

2005

## Internal Affairs Committee 1993-2001; 2003-2005

Bowling Green State University. Administrative Staff Council

Follow this and additional works at: <https://scholarworks.bgsu.edu/asc>

---

### Repository Citation

Bowling Green State University. Administrative Staff Council, "Internal Affairs Committee 1993-2001; 2003-2005" (2005). *Administrative Staff Council*. 127.  
<https://scholarworks.bgsu.edu/asc/127>

This Article is brought to you for free and open access by the University Publications at ScholarWorks@BGSU. It has been accepted for inclusion in Administrative Staff Council by an authorized administrator of ScholarWorks@BGSU.

## Pre-Microfilm Inventory

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

**Location:** Bowling Green, Ohio

**Title of Series:** Internal Affairs Committee

**Inclusive Dates:** 1993-2001, 2003-2005

**Format:**  Bound  Loose

**Order:**  Alpha  Chronological  Numerical

**Index:**  Included  Separate  None

---

### *Notes*

1. Colored Paper
2. Pencil
3. Colored Ink
4. Poor Photocopies
5. Post-It Notes



**Bowling Green State University**

University Placement Services  
360 Student Services Building  
Bowling Green, Ohio 43403-0144  
Office: (419) 372-2356  
Fax: (419) 372-9847

**TO:** Ann Bowers, Chair  
**FROM:** Amy O'Donnell, Chair, Internal Affairs Ad Hoc Committee  
**RE:** Mentor/Mentee Relationship

May 6, 1993

The Internal Affairs Ad Hoc Committee would like to include in its orientation binder, a description of the proposed Mentor/Mentee program. I'm assuming this is an issue which needs to be discussed in executive committee and council. Below is a description of the way I see the program developing. Please let me know what the next step is. Thanks!

### **Mentor/Mentee Relationship**

Making the transition into a new culture, environment, or organization can be stressful. Being elected to the Administrative Staff Council (ASC), albeit an honor, presents the newly elected member with a list challenges ranging from finding time to squeeze in another monthly meeting, to learning the mission of the group, to assimilating into the culture of the Council. The implementation of a Mentor/Mentee program would help alleviate some of those transitional issues. The first year of employment in an organization is often considered a year of training, formally and informally. A mentor/mentee program would provide the new member with a colleague who can address the formal and informal structure and communication of ASC.

### **Suggestions**

Develop a pool of ASC members who would be willing to serve as mentees.

Assign veteran ASC members to new members.

Contact the new member and initiate a series of meetings designed to familiarize the new member with the Council.

Review: the Orientation packet, the informal communication/relationships, observations of ASC's effectiveness, climate for ASC on campus, etc...

Go to lunch with the new member three to four times. Sit with him or her at a few meetings in order to explain the meeting process.



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

August 17, 1993

## MEMORANDUM

TO: Amy O'Donnell, Chair  
ASC Ad Hoc Internal Affairs Committee

FROM: Beverly Stearns, Secretary *B. Stearns*  
ASC

RE: New ASC Members/*ASC Orientation Handbook*

Recently, two new members joined Administrative Staff Council to replace Greg Ross and Allen Zink, who resigned from the University. Jack Taylor, Multicultural Affairs replaces Greg Ross and his term expires in 1996. Melissa Firestone, Public Relations replaces Allen Zink and her term expires in 1995.

If I remember our committee discussions regarding procedures for providing the *ASC Orientation Handbook* to new members, the Secretary identifies new members to the committee chair, and the committee distributes the handbooks? If my recollection is correct, please consider this notification as such; if not, please advise.

Thanks!

c: / G. Jordan, Chair



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

DRAFT MEMO

To newly elected representatives to the Administrative Staff Council:

Congratulations on your recent elections by your constituents to the Administrative Staff Council! On behalf of the Executive Committee and the rest of ASC, I would like to take this opportunity to welcome you to the 1993-94 Administrative Staff Council. As ASC enters its second decade of representing the needs of the administrative staff in matters of welfare, professional development and institutional policy, our role as the elected representatives becomes an ever increasing responsibility and challenge.

I would like to invite you to become an active participant in the business that is conducted by ASC. There are numerous opportunities to become involved, through the monthly meeting, committee meetings and keeping an open line of communication to those constituents in your network. You will be challenged to balance the responsibilities within your position as an employee of BGSU and the time it will take to be an effective member of ASC. I am confident that you will soon discover that the rewards will be satisfying, in that you will meet other administrative staff members, as well as have input and better understanding of the administration of our university.

This handbook that has been developed will help assist you in learning more about the Administrative Staff Council. Please feel free to contact myself or any of the members of the Executive Committee if you have any questions or comments. I look forward to the opportunity to serve with you this year. Good luck!!

Sincerely,

Greg Jordan  
Chair

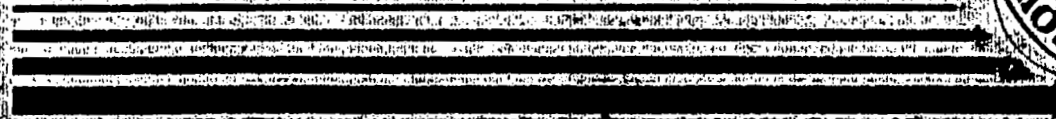
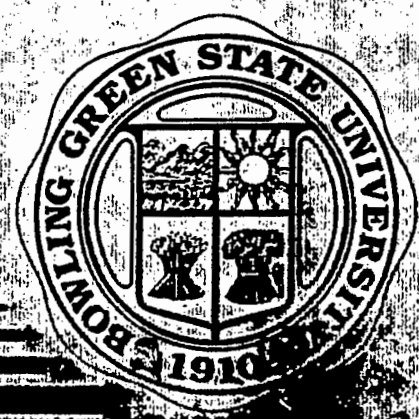
*Amy & Pat -  
Make any changes  
or suggestions.*



*Bowling Green State University*

**Orientation  
to  
Administrative Staff Council**

**1993-94**

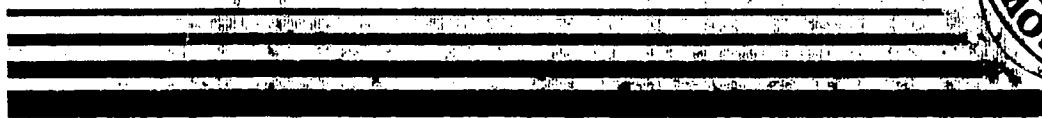




*Bowling Green State University*

Orientation  
to  
Administrative Staff Council

1993-94



# Table of Contents

- Welcome to ASC ..... 1
- ASC Mission ..... 1
- ASC: Who We Are ..... 1
- Administrative Staff Council: A Look at Our Past..... 2
- Accomplishments Since 1982 ..... 4
- ASC Meetings ..... 5
- ASC Bylaws..... 5
- ASC Leadership..... 6
- ASC Member Responsibilities..... 7
- ASC Mentor/Mentee Program ..... 7
- ASC Committees: An Overview of Their Functions..... 8
- 1993-1994 Administrative Staff Council ..... 10



## Welcome to ASC

Congratulations and welcome to the 1993-94 Administrative Staff Council. As ASC enters its second decade of representing the needs of administrative staff in matters of welfare, professional development and institutional policy, our role as elected representatives becomes an increasing responsibility and challenge.

I would like to invite you to become an active participant in ASC. There are numerous opportunities to become involved through monthly meetings, committee participation and keeping open the lines of communication to your constituents. I would also challenge you to take the time to get to know your colleagues on Council to gain a better overall understanding of the administration of our University.

This handbook will assist you in learning a little more about Administrative Staff Council. Please feel free to contact me or any members of the Executive Committee if you have any questions or comments. I look forward to serving with you this year. Good luck and enjoy!

Greg Jordan  
Chair, ASC

## ASC 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 communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

## ASC: Who We Are

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

## *Administrative Staff Council:*

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 EGSU." 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, began working on bylaws, 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 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

## *A Look at our Past*

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 1986, 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 1985-86 year. Currently, this growing endowment exceeds \$26,000.

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 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 ASC.

## *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 for which it can be proud. Most notably, ASC has:

- Addressed and taken a stance on 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 to 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

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.

## 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 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 vice presidential or presidential 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.

## ASC 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*.

## *ASC 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.

## *ASC 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

## *ASC Mentor/Mentee Program*

Being elected to Administrative Staff Council, albeit an honor, presents the newly elected member with a list of challenges ranging from finding time to squeeze in another monthly meeting, to learning the mission of the group, to assimilating into the culture of the Council. To help with this transition, ASC has developed the Mentor/Mentee Program. As a participant in this program, a current ASC member will serve as a mentor to you by participating with you in activities such as meeting for lunch or sitting with you at Council meetings to enhance your understanding of the formal and informal structure of the group. If you are interested in taking part in the Mentor/Mentee program, contact Amy O'Donnell chair of the Internal Affairs Committee.

## *ASC Committees:*

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 allows representatives to promote the needs of the administrative staff community.

### **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 are ASC members appointed by the Chair. ASC members are nominated or volunteer to serve on ASC standing committees. Standing committees sometimes appoint subcommittees composed of members from the entire administrative staff. The duties and responsibilities of each ASC standing committees are listed as follows:

### **Elections Committee**

This committee is composed of the ASC Secretary, who serves as its chair, and other Council 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.

### **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.

### **Personnel Welfare Committee**

This committee annually reviews the *Administrative Staff Handbook* and studies and recommends Council action on matters involving salary, benefits, performance, evaluation, and policies and procedures which affect the functioning of administrative staff in their positions.



## *An Overview of Their Functions*

### Finance Committee

This committee of two members, one of whom is the Chair-Elect, prepares annually the ASC budget and submits it to the ASC for approval prior to its submission to the University Budget Committee.

### Scholarship Committee

This committee administers all aspects of the administrative staff scholarship program including advertising, selection and presentation of the scholarship.

### Amendments Committee

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

### Ferrari Award Committee

This committee handles all responsibilities associated with the advertisement, selection and presentation of the annual Ferrari Award.

### Salary Committee

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

### University Standing Committees

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*.

