

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, December 6, 2018**  
**308 Bowen-Thompson Student Union**

**In Attendance:** Beth Ash, Emily Barnes-Hanna, Andrea Boehme, Sean Brigadier, Will Burns, Kalee Carlton, Dawn Chong, Terra Cramer, Jordan Cravens, Gabe Dunbar, Jason Dunn, Teresa Earl, Tony Fox, Emily Gattozzi, Teri Gentry, Todd Glick, Jacob Haun, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Ryan Kardok, Lona Leck, Rebecca Lyons, Mike McPhillips, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Adam Petrea, Brett Pogan, Sue Segard, Angela Seifert, Lindy Smith, Jaime Spradlin, Danijela Tomic, Jennifer Twu, Cindy Valentine, Chris Wammes

**Substitutes:** Tara Canary (Beth Detwiler) Bridget Place (Adam Petrea)

**Absent:** Maite Hall

**Call to Order:** Margo Kammeyer, Chair of ASC, called the meeting to order at 1:30 pm.

**Guest Speaker:**

*Sue Clanton – United Way*

- Spoke about the resources that United Way provides to local families in Wood County and the surrounding areas. 211 is an information and referral service that helps connect people with services that are available in the area. United Way partners with other community organizations to help fill the gaps between the needs and the resources available.

*Paul Valdez and Marty Sears – Center for Community & Civic Engagement*

- Spoke about how the MLK day of Service will be a little different than it has been in the past years due to the Winter Session and the reduced number of students that will be on campus on this day. They will be teaming up with the Brown Bag Food Project to collect food donations on January 19<sup>th</sup> and January 20<sup>th</sup>, 2018. (Flyer Attached)

*Patrick Kelly, Compensation Analyst, BGSU Human Resources*

- See attached PowerPoint presentation slides for full presentation details.
- Purpose of the JAQ process is to establish comprehensive, effective, equitable, and feasible structure
- JAQs are reviewed when there are new positions created, updating a current position, or during department reorganization. The last full review of the JAQs was in 2012 with Mercer.
- If you feel your position is changed dramatically and would like it to be reviewed the first step would be to discuss it with your supervisor.
- The pay ranges are reviewed each year to ensure we are competitive. If the pay range is adjusted and any staff that fall below the new minimum then their salary would be raised up to the new minimum salary.

**Chair's Report:**

- The ASC Executive Committee is made up of the Officers and at least 1 elected representative from each division. There are 14 total members. The EXEC Committee will discuss topics of interest and other items to evaluate bringing them before the general body of representatives. These meetings are considered confidential and we do not keep meeting minutes.
- Co-Chairs of the Personnel Welfare and Compensation committee along with Chair and Chair-Elect will participate in the annual HR CUPA review. The College and University Professional Association for Human Resources (CUPA-HR). 2017/18 findings reflected detailed aggregate salary information from 1,110 institutions for 358 professional positions, resulting in a sample of more than 219,000 higher education professionals.

- ASC has been asked to reaffirm our support of the Smoke, Tobacco, Vapor Free Policy. This policy was supported by ASC in 2015 and 2017. Since our last resolution supporting it, the policy has changed slightly.
- Chair asked if anyone wanted to form an ad-hoc committee to draft a Resolution of support for the Smoke, Tobacco, Vapor Free Policy. There were no motions for this, so Exec will prepare the Resolution in two weeks, and then place the Resolution on the January agenda. We do have the previous resolutions that can be used as a guide

#### **HR Meeting:**

- 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?
  - No, once an employee is established in a bi-weekly pay cycle they will not be reverted to monthly. New hires above the threshold will start with a monthly pay cycle.
- Is there an update on the JAQ proposal for a new review?
  - As of right now, there are no additional updates. The transfer of operations with Mercy has taken precedence over many other initiatives. Viva did inform us that a 2% increase was made to all paygrades this summer. Anyone who fell below the new minimum pay for a grade was adjusted; however, no one required an adjustment.
- Are any random sampling / reviews performed on a regular basis for JAQ's?
  - No, however JAQ's are reviewed when they are changed or submitted as part of the JAQ process. This means that there is a constant review of JAQ's taking place.
- Health Plan A only covers generic birth control. What if someone needs to have a name brand?
  - Oral Contraceptives under Medical Plan A only covers generics that are filled at the Falcon Health Center or through CVS Caremark Mail Service Pharmacy. You will pay full price for brand name or if you go to any other type of pharmacy.
- Is there a University guideline for allowing staff to leave with pay and go vote?
  - Voting locations are very accommodating with early and late hours. There is no University policy that allows for this provision. There may be an exclusion if you are working the polls and HR will check into this.

#### **Tri Chairs Meeting:**

- Faculty Senate Chair, CSC Chair, and ASC Chair and Chair Elect met on November 15th.
  - We discussed Leave Bank, MLK Day Volunteer opportunities, Mercy.
- Faculty Senate still does not have a Chair Elect.

