

2000

## Website 1997-2000

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*Notes*

Bowling Green State University



*Administrative  
Staff  
Council*

● Welcome   ● ASC Members   ● ASC Committees   ● ASC Meetings

1997-98

# 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 mission. To this end, Administrative Staff Council 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 Administrative Staff Council and other governance groups, individuals, and agencies. Nominations are handled annually by the Elections Committee who prepares a list by vice presidential 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. Non-ASC members shall comprise no more than 50% of any ASC standing committee. Standing committees also may appoint subcommittees composed of members from the administrative staff members-at-large. The 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.

### **Elections Committee**

This committee is composed of the ASC Secretary, who serves as its chair, the Chair-elect, and other members as needed. Duties include assisting the Secretary in initiating, conducting, tabulating, and announcing the results of nominations and elections for both ASC and appropriate University standing committees. In addition this committee maintains election eligibility and voting records.

### **External Affairs Committee**

This committee is responsible for developing ways to improve opening day activities for administrative staff and for working on developing good public relations with other groups on campus, off campus and with the media.

### **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 recognitions including the annual Ferrari Award. Committee members shall represent each vice-presidential area and the President's area and shall have been employed by the University for at least three years.

#### **Finance Committee**

The Chair-Elect prepares the ASC budget and submits it to the ASC for approval prior to its submission to the University Budget Committee.

#### **Internal Affairs Committee**

This committee is responsible for developing and updating the Orientation to ASC document and for orienting new ASC members.

#### **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 which affect the functioning of administrative staff in their positions. The committee includes at least one representative from each vice presidential area and the president's area. The chair serves on the Executive Committee.

#### **Professional Development Committee**

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

#### **Salary Committee**

This committee compiles comparative data and makes a salary proposal each year on behalf of the administrative staff. This committee administers all aspects of the administrative staff scholarship program including advertising, selection and presentation of the scholarship.

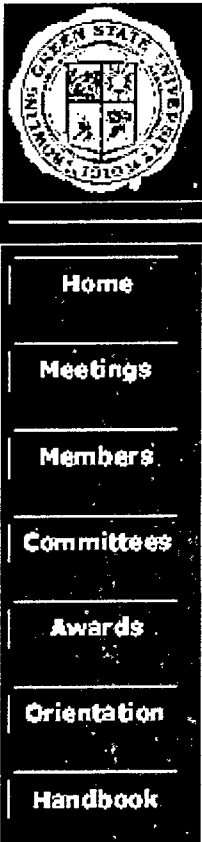
#### **University Standing Committee**

Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff.

#### **Ad Hoc Committees**

ASC ad hoc committees are created by the Executive Committee which appoints members who need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee through the Amendments Committee.

*For more detailed information about committees, refer to the Bylaws, pages 9-18 of the Administrative Staff Handbook.*



# Administrative Staff Council

## ASC STANDING COMMITTEES (1999 - 2000)

### Executive

Act for the ASC between meetings. Act as or designate a liaison between the ASC and other governance groups, individuals and agencies. Set the agendas for ASC meetings and shall set priorities and goals yearly.

- Matt Webb
- Linda Hamilton
- Claudia Clark
- PauIG.Lopez
- Mary Beth Zachary
- William Blair
- John Clark
- Deb Boyce
- Laura Waggoner

### Amendments

Initiate and receive proposed amendments to the charter or by-laws and shall report to the ASC on all proposed amendments.

- John Hartung (Chair)
- Jean Langend
- Keith Hofacker

### Awards & Special Recognitions

Ferrari and EG Best Awards: Handle all responsibilities associated with the advertisement, selection and presentation of these Awards. One member from each functional area is the preferred make-up of this committee.

- Tony Howard
- Laura Waggoner (Chair)
- Pat Booth
- Robin Veitch (At-large)
- Kevin Work (At-large)
- Lisa McHugh (At-large)
- Ellie McCreery (At-large)

### External Affairs

External Affairs would be [sic] responsible for developing the following: Ideas for community involvement projects for administrative staff. Provide assistance for BG Effect. Develop ways to improve opening day activities for administrative staff. Work on public relations with other groups on campus and off campus and with the media. Develop a survey of administrative staff regarding awards, community involvement, opening day.

- Pam Phillips
- Gina Parks
- Mary Lynne Pozniak
- Conrad McRoberts (At-large)
- Angie Stearns (At-large)

### Internal Affairs

Develop and update the orientation program for the new ASC members. This program will involve written information and practical learning opportunities including the Mentor/Mentee program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments will be included. Work toward developing ways to recognize administrative staff for their accomplishments. Respond to concerns and make recommendations about the structure/configuration of Council meetings. Examine the election process and make appropriate recommendations.