## 1993-1994 Administrative Staff Council

### Academic Affairs

#### 1994

* Ann Bowers (Past Chair)	2-2411
Joyce Kepke	2-8184
* Beverly Stearns (Secretary)	2-2856
* Norma Stickler	2-2915

#### 1995

Marilyn Braatz	2-7405
Judy Donald	2-7876
* Pat Green (Chair-Elect)	2-6008
Susan Hughes	2-2411
Diane Regan	2-8542
Dave Stanford	2-2451

#### 1996

* Cindy Colvin	2-2677
Judy Hartley	2-8242
Gail McRoberts	2-7817
Barry Piersol	2-7580

### Firelands

#### 1994

Arlene Hazlett	832-292
----------------	---------

#### 1995

Robert Carlisle	832-291
-----------------	---------

### Operations

#### 1994

Darlene Ehmke	2-2641
* Bob Waddle	2-8591

#### 1995

Dan Parratt	2-2171
-------------	--------

#### 1996

Bryan Benner	2-7642
--------------	--------

### Planning And Budgeting

#### 1994

* Teresa McLove	2-7727
-----------------	--------

#### 1995

Deb Wells	2-2911
Rich Zera	2-2911

#### 1996

Patricia Kania	2-9832
Duane Whitmire	2-2927

### President's Area

#### 1994

* Scot Bressler	2-8766
-----------------	--------

#### 1995

Brad Browning	2-7093
---------------	--------

#### 1996

Steve Barr	2-7077
Ken Kavanagh	2-7054
Denise Van de Walle	2-7067

### Student Affairs

#### 1995

Jill Carr	2-2011
* Greg Jordan (Chair)	2-7481
* Amy O'Donnell	2-2356
Christopher Smitherman	2-2666
Jeanne Wright	2-8302

#### 1996

Wayne Colvin	2-2151
Lauren Mangeli	2-7482
Greg Ross	2-6858
Tonia Stewart	2-2458

### University Relations

#### 1994

Virnette House	2-2701
----------------	--------

#### 1995

Judy Pascalis	2-7031
Allen Zink	2-2701

#### 1996

* Patricia Koehler	2-7128
Marcia S. Latta	2-2424

\* Executive Committee Members



# Bowling Green State University

**TO:** Administrative Staff Council members or alumni

**FROM:** ASC Ad Hoc Internal Affairs Committee

**RE:** Meeting survey

December 1993

In November 1992, several Administrative Staff Council members and former members gathered to discuss long range planning for Council. One of the results of this planning session was the development of the Internal Affairs Ad Hoc Committee, whose initial charge was to:

Develop an orientation program/packet for new employees about ASC and for new ASC members, which included a brief history of ASC

Consider awards for administrative staff, and the potential for developing a reward system that recognizes the efforts of administrative staff

Examine ways to improve or reconfigure ASC meetings

Create or revitalize opportunities for social interaction outside of ASC meetings

Since our inception, we have developed an Orientation Handbook for new ASC members, assumed operation of BG Effect, and instituted a mentor/mentee program. Our next task is to examine our meeting structure and make recommendations for improvement. We are counting on you, an individual who has a vested interest in the operation of our group, to provide us with some honest, constructive feedback to the following open-ended questions. Please submit your responses to Amy O'Donnell, Career Planning and Placement Services by January 7, 1994.

1. Do you like coming to ASC meetings?
2. Can you suggest ways ASC meetings could be more effective?
3. How would you explain the difference between the role of Council and the role of Executive Committee to a new member?
4. Is there a better way to develop policies and procedures or discuss issues and make recommendations than the process now in place? (For example, should everything be discussed by the Executive Committee?)
5. How should "For the Good of the Order" be used?
6. Should more social activities for Council members be planned? Can you suggest any?

## Summary of ASC Group Discussion - May 10, 1994

### A. Communication and Representation

Group felt the size and current representation ratio was fine.  
Most of the issues that were seen as problems the group felt could be addressed with orientation and training.

Some of those issues are;

How to bring concerns and issues forward.

What types of concerns and issues can be heard.

It was also felt that much progress had been made with above concerns since the Orientation Book is in place.

Another suggestion along those same lines was to have a special meeting for first time ASC members where the general functionality of ASC could be addressed.

What representation for Part-time people?

### B. Meetings - Format and Function

Breakout sessions like the one on this date were an excellent idea.

1 1/2 Hour Meetings are difficult for some people.

Revise seating arrangement.

### C. Social Activities

People do not have enough time. Would rather spend the time on issues and orientation rather than social events.

Some time (10-15 min.) could be given to socializing before or after the meetings.

Coffee etc at recent meetings encourages mingling.

## ASC INTERNAL AFFAIRS COMMITTEE BRAINSTORMING SESSION

### Promote the general welfare of administrative staff

- Enjoy receptions
- Agenda items/goals. Go off of old ones and maybe brainstorm new ones at beginning of year.
- Some people will never have a chance to be a representative to Council-- they don't know people. Is there a better way to bet people on Council? Perhaps through committee involvement.
- May need a collective effort to promote participation on ASC. It's importance is viewed differently by supervisors, especially at evaluation time.

### Seek professional development opportunities

- Need to have a more clear delineation of whose responsibility professional development is for administrative staff. Is it ASC or Pat Patton? We have no money. Could the committee serve in an advisory role to Pat.
- Promotion and support of John Moore's institute.

### Maintain communication among staff members

*NOTE:* For much of the complaining that went on, my group wanted to make note of the fact that we *do* do good things on Council.

- Minutes are helpful. Perhaps have representatives distribute minutes to own constituents.
- Representative/constituent relationship is two-way street.
- VP areas--not thrilled with the idea of constituents in those areas.
- Need some leadership assertiveness. Other political avenues ("Group is behind us" attitude when we approach, for example, AD Council)
- Language, innuendo for new members is not understood. Need better introduction to Council.
- People should be well-informed through minutes
- It's hard to hear in meetings.
- Recommend that External Affairs be moved to Professional Development.
- Committees need to be strong--to allow us to have an active role, especially if many of us don't really participate in monthly meetings. Budgets for committees would be helpful.
- Can we limit number of representatives from an area? It's almost representation by department. When we vote in elections, we don't even know the people we're voting for. (Supported idea of blurbs for all Council members) Too many people from an office.
- Re-think the way "Good of the Order" is used. No one does it so people just follow along. Does it have to be at the end of the meeting? Just *ask* people if they have anything to contribute instead of going all around the table.

### Review, initiate, and make recommendations on institutional policies.

- Don't understand why *everything* goes to Exec.

May 24, 1994

Group discussion from ASC meeting of May 5. Members were:  
Norma Stickler, Susan Hughes, Tonia Stewart, Pat Koehler

Maintain communication among staff members:

- reduce council to 5% of administrative staff--possibly phase in over 2 or 3 years.
- have committee members be made up from volunteers of administrative staff on campus.
- designate a substitute at the beginning of the year and notify the secretary that this is your substitute so that you are not counted as absent if your sub comes in your place.
- have ASC members sit off 2 years instead of only 1 year to generate new blood on council.
- focus on different VP areas each month as part of the 'new business'
- suggestion for a social activity---pizza luncheon or some kind of luncheon get-together.
- PWC to Exec committee--process of routing to Personnel is very poor. never hear anything back from Personnel. Lack of communication from Personnel.

Seek professional development opportunities:

- make job shadowing part of professional development--Professional Exchange Program. ASC should endorse this.

Review, initiate, and make recommendations on institutional policies:

- more description about Exec council and committees
  - include more info about committees upon committee signup.
- Especially useful for first time ASC members.
- how should we use 'Good of the Order'? Is it really necessary?
  - suggestion for making it easier to bring up other items and concerns: allow time for discussion after individual committee reports.
  - make constituents concerns as part of the agenda.

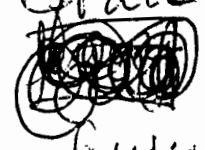
**Maintain communication among staff members**

- Suggested topics:
- Size of Council and representation issues
  - Current concept of constituents / perhaps by / Para
  - Good of the order use
  - Minutes/agendas sent to all Administrative staff
  - Beginning of year Orientation--additional ones as new council members come on
  - Biographies of candidates running in elections
  - Meeting space and layout
  - Role of Secretary/Elections Committee - *bring it*
  - Roberts Rules - *bring it*
  - computer use - minutes / electronic inf
  - Small focus groups

Focus groups

- Broad representation -
- Week - to 1 & 3
- 1st hour focus groups - or committees
- 2nd hour reports -
- 5 minutes all groups - 6 groups break down
- discuss quite different spokesperson - every person
- Consensus -
- Large group - too large for discussion
- planned focus groups *before* Council meeting
- minutes - back to committee
- Council report - adopt pending rules -
- debate last 5 or 10 minutes -
- if 3 topics on table - break off committee
- into sub-groups - ask for reports +
- Recommendations

Meeting difficult to hear  
configuration of room -  
now aware of surroundings  
Some part of council fun -  
focus groups -



Every meeting introduce self - why there  
one good thing happened - make people feel  
welcome

Chair - ~~the~~ welcome - + introduce to group -

Officers part -  
if someone hasn't shown up -

Detroit - 810-645-6666



Seek professional development opportunities

- Suggested topics: Different ways
- Job shadowing
- Teleconferencing
- Send people to leadership conferences

Not a lot (not) by values - to send persons away  
 position allows for promotion career advancement -  
 want my personnel to make task easier -  
 \* Decide what <sup>general</sup> competencies all staff should develop  
 put in place order to make sense for people to attain  
 transferable skills -  
 Identify skills & pursue from there -  
 Run High - working to develop competencies  
 Quality - working - part of system should be  
 Prof. development - skills work in -  
 especially - new employee -  
 - new employee should gain certain skills - mentoring

58 change  
 min \$100 Amer dollar  
 129 89.89  
 249-3357  
 .00766  
 3200  
 cash  
 another check  
 another card  
 crypto banking center  
 other here

 \$125 →

**Review, initiate, and make recommendations on institutional policies**

Suggested topics: Role of Executive Committee  
Role of committees - *not just ASC members*  
Elections Committee  
Addressing larger campus issues, i.e. Fall Open House  
No grievance policy for administrative staff

**Promote general welfare of administrative staff**

- Suggested topics: Social activities
- PWC-how do they generate their agenda, select chair
- Same people always in leadership positions

Agenda = laid out by chair's steering committee -

Representatives and activity selected from constituents

Not clear to how members - a description made  
Some know, some - no training of the chairman  
Structure is also not given.

Structure - last page through chairs  
Not sure what supposed to do

Members are available to everyone - different  
to get some members in staff - all members can  
attend to exp.

