3	Election ballots due
December 6	Election results announced

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	Jim Litwin	22681
Zola Buford	20441	Joe Martini	22815
Jill Carr	22011	Russ Meister	22112
Sue Crawford	20495	Norma Stickler	22915
Tom Glick	22086		

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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. I. Milliron  
John Schroeder  
Lori Schumacher  
Terry Zimmerman

### Personnel Support Services

Susan Caldwell  
Ruth Friend  
Russell Meister  
W. Daniel Parratt  
Richard Rehmer

### Technical Support Services

James Adler  
Raymond Buckholz Jr.  
Charles Coddling  
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

# 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  
Robertta 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  
G. 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

## VICE PRESIDENT FOR ACADEMIC AFFAIRS

PAGE 2

College of Health  
and Community ServicesDean's Office

Judy Price

Nursing

Carmen Trepinski

LibraryCenter 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 Pierman

Kim Sebert

Barbara Suderman

Kevin Work

Library

Mary Annesser

Diane Regan

Sharon Gilbert

College of Musical ArtsMusical 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 Thuraiaratnam

Educational DevelopmentDevelopmental 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

Casmiro Martinez

Clarence Terry

Manuel Vadillo

Upward Bound

Richard Frye

Writing Lab

Marilyn Lorenz

Planning and BudgetingAdmissions

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 Keiser

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  
Nancy 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 Platzner, 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

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# 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 Chaluian  
David Drury  
Patrick Fitzgerald  
Michael Fitzpatrick  
Ronald Gargas  
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:

	3 Years	2 Years	1 Year
President's Office (1)			Jan ScottBey
Academic Affairs (12)	Cary Brewer Zola Buford Jim Litwin Norma Stickler	Kathleen Hart Joyce Kepke Judi Roller Marian Ronan	Tom Glick Linda Hamilton Joan Morgan Charles Schultz
Business Operations (5)	Susan Caldwell Joseph Martini	James Corbitt	Charles Coddling Robert Hayward
Student Affairs (9)	Greg DeCrane Derek Dickinson Richard Lenhart	Robert Arrowsmith Wayne Colvin Janice Lloyd-Sladky	Terry Appolonia Karen DeRosa James Treeger
University Relations (4)	Patrick Fitzgerald	Larry Weiss Deborah Weiser	Joan Gordon

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:

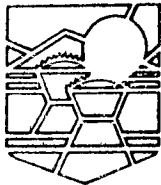
Chair  
Chair-Elect - *Wegle*  
Secretary  
Representatives from each of the 5 Areas

- 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.



**Bowling Green State University**

January 5, 1983

Administrative Staff Council  
Bowling Green, Ohio 43403

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	Financial Exigency
Contract Staff Handbook	Insurance Program
Ferrari Award	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.

sal

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## 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

Academic Affairs

Litwin, 1986  
Stickler, 1986  
Hart, 1985  
Kepke, 1985  
Morgan, 1985  
Bowers, 1984

select  
4

University Relations

Fitzgerald, 1986  
Weiss, 1985  
Wieser, 1985  
\* Gordon, 1984

1

Operations

Corbitt, 1986  
Hayward, 1985  
- \* Coddling, 1984

2

Student Affairs

DeCrane, 1986  
Dickinson, 1986  
Arrowsmith, 1985  
Colvin, 1985  
Appolonia, 1984  
DeRosa, 1984  
Jordan, 1984

3

Planning and Budgeting

Brewer, 1986  
Buford, 1986  
Martini, 1986  
Roller, 1985  
Glick, 1984  
Hamilton, 1984  
Passmore, 1984  
Schultz, 1984

0

President

ScottBey, 1984

4

Count for Each Area as of 1/84

Academic Affairs	90	9
University Rel.	36	4
Operations	40	4
Student Affairs	72	7
Planning & Bud.	40	4
President's area	49	5
	<u>327</u>	

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).

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 ScottBey'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)

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\_\_\_\_\_  
Name

PLEASE FOLD, STAPLE, AND RETURN TO  
NOEMA STICKLER, OFFICE OF ACADEMIC AFFAIRS

ACADEMIC AFFAIRSElection 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

Cary Brewer

CHAIR-ELECT

Wayne Colvin

Joseph Martini

SECRETARY

Bob Arrowsmith

Joyce Kepke

Joan Morgan

Norma Stickler

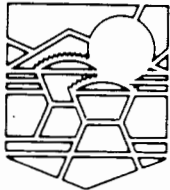
AREA REPRESENTATIVE

Zola Buford

Kathleen Hart

James Litwin

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



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

August 31, 1983

MEMORANDUM

TO: Administrative Staff Members

FROM: Norma Stickley *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 Edgerton, 1987  
Kathy Hart, 1985  
Joyce Kepke, 1985  
Jim Litwin, 1986  
Joan Morgan, 1985  
Norma Stickler, 1986  
Jane Wood, 1987  
Paul Yon, 1987

#### Student Affairs

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

#### Operations

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

#### University Relations

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

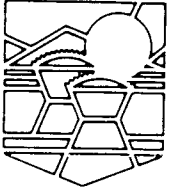
#### Planning and Budgeting

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

4-6



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

January 27, 1984

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:

Cary 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.

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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

Election Timetable

Distribution of Current Membership  
Based on University Organization as of January 1984

Academic Affairs

Litwin, 1986  
Stickler, 1986  
Hart, 1985  
Kepke, 1985  
Morgan, 1985  
Bowers, 1984

eleat  
4

University Relations

Fitzgerald, 1986  
Weiss, 1985  
Wieser, 1985  
\* Gordon, 1984

1

Operations

Corbitt, 1986  
Hayward, 1985  
\* Coddling, 1984

2

Student Affairs

DeCrane, 1986  
Dickinson, 1986  
Arrowsmith, 1985  
Colvin, 1985  
Appolonia, 1984  
DeRosa, 1984  
Jordan, 1984

3

Count for Each Area as of 1/84

Academic Affairs	90	9
University Rel.	36	4
Operations	40	4
Student Affairs	72	7
Planning & Bud.	40	4
President's area	49	5
	<u>327</u>	

Planning and Budgeting

Brewer, 1986  
Buford, 1986  
Martini, 1986  
Roller, 1985  
Glick, 1984  
Hamilton, 1984  
Passmore, 1984  
Schultz, 1984

0

President

ScottBey, 1984

6

4

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).

