Administrative Staff Council
Meeting Minutes
Thursday, April 3, 2014
www.bgsu.edu/asc

In Attendance:
Eve Crandall; Donna Dick; Brigitte Green-Churchwell; Michael Hachtel; Krishna Han; Gail Houtz (Classified Liaison); Bess Huyghe; David Janik; Mary Ellen Kellow; Stephen Kendall; Michael Kudela; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monago; Paul Obringer; Adam Petrea (also proxy for Laura Emch and Eric Bucks); Abby Priehs; Marlene Reynolds; Thomas Siebenaler; Kurt Thomas; Mary Beth Zachary.

Meeting called to order by Chair Mike Hachtel, commenced with agenda:

Speakers

Vicky Kulicke; Equity Officer, Office of Equity & Diversity ~ Vicky apprised ASC of Title IX Act by reading the act and reviewing the University’s policies and position pertaining to Title IX. Title IX of the federal Education Amendments of 1972 prohibits discrimination on the basis of a person's gender in educational programs or activities operated by recipients of federal financial assistance. Title IX training needs to be completed online for those who have not complied. Title IX looks at sex discrimination or sexual misconduct in areas such as: Sexual Harassment, Sexual Assault, Stalking, Intimate partner and relationship violence, Bullying or cyberbullying. She shared the ‘Dear Colleague Letter (original dissemination in April 2011) that discusses issues relative to compliance with Title IX. It is the responsibility of all BGSU community members to comply with the laws and regulations of Title IX. Barbara Waddell, Director of the Office of Equity and Diversity serves as BGSU’s Title IX Coordinator. Six Deputy Coordinators assist her: Peggy Dennis Deputy Coordinator Director, Disability Services; Vicky Kulicke, Deputy Coordinator Equity and Diversity Officer; Andrew Kurtz, Deputy Coordinator Executive Associate Dean Firelands College; Lesley Irvine, Deputy Coordinator Associate Athletics Director/Senior Woman Administrator; Deanna Vatan Woodhouse, Deputy Coordinator Director, Office of the Division of Student Affairs ; Viva McCarver, Deputy Coordinator.

Q: If you see anything at all report it?
A: Yes, that’s pretty much it. If that’s the only thing you take away from today. We are all representatives of BG and are considered reasonable employees. Therefore, if someone reports something to you, BG is has been apprised of the information. There are many issues that fall under Title IX and there are many protected classes. The Office of Equity and Diversity serves as the gatekeeper of Title IX complaints and work towards an appropriate resolution.

Q: Can you speak to the standpoint of the whistleblower?
A: This is equivalent to retaliation. Anyone who serves as a reporter of an incident, a witness to an incident, etc. are all a part of a protected class in regards to whistleblowing. Retaliation is not tolerated at BG. When you report an incident, please report specifics (i.e. date, time, place, any witnesses, etc.). If you are unsure, call OED.
**UPDATE:** Not In Our Town is embarking on its one year anniversary. On 4/15/14 from 5 to 7 p.m. BGSU along with the City of Bowling Green will be honored as a Gold Star City from the original founders from Billings Montana. This day is being highlighted as Diversity Fest with several events throughout the day. Also, T-shirts will be available for purchase. The founder of NIOT will serve as keynote speaker from 5-6 p.m.

**Andrea Depinet,** Director of Campus Services (Internal Promotions Guidelines Committee Member): “Internal promotions guidelines (handout) this is a guideline initiative for internal promotions for ASC. Andrea served on the committee that worked to develop this policy in support of the ASC handbook.

Q: Say a position opens: if candidate is able to move, will it trump the search?
   A: That’s up to the party who needs the position filled. This policy serves to guide the “how” portion of the process. It is optional for the Dean to follow or not to follow. There is a form that will be put together and will be available on the HR website. This form will require the approval of both HR and OED.

Comment: Can eliminate expense of search when qualified internal candidate exists.

Q: Cross-staff promotion ...
   A: Says administrative staff only, but the example can be classified too.
Q: Window of opportunity (equal to classified staff) for administrative staff to say that...
   A: Three different ways: internal, search outside, very infrequent ...
Q: Sounds like appointment in some ways: is this what we’re talking about?
   A: Somewhat yes, opportunities to build workforce. Especially with Accenture report, this offers more flexibility.
Q: Is this an HR graded position to another HR graded position?
   A: Yes. It must be an HR graded position that is on the form.

**Welcome**

Substitutes – Adam Petrea (proxy for Laura Emch, proxy for Eric Bucks)

**Chair Report**

**HR meeting update**
- Severe Weather Policy: This has been an extreme year. Perhaps extreme policy exceptions are in order. HR: Suggest have administrative staff move around to make up time. Consider on case-by-case basis. Anyone who has issues can have issues addressed by supervisor.
  Q: Not speaking retro…?
  A: ...Not possible.

**Sick Leave Bank**
- There are approximately 22,000 hours in the bank with few requests or hours being used. (Steve Kendall and Connie Molnar meeting with HR in next month or so.). We should investigate tweaking the policy.

**Promotion Pathway** (Andrea just updated)
Falcon Health Center
- Now open to faculty and staff. Appointments can be scheduled and prescriptions can be filled.
Q: Is this like an urgent care?
A: Yes, but not billed like an urgent care.
Note: BG Ready Care is moving to FHC.

Accenture project update
- Refer to Mike’s email of 2/26/2014 with Sherideen Stoll’s Accenture update presentation attached.