Members - on paper

Group - on paper message just

Establish discussion group on important  
but other contributions

Social - staff not really in place -

Chairman - not good time

Chairman - not good -

Social committee - no more action

Staff may not be interested

Delegation - should not be known

Chairman - long duration - naturally person

Chairman - not good - Sunday is

Chairman - not good -

Some people have had a vision of  
some people want to lead & be in. Let them  
Every organization has a good point. It is organized  
copy to each year.

**MEMORANDUM**

**TO:** Pat Green, Chair  
Administrative Staff Council

**FROM:** Amy O'Donnell, Chair  
Ad Hoc Committee for Internal Affairs

**RE:** Recommendations for Council

**DATE:** July 25, 1994

Per our recent conversation, I am forwarding a summary of ideas the Internal Affairs Committee has been discussing.

- 1. It is clear that ASC members are disgruntled with the attention Council receives from Personnel. We recognize that Ann Marie Heldt's support of the group a few years ago was unique. However, most people believe our ideas don't receive any support outside our ranks. We'd like to see Pat Patton attend our meetings. Perhaps she could lend some insight on the issues we pursue. We would also like to see VP Martin at least two times throughout the year. Maybe he would have a better understanding as to our goals, as well as perspective on why our efforts seem to fall short of Ad Council support.
- 2. We would like to make immediate changes in the way "For the Good of the Order" is handled. If people have nothing to share, why watch them shake their heads "no?" Consideration may be given to creating an information table where representatives may leave materials for view by other members before departing.
- 3. We would like to continually and actively devise a more appropriate physical set-up for meetings. We could solicit ideas from Council at meetings and re-arrange the set-up then and there. We also recommend that officers be visible, i.e., up and greeting members as they walk in to the meeting.
- 4. More people need to be involved in Council, either on committees or in constituent relationships. Our suggestion is to hold lunch meetings inviting all administrative staff members to discuss or vent concerns, possible goals, and potential ways to get them more involved in the life of Council. These meetings could be held monthly from 12:00 to 1:00, with

the regular monthly meeting taking place from 1:15 - 2:30. We believe officers should be present at these meetings.

- 5. We've decided a more formalized, committed effort needs to be placed on orientation for new members. We suggest a meeting for first-time (and whomever else decides they need it) members to discuss their needs and concerns as they approach a three-year commitment to Council. We could go through the Orientation Handbook to determine its utility--what needs to be changed, added, deleted? We could also suggest going over an ASC meeting agenda to uncover questions and concerns about procedure.

The Internal Affairs Committee suggests holding this meeting after the first Council meeting. By that point new members should have plenty of unanswered questions. We believe October 6 will be the second meeting. If so, we could meet over lunch, gather ideas, and then proceed with the larger meetings. There's no better group of people to suggest what they're missing from the experience than the new members themselves.

Please let us know what you're thoughts are on this memo. We are ready to proceed with and accomplish numbers two and three. After that, number 5 holds the most interest. Number four is worth a try any time soon.

Number one may take some special effort, but we believe it is necessary.

Diane Regan and Deb Wells will be at Exec Committee to discuss these concerns with you.

**Maintain communication among staff members**

1. Use e-mail; set up a mailing list for ASC on andy, at first meeting of 1994-95 ASC find out who does not have access to e-mail. Use e-mail to provide information on issues in a timely fashion to promote more discussion.
2. Size of Council is ok, instead work on ways to promote discussion, but do not "over worry" about lack of discussion--remember that perhaps there has not been real controversial issues lately and also remember that administrative staff are hired to be problem-solvers instead of just discussing issues (like another constituent group who shall remain nameless).

Given the above there are still ways to improve discussion at Council meetings: (a) look at the way issues are presented, usually after discussion and recommendations by committee then to Council as a finished "product." Instead present issues at Council meeting and discuss the issues, then send to committee; committee returns to Council with recommendation and in giving recommendation, be sure to give both sides of the issue and solution being recommended.

(b) always remember that we should not assume that everyone on Council know what is being discussed, need to spend more time providing information, even for such standard issues as salary recommendations.

(c) should meet at least 1 or 2 times during summer to start to get to know one another and work collectively on goals and issues facing Council during the new year. Work to develop more of a team approach rather than just a meeting once a month.

3. Good of the Order: Good to have, but perhaps concentrate more what we do: for example, at each meeting showcase a Vice Presidential area and the representatives from that area discuss what they do and how it relates to the "mission" of that VP area.

**Review, initiate, and make recommendations on institutional policies**

1. Need to take a more aggressive position on some issues, sometimes we need to do this as well as work "behind the scenes" to promote our interests. For example, we should be using the faculty study on gender inequity, even though perhaps flawed, to generate our views on problems with administrative staff salaries.

**Seek professional development opportunities**

1. Use the services at the library and career resources library for administrative staff. Appoint one member of ASC to be a liaison and report to Council of services and programs available for one's own professional development. Provide a "readers digest" of information showing trends in other institutions. Help people learn to manage their own careers.
2. Develop a mentoring program for all new administrative staff, orienting them to Council as well as resources available to them.
3. Keep requesting professional development monies. . .this is an excellent program and needs to be expanded if possible.
4. There is no consistency in computer technology on this campus. Perhaps develop a team approach to assisting administrative staff in training, in obtaining access to e-mail, etc.
5. Continue to work on developing a leadership training "school" here at BGSU and be sure administrative staff <sup>are</sup> urged and welcomed to participate.

(We did not get to promote general welfare of administrative staff but most of the above would fall into that category also)



## **Internal Affairs Focus Groups**

### **Maintain communication among staff members**

- Meetings are difficult to hear because of room configuration
- Every meeting those who are sitting in for a regular council member should introduce self and tell why there and one good thing about self
- Chair could welcome new faces and introduce
- Officers should greet everyone at the door as they come into meeting
- Have lunch together before council and then have meeting from 1- 3
- Maybe the first hour of council should be committee meeting time and the second hour business
- The group is too large fro discussion; therefore if any issues are being discussed we could break down in focus groups and summarize results to council at large i.e. each focus group would pick a spokesperson who would report the consensus of the group after a brief discussion
- Concerns should go back to committee; council should not be involved as a whole in changing verbiage in motions
- adopt standing rules that allow only 5-10 minutes for discussion of an item before it is sent back to committee
- use e-mail, set up a bulletin board or conference on one of the mainframes
- put council minutes on the gopher server
- meet with members of the administrative staff in focus groups to hear concerns etc.

### **Seek professional development opportunities**

- Determine what general competencies all administrative staff should develop and put in some order to make sense for people to acquire transferable skills
- Part of the evaluation should be professional development and skills worked on
- Personnel should become more involved with making professional development opportunities easier
- New employees should gain certain identified skills and have a mentor

### **Promote general welfare of administrative staff**

- The agenda for council meetings is determined by chair and exec - members should actively solicit items of concern from constituents
- Not enough orientation to new members is given; they are not sure what is going on

- Since the minutes are available to all staff there should be a statement on them to all staff to communicate with rep
- Post minutes on gopher and one copy to each office to distribute
- Establish discussion groups on computer
- Beginning of semester is not good time for reception
- Should establish some kind of luncheon or noon reception which will take a while to catch on- this could be on the same day as council meeting and would be a chance to network and hear concerns
- Are we doing what we want to be doing to meet our goals?




# Bowling Green State University

32

Office of Student  
Activities and Orientation  
405 Student Services Building  
Bowling Green, Ohio 43403-0154  
(419) 372-2843

TO: Pat Green  
Chair, Administrative Staff Council (ASC)

FROM: Amy O'Donnell   
Chair, ASC Internal Affairs Committee

RE: Upcoming projects

DATE: August 26, 1994

The Administrative Staff Council Internal Affairs Committee (ASCIA, for short) met briefly to discuss plans for the September 1 meeting and the lunch meeting prior to the October 6 meeting. Here's a summary of our intentions:

- We will discuss the way ASC hope to present its goals through group processing. There will be seven facilitators who will record the priorities and report back to Exec. (I'll forward your idea of recording priorities 1-3 to Diane Regan who is preparing a discussion form.) We will also announce the goals of the October 6 lunch meeting: to exchange ideas and discussion with all Administrative staff and to meet with new Council members for the initial Orientation. There will be one table for new members; the rest of the tables will be for general discussion.
- Part of the Orientation discussion will revolve around a review of the handbook materials. I will send around a sign-up sheet for those new members who plan to attend so I can send them the "old" handbook materials to review prior to the meeting. Discussion will also focus on questions the members have after having been through the first meeting and other general Council questions. The Mentor/Mentee idea should surface as well.
- We wish to promote the luncheon through an announcement at the fall reception, *The Monitor*, and the minutes (a flyer insert). If the constituent network is established then, we suggest that avenue as well.

Our committee is excited about the plans we have laid. We look forward to being one of the most productive committees on Council. Call me with any questions at 7516.

pc: Internal Affairs Committee Members



# Bowling Green State University

**Exec Committee Members: The following message was sent to all new Ad Staff Council Members in hopes of encouraging them to come to lunch next week. The Internal Affairs Committee hopes to see you there as well. At the very worst, we would end up talking to one another and that doesn't seem so bad to us! Thanks.**

September 29, 1994

Dear Ad Staff Council Member:

The attached flyer is being sent to you as a reminder of the opportunity to have lunch with your friends and colleagues next week before the regular meeting. In particular, as a new Ad Staff Council member, we would like to see you there so we can "orient" you in the ways of Council! We hope we can provide enough information about our operation for you to be a fully participating member from the beginning. Your ideas and expertise are important to us.

We look forward to seeing you on Thursday!

Sincerely,  
ASC Internal Affairs Committee  
Amy O'Donnell  
Deb Wells  
Pat Kania  
Diane Regan  
Ann Betts  
Jacque Daley-Perrin

enc.

## Administrative Staff Members



Ad Staff Council  
invites you to  
join your friends  
for lunch

Thursday, October 6  
12:15-1:15  
Alumni Room

No Agenda—Just Talk

Pick up a lunch in the Falcon's Nest  
and take advantage of the coupon below.

New staff members are especially encouraged to attend!

Detach and Give to Cashier

-----  
**THE FALCON'S NEST LOVES ADMINISTRATIVE STAFF**  
Enjoy 25% OFF any lunch items purchased between 12 noon-1 PM  
October 6, 1994

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Signature

**THE FALCON'S NEST LOVES ADMINISTRATIVE STAFF**



# Bowling Green State University

35  
College of Arts and Sciences  
Office of the Dean  
Bowling Green, Ohio 43403-0210  
(419) 372-2015

December 5, 1994

TO: Administrative Staff  
FROM: Internal Affairs Committee  
SUBJ: Constituent Satisfaction Survey

The relationship of elected Administrative Staff Council representatives to their constituents is often cited as an area that needs some attention. Since it is the responsibility of the Internal Affairs Committee to make recommendations related to the "workings" of Council, we hope you will take a few minutes to give us your perspective on this issue. If our survey indicates relative dissatisfaction with the method of electing representatives to Council or with representative "accountability," we will recommend that the full Council formally address the issue.