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 ScottBey'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.

file  
ASC

# 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 Edgerton, 1987  
Kathy Hart, 1985  
Joyce Kapke, 1985  
Jim Litwin, 1986  
Joan Morgan, 1985  
Norma Stickler, 1986  
Jane Wood, 1987  
Paul Yon, 1987

### Student Affairs

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

### Operations

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

### University Relations

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

### Planning 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

# 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.

<u>Terms</u>	<u>Academic Affairs</u>	<u>Operations</u>	<u>Student Affairs</u>	<u>President</u>	<u>University Relations</u>	<u>Total</u>
3 years	4	2	3	(1)	1	10
2 years	4	1	3	(1)	2	11
1 year	4	2	3	<del>1</del>	1	10
	<u>12</u>	<u>5</u>	<u>9</u>	<u>1</u>	<u>4</u>	<u>31</u>

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



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

October 3, 1984

MEMORANDUM

TO: Administrative Staff Members, Planning & Budgeting Area

FROM: Jill Carr, Secretary, Administrative Staff Council *Jill Carr*

RE: Election Results

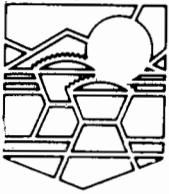
I am pleased to announce that Dick Conrad, Director, Computer Services has been elected to the Administrative Staff Council. Dick will complete Judi Roller's term on the Council.

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



Bowling Green State University

February 18, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Chairperson, ASC Elections Committee *J.C.*

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.

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

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



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

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.

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

\*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 8 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

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 member-  
ship (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)



Bowling Green State University

March 1, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403MEMORANDUM

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.

<u>Area</u>	<u># Of Expiring Terms</u>	<u># In Area</u>	<u># Of Reps On Council 1984-85</u>	<u># To Be Elected</u>
Academic Affairs	3	112	9	5*
Operations	1	41	4	1
Planning & Budgeting	1	43	4	1
President's Area	0	54	5	1**
Student Affairs	2	81	7	2***
University Relations	2	38	4	2

\*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 8 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 8, 1985. Please also complete the enclosed Committee Participation Interest Survey and return it with your nomination ballot by March 8, 1985.

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

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

Joyce Kepke - 2-0181  
 Deb Heineman - 2-2651

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

### Student Publications

Robert Bortel  
Janet Dorrance

### WBGU-TV

Jan Bell  
Michael Fitzpatrick  
Ronald Gargas  
David George  
Anthony Howard  
Cindy Krause  
William Leutz  
Paul Lopez  
Denise Marland  
Karen Crawford-Mason  
Don Payne  
Timothy Westhoven

### NWOE-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

## 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.

Architects Office

Raymond Buckholz  
Rollie Engler  
Janet Flory  
James McArthur

Food Service

Monna Pugh  
Jane Schimpf

Inventory Management

Fred Fether

Management Support Services

Terry Laurence  
Sally Lonsdale  
A.I. Milliron  
Howard Parker

Environmental Safety

Daniel Parratt

Public Safety

William Bess

Personnel Support Services

Richard Rehmer

Purchasing

Richard Powers

Plant Operations & Maintenance

James Adler  
Charles Coddling  
John Doroghazi  
Gib Perez  
Keith Pogan  
Richard Roach  
Earl Rupright

Office of the V.P.  
for Operations

Sandy Lagro

Post Office

James Clemens

Auxiliary Support Services

Arlene Layman  
Richard Stoner

University Union

Rita Foos  
Doris Geiger  
Lucy Gilliland  
Bill Mays  
Zelma Metzger  
Harold Miller  
Michael Solt

Insurance

Russell Meister

University Bookstore

John Buckenmeyer  
Otis Sonnenberg

## 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 Bressler  
 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 Ocviak  
 Tom Wallace  
 Karen Zambrizcky

President's Office

C. R. Marsh  
 Philip Mason  
 Kay Meier  
 June Schrider

Affirmative Action

Suzanne Crawford

## 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.

College Access Program

Mary Dunson  
Richard Frye  
Jay Hairston  
Joyce Jones  
Keith Mitchell

Counseling

Lee Amundsen

Financial Aid &  
Student Employment

Laura Emch  
Limas Forte  
Ellen Kayser  
Conrad McRoberts  
Stephanie Piechowiak

Minority Student Activities

Deanna Okoiti

Off-Campus Housing

Tonia Stewart

On-Campus Housing

Robert Rudd

Educational Development

Jack Taylor  
Dean Purdy

Off-Campus Center

Hazel Smith

Developmental Learning Center

Harry Bare III  
Joyce Blinn  
Vernice Cain  
Margaret Hawkins  
Patricia Hecks  
Mary Lynn Rogyl  
Janis Wells

Health Center

James Austermiller  
Zhanna Brant  
JoAnn Brinkman  
Tess Domini  
Charles Frie  
Barbara Frobel  
Elayne Jacoby  
Mary Johnson  
Joshua Kaplan  
Nancy Kumor  
Miriam Meyer  
JoAnn Navin  
Christine Oswald  
Cindy Sue Puffer  
Rebecca Utz

Orientation

David Weinandy

Small Group Housing

Judi Biggs  
Dorothy Buettner  
Jerradale Douglass

Student Development

Clarence Terry  
Manuel Vadillo

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

## VICE PRESIDENT FOR PLANNING &amp; 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.

Administrative Staff  
Personnel Services

Susan Caldwell  
Shirley Colaner

Capital Planning

Robert McGeein

Computer Services

Elaine Badik  
Richard Conrad  
Susan Cerny  
Deb Clink  
John Gruber  
Susan Gruber  
Steve Herber  
James Hoy  
Joseph Luthman  
Ron Reazin  
Steven Schaefer  
Dale Schroeder  
Charles Schultz  
Kent Strickland  
Connie Stein Shelley  
Debra Wells  
Rich Zera

Treasurer's Office

Paul Nusser  
Beryl Smith  
Ilse Thomas

Admissions

Lisa Chavers  
Kerry Foldenauer  
Tom Glick  
Cheryl Krockner  
John Martin  
Dan Shelley

Business Office

David Hoehner  
Clarence Lane  
Carl Lipp  
John Schroeder  
Lori Schumacher

Registration & Records

Rebecca McOmber  
Roger Newman  
Duane Whitmire

Planning & Budgeting

Linda Hamilton

Internal Auditing

Don Passmore

## 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

Academic Affairs Office

Kathi Rollins

International Student Programs

Jeff Grilliot

College Of Education

Marilyn Braatz  
 Cheryl Didham  
 Deborah Kortokrax-Clark  
 Bonnie McKenzie  
 Vicki Melvin  
 Gloria Pfeif  
 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

School of Technology

Barry Piersol

Popular Press

Pat Browne

Honors Programs

Kim Breger

Arts & Sciences

Linda Abrams  
 Craig Bedra  
 Eve Blass  
 Ellen Dalton  
 Jack da Silva  
 Kevin Kerr  
 Cornelia Mauk  
 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 Keeley  
 Carolyn Loomis  
 Linda Quarless  
 Marlyn Reider  
 Jennifer Spielvogel

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 Thuraiatnam  
 Lynn Zulaf

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

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.

