

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, December 3, 2015
308 Bowen-Thompson Student Union

In Attendance: Jacey Brooks, Jessica Brunsmann, Eric Bucks, Eve Crandall, Beth Detwiler, Donna Dick, Rhonda Dicke, Judy Donald (BGUSRA), Kim Fleshman, Linda Hamman (CSC), Krishna Han, Chet Hesson, Jason Januszewicz, Trinity Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Mary Ellen Kellow, Steve Letzring, Rebecca Lyons, Connie Molnar, Steve Overholt, Heidi Popovitch (Treasurer), Abby Priehs, Susan Stearns, Dawn Swain, Jessica Turos (Ombuds), Jennifer Twu, Cindy Valentine, Tony Wagener, Chris Wammes and Mary Beth Zachary.

Substitutes: Dawn Chong for Leslie Galan, Jasmine Burton for Michael Keane, Evan Owen for Clair Semer

Absent: Jessica Belcher, Sheila Brown, Brigitte Green-Churchwell, Shannon Martineau, Emily Monago, Brett Pogan Cynthia Roberts, Susan Sadoff, Robin Veitch

Call to Order: Jeremy Joseph, Chair of ASC, called the meeting to order at 1:30pm.

Guest Speaker: David Levey, Chair of the Board of Trustees. Mr. Levey described the BOT including 9 members that are appointed by the Governor of Ohio. They are a governing board which hires the President, approves tenure, sets policy and approves the Master Plan and approves budgets. The Board does not run the school. They do not approve scholarships but they individually talk to donors about scholarships. Mr. Levey described his being appointed by Chancellor Fingerhut from the Board of Regents. He established the Neil Browne Endowed Professorship. With his real estate background, Mr. Levey feels passionately about the buildings on campus. Residence Halls, the Recreation Center and the Student Union must look good to draw students. He has been involved with the Rec. Center, Centennial & Falcon Heights as well as the new Fraternity and Sorority housing. Enrollment is up and retention is real important. He is pleased with our diverse student body but would like to see more international students. Mr. Levey wants us to get more data on our future population: where they are from, are they online, non-traditional or still traditional? This will help us recruit, retain and graduate more students.

Chair's Report: HR Meeting:

- Differences between Plan A & B, flexible spending account (FSA) vs. health saving account (HSA). The IRS determines what you can do with an FSA and the monies do not roll over. An HSA is a bank account and therefore the money accumulates.
- The government is waiting to approve the \$50,000 cut off for eligible overtime in 2016 and this will affect people in 2017. HR is looking at individuals on campus to see who this will affect and what their situation is.
- Same sec partner will not be set up that you must get married to be covered in 2017 for insurance benefits. This only affects 5 or 6 couples on campus.
- HR is looking into Ombuds training.

Tri Chairs Meeting:

- Smoking Policy-ASC, CSC & Faculty Senate have approved it. Undergraduate Student Government did not approve it. Graduate Student Senate will meet this Friday to decide.
- HB 48-Concealed Carry on Campus-Faculty Senate is creating an ad hoc committee. Remember not to use university e-mail or computers when contacting your local or state representative because that information can be part of an open records request.

University Council:

- The Mac Championship is this Friday. There is a bus available.
- Enrollment and retention are both positive include international students.
- Two new programs/degrees will be put in front of the BOT to approve for 2016.

Discussion: The Bonus policy is on general council's website. Jeremy will ask HR about it. If awarded a bonus it will be issued in January. Currently the monies will come from individual departments. A question was asked about ALICE training in light of the recent shootings. We recommended contacting the Police Department since they come out and educate departments and offices on this training. A questions was asked about when evaluations are due and are they required. Information was given about them being due in June each year. The Cadillac Tax part of the Affordable Care Act-many received an e-mail from OPERS asking to contact your representative. Do not do this from your BGSU e-mail account and do not do this while on campus. It can become part of a public records request and the IP address can be identified. Do if from your personal e-mail account at home.

Treasurer's Report: Professional Development funding transactions are complete.