Thanks for your help in establishing Council's future "agenda."

Deb Wells, 9:38 AM 4/3/95 ...,

1

Received: from opie.bgsu.edu (opie.bgsu.edu [129.1.2.3]) by falcon.bgsu.edu (8.6.8.1/8.6.6) with ESMTP id JAA05334 for <pgreen@bgnet.bgsu.edu>; Mon, 3 Apr 1995 09:37:25 -0400

Received: from OPIE.BGSU.EDU by OPIE.BGSU.EDU (PMDF V4.3-7 #7807)

id <01HOWERHFKR8000392C@OPIE.BGSU.EDU>; Mon, 3 Apr 1995 09:38:54 EST

Date: Mon, 03 Apr 1995 09:38:54 -0500 (EST)

From: Deb Wells <WELLS@OPIE.BGSU.EDU>

To: pgreen@bgnet.bgsu.edu

Message-id: <01HOWERHFK5U00392C@OPIE.BGSU.EDU>

X-VMS-To: IN%"pgreen@bgnet"

MIME-version: 1.0

Content-type: TEXT/PLAIN; CHARSET=US-ASCII

Content-transfer-encoding: 7BIT

TO: Ad Staff Council

FROM: Internal Affairs Committee

The attached material is being communicated to you in anticipation of the April 6 ASC meeting. We hope to break into our small "focus groups" to discuss some of the concerns raised by our constituents and explore ways to address the issues. Please read through the document before next Thursday's meeting. Thanks.

Administrative Staff  
Constituent Satisfaction Survey  
Comments Received

1. Is the at-large election process manageable (i.e., even though the group you choose from is large, in general do you know enough about the candidates to cast a reasonable informed vote about the adequacy of the individual to serve)?

62 Yes

78 No

\* I view Administrative Staff Council rather like the state legislature or congress. I don't expect to know much about who I vote for, and ASC deals mostly with issues that don't interest me or over which I have no control. Same people get elected most of the time--like congress.

\* I am at Firelands College; consequently, I know people at BGSU even less than do the people that may have a chance to intermingle at BGSU.

\* This is hard to measure. It is true that many times I don't know candidates.

\* Some yes - lots no.

\* Most of the time...

\* For reasons given in #2 & #3.

\* Most of the time, I've never heard the names. I've worked here 5 years.

\* Not always - especially in large areas like Academic Affairs.

\* It is rare to see new blood. Year after year, the same people get elected. Also the goals of the ASC in the past have been too concerned with matters like scholarship funds.

\* Newer staff are not likely to be elected, however, because they are unknown to the group.

\* Some administrative staff have more recognizable positions and it becomes a popularity contest. You end up voting for a name you recognize and therefore, you continue to re-elect the same people over and over.

\* Looking at the long list of names during our annual elections and realizing that you don't know 90% of these people, only have read the names

Printed for pgreen@bgnet.bgsu.edu (Pat Green)

1

of the more "important" members in campus publications--leads to voting for the well-known names, often the same people year after year. This is not BAD by itself because strong influential persons such as Susan Crawford, Gregg DeCrane, Jack Taylor (to mention but a few) can do more for us than a new, unknown "lower level" staff member.

\* There is so much turn-over that I know fewer people all the time. I know the ones who've been here a while but am unaware of the talents of more recently hired staff.

\* I usually know at least one of the candidates on the ballot.

\* Only after being here 9 years.

\* Don't you people have anything better to do?

\* I always vote for persons who are known to me and who seem to be competent and conscientious, however, I do not know a lot of the Ad Staff members or what issues we agree on.

\* I generally only really know about the abilities of those individuals I work closely with.

\* I am new Admin Staff and have never participated in an election.

\* The same people get elected over and over.

\* Candidates should submit a short bio indicating why they want to serve and that they intend to do a good job or put forth an effort. Also how do they plan to obtain feedback on what their constituents want so they know how to represent them?

\* I know this is probably impossible, but it would be helpful to have some bio-information, or at departments.

\* At present, it would probably be more cumbersome. A nomination process followed by brief profiles of each nominee who accepts would be helpful.

\* I do not know the majority of people on the list, although some names look familiar.

2. Do you think the election process/outcome could be improved by breaking the large Vice Presidential pools in smaller constituency groups (maybe on the basis of geographical location or related departments where people might have more opportunity to know one another or to interact on a more frequent basis) so that smaller groups would elect one person whose responsibility it was to "represent" them?

98 Yes

37 No

\* Even if broken down - send same lists or large list to everyone.

\* Probably a good idea.

\* Not necessary.

\* Test for a year or two.

\* Most likely a good idea.

\* Effectiveness of representative is more due to that individual's initiative than to the size of group represented.

\* Use related departments.

\* Yes. I know it's much easier to connect with staff who are in "close proximity" than it is with a constituent group housed in the other side of campus from me.

\* The only improvement might be to concentrate geographically.

\* Even the smaller areas might benefit. In Univ. Relations, areas are "geographically" far too spread out, and even "removed" from campus.

\* There appears to be a disproportionate number of Council members concentrated in specific areas.

\* Each candidate should prepare a "bio:" so we will know more about that person.



\* Smaller departments have little or not chance of placing a person on the Council.

\* Seems same people and same area always represented like "comp serv"

\* In the interest of a more "democratic" process, it would be desirable to work out a process for elections exactly as outlined in QUESTION 2, above. I am not against re-electing incumbents; experience is an important factor, but it would also be good to be able to vote for people one knows from work.

\* The problem with this (method) is that we would like to continue to be able to vote for effective folks outside our area too.

\* NO WAY! to breaking large VP pools into smaller constituency groups.

\* Yes, although I would not like to see ASC membership increase in number--already to large.

\* You would be creating a nightmare for the ASC secretary. If people want a specific person elected from a specific area it can be done under the current system by people talking it up with others.

\* Maybe.

\* I work in a building in which there is only one other Ad Staff member, with a quite different job. I would think that similar concerns might better unite constituents.

\* Just give a bio on each candidate.

\* I don't think it is necessary for these people to poll us on each issue. They should vote the way they want to.

\* Represent us for what? From what I have seen in the minutes and read in the paper most of ASC is just discussion. Have they ever voted on anything this year?

\* Concern would be: Would there be too many to conduct business effectively? I do think representation is a key element currently missing. Also, feedback from the "representative". I was once in a dept. in which the Adm Staff person wrote up her own summary of the meetings, concerns, etc. and asked for feedback. That's the only time I felt represented.

\* Unfortunately, in my position I really have little interaction with other administrating staff members. So breaking down the pool to vice presidential account wouldn't really help.

\* In a group, no one would want to do it!!!!

\* There is no reason to assume that you know people in the next building and better than someone across campus when you work with more often. Geography or constituent/unit representation favors big departments over smaller units!

\* If smaller groups were represented in an enlarged council, maybe that could work?

\* It would be helpful.

\* I think you need to have the number of personal elected from our area.

3. Do you think accountability (ability to represent the desires of the constituents) of representatives would be increased if they were elected from within smaller designated groups?

97 Yes

34 No

\* Only if all issues being discussed by council are then discussed with constituents.

\* Possibly.

\* Probably not

\* Maybe.

\* Accountability should be to all of the administrative staff!

4. Is increased accountability for Council members a desirable goal for us to be working toward?

108 Yes

27 No

- \* But council reps need to be told what this accountability means; i.e., exactly what are they expected to do.
- \* I would think so although I'm not sure.
- \* Not really--only in getting info to the constituents.
- \* Especially ATTENDANCE
- \* Not necessarily. Good people (reps) will do the right thing under both systems of elections (at-large or by "district")
- \* Accountability to the Council, that is contributing by only attending meetings and voting without much thought should be discouraged. It's so much easier to criticize when you've never been in the hot seat.
- \* Not necessarily; effective representation is more important.
- \* Unsure.
- \* Maybe.
- \* Yes, the constituent network is not even out for this year.
- \* Depends on the demands on this person within their regular work assignment. Many times, the committee work is done on unpaid overload. Accountability is hard to judge.
- \* ASC has little effect on anything. The same issues have been on their agenda for 15 years. The members should do what is best for all admin staff - not just their own group.
- \* Yes, isn't that why there is an Adm. Staff Council in the first place!
- \* I don't know if accountability of individual ASC members is an issue--but accountability of ASC as a whole, it is important. For example, how does ASC establish its goals for the year? And what about a constituent survey?
- \* Not for my area--University Relations
- \* Does increased accountability simply mean attending council meetings and giving feedback?
- \* I view council as representative and see no need to contact constituents on every vote, but the representative should be available for comments.
- \* Maybe accountability is the wrong word--I'd like reps to be better informed advocates--not certain how much the reps typically know about my area.

5. Over the course of the past three years, would you say you have been "well-served" by your Administrative Staff Council representative?

87 Yes

39 No

- \* Don't know.
- \* I'm not sure.
- \* Undecided.
- \* That's because I'm at Firelands College and have different concerns from\* BGSU.
- \* Very well.
- \* Can't answer--haven't been here 3 years.
- \* I think we should have fought for better health care--esp in the area of mental health, substance abuse, etc.
- \* My particular reps were quite effective; can't speak for others, though.
- \* Don't even know who ASC Rep is.
- \* I don't know who the person is.
- \* Indifferent

\* I don't know who my rep is!