<u>NAME</u>	<u>DEPARTMENT</u>
Sally Blair	NWOE-TV
Patricia Booth	NWOE-TV
Ronald Gargano	WBGU-TV
David George	WBGU-TV
Wendy Luther	Alumni and Development
Paul Lopez	WBGU-TV
Judith Moody	Public Relations
Lynn Passmore	NWOE-TV
Everet Piper	Alumni and Development
Linda Swaisgood	Public Relations
Timothy Westhoven	WBGU-TV

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 8, 1985.



Bowling Green State University

March 5, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

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.

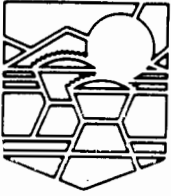
-----  
Name \_\_\_\_\_

\_\_\_\_\_ 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.

## 1985-86 ADMINISTRATIVE STAFF COUNCIL

<u>NAME</u>	<u>AREA</u>	<u>EXPIRATION OF TERM</u>
Jill Carr	Student Affairs	1987
Peace Champion	Student Affairs	1987
Gregg DeCrane	Student Affairs	1986
Deb Heineman	Student Affairs	1987
JoAnn Navin	Student Affairs	1986
TONIA STEWART	Student Affairs	1988
DAVE WEINANDY	Student Affairs	1988
Ron Zwierlein	Student Affairs	1987
 PATRICIA CLEVELAND	 President's Area	 1988
Jack Gregory	President's Area	1987
Kevin McHugh	President's Area	1987
Carole Huston	President's Area	1987
Jan ScottBey	President's Area	1986
 JOHN BUCKENMEYER	 Operations	 1988
Jim Corbitt	Operations	1986
Ruth Friend	Operations	1987
Jim Sharp	Operations	1987
 Cary Brewer	 Planning & Budgeting	 1986
DICK CONRAD	Planning & Budgeting	1988
Joe Martini	Planning & Budgeting	1986
Zola Buford	Planning & Budgeting	1986
 JOAN BISSLAND	 Academic Affairs	 1988
ANN BOWERS	Academic Affairs	1988
Susan Darrow	Academic Affairs	1987
CHRISTOPHER DUNN	Academic Affairs	1988
Nan Edgerton	Academic Affairs	1987
Jim Litwin	Academic Affairs	1986
BARRY PIERSOL	Academic Affairs	1988
KATHLEEN STEIGER	Academic Affairs	1988
Norma Stickler	Academic Affairs	1986
Jane Wood	Academic Affairs	1987
Paul Yon	Academic Affairs	1987
 SALLY BLAIR	 University Relations	 1988
Patrick Fitzgerald	University Relations	1986
Patricia Koehler	University Relations	1987
EVERET PIPER	University Relations	1988

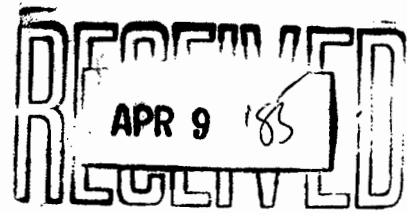


Bowling Green State University

April 8, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

MEMORANDUM



TO: Members of the Administrative Staff  
FROM: Administrative Staff Council Elections Committee  
RE: Enclosed Election Ballot

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.

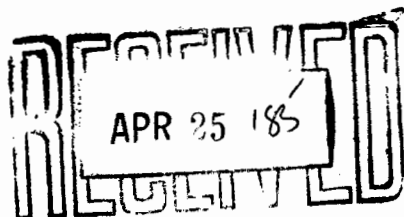
POSITIONS TO BE FILLED

<u>AREA</u>	<u># TO BE ELECTED</u>
Academic Affairs	5
Planning & Budgeting	1
President's Area	1
Student Affairs	2
Operations	1
University Relations	2



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403



April 22, 1985

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.

<input type="checkbox"/> Jill Carr	On-Campus Housing
<input type="checkbox"/> Peace Champion	Educational Development
<input type="checkbox"/> Deb Heineman	Financial Aid & Student Employment
<input type="checkbox"/> JoAnn Navin	Health Center
<input type="checkbox"/> Tonia Stewart	Off-Campus Housing
<input type="checkbox"/> Dave Weinandy	Orientation
<input type="checkbox"/> 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.

<input type="checkbox"/> Sally Blair	NWOE-TV
<input type="checkbox"/> Patrick Fitzgerald	WBGU-TV
<input type="checkbox"/> Everet Piper	Alumni & Development
<input type="checkbox"/> Patricia Koehler	WBGU-TV

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.

<input type="checkbox"/> John Buckenmeyer	University Bookstore
<input type="checkbox"/> Jim Corbitt	Office of the Vice President for Operations
<input type="checkbox"/> Ruth Friend	Management Support Services
<input type="checkbox"/> 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.

<input type="checkbox"/>	Patricia Cleveland	Athletic Dept.
<input type="checkbox"/>	Jack Gregory	Athletic Dept.
<input type="checkbox"/>	Kevin McHugh	Athletic Dept.
<input type="checkbox"/>	Carole Huston	Athletic Dept.
<input type="checkbox"/>	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.

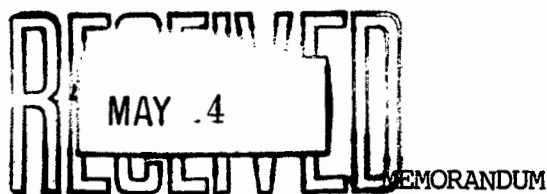
<input type="checkbox"/> Cary Brewer	Registration & Records
<input type="checkbox"/> Dick Conrad	Computer Services
<input type="checkbox"/> Joe Martini	Office of the Bursar



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

May 17, 1985



TO: Administrative Staff

FROM: Administrative Staff Council Elections Committee

RE: Election Results, Executive Committee and Committee Elections

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.

