

2000

## Representative Responsibilities 1999-2000

Bowling Green State University. Administrative Staff Council

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*Notes*

1. Pencil

## ASC Secretary: Schedule of Duties

### General:

-ASC budget/or area/org. number: 500 3031 (Check w. Chair to see how to handle this. I sent the information to Deb Burris, but she is no longer on ASC). You would use this budget number to pay for plaques, etc.

-Prepare monthly agenda by checking with Chair. Duplicate about 50 copies and bring to ASC meeting. Send a copy through e-mail to the ASC members plus any additional ones on mailing list. The agenda can be sent with the minutes of the previous ASC meeting. Usually send handouts from the meeting to individuals absent from the meeting.

-Take minutes of ASC monthly meeting, send paper copies to ASC members who do not have e-mail, taken from the list of ASC representatives and their constituents. The list serve for administrative staff council is ASC-REPS@listproc.bgsu.edu. The list serve for all administrative staff is ASC@listproc.bgsu.edu. Also, send a copy to Calvin Williams (calvinw@bgsu.edu) for the administrative staff home page. (I typed the minutes in Word, and pasted it to the e-mail to distribute to all administrative staff. I think that you can send the disc to Calvin and he can put it on the web page, and then send the disc back to you.) You can also send a copy to Ribeau, Dobb, USG, GSS, Faculty Senate, the Monitor, and the BG News (check w. Chair to make sure there are not duplicate mailings).

-Contact Marcia Buckenmyer (2-2558), Human Resources for mailing labels for administrative staff mailing labels (entire group) when needed. Right now the list is not in order. I would ask that she put the list by functional area. It is much easier to mail out. The labels are used mainly for elections (get 4 sets) administrative staff announcements (ex. spring and fall receptions), and any other special mailings. Allow at least 2 days.

-Track attendance at ASC meetings and notify members who miss two or more meetings (by about January) without sending a representative as per ASC attendance policy.

-Deb Wells, Computer services, maintains the listproc and will update it based upon e-mails from Human Resources. Joe Luthman, Computer Services, maintains the constituent list for ASC members. Human Resources should e-mail ASC secretary and others regarding staff changes throughout the year.

-Set up notebook for next year's meeting materials/correspondence. Contact the university archival collections office (Ann Bowers) to collect materials from two and three years ago. Keep last year's materials for review and resource during your year. The archival collections office will collect and maintain the secretary material for the Administrative Staff Council at the library.

-Make a data base of the ASC members to be used for mailing labels.

### June:

-Prepare and send to all ASC members a schedule of the next year's meetings. This list was shared at the June ASC meeting and I will send it out on e-mail also. The list is complete only until Dec. 1999 because the Union will be undergoing renovation after that. Paul Lopez, the Chair, said he would let ASC know about the location of next year's meetings.

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### **July:**

- Make name cards for new ASC members. (This has been done). Check condition of existing ones and replace as necessary.

-Coordinate with chairperson the ordering of plaques for outgoing ASC chair and secretary to present at fall reception. In the past these have been ordered at the Copy Shop.

### **August:**

-Design and distribute Fall Reception invitations to all administrative staff in early-mid August ( mailing based upon when the reception is scheduled).

-Notify the *Monitor* of the Fall Reception.

-Send September meeting reminder and agenda (check with Chair) to all ASC representatives.

-Contact Marcia Buckenmeyer to see if the mailing labels can be grouped by functional area (student support, institutional support, firelands, academic departments, academic support, technology, athletics/sports and activities). It saves gobs of time when one has to get out the election ballots.

### **September:**

Make room reservation for University Space Assignments for Spring Reception. Check: with Chair and ASC Executive Committee regarding date and location. Food/refreshments should be arranged with University Union/Catering.

### **October and November:**

- Just responsible for taking notes at ASC meetings and attending Executive Committee meetings.

### **December:**

-Based on the date of the reception, if a winter reception is held, need to design and distribute Winter Reception invitations to all administrative staff. Marcia Buckenmeyer can run off the mailing labels. The labels should be by functional area.

### **January:**

-Make arrangements with University space Assignments for the entire next year for ASC meetings. Consult with ASC Executive Committee if the Union is off-line during the next year to seek input on other locations for the meetings (ex. College Park).

### **February:**

-Determine from the membership list, determine how many ASC members are needed from each functional area for next year. Send out self-nomination ballots to all administrative staff asking them to indicate whether they would like their name to be included on the ballot for their respective area.

-Send a news release to the *Monitor* editor soliciting nominees for ASC.

### **March:**

-Mid March send ASC ballots to administrative staff within the appropriate functional area.

Contact Secretary, Faculty Senate for university committee appointments (Diane Whiumire) that need to be filled. Send out self-nomination forms to all administrative staff listing committee choices based on that need.

