

2005

## **New Member Orientation 2005-2006**

Bowling Green State University. Administrative Staff Council

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*Notes*



# Administrative Staff Council New Member Orientation

## **ASC Mission**

The purpose of the ASC is to support the mission of Bowling Green State University through representing administrative staff members by promoting their general welfare; seeking professional development opportunities; maintaining communications among staff members; and reviewing, initiating, and making recommendations on institutional policies.

## **ASC History**

In May 1982, a group of contract staff met informally to explore the possibility of forming a representative group to "assess and express the needs and concerns of all contract staff members here at BGSU." Staff members present at the meeting unanimously passed a motion to form an ad hoc steering committee to investigate and propose an ongoing, permanent organizational structure. Members of the founding group communicated the motion on June 24, 1982, in a letter to Dr. Paul Olscamp, President: 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.

All contract staff received a charter for voting in October 1982, and by November, the first elections were held. Communication continued throughout this process between contract staff and President Olscamp, still president at Western Washington University.

By the beginning of the following year, the group organized as the Administrative Staff Council (ASC), developed a charter (found in the Administrative Staff Handbook as Appendix B), initiated bylaws (listed in the Administrative Staff Handbook as Appendix A), and convened a special meeting on February 1, 1983 to discuss, unexpectedly, an issue regarding a PERS pick-up proposal. The standard was set in March 1983 for meetings to take place on the first Thursday of every month, from 1:00 p.m. to 2:30 p.m. The Ferrari Award Committee, Merit Committee, Bylaws Committee, Professional Development Committee, and Handbook Revision Committee, (later changed to Personnel Welfare Committee) were established at this meeting. Executive Committee meetings were set for the second and fourth Tuesdays of the month during the lunch hour, although, by committee consensus, any alternate-Tuesday meeting schedule may be followed. The first guest speaker was Dr. Paul Olscamp at the May 1983 meeting, a tradition that continued for many years during the fall.

In August 1983, ASC held its first opening day reception. Monies remaining from contributions to fund the reception were used to create an ASC foundation account. The Professional Development Committee began to sponsor workshops during the first year and later added a luncheon workshop series. Funds for professional development were added to the ASC budget in the 1989-90 year.

Dr. Suzanne Crawford received the first Ferrari Award, established in the name of Dr. Michael Ferrari, which recognizes outstanding university leadership. A BGSU faculty member presented the award to Dr. Crawford in the form of an original work of art. Funding for the Ferrari Award was appropriated

from the ASC operating budget until 1991, when the Council campaigned to endow the award. During fall semester 1992, the award was changed from an original artwork to a cash award of \$1,000, to be funded subsequently through the Vice President of Academic Affairs area.

In September 1983, Council passed a resolution requesting that discussion be initiated with President Olscamp regarding ASC representation on the University Board of Trustees. ASC Chair Gregg DeCrane, serving his second term, began attending the Board committee meetings and full Board meetings as an ASC representative in the fall of 1990.

Enthusiastic Council members generated strong interest in establishing an Administrative Staff Scholarship late in 1984. The initial goal was to establish a pledge program and award a student scholarship in 1986, from the endowment of \$5,000 at that time. The scholarship/pledge program was the first of its kind on campus. Other groups have since borrowed this concept. The goal of \$5,000 was reached, and the first scholarship was awarded during the 1985-86 year. Currently, this growing endowment exceeds \$89,000. The Foundation periodically announced that it will match up to \$5,000 in funds raised for the scholarship.

ASC recognized the importance of providing more opportunities for administrative staff members to socialize with each other. In January 1990, ASC held its first winter reception. GASP (Gathering of Administrative Staff Personnel) meetings were held during the evenings of the ASC meetings. These gatherings discontinued because attendance gradually declined. Council members are investigating other opportunities for social interaction.

Since 1982, ASC has dealt with many issues, hosted interesting guest speakers, and gained representation on all university standing committees. In the first ten years, ASC grew into an effective and well respected constituent group.

Several issues, however, remain unaddressed. In the spring of 1993, the Executive Committee developed a long range plan for approaching these issues in the Council's second decade.

