Administrative Staff Council
Meeting Minutes
Thursday, February 6, 2014
www.bgsu.edu/asc

In Attendance:
Eric Bucks; Eve Crandall; Laura Emch; Leslie Galan; Michael Hachtel; Krishna Han; Gail Houtz (Classified Liaison); Bess Huyghe; David Janik; Jeremy Joseph; Stephen Kendall; Michael Kudela; Jeanne Langendorfer; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monaco; Paul Obringer; Sherri Orwick Ogden; Steven Overholt; Adam Petrea; Brett Pogan; Heidi Popovitch; Abby Priehs; Anthony Short; Thomas Siebenaler; Jennifer Twu; Robin Veitch; Mary Beth Zachary; Lisa Zollars

Mike Hachtel, ASC Chair, called the meeting to order.

Substitutes: Eric Bucks, Ryan Miller (per attendance sheet sub for Mary Ellen Kellow for voting)

Approval of Minutes:
December minutes: moved by Tom Siebenaler second by Connie Molnar – no discussion: unanimous vote to approve.

January minutes: moved by Ben Martin second by Eve Crandall – no discussion: unanimous vote to approve.

Chair’s Report:
• HR: No major updates from HR this month. Emily Monaco and Mike Hachtel meet with representatives every month. Mike encouraged representatives to contact him with questions and he will place those questions on his next agenda.

• University Council Meeting- An Accenture update was given through a power point presentation. Rodney Rogers, Provost, discussed the increase in retention numbers and noted enrollment for returning and transfer students is up, however freshman enrollment numbers are down.

• Severe Weather Policy- There has been many questions and discussions with the recent inclement weather and the decision by University Administration to cancel classes but keep the University. In an attempt to answer staff questions, Mike Hachtel and Gail Houtz, CSC Chair, met with President Mazey to discuss the University’s weather policy. The last time the University’s Severe Weather Policy was updated was 2010. The policy written in 2010 does not address the University canceling classes but remaining open. Rebecca Ferguson, Chief Human Resources Officer, emailed faculty/staff and explained some of the confusion was due to certain resources pointing to an outdated policy from 2008. President Mazey explained decisions were made based on the interpretation of the 2010 policy and not the 2008 policy. President Mazey will be asking constituent groups for their input as the University reviews this policy in the near future.

• Accenture Update- Sheri Stoll, Chief Financial Officer, opened the Accenture forums by informing everyone that the six Accenture workgroups are called Accenture Report Out Committees (AROC). She further explained the committees charge is to look at the different opportunities outlined in the Accenture report which she expects the project scope to last three to five years. (The six committees and their chairs are
Guest Speakers:
Cerita Fowler, Admissions Counselor, reminded everyone in attendance that President’s Day Open House is Monday, February 17. She encouraged faculty and staff to volunteer for shifts where they will have the opportunity to meet students being recruited by BGSU. There will be volunteer training on Wednesday, February 12 and Thursday, February 13.

Alyssa, Student Dance Marathon Community Relations Chair, informed ASC that Dance Marathon will be held on April 5-6. This event raises money for Toledo Mercy Children’s Hospital. There will also be a “Meet and Greet” on Saturday, April 5 from 4:30pm-5:30pm at the Mileti Alumni Center that will allow staff members to get involved and learn more about this important event.

Chair Elect’s Report - Emily Monago stated the 2 guest speakers’ presentations were very timely as she encouraged Administrative Staff Council to look for opportunities to support, recruit, retain and engage students.

Treasurer’s Report: No report. Heidi Popovitch announced she will soon be receiving invoices for the April ASC Spring Banquet.

Secretary’s Report: (No report)

Committee Reports:
Amendments – Mary Beth Zachary stated the bylaws have been drafted. The committee will be meeting soon to begin the process of putting the new committee structure into the bylaws. Their next task will be to finish the committee structure and reconcile the charter and bylaws.

Awards and Recognition – Paul Obringer stated his committee is in the early planning stages of the Administrative Staff Council spring awards reception. The date has been set as April 24, 2014 at 3:30pm in the BTSU Ballroom. He asked all of ASC to promote the idea of nominations for the BG Best, Rookie of the Year and Ferrari awards. Mike encouraged other ASC Committee Chairs to contact Paul if they have ideas or to lend assistance.

