

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, February 4, 2016
308 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, Eve Crandall, Donna Dick, Judy Donald (BGSURA), Kim Fleshman, Leslie Galan, Lynne Gochenour, Brigitte Green-Churchwell, Krishna Han, Chet Hesson, Jeremy Joseph (Chair), Margo Kammeyer, Michael Keane, Mary Ellen Kellow, Steve Letzring, Rebecca Lyons, Connie Molnar, Emily Monago (Past Chair), Steven Overholt, Heidi Popovitch (Treasurer), Abby Priehs (Chair-elect), Susan Sadoff, Claire Semer, Lindy Smith, Susan Stearns, Dawn Swain, Jennifer Twu, Cindy Valentine, Tony Wagener, Chris Wammes

Substitutes: None

Absent: Eric Bucks, Beth Detwiler, Rhonda Dicke, Jason Januszewicz, Trinity Jeter, Shannon Martineau, Brett Pogan, Cynthia Roberts, Robin Veitch

Call to Order: Jeremy Joseph, Chair of ASC, called the meeting to order at 1:33pm.

Guest Speaker:

- a. Cerita Fowler, Admissions (Presidents' Day Open House)
 - i. Presidents' Day registration is up from last year but volunteer numbers are low.
 - ii. There are many volunteer shifts available and training is provided, visit <http://uas.bgsu.edu/volunteer/> to sign up for a volunteer shift.
- b. Steve Krakoff, Vice-President of Capital Planning and Campus Operations
 - i. Update on the Master Plan and Big Ideas for the BGSU campus in the future
 1. BGSU will be focusing on creating a smaller campus footprint to address the perceived change that fewer students will be attending institutions as traditional on-campus students in future years.
 2. The number of classrooms on campus will continue to be reduced from around 190 to 120 with all classrooms.
 3. Landscape improvements will take place over the next several years and include a new Memorial Garden.
 - ii. Summer of 2016 will be very busy with new construction and continued renovations taking place all across campus.
 - iii. Questions:
 1. What is a maker space?
 - a. Answer: Business innovation assistance for individuals or groups to create or test products and business ideas.
 2. Is there a possible food court at the new Hanna Hall?
 - a. Answer: A food court is being considered but plans for the first floor of that building have not been finalized at this time.
 3. Is the demolition of the administration building still in the BGSU campus plan?
 - a. Answer: Yes, but the building is currently being used as a temporary house for departments as other construction across campus is being completed. The actual date for the demolition has not been determined.

4. What is happening with the renovation or demolition of the Education building that was coded as a “red” building a few years ago due to building conditions?
 - a. Answer: After looking at the campus core and the other buildings on campus a revised idea was put in place to likely keep the building but with some renovations.
5. Student services groups were spread across campus several years ago; what is the plan to consolidate them back into a central location?
 - a. Answer: BGSU is looking at moving a lot of the student services into the old McDonald dining hall area and/or the Student Union. The study on this move is in progress.
6. Is there a large game plan for a major renovation of the arts areas of campus?
 - a. Answer: We will be finishing up a renovation in the Moore Musical Arts Center. Major renovation efforts to the arts area were mostly completed with the Wolfe Center construction.
7. Where will the multi-cultural lounge be with the Career Center taking that current space?
 - a. Answer: No decision has been made on this to date but they are getting closer to making this decision and it will likely be imbedded in the Multi-cultural Center.

Chair’s Report:

Jeremy welcomed the two new representatives to ASC Lynne Gochenour and Lindy Smith.

CFO Update: The performance based budgeting model will be moving forward but on a much smaller scale than previously announced. The new budgeting model will only impact the colleges and will be based on goals for the campus. It is still in the design phase, but open forums are likely to happen this spring to inform the campus about the process. No major changes to HR have been planned or have been made since the re-organization of this department to report to the CFO.

HR Meeting: HR is looking to fill five positions for JAQ readers. To date, four people have responded with interest but applications are still being accepted. Contact Jeremy if you are interested. BGSU will host a retirement fair soon that will feature representatives from STRS, OPERS, and Ohio Deferred Compensation. More information about the fair will be coming soon and it will likely take place towards the end of February. If you are looking to retire soon, HR advises that you contact an OPERS representatives in Columbus for details as they have the most information about the retirement process.

Tri Chairs Meeting: The new smoke free policy was not enacted. Both student groups were opposed to it and Dr. Mazey chose not to put it before the Board. A new committee will be formed to try and find a policy that works for all campus groups.

University Council: Enrollment is up for the fall of 2016 and the class is the most academically-prepared in BGSU history. There was a strategic plan for Athletics submitted that provides information about the future of the Athletics programs and is available online.

Discussion: None

Treasurer's Report: We have not spent a lot of money yet, but we expect more to come soon as we approach the awards reception date.