Since 1982, ASC has assessed the needs of its constituents; acted on their concerns; encountered challenges from all levels of the University and community; and successfully developed a list of accomplishments of which it can be proud. Most notably, ASC has:

- Produced a professional development day, "Invest in Yourself," that included attendees from administrative and classified staff, students, and faculty.
- Assisted Human Resources in the preliminary work of the President's Compensation Plan for Administrative Staff.
- Passed a resolution in support of a Wellness Plan for university staff and faculty, to be followed up in successive years.
- In concert with Human Resources, worked to ensure that all units on campus have "merit" award documents and processes in place.
- Raised the number of vacation days from 20 to 22.
- Sent resolutions to the State regarding funding inequities in higher education.
- Encouraged and implemented representation from the Firelands campus
- Successfully lobbied for two days personal leave for administrative staff members.
- Lowered the waiting period for dependent fee waivers from five to three years of employment.
- Served on constituent committees, such as the Health Care Task Force, to ensure adequate representation of administrative staff concerns on critical issues.

- Participated in the development of an administrative staff performance evaluation instrument to be used consistently across all campus areas.
- Reorganized the ASC election process
- Established Saturday course offerings for BGSU staff, created the Professional Connection Program, and expanded staff recognition opportunities.
- Achieved removal of the one-year waiting period for access to accrued vacation.
- Established, maintained, and enhanced an ASC web site: <http://www.bgsu.edu/organizations/asc>
  - Acquired shared office space for CSC and ASC in College Park Office Building
  - Created an Ombudsperson position
  - Introduced an ASC Blackboard Community and Discussion Forum

While this list is far from exhaustive, it reflects the efforts of a conscientious organization dedicated to meeting the needs of administrators, and, ultimately, all members of the Bowling Green State University community.

### **ASC Meetings**

Regular Council meetings are held on the first Thursday of every month during the academic year, and as needed in the summer, from 1:30 p.m. to 3:00 p.m. Council members are informed of the date, time, and location of each of these meetings through a comprehensive list of meetings provided by the Secretary. In addition, minutes of the previous month's meeting are available to all administrative staff via the web site as soon as possible after ratification. If you are unable to attend a meeting, you may designate an alternate from your functional area to attend in your place. No Council member may have an alternate attend more than three meetings per year.

ASC meetings are generally 90 minutes in length and follow Robert's Rules of Order, Newly Revised on parliamentary procedure. Meetings are convened by the Chair, who calls the meeting to order. Following approval of the minutes, the Chair, Chair-Elect, and Secretary each give a report. If there is a guest speaker, s/he typically addresses the Council and any questions prior to the committee reports. The Chair then leads the Council through the agenda by soliciting reports from each committee. Prior to adjournment, each representative is allowed the opportunity to participate in "For the Good of the Order," an activity which allows each member to update the Council on activities in their area or department.

### **ASC Member Responsibilities**

ASC members are committed to service and excellence at Bowling Green State University. Election to ASC is an honor among peers and carries with it responsibilities and obligations as follows:

- Attend all ASC meetings
- Participate on ASC standing or ad hoc committees
- Participate on University standing committees by election or appointment
- Contact and get to know your constituent group at the beginning of the year
- Inform your constituent group of issues involving administrative staff in a timely fashion by phone, email or memo or blackboard.
- Poll your constituent group about issues which will be voted on at ASC meetings
- Personally contact new constituents to welcome her/him to the University, explain the roles of ASC and Council members
- Represent views of administrative staff in the public arena
- Participate in policy making at Bowling Green State University

### **ASC Bylaws**

The governing rules by which the ASC operates are called the bylaws. The Amendments Committee is responsible for initiating or accepting suggestions for changes to the bylaws. The bylaws serve as an excellent resource for clarifying questions about the election process, meeting structure, and committee work. If changes in the bylaws are recommended, they must be approved by a three-fourths (3/4) vote of the members present at the Council meeting where the amendments are discussed. The ASC bylaws are listed in your Administrative Staff Handbook as Appendix A.

### **ASC Leadership**

Each year, in conjunction with the election of ASC representatives, the Election Committee requests nominees for officers from the Executive Committee and the general administrative staff via public notice. The entire administrative staff votes for the three positions of Chair, Chair-Elect, and Secretary.