- Linda Hamilton (Chair)
- Linda Bakkum
- Betty Ward (at-large)

### Personnel Welfare

Annually review the Administrative Staff Handbook. Review, study and recommend Council action on matters involving general salary policies, benefits, performance evaluation and policies and procedures which affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee. One member from each functional

area is the preferred make-up of this committee.

- Nancy Coy
- Mike Giles Jr.
- Sandy LaGro
- Ron Knopf
- Anne Saviers
- Joshua Kaplan (At-large)
- Sue Lau (At-large)
- Margaret (Peg) Crow (At-large)
- Mike Fitzpatrick (At-large)
- Joe Luthman (At-large)

### Professional Development

Aiding and encouraging the professional growth and development of administrative staff. Study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- Marilyn Braatz
- Laura Emch
- Kay Gudehus
- Jane Myers
- Jane Schimpf
- Amy M. (Rettig) Prigge (At-large)

### Salary

Compile comparative data and make a salary proposal each year on behalf of the administrative staff.

- John Clark (Chair)
- Thad Long
- Janice Peterson (At-large)

### Scholarship

Administer all aspects of the administrative staff scholarship program.

- Cheryl Purefoy
- Diane Smith
- Matt Webb
- Suzanne Fahrer (At-large)
- Deb Freyman (At-large)
- Sally Raymond (At-large)
- Susan Darrow (At-large)

### Elections

Composed of ASC secretary, who shall be its chair, the Chair-Elect and other council members as needed. Initiate, conduct, tabulate and announce the results of nominations and elections for both ASC and appropriate University standing committees and maintaining eligibility and voting records.

- Claudia Clark (Chair)
- Mary Beth Zachary







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## Administrative Staff Council 1999 -2000

### Academic Support

- Matt Webb (2000)
- Marilyn Braatz (2001)
- Keith Hofacker (2001)
- Mary Beth Zachary (2001)
- Diane Smith (2002)
- Linda Bakkum (2002)

### Firelands

- John Hartung (2000)
- Penny Nemitz (2001)

### Institutional Support

- Deborah Boyce (1998)—Past Chair\*\*
- Sandy LaGro (2000)
- Jane Schimpf (2000)
- Linda Hamilton (2000)
- Cheryl Purefoy (2001)
- Nancy Coy (2002)

### Athletics/Sports Activities

- Michael C. Giles, Jr. (2000)
- William Blair (2001)\*\*
- Gina Parks (2002)
- Thad Long (2002)
- Jane B. Myers (2002)

### Student Support

- Laura Waggoner (2000)\*\*
- Mary Lynne Pozniak (2001)
- Anne Saviers (2001)

- Sidney Childs (2001)
- Claudia Clark (2001)—Secretary\*\*
- Ron Knopf, Sr. (2002)
- Laura Emch (2002)
- Kay Gudehus (2002)

### **Technology**

- **Paul Lopez (1998)—Chair\*\***
- Pat Booth (2002)
- Tony Howard (2002)

### **Academic Departments**

- John Clark (2001)\*\*
- Pamela Phillips (2002)

\*\*Denotes Members of the Executive Committee

*(Revised 9/15/99)*



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# Administrative Staff Council

Orientation to Administrative Staff Council  
1999-2000

## ASC HANDBOOK

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- [ASC Mission](#)
- [ASC: Who We Are](#)
- [Administrative Staff Council: A Look at our Past](#)
- [Accomplishments Since 1982](#)
- [ASC Meetings](#)
- [ASC Bylaws](#)
- [ASC Leadership](#)
- [ASC Committees: An Overview of their Functions](#)
- [ASC Member Responsibilities](#)
- [ASC Goals](#)
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## Awards

### BG BEST AWARD

The E.G. Best Award recognizes administrative staff members who have demonstrated one or more of the following criteria during the past year of service. In any one year, multiple awards may be given up to a maximum of 12 awards. While this award is designed to recognize individual staff members, team nominations will be considered if they consist solely of administrative staff members.

- [Award Information & Criteria](#)
- [Nomination Form](#)

### MICHAEL R. FERRARI AWARD

The Michael F. Ferrari Award, presented to a member of the Administrative Staff, was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari, who served as interim president during 1981-82.

- [Award Information](#)
- [Award Criteria](#)
- [Nomination Form](#)



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## Welcome to ASC!

Congratulations and welcome to the 1999-2000 Administrative Staff Council!

Your position, as an elected representative to this council, is an important one that carries with it key responsibilities to your constituents. According to our charter, Administrative Staff Council members are charged with promoting the general welfare of administrative staff members by "seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies."

You will have many opportunities to get involved in the work of important ASC and University committees during your term on Council, don't let them pass by you. You becoming involved will make a difference in our efforts to improve the quality of life here at Bowling Green State University!