6. How often did you hear from this person annually?

42 0 times      72 1-5 times      23 5-10 times

7. What form did the contact take?

57 Written    30 Phone/Email      45 Personal

8. Was this contact sufficient?

81 Yes                      39 No

- \* More contact was a result of my bringing ASC concerns to the representative (that is, contact in addition to that indicated above).
- \* Minutes of ASC are usually sufficient for notifying us of important issues.
- \* Quite frankly, I haven't found any of the email messages that I've received to be of any use to me.
- \* Would like to have reps use email--would like to hear from more often.
- \* Late or not return answer when asked.
- \* Marcia Latta has been an excellent representative for our area, readily addressing issues as requested.
- \* There's a fine line between being kept informed and being burdened by a lot of detail. That holds for both representatives and constituencies.
- \* She reported in staff meetings.
- \* I have started using email to contact my constituents.
- \* Health care is a prime example of where there was no information to constituents.
- \* The minutes are the most helpful in keeping people up to date.
- \* Contact with the representative over the years seems to depend on how well one is acquainted with the representative.
- \* I hired in three years ago and have not been contacted by anyone to say who is representative. I have relied on people I know on the Council to do any communication of issues with.
- \* It was written and routed. By the time the routing reached my office, weeks had passed. Info was no longer pertinent or timely.
- \* It is usually a copy of his/her notes from a meeting--never a memo explaining an idea or situation. Rarely asks for input.
- \* My rep is extremely conscientious--don't know if others are so devoted.
- \* This respondent reads all minutes of ASC meetings, reads the Monitor, reads the EG News etc. and is basically well-informed concerning what goes on at the University. Therefore, I don't need to have my rep contact me on all matters that are up for discussion or voting. I can see, however, where other ad staff members need to be kept informed on vital matters (such as the health plan choices) so they can act in their own best interest when the time comes. Also, we all realize that the people elected to ASC don't have all that much time for frequent contacts.
- \* Have not heard from anyone this academic year. Previously reps have worked in my office and reported to our staff regularly on issues.
- \* Didn't really notice.
- \* The coverage in the Monitor and EG News is adequate enough to keep us informed.
- \* My contact person is not always identified.
- \* We get too much info. The person calls us, it's in the Monitor, we get the minutes and memos from Pat Green. They all say the same thing.
- \* ASC should realize that some of us are too busy to have time for these

things. People should put the job they are paid for first.

\* Individual constituent concerns or problems are hard to handle since Ad. Staff has little or no power on campus. Broad philosophical issues can be addressed to some degree but it is unclear if individual concerns are addressable.

\* Is this a responsibility since we receive minutes and e-mail?

\* Have not heard from anyone this academic year. Previously reps have worked in my office and reported to our staff regularly on issues.

\* Didn't really notice.

\* The coverage in the Monitor and BG News is adequate enough to keep us informed.

\* My contact person is not always identified.

\* We get too much info. The person calls us, it's in the Monitor, we get the minutes and memos from Pat Green. They all say the same thing.

\* ASC should realize that some of us are too busy to have time for these things. People should put the job they are paid for first.

\* Individual constituent concerns or problems are hard to handle since Ad. Staff has little or no power on campus. Broad philosophical issues can be addressed to some degree but it is unclear if individual concerns are addressable.

\* Is this a responsibility since we receive minutes and e-mail?

\* My representative is in the department and always comments about council meetings during our staff meetings.

\* Need more interactive contacts.

\* Because I can initiate contact too and I get council minutes.

\* Although I did not hear from this person personally, I feel the importance of being represented and attending meetings is the important aspect. I would like to see an attendance record (up to date) attended, substitute and absence before voting assoc.

\* Our representative is to table our concerns. How can they if I don't even know who mine is/ being a ASC rep. Used to be more of a responsibility than just attending meetings. And, lately only 2/3 of the reps. Do that. As a bargaining unit I rate ASC about a "5" on a scale of "10".

\* Pat Green's new ASC discussion group is a great idea!

\* I feel I am informed about issues discussed by ASC through the minutes. Also, the e-mail is great!

\* I am grateful he is willing to take the time to do it period. Most of us

do not want to be bothered.

\* The minutes are important--seems to take a long time to get mail--could e-mail be used to distribute?

\* With the minutes, the contact seems to work.

\* There is over-kill with information! The monitor, minutes, and memos and now e-mail. . . it is ridiculous!! Don't these people have jobs to get done???????????

9. Would you say it's also the responsibility of the ad staff employee to contact the representative if there is a problem or concern?

135 Yes

6 No

\* And this happens.

\* Let him/her know who that contact person is.

\* Definitely!

\* As long as we know what the issues are.

\* Depends on the concern. Being on ASC is time-consuming and in my experience, those represented usually didn't respond or even act interested in most things.

\* Definitely so.

\* Yes, If we know who that person is

10. Are you comfortable with contacting your Ad Staff Council representative if you don't personally know the individual who represents you?

105 Yes

33 No

\* Given nature of some problems, this is important.

\* But few occasions to want to do so.

\* Don't know who rep is.

\* Who is it?

\* I do, however, it would be easier if you know them.

\* I know her now and have been lucky to most times in the past.

\* Somewhat

\* Yes, although it would be even nicer if one knows the person.

\* Sure, comfortable with rep if don't personally know.

\* Yes, but to a lesser degree than if I knew the person.

\* I don't know why I have to. I'm an adult and I know there to go for assistance.

\* I think I would if candidates campaigned or made it known he/she had an "open door" policy or welcomed suggestions/comments. I feel free to write to my congress people, senators, etc., even though I don't personally know them but they choose to run, made it known they wanted the job, etc. and I feel it's my right to do so; however, these are unpaid positions and therefore, entirely different. I would feel I were imposing upon him/her unless that person made me feel otherwise.

#### GENERAL COMMENTS

\* I'd like to see ASC & CSC join forces to create a staff council or staff senate. Most concerns are common to both groups (health care, day care, working conditions). Those that are specific can be dealt with by committees. One staff group would be more efficient and maybe more influential. But I bet neither group would be willing to concede turf.

\* I have been on council and know the procedures. I think some of the staff needs to be informed on the purpose and how Ad Council functions. This needs to be done on a yearly basis due to new staff.

\* The constituency representative idea has never worked out that well, in my view, because there is little to bind the interests of ASC rep with a certain random (or selected) group of people. The ASC minutes and other mailings keep us informed of what we need to know, so the information role of the particular council rep is questionable. That doesn't bother me, though since the main purpose of representatives is to give a broad array of opinion and personalities to discuss matters of interest to ASC members.

\* The same folks from our V.P. area are re-elected over and over again--then a disproportionate number don't attend the meetings or send subs. Review the meeting minutes--if people are so busy, let some new faces participate!

\* ASC is: a) too large, b) filled with the same people--- no new faces and no new blood and c) ineffective

\* It is time to do something about the same people being elected over and

over because they have "name" recognition in a large area. Perhaps ASC reps should be like US presidents -- no more than 2 terms--either in a 10-yr. period or for life. Sitting out a term just doesn't seem to effect the change that's needed in representation because the "old boys and women" are just too large of a clique.

\* I think if one looked at the make-up of the Ad Council since it came into being one would see the same people on year after year. Perhaps there should be term limits; then it might be a working council instead of a club.

\* What about the suggestion (or plan) to reduce the size of Council to make it a smaller, less unwieldy body? This came up not too long ago.

\* I really like the list serv. A great idea. Hope it's not too much work to keep up.

\* I can't answer most of these questions due to my lack of knowledge regarding the council. I don't even know if I am eligible to attend ADM. Staff meetings or anything about this council except that I receive a newsletter!

\* It all comes down to communication: The size of the group represented is unimportant.

\* It is my understanding that all meetings are open. Few people show up, even for the lunches. I think people are too busy with other things to care one way or the other.

\* It seems to me that much of the work done by ASC in terms of resolutions, suggestions, etc., is completely disregarded by those at the vice presidents level and above (including the building trustees).

## **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.

## **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.



## CONSTITUENT SURVEY RECOMMENDATIONS

Based on the feedback we received from the constituent survey, there are three issues we would like to address:

- Development of a new officer's position, Internal Affairs Officer (or something like that) This person could chair the committee, monitor the attendance policy, communicate/distribute the constituent network and its use, etc... Feedback indicates that there is a need to monitor the accountability of representatives and constituents. This may be one way of doing it.
- Expanding the purpose of the Administrative Staff Reception. Representatives could meet/sit with their constituents at the reception. New administrators could get an introduction to Council through the reception.
- Revisiting terms that ad staff can serve on Council. There's a lot of concern out there about the same people being on Council over and over again.

June 6, 1996

TO: Joan Morgan, Chair  
Administrative Staff Council

FROM: Pat Kania, Chair *P. Kania*  
Internal Affairs Committee

RE: Annual Report

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, committee assignments, responsibilities and accomplishments. Additional presentations and/or training seminars during or outside of Council meetings should be reviewed.

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.

Due to the timing of appointing the chair of IA, we did not meet until February '96. However, we did accomplish two important tasks; reinstating BG EFFECT and updating the 'Administrative Staff Council Orientation' guide.

### **BG EFFECT**

What is BG EFFECT? The concept of the program is fairly simple, we believe faculty and staff are in a good position to help students work their way through problems because we understand how the university works. If we can't answer the question, we usually know who can. We are initially focusing on Summer Freshmen registration. Twenty-four people have volunteered to assist 50 students that are interested in having a 'mentor' to turn to with various questions/concerns once they get to BGSU. Hopefully the Internal Affairs committee can expand this project next year by offering this service to more students.

## ADMINISTRATIVE STAFF COUNCIL ORIENTATION

Many times new members of council feel uninformed about what their duties as a council member really are. Therefore, Internal Affairs developed the 'Administrative Staff Council Orientation' guide for new members; a brief history of ASC and overview of the functions of the committees within ASC. Members must be made to feel more comfortable and informed about council.

The 96-97 Internal Affairs Committee has several projects which they can continue to work on. Good luck and continually strive to make ASC a group we are proud to be a part of!

cc. Bryan Benner  
Ann Betts  
Carman Castro-Rivera  
Inge Klopping  
Paul Lopez  
Joe Luthman  
Jan Peterson  
Beverly Stearns  
Betty Ward



JUN 3 - 1997

June 2, 1997

MEMORANDUM

TO: Joan Morgan, Chair  
Administrative Staff Council

FROM: Beverly Stearns, Chair *B. Stearns*  
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.

