

## Administrative Staff Council (ASC) Meeting Minutes

Thursday, April 7, 2016

### 308 Bowen-Thompson Student Union

**In Attendance:** Jacey Brooks, Sheila Brown, Eric Bucks, Eve Crandall, Beth Detwiler, Donna Dick, Rhonda Dicke, Kim Fleshman, Leslie Galan, Lynne Gochenour, Brigitte Green-Churchwell, Krishna Han, Chet Hesson, Gail Houtz (CSC Representative), Trinity Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Mary Ellen Kellow, Steve Letzring, Rebecca Lyons, Connie Molnar, Emily Monago (Past Chair), Steve Overholt, Brett Pogan, Abby Priehs (Chair-elect), Claire Semer, Lindy Smith, Jessica Turos (Ombuds), Jennifer Twu, Cindy Valentine, Robin Veitch, Chris Wammes

**Substitutes:** Jenna Pollock for Jessica Belcher, Sally Dreier for Heidi Popovitch, Adam Petrea for Dawn Swain

**Absent:** Jason Januszewicz, Michael Keane, Susan Sadoff, Tony Wagener

**Call to Order:** Jeremy Joseph, Chair of ASC, called the meeting to order at 1:31pm.

**Guest Speakers:** Lt. John Steward and K9 Jerry- Jerry is a Belgian Shepherd from the Netherlands. His commands are in Dutch. He is a “working” dog not a “pet”. He cost \$12,000 and was given to us from the Ohio Homeland Security Department. Jerry is explosive trained. He is not a drug dog, but instead sniffs out the materials that make bombs. He has a list of smells that he can detect. His alert is to sit and start at the odor. His reward is play. He is always looking for his toy. He was eating Lams brand dog food, but now is eating Blue Buffalo. He and Lt. Steward are loaned out to cover large areas or buildings. For example, the Honda plant in Marysville is almost 4 million square feet and they had a bomb threat in which 13 dogs in the area responded to. It took over 6 hours for all 13 dogs to clear the building. No bomb was found. Jerry trains every month to stay in practice.

#### **Chair’s Report:**

HR Meeting: HR thanked us and said the retirement Fair was a huge success. Mercer was last here in 2011 and they are looking into bringing them here for an update. A question was raised about being able to buy 100% benefit coverage through Medical Mutual. However, Medical Mutual does not offer this option. Aflac is what an employee should purchase for supplemental insurance. Call Sandy Heck if you have a follow up to this question.

Tri Chairs Meeting: Smoking Policy Committee is working to fix issues with the previous version. They meet on 4/8/16. They hope to submit the new policy proposal in May 2016.

University Council: Performance Based Budget Open Forum information can be viewed online. The campaign is on track for its five (5) year goal.

House Bill 48: Emails were sent out to the entire campus community and the survey is now closed. The responses are anonymous and the Committee is now working on their presentation of the results to Faculty Senate.

President’s Panel: Question: How is the University supporting offices that are under staffed? No one on panel was aware that any offices are under staffed. Please let them know which office(s) are understaffed and they will investigate the situation. However, they feel the numbers are currently appropriate. It was decided that President’s Panel was not needed and University Council is its replacement.

**Discussion:** Conceal Carry-Did you take the survey? Abby is on this committee and says they will be presenting the statistical analysis to Faculty Senate. The Majority in the survey were against Conceal Carry. It goes to the B.O.T. as the final vote. HB 48 is currently in the State Senate.

**Treasurer's Report:** No report.

**Secretary's Report:** The March minutes were approved by members of the Council. The motion passed.

### **Committee Reports:**

Amendments & Policies: They are working on a survey.

Awards & Recognitions: Twelve (12) days until the Awards Reception. Award selections have been made. A RSVP link will be sent out soon.

Elections & Orientation: Please vote if you have not done so already.

Outreach & Activities: Bowling night had fifteen (15) people attend. Next social is 5:00 pm after the Awards Reception.

Marketing & Communications: No report.

Personnel Welfare & Compensation: Compensation Document will be presented later in our meeting.

Professional Development: We had a group apply for Professional Development funds, but a group still only receives a maximum of \$500. It is best to apply separately to try and get the maximum per person which is also \$500.

Student Scholarships: We have selected three (3) scholarship winners. We will be having a Silent Auction during the Spring Reception.

### **Liaison Reports:**

Classified Staff Council: Upcoming Awards Ceremony on May 18, 2016 at 1:00 pm in 101 Olscamp Hall. CSC is in the process of elections. Check out the 50/50 raffle. Tickets can be purchased between April 4, 2016 and May 18, 2016. The drawing will be held on May 18, 2016 at 1:00 pm during the CSC Annual Award & Recognition Ceremony.

Faculty Senate Representative: The highlights of remarks by President Mazey and Provost Rogers were addressed during the Chair Report. Additionally, the President and Provost provided updates about performance based budgeting. The campus community was encouraged to go online and view the presentation in its entirety if they were unable to attend the presentations live. Faculty voted for Senators and also to make a Charter Amendment on the Academic Honesty Policy, allowing students the option to waive to speed up the outcome of the process.

Retiree Association: No report.

Ombuds Update: No report.

ASC Historian: Still in the process of scanning files at Levis Commons.

## **University Committee Reports:**

Homecoming: The theme will be released tomorrow. Unsure of the time of the game. Focusing on “Once A Falcon, Always A Falcon”.

**Old Business:** None.

**New Business:** ASC Compensation Request Document-Approved with pending corrections. Motion made by Kim Fleshman, 2<sup>nd</sup> by Eric Bucks. 32 people present and voted. Passed unanimously.

Discussion: Faculty got 3% over next 3 years approved. Please add wording for everyone to get 6 months notification for non-renewal. Please add some statistics as to how much a 4% increase really cost and not just “yes, there are more students” to help pay for it. Add historical data on the percentage of salary increases. Please add rationale under the bullets. Brigitte Green-Churchwell and Gail Houtz will each send some data. Next year, we must get the C.U.P.A. data. This information must be reviewed with the current Chair and Chair-Elect of ASC and PWC. Possibly discuss Wood County’s income inequality for why a percentage as well as \$1,000 per person is requested. Discuss the fact that health insurance continues to be on the rise. Talk about improved retention of freshman and sophomores.

## **Upcoming ASC Dates:**

Apr. 13	3:30 PM	Budget Presentation for ASC – Sheri Stoll
Apr. 19	3:00 PM	ASC Awards Reception – Lenhart Grand Ballroom
May 5	1:30 PM	ASC Meeting

**Good of the Order:** None.

**Adjournment:** Connie Molnar made a motion to adjourn. Rebecca Lyons seconded the motion. The meeting adjourned at 3:02 pm.