Elections and Orientation- Sherri Orwick Ogden and Abby Priehs are meeting today to finalize moving forward with the upcoming ASC election.

Outreach and Activities – Leslie Galan announced the survey results for the Progressive Dinner idea was not well received by constituents. However other suggestions were made which her committee is reviewing. Another item that resulted from the survey was Wednesday evening does not work for many staff members for ASC Social Hour. Therefore, the March Social Hour will be changed to Friday. Ryan Miller is exploring other locations to host our monthly Social Hours. There will be two Social Hours in April: Friday, April 4th at 5:00pm at Stone’s Throw Thursday, April 24 immediately following the ASC Spring Reception at The Pub

Marketing and Communications- Tom Siebenaler’s committee is putting the final touches on a newsletter that he mentioned at our last meeting. He is working on adding scholarship updates to the ASC Website and gave a special
“thanks” to Andrea Brock for her work in updating the ASC Website. He encouraged everyone to provide him with feedback on the website.

**Personnel Welfare and Compensation** – Steve Kendall along with Mike Hachtel and Emily Monago met with HR to discuss the CUPA data which compares staff positions and salaries amongst Universities.

**Professional Development** – David Janik stated Mike sent out an email last Friday highlighting the professional development opportunity for this semester. This event will be held on Friday March 21st at Firelands campus and will be workshop entitled “Working with Culturally Diverse Professionals in the Workplace”.

**Student Scholarships** – Ben Martin spoke about raffle prizes and gathering of those prizes for student scholarships has been slower than it has been in the last couple of years. The committee is exploring some alternative ways to fundraise. On Monday, February 3rd, they contacted 500 students who are eligible for a scholarship. The students were sent the application and informed the application is also available online.

**Liaison Reports:**
**Classified Staff Council** – Gail Houtz, CSC Chair announced Dr. Brad Colwell spoke about the differences between advocates, ombudsman, arbitrators and mediators. The January CSC meeting was held at the Falcon Health Center and the February meeting was at Mileti Alumni Center. Aon Hewitt project has been finalized on CSC Specifications, new compensation policy and pay scales which will be effective July 2014. The policy and all titles can be found on the website. CSC also created a listserve of Notary Publics currently serving on campus with their contact information. Gail is pleased with the Classified Staff participation on the Accenture AROC committees.

**BGSURA**-No report

**Faculty Senate Meeting**- Tom Siebenaler attended the last Faculty Senate meeting where they spoke about the 6 Accenture working groups that were formed. They encouraged anyone who would like to suggest or report ideas to submit them online or by email to: opportunities@bgsu.edu
Faculty Senate also proposed and approved two new graduate certificates in Social and Interactive Media, and International and Intercultural Communication. Faculty Senate proposed a resolution that also passed regarding the recent loss of faculty and their request for detailing financial justification to the University’s Administration and the desire for the Administration to work closer with them in the future regarding such actions.

**Homecoming** –Mike Hachtel was contacted by the Homecoming Committee asking for an Administrative Staff representative to serve on this year’s committee. He asked Lisa Zollars to serve again this year as our representative in order to maintain consistency.

**Ombudsman**-No activity to report

**Old Business:**

None

**New Business:**

Call to Action Resolution: moved by Tom Siebenaler second by Mary Beth Zachary-no discussion: motion passed.

Patrick Fitzgerald Resolution: moved by Steve Kendall second by Steve Overholt-no discussion: motion passed.

**Round Table**
Steve Kendall announced the Accenture Research and Advancement group met recently to discuss three areas. The first area of importance was to centralize the donor databases, secondly there is a need to centralize the finance and IT staff that works in Advancement. And lastly in the Research area is to streamline grant processing and to develop staff to work directly with faculty assisting them with this process. Steve stated the committee is scheduled to have 2 more meetings to finish their work. The Opportunity Manager for Research and Advancement is Sharon Swartz.

Leslie Galan suggested representatives email the February Social Hour flyer out to constituents.

Emily Monago distributed flyers for the State of the State Conference and asked representatives to post the flyers in their offices. She also mentioned the Black Issues Conference was held this past weekend and was very well attended with 240 registered students, staff and community members.

Heidi Popovitch motioned to adjourn the meeting. Tom Siebenaler seconded the motion. Meeting adjourned.

Respectfully Submitted,

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