My daily work brings me messages from Big Bird, Mr. Rogers, Barney and the Teletubbies to name a few idealistic and hopeful 'friends.' This has helped to make me a pretty optimistic person with a perspective that is constantly begging possibilities. We (ASC) are a pretty cool group of people with a real good perspective of doing what is right and what works. I have real good feelings about where we can take this. I further have pretty good feelings about the deep down soul of our leaders here at BGSU. So, let's move ahead with the best of expectations from ourselves and others . . .

I thank you for your involvement on ASC and your service to BGSU, and I look forward to working with you in the year ahead!

*Paul Lopez - Chair, ASC*  
[lopez@wbgsu.bgsu.edu](mailto:lopez@wbgsu.bgsu.edu)



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## MISSION

The purpose of the Administrative Staff Council shall be 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.



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# Administrative Staff Council

## ASC: Who We Are

- Culturally diverse
- Dynamic
- Fun
- Articulate
- Educated
- Professional
- Concerned
- Inquisitive
- Talented
- Energetic
- Dedicated
- Responsible
- Respected
- Friendly
- Curious
- Awesome





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# Administrative Staff Council

## Administrative Staff Council: A Look at our Past

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 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, began working on bylaws, and convened a special meeting on February 1, 1983 to discuss unexpectedly an issue regarding a PEP's 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 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. The first guest speaker was Dr. Paul Olscamp at the May 1983 meeting, a tradition that has continued each year in 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. M. Ferrari, recognizing outstanding university leadership. The award was presented to Dr. Crawford in the form of an original work of art by a BGSU faculty member. 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 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 1926, from the endowment of \$5,000 at that time. The scholarship/pledge program was the first of its kind on campus, and the concept has been borrowed since by other groups. The goal of \$5,000 was reached, and the first scholarship was awarded during the 1935-36 year. Currently, this growing endowment exceeds \$26,000. This year the Foundation 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. GASF (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 many interesting guest speakers and gained representation on all university standing committees. In the first ten years Administrative Staff Council has grown 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. If the past is a prologue to the future, the next ten years will be even more challenging and exciting for the Administrative Staff Council.



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# Administrative Staff Council

## ACCOMPLISHMENTS SINCE 1982

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 has been successful at developing a list of accomplishments of which it can be proud. Most notably ASC has:

- Addressed several controversial issues
- Hosted interesting and insightful speakers
- Raised the number of vacation days from 20 to 22
- Achieved representation on the Board of Trustees
- Sent resolutions to the State regarding funding inequities in higher education
- Encouraged and implemented representation from the Firelands campus
- Introduced the idea and was awarded two days of personal leave for administrative staff
- 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
- Developed policies and procedures for the Administrative Staff Compensation Plan
- First reorganization of the ASC election process
- Established Saturday course offerings for BGSU staff, created the Professional Connection Program, and expanded staff recognition opportunities

While this list is not 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.



# Administrative Staff Council

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## 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 distributed to all administrative staff at least two weeks prior to the meeting. 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 an hour-and-a-half 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 their reports. If there is a guest speaker, s/he typically addresses the Council and any questions, prior to the officer 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.



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## BYLAWS

The governing rules by which the Administrative Staff Council 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*.

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# Administrative Staff Council

## LEADERSHIP

Each year, following the election of ASC representatives, the Election Committee requests nominees for officers from the Executive Committee and the general administrative staff via public notice in *The Monitor*. 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 Administrative Staff Council 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, submitting the annual budget request; 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 Committee, distributes ballots and maintains election eligibility and voting records.



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# Administrative Staff Council

## COMMITTEES: AN OVERVIEW OF THEIR FUNCTIONS

Administrative staff members at EGSU 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 mission. To this end, Administrative Staff Council has established a committee structure which provides administrative staff members with the means for addressing their needs and for promoting their efforts.

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**Salary Committee**

This committee compiles comparative data and makes a salary proposal each year on behalf of the administrative staff.

**Scholarship Committee**



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# Administrative Staff Council

## MEMBER RESPONSIBILITIES

Administrative Staff Council members are committed to service and excellence at Bowling Green State University. Election to Administrative Staff Council 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 or memo
- Poll your constituent group about issues which will be voted on at ASC meetings
- Contact new constituents personally to welcome her/him to the University, explain the role of ASC and that of being a Council member
- Represent views of administrative staff in the public arena
- Participate in policy making at Bowling Green State University



# Administrative Staff Council

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## ASC Goals 1999-2000



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- Work with Human Resources on compensation plan.
- Work with Human Resources on unit level merit & "super-merit" criteria.
- Follow-up with Human Resources on performance evaluation.
- Disband administrative staff teaching compensation ad hoc committee and determine what the primary issues are from ad hoc committee chair and frame for Provost.
- Work with Human Resources on incentive program.
- Update and distribute handbook to Human Resources and ASC websites.
- Continue effort on professional development workshops.
- Distribute updates, minutes of meetings, handbook, special messages/ opportunities on ASC web/listproc.
- Investigate matching opportunities for scholarship endowment.