- The Committee continued coordinating the BG EFFECT Mentoring Program. Additionally, two Committee members developed and mailed a survey instrument to students who participated in the 1995-96 BG EFFECT Program to assess the effectiveness of the Program. Because only two students responded, the Committee members conducted informal interviews with BG EFFECT mentors, and made recommendations based on these interviews and information they had gathered during the assessment process. Additionally, the Committee chair and the Chair of ASC attended a meeting of the Task Force on Teaching and Learning to discuss how BG EFFECT might tie in with their proposal for a mentoring program for all freshmen starting in the Fall of 1997. Subsequent to this meeting, the Committee chair, the ASC Chair and the Chair-Elect met with Jodi Webb, Director of the First Year Experience Program, to discuss where BG EFFECT might intersect with Jodi's new assignment to develop a pilot program for the Task Force on Teaching and Learning's proposal. It was agreed that the Pilot Program would incorporate the BG EFFECT program to bring consistency to the effort overall, and to relieve the Internal Affairs Committee of the growing responsibilities associated with coordinating the Program.
- The Committee reviewed the Administrative Staff Handbook relative to standing committee membership requirements and recommended a Bylaws amendment to expand ASC standing committee membership to include administrative staff at large. ASC endorsed the proposal including a friendly amendment regarding percentage of membership.
- The Committee recommended a Bylaws amendment to reconfigure the Ferrari Awards Committee to form a new Awards and Special Recognitions Committee to be charged with coordinating the Ferrari Award and developing and recommending new ways to recognize administrative staff.
- The Committee decided not to investigate the election process and recommend a more equitable process for representation because of the Administration's pending reorganization plans.
- The Committee did not meet its goal to investigate potential vehicles for promoting effective communication among administrative staff (e.g., means whereby ASC can collect, track, and maintain documentation) for lack of time available to the five Committee members. We recommend that next year's Internal Affairs Committee pursue this important goal.
- The Committee began to meet its goal to welcome new administrative staff members to BGSU by sending them a modified copy of the ASC Orientation Handbook and a letter of welcome when they arrived on campus, again for lack of time available to the five Committee members. We recommend that next year's Committee pursue this important goal.

- The Committee chair suggested to ASC that it review the Internal Affairs Officer position, as recommended by the Internal Affairs Committee (June 1, 1995 ASC Minutes), to determine whether the position should be elected or appointed and whether the proposed responsibilities should be changed. The Committee chair met with ASC Executive Committee on March 17, 1997, to review the proposed position responsibilities and title. ASC Executive Committee decided to assume responsibility for drafting a new position description and title and will bring their draft proposal to Council at a future meeting.



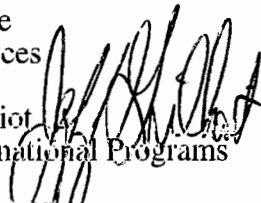
# Bowling Green State University

Center for International Programs  
Bowling Green, Ohio 43403-0029  
(419) 372-2247  
Fax: (419) 372-2429

September 4, 1997

## MEMORANDUM

TO: Duane Whitmire  
Computer Services

FM: Jeffrey M. Grilliot   
Center for International Programs

RE: Internal Affairs Officers

Enclosed you will find the new description of the duties of the Internal Affairs Officers. Please feel free to contact me if you have any questions.

## **Internal Communications Liaison**

The Internal Communications Liaison (ICL) position should be appointed on an ad hoc basis for one year. This position should be reviewed after one year to determine any changes in the duties of the position.

### Duties:

- 1) The ICL will serve on the Internal Affairs Committee.
- 2) The ICL serves as a liaison with Human Resources regarding changes to the administrative staff membership.
- 3) The ICL will be responsible for the maintenance and distribution of the constituent list and informing the appropriate ASC representative of any new additions/deletions. ASC representatives are to be encouraged to contact their constituents on a regular basis.
4. The ICL will be responsible for the ASC listproc.
5. The ICL will serve to monitor the attendance of ASC members and to interact with members that are delinquent. The purpose of the interaction is to remind members of their responsibilities and to encourage them to attend on a regular basis.



COMMUNICATIONS

INTERNAL AFFAIRS OFFICER ~~FUNCTIONS~~  
RESPONSIBILITIES LIAISON

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. - goes to Judy as Secretary

① 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. - Joe Luthman

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.

② Maintain ASC list/proc  
Ray Watts

③ Secretary does it  
in terms of record keeping

Jeff will  
rewrite  
+  
then  
take  
to  
Council

## ASC - Mission

- 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

- March 1982 - a group of contract staff met to discuss and express the needs and concerns of all contract staff members at BGSU
- October 1982 - charter vote
- March 1983 - first formal meeting of ASC
- August 1983 - first ASC opening day reception
- 1985-86 - first ASC scholarship awarded

## ASC - Selected Accomplishments

- Addressed and taken a stance on several controversial issues
- Hosted interesting and insightful speakers
- Achieved representation on the Board of Trustees
- Sent resolutions to the state regarding funding inequities to higher education
- ASC Scholarship endowment of \$33,000

## ASC - Working Committees

- |                                |                            |
|--------------------------------|----------------------------|
| ■ Amendment                    | ■ Internal Affairs         |
| ■ Awards & Special Recognition | ■ Personnel Welfare        |
| ■ Elections                    | ■ Professional Development |
| ■ Executive                    | ■ Salary                   |
| ■ External Affairs             | ■ Scholarship              |
| ■ Finance                      |                            |

## ASC - Selected Member Responsibilities

- Attend all ASC meetings
- Inform your constituents of issues involving administrative staff in a timely fashion
- Poll your constituents about issues which will be voted on at ASC meetings
- Represent views of administrative staff in the public arena
- Participate in policy making at BCSD

## ASC - Items for 97-98

- ASC Student Scholarship Fund Drive
- ASC Compensation Plan Implementation
- Performance-Based Merit System Implementation
- Performance Appraisal Process Implementation
- Educational Portraits on Collective Bargaining

## ASC - Items for 97-98 (cont.)

- Update ASC Bylaws due to University reorganization
- Update AS Handbook (e.g. Internal Affairs Com. & External Affairs Com. Charter consideration)
- Full-Time Teaching Review
- Develop ASC Web Presence
- Review the AS Grievance Process

## ASC - Closing Quote

"Coming together is a beginning;  
 Keeping together is progress;  
 Working together is success."

Henry Ford



February 3, 1998

MEMORANDUM

TO: Administrative Staff Council

FROM: Jan Peterson, Co-Chair  
Betty Ward, Co-Chair  
Internal Affairs Committee

The charge to the Internal Affairs Committee for 1997-98 was to develop and update the orientation to ASC document and to orient new ASC members. In addition, the committee was to examine the election process in view of the University reorganization and make the appropriate recommendations.

The committee has examined the current election process and is submitting the following recommendations:

1. Change the representation from Vice Presidential areas to functional groupings.
2. Reduce the number of members on ASC.
3. Change the one-year waiting period after the expiration of a person's term to a two-year waiting period before being eligible to serve on Council.

The committee felt that by moving to functional areas, the representation would be more evenly distributed. We also felt that ASC is too large and reducing the membership would provide a more workable council.

The change in the waiting period was an attempt to insure additional opportunities for any administrative staff member to be elected to council, however, we should continue to encourage former administrative staff representatives and all administrative staff members to participate on standing committees.

FUNCTIONAL GROUPINGS				
			Total by	Guarantee
		#	Grouping	2/Grouping
			6%	10%
<b>Centers</b>				
<del>Archival Collections</del>	ACD	9		
<del>Govt Res &amp; Publ Svcs</del>	GFPS	1		
Management Ctr	MCT	1		
NW Ohio Ed Tech Found	NET	11		
Photo Chem Sci	PCS	1		
<del>Photo Chem Sci</del>	<del>PCS</del>	<del>1</del>		
Phil Doc Ctr	PDC	2		
Soc Phil & Policy Ctr	SPH	2		
			28	2
				1
				3
<b>Institutional Support</b>				
Academic Affairs	ACAF	5		
Affirmative Action & Handicapped Svcs	AHS	4		
Alumni	ALUM	13		
Architect	ARC	2		
Auxiliary Services	AUX	2		
Benefits/Human Resources	BINS	1		
Capital Planning	CAPP	1		
Environmental Health & Safety	EHS	3		
Finance	FINANCE	13		
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	2
				3
				7
<b>Student Support</b>				
Bookstore	BKS	2		
College Access Program	CAP	8		
Career Services	CAR SVC	6		
Counseling Center	CCDC	1		
Education, Program Advisement	EDPA	2		
Financial Aid	FAID	5		
Dining Services	FOOD	3		
Graduate College	GRAD	5		
Health Services	HCTR	23		
International Programs	INTP	3		
Multicultural Student Services	MAFF	6		
Recreation Sports	RSP	8		
Residential Services	RES LIFE	19		
Registration & Records	RSST	6		
Student Affairs	ST AFF	4		
Student Life	ST LIFE	5		
Student Publications	ST PUB	5		
Student Activities	UAO	2		
Undergraduate Admissions	UGRAD	11		
Union	UNI	10		
			134	2
				6
				13

Current/9/91

2/1

6/2

13/5

FUNCTIONAL GROUPINGS

					Total by	Guarantee			
					#	Grouping	2/Grouping	6%	10%
<b>Academic Support</b>									
	Academic Enhancement	ACEN	9						
	Arts & Sciences	A&S	8						
	Animal Facility	ANIM	2						
	Business Administration	BA	5						
<i>appears twice</i>	<u>Ctr for Archival Collections</u>	CAC	1						
	Creative Arts	CARTS	2						
	Continuing Education & Summer Programs	CNTE	13						
	Cooperative Education	COED	2						
	Education & Human Development	EAP	3						
	Environmental Programs	ENVP	1						
	Graduate Studies In Business	GSS	1						
	Health & Human Services	HHS	3						
	Honors Program	HNRS	1						
	Library/Regional Book Dep	LIBR	6						
	Language Laboratory	LLAB	1						
	Musical Arts	MUS	9						
	Popular Press	POPR	2						
	Sponsored Programs & Research	PSRV	3						
	Study Skills Center	SSC	1						
	Technology, College of	TECH	5						
	Writing Laboratory	WLAB	1						
					79	2	3		8
<b>Academic Departments</b>									
	School of Art	ART	1						
	Biological Sciences	BIOL	6						
	Business Education	BUSE	3						
	Canadian Studies	CAST	1						
	Communication Disorders	CDIS	3						
	Chemistry	CHEM	8						
	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						
	Medical Technology	MEDT	2						
	Nursing	NURS	2						
	Philosophy	PHIL	1						
	Psychology	PSYC	3						
	Romance Languages	ROML	1						
	Theater	THEA	2						
	Technology Systems	TSYS	2						
					42	2	1		4
<b>Athletics</b>									
	Athletics	ATHL	65						
					65	2			7
							3		
<b>Technology</b>									
	Center for Teaching, Learning Technology	CTLT	1						
	Instructional Media	INST MCL	7						
	University Computer Services	UCS	31						
	WBGU-TV	WBGU	20						

Current/Ex 19

*Handwritten notes:* A large bracket on the right side of the Academic Support section encompasses rows from 'Creative Arts' to 'Writing Laboratory'. Next to the bracket are the handwritten letters 'IMS' and 'CAC'.