#### **University Council:**

- Strategic Plan Update
  - Focus on the Future open houses resulted in 450 independent items and over 2000 dots (supporting items that were already submitted).
  - These comments were consolidated into 6 strategic objectives with initiatives tied to each one.
  - There were 90 comments provided as feedback. The feedback asked for more details on diversity and inclusion and for prioritization of the objectives.
  - The next steps will be to begin planning around the initiatives and to develop the metrics for measuring them.
- Provost Search
  - An announcement has been made since the meeting that Dr. Joe B. Whitehead will become the next Provost and Senior Vice President for Academic Affairs. He will begin January 22, 2019.

- Mercy College
  - Submission of the 5 year plan to the HLC was sent in on November 16, 2018.
  - Mercy Health will transfer ownership of Mercy College to BGSU.
  - Mercy College is healthy with a growing enrollment. There are currently 1400-1500 students that are largely part-time, non-traditional students.
  - This is exciting because of the opportunities in the health care field.
- Campus Master Plan
  - Sheri Stoll went over the current status of the Campus Master Plan and identified which projects were part of the original master plan (approved in 2010) and what was part of other projects.
  - A tentative capital project plan for FY 2019 was discussed that includes the Technology Building renovation, classroom upgrades, Offenbauer building envelope, and Founders Hall renovation.
  - Additional construction for the technology building will be part of future projects.
  - Planning is underway for Phase 2 of the Campus Master Plan.
- Campaign Update
  - Raised nearly \$140M.
  - \$2.2M has come from faculty/staff.

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

**Full ASC Representative Discussion:** - None

**Treasurer’s Report:** proposed budget and expense report were presented.

**Secretary’s Report:** Minutes from November 1, 2018 meeting emailed on November 2, 2018. No corrections submitted. The November minutes were approved 1<sup>st</sup> by Jacob Haun and 2<sup>nd</sup> by Tony Fox. The motion passed.

**Committee Reports:**

Amendments & Policies:

- Nothing to report at this time.

Awards & Recognitions:

Met in Person at November 1 ASC Meeting

- Spirit Award
  - Solidified Marketing
  - Graphic and Award “check” developed by Marketing and Communications
  - Email all staff via direct email
  - Campus Update
  - Confirmed a different monthly committee member to execute the awarding process (subject to change if needed)
- End of the Year Banquet
  - Date: Tuesday, May 21
  - Time: 10 AM - Noon
  - Location: BTSU Ballroom
  - VIP’s have confirmed availability
- Discussed Spirit Award Throughout November Via Email - Success was beyond expectations with 65 nominations for a total of 32 valid staff members – Indicating tremendous support for ASC, the Spirit Award, and the appreciative sentiment throughout campus for the hard work performed on a regular basis by administrative staff!
- October Award – From nominations through October – Award planned 12/7
- November Award – From nominations through November - Kim Fleshman
- Cordula Mora executed the communication plan with the nominators and presented the award during a “public” event within the winner’s department. Marketing of the award winners, including photos and other follow-up needs will be planned during the committee’s December meeting.
- Goals for December and January

- Confirm Budget for all awards
- Update Web (ongoing from November)
- Add Missing Past Winners for All Awards - Work with historian as needed
- Update photos (where available) and other page layout consistencies
- Continue Marketing and Awarding Spirit Award
- Confirm any reimbursement and budgetary needs with ASC treasurer.
- End of Year Award Ceremony
- Ferrari Award and BG Best Award
- Determine a protocol to follow up with nominators who submitted for staff or students not eligible for ASC related recognition.

### **Outreach & Activities:**

- Holiday Drive today benefitting the Brown Bag Food Project and Christmas Dreams. Cookies provided by BGSU Dining Services!
- Holiday Social tonight from 5-7 at Stone's Throw in Bowling Green. Come help us celebrate the season with good food and company!
- Welcome bags are being distributed this week for new administrative staff members hired in September, October

### **Personnel Welfare & Compensation:**

- Asking the ASC Representative to vote on the areas that have been identified by the previous survey to focus on the top 2-3 for this year. Informal ballots were passed out to identify the main areas of focus for the committee.

### **Professional Development:**

- Nothing to report at this time.

### **Student Scholarships:**

- Nothing to report at this time.

### **Liaison Reports:**

- Classified Staff Council - Focused on providing professional development opportunities for the Classified Staff to be promoted.
- Faculty Senate Representative (Beth Detwiler): - spoke about the Focus on the Future Strategic Plan, Bachelor of Science in Resort and Attraction Management (RAMM) was approved.
- Retiree Association (Judy Donald): - nothing to report
- Ombuds Update (Chris Bullins and Jessica Turos): - 3 staff have contacted the Ombuds in the past month
- ASC Historian (Lindy Smith): - nothing to report at this time

### **University Committee Reports:**

- Public Safety – changing the vendor for emergency response system. Current system routes to Sherriff's department and then to campus police. New system would bypass and go directly to Campus Police for any calls made on Campus.
- CIO – Spoke about the upgrade to Microsoft 10 on campus and Mercy Health merger and effect on technology

**Old Business:** - none

### **New Business:**

- Jeremey Joseph presented ASC Budget for the year. Motion to vote by Kristi Peiffer, seconded by Tony Fox. The motion passed by a showing of hand for those in favor.

**Upcoming Dates:** next ASC meeting January 3, 2019

**Good of the Order:** - None

**Adjournment:** Brett Pogan made a motion to adjourn. Kristi Peiffer seconded the motion. The meeting adjourned at 3:00 pm.