Secretary's Report: Notice for Ombuds was sent out recently and interested individuals should contact the secretary for more information. January minutes were sent out on January 19 for review. One correction was sent regarding a spelling name change. The January minutes were approved 1st by Rebecca Lyons and 2nd by Mary Ellen Kellow. The motion passed. A new committee list and ASC representative list will be sent out soon to include the new members.

Committee Reports:

Amendments & Policies: The Committee met and reviewed the goals for this year. They will be connecting with the ASC Historian about the process of digitizing ASC documents. The Committee will be working on a quiz to help raise awareness of the Administrative Staff Handbook.

Awards & Recognitions: The Committee met and selected Spirit of BG winners for January and February; names of the winners will be announced soon. The Committee is utilizing campus update to promote the Spirit of BG awards which seems to be having a greater impact on the number of nominations each month. They are actively working on the April 19 Awards Reception which will begin at 3:30 pm with a meet-and-greet starting at 3:00 pm. March 18 will be the deadline for award nominations and the nomination forms will be sent out soon.

Elections & Orientation: Notifications will be sent out soon to ASC representatives whose term is ending this year reminding them that if they want to stay on ASC they will need to run again.

Outreach & Activities: Thanks for helping with the MLK day event. The next social hour is February 5th at 5:00 PM at Beckett's Burger Bar. An ASC social will also be held at Al Mar Lanes on March 4th at 5:15 PM; the cost if that event is \$9.99.

Marketing & Communications: No report.

Personnel Welfare & Compensation: Committee still needs to meet and would like to have more people join if interested.

Professional Development: Two applications have been received for the Spring funds and they are in the process of reviewing these applications. The committee will be sending out a survey to see what professional development interest administrative staff across campus have and the best times for that professional development to take place. Summer professional development applications are now being accepted.

Student Scholarships: Announcements have gone out seeking applicants for the ASC scholarship. The link is on campus update at least twice a week and on the ASC website. A silent auction will take place at the ASC awards reception to raise funds for the student scholarship. The Committee is currently looking for donations to this silent auction.

Liaison Reports:

Classified Staff Council: Gail Houtz has taken over as Chair for the CSC when the previous chair had to step down. The CSC has started working on their salary proposal for the next year. They offered thanks for the collaboration with ASC on the MLK volunteer day.

Faculty Senate Representative: The Faculty Senate has formed a committee to address House Bill 48 regarding the issue of guns on campus. The Senate is continuing to have dialogues regarding concussions and student athletes. President Mazey spoke and gave an update on enrolment numbers. A Presidents' panel will be held on March 21st with President Mazey, and former BGSU Presidents Ribeau and Cartwright. Dr. Andrew Kurtz, Dean of Firelands, discussed the 50th anniversary of the campus and provided other updates. Chief Monica Moll discussed safety presentations that can be done for faculty, staff and students. The Senate voted on two new programs: BS in Forensics and PPEL Program that integrates Philosophy, Politics, Economics & Law; both passed.

Retiree Association: The group updated their handbook and it should be available soon. The Retiree Association office is located at 37 College Park; it isn't manned all the time but there is a place to leave a note. The last meeting of the year for the group will be in April.

Ombuds Update: No new cases have been reported. Lisa Dubose in HR has notified us that the training for Ombuds is almost ready to go and should be available soon.

ASC Historian: Still working on digitizing the files and working with Levis Commons book depository to assist in the process.

University Committee Reports:

Consensual & Amorous Relationships: The policy is going to cabinet for review soon.

House Bill 48: Faculty senate has started the joint committee and they will be surveying the faculty and staff about their feelings regarding the concealed carry bill.

Wellness Committee: Simple 7[®] sign up is available on Well Aware website.

Library Advisory Board: There is a 3D printer in the stacks that is open to anyone and is free to use.

Old Business: None

New Business: None

Upcoming ASC Dates:

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| Feb. 5 | 5:00 PM | ASC Social – Beckett's Burger Bar |
| Feb. 16 | 12:00 PM | ASC Brown Bag: Daria Blachowski-Dreyer, Dining Services – 314 BTSU |
| Mar. 3 | 1:30 PM | ASC meeting – 308 BTSU
Guest Speaker: Rodney Rogers, Provost |
| Mar. 4 | 5:15 PM | ASC Social – Al Mar Lanes |
| Apr. 13 | 3:30 PM | ASC Special Meeting with Sheri Stoll, CFO in 207 BTSU |

Good of the Order: Daria Blachowski-Dreyer, the guest speaker at the Feb. 16 Brown Bag, is a registered dietician and would be happy to help anyone with dietary questions and concerns overall, not just at the on-campus dining halls. The Bookstore is moving to the Multi-Purpose room after the Presidents' Day Open

House. Books are being moved to an online service and will no longer be located in the bookstore. The State of the State conference postcards were sent out to all of the departments across campus. The conference would be a great opportunity for undergraduate and graduate students at a very low cost.

Adjournment: Rebecca Lyons made a motion to adjourn. Heidi Popovitch seconded the motion. The meeting ended at 3:03 pm.