10/7

1/0

7/2

10/4



FUNCTIONAL GROUPINGS						
				Total by Guarantee		
		#	Grouping	2/Grouping	6%	10%
		59		2	2	6
Firelands	Firelands	FPE	17			
			17	2		
					0	2
TOTAL		498	498	16	19	50

2/1

1997-98  
REPORT OF THE INTERNAL AFFAIRS COMMITTEE  
Administrative Staff Council  
5/29/98

**OBJECTIVES:**

Develop and update the orientation to ASC handbook and to orient all new ASC representatives.

Provide an orientation handbook and Welcome Memorandum to any newly hired Administrative staff members..

Examine the current election process in view of the University's reorganization and make appropriate recommendations.

**MEETINGS:**

September 29, 1997

November 19, 1997

February 18, 1998

May 15, 1998

**COMMITTEE MEMBERS:**

Betty Ward and Jan Peterson, Co-Chairs

Laura Emch

Linda Hamilton

Pat Kania

**ACTIVITIES:**

- A. Examined the current election process and submitted proposals to amend:
1. The ASC By-Laws by changing the ASC representation from Vice-Presidential areas to Functional Groupings, The By-Law change was approved by ASC on 4/2/98
  2. The ASC Charter to change ASC representation from Vice-Presidential to Functional Groupings, reduce Council membership from 10% to 6% (50 to 35), and change the one-year waiting period after the expiration of a person's term to a three-year waiting period before being eligible to serve on Council. The Charter proposal was amended to a two-year waiting period and approved by ASC on 4/2/98.

- B. Updated the ASC Orientation Handbook for 1998/99.
- C. Hosted the 1998/99 Administrative Staff Council Orientation and Welcome on June 4, 1998. Invited all new ASC representatives, the ASC Administrative Team, the ASC Executive Committee members, and all ASC Committee Chairs, to share lunch and Welcome New Members. A brief overview of ASC was held, the ASC Orientation Handbook was provided and ASC Committee Chairs described their committee functions and held a committee sign up opportunity.

**RECOMMENDATION:**

Recommendation for 1998/99 is to combine this committee with the Professional Development Committee under Dawn Mays' chairmanship.

ANNUAL REPORT  
- INTERNAL AFFAIRS COMMITTEE -  
- Administrative Staff Council -  
1999-2000

**OBJECTIVES:**

Develop and update the Orientation to ASC Handbook.

Coordinate orientation program for all new ASC representatives.

Provide an Orientation Handbook and Welcome Memorandum to all newly hired administrative staff members.

Update the web page for ASC.

**MEETINGS:**

- September 22, 1999
- October 27, 1999
- January 12, 2000
- May 2000

**COMMITTEE MEMBERS:**

- Linda Hamilton, Chair
- Linda Bakkum
- Betty Ward, at-large
- Roxanna Foster, at-large

**ACTIVITIES:**

The Internal Affairs Committee met on September 22, 1999 to discuss the updating of the website for the ASC. We discussed the current format of the page, discussed changes and determined what would be added to the page. Roxanna Foster designed the page and completed the updates in January. The page is now up to date and available with current information. In the future, the maintenance of the site will be the responsibility of this committee.

The Internal Affairs Committee arranged the orientation session in early May. The Orientation session is for new administrative staff representatives elected to Council for 2000-2001.

The Orientation meeting was held on June 1, 2000 in the Pallister Conference Room of the Library. Invited were all new ASC representatives (10), the ASC Administrative Team, the ASC Executive Committee members and all ASC Committee Chairs. A brief overview of ASC was presented, the ASC Orientation Handbook was distributed and each committee chair presented information on the purpose of their respective committees and encouraged the new members to sign up for committees.

**RECOMMENDATIONS:**

In addition to the regular activities of the committee, next year the committee will: 1) re-evaluate the effect the recent change to a two-year waiting period is having on ASC elections and membership on ASC; 2) streamline the election process and take on responsibility for elections; 3) identify functional area representatives in view of the new VP area; and 4) review the committee charges and revise, if necessary; 5) process to assist the Secretary in this

Linda Hamilton, Chair  
Internal Affairs Committee

## Internal Affairs Committee Report January 4, 2001

Mary Lynn Pozniak, Claudia Clark, and Anne Saviers met on December 22, 2000. Primary discussion focussed on ASC election issues:

Executive will be asked to verify that apportionments are correct.

Efforts will be made to streamline the election procedure.

Chair of IA will contact Joe Luthman to review constituent lists with the goal of ensuring that functional areas are properly represented.

The issue of stopping out for 2 years will be re-visited with regard to regulations as stated in ASC amendments and by-laws.

By-laws pertaining to election procedures will be reviewed and suggestions for possible revisions will be submitted following consultation with the Articles and By-laws sub-committee.

Procedures for soliciting self-nominations will be clarified.

A schedule will be set up identifying the dates for mailing and collecting of the different ballots and voting information.

IA Committee will develop election ballots and make sure that they are printed and distributed appropriately; ballots will be color-coded by functional area.

Respectfully submitted,

Anne N. Saviers

To: lona@bgnet.bgsu.edu, cmolnar@bgnet.bgsu.edu, ginsbur@bgnet.bgsu.edu,  
tcoulte@bgnet.bgsu.edu, sallyr@bgnet.bgsu.edu  
Subject: internal affairs/one more time

I would like to have our meetings, for Internal Affairs, initially once a month. How about 12:00 noon on the first Thursday of the month, right before Administrative Staff Council at the Greenery?

There are five, as of now, areas we need to concentrate on:

1. Monitor the ASC Website - give opinions, see if website is relevant to ad staff and others. Get input
2. The voting process for ASC - possibly going on-line
3. Orientation packets
4. Roberts Rules of Order
5. THIS IS A TRICKY ONE- we need to come up with a name and a procedure for spousal hire/welcome....ie...if a person is hired and their spouse is hired by 'invitation', how do we introduce, welcome etc the spouse to their area and the Ad Staff as a whole.

Please get back to me with any input you may have.  
Thanks  
Happy Homecoming

Penny L. Nemitz  
Coordinator/TLC  
Instructor/Humanities  
BGSU/Firelands

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge"  
Einstein

"Only two things are infinite, the universe and human stupidity, and I'm not sure about the former" Einstein

To: Penny Nemitz <pnemitz@bgnet.bgsu.edu>  
 Subject: Re: internal affairs/one more time

Penny,

Hi! I did get your message. Lona and I are going to meet on Thursday morning to discuss the spousal hire process. we will get back to you on that and everything else after that meeting.

Sally

At 11:39 AM 10/15/2004 -0400, you wrote:

I would like to have our meetings, for Internal Affairs, initially once a month. How about 12:00 noon on the first Thursday of the month, right before Administrative Staff Council at the Greenery?

There are five, as of now, areas we need to concentrate on:

1. Monitor the ASC Website - give opinions, see if website is relevant to ad staff and others. Get input
2. The voting process for ASC - possibly going on-line
3. Orientation packets
4. Roberts Rules of Order
5. THIS IS A TRICKY ONE- we need to come up with a name and a procedure for spousal hire/welcome....ie...if a person is hired and their spouse is hired by 'invitation', how do we introduce, welcome etc the spouse to their area and the Ad Staff as a whole.

Please get back to me with any input you may have.

Thanks

Happy Homecoming

Penny L. Nemitz  
 Coordinator/TLC  
 Instructor/Humanities  
 BGSU/Firelands

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge"  
 Einstein

"Only two things are infinite, the universe and human stupidity, and I'm not sure about the former" Einstein

\*\*\*\*\*

Sally Raymont  
 Director of Education Abroad  
 Center for International Programs  
 McDonald North, Suite 61  
 Bowling Green State University  
 Bowling Green, Ohio 43403  
 Phone: (419) 372-0479  
 Fax: (419) 372-2429



To: Penny Nemitz <pnemitz@bgnet.bgsu.edu>  
 Subject: Re: internal affairs/one more time

Hi Penny,

That should work out fine for me. For our next ASC meeting on November 4th, I think I'm doing a demo of Blackboard for the group so I may need to check out the internet connection a few minutes before the whole ASC meeting so may need to leave the Internal Affairs meeting a few minutes early. Otherwise, at this time, that time works fine for me.

As for input on the areas you listed...

1. We could probably pretty easily create an online form to ask admin staff for their input on the web site, or even utilize the ASC Blackboard organization to create a survey. That might be a way to get feedback for the site. 2. Online voting could be done anonymously using a Blackboard survey.

That might be something we want to explore as an option. This could also be done via an online form but the results would still need to be compiled manually.

3. I would need to learn more about what the orientation packet contains; I'm not familiar with it right now.

4. Robert's Rules...is this something we will be discussing in terms of how the meetings are run? I'm not sure what kind of feedback you are looking for. I think it's a good idea to have some structure and agenda for meetings and for the ones I've attended so far, I think Joe does a great job running the meetings. 5. I am unfamiliar with the spousal hire process. Wouldn't they be subject to the same procedures as any other hire? To be honest, I was not aware that BGSU offered positions to spouses if someone is hired. I would be interested in discussing this further at our meeting.

If you need more information or feedback from me, just let me know. I look forward to working with you!

Connie

Connie Molnar

Assistant Director, Center for Teaching, Learning & Technology

Bowling Green State University

cmolnar@bgnet.bgsu.edu

(419) 372-7900

Penny Nemitz wrote:

I would like to have our meetings, for Internal Affairs, initially once a month. How about 12:00 noon on the first Thursday of the month, right before Administrative Staff Council at the Greenery?

There are five, as of now, areas we need to concentrate on:

1. Monitor the ASC Website - give opinions, see if website is relevant to ad staff and others. Get input
2. The voting process for ASC - possibly going on-line
3. Orientation packets
4. Roberts Rules of Order
5. THIS IS A TRICKY ONE- we need to come up with a name and a procedure for spousal hire/welcome....ie...if a person is hired and their spouse is hired by 'invitation', how do we introduce, welcome etc the spouse to their area and the Ad Staff as a whole.