Secretary's Report: No report but we have a new Secretary, Jessica Belcher. The October and November minutes were approved 1st by Rebecca Lyons and 2nd by Steve Letzing. The motion passed.

Committee Reports:

Amendments & Policies: No report.

Awards & Recognitions: Mary Ellen Kellow will chair this group. They are meeting next week.

Elections & Orientation: No report

Outreach & Activities: Krishna Han-the next social is at the City Tap on Friday, December 4, 2015. The MLK day of service we will pack lunches from 8:30am-10:30am in 207 Union with CSC.

Marketing & Communications: No report.

Personnel Welfare & Compensation: No report.

Professional Development: No report.

Student Scholarships: Emily Monago is the 50/50 raffle winner. They are planning a Silent Auction for during the Spring reception in 2016. They are looking for donations. They have tweaked the application and rubric for qualified scholarship recipients. The biggest change is that all student 3.0 and above will be able to apply for the scholarship.

Liaison Reports:

Classified Staff Council: David Levey spoke at the last CSC meeting and they too will be packing lunches for the MLK day of service.

Faculty Senate Representative:

- Chair Rogel thanked faculty for their great work with students and invited all to attend the Board of Trustees meeting on Friday, December 4th.
- An Ad Hoc is being formed to write a Faculty Senate response to H.B. 48. He asked interested faculty to let contact him.
- President Mazey:
 - Provided updates on enrollment being up and housing deposits are up 21% from this time last year. The average ACT score is 23.3
 - She thanked faculty for their work on H.B 64 and their review of low enrollment courses.
 - We are expecting 1,000 guests on campus for Preview Day on Saturday, December 5th. She thanked Cecilia Castellano, her staff, and the rest of the BGSU community for their work with enrollment and for Preview Day.
- Provost Rogers:
 - Retention is down about 1.5% points from last year from 91.5% to 90%. He encouraged all to engage students in conversations about their retention.
 - He talked more about H.B 64 and faculty collaborations.
 - The NSSE results indicated that BGSU has 70% of our students who participated in 2 or more high impact practices/activities. The highest of all other schools in the study.
- Dr. V. Jane Rosser provided an update about the proposal for the Center for Community and Civic Engagement. Faculty passed the proposal unanimously.
- Vicky Kulicke (OED), Lisa Dubose (HR), and a faculty represented provided a presentation about Disabilities Self-Reporting and encouraged all faculty to complete the survey and to encourage staff and faculty in their areas to complete this federal government survey.
- Dr. Lee Meserve discussed being a faculty athletics representative and encouraged faculty to consider fulfilling this role in the future, when he retires from the position.

Retiree Association: No report

Ombuds Update: One meeting.

ASC Historian: Scanning past agendas and Tom now has website access.

University Committee Reports:

Intercollegiate Athletics Advisory: Jeremy Joseph-Looking for two faculty Athletic representatives. They check that every athlete is eligible. It is an NCAA mandated position. They may receive a course reduction to have enough time per week to do the work for this position. Must be Ph.D. that is tenured and the two positions will be staggered, so they both do not end in the same year.

Consensual Amorous Relationship Policy: Abby Priehs-Revised edits. Hope to put in front of the BOT in January 2016. Abby will send out the current draft.

CIO Advisory: Mary Ellen Kellow-enhancements to the TSC website.

Old Business: None.

New Business: Mary Beth Zachary proposed a task force including members of PWC, Amendments and HR to create links in the handbook and make it so all the policies and items that affect our employment are located in one place. Eric Bucks from PWC volunteered and Connie Molnar from Amendments is a possible representative for this task force.

Our next meeting we will have Dr. Mazey as our guest. We will meet in room 201 BTSU.

Good of the Order: Krishna Han-Dec. 4, 2015 5pm-City Tap-ASC Social. Donna Dick-Therapy dogs, food, counselors, a color table and tutors in the Learning Commons to help with exams and the stress. Paul Obringer (guest)-ArtsX this weekend. Cindy Valentine-Starbucks will be open at 8am on Preview Day.

Adjournment: Mary Beth Zachary made a motion to adjourn. Rebecca Lyons seconded the motion. The meeting ended at 3:00 pm.