

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, January 3, 2019
308 Bowen-Thompson Student Union

In Attendance: Beth Ash, Andrea Boehme, Sean Brigadier, Will Burns, Dawn Chong, Terra Cramer, Jordan Cravens, Gabe Dunbar, Jason Dunn, Teresa Earl, Emily Gattozzi, Todd Glick, Maite Hall, Jacob Haun, Jeremy Joseph, Margo Kammeyer, Ryan Kardok, Lona Leck, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Adam Petrea, Sue Segard, Lindy Smith, Jaime Spradlin, Jennifer Twu, Cindy Valentine

Substitutes: Taylor Bohn for Beth Detwiler, Sherri Sherock for Brett Pogan, Adam Arthur for Chris Wammes

Absent: Emily Barnes-Hanna, Kalee Carlton, Tony Fox, Teri Gentry, Meghan Horn, Sophia Jackson, Rebecca Lyons, Mike McPhillips, Danijela Tomic

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

Guest Speaker: John Fischer Provost and Senior Vice President for Academic Affairs, Interim – Winter Session

- The Winter session is officially underway
- BGSU winter session is three weeks long. This is accomplished by shortening the Fall and Spring Semester by 1 week, so they are each 15 weeks in length instead of the 16 weeks previously.
- Cannot call this a j-term because of financial aid implications. Winter Session is a part of the Spring Semester.
- Other Universities have done this for some time. Most reported that the enrollment was low in the first few years, but then it steadied.
- There were 90 proposed classes / experiences proposed
- There close to 1800 students participating in the Winter Session in some form. Either on campus, on-line, abroad, or experiential experience. With roughly 1200 of these students taking classes either online or on campus.
- Enrollment will need to be higher in order for this to be successful and to continue. It cannot be a financial burden, but rather must sustain itself.
- Due to this being the first year there are several things that will need to be evaluated to see where improvements can be made going forward. Things that will be looked at:
 - Students motivation for taking classes
 - Students motivation for NOT taking classes
 - Student Success Rates in the courses / experiences offered
 - Areas of interest for future courses / experiences offered
 - Challenge of housing availability
 - Challenge of food service availability
 - Feasibility of certain courses being taken in such a short session. What types of classes make the most sense to allow the student to be successful?
- Faculty are already looking at international study abroad programs for Winter Session 2020. These types of experiences take future planning to ensure they are successful, so it would be necessary to do some ground work the year before the Session would be offered.

Chair's Report:

Meeting with CFO, Sheri Stoll on 12/10/2018

- Provided positive feedback on the annual ASC Compensation Report and requested an early March submission.
- Enrollment is up, but revenues are down due to lower out of state and more CCP students. The enrollment numbers for 2019 are looking positive.
- Optimistic about the Mercy College merger.
- Encouraged taking advantage of professional development opportunities both at the University and elsewhere. Shadowing staff at other universities can provide valuable insight.

HR Meeting:

- The monthly meeting with OHR was cancelled this week due to the Holiday.
- Adam Petra and Margo Kammeyer participated in the annual Professionals in Higher Education Survey with OHR. This survey is conducted by The College and University Professional Association for Human Resources (CUPA-HR) and publishes detailed aggregate salary information.

Tri Chairs Meeting:

- The monthly meeting with the Tri-Chairs was cancelled this month due to the holiday.

Board Meeting

- Decembers Board Meeting was held at Fireland's with Sophia Jackson representing ASC.

Remove - University Council:

Hearing of the Public – Opportunity for guests to address the council: Nothing

Full ASC Representative Discussion: Nothing to report.

Treasurer's Report: Nothing to report. Updated budget status attached to minutes.

Secretary's Report: Minutes from December 6, 2018 meeting emailed on December 13, 2018. No corrections submitted. Jordan Cravens motioned to approve December's minutes. Andrea Boehme seconded. Unanimous vote. Motion Passed.

Committee Reports:

Amendments & Policies: nothing to report at this time.

Awards & Recognitions:

- Reviewed Spirit Award administration processes
- Planned winter and spring semester activities
- Discussed recognition for ASC leadership
- Reviewed additional documents from the Awards and Special Recognition archives
- Determined December and January Spirit Award winner
 - Award "ceremonies" both scheduled in January
- Finalized reimbursement process for Spirit expenses (flowers)
- Awarded October Spirit Award to Brent Fox - Firelands
- Confirmed Budget Changes -Moving forward - \$50 per monthly Spirit award, plus \$10 for flowers
- \$100 for Rookie of the Year
- Communicated and confirmed with President's Office for a lunch invitation for upcoming Rookie, BG Best, and Ferrari winners
- Marketing Plans for final awards

Outreach & Activities:

- Food Drive Challenge – MLK Canned Food Challenge between Administrative Staff Council and Classified Staff Council. It will run January 3rd – January 17th across campus - FLYER attached to minutes
 - This is in addition to the volunteering see www.bgsu.edu/mlkday for volunteer opportunities
- Bowling Night - February 8th Al Mar Lanes starting between 5:30 – 6:00
 - Cost will be roughly \$9 for 2 games, shoes, and drink ticket – final details to be sent out later

Personnel Welfare & Compensation:

- Goals for this year:
 - Annual Compensation Request
 - Plan to have rough draft for January 15th Exec Meeting
 - Plan to bring it to the ASC group at the February 7th meeting
 - Looking at Previous survey data and feedback from previous ASC meeting to identify 3 areas to focus on for this year.

Professional Development:

- To date there have been no requests for PD Funds for the Spring Semester. The current deadline is January 9, 2019.
- The committee plans to extend to deadline and put in campus update to attract some submissions.

Student Scholarships:

- Meeting next week to start reviewing submissions. Prior to the break there were 80 requests.
- They will be meeting with ASC Executive to brainstorm on fundraising ideas

Liaison Reports:

Faculty Senate Representative (Beth Detwiler): - this month's meeting was cancelled

Retiree Association (Judy Donald): nothing to report at this time

Ombuds Update (Chris Bullins and Jessica Turos): 1 contact made during past month

ASC Historian (Lindy Smith): nothing to report at this time

University Committee Reports: nothing to report at this time.

Old Business: none

New Business:

- **Smoke , Tobacco, Vapor Free Policy Resolution**
 - Jordan Cravens motioned to approve the resolution. Jaime Spradlin seconded. Unanimous vote by show of hands. Motion passed.

Upcoming Dates:

- **January 3rd – January 17th Canned Food Competition vs Classified Staff**
- **Next ASC Meeting, February 7th**
- **ASC Bowling Social, February 8th**

Good of the Order:

- Ohio History Day is, Saturday March 16, 2019. We need judges! If you can give kind critique to novice historians we want you. You will be provided with breakfast and lunch. Sign up here <https://oh-bgsurc.nhd.org> or contact Andrea Boehme and andboeh@bgsu.edu.

- ITS project is underway to upgrade users from Windows 7 to Windows 10. This will be a yearlong project. If you would like your computer updated please contact TSC to be upgraded.
- RecWell is offering Unlimited Fitness Classes during Winter Session for just \$15 for Faculty/Staff. See their website for class schedules and more details. <https://www.bgsu.edu/recwell/falcon-fitness.html>

Adjournment: Dawn Chong motioned to adjourn. Jeremy Joseph seconded the motion. Motion passed. The meeting adjourned at 2:45 pm.