College Access Program

Mary Dunson  
Richard Frye  
Jay Hairston  
Joyce Jones  
Keith Mitchell

Counseling

Lee Amundsen

Financial Aid &  
Student Employment

Laura Emch  
Limas Forte  
Ellen Kayser  
Conrad McRoberts  
~~Stephanie Piechowiak~~

Minority Student Activities

Deanna Okoiti

Off-Campus Housing

Tonia Stewart

On-Campus Housing

Robert Rudd

Educational Development

Jack Taylor  
Dean Purdy

Off-Campus Center

Hazel Smith

Developmental Learning Center

Harry Bare III  
Joyce Blinn  
Vernice Cain  
Margaret Hawkins  
Patricia Hecks  
Mary Lynn Rogyl  
Janis Wells

Health Center

James Austermiller  
Zhanna Brant  
JoAnn Brinkman  
Tess Domini  
Charles Frie  
Barbara Frobel  
Elayne Jacoby  
Mary Johnson  
Joshua Kaplan  
Nancy Kumor  
Miriam Meyer  
JoAnn Navin  
Christine Oswald  
Cindy Sue Puffer  
Rebecca Utz

Orientation

David Weinandy

Small Group Housing

Judi Biggs  
Dorothy Buettner  
Jerradale Douglass

Student Development

Clarence Terry  
Manuel Vadillo

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

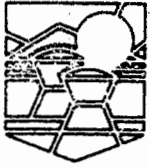
*Tom Joffe*  
*Long Range will continue*

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.



Bowling Green State University

University Union  
Bowling Green, Ohio 43403-0350  
(419) 372-2241  
Cable: BGSUOH

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:

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

\* 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.



Bowling Green State University

University Union  
Bowling Green, Ohio 43403-0350  
(419) 372-2241  
Cable: BGSUOH

May 6, 1987

MEMORANDUM

TO: Administrative Staff

FROM: Elections Committee

RE: Election Results; Executive Committee and  
University Committee Elections

The election process for representatives to the 1986-87 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  
 ✓ Rich Hughes 1989

### 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

### 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

### University Relations

Sally Blair 1988  
 Everett Piper 1988  
 Pat Koehler 1987  
 Linda Swaisgood 1989

(Newly elected members in bold face)



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

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.

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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 <sup>current</sup> 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.

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 Presidential 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 entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative 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.



Bowling Green State University

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Administrative Staff Council  
Bowling Green, Ohio 43403-0373

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.

## ASC Election Procedures Timetable

<u>TIME</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
December	Executive Comm.	Assess apportionment of Administrative Staff
January	Election Committee	Seek volunteers & nominees for ASC and for specific University standing committees (volunteers and nominees to come from the full administrative staff)
February	Election Committee	Conduct election for ASC membership (total admin. staff votes)  Conduct election to Univ. stand. comm. (total admin. staff votes)
March	Executive Committee	Solicit nominees for officers (officers to be drawn from ASC membership)
	Election Committee	Prepare list of those eligible for election to executive committee
	Election Committee	Solicit volunteers & nominees for ASC standing committees (membership to be drawn from ASC members, including new members)
April	Election Committee	Conduct election of ASC officers & area representatives (total admin. staff votes)
	Election Committee	Conduct election of ASC standing committees (Administrative Staff Council members vote)

# ADMINISTRATIVE STAFF COUNCIL--ELECTION BALLOT--ACADEMIC AFFAIRS MASTER 71

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 <del>    </del>	9 James Litwin <del>    </del>	George Cripe <del>    </del>
Justine Magsig <del>    </del>	Beth Casey	13 Dave Stanford <del>    </del> <del>    </del>
Vicki Knauerhase	22 <del>Suzanne Crawford</del> <del>    </del> <del>    </del> <del>    </del>	Christopher Dunn <del>    </del>
113 Judy Donald <del>    </del> <del>    </del>	10 Janice Peterson <del>    </del> <del>    </del>	Kimberly Wright
10 Dante Thurairatnam <del>    </del> <del>    </del>	Anita Knauss	Douglas Martin <del>    </del>
Audrey Bricker <del>    </del>	Diana Carpenter	Sandra McKenzie <del>    </del>
Keith Instone	16 Diane Regan <del>    </del> <del>    </del> <del>    </del>	Susan Pauly <del>    </del>
Darlene Thomas <del>    </del>	Betty Ward <del>    </del>	Linda Sullivan
Debra Freyman	Carrie Fisher	Linda Crawford
Stephen Charter <del>    </del>	Craig Bedra <del>    </del>	Mark Bunce
Lawrence Ahl <del>    </del>	113 Marilyn Braatz <del>    </del> <del>    </del>	Martin Porter <del>    </del>
Ann Bernhard	9 Sarah Bates <del>    </del>	Steve White
Carol Davis <del>    </del>	David Steen <del>    </del>	Tina Bunce <del>    </del>
Erik Graubart	23 Pat Green <del>    </del> <del>    </del> <del>    </del> <del>    </del>	Jacqueline Nathan <del>    </del>
Cheryl Sokol <del>    </del>	Kim Sebert	Terry Lawrence
Harold Dolan	Pam Phillips	Nancy Williams
Keith Hofacker	Gail Richmond <del>    </del>	11 Susan Hughes <del>    </del> <del>    </del>
Diane Abbott <del>    </del>	Kory Tilgner Swanson	Ofir Sisco <del>    </del>
Jose Lopez Rueda	Robert Graham <del>    </del>	Charles Johnson <del>    </del>
Aurelio Sanchez <del>    </del>	Barbara Randall	Judy Hartley <del>    </del>
Claire Carlson	Margaret Meghdadpour Cohn-Swanson <del>    </del>	

✓ M Braatz 7405 not on before  
 ✓ Diane Regan 2015  
 ✓ Pat Green 6008  
 Dave Stanford 2451  
 ✓ Judy Donald 8181  
 ✓ Susan Hughes 2411 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

<b>January</b>	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.
<b>February</b>	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.
<b>March</b>	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.
<b>April</b>	Solicit nominations for officers (officers to be drawn from ASC membership). Send article to <i>Monitor</i> .  Send officer profile forms to officer candidates.  Send out officer election ballots which contain information taken from the profile forms.
<b>May</b>	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.
<b>June</b>	New ASC members are invited to attend June ASC meeting
<b>July</b>	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*.

