

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, November 1, 2018
308 Bowen-Thompson Student Union

In Attendance: Beth Ash, Emily Barnes-Hanna, Andrea Boehme, Sean Brigadier, Will Burns, , Terra Cramer, Jordan Cravens, Gabe Dunbar, Jason Dunn, Teresa Earl, Tony Fox, Emily Gattozzi, Teri Gentry, Maite Hall, Jacob Haun, Meghan Horn, Sophia Jackson, Jeremy Joseph, Lona Leck, Mike McPhillips, Cordula Mora, Jacquie Nelson, Angela Seifert, Lindy Smith, Jaime Spradlin, Jennifer Twu

Substitutes: Sherri Sherock (Brett Pogan), Kathy Dean (Classified Staff Co-chairs Toni Jacobs and Danielle Burkin)

Absent: Kalee Carlton, Dawn Chong, Beth Detwiler, Todd Glick, Margo Kammeyer, Ryan Kardok, John McEwen, Kristi Peiffer, Adam Petrea, Thomas Rapier, Sue Segard, Danijela Tomic, Cindy Valentine, Chris Wammes

Call to Order: Rebecca Lyons, Chair-Elect of ASC, called the meeting to order at 1:30 pm.

Guest Speaker: Karyn Smith – BGSU Department of Recreation and Wellness joined the ASC regular meeting to lead a Move for Your Mood session. Recreation and Wellness has teamed up with Student Affairs to host Move for Your Mood Sessions. The sessions are held at multiple locations across campus with a variety of activities to help you move throughout your day. The sessions are typically 30-50 minutes in length and help to break the barriers to moving throughout your day. (free and multiple locations to serve different areas of campus). The original goal of the program was to have 600 participants by the end of the semester. To date there have been over 500 participants.

In addition to the physical health benefits of exercise, regular physical activity plays an important role in mental acuity and cognitive function.

- Exercise can boost mood by triggering the release of feel-good hormones and chemicals, like endorphins, which can boost energy levels and promote positive feelings.
- Regular aerobic exercise can reduce anxiety by making your brain's "fight or flight" system less reactive and it can reduce depressive symptoms.
- Exercise directly affects your brain and improves brain function!
- Exercise increases levels of a neurotransmitter called BDNF, which helps build brain cells and improves transmission of nervous system signals through the brain.
- Exercise leads to stronger, healthier, better-connected, bigger brain cells = increased learning capacity! Moderate physical exercise, such as walking, can also boost memory functions.

There are 1,440 minutes in a day.... Dedicate 2% of yours to moving and enhancing your health and well-being!

Chair's Report:

OHR

- The next meeting with HR will take place on November 6th.

Tri Chairs Meeting

- Faculty Senate Chair, CSC Chair, and ASC Chair and Chair Elect met on October 18th.
- We discussed Mercy College, the Provost search, and the Leave Bank.
- Faculty Senate continues to ask for nominations for a Chair Elect.

Meeting with President Rogers

- Rebecca Lyons and Margo Kammeyer met with President Rogers and Sue Houston on October 17th.
- We discussed Mercy College and the dedicated efforts of the Administration to create and submit a proposal to the Higher Learning Commission by November 1st. This will be a high level, 5 year plan for the merger of BGSU and Mercy College. HLC will review the plan in June 2019. Once approved, the integration could take 2-3 years to complete. At this time, Mercy College will operate as usual.
- They referred us to the FAQ on the website for more information, and once the proposal is submitted to HLC, additional information may be available.
- President Rogers encouraged everyone to provide feedback on the Focus on the Future initiatives.
- We discussed the University's commitment to diversity and inclusion.
- President Rogers agreed to an annual lunch with the award winners of the Spirit of BG, Rookie of the Year, BG Best, and Ferrari awards.

Hearing of the Public – Opportunity for guests to address the council:

- None

Full ASC Representative Discussion:

- Bi-Weekly Administrative Employees (BAH) Will these individuals go back to the monthly pay period once they are over the threshold? If a new person is hired above the current threshold do they start out as monthly or BAH? The Chair and Chair Elect will ask this at their next meeting with HR to get clarification.

Treasurer's Report:

- Hope to present a budget to Exec at the next meeting and then bring the budget to the Full ASC group on December 6th for approval vote. Each committee has been given budget allocations, so they can start to plan their activities.

Secretary's Report: Minutes from October 4, 2018 meeting emailed on October 5, 2018. No corrections submitted. The October minutes were approved 1st by Jordan Cravens and 2nd by Tony Fox. The motion passed.

Committee Reports:

Amendments & Policies:

- Nothing to report.

Awards & Recognitions:

- End of year Awards Ceremony will be held May 21st 10-12:00 in the Ballroom
- Special M/C has confirmed
- President Rogers has confirmed.
- A new marketing plan will be launching very soon.

Outreach & Activities:

- 1st social event of the year was held September 26th – Trick or Treat at the Stroh. The turnout was not very high, so please make an effort to attend future social events.
- Working on arranging a Toy Drive before the December 6th meeting - more info to come.
- Planning social event on the evening of December 6th – more info to come.

Personnel Welfare & Compensation:

- Completed:
 - Finalized review of employee survey results from last year
 - Created list of items PW&C is recommending we address
- To Do:
 - Prioritize top items for PW&C to address and develop action plan
 - Review findings with Exec Committee

Professional Development:

- Committee awarded six scholarships, four were accepted, and two were declined. Award winners included: Deborah Hendricks, Jeremy Joseph, Dawn Chong, and Kim Fleshman.
- ASC Scholarships awarded by the Professional Development Committee for Summer/Fall 2018 total \$1000.00.

Student Scholarships:

- Nothing to report at this time.

Liaison Reports:

Faculty Senate Representative (Beth Detwiler): - nothing to report

Retiree Association (Judy Donald): - nothing to report

Ombuds Update (Chris Bullins and Jessica Tuross): - nothing to report

ASC Historian (Lindy Smith): - Records retention schedule has been approved by Exec. Please be sure to send info to Lindy Smith to be uploaded.

University Committee Reports:

EOCC:

- We had our first meeting to discuss our purpose and set our objectives for the semester. We plan on meeting once a month. Our November meeting is currently being scheduled.

Old Business:

- None

New Business:

- None

Upcoming Dates:

- December 6th- Toy Drive at next ASC meeting – more details to come
- December 6th – Next ASC social – more details to come

- December 6th – Guest Speaker will be Pat Kelly to go over the JAQ process
- May 21st – End of Year Awards Celebration – 10:00-12:00

Good of the Order:

- Next week is non-traditional student appreciation week be sure to show your appreciation
- Office of International Programs and Partnerships is now an official Passport Acceptance Facility.
- To celebrate this new convenience coming to campus, IPP will be offering prizes throughout the month of November to Passport applicants who use our office:
 - Every applicant in the month of November will receive a BGSU Luggage Tag!
 - The first FIVE applicants will also receive a “BGSU Global Falcon” sweatshirt!
 - Every student applicant in the month of November will be entered in a raffle to win a Travel Gift Basket worth \$200!
- BGSU Women’s Soccer advances to the semifinals at Cochrane Stadium on Friday (time TBA) where they will take on MAC opponent Ohio. With a win, BG will host the MAC Championship at Cochrane Stadium on Sunday at 1 p.m.

Adjournment: Jeremy Joseph made a motion to adjourn. Tony Fox seconded the motion. The meeting adjourned at 3:00 pm.