### **April:**

-Early April notify new members elected to university committees as well as the Secretary of Faculty Senate.

-Early April send news release to *Monitor* editor soliciting nominations for ASC officers. Also, consult ASC executive Committee for their input.

-Announce election results at the April ASC meeting and make last call for nominations for officers. Also, notify individuals elected by e-mail.

-Request officer from officer nominees to include on the election ballots.

-Mid-late April send out officer election ballots.

### **May:**

-Mid-May send out election ballots to each functional area for Executive Committee.

-Invite and send agendas for June ASC meeting (and orientation at 12:30) to all new ASC members recently elected.

-Make arrangements to have certificates of appreciation for outgoing ASC members to be presented at the June meeting.

### **June:**

-Announce at June meeting members of the ASC Executive Committee and new officers for the next year.

### **July:**

-New ASC members begin their terms

-Pass secretary's notebook and materials to new secretary.

# **ADMINISTRATIVE STAFF COUNCIL REPRESENTATIVE RESPONSIBILITIES**

Attend all meetings or send a substitute.

Participate on at least one committee.

Initiate and maintain contact with constituents. Establish rapport so a free exchange of ideas is encouraged. Possible forums for communication include:

- e-mail
- memos
- casual conversation
- meetings
- telephone conversation

Introduce self to new constituents as they are added to your base.

Survey constituents and be prepared to represent their concerns at meetings. Vote their best interest on important administrative staff issues.

Serve as a resource for all administrative staff.

Become familiar with the Administrative Staff Handbook.

Become an active participant at Council meetings, voicing your and your constituents' concerns. Demonstrate appreciation and diplomacy when listening to and considering others' viewpoints. Practice considerate listening skills.

## INTERNAL AFFAIRS OFFICER RESPONSIBILITIES

The Internal Affairs Officer (IAO) position should be appointed on an ad hoc basis for a year. The position should be reviewed then to determine whether it should remain as an appointed position or become an elected position. Changes in responsibilities would be suggested at that time.

The Internal Affairs Officer should serve as a liaison with Personnel regarding changes to the administrative staff membership.

This person will be responsible for maintenance and distribution of the constituent list. S/he will contact the appropriate ASC representative when a new administrator is hired and subsequently added to an individual's constituent list. The IAO will encourage the representative to initiate contact with the new administrative constituent.

This person will serve on the Internal Affairs Committee.

The IAO should attend Executive Committee meetings to stay alerted to issues which should be forwarded to the Internal Affairs Committee, other committees or to Council at large.

The IAO will help to improve the quality of administrative staff representation by: monitoring the attendance policy; randomly surveying constituents to assess representative accountability; and channeling concerns to the appropriate committees.

? overlap to PNL? / ~~By~~

**ADMINISTRATIVE STAFF COUNCIL REPRESENTATIVE  
RESPONSIBILITIES  
DRAFT**

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Survey constituents and be prepared to represent their concerns at meetings. Vote their best interest on important administrative staff issues.

Serve as a resource for all administrative staff.

Become familiar with the Administrative Staff Handbook.

Become an active participant at Council meetings, voicing your and your constituents' concerns. Demonstrate appreciation and diplomacy when listening to and considering others' viewpoints. Practice considerate listening skills.

Introduce self to new constituents as they are added to your base.



**INTERNAL AFFAIRS OFFICER  
RESPONSIBILITIES  
DRAFT**

The Internal Affairs Officer (IAO) position should be appointed on an ad hoc basis for a year. The position should be reviewed then to determine whether it should remain as an appointed position or become an elected position, and changes in responsibilities .

The Internal Affairs Officer should serve as a liaison with Personnel regarding ~~issues and~~ changes to the administrative staff membership.

This person will update ASC representatives regarding constituent <sup>maintain contact with</sup> changes <sup>total by letter 3</sup> and additions, and encourage contact with those new constituents. <sub>(cont. list)</sub>  
Conceivably, the IAO could also welcome all new administrative members.

The IAO should serve on Executive Committee to stay alerted to issues which should be forwarded to the Internal Affairs Committee, other committees or to Council at large. <sub>Final board - change in bylaws.</sub>

The IAO will help to improve the quality of administrative staff representation by: monitoring the attendance policy; randomly surveying constituents to assess representative accountability; and channeling concerns to the appropriate committees.

*See on Internal Affairs Com.*

**BYLAWS STUFF  
FOR  
INTERNAL AFFAIRS COMMITTEE  
DRAFT**

Internal Affairs committee will be responsible for the following:

Developing and updating the orientation program for 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.

Studying ways to recognize administrative staff and work toward developing ways to recognize administrative staff for their accomplishments.

Responding to concerns and making recommendations about the structure/configuration of Council meetings.

Revising the elections process and examining the length of terms.

*Recommend revision*

*Examine Election process + make appropriate ~~recommendations~~*