Dates Announced
- Not In Our Town: 4/15/2014
- Homecoming: October 3 & 4, 2014
- Family Weekend: 9/12, 13, & 14, 2014

President’s Panel Update
Mike touched on several of the topic items for the panel that included, but is not limited to graduate stipends, communication between offices, faculty and administration discussions, enrollment, et. al. ASC questions pertained to hiring freeze, raises, enrollment update, in-depth cabinet directions, and Accenture progress.
Q: Raises? ~ What about the posed question on raises versus jobs?
A: (Mike) The question was never asked; previously, the question has been directed to us and in an effort to be prepared with a response, I presented the question hypothetically to understand the position ASC wanted to take. I now know that as an advocate group for ASC our position is for jobs and raises.

University Council Updates
- Owens’ Pathway and Firelands’ Pathway are additional pathways to higher education being sought by the University to increase enrollment.
- Toledo/BG – Aviation partnership (will bring in more international students)
- Career: State giving money for forensics: many jobs
- Retention issues: academic standards recommendations to help retention rates

Chair Elect Report – Attended the HR, CFO and CSC meetings. Emily had nothing additional to add to the Chair’s report regarding these meetings. CSC Liaison report to follow.

Treasurer’s Report - (Heidi Popovitch) Just starting to get receipts for banquet. ASC #’s contribution codes: 301996 – Recognition; 300004 Scholarship

Secretary’s Report – (Marlene Reynolds) USG resolutions read (2): Supporting Student Legal Services fee from $7.00 to $9.00 and “Spread the Word to End the Word” to acknowledge any variation of the word “retarded” as offensive.

Committee Reports
- Amendments & Policies (Mary Beth Zachary)
  - Charter and Bylaw revisions (handouts): a vote will be taken at the next meeting to approve of revisions due to the lack of quorum. Thanks to Eve Crandall and Connie Molnar with specifics on changes, but intent not changed.
Awards & Recognition (*Paul Obringer*) The committee is busy planning the ASC Awards and Recognition Reception. Marlene will issue an email blast tomorrow with the Reception invitation. The BG Best, Rookie of the Year and Ferrari award winners have already been decided.

Elections & Orientations (*Abby Priehs*)
- Working on electronic ballots: will announce at reception or shortly thereafter.

Outreach & Activities (Mary Ellen Kellow)
- Social hour is tomorrow at Stone’s Throw. The next Social Hour will follow the ASC Reception at The Pub.

Marketing & Communications (*Tom Siebenaler*) No website updates.

Personnel Welfare & Compensation (Steve Kendall)
- Will be meeting on 4/17/14 to draft policy.

Professional Development (David Janik)
- Accepting summer applications - 5/24/14

Scholarships (*Ben Martin*)
- Winners will be announced at the ASC Reception.

AROCS

Research Advancement (Steve Kendall)
- Met twice: we’ve gone over information, but not a lot of exchange.

Comment: Gail offered and Sheri offered leadership training for AROC leaders and committees.
Note: Website updates anticipated mid-April early May.

Efficiency Issues (*Abby Priehs*) - John Ellinger, chair - Can we clean up paper processes that can transition to electronic? If you or someone in your area have any suggestions send to Abby. Talk: laptop lending extended for students both graduate and undergrad. Computer labs reduced.

Liaison Reports

BGSU Retirement Association (*Linda Hamilton*)
- March meeting will be held at the country club with Barbara Waddell as speaker on Title IX. In April, we meet with the Toledo Retirement group. We have had lots of socials over the winter with over 50 folks attending.

Classified Staff Council (*Gail Houtz*) – Updates:
  i. Accepting award nominations for team awards.
  ii. Discussed tuition benefits changes
  iii. Had a guest speaker who discussed safety issues
  iv. Salary proposal draft discussed
  v. Sheri Stoll is speaking at their next meeting.

Faculty Senate Representative (*Tom*)
- Another good meeting with feedback from the breakout sessions:
  a. Health & Wellness certificates
  b. Bookstore advisory committee
  c. Jeff Nelson responded to Accenture.

OMBUDS (*no representative*) – No Report

Homecoming
Committee met recently and reviewed last year’s events. They are looking for new ideas, so please suggest songs, TV shows – futuristic.

Old Business - None

New Business - None

Upcoming ASC Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 01, 2014</td>
<td>1:30 PM - 3:00 PM</td>
<td>ASC - Sheri Stoll</td>
<td>201 BTSU</td>
<td>ASC</td>
</tr>
<tr>
<td>Friday, May 02, 2014</td>
<td>5:00 PM</td>
<td>ASC Social Hour</td>
<td></td>
<td>ALL</td>
</tr>
<tr>
<td>Tuesday, May 20, 2014</td>
<td>12:00 PM - 1:00 PM</td>
<td>Brown Bag Lunch</td>
<td>315 BTSU</td>
<td>ALL</td>
</tr>
<tr>
<td>Monday, May 26, 2014</td>
<td>University Closed</td>
<td>Memorial Day</td>
<td></td>
<td>ALL</td>
</tr>
</tbody>
</table>

Adjourn

Mary Ellen Kellow moved to adjourn the meeting. David Janik second the motion. Meeting adjourned.

Respectfully Submitted,

Brigitte Green-Churchwell
Brigitte Green-Churchwell
Co-Secretary, Administrative Staff Council