**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 [bstearn@andy.bgsu.edu](mailto:bstearn@andy.bgsu.edu) no later than Friday, April 29, 1994. Ballots will be distributed on Monday, May 2, 1994.



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

April 4, 1994

## MEMORANDUM

TO: Veronica Gold, Secretary  
Faculty Senate

FROM: Beverly Stearns, Secretary *hjs*  
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

<b>January</b>	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.
<b>February</b>	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.
<b>March</b>	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.
<b>April</b>	Solicit nominations for officers (officers to be drawn from ASC membership). Send article to <i>Monitor</i> .  Send officer profile forms to officer candidates.  Send out officer election ballots which contain information taken from the profile forms.
<b>May</b>	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.
<b>June</b>	New ASC members are invited to attend June ASC meeting
<b>July</b>	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*.

**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**.

February 13, 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.

<u>Area</u>	<u>Total # Reps. '95-96</u>	<u># to be Elected '95-96</u>
Academic Affairs	14	8
Firelands	2	1
Operations	4	1
Planning & Budgeting	5	2
President's Area	5	1
Student Affairs	8	4
University Relations	5	2

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,**  
**102 Health Center, by Friday, March 3, 1995.**

enclosures: Nomination Ballot, Interest Form

CM

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 Ruffner
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 Treeger
Larry Holland	Greg Predmore
Robert Eoucher	James Clemens
Charles Coddling	Jane Schimpf
John Koroghazi	Barbara Erisman
Craig Wiutig	Perry 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	Tim King	Greg Jordan
Tonia Stewart	Elizabeth DeMuecy	Thad Long
Mary Lynn Rogge Poznisk	Judith Nemitz	Scott Levin
Marcos Rivera	Kelly Greenfield	Joshua Kaplan
Manual Vadillo	Veronica Rae Ann Smith	Zhanna Brant
Claudia Clark	Lisa McHugh	Teresita Domini
JoAnn Kroll	Gerri Muir	Jeanne Wright
Ellen Nagy	Elizabeth Soto	James Kettinger
Marian Adomakoh	Uie Lowery	Marilyn Mackay
Pamela Allen	Sheila Davis	Rebecca Utz
Jeffrey Johnson	Doreen Long	Molly Crowe
Deb Veiter	Dennie Eupert	JoAnn Navin
Gregory DeCrane	Carrie Sarent	Amy Kose
Jill Carr	Michael Ginsburg	Barbara Hoffman
Dean Purdy	Julie Ash	Jose Ortega
Barbara Keller	Conrad McRoberts	Cheryl Lambert
Amy O'Donnell	Tina Simon	Carolyn Agler
Gale Swanka	Brian Paskvan	Terri Landry Cook
Dawn Mays	Laura Emch	Mary Dunson
Susan Kill	Michelle Simmons	Bonita Sanders
Michael Vetter	Suzanne Fahrer	Joyce Jones
Richard Hughes	M. Reva Walker	Armando Bejarano
Kimberly Ellis	Derek Dickinson	Kenneth Marable
Terrence Miller	Cathy Swick	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	Kendra Akers	Gordon Sokoll
Beth Nagel	Gary Blackney	Sean Brennan
Nancy Footer	Steven Telander	Mitzi Sanders
Marshall Rose	Dino Dawson	Mel Mahler
Robert Cunningham	Terence Malone	Wade Jean
Ron Zwierlein	Paul Ferraro	Sid Sink
James Elsasser	Robert Ligachevsky	Steve Price
Jerry Woollmering	Bruce Gregory	Scott Sehmman
Vincent House	Scott Seeliger	Jacquelyn Clark
Shelley Appelbaum	Anthony Pucatari	Tammy Shain
Fran Voll	James Collis	Ellen McGrew
Robin Veitch	Steve Barr	Rachel Miller
Brad Browning	Kelli Gorceans	Christine Parris
Todd Brunsink	Mark Kunstmann	Kimberly Glandorff
Kurt Thomas	Bill Jones	
Daniel Schmitz	Michael Meccarone	
Mark Nell	Annette Davidson	
David Morin	James Larranaga	
Penny Dean	Keith Noftz	
Joseph Sharp	Stanley Heath	
Donald Woods	Steve Morfeld	
Michael Ward	Buddy Powers	
Kenneth Schoeni	Wayne Wilson	
Randall Julian	Brian Hills	



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: 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 Danow	Dennis Potami
Julie Blanchong	Nancy Alfieri	Donald Hill
Cynthia Crow	Susan Young	Melissa Merz
Lori Pakulski	Suzanne Crawford	Jahmal Green
Penny Atkinson	Sally Rayment	Karen Smoyer
Linda Glaviano	Stanley Lewis	Debra Freyman
Peggy Russell	Anne Saviero Potter	Sheila Kratzer
Karen Matheny	Judy Donald	Ray Abair
Linda Sullivan	E. Darlene Whipple	Daniel Schwab
Lois Sonenberg	Dante Thuraiainam	Ekaterina Mejeritskaia
Mary Beth Zerby	Anita Knauss	Patti Ankney
Catherine Shaffner	Andrew Fuller	Deng-Yuan Chen
Eetsy Eunner	Suzanne Midden	Lawrence Ahl
Ellen Dalton	Jose Rueda	E. Lee Williams
Theresa Clickner	William DanEesten	Douglas Martin
Mitchell Miller	Keith Instone	Lynn Blum
Linda Eynon	Matthew Webb	Craig Bedra
Monica Manny	G. Lee Caldwell	John Clark
Norma Stickler	Barbara Lang	Andrew Wickiser
Kathryn Rollins	Diane Fegan	Nan Rothrock
Justine Magsig	Erik Graubart	Robert Conner
James Litwin	Darlene Thomas	Deborah Conklin
Beth Casey	Jacqueline Nathan	Angel Ibarra