### **Chair**

The Chair serves a one-year term. This position carries with it extensive responsibilities which include: presiding at and preparing agendas for monthly Council and all Executive Committee meetings; representing the ASC at appropriate meetings including the Board of Trustees committee and full board meetings; appointing, with Executive Committee approval, chairs of ASC committees and overseeing committee progress; with assistance from the Chair-Elect, reviewing the annual budget for a potential proposal of revision; appointing a liaison for the Classified Staff Council and for the Faculty Senate; and preparing, with the Executive Committee, an annual summary of activities and accomplishments.

### **Chair-Elect**

The Chair-Elect maintains the budget for ASC. S/he assumes all responsibilities of the Chair in case of the Chair's absence or resignation. The Chair-Elect accepts Chair responsibilities with the passing of the gavel at the end of the June meeting, when all newly elected and outgoing ASC representatives are present.

### **Secretary**

The Secretary maintains accurate minutes of all Council and Executive Committee meetings and ensures that they are distributed to all administrative staff members. The Secretary assists with correspondence, records and attendance, chairs the Elections Subcommittee (which is part of the Internal Affairs Subcommittee), distributes ballots and maintains election eligibility and voting records.

### **ASC Committees: An Overview of their Functions**

Administrative staff members at BGSU are responsible for promoting a healthy climate for learning and professional growth, and for asserting the leadership and support essential to enhance the University's programs and services. All administrative staff members should share a sense of working towards a common goal—that of maintaining the high standards of the University and its vision to be the premier learning community in Ohio and one of the best in the nation. To this end, ASC has established a committee structure, which provides administrative staff members with the means for addressing their needs and for promoting their efforts.

### **Executive Committee**

The ASC Executive Committee acts for the Administrative Staff Council between meetings and serves as or designates a liaison between the ASC and other governance groups, individuals, and agencies. Nominations are handled annually by the Internal Affairs Committee who prepares a list by functional area of those ASC members eligible for election to the Executive Committee.

**ASC Standing Committees**

The members of ASC standing committees include ASC members and administrative staff members-at-large as appointed by the Chair. ASC representatives and administrative staff members-at-large are nominated or may self-nominate to serve on ASC standing committees. The Chair of ASC shall appoint a chair for each standing committee from the ASC membership. Duties and responsibilities of each ASC standing committee are listed as follows:

**Amendments Committee**

This committee both initiates and receives proposed amendments to the Charter or Bylaws and reports to the ASC on all proposed amendments.

**Awards and Special Recognitions Committee**

This committee develops and recommends to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognition including the Ferrari Award, BG Best Award and monthly Spirit of BG awards. Committee members shall represent each functional area and shall have been employed by the University for at least three years.

**External Affairs Committee**

This committee is responsible for developing community involvement projects for administrative staff, and working on developing good public relations with other groups on campus, off campus and with the media.

**Finance Committee**

The Chair-Elect maintains the ASC budget and submits a budget revision proposal to ASC for approval, as necessary prior to submission to the appropriate division Vice-President. Council has approved, on a trial basis, a treasurer position for 2005-2006 to fulfill this responsibility.

**Internal Affairs Committee**

This committee is responsible for developing and updating the Orientation program and orientation handbook for new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations. This committee also maintains the ASC web site. A subcommittee of the internal Affairs committee is the Elections Subcommittee, which is responsible for initiating, conducting, tabulating, and announcing the results of elections for ASC and appropriate University standing committees.

**Personnel Welfare Committee**

This committee annually reviews the Administrative Staff Handbook and studies and recommends Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The committee includes at least one representative from each functional area. The chair serves on the Executive Committee. A subcommittee of the Personnel Welfare Committee is the Salary Subcommittee. This subcommittee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. The chair of this subcommittee is selected from members of the Personnel Welfare Committee.

**Professional Development Committee**

This committee is charged with aiding and encouraging professional growth and development of administrative staff. It studies and recommends action with regard to requests for professional leave, continuing education, and recognition of professional achievement.

**Scholarship Committee**

This committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarship. This committee is also responsible for initiating ways to raise funds for the scholarship.

**University Standing Committees**

Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff. Committees include Equal Opportunity Compliance, Health, Wellness and Insurance and Information Technology.

**Ad Hoc Committees**

ASC ad hoc committees are created by the Executive Committee, which appoints members. These members need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee, through action of the Amendments Committee. For more detailed information about committees, refer to the Bylaws, Appendix A of the Administrative Staff Handbook.