

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, November 2, 2017
207 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Gregory Boo, Jacey Brooks, Sheila Brown, Dawn Chong, Jordan Cravens, Beth Detwiler (Chair), Judy Donald (BGSURA), Tony Fox, Leslie Galan, Emily Gattozzi, Teri Gentry, Todd Glick, Kerry Gonzalez, Brigitte Green-Churchwell, Jacob Haun, Chet Hesson, Sophia Jackson, Jeremy Joseph, Margo Kammeyer (Chair Elect), John Konecny (departing representative), Sheri Leatherman, Steve Letzring, Rebecca Lyons, Ryan Miller, Faith Olson (CSC), Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jaime Spradlin, Susan Stearns, Danijela Tomic, Jennifer Twu, Cindy Valentine, Robin Veitch, Chris Wammes

Substitutes: Connie Molnar for William Burns, Tim Burn for Kristin Peiffer

Absent: Kalee Carlton, Thomas Daniels, Krishna Han

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

Guest Speaker:

• **Jodi Webb, Campus United Way Campaign Chair:**

- The 2017 goal is to increase the number of employees and retirees donating.
- Goal is to raise about \$90,000 by the end of the campaign. They have raised about \$50,000 to date.
- United Way donations stay local in the local area. Donations are used in Wood County to help with housing and utility costs; get people out of situations where violence is in their home; and help with local fire and flood relief.
- Payroll deduction is an option for BGSU employees as a one time or monthly donation.

• **Sandy Heck, Director, Human Resources & Benefits:**

- Open enrollment is happening now. Deadline is November 17.
- If selecting Plan A, there was a decrease in the premium.
- Plan B premium has not changed, but the BGSU donation to the HSA has doubled.
- Vision coverage has been updated with an increased allowance for glasses/contacts.
- Employees covering a spouse need to send in a new spousal form; this is an annual requirement.
- If you choose a flexible spending account of health savings account, you need to re-enroll every year.
- Open house sessions are available from Human Resources; a list of dates is available on their website.
- Aflac representatives will be on campus in November and will attend all Human Resource open house sessions.
- If you are covering children for the first time, you will need to send documentation to Human Resources to prove they are your dependents.
- Double check your beneficiaries as open enrollment is a good time to do this but they can be changed at any time during the year.
- BGSU HSA donations will be made half in January and half in July.

Chair's Report:

President's Meeting:

- We discussed the new mentoring program we are working on with Career Center. She suggested focusing on first generation students and continuing to expand the program.
- She would also like us to work with Marketing and Communications and do a story on the program.
- She recommended that in our monthly meetings maybe we include in our speakers some professional development opportunities. Offer an Alice training during our meetings as a speaker.
- How can administrative staff help recruit students? She pointed out how friends and family make a big impact on a prospective student views the school.

HR Meeting:

- 3D mammograms are now currently available. This is no additional charge and Medical Mutual recommends you get the 3D.
- Flu Shots are not covered at Kroger because Medical Mutual partners with health providers and Kroger does not participate. You can schedule your flu shot at the Falcon Health Center.
- HR and Sheri Stoll believe they will be doing market comparisons next fiscal year 2018-2019.
- Hiretouch program fields – We were asked why doesn't HR or Hiretouch run through applications to save effort on unqualified applicants. Hiretouch doesn't have the technology to review resumes. And some of the issue stems from differences in the options. For example, the system wouldn't know if the job requires a web developer degree or related degree and an applicant graduated with a visual communications technology degree.

Tri Chairs Meeting: No report.

University Council:

- Task Force on Alcohol Education and Prevention (T. Gibson)
 - Update on activities of task force
 - Data points that they intend to gather
 - Reviewing existing reports from community and campus information
 - Data was incomplete
 - Informal focus groups to fill in gaps to take place this fall
 - Evaluate student handbook and make recommendations
 - Review and evaluate all existing alcohol and drug training courses
 - New robust marketing plan for other night life available on campus
 - Students have said there are restrictions on campus to events like a dance party and they instead have house parties or go to the bars
 - Owner of reverends is on the task force, other owners/managers haven't responded
- New Budgeting Model for Student Organizations (T. Gibson)
 - Proposed new policy for financial support of student organizations
 - Update request for financial support
 - Must apply each semester
 - 919,000 is budgeted for this
 - They offered training to organizations
 - Increased communication of new policy
 - They expect 1000 requests per year
 - Purpose to make it more equitable
- Habitat for Humanity Build (M. Ogawa/V. Rosser/P. Valdez)

- First time you are allowed to build in Bowling Green for Habitat for humanity
- 3 homes will be built
- They are looking for volunteers for the steering committee to begin planning for the work over the next 3 years.