Jose Luiz Pereira de Almeida	Alice Browne	David Hampshire
Catherine Prati	Barbara Solosy	David Steen
Stephen Bigley	Linda Crawford	James Shorter
Andrew Lopuczynski	Karen Ishler	Jerry Hartwell
Sabrina White	Pam Phillips	Kim Sebert
Linda Bakum	Nancy Williams	Frederick Honneffer
Laverne Dillon	Suzanne Thierry	Ann Bowers
George Howick	Mark Bunce	Mark Barnes
Sheila Thompson	Tina Bunce	Stephen Charter
Kristen Donaldson	Keith Hofacker	Lee McLaird
David Cooper	Martin Porter	Susan Hughes
Ann Bernhard	Mary Helen Pitts	Marilyn Levinson
Marilyn Eraatz	Geoffrey Humphryc	Robert Graham
Sandra McKenzie	Edward Kennedy	Dianne Abbott
Vicki Knauerhase	Nancy Vanderlugt	Sherice Freeman
Deborah Burris	Audrey Bricker	Victoria Ampaw
Nancy Mueller	Margaret Swanson	Theresa Toricky
Barbara Randall	Michael McHugh	Sidney Childs
Denise Pax	Lee Norden	Joyce Blinn
Anthony Boccanfuso	Donald Beiswenger	Ronald Knopf
Carol Davis	Patricia Falk	Ofir Sisco
Terry Lawrence	Patricia Salomon	Sharon Strand
Lisa Chavers	Gail Richmond	Celeste Bland
Harold Dolan	Kevin Work	
Kory Swanson	George Cripe	
George Leaman	Julie Baker	
Daniel Sabolsky	Lee Floro Thompson	

## 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	Dianne Cherry	Peg Bucksy
Robert Bortel	Gerry Carter	Karen Malcolm
Colleen Markwood	Fonald Gargacz	Douglas Burns
Paul Obringer	Alan Bowe	Tracy Loescher
Kenneth Frisch	Michael Fitzpatrick	Patricia Booth
Suzanne Sopa	Jan Bell	
David Sandford	Denise Kisabeth	
Gail Hanson	James Brady	
Karen Williams	Judy Paschalis	
Carol White	Patrick Fitzgerald	
Larry Weiss	Joyce Chapple	
Cynthia Oxender	Sharon Hanna	
Amy Cole	Timothy Smith	
Carl Peschel	Anthony Short	
Clifton Boutelle	Cheryl Joyce	
D. Fred Connor	Anthony Howard	
Gardner McLean	William Leutz	
Teresa Sharp	Sally Blair	
Deborah McLaughlin	Phyllis Hartwell	
Linda Swaisgood	Linda Fahrbach	
Cheryl Takata	Karen Zach	
Sheila Riezer	Roger Minier	
Jeffrey Hall	Patricia Fitchey	



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 McRoberts, ASC Secretary, Graduate College, 120 McFall Center by 5:00 p.m. on Friday, March 15, 1996.

Linda Hamilton	Philip Wilkin
Jerome Ameling	Debra Wells
Lori Hogrefe	Sue Tomore
Richard Paper	Michael Failor
Michael Walsh	Joyce Keel
Thomas Garcia	Teresa McLove
Neil Allen	Phyllis Short
Gary Swegan	William Gerwin
Cecelia Born	Deb Clink
Clarence Terry	Richard Kasch
Kerry Foldernauer Diehl	Susan Gruber
Russell Earton	Richard Zera
Gene Palmer	Gaylyn Finn
Laura Waggoner	Trish Jenkins
Marjorie Hufford	Ilse Thomas
Richard Conrad	Carl Lipp
Dale Schroeder	Lori Schumacher
John Gruber	David Hoehner
Toby Singer	Joe Martini
Terrence Moechnich	Tawn Williams-Nell
Kenneth Kutz	Sandra Miesmer
James Hoy	
Steven Herber	



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.**



# Bowling Green State University

95

Administrative Staff Council  
Bowling Green, Ohio 43403

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.

<u>Area</u>	<u>Total # Reps '96-97</u>	<u># to be Elected '96-97</u>
Academic Affairs	16	4
Firelands	2	0
Operations	4	1
Planning & Budgeting	5	2
President's Area	7	4
Student Affairs	8	4
University Relations	6	3

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: 1 Nomination Ballot, Interest Form

monitor@bgnnet.bgsu., 08:13 AM 5/3/98 -, ASC election results

---

To: monitor@bgnnet.bgsu.edu  
From: Judy Donald <judyd@bgnnet.bgsu.edu>  
Subject: ASC election results  
Cc:  
Bcc:  
Attached:

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 1998-99. Individuals elected will be serving a three-year term on Administrative Staff Council.

Academic Department  
Patti Ankney  
Keith Hofacker

Institutional Support  
Cheryl Purefoy

Academic Support  
Marilyn Braatz  
Math Beth Zachary

Student Support  
Mary Lynn Pozniak  
Anne Saviers

Athletics/Sports Activities  
William Blair

Firelands  
Penny Nemitz

dkwhitm@bgnet.bgsu., 02:36 PM 5/29/98 , University Committee Elections

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

Diane: 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 Schumacher

Equal Opportunity  
Cheryl Purefoy

Health, Wellness, & Insurance  
Pat Green

Insurance Appeals  
Barb Keeley

Library Advisory  
Diane Regan

Parking  
Keith Pogan

Telecommunications  
Shawn Brady

Thank you.

Judy Donald

asc-reps@listproc.b, 10:05 AM 6/4/98 -, Officer/Executive Council Elec

---

To: asc-reps@listproc.bgsu.edu  
From: Judy Donald <judyd@bgsnet.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 Bakkum

#### Student Support

Ron Knopf, Jr.  
Laura Emch  
Kay Gudehus

#### Institutional Support

Nancy Coy

#### Technology

Pat Booth  
Tony Howard

#### Athletics / Sports Activities

Gina Parks  
Thad Long  
Jane B. Myers

#### 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

Potential Effects on Election Process - 1998-99						
	Current # of ASC Reps by Term				Proposed # of ASC Reps	
Functional Area	1998	1999	2000	Total		Election FY99
Institutional Support	2	2	3	7	5	No
Student Support	6	5	1	12	8	Yes for 2
Academic Support	8	2	2	12	6	Yes for 2
Academic Departments		1		1	3	Yes for 2
Athletics/Sports Activities	2	4	1	7	5	No
Technology	3	4	2	9	4	No*
Firelands	1		1	2	2	Yes 1
<b>TOTAL</b>	<b>22</b>	<b>16</b>	<b>10</b>	<b>50</b>	<b>33</b>	
Technology Add'l reps					2	
<b>TOTAL 1998-99</b>					<b>35</b>	
<b>**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.</b>						