## ASC Goals for 2004-2005

### A) PWC

- 1) Change vacation days paid to retirees from 45 to 60 days (same as Classified)
- 2) Advanced notice of potential loss of vacation time
- 3) Recommended guidelines for comp/flex time for hours worked over 40
- 4) Review working environment for Administrative Staff. Clarify wording of statement in handbook. (variable work schedule and use of term 'perpetual')
- 5) Standardize how Mercer is used in the hiring process
- 6) Clarify role of Mercer
- 7) Continue work toward midpoint without penalizing other employees. Continue review of Compensation overall including benefits package.
- 8) Request salary study by gender, # yrs service
- 9) Request turnover study by gender, # yrs service, salary
- 10) Request midpoint studies
- 11) Extra personal day for meritorious staff
- 12) Health care benefits for part-time staff

### B) Professional Development

- 1) Program to have older and younger admin staff work together to learn more from each other
- 2) Mentor/mentee program for Administrative Staff Council and New Employee Orientation
- 3) Continue to review incentives to promote Administrative staff development

### C) Internal Affairs

- 1) Use Blackboard to communicate with administrative staff
- 2) Enhance communication with constituents
- 3) Survey Administrative Staff for needs, wants
- 4) Investigate campus community for how to promote wellness/fitness
- 5) Discussed the dwindling numbers of the council and how to recruit more eligible reps to join.
  - Perhaps stress more communication between reps and constituents
  - Personal interaction between reps and constituents
  - Perhaps bring back the practice of sending out the ASC minutes to the constituents instead of relying on them to check the web site
  - Along with the email, include a personalized summary of the meeting/minutes to help constituents understand details

page 2 ASC Goals 04/05

#### **D) External Affairs**

- 1) Generate support University-wide to have staff involvement with ASC
- 2) External affairs – promote admin staff
- 3) Introduce more fundraising opportunities, maybe as part of specific committees. Something similar to Classified Staff Council's golf outing

#### **E) Awards**

- 1) Stress the importance of nominating qualified individuals for the awards chosen by the awards committee
- 2) Spirit of BG Award (very FEW nominations this year)
- 3) BG Best
- 4) Ferrari Award
- 5) Better attendance to fall/spring events

#### **F) Unassigned**

- 1) Fill out membership – 3 more people
- 2) Work with President to mine the expertise of employees retiring - Succession planning
- 3) Stress the importance of a standardized evaluation process that should be used for all Administrative Staff on campus and to actually use it! It is understood that some staff members on campus are not being evaluated every year and those that are have not been on the same 'playing field'.
- 4) Hawaiian shirt day
- 5) Getting more guests to ASC meetings
- 6) Lunch meetings with CSC and Faculty Senate
- 7) Christmas lunch for ASC with Ribeau and Dobb (like CSC has)
- 8) More Firelands contacts
- 9) Guest to speak about Academic Plan (Al Gonzalez?)
- 10) ITC website; Ask the CIO (Petryshak) to guest as ASC
- 11) Folkins – new tuition initiatives

#### **G) Amendments**

- 1) Executive summary for handbook
- 2) Alter handbook to remove contingency on Faculty Senate participation. It should read that we request FS to delegate someone as an 'ex officio' member of ASC, without the requirement that Faculty Senate respond in kind.
- 3) Review bylaws with regards to recruiting members for Council
- 4) How many years away from ASC before eligible for election – now 3, but 1 or 2 should suffice?

#### **H) Scholarships**

- 1) Scholarship – study raffle substitute or make bigger prizes or promoting it better

# **BOWLING GREEN STATE UNIVERSITY**

## Orientation to Administrative Staff Council

# TABLE OF CONTENTS

ASC MISSION .....	4
ASC: WHO WE ARE.....	4
ADMINISTRATIVE STAFF COUNCIL: A LOOK AT OUR PAST.....	4-5
ACCOMPLISHMENTS SINCE 1982.....	5-6
ASC MEETINGS .....	6
ASC BYLAWS .....	6
ASC LEADERSHIP.....	7
CHAIR.....	7
CHAIR-ELECT.....	7
SECRETARY.....	7
ASC COMMITTEES: AN OVERVIEW OF THEIR FUNCTIONS .....	7-8
EXECUTIVE COMMITTEE.....	7
ASC STANDING COMMITTEES.....	7
<i>Amendments Committee</i> .....	7
<i>Awards and Special Recognitions Committee</i> .....	8
<i>External Affairs Committee</i> .....	8
<i>Finance Committee</i> .....	8
<i>Internal Affairs Committee</i> .....	8
<i>Personnel Welfare Committee</i> .....	8
<i>Professional Development Committee</i> .....	8
<i>Scholarship Committee</i> .....	8
UNIVERSITY STANDING COMMITTEES.....	8
AD HOC COMMITTEES.....	8
ASC MEMBER RESPONSIBILITIES .....	8-9
ASC GOALS 2003-2004.....	9
ADMINISTRATIVE STAFF COUNCIL 2004-2005.....	10
ACADEMIC DEPARTMENT.....	10
ACADEMIC SUPPORT.....	10
ATHLETICS/SPORTS ACTIVITIES.....	10
FIRELANDS.....	10
INSTITUTIONAL SUPPORT .....	10
STUDENT SUPPORT .....	10
TECHNOLOGY .....	10

## 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: Who We Are

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

## 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 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 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. 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 announces 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 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 longrange 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 ASC.

## 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 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.
- Implemented a new design for the ASC web page.
- 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.
- 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
- 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 added to an ASC web site: <http://www.bgsu.edu/organizations/asc>

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 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 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 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.

## 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, 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 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 annual Ferrari Award. 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; developing ways to improve opening day activities 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.

### **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.

### **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*.

# 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
- 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 Goals 2003-2004

1. Continue working with Human Resources and Administration in developing an approved compensation plan for real compensation growth. Both short and long term plans to reach agreed goals need to be established. Our compensation plan must be consistent, equitable, and market-conscious. Our plan must include rewarding the achievements in excellence by administrative staff employees.
2. In these times of budget and staffing constraints, promote reasonable and healthy working conditions for administrative staff employees, including more options to improve mental and physical health.
3. Review, recommend and implement measures for streamlining and improving our communications with administrative staff members. Establish consistent communication and reporting links with administrative members who are on University Standing committees.
4. Review Appendix G dealing with Administrative Staff compensation. If deemed appropriate, make recommendation for change.
5. Review recommend, implement and document procedures for all ASC committees. This should include recommendations made from current ASC committee members to new members of the same committee for the next year.

## Administrative Staff Council - Internal Affairs Committee

### Summary of Goals for 2003-2004

1. Committee worked with Ben Bolbach to update the ASC website. **Notes have been placed in the Secretary's notebook with suggested timeframes and contacts for keeping website up-to-date.**
2. Committee reviewed two separate constituent lists as well as reviewed previously used worksheets to determine which staff members belonged to which functional area vs. Presidential area. **An updated Appropriations Worksheet has been placed in the Secretary's notebook.**
3. Began initial discussions with Terry Herman on possibility of on-line voting using Blackboard. Terry took new position with the University and was no longer available to pursue this initiative. **Committee recommends continuing to pursue this idea if resources are available.**
4. Discussions were held at ASC Executive Committee; including Amendments chair, to decide which safety nets could be implemented to ensure there is proper representation on Council. **Recommendations were made to recruit staff not only by self-nominations but by co-worker nominations, and by Council member solicitation. Additional recommendations were to reduce the 3 year wait period between council terms as well as limit the replacement terms to 1 or 2 year terms.**
5. Listprocs were maintained by the ASC Chair and Chair-elect for the 2003-04 yr.
6. ASC members and constituent lists for 2003-04 were updated by the ASC Chair and Chair-elect. **ASC 2004-05 members list was updated by the Secretary in June 2004. The 2004-05 Constituent lists will need to be updated by the new committee members or officers.**
7. ASC Committees and their members for 2003-04 were updated on the web by the ASC Chair. The 2004-05 ASC Committees List was updated and provided to the 2004-05 Chair. **Once Committee Chairs are confirmed, ASC Chair to update the website.**
8. 2003-04 Secretary and remaining IA Committee member organized, conducted, and finalized elections for 2004-05. **See Secretary's Notebook for more details.**
9. **All ASC meeting minutes have been compiled and are available on the ASC website.**
10. Yearly wrap-up report...better late than, never ☺ **See the Secretary's notebook for more details on each of the above goals and timelines.**

**\*\*Other recommendation for 2004-05 Internal Affairs Committee**

- Continue to review Orientation materials and events. Due to the lack of committee members in 2003-04 this was not done as thoroughly as it could have been.
- Compare/cross-reference language on ASC website and Orientation materials to those in the Administrative Staff Handbook. Clarify such things as functional area vs. presidential areas, etc.

Respectfully submitted by,  
Tina Coulter  
Internal Affairs Chair 2003-04  
ASC Secretary 2003-04  
July 14, 2004

**Internal Affairs Committee** - This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing 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 shall be included. The Committee should respond to concerns and make recommendations about the structure or configuration of Council meetings; and shall examine and conduct the election process and make appropriate recommendations. The Committee shall also maintain the ASC web site.

**Elections Sub-Committee** - This sub-committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect, and other council members as needed. The sub-committee shall assist the Secretary in initiating, conducting, tabulating, and announcing the University standing committees and in maintaining election eligibility and voting records.

**2003-2004 GOALS**

1. Work with Ben Bolbach to update the ASC website.
2. Review and make recommendations for the amount of Council members per Presidential area.
3. Work with Terry Herman to ensure feasibility of on-line voting. If feasible establish.
4. Work with Amendments committee and add safety nets to the election procedure to ensure that there is proper representation on the Council.
5. Update and maintain the ASC and Administrative Staff listprocs.  
- Establish a process to add/ delete staff from listprocs.
6. Add a list of ASC members and their constituents to the website
7. Add ASC committees and their members to the website.
8. Assist in all aspects of elections.
9. Assist ASC chair by taking minutes of meetings and compiling them in electronic format.
10. A yearly wrap-up, in electronic word format, of the committee's work and documentation for all appropriate procedures must be submitted to the Chair by the April, 2004 Council meeting.

**Tina Coulter (co-chair)**  
~~Resigned~~ **Amelie Brogden (co-chair)**  
~~Resigned~~ Sue Lau  
 Michael Ginsburg (at-large)  
~~Resigned~~ Catherine Shaffner (at-large)

**tcoulte@bgnnet.bgsu.edu**  
**amelieb@bgnnet.bgsu.edu**  
 slau@bgnnet.bgsu.edu  
 ginsbur@bgnnet.bgsu.edu  
 cmshaff@yahoo.com