Hearing of the Public – Opportunity for guests to address the council: None.

Discussion: We need someone to serve on the sick leave bank committee. Please let Beth know if you are interested. The meetings are on Thursday's at 10:00 AM.

Treasurer's Report: No report.

Secretary's Report: Minutes from the October meeting were sent out on October 17. The October minutes were approved 1st by Rebecca Lyons and 2nd by Heidi Popovitch. The motion passed.

Committee Reports:

Amendments & Policies: We conducted a review of the ASC Charter during the month of October. Several items have been identified for further consideration. If any amendments are being proposed, they will be handled as dictated by the Bylaws.

Awards & Recognitions: No report.

Outreach & Activities:

- The revised welcome letter has been approved by ASC Exec for sending to new hires. In addition to the (15) new administrative staff hires in August, there were (9) new hires in September. OAC will schedule welcome meet and greets once the new ASC promo items are received.
- New ASC stationary has been received and we are waiting on new ASC pens, post-it pads, and magnetic clips to come in for the Welcome bags. We will add the existing ASC tumblers and any other donated items to the bags as well.
- Athletics is finalizing a project with HR that will give all new full-time hires a free flex plan, Dining gift card/Starbucks card/credit to BG1 account.
- First Social Hour will be Friday, Nov. 3, 5-7 p.m. at The Stones Throw.
- The committee is looking into hosting a "Trivia night" event.
- Paul Valdez advised there will be an opportunity being announced with Habitat for Humanity, and then a local food pantry doing a food collection in mid-January that may be options for ASC.

Personnel Welfare & Compensation: The committee met to review the results of last year's Salary and Benefits Survey of Administrative Staff and has identified items from the survey results to send on to PACWHI for possible implementation. The committee has requested additional information about the makeup of the committee and its past activity to better facilitate communication with the group.

Professional Development: Deadline for the spring awards is January 9. No applications have been received to date.

Student Scholarships: The scholarship committee has been working on a fund raiser for the student scholarships. We will be conducting a NCAA basketball tournament pool. Details of the pool will be coming soon. You do not have to be a BGSU employee to participate.

Liaison Reports:

Classified Staff Council: Still working on the leave bank issue with a December 15 deadline to get the information to Human Resources. Working on the MLK day of service which prepares several hundred meals.

Faculty Senate Representative: Faculty Senate has not met since our last ASC meeting. The next Senate meeting is on November 7.

Retiree Association: No report.

Ombuds Update: No report.

ASC Historian: Met with executive committee to plan for a schedule to collect and store files.

University Committee Reports:

- Intercollegiate Athletics Advisory: First meeting of the semester will be on November 30.
- Personal, Welfare, and Compensation Committee: Medical Mutual now recommends the 3D mammogram which is now covered by our insurance. Kroger flu shots are not covered.
- Equal Opportunity Compliance Committee: We met for the first time and talked about our purpose and future topics we wanted to discuss. We decided to start with the grievance process and what that looks like for all levels (classified, administrative, and faculty). We also want to explore what types of mandatory trainings are required for deans and directors and information about veterans on our campus. Our next meeting has not been set as we are waiting to hear back from our guest speaker.
- Bookstore Advisory: A new chair has been selected but they are working to revise their purpose since BGSU no longer has a bookstore.

Old Business: None.

New Business: None.

Upcoming Dates:

- ASC Social - Tomorrow - November 3, 5-7pm at Stones Throw
- Next ASC Meeting - December 7, 2017

Good of the Order: The last two volleyball matches this weekend, currently first in the MAC and your ticket can be used for a movie at the Stroh as well. The Great Gatsby is being performed at BGSU Firelands this weekend. It's Native American Heritage Month and the OMA website has information on what else is available this month. Minimum wage is going up to \$8.30 starting on January 1, 2018, more information will be coming from Student Employment for how to handle this if your department employs students. Jermore Library is celebrating 50 years and a special event will be tomorrow.

Adjournment: Heidi Popovitch made a motion to adjourn. Tony Fox seconded the motion. The meeting adjourned at 2:18 pm.