FUNCTIONAL GROUPINGS								
							New Distribution	No Change in Distribution
			Current ASC Reps	Term Expires 92		Total by Grouping	6%	10%
<b>Institutional Support</b>								
	Academic Affairs	ACAF	7	2	5			
	Affirmative Action & Handicapped Svcs	AHS			4			
	Alumni	ALUM			13			
	Architect	ARC			2			
	Auxiliary Services	AUM			2			
	Benefits/Human Resources	BINS			1			
	Capital Planning	CAPP			1			
	Environmental Health & Safety	EHS			3			
	Financial Affairs	FINANCE			1			
	Payroll	PYRL			1			
	Bursar	BRSR			3			
	Treasurer	TRES			3			
	Institutional Research	R			1			
	Internal Auditing	IA			1			
	Business Office	BO			3			
	Human Resources	PEPS			3			
	Facilities Services	PHYP			11			
	Post Office	POF			1			
	President's Ofc	PPES			2			
	Public Relations	PUB			9			
	Purchasing	PURC			1			
	Risk Management	RISK			1			
	University Relations	URE			2			
						74	5	7
<b>Student Support</b>								
			12	6				
	Bookstore	BKS			2			
	College Access Program	CAP			8			
	Career Services	CAR SVC			6			
	Counseling Center	CCCC			1			
	Education Program Advisement	EDPA			2			
	Financial Aid	FAID			5			
	Dining Services	FOOD			3			
	Health Services	HCTR			23			
	International Programs	INTP			3			
	Multicultural & Academic Initiatives	MAFF			6			
	Residential Life	RES LIFE			18			
	First Year Experience Program				1			
	Registration & Records	RGST			6			
	Student Affairs	ST AFF			4			
	Student Life	ST LIFE			5			
	Student Publications	ST PUB			5			
	Student Activities	UAC			2			
	Undergraduate Admissions	UGRAD			11			
	Union	UNI			10			
	Academic Enhancement	ACEN			11			
						132	8	13
<b>Academic Support</b>								
			12	8				
	Arts & Sciences	A&S			9			
	Animal Facility	ANIM			2			
	Business Administration	BA			5			
	Creative Arts	CARTS			2			
	Continuing Education & Summer Programs	CTTE			13			
	Cooperative Education	COED			2			
	Education & Human Development	EAP			3			
	Environmental Programs	ENVP			1			
	Graduate College	GRAD			5			
	Graduate Studies in Business	GGB			1			
	Health & Human Services	HHS			3			
	Honors Program	HNPS			1			
	Library/Regional Book Dep	LIBR			6			
	Musical Arts	MUS			9			
	Popular Press	POPR			2			
	Sponsored Programs & Research	SPRV			3			
	Technology, College of	TECH			5			

FUNCTIONAL GROUPINGS									
								New	No Change
								Distribution	in Distribution
			Current ASC	Term		Total by			
			Reps	Expires 93	3	Grouping	6%	10%	
	Archival Collections	ACC			10				
	Ctr Govt Res & Publ Svcs	GRPS			1				
	Management Ctr	MCT			1				
	NW Ohio Ed Tech Found	NET			11				
	Photo Chem Sci	PCS			1				
	Phil Doc Ctr	PDC			2				
	Soc Phil & Policy Ctr	SPH			2				
						99	6	10	
Academic Departments			1	0					
	School of Art	ART			1				
	Biological Sciences	BIOL			6				
	Business Education	BUSE			3				
	Canadian Studies	CAST			1				
	Communication Disorders	CDIS			3				
	Chemistry	CHEM			9				
	Computer Science	CS			1				
	Special Education	EDSE			1				
	English	ENG			1				
	Family & Consumer Sciences	FCS			2				
	History	HIST			1				
	Health, Physical Education & Recreation	HPER			1				
	Language Laboratory	LLAB			1				
	Medical Technology	MEDT			2				
	Nursing	NURS			2				
	Philosophy	PHIL			1				
	Psychology	PSYC			3				
	Romance Languages	ROML			1				
	Theater	THEA			2				
	Technology Systems	TSYS			2				
						44	3	4	
Activities/Sports Activities									
	Athletics	ATHL	7	2	65				
	Recreation Sports	RSP			8				
						73	5	7	
Technology			9	3					
	Center for Teaching, Learning Technology	CTLT			1				
	Instructional Media	INST MEDIA			7				
	University Computer Services	UCS			31				
	WB&U-TV	WB&U			20				
						59	4	6	
Firelands	Firelands	FPE	2	1	17	17	2	2	
TOTAL			50	22	190	198	33	50	

## 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)\*\*

### **FIRELANDS**

John Hartung (2000)  
 Penny Nemitz (2001)

### **INSTITUTIONAL SUPPORT**

Jan Ruffner (1999)  
 Sandy LaGro (2000)  
 Jane Schimpf (2000)  
**Deborah Boyce (1998) - Chair \*\***  
 Linda Hamilton (2000)\*\*  
 Cheryl Purefoy (2001)

### **ATHLETICS/SPORTS ACTIVITIES**

Robin Veitch (1999)  
 James Elsasser (1999)  
 Kurt Thomas (1999)  
 Shelley Appelbaum (2000)\*\*  
 William Blair (2001)

### **STUDENT SUPPORT**

Bonita Sanders Bembry (1999)  
 Gene Palmer (1999)  
 Joyce Blinn (1999) - Secretary \*\*  
 Laura Waggoner (2000)\*\*  
 Mary Lynne Pozniak (2001)  
 Anne Saviers (2001)  
 Sidney Childs (2001)  
 Claudia Clark (2001)

### **TECHNOLOGY**

Paul Lopez (1998) - Chair Elect \*\*  
 Duane Whitmire (1998) - Past Chair \*\*  
 Diane Cherry (1999)  
 Mike Failor (1999)  
 Sharon Hanna (1999)  
 Tim Smith (1999)  
 Deb Wells (2000)\*\*  
 Calvin Williams (2000)

### **ACADEMIC DEPARTMENTS**

Craig Bedra (1999)  
 Pat Green (2000)\*\*  
 Patti Ankney (2001)

\*\*Executive Committee

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**Joyce Blinn, 03:14 PM 7/21/199, standing committee elections**

---

Date: Wed, 21 Jul 1999 15:14:10 -0400  
Reply-To: jblinn@bgnnet.bgsu.edu  
Sender: owner-asc@listproc.bgsu.edu  
From: jblinn@bgnnet.bgsu.edu (Joyce Blinn)  
To: Administrative Staff Members <asc@listproc.bgsu.edu>  
Subject: standing committee elections  
X-To: ASC@listproc.bgsu.edu  
X-Cc: dkwhitm@bgnnet.bgsu.edu  
X-Sender: jblinn@popj.bgsu.edu

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

Equal opportunity compliance- Jacqui Nathan

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

Health, Wellness, and Insurance- Susan Sadoff (2 year term taking Pat Green's place)

Claudia Clark, Re: elections

---

To: Claudia Clark <caclark@bgsu.bgsu.edu>  
 From: "Mary E. Zachary" <mzachar@bgsu.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 of things to go out four or five times. Then you  
 >could mail them out or we could do so here--we just a 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 ASAP 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 14: send out ballot with April 26 deadline

>

>ASC executive committee:

>week of March 6: prepare ballots for each functional area (spring break week)

>April 14: 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

Claudia Clark, 10:33 AM 5/16/2000, University Committees

---

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  
 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  
 05/16/2000 10:40:59 AM,  
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at  
 05/16/2000 11:02:41 AM,  
 Serialize complete at 05/16/2000 11:02:41 AM

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  
 Lacreita 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  
 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

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**CAMPUS MAIL**

**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 Saddlemere Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

**CIRCLE ONE**

Lacrecita Dobbins

Dave Garcia

Jacqueline Owens

*Jack*

**ADMINISTRATIVE STAFF COUNCIL**  
**2000-2001 BALLOT: INSTITUTIONAL SUPPORT**

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 Saddlemere Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

**CIRCLE THREE**

Barbara Waddell

Sandra Miesmer

Keith Pogan

Blue

**ADMINISTRATIVE STAFF COUNCIL  
2000-2001 BALLOT: TECHNOLOGY**

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 Saddlemere Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

**CIRCLE TWO**

Andrew Freeman

Wayne Colvin

*F. Cherry*

**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

*buff*

**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 Saddlemere Student Services Bldg. by 5 P.M. on Friday, March 31, 2000.

**CIRCLE ONE**

Nora Cassidy

Nancy Vanderlugt

Inge Klopping

Robert Graham



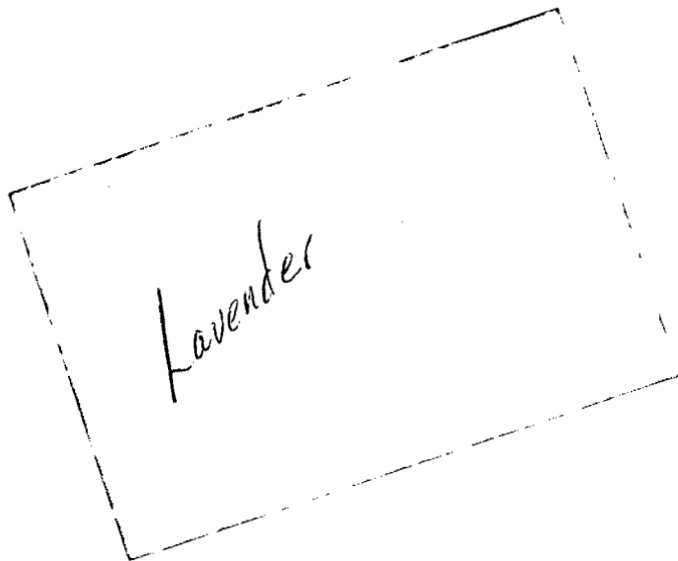
**ADMINISTRATIVE STAFF COUNCIL**  
**2000-2001 BALLOT: ACADEMIC SUPPORT**

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 Saddlemere 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.

115

## 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.

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).

#### ADMINISTRATIVE STAFF INTERNAL AFFAIRS AD HOC COMMITTEE ✓

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 *360 stu Secs.*  
Deb Wells  
Pat Green  
Bev Stearns ✓  
Christopher Smitherman  
Bob Carlisle

FROM: Ann Bowers *AB*

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 Committee. 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 *Beverly*  
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 Keeley  
Sharon Hanna  
Mary Beth Zachary

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

*Motion past.*

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:)



# Bowling Green State University

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Writers Laboratory (419) 372-2221  
Post Secondary Enrollment Options (419) 372-9876  
Bowling Green, Ohio 43403-0600  
Fax: (419) 372-8486

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February 27, 2001

## MEMORANDUM

TO: Keith Pogan

FROM: Mary Lynn Pozniak, Secretary *MPP*  
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:

*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 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



# Bowling Green State University

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March 30, 2001

# COPY

## MEMORANDUM

TO: Keith Pogan  
Capital Planning

FROM: Mary Lynn Pozniak, Secretary *mlp*  
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



# Bowling Green State University

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February 27, 2001

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## MEMORANDUM

TO: Jack Taylor

FROM: Mary Lynn Poznialt, Secretary *MLP*  
Administrative Staff Council

SUBJ: Attendance Policy for Administrative Staff Council Meetings

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



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March 30, 2001

**COPY**

## MEMORANDUM

TO: Jack Taylor  
Student Affairs

FROM: Mary Lynn Poznialt, Secretary *mzp*  
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.

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



# Bowling Green State University

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Writers Laboratory (419) 372-2221

Post Secondary Enrollment Options (419) 372-9376

Bowling Green, Ohio 43403-0600

Fax: (419) 372-8486

February 27, 2001

## MEMORANDUM

TO: William Blair

FROM: Mary Lynn Pozniak, Secretary *MLP*  
Administrative Staff Council

SUBJ: Attendance Policy for Administrative Staff Council Meetings

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



# Bowling Green State University

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Fax: (419) 372-8486

March 30, 2001

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## MEMORANDUM

TO: Colby Blair  
Athletic Department

FROM: Mary Lynn Pozniak, Secretary *MLP*  
Administrative Staff Council

SUBJ: Administrative Staff Council Meeting attendance

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



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March 2, 2001

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## MEMORANDUM

TO: Cheryl Purefoy

FROM: Mary Lynn Poczniak, Secretary *Mary Lynn Poczniak*  
Administrative Staff Council

SUBJ: Attendance Policy for Administrative Staff Council Meetings

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March 2, 2001

## MEMORANDUM

TO: Sidney Childs

FROM: Mary Lynn Poznaniak, Secretary *Mary Lynn Poznaniak*  
Administrative Staff Council

SUBJ: Attendance Policy for Administrative